



NUMS

NATIONAL UNIVERSITY
OF MEDICAL SCIENCES

NUMS POSTGRADUATE ACADEMIC
POLICY-2023

NATIONAL UNIVERSITY OF MEDICAL SCIENCES

Record of Amendments

Amendment No	Dated	Approving Authority	Articles Amended	Authentication	Signatures (Director Academics)
Original/ 1 st Edition	15th May 2018	8 th ACM		Superseded	
2 nd Edition	13th May 2020	16 th ACM	Entire document	Additions	
	18 th Feb 2021	19 th ACM	Chapter 2 <ul style="list-style-type: none"> • Clause 6 f,h- PhD program requirement • Clause 7h (5) – Transfer of credit of Master programs to PhD Chapter 3 <ul style="list-style-type: none"> • Clause 9 - PhD Admission Criteria Chapter 5- Doctor of Philosophy-PhD Chapter 6 - Master Programs	Amended	
	10th Oct 2022	25 th ACM	Chapter 5 Clause 19-E Research Publication	Amended	
3rd Edition	15 th Nov 2023	29 th ACM	HEC GEP Policy 2023 adapted with minor modification	Amended	

Note: Amendments are to be recorded. Cross-checked and their incorporation in the document authenticated (with name, designation and signature)

CONTENTS

Chapter	Caption	Page #
I	Preamble & Definitions	04
II	NUMS Post Graduate Programs	07
III	Admission & Registration	11
IV	Approval of Academics Programs	14
V	Doctor of Philosophy - PhD	21
VI	Governing the Research Supervisions	30
VII	Masters Programs	36
VIII	Managing the Grievance of Graduate Students	39
IX	Students Affairs	41
Annex-A	NUMS Board of Studies	42
Annex-B	Conduct of PhD Program	48
Annex-C	Postgraduate PG Forms	49

CHAPTER-I

PREAMBLE & DEFINITIONS

Preamble

In exercise of the powers conferred under section 15 of the NUMS Statutes, 2017, the Vice Chancellor of National University of Medical Sciences is, after concurrence from the Syndicate of the University, pleased to issue the following Academic Policy for the Postgraduate Programs to be called and cited as “NUMS Academic Policy for Postgraduate Studies, 2023 (Revised)”. **Currently enrolled graduate students in university may take advantage of the revisions in the policy**

1. Definitions

- a. There are several specific words and terms used in this policy instrument, defined under the NUMS Act, 2015 and the Statutes and Regulations issued thereunder. These legal instruments are available on the University’s website. The readers are advised to consult these definitions as and when needed
- b. The following definitions have been given for the general understanding and guidance of the students:
 - 1) **Academic Council** means the Academic Council of the University
 - 2) **Academic Program** includes a program of studies including practical(s) and research etc., leading to the award of a degree after successful completion of such studies and the word ‘program’ wherever used in these regulations, unless there is anything contrary in the context, shall be construed accordingly;
 - 3) **Academic Year** Wherever appearing, the expression “academic year” shall be construed to specified academic and examination calendar of each program, approved by the Academic council of the university
 - 4) **Affiliated College** includes any college, institute, institution, center or hospital affiliated with the University but not maintained or administered by it
 - 5) **Candidate** for academic purposes, includes a person seeking admission in the University;
 - 6) **Contact Hour** means an hour spent on academic and research-related activities including instructional lab or other related work etc. during a course of studies;
 - 7) **Credit Hour** means one contact hour of theory class and three contact hours for practical/research per week throughout a semester
 - 8) **Constituent College** means an educational college or institute in the health studies, by whatever name described, maintained and administered by NUMS including Army Medical College, Rawalpindi; Armed Forces Postgraduate Medical Institute, Rawalpindi; Army College of Veterinary Sciences, Sargodha and such other colleges or institutes as approved by the Board of Governors (BoG);
 - 9) **Controller of Examination:** the chief coordinator of examination of University
 - 10) **Co-Supervisor** means a person having required expertise in the relevant academic or research field and nominated or appointed as such;
 - 11) **Cumulative Grade Point Average (CGPA)** means summation of grade points of all credit courses as divided by a total number of the credit hours taken and

- successfully completed by a student for the relevant academic program;
- 12) **Dean** the head of a faculty or academic head of institute under the University or the head of an academic body granted the status of a faculty or statutes or regulation.
 - 13) **Department** a teaching department maintained and administered or recognised by the University in the prescribed manner.
 - 14) **Defense** includes an oral examination and assessment of a student in person with reference to his research work, conducted either in the form and style of a presentation including simulation to a particular panel of examiner
 - 15) **Director Academics** the Head of Academics Directorate established by the University in terms of the powers assigned by the Act.
 - 16) **External Examiner** a person holding suitable qualifications recognised by PMC in the relevant discipline who may belong to any outside constituent/ affiliated institution or university/ organization
 - 17) **Faculty** professorial teachers or instructor duly registered as faculty of NUMS' colleges/institutes with the Regulatory Authorities.
 - 18) **Grade** means a numerical calculation or expression aimed at measuring or gauging the quality or level of a student's performance in a given subject, course, semester or an academic program;
 - 19) **Grade Point Average (GPA)** means a weighted average of all grades in a semester or any other specified academic period and where needed GPA may be worked out in respect of any subject or course;
 - 20) **Graduate Supervisory Committee.** The committee who reviews and approves research activities of students
 - 21) **H Index:** Measured by Web of Science.
 - 22) **Internal Examiner** means a person so approved by the Vice Chancellor either in the light of recommendations of the concerned principal or head of a college or institute or otherwise from within the college or institute where a student is completing an academic program;
 - 23) **Intra-disciplinary Qualifications:** Refers to sub-disciplines occurring within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013).
 - 24) **National Qualification Framework:** An approved framework of Pakistan's national qualifications classifying them into eight hierarchical levels that is from level-1 to level-8, based on learning outcomes i.e., skill, competence and knowledge specified against each.
 - a) **Level 7 Degree Programs:** As defined and mentioned in the National Qualifications Framework including MS, MPhil, MSc etc.
 - b) **Level 8 Degree Programs:** As defined and mentioned in the National Qualifications Framework, this includes PhD.
 - 25) **Sustainable Development Goals (SDGs):** A framework of seventeen goals established by United Nations in 2015 addressing various social, economic, and environmental challenges to be met by 2030.
 - 26) **Prescribed.** Prescribed by statutes, regulations or rules made under the Act.
 - 27) **Probation** means a period-specific position in which a student may be placed in

case he is found to be deficient in achieving the specified academic standards to an extent that he is likely to be withdrawn or dropped from a semester unless he so improves his CGPA that he is allowed, whether conditionally or otherwise, to continue studies for the next semester in the University;

- 28) **Registrar** means Registrar of the University
- 29) **Regulatory Authority** Besides Higher Education Commission (HEC), includes Pakistan Medical and Dental Council (PM&DC), Pakistan Veterinary Medical Council (PVMC), Pakistan Nursing Council (PNC) and Pharmacy Council Pakistan (PCP);
- 30) **Semester** means an academic period not less than sixteen weeks (excluding examinations) during which specified courses are offered to be completed by a student for the purposes linked to the award of a desired degree;
- 31) **Supervisor** includes a person usually from amongst the faculty members deputed for the purpose of guiding and supervising a student during academic studies and research work till successful completion thereof including defense of a thesis;
- 32) **Transfer of Credit** means granting a benefit of credit or credits to a student of the University for the course or courses which may be validly undertaken or intended to be so undertaken by him in other HEC-recognized Higher Education Institution(s) (HEIs) on completion or fulfilment of necessary formalities for the verification of equivalence or comparison, if needed;
- 33) **Thesis** means a comprehensive and complete report or dissertation written and documented in such style and manner as may be specified by the University in respect of any original research work conducted by a student as a prerequisite for the award of a particular degree.
- 34) **University** means the National University of Medical Sciences (NUMS) established under the Act No. XVII of 2015
- 35) **University Faculty** means an administrative and academic unit of the University consisting of one or more department as may be prescribed;
- 36) **Vice Chancellor** means the Vice Chancellor of the University appointed under section 10 of Act No. XVII of 2015.
2. All other words and expressions not defined above but used in these rules shall have meanings assigned to them under the NUMS Act, 2015 and the Statues, Regulations and Rules **made hereunder**.

CHAPTER-II
NUMS POST GRADUATE PROGRAMS

3. **Postgraduate Programs:** NUMS offers postgraduate programs in different disciplines: of Medical Sciences, Nursing, Biological Sciences, Social Sciences and any other program as may be approved by the competent authority of the University from time to time.
4. **Institutions and Postgraduate Programs:** NUMS shall offer its postgraduate programs for the award of degrees at its constituent institutes/ colleges as may be specified from time to time by the Competent Authority.
5. **Advance Studies and Research Office (ASRO).** The University has established the **Advance Studies and Research Office (ASRO)** in the Academics Directorate to deal with affairs relating to the postgraduate academic programs in the light of instructions and guidelines of PM&DC, HEC and other regulatory authorities.

It shall be responsible for the quality of all the graduate degree programs being offered by the university as well as the research that shall be conducted under these programs. This office shall prepare a graduate Studies Prospectus, describing the complete process for award of a graduate degree and ensuring that the booklet shall be available for guidance of all graduate students.

It shall monitor and ensure that thesis/dissertation is progressing in accordance with the time prescribed in the booklet. It includes, but is not limited to, the timely approval of the research synopsis, evaluation of the research thesis/dissertation in accordance with the HEC guidelines as well as its submission, and finally the conduct of open defense.

It has two sections:

- a. **Section I:** This section, headed by Director Academics, is responsible for postgraduate programs related to Basic Medical Sciences and Clinical Disciplines as mentioned below:

NUMS Programs	Degree Nomenclature
Basic Medical Sciences	<ul style="list-style-type: none"> • PhD • MPhil • MSc • MSPH • MHPE
Clinical Programs	<ul style="list-style-type: none"> • Clinical Fellowship • MSc • Clinical Diploma

- b. **Section II:** This section, headed by Director Academics (Clinical), is responsible for postgraduate programs including Nursing, AHS, Biological, Social Sciences as mentioned below or any other non-medical programs to be started in future

NUMS Programs	Degree Nomenclature
Nursing	MSN
Biological Sciences	PhD MS
Social Sciences	MPhil

Advance Studies and Research Office (ASRO) provides administrative support for all postgraduate programs, courses, faculty and students in the college/ institute. Each member of the ASRO Team is available to help and provide advice on all aspects of postgraduate programs to faculty and students in the University. This Office operates an open door policy and is available as a first line for students and faculty support; if you have any questions, please do not hesitate to visit the office during the office hours mentioned below. The NUMS **Advance Studies and Research Office (ASRO)** is situated in NUMS Secretariat, Rawalpindi.

Office Hours: 08:00 AM - 04:00 PM

Tel: 051- 9270676

Email: acad.dte@numspak.edu.pk

6. Boards and Committees: As appointed by the Vice Chancellor, Boards and Committees for smooth running of PG programs are mentioned at **Annex-A**

7. NUMS Qualifications Framework

- a. The University will clearly define the qualifications in ways that are consistent with national / international practices, aligned with regulatory bodies guidelines and provide assurance of competence of the graduate
- b. All qualifications will be defined in terms of their level (7 & 8) as per HEC guidelines.
- c. PG programs at the same level will be distinguished by a distinctive Title/ Nomenclature.
- d. Doctorate and Master programs shall have specified number of credits as recommended by concerned FBS. However, credit hours must be aligned with regulatory authorities' guidelines.
- e. A degree will be awarded to the student after completion of all requirements of respective academic program
- f. **PhD programs.** Doctorate level degrees shall require duration of **03 to 08 years** with 18 credit hours of course work and 30 CHs of research work. However, in event of force majeure i.e., delay on account of circumstance beyond the control of student, the university may grant an extension in the period of award of PhD degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused due to process or administrative reasons after approval from AS&RB
- g. **Master programs.** All Master's degree shall require 1.5- 04 years. However, In the event of force majeure (i.e., delay on account of circumstance beyond the control of student), the university may grant an extension in the period of award of MS/MPhil degree in accordance with the duration limiting factor after approval of FBS.
- h. All master programs shall have minimum 30 credit hours with course work of 24

CHs and research work of 06 CHs. However, total credit hours shall not exceed 40 credit hours

- i. A certificate awarded by the University requires satisfactory completion of a course work of 09 – 12 credit hours, which involves an introduction to new fields of knowledge. Such certification is awarded for completion of study in program approved by the AS&RB and endorsed by the Academic Council

Program Requirements (Credit Hours)				
Degree title	Total CHs	Course Work	Research	Duration
PhD	48 CHs	18 CHs	30 CHs	3-8 years
Master <ul style="list-style-type: none"> • MPhil/ MS • MSc/ MPH/ MHPE • Clinical Fellowship • Clinical Diploma 	30 – 40 CHs	24 – 34 CHs	06 – 10 CHs	1.5 – 4 Years

8. Semester system:

- a. NUMS shall follow semester system for all postgraduate academic programs each having two regular semesters in the academic year, Spring semester from January till May and Fall semester from August till December. However, in special circumstances program can be started other than above mentioned time with approval from VC. Each regular semester shall be for 18 weeks' duration (including examination). There is additional summer semester of 09 weeks with weekly contact hours for a course being double of the regular semester
- b. Students can be enrolled for Fall/Spring semester or for any single course and issue transcript with letter grades at the end of the semester.
- c. Foreign students under student exchange program will be enrolled for any semester or for any single course and University will issue transcript with letter grades at the end of the semester. Admission offer letter of the foreign student will be forwarded to HEC for issuance of NOC
- d. Student may opt for deficient/ improvement courses in summer semester or whenever the course is offered.
- e. **Summer Semester**
 - 1) Depending on the availability of staff and necessary facilities, a summer session can be offered. Students can enroll maximum of 2 Theory courses or 1 lab course during summer sessions
 - 2) Students can enroll in up to a maximum of 08 credit hours during summer.
 - 3) The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester
 - 4) However, student is required to complete all formalities applicable to repetition of a course, i.e., sessional, mid semester examination, project, assignments, quiz, etc and End Semester Examination
- f. Each department/ faculty shall clearly define the details of credit hours of its academic program which shall be shared with all stakeholders along with curricula

- g. Course load per semester shall be maximum twelve credit hours. The credit hours are denoted by two digits within brackets with a plus in between. The first digit represents the theory part while the second digit represents the practical work like 3 (2+1) where 3 are total credit hours with 2 for theory and 1 for practical work. However, under unforeseen circumstances, student may take one additional course of 03 CHs in a semester with the approval of concerned dean
- h. Course credit values awarded must reflect the quality and standards of the University and comply with the requirements of the NUMS/ regulatory bodies' qualification frameworks for that academic level
- i. Credits assigned to a course and course description shall be approved first from FBS before sending to the University.
- j. Credits are earned only when the course and assessment have been completed successfully
- k. **Transfer of credit hours:**
 - 1) 'Transfer credit' is the granting of credit for academic work completed at any other/ same HEC recognized institution
 - 2) Inward migration shall be allowed only from such institutions as have been approved or accredited by these authorities
 - 3) No credit hour of a course less than B-grade for post graduate programs shall be allowed. The student will have to cover the entire deficient course, if any
 - 4) A student desiring transfer of credits to NUMS shall file a formal application in the prescribed form along with no objection certificate (including character verification) for change of the University, copies of all previous transcripts/credit hours' transfers/course outline, HEC grant (if any) utilization and progress report. After verification of these documents by the Registrar, the concerned Dean shall, in consultation with the concerned heads of the department (HoDs) and supervisors, if any, determine the equivalency of the previous courses and furnish his/ her recommendations to the Vice Chancellor through the Registrar
 - 5) Only relevant/common courses shall be transferred with grades to the opted program.
 - 6) The credits transferred are counted towards the degree requirement and GPA of the transferred credits shall be counted towards the calculation of CGPA
 - 7) The transfer of research work is permissible, provided that the host university accepts the research conducted at the parent university prior to the credit transfer.
 - 8) For outward migrations from NUMS, no objection certificates, transcripts and other documents shall be issued by the Registrar
- l. **Change of Program:**
 - 1) Program transfer facility shall only be for semester based Master programs where eligibility criteria is same for both programs. This policy is not for PhD programs
 - 2) S/he will apply to Registrar Dte with the approval of concerned HoDs within two weeks of initiation of first semester. Such a student shall be issued a registration number for new program by Registrar Directorate
 - 3) Transfer will depend on the availability of seat in the opted program.

4) NUMS reserve the right to reject cases without assigning any reason.

m. Freezing/ Deferment of academic session

- 1) Freezing not exceeding two semesters shall be allowed only after successful completion of the first semester against filing of application in prescribed form (Form PG-03). All applications in this regard shall be submitted before the commencement of the freezable semester(s) to the concerned head of department (HOD) who will send his/her recommendations for final approval through the concerned Dean to the Registrar.
- 2) Freezing of first semester or deferment for one year may be requested in first semester under special circumstances, considered after approval of competent authority.
- 3) For freezing of semester, student shall submit 25% of the monthly tuition fee in advance to maintain his/her registration. However, the student shall complete his/her degree requirement within the stipulated time (not exceeding the maximum limit)
- 4) In case of deferment, student must take up his / her studies in the following academic year. Subsequent requests for deferred admission will not be considered
- 5) Students granted deferred admission to a program of study will be admitted in the next academic session and will not be required to reappear the admissions test, re-sit for an interview or pay a new application fee
- 6) Students shall not seek admission to another course/ program at any institute without prior written approval from the concerned Dean
- 7) Where a request for deferred admission is denied, the individual will be required to reapply for admission

CHAPTER-III

ADMISSION AND REGISTRATION

9. Academic Calendar and Admission Schedule

- a. Each institution, at least six months prior to the commencement of an Academic Session, shall furnish to the Registrar NUMS all information about the number of seats available, academic programs intended to be conducted, details and availability of faculty and all other facilities available with them for the conduct of programs. Relying on such information together with the ascertained availability of the required supervisors, the Registrar shall prepare the academic calendar and students' induction plan which will be got approved from the Vice Chancellor before advertising the admission schedule
- b. Advertisements shall be given at least three months in advance of the commencement of the program, through print media and on NUMS website clearly mentioning the program-wise eligibility criteria.
- c. All information including current academic programs, courses, semester detail and examination system shall be provided to candidates on the NUMS website/prospectus/ student handbook. A candidate applying for admissions in the University shall follow terms/conditions as prescribed in the prospectus/website.
- d. Intra-disciplinary admissions (PhD & Master) (with in the 11 broad disciplines defined in UNESCO-ISCED-F-2013) are allowed subject to:
 - 50% in GRE Subject Test
 - 6-9 CH of deficiency courses
 - Approval of admission committee

10. Eligibility Criteria:

a. PhD Programs

Admissions shall be made purely on open merit based on following components:

Components	Requirements	Percentage
Previous academic performance	MS/MPhil or Equivalent Degree (18 years) 1 st Division in the Annual System/ CGPA of 3.0 out of 4.0 in the Semester System	25%
Admission test	Minimum 60% in University Subject test/ GRE/ HAT General or equivalent	25%
*Statement of purpose (SOP)	Mentioned below	25%
Interview	PhD Admission Committee	25%
Total		100%

b. MPhil/ Masters/ Fellowship/Diplomas Equivalent Programs

Components	Requirements	Percentage
Previous academic performance	BS/ MBBS/ BDS or equivalent	25%
GAT-General/ NUMS Entry test	Minimum 50% accumulative test score	50%
Interview	Admission Committee	25%
Total		100%

- c. ***Academic Statement of Purpose.** Each applicant must submit an Academic Statement of Purpose (ASOP). The Academic Statement of Purpose helps the admission committee understand student's academic objectives and determine whether he/ she has the potential to be successful in this program.

- 1) **Word limit.** Approximately 800 to 1000 words (12-point font)
- 2) **Pattern.** The Statement of Purpose should have four sections, though they don't need to be clearly defined as sections in the document and can take on the more natural feel of a letter:
 - i. Title, research idea, and intended impact
 - ii. Must demonstrate passion & enthusiasm for research
 - iii. Academic & Professional Preparation
 - iv. Focused Interest in the Field
 - v. Career plans upon completion of the program
 - vi. Any relevant strengths or weaknesses in background or ability to carry out professional responsibilities

d. Interview.

- 1) After initial scrutiny of applications by the Admission Office to ensure all documents requirements, etc, Statement of Purpose shall be sent to relevant department where their Departmental Internal Evaluation Committee will review the applications in terms of its scientific viability and faculty research interests and expertise.
- 2) HoD will send the review report to Admission Office that will attach the report along with all other documents in the applicants' dossier for the Postgraduate Admission Committee
- 3) Interviews will be conducted by PhD Admission Committee

- e.** Other specific requirements of NUMS postgraduate academic programs shall be duly synchronized with the guidelines of the regulatory authorities
- f.** Eligibility criteria, after approval from Faculty Board of Studies shall be mentioned in the curriculum of each program and approved from AS&RB and then NUMS Academic Council.

11. Admission Process:

- a. Once the admissions are announced, applications for admission in postgraduate academic program shall be filed online through NUMS website portal.
- b. No person whose registration or admission in NUMS has been earlier cancelled due to disciplinary reasons shall be entitled to apply for admission in NUMS under any circumstances. The candidates in service shall furnish no objection certificates from their competent departmental authorities for undertaking the educational activities being applied for. He/ she shall present NOC at the time of interview
- c. No foreign candidate shall be eligible for admission unless he/she holds a minimum TOEFL score of 500 or IELTS score of 5.50. Language proficiency test results shall not be required or demanded where a foreign student has acquired education from higher secondary level onwards with English as a medium of instruction. However, no objection certificate from HEC shall be mandatory in case of foreign students. The foreign students under international student exchange programs may be enrolled/ admitted, subject to prior approval from the Vice Chancellor for any single or more semester(s) or course(s) subject to such conditions as may be agreed by the competent authorities under the relevant exchange programs
- d. Entrance test, if required for admission in PG programs course in NUMS, shall be conducted under the administrative supervision of the Controller of Examinations in

coordination with the Academics Directorate and the concerned Examination Committee if any. The subjects shall be specified by the Academics Directorate in line with the policy of HEC/NUMS

- e. The Admissions Office shall thoroughly scrutinize all the applications/cases received for admissions in postgraduate programs, shortlist the candidates, issue interview schedule indicating venue and date-wise lists of the interviewees through website under written intimation to every shortlisted candidate and coordinate with the Controller of Examinations and the Academics Directorate for timely smooth conduct of the scheduled interviews through the Postgraduate Admission Committee
- f. Courses at other HEC recognized universities: The students may take courses at other HEC recognized universities subject to approval by the student supervisor and the concerned Dean.

12. Selection and Merit Computation:

- a. The final merit list of selected candidates for admissions shall be conveyed to the Registrar's Office for seeking final approval from the Vice Chancellor and other admission-related formalities up to the extent of available seats. If a candidate selected for admission and included in the list does not pay the prescribed fee within the stipulated time, his/her name will be dropped and the candidate appearing next on the merit list shall be offered admission. The finally admitted students' list shall be sent to the concerned institution for enlisting the filled-in registration forms from the students which in turn send back to the Registrar's Office for issuance of registration numbers
- b. For any unforeseen reason, when a student cannot continue with his/her studies in the University, the student may send an official request through his/her HOD and Dean/ Head of institution to the Registrar for clearance and notification of release from the University
- c. HEC policy for enrollment in dual degree program shall be followed. However, permission for enrollment in dual degree program shall be taken from HOD and concerned Dean

13. Fee Matters:

The students of postgraduate academic programs shall be required to deposit the University's fee for admission and tuition purposes. While admission fee remains non-refundable under all circumstances, the claims for refund of tuition fee, if any, shall be settled in terms of the guidelines/ instructions of the concerned regulatory authorities. Tuition fee shall be charged for in campus period. The University has a right to vary fee during the academic program. Postgraduate program tuition fee may be refunded as follows:

- a. Up to 7 days of the commencement of classes: 100%.
- b. Within 8-15 days of classes: 50%
- c. More than 15 days of classes: No refund of fee.

CHAPTER-IV

APPROVAL OF ACADEMIC PROGRAMS

14. Policy for Approval of Academic Program:

When an academic program is submitted to Academics Directorate for review and approval, following points shall be considered:

- a. The matters relating to the establishment of any new department, proposals for introducing any new academic program or changes in the existing programs, preparation or amendments of any curriculum and enhancement of seats for any of the programs or any other related academic issue shall be initiated after concurrence of the concerned Faculty Board of Studies for further consideration in NUMS AS&RB and eventual approval from the Academic Council through Academics Directorate
- b. The proposal shall ensure conformity to the requirements of the University and follow regulatory authorities' guidelines for purposes of accreditation / recognition of the degree / qualification.
- c. Postgraduate Curriculum Committee of relevant subjects shall follow the NUMS curriculum map and guidelines for curriculum development
- d. Each course in the program shall be allocated a specific course code as per NUMS guidelines
- e. After preparation, curriculum duly signed by the Dean shall be sent to NUMS Academics Directorate which in turn will scrutinize the documents as per checklists.
- f. Any deviation from University academic policies shall be brought to the notice of the Director Academics
- g. Every PG curriculum will be recommended by the AS&RB and approved by Academic Council through the Academics Directorate
- h. For Masters or PhD program, after approval from ACM, the department shall forward the requisite documents for getting HEC's NOC to launch the program to Academics Dte for scrutiny. Academics Dte, after scrutiny, shall forward the documents to QA Dte, which after ensuring the completion of the documentation as per HEC checklist shall forward the case to the HEC. Upon receiving the NOC from HEC, Academics Dte shall intimate the concerned department to start the program whereas PQR focal person in Quality Assurance Dte shall register it on Pakistan Qualification Register (PQR) / NUMS web portal
- i. As per HEC's guidelines, for launching a program in Spring or Fall Semester the institution should send the documents to HEC before September 30th or March 31st respectively
- j. HEC approved curriculum of any post graduate academic program shall be followed as such after the approval of the Academic Council.

k. **Establishment of Department/ Institute**

- 1) Name of department and institute shall be mentioned in the program proposal, as approved by Vice Chancellor and notification from Registrar Directorate
- 2) Department must fulfil faculty and infrastructure requirement as mentioned below

l. **Faculty requirement.**

- 1) There shall be at least six faculty members of relevant qualification in a department to initiate any program including one professor, one associate professor, two assistant professors and two lecturers
- 2) At least two (2) full time faculty members holding PhD degrees in the relevant field shall be available/appointed to the department to launch an MS/MPhil/Equivalent program that may be increased up to three (3) if a PhD program is also to be launched in the same discipline and department
- 3) To initiate Masters programs with limited PhD qualified faculty, two relevant full time faculty members having Masters/ FCPS or equivalent qualification in relevant field with at least five years' experience are required in a department
- 4) **Teacher: Student ratio (as per HEC guidelines).** The teacher to student ratio shall be 1:12, where a supervisor can supervise a total of twelve (12) MS/MPhil/PhD students at a time with no more than five (5) of these students being PhD students. Graduate teaching and supervision load shall be adjusted, accordingly
- 5) To initiate any program, faculty details including their qualifications and new faculty requirements, if any, with practicable suggestions for their fulfilment shall be submitted to Academics Directorate for approval of the program.
- 6) Determining relevance of faculty with subject/degree program. Wherever required, the subject and supervisory relevance of faculty members shall be determined based on:
 - a) Qualifications including bachelor, master, and doctoral degrees
 - b) The research includes thesis/dissertation and published articles
 - c) Experience consisting of teaching and administrative domains.
- 7) Faculty Board of Studies will ascertain the relevance of the faculty.
- 8) **Supervision of students.** Following are the requirement for supervision of the students:
 - a) Fresh PhDs can supervise MS/MPhil and co-supervise PhD students, while a PhD faculty member, after two years of obtaining a PhD degree, can supervise one PhD student in 3rd year, two PhD students in 4th year and maximum up to 5 PhD students from 5th year onward, subject to fulfillment of other conditions provided in this policy
 - b) Faculty with Masters/ FCPS or equivalent qualification with at least four years' experience can supervise up to five MS/MPhil/Equivalent students
 - c) Adjunct faculty can be hired in the department after approval of FBS. However, in case full time faculty is present then full time faculty will be the supervisor

- d) Co supervisor. Must be PhD/ FCPS/ Masters qualified and appointed with consent of supervisor, after approval from FBS. He/she must have expertise relevant to the project and provide support to the student. While the main-supervisor is the team-leader and has overall responsibility, the co-supervisors add additional expertise. Together they have complementary expertise.

10) Faculty Development: In order to keep the faculty updated in knowledge and abreast with the latest advancement in their relevant fields, the department shall prepare annual faculty development plan through courses, workshops, seminars, discussion forums etc and religiously follow the plan

- a. **Infra structure requirements.** No new program shall be launched unless all the infra structure prerequisites as per HEC checklist have been fulfilled. Infra structure requirements for students, faculty and staff shall be provided for the short, medium and long terms to avoid any reactive situation caused by inadequate planning.
- b. **Computing Facilities:** Availability of computing facilities and their usage in program as well as development of soft skills (presentation, communication skills, public speaking etc) be made part of curriculum
- c. The proposal shall be sent to the Treasurer for financial model to see the feasibility of the program
- d. **Review.** - The existing curricula shall be reviewed after every three years or earlier if needs improvement after evaluation process and passed through the Academic Council's approval process as aforesaid. Dean will be overall responsible to find out if the proposed change is minor or major in nature as given below:
 - 1) **Minor Modification:** It includes a change in a course that does not affect the overall aims, objectives and outcomes of a program. Minor modifications need approval from NUMS AS&RB. Minor modification may involve one or more of the following aspects:
 - i. Changes to the title or description of a module/course.
 - ii. Changes to the teaching methodology to be more engaging of students such as enhanced use of digital instructional technology, a shift in the balance of lectures and seminars, etc
 - iii. Changes in assessment tools
 - iv. Addition or deletion of modules and/or courses in a manner that does not alter the overall aims, learning outcomes or academic requirements of a program.
 - 2) **Major Modification:** It includes revision in a program that alters the overall aims, objectives, outcomes and academic requirements of a program. Major modifications need recommendation from NUMS AS&RB

and finally approval from Academic council. A major modification may feature one or more of the following:

- a) Change of the title of the program
 - b) Change to the program's overall aims, learning outcomes and learning objectives of the program
 - c) Change in the duration and/or mode(s) of delivery of program (online; face to face),
 - d) Changes in program's requirements, including student admission criteria or standards
 - e) Change of weightage at module or course level for the assessment of students
 - f) Considerable changes to the content and/or structure of modules or courses that fundamentally alters the program.
- e. Recording of modifications to curriculum shall be mentioned in the log attached to curriculum with dates and statutory body meeting minutes approving the modifications

15. NUMS policy for Distance Learning Programs

In case of unforeseen circumstances, PG programs shall be continued as such following distance learning guidelines of NUMS and HEC after approval from VC

16. Faculty Workload Policy

- a. This policy establishes guidelines for the assignment of workload for full-time faculty in NUMS
- b. **Scope and Definitions**
 - i. This policy covers full-time faculty in NUMS. The annual period of the workload assignment for each full-time faculty member is commensurate with the annual period of the faculty member's appointment, typically either for 9- or 12-month period.
 - ii. The workload of teaching faculty member is the fulfillment of his or her responsibilities in the areas of teaching, scholarly activity and administrative service to the department and the University
 - iii. Faculty workload has been divided across three areas: teaching-related activities, research, and administrative work depending on the type of appointment. However, Heads of Department/Dean are ultimately responsible for ensuring a fair distribution of work within Departments/ Faculty
 - iv. Different areas of work and responsibilities but not limited to, are as follows:
 - a) Teaching -related activities. It includes teaching a full course during a semester (lecture preparation, teaching of credit courses, theory and practical, student supervision, program coordination, curriculum development and revision, paper setting, fair and prompt grading of student work, submission of midterm and final grades ahead of deadline, informed advisement for student class progression and mentoring students) both undergraduate or graduate, supervision of projects, thesis, internship and

community work. It also includes online tutoring, assessment and evaluation commitment and facilitation of workshops

- b) **Research.** It includes scholarly activities comprising of supervision of research work of students, submission of research proposals and manuscripts, conduct of research project, reviewer of paper in a journal, member of editorial board of reputed journals and participation in conferences and publications. This also provides the basis for a standard scholarship workload for faculty whose position is defined to have such an expectation
- c) **Administrative work.** It includes the administrative activities including responsibilities of dean and head of department, section head, semester coordinator/academic advisors, participation in different committees, representation at different forums, program coordinator and mentoring junior faculty within one's discipline, university/ departmental technical committee. It also includes Convener of Societies, workshop, course, conference and seminar, and continuous professional development
- d) **Faculty work load Teaching-related activities.**
 - 1) Heads of Department/ Dean shall be overall responsible for ensuring a fair distribution of work within Departments/ Faculty. However, for research, he/ she shall be responsible for assessing each faculty member against the department's research, scholarship, or creative activity workload guidelines
 - 2) Dean/ HOD may assign more hours to any area to any faculty member as per need of the department
 - 3) Faculty workload will consist of minimum of 12 credits per semester
 - 4) Allocation shall be according to specific needs/scope of responsibility of the specialty and cadre.
 - 5) Teaching centric appointments will follow maximum work load for teaching and minimum for research and administrative work
 - 6) Research centric appointments will follow maximum work load for research and minimum for teaching and administrative work
 - 7) Heads of Department shall be responsible for accurate calculation of faculty workload shall be accurately and to fill in the 'Program Review Reports' on HoD Portal- QA portion of website.
 - 8) Following are the recommended credits allocated to different tasks/ duties:

S.No.	Tasks	Credits Assigned
TEACHING		
1.	Teaching a full course during a semester. Credits will be assigned according to the credit hrs of the course.	4/3/2
2.	Online tutoring (for HPE)	1/semester
3.	QA in assessment and evaluation / week	0.5

	commitment	
4.	Facilitator of workshops/ for three full day's workshops (includes face to face)	2
5.	Supervised internship and community work	0.5/semester
RESEARCH		
1.	PhD supervisorship	2 per student (Max 4)
2.	PhD Co-supervisorship/student	1 per student (Max 4)
3.	MS/MPhil Supervisorship (max 2 students) (HPE Max 4)	1 per student
4.	MS Co-Supervisorship/student (HPE Max 4)	0.5 per student (Max 1) Max 2 (HPE)
5.	BS supervisorship (research project or industrial internship) students	0.5 per student
6.	Research project as PI	<u>A- For Natural Sciences</u> 3 (grant above Rs.2 million) 2 (grant below Rs.2 million) <u>B- For Social Sciences</u> 3 (grant above Rs.1 million) 2 (grant below Rs.1 million)
7.	Research project as Co-PI	<u>A- For Natural Sciences</u> 1 (grant above Rs.2 million) 0.5 (grant below Rs.2 million) <u>B- For Social Sciences</u> 1 (grant above Rs.1 million) 0.5 (grant below Rs.1 million)
8.	Research work a. Proposal submission as PI b. Proposal submission as Co-PI c. Need analysis for projects	2 per proposal (Max 4) 1 per proposal submitted/year (Max 2) 0.5 per proposal submitted/ year (Max 2) 0.5/year
9.	Reviewer of paper in a journal/Member of editorial board of reputed journals	0.25/review/year (Max 2)

ADMINISTRATION		
1.	Deanery	4.5
2.	HoD	3.5
3.	Section Head	2
4.	Semester Coordinator/academic advisors (UG)	1
5.	Notified university technical committee/Convener of Societies (max 2)	1
6.	Notified departmental technical committee/convener of Societies (max 2)	0.5
7.	Convener of workshop/course (having minimum of 15 external participants) OR Convener of conference/seminar (having minimum of 30 external participants)	1 (Max 2)
8.	Convener of workshops/courses for NUMS faculty	0.5/semester (Max 1 per year)
9.	Continuous professional development as per NUMS policy	1
10.	Any additional duties assigned	TBD on case-to-case basis

v. **Maintenance of course files:**

1. The faculty member of each course shall invariably maintain a course file consisting of all documents and information relating to the course
2. Course Files and Dossiers of Students and faculty shall be made accessible to External Experts during Graduate Program Review and Institutional Performance Evaluation Visits by IPE Team of HEC / QA Dte.

CHAPTER-V

DOCTOR OF PHILOSOPHY- PhD

17. Preamble:

Doctor of Philosophy (PhD) programs are being offered by NUMS constituent institutes/ colleges to impart focused research training to scholars and prepare skilled personnel having innovative research capabilities to make meaningful and productive contribution towards the socio- economic development of the society.

a. Graduate Supervisory Committee for PhD Students (PhD- GSC)

- This shall be appointed for each student up to second semester. This Committee must consist of at least four PhD degree holders in the relevant field. The Committee shall also have two internal and two external members from other institution/research organization.
- Members of the **PhD- GSC** and even the Supervisor can be changed in case of exigencies or unavoidable circumstances. However, in case of any change of supervisor, co-supervisor or any committee members, HoD shall incorporate change in the prescribed form accordingly and send it to the Academics Directorate after approval from the Dean
- In case of multidisciplinary research, more than two external members may be approved by the Pro Vice Chancellor (Academics)
- The **PhD- GSC** meetings shall be held at least once in six months during the research phase of the PhD scholar in the department or by conference call for external members. The proceedings of SC meetings shall be recorded and its meetings shall be chaired by the supervisor
- Supervisor through the concerned HoD shall send six monthly (bi-annual) report of each PhD scholar, after completion of course work, in prescribed form to the Academics Directorate

b. Conduct of the program (Annex-B)

- 1) The Dean/ Head of Institute shall be responsible for proper implementation of program curriculum and periodical monitoring of students' progress through the HoD and program coordinator.
- 2) Head of concerned Department is responsible for overall supervision of the program and proper compliance of NUMS policy for the conduct, assessment and timely submission of semester assessments results to the Academic and Examination Directorates. He/she shall also assign the courses to the faculty members at the commencement of academic session.
- 3) Scholars shall be required to submit duly filled PG forms, wherever required, in time for smooth running of the program. Guidelines for the timely submission of PG forms, given in hand books shall be followed. Postgraduate (PG) forms (**Annex-C**) downloadable from NUMS website <https://numspak.edu.pk/upload/media/RevisedPGForms20201603945999.pdf> to be used for postgraduate studies

- c. **Program Coordination.** To facilitate the students and to ensure timely and trouble-free successful completion of the program, HoD of respective department will appoint following faculty members at least one month before the start of each semester.
- 1) **Program Coordinator.** He/she will be responsible for liaison & coordination with all concerned.
 - 2) **Academic Advisor.** He/she is available as a first line of pastoral support and advice to the student. It is the responsibility of a student to inform the Academic Advisor immediately about any problem that are interfering with his/her coursework or progression through the program
 - 3) **Course Instructors.** He/she shall also be responsible for:
 - a) Provision of all the information regarding the course to the students i.e. Course title, code and credit hours, objectives/ outcomes, course content, teaching methodology, assessment type and schedule or any other relevant information
 - b) Conduct of classes as well as continuous assessment i.e quizzes, sessional, mid-semester examinations, practical examination, evaluation of written course related assignments
 - c) Maintenance of course files
 - d) Submission of assessment results after approval of HoD to the Examination Directorate.
 - e) Submission of course file to the concerned HOD at the end of each semester/ academic year for record keeping purpose.
 - 4) **Supervisor Nomination.** The Head of the relevant department shall, on approval from the Dean, nominate supervisor preferably within one month of the commencement of the first semester. Supervisor will give confirmation (Form # PG-05), for each student. Supervisor can be changed in case of exigencies or unavoidable circumstances (Form # PG-06).
- d. **Degree Requirement.**
- 1) **Course Work.** The 18 credit-hours coursework for this program consists of two components.
 - a. **Advanced Core Courses- Level 8 (09 Credit Hours)** - These post graduate- level courses provide depth in the candidate's area of specialization as well as prepare him/her for research
 - b. **Elective Courses - Level 8 (09 Credit Hours)** - These post graduate-level courses allow the candidates to broaden his/her knowledge of the general discipline that they are working in. These courses will be covered in second semester. Students will select elective courses and intimate Academics Directorate with the approval of his/ her supervisor one month before the second semester.
 - 2) **Residency. There shall be one-year residency**
 - 3) **Comprehensive Examination.**

- a) Following the completion of coursework with CGPA ≥ 3.00 , every PhD student shall be required to pass a comprehensive examination ($\geq 65\%$ marks) in order to be granted candidacy as PhD researcher; provided that if he student fails to pass the comprehensive test, he or she shall be allowed one more attempt to take the test within three years.
- b) It will test the scholar's ability to integrate and assimilate the knowledge obtained relevant to their field of research. Concerned Graduate Supervisory Committee will be responsible for PhD comprehensive examination in collaboration with NUMS Examination Directorate
 - i. The examination will be conducted in two parts in the following manner:

a) Part A- Written Comprehensive Examination.

Concerned Graduate Supervisory Committee will prepare the written paper. A comprehensive examination consists of 100 marks written paper of 03 hours' duration. Assessment blueprint of Comprehensive Examination is as under:

S No	Topics		Questions	Marks
1.	04 examination questions, all in the student's subject area, will be distributed as follows			
	a	Core Courses	To demonstrate the understanding of advanced research methods and techniques used in the relevant filed	03 03x15
	b	Elective Courses		03 03x15
2.	Research proposal		To check the adequacy of the candidate's background preparation to pursue the proposed research	01 01x10
Total			07	100

The student result will be notified by the Controller of the Examination

b) Oral Examination.

- I. It shall be conducted only after the scholar has qualified Part A of the Comprehensive examination.
- II. Scholar shall submit a research proposal on prescribed format. IRB approval shall be taken wherever required
- III. The scholars shall present their synopsis before the PhD- GSC with Dean being a Chair. The approval of synopsis shall be done by using the prescribed evaluation score form
- IV. PhD- GSC may recommend changes in the synopsis and scholar shall repeat presentation within stipulated time. The approval of synopsis shall be finalized by a majority vote

- V. If any observation/ revision in research title/ project is needed, student will resubmit the title/ project through concerned institute with all above formalities after approval from FBS
- VI. Upon failure in oral part, each committee members will submit a duly signed comment's page, which would clearly document reasons for failure, to Academic and Examination Directorates of NUMS through the concerned Dean. A duplicate copy of these shall also be provided to the student
- VII. A scholar who has passed the comprehensive examination shall be deemed to have become a candidate for PhD degree

18. Research Bench fee. NUMS shall pay to the concerned institute/ Department minimum Rs. 300,000/- for each PhD student for research purpose, on the recommendation of HoD/ Dean, after approval of synopsis. However, it may be changed after approval from competent authority.

19. Research:

- a. Every PhD scholar shall start research work under his/her supervisor and keep the Graduate Supervisory Committee members updated about the research work progress. He/she is required to complete 30 credits of PhD research within stipulated time
- b. The candidate shall present a research paper in seminar/ national/international conference and publish abstract in the conference proceeding. Candidate shall submit evidence of participation to Academics Directorate
- c. All candidates must produce a PhD dissertation consisting of original research of high-impact. He/she shall write the dissertation in the NUMS prescribed format.

20. Guidelines for Synopsis & Dissertation/Thesis Writing

Each PhD researcher shall write a doctoral dissertation reflecting relevance, credibility, effectiveness, and legitimacy of the research. Word count of dissertation shall be min. 30000. The dissertation must be an original and innovative contribution to knowledge that contributes to solving socioeconomic problems. To improve the quality of a doctoral dissertation, some regulations have been suggested in the following areas:

a. Selection of Research Area

The research area of the PhD researcher shall:

- 1) Correspond to the community needs at regional and local levels and comply with the priority national research agenda.
- 2) Reflect the basic and pure research.
- 3) Signify emerging areas of research that coincide preferably with sustainable development goals (SDGs)

b. Quality in Reporting

The quality of presentation and reporting in dissertation shall reflect the following characteristics:

- 1) The document is well written.
- 2) The contents are balanced, well organized, appropriately styled; clearly

- structured, and well cohered; and
- 3) The document is free from grammatical and spelling errors and flawed terminology.
 - 4) Minor shortcomings such as inaccurate use of acronyms and clumsy looking sentence structure have been addressed.
 - 5) Quantitative research proposals must include a valid statistical design for data analysis.
 - 6) Formatting shall be compatible with international standards.

c. Methodological Quality

To produce PhD researchers capable of conducting research independently, ensuring the technical soundness of their PhD dissertations is integral. The following guidelines shall be useful in making the PhD research methodologically sound.

A. Guidelines ensuring the quality of Qualitative Research: A PhD research dissertation, based on the Qualitative Research methods should satisfy, at least, the following questions

- 1) “Does the research, as reported, illuminate the subjective meaning, actions and contexts of those being researched?”
- 2) “Is there evidence of the adaption and responsiveness of the research design to the circumstances and issues of real-life social settings met during the course of the study?”
- 3) “Does the sample produce the type of knowledge necessary to understand the structures and processes within which the individuals or situations are located?”
- 4) “Is the description provided detailed enough to allow the researcher or reader to interpret the meaning and context of what is being researched?”
- 5) “How are the different sources of knowledge about the same issue compared and contrasted?”
- 6) “Are subjective perceptions and experiences treated as knowledge in their own right?”
- 7) “How does the research move from a description of the data through quotation or examples to an analysis and interpretation of the meaning and significance of it?”

B. Guidelines ensuring the quality of Quantitative Research: A PhD dissertation with Quantitative Research methods should satisfy, at least, the following questions

- 1) Reliability – are the results repeatable?
- 2) Validity – does it measure what it says?
- 3) Internal validity – do the research results indicate what they appear to be?
- 4) External validity – can the results be generalized to other settings (ecological validity) and to other populations (population validity)?
- 5) Replicability – are the results of the study reproducible?

C. Appropriateness of the Methods to the Aims of the Study

To achieve the research objectives, the alignment of the research approach and methods is necessary. Therefore, a PhD dissertation, at least, shall:

- 1) Reflect a fair proportion of latest knowledge of contemporary techniques and methods in relation to study objectives.
- 2) Contain detailed and easily comprehensible discussions regarding the applied methods and techniques.
- 3) Justify the use of methods and techniques to achieve study objectives.
- 4) Show evaluation of obtained results in relation with study objectives. And:
- 5) The methods and techniques used should justify the results obtained.
- 6) The obtained results should support the study objectives.

D. Relevance to the Policy and Practice

The research should have significantly answered questions related to policy and practice in that area, establishing its usefulness and usability. Accordingly, a PhD dissertation, at least, shall:

- 1) Reflect judicious evaluation of study results in relation with policy related aims and goals undertaken while starting the research.
- 2) Discuss the practical implications of the study results in association with the developing practices in that area.
- 3) Establish usefulness of the study results for devising policy as stated in the beginning.
- 4) Discuss how the resulting policy would be useful for the organization/society. And:
- 5) The study output should be significant enough to be published or patented.
- 6) The assessment of the results performed by the author must not be superficial and lacking substance.

21. Plagiarism, Similarity Test and Open Defense

- a. Under no circumstances shall a dissertation based on plagiarized research be acceptable. It is the primary responsibility of both PhD researchers and their supervisors to prevent plagiarism. To avoid plagiarism, it is important to follow the provisions outlined in this document i.e., Governing Research Supervision and Research Ethics.
- b. For Plagiarism COPE guidelines must be followed.
- c. If a PhD dissertation is found to be plagiarized, it will be handled in accordance with the Anti-Plagiarism Policy issued by the Higher Education Commission, Pakistan, as updated from time to time.
- d. A similarity test, in accordance with the HEC's Anti-Plagiarism Policy, must be conducted on the dissertation before its submission to the external experts by the student.
- e. An open defense of the dissertation is required after positive evaluation of the dissertation by committee members. In general, the following minimum principles and guidelines shall be ensured:
 - 1) Public Announcement: On the university website and other forum of

- communication, so that anyone interested can participate.
- 2) Public Access: Within or outside the university such as community/town halls or important public venues.
 - 3) Neutral Chair: To ensure that defense was conducted fairly and in accordance with the rules and regulations.
 - 4) Review Committee: To evaluate the dissertation and defense.
 - 5) Presentation: of the dissertation by the PhD researcher
 - 6) Question and Answer Session: To provide a basis for defense evaluation.
 - 7) Objective Evaluation: based on the quality of the research and the researcher's ability to defend.
 - 8) Final Decision: expressed in the following terms:
 - Pass or
 - Pass with minor amendments or
 - Deferred for resubmission and re-defense or.
 - Fail (in exceptional circumstances and for the reasons to be recorded by the defense committee)

22. Research Publication.

For award of PhD degree, a PhD researcher shall be required to publish research articles meeting the following criteria:

- a. At least:
 - 1) Sciences; One research article in W category journal
 - 2) Social Science; One research article in X category journal or two research articles in Ycategory journals
- b. The PhD researcher shall be the first author of these publications.
- c. The research article shall be relevant to the PhD research work of the PhD researcher.
- d. The article shall be published after approval of the research synopsis.
- e. The article shall be published in a relevant research journal.
- f. PhD- GSC shall evaluate the PhD dissertation. Dissertation Evaluation Report shall be sent in the prescribed form to Dean within four weeks
- g. If any amendment is suggested by any member of PhD- GSC, the supervisor shall ensure that necessary alterations are properly made in the dissertation
- h. The PhD dissertation must be evaluated by:
 - a) At least two external experts who shall be:
 - i. PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertationevaluation year OR
 - ii. Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or professors from any Pakistani University having a minimum H-Index 30 for Sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science.

OR

- b) At least one external expert qualifying any one of the conditions mentioned at 'a' above if the PhD candidate have two W category papers from their dissertation

research in a peer-reviewed journal that is classified by the HEC in category W for Sciences and X or above for Social Sciences

- i. The following general guidelines shall, at least, be observed while selecting external evaluator:
 - 1) Relevance of Expertise: in the same or related fields as in the dissertation.
 - 2) No Conflict of Interest: in personal, financial, or professional stakes in a particular decision or outcome.
 - 3) Objectivity: capable of making unbiased evaluations.
 - 4) Diversity: in terms of geography, culture, professional backgrounds etc.
 - 5) Reputation: must be good in the field, with a track record of fair and thorough evaluations.
 - 6) Availability: should have the time and availability to review the dissertation.
 - 7) Professionalism: capable of conducting themselves in a professional and respectful manner throughout the evaluation and defense process (if applicable).
 - 8) Communication: capable of providing clear and constructive feedback on the dissertation.
 - 9) Confidentiality: capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
 - 10) Compatibility: well-versed with the research methodology, approach, and theories used in the dissertation.
- j. Supervisors of all PhD programs shall send names of at least two/ three external experts during the research phase of their PhD students to Academics Directorate
- k. After rectification of observations, dissertation will be sent through Dean's office to Academics Directorate which in turn will send it to external expert/s
- l. If any amendment is suggested by external expert/s, the supervisor shall ensure that necessary alterations are properly made in the dissertation.
- m. If satisfactory report is given by external expert/s, it will be considered approved. However, if report is not received from external expert/s within two months, dissertation shall be sent to second/ third external expert from the approved list
- n. The Dean shall review and send the external expert/s report through Academics Directorate for approval by Advanced Studies & Research Board

23. Dissertation/Thesis Defense:

- a. There shall be open defense of PhD dissertation
- b. Public Announcement shall be made on the university website so that anyone interested can participate.
- c. Final defense of the dissertation shall be in presence of the Dean and PhD- GSC
- d. The grading of dissertation shall be done using prescribed evaluation score form. However, its scoring shall not be considered for CGPA calculation.
- e. The PhD- GSC may approve the dissertation as such, recommend minor or major changes in the dissertation, not approve and repeat the presentation if required
- f. The finally approved bound copies shall be submitted to the HoD through the supervisor within one month after dissertation/thesis defense. The date of notification of defense will be taken as degree award date.
- g. Two hard copy along with soft copy shall be shared with Acad Dte. Acad Dte in turn

will send, after scrutiny, one hard copy to the Exam directorate for award of degree and other copy to library

24. Award of Post Graduate Diploma/Certificate

A student who successfully completes coursework and passes the comprehensive examination but is unable to defend a PhD synopsis/research proposal or does not complete the required research for obtaining a PhD degree within the specified timeframe, may be granted a graduate level diploma/certificate/transcripts or another MS/MPhil upon completion of regulatory authority requirements.

25. Award of Doctoral Degree:

A PhD scholar must fulfill all of the following requirements for award of PhD degree:

- a. Completed advanced course work of 18 CHs with CGPA >3.00
- b. Passed comprehensive examination
- c. Research work of 30 CHs
- d. Research paper(s) as its first author during his or her doctoral studies in an HEC approved W category in all disciplines except social sciences (1X or 2Y category) in HEC Journal Recognition System (HJRS)
- e. Satisfactory dissertation evaluation report/s from external expert/s
- f. Successful open defense of dissertation

26. Reporting Requirements. The following documents shall be submitted to the HEC after the award of degree:

- a. A soft copy of PhD Dissertation for inclusion in PhD Country Directory and attestation of degree by the HEC.
- b. PhD Country Directory Proforma, signed by the Principal Supervisor, Controller of Examination and the Vice Chancellor.

CHAPTER-VI

GOVERNING THE RESEARCH SUPERVISION

27. Principles and Purposes

To inculcate a research culture to produce high-quality research, policies and procedures governing the overall system of research in a university/DAI/HEI must be in place. The HEC guidelines for improvements are as follows.

28. Supervision of Doctoral Dissertation

29. General Conditions to Supervise Doctoral Research

- a. The following general guidelines shall, at least, be observed while allocating a PhD supervisor. At the time of supervisor allocation, the supervisors:
 - 1) Shall be a PhD degree holder complying with the criteria and standards provided in this policy.
 - 2) Must be relevant to the field of research in which the student intends to conduct research.
 - 3) Should have NO CONFLICT OF INTEREST in personal, financial, or professional stakes.
 - 4) Should have the time and availability to supervise PhD dissertation and give clear and constructive feedback.
 - 5) Should be capable of conducting themselves in a professional and respectful manner throughout the supervision process.
 - 6) Should be capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
 - 7) Should, primarily, be a regular/adjunct faculty member of the supervisee's University/HEI/DAI
- b. **In addition to the aforementioned guidelines:**
 - 1) The research supervisor shall be allocated to a doctoral student from the date of enrollment.
 - 2) The supervisory workload of research supervisors should be determined based on the nature of the institution, availability of teaching and research facilities, and the academic standing of supervisors. However, it is mandated that the maximum supervisory load shall not exceed five PhD students, simultaneously. Further, fresh PhDs can supervise MS/MPhil and co-supervise PhD students, while a PhD faculty member, after two years of obtaining a PhD degree, can supervise one PhD student in 3rd year, two PhD students in 4th year and maximum up to 5 PhD students from 5th year onward, subject to fulfillment of other conditions provided in this policy.
- c. The "General Conditions to Supervise Doctoral Research" along with the "Criteria to be a PhD Supervisor" are applicable on fresh PhDs intending to supervise PhD

research and effective from the date of enactment of this policy. All the previously approved supervisor shall remain approved until the date mentioned on their award letter.

- 1) The university/DAI/HEI shall allocate supervision/research space to the doctoral students.
- 2) PhD research work completed under supervision is a shared property of supervisor and supervisee. All publications resulting from such research shall reflect the authorship of both parties and shall be subject to mutual consent.
- 3) The guidelines for PhD supervision should be followed in letter and spirit, as prescribed in this policy.

30. Criteria to Be a PhD Supervisor

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

a. **General Requirements:**

- 1) A PhD degree from an HEC recognized national/international university/degree awarding institute (DAI).
- 2) The research supervisor shall be given opportunities to attend and qualify course(s) on MS/MPhil/PhD Supervision which should also have contents on research ethics, publications, patents, etc. Such courses may include certified self-paced MOOCS, or a course designed/offered by National Academy of Higher Education (NAHE) or by a university in the following manner:
 - a) Basic level course: to supervise students of MS/MPhil/equivalent degrees.
 - b) Advance level course: to supervise PhD researchers.

b. Regular faculty member. OR

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

d. **Publication Requirements:**

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

1) Specific Requirements for Science and Technology:

For indigenous and foreign PhDs:

- a) Within the last 3 years after PhD: at least one research publications in W category journal. OR
- b) Within last 5 years after PhD: at least five research publications in X category journal.

2) Specific Requirements for Social Science, Arts and Humanities and Business Education:

For indigenous and foreign PhDs:

a) Within the last 3 years after PhD: at least one research publication in W category journal. OR

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

3) Specific Requirements for Regional and National Languages:

For indigenous and foreign PhDs:

a) Within the last 3 years after PhD: at least one research publication in X category journal. OR

b) Within the last 5 years after PhD: at least five research publications in X or Y category journal.

31. Supervisory Process

To guide the supervisory process of doctoral dissertation towards the desired goals, the universities/DAIs/HEIs shall: i) devise a supervision manual and ensure its implementation, and ii) Constitute a Graduate Supervisory Committee for each individual doctoral student.

a. The research supervision manual shall elaborate the following areas to guide the supervisory process:

- 1) Description of roles of supervisor & supervisee
- 2) Prescription of supervision timespan
- 3) Guidance about preparation for best supervision
- 4) Guidance to discuss questions and problems with constructive comments by observing the elements of mutual respect.
- 5) Guidance on setting reasonable amount of work and receiving constructive feedback.
- 6) Directions for supervision as per the social norms
- 7) Provision of tentative timetable and schedule of meetings
- 8) Provision of proformas/registers showing meetings and research records etc.
- 9) Provision of grievances policy

b. HEC recommends the following composition to constitute a Graduate Supervisory Committee, for each doctoral researcher, to supervise the doctoral research:

- | | |
|---|----------|
| 1) Supervisor ¹⁵ | Convener |
| 2) Co-supervisor (if any) | Member |
| 3) Expert(s) from the field of research | Member |

32. Teaching Assistantships and Research Assistantships:

The university departments may offer Teaching and Research Assistantships to outstanding PhD enrolled students at various stages of their enrollment.

a. Teaching assistantship provides an opportunity to PhD students to assist professors in preparing teaching and research materials for groups of students enrolled in their classes.

b. Research assistantships are paid fellowship stipends for outstanding research

scholars for assisting a professor, who pays the research assistant out of the research grant s/he has received. The stipend varies based on the level of effort and budget available to the Principal Investigator.

- c. Universities may have named scholarships to promote quality research by philanthropic donors based on priority themes and topics on the national research agenda.

33. Practicing The Academic Research Ethics

a. Principles and Purposes

The International Center for Academic Integrity¹⁶ (2022) defines Academic Integrity as “*commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behavior that enable academic communities to translate ideals into action.*”

Thus, the main purpose of this section is to guide academics on how to put these core values into practice in universities/HEIs/DAIs, so that academic communities can be protected by preventing academic misconduct. However, it may be noted that these guidelines are not binding, but rather prescriptive in nature. In this regard, the main regulatory framework to prevent academic misconduct lies with the Anti-Plagiarism policy issued by the Higher Education Commission, Pakistan.

b. Guidelines to Ensure Academic Research Integrity:

To inculcate a culture of academic integrity, the universities/HEIs/DAIs shall:

- 1) Develop/adopt/adapt and regularly publicize policies promoting academic integrity and dealing with allegations of academic misconduct.
- 2) Develop procedures to prevent foreseeable risks to academic and research integrity.
- 3) Strengthen the system governing the conduct of doctoral research.
- 4) All governing bodies must ensure that the occurrence of academic misconduct and breaches are monitored, and action taken to document and address the underlying cause.
- 5) Regularly educate and train students/faculty and admin staff about what constitutes academic or research misconduct and maintain good practices.
- 6) Ensure that information to maintain academic integrity is available to all prospective and current students.
- 7) Ensure that unauthorized access to private and sensitive information is detained/controlled.
- 8) Regularly assess and ensure that academic and research integrity is maintained in accordance with developed policies and procedures. In this regard, it shall be ensured that a self-assessment checklist has been prepared and implemented.
- 9) Acquire a license for similarity detection software and develop policies and procedures to ensure productive use. In this regard, some guidelines are provided in the following sections:

c. Guidelines on Ethics of Using Similarity Detection Software (for Administrators)

- 1) Universities/institutions need to apprise students/ faculty members about the HEC Anti-Plagiarism Policy and Turnitin service.
- 2) Administrators need to create accounts of all faculty members of their respective university/institution.
- 3) The Administrators shall maintain their privacy and shall not disclose any report to anyone except the concerned person or to the concerned authorities, if required.
- 4) If the instructor/scholar is involved in the screening of papers and theses of other authors, then the administrator shall report to the university authorities with evidence.

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

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

e. Guidelines on Interpreting Originality Report

- 1) The similarity index of the originality report showing matches of submitted work with internet content does not mean that the document is plagiarized.
- 2) The similarity index is based on the percentage of matched text out of the total number of words in a document.
- 3) Instructor/faculty members must verify each similarity index to identify potential clue to plagiarism.
- 4) If similarities in the document are significant, then the scholar/student may be guided, accordingly, or a case may be reported based on the evidence.
- 5) The similarities in the document may contain matches with the author's previous work; they may be ignored if it is the same work.
- 6) Bibliography and quoted material may be excluded after verification. It is important to note that too much quoted material is not desired as per the policy.
- 7) Common phrases and proper nouns also appear as similarities in the report; therefore, every instructor or faculty member should ignore the matches returned from them.
- 8) The originality report will show similarities from three major sources: The Internet, periodicals, and student repositories. Similarities returned from the student repository may be ignored if they are the author's own work. Similarities from the student repository help in detecting collusions in the documents.
- 9) The graphs, tables, formulae, and other pictorial materials are not matched through the service; therefore, they will only offer similarities with text.
- 10) Instructor/faculty members supervising students/scholars can provide verdicts of plagiarism after interpreting reports

CHAPTER-VII

MASTERS PROGRAMS

34. Preamble:

NUMS offers Master programs in different disciplines of Basic, Biological, Social and Clinical Medical Sciences at its constituent institutions with aim to create high quality human resource in the country.

Students shall be required to submit duly filled PG forms, wherever required, in time for smooth running of the program. Guidelines for the timely submission of PG forms, given in hand books shall be followed. Postgraduate (PG) forms (**Annex-C**) downloadable from NUMS website

<https://numspak.edu.pk/upload/media/RevisedPGForms20201603945999.pdf> to be used for postgraduate studies

Supervisor through the concerned HoD shall send six monthly (bi-annual) report of each PhD scholar, after completion of course work, in prescribed form to the Academics Directorate

35. Graduate Supervisory Committee for Master Programs (MP - GSC).

- a. This shall be appointed for all students up to semester. This shall consist of four members (two internal from department including student's supervisor and two external members from other institution/research organization) for medical programs to fulfill PM&DC requirement. However, in other Master programs, one external and two internal members will constitute the MP – GSC.
- b. In case of multidisciplinary research, more than one external supervisor may be approved by the Pro Vice Chancellor (Academics)

36. Conduct of the Program

- a. The Dean/ Head of Institute shall be responsible for proper implementation of program curriculum and periodical monitoring of students' progress through the HoD and program coordinator. Head of concerned Department is responsible for overall supervision of the program and proper compliance of NUMS policy for the conduct, assessment and timely submission of semester assessments results to the Academic and Examination Directorates. He/she shall also assign the courses to the faculty members at the commencement of academic session.

37. Program Coordination. To facilitate the students and to ensure timely and trouble-free successful completion of the program, HoD of respective department will appoint following faculty members at least one month before the start of each semester.

- a. **Program Coordinator.** He/she will be responsible for liaison & coordination with all concerned.
- b. **Academic Advisor.** He/she is available as a first line of pastoral support and advice to the student. It is the responsibility of a student to inform the Academic Advisor immediately about any problem that are interfering with his/her coursework or progression through the program

- c. **Course Instructors.** He/she shall also be responsible for:
- 1) Provision of all the information regarding the course to the students i.e. Course title, code and credit hours, objectives/ outcomes, course content, teaching methodology, assessment type and schedule or any other relevant information
 - 2) Conduct of classes as well as continuous assessment i.e. quizzes, sessional, mid-semester examinations, practical examination, evaluation of written course related assignments
 - 3) Maintenance of course files
 - 4) Submission of assessment results after approval of HoD to the Examination Directorate.
 - 5) Submission of course file to the concerned HOD at the end of each semester/ academic year for record keeping purpose

38. Synopsis Approval

- a. Every student is required to submit a research proposal request in first month of the third semester to Dean's Office
- b. Scholar shall submit a research proposal on prescribed format
- c. IRB approval shall be taken wherever required
- d. The students shall present their synopsis before the MP – GSC chaired the Dean and its approval shall be done by using the prescribed evaluation score form.
- e. The MP – GSC may recommend changes in the synopsis and student shall repeat presentation within stipulated time. The approval of synopsis shall be finalized by a majority vote
- f. If any observation/ revision in research title/ project is needed, student will resubmit the title/ project through concerned institute with all above formalities after approval from FBS
- g. NUMS will pay Rs. 100,000/- to MPhil/ MS student for research purpose on case to case basis after recommendations from FBS

39. Research

- a. The research work will be carried out under the direct guidance and supervision of the supervisor who will keep the members of the MP – GSC abreast of the progress of the research work as per the procedures prevalent in the institution
- b. Research work should be completed within stipulated time. However, time may be extended by the committee on concurrence from the Academics Directorate provided a student has completed 50% of the research work as certified by the supervisor
- c. **Thesis Preparation/Submission:** All student shall write the thesis in the NUMS prescribed format
- d. Word count of thesis shall be minimum 15000.
- e. Plagiarism test must be conducted by the supervisor on the thesis before its submission to MP – GSC. Supervisor shall check the similarity index by using Turnitin software which should be <19% as per HEC's guidelines
- f. **Thesis Evaluation:** MP – GSC will review and send the thesis evaluation report in the prescribed form to Dean office within four weeks.

- g. **Thesis Defense:** If MP – GSC give satisfactory report, the student shall be allowed to proceed for defense of thesis examination. The changes/ amendments, if suggested by the examiners, shall be incorporated in the thesis
- h. Student will be allowed to go for thesis defense only if he/ she has completed 24 CH of coursework with CGPA \geq 2.50
- i. Final defense of the thesis shall be in presence of the Dean and MP – GSC. The grading of thesis research shall be done using prescribed evaluation score form. However, its scoring shall not be considered for CGPA calculation.
- j. The examiners may approve the thesis as such, recommend minor or major changes in the dissertation, not approve and repeat the presentation if required
- k. The finally approved bound copies shall be submitted to the HoD through the supervisor within one month after thesis defense. The date of signatures by the Dean will be taken as degree award date.
- l. Two hard copy along with soft copy shall be shared with Acad Dte. Acad Dte in turn will send, after scrutiny, one hard copy to the Exam directorate for award of degree and one copy to library

40. Research Paper. In MPhil and MS programs, each student will have to submit one research paper with acknowledgment of concerned journal to corresponding author, in any of the PM&DC/ HEC approved journals. However, two Master students may be allowed to fulfill the publication requirement after approval of FBS.

41. Award of Master's Degree.

- a. The student must have completed total credit hours of course work with CGPA > 2.50 and research work of 06 - 10 credit hours followed by successful defense of thesis.
- b. **MPhil/MS/ MHPE only.** One research paper submitted in any of the PM&DC / HEC approved journals with acknowledgment of concerned journal to corresponding author
- c. **Masters in clinical programs** shall conduct 06 credit hours' research followed by thesis **or** One research paper submitted in any of the PM&DC / HEC approved journals.

CHAPTER-VIII

MANAGING THE GRIEVANCES OF GRADUATE STUDENTS

42. Principles and Purposes

The purpose of this section is to provide the minimum guidelines for universities/HEIs enabling them to establish a grievance management system, so that all grievances/complaints of graduate students/prospective students and stakeholders are addressed in a fair, equitable, and timely manner, by adhering to the following principles¹⁹:

- a. Provide timely responses to grievances from students, potential students, or stakeholders.
- b. The aim is to develop a culture in which grievances are viewed as opportunities for improvement.
- c. Ensure that students or potential students are free to complain without fear of discrimination.
- d. Ensure that staff are aware of grievance processes and are appropriately trained to ensure that the processes are consistently applied.
- e. Requires respectful behavior among all parties when handling grievances.
- f. Communicate effectively in a timely manner to keep all parties up to date with the progress of grievances.
- g. Ensure that all information is held at the utmost confidence.
- h. Ensure that the principles of natural justice are applied.
- i. To ensure that grievances are resolved to the satisfaction of all parties.

43. Guidelines to Establish a Grievance Management System

- 1) The universities/HEIs shall develop/adopt/adapt a grievance management policy through their statutory bodies, covering:
 - a. Aims of policy and nature of grievances. In general, all grievances of an academic nature include, but are not limited to, issues related to student progress, assessment, curriculum, and awards during study.
 - b. Values to inculcate a culture in which grievances are viewed as an opportunity for improvement. In general, such values may include, but are not limited to, valuing diversity, inclusiveness, equality, confidentiality, and showing respect for all parties involved. Therefore, a culture of reporting through appropriate forums should be encouraged.
 - c. Roles and responsibilities of the principal authorities responsible for addressing academic grievances/complaints: In general, the Heads of the Departments/Directors/Deans and the Vice Chancellor/Rectors/Heads of Universities/HEIs shall be responsible for addressing the grievances of graduate students/prospective students and stakeholders in line with the grievance management policy of their relevant university/HEI.
 - d. Complainant's rights, roles, and responsibilities: Procedures/processes and timelines for easily accessing grievance settlement procedure/system, lodging grievances/complaints, timely response thereto, and settlement thereof, up to the satisfaction of all parties must be ensured.
 - e. Rules ensuring that the complainants shall have a fair opportunity to formally

present their case and each party to a grievance may be accompanied and assisted by a support person (such as a family member, friend, counsellor, or other professional support person other than a legal representative) at any relevant meeting must be ensured.

- f. Methods and rules ensuring that complainants and respondents shall not be victimized and/or discriminated against at any time.
 - g. Procedures of maintaining records and confidentiality.
 - h. Guidance to give hearing to the parties involved, taking notes, reasoning for decisions to be written, and actions taken.
 - i. Process elaborating how and when to launch an appeal in case the decision does not support the complainer or the accused.
 - j. Process to implement the decision and/or required corrective and preventive actions in case the decision supports the complaint.
- 2) The structure of the grievance management system shall be hierarchal, starting from the lowest authority such as Head/Chair of the Department, then Dean/Director of the faculty/institute, and shall finally be presented to the Academic Board/Committee constituted to hear grievances in case the grievance/complaint is not settled at each level. However, the intent of the system should be to resolve grievances/complaints at the lowest level with minimal impact.
 - 3) To make the system more effective and efficient, the universities/HEIs shall develop a parallel, informal system to preempt grievances/complaints by allocating counselors to the students and mentors to employees. Counselors and mentors should be competent to use consultative and teaching approaches to raise awareness and prevent issues.
 - 4) Further, to create awareness about the grievance management system and inculcate its values, the universities/HEIs shall conduct seminars and training for students, faculty, and non-academic staff.
 - 5) The system/policy shall be reviewed after an appropriate time to be decided by the board/committee constituted to hear the grievances.

CHAPTER-IX

STUDENTS AFFAIRS

- 44. Attendance:** Every postgraduate student shall be required to attend class lectures, seminars, practical and clinical classes of each course with attendance of at least 75% or as per regulatory authority of concerned program.
- 45. Leave:** For more than three days, a student may directly or through his/her parents or guardian send a written application to the Head of the Institution reporting cause of absence. Sick leave will be granted only on production of a medical certificate from an authorized medical officer appointed by the Head of the Institution. In all cases leave taken will be at the student's own risk so far as the percentage of attendance is concerned and even the medical certificate will not condone a deficiency in attendance. A student, who is absent without leave continuously for a period of four weeks, will be struck off the university roll.
- 46. Correspondence:** Joint applications are entirely prohibited and will not receive attention. Any student wishing to make a representation on any subject has the right of direct access to the head of the institution during the college hours.
- 47. Student Engagement.** Students shall be required to actively participate in various co-curricular activities for personal and professional grooming
- 48. Conflict of interest.** Faculty and other Staff with a close personal or familial relationship with a student or a student's family should not be involved in decisions about that student's admission, supervision or academic progress, or the award of any studentships, prizes or other grants to the student.
- 49. Academic integrity and plagiarism:** Referred to NUMS & HEC plagiarism policy
- 50. Disciplinary matters.** The disciplinary matters shall be investigated as per Disciplinary policy issued by Registrar Directorate
- 51. Regulations relating to expulsion:** The punishment of expulsion whenever imposed on a student shall mean a loss of a specific duration of studies as determined by the authority concerned and will mean his/her being debarred from the university examination during the period of his/her expulsion. A student expelled from the university shall not be readmitted before the expiry of the period of his/her expulsion. All cases of expulsion shall be reported to the Academics Directorate by the concerned Institution concerned for registration and notification.
- 52. Over-riding effect.** – Where on any matter, issue or question, there is any conflict or divergence between any of the provisions of this policy instrument and any of the provisions of NUMS' statutes, regulations or rules, the provisions of the statutes, regulations or as the case may be, rules shall prevail.
- 53. Repeal** – On commencement of NUMS Policy for Post Graduate Academic Programs 2020 (Revised), Academic policy for PG Studies 2018 is hereby repealed.

NUMS BOARDS & COMMITTEES

1) Advanced Studies and Research Board (AS&RB)

a) Composition

- (1) Pro-Vice Chancellor as Chairperson.
- (2) Deans of concerned faculties.
- (3) Head of departments of college/ institute (conducting PG programs).
- (4) Professor/ Associate professor/ Assistant professor (by nomination)
- (5) Director Academics
- (6) Director Academics (Clinical)
- (7) Director QA
- (8) Director ORIC.
- (9) Controller of Examinations.
- (10) Deputy Registrar (Secretary of the Board)
- (11) Chairperson may co-opt other members as required.

b) Terms of References

- (1) Review and recommend all matters connected with the promotion of advanced studies and research in NUMS as per HEC requirements.
- (2) Approve the proposed academic calendar before the initiation of session
- (3) Recommend any change in academic or examination policy before the start of session
- (4) Approve new/revised curriculum before implementation of any postgraduate programs
- (5) Propose rules and policy regarding the award of Master/MPhil / PhD degrees.
- (6) Review and monitor the overall quality of postgraduate Programs
- (7) Approve panels of the subject experts for PhD entrance test.
- (8) Approve synopses of PhD scholars.
- (9) Ensure the quality of PhD comprehensive examination.
- (10) Approve panels of names of foreign thesis evaluators for PhD students.
- (11) Approve the thesis reports from foreign evaluators.
- (12) Perform such other functions as may be specified by VC

2) Faculty Board of Studies (FBS).

a) Composition

- (1) Dean as Chairperson.
- (2) Heads of the Departments associated with concerned faculty.
- (3) Faculty/other co-opted members by nomination.
- (4) Director Academics /NUMS representative
- (5) Secretary as nominated by the Dean.

b) Terms of References

- (1) Formulate policy on academic matters and research related to their discipline.
- (2) Propose the curriculum including contents, table of specifications and assessment scheme for new academic programs.
- (3) Recommend regular revisions of curricula of existing academic programs.
- (4) Recommend admission/selection criteria/seats for new academic programs to be

started in the university.

- (5) Evaluate the proposals for the launch of new post graduate programs and making recommendations to the Academic Council for approval.
- (6) Monitor academic performance of postgraduate students
- (7) Approve biannual progress reports of post graduate students.
- (8) Recommend panels of external evaluators of thesis for PhD students to Advanced Studies Research Board (AS & RB).
- (9) Recommend award of PhD degree to successful students for approval by AS&RB.
- (10) Perform such other functions as may be specified by Vice Chancellor

3) Board of Studies (BOS) Colleges/Institutes

a) Composition

- (1) Head of College/Institute as Chairperson.
- (2) Heads of the Departments.
- (3) Heads of attached teaching hospitals
- (4) Faculty/other co-opted members by nomination.
- (5) Director Academics /NUMS representative
- (6) Secretary as nominated by the Head of the College/Institute.

b) Terms of References

- (1) Formulate policy on academic matters and research related to their discipline.
- (2) Ensure implementation of the University's academic and research policy in their Colleges/Institutes.
- (3) All academic matters of the College/Institute shall be considered in BOS.
- (4) Send recommendations of the BOS to the Academic Council for consideration and approval.
- (5) Ensure the desired quality of academic programs and proper clinical training of the students in the hospitals etc.
- (6) Send demands of the required faculty to NUMS Secretariat as per criteria of HEC/regulatory authorities.
- (7) Consider and recommend promotion cases of the faculty.

4) Departmental Board of Studies

a) Composition

- (1) Head of Department as Chairperson
- (2) All Professor and Associate Professor of department
- (3) 02 Assistant professor/ Lecturer of the Department
- (4) 01 External Professor or Associate Professor
- (5) Any other Member(s) co-opted by Chairperson

b) Terms of References General

- (1) Review the curriculum prepared by the departmental curriculum committee whenever the need arises.
- (2) Support the Board of Studies of college/institute in the development and implementation of the departmental educational strategy
- (3) Recommend the examiners to the Examination Directorate NUMS for end semester examination.

- (4) Ensure that recommendations relating to all academic programs in reports of periodic reviews and accreditation exercises by professional, statutory regulatory bodies are appropriately addressed.
- (5) Ensures that faculty's feedback on curriculum and teaching/research environment is collected and remedial measures are taken, if needed
- (6) Ensure that appropriate mechanisms exist to consider students' views/feedback on curriculum, learning, teaching, assessment and research degree supervision
- (7) Monitor the quality and standards of all programs
- (8) Consider any other matters relating to educational provision referred to it by the board of studies or the university.
- (9) Ensure that folders/dossiers of students and faculty members are properly maintained
- (10) Ensure that appropriate teaching/research resources are available in the department.

c) Conduct of Semester

- (1) Develop academic/research plan before the commencement of semester
- (2) Identify the course instructors, program team and coordinators
- (3) Review the curriculum and makeup any deficiency in curriculum for smooth conduct of the program.
- (4) Ensures that all quizzes, sessional and mid-term semester exams are conducted timely.
- (5) Retake of midterm/semester examination are decided by the Departmental Board of Studies, based on the acceptable reason within four weeks but not later than four weeks.
- (6) Evaluate the Internal assessment results of the students before submission to Examination Directorate NUMS
- (7) Provide the incomplete grade of the student if any to the examination directorate NUMS.
- (8) Evaluate the overall performance of the students and decide remedial measures, if required
- (9) Prepare Self-Assessment Report of their programs being conducted by the department

5) Postgraduate Admission Committee (constituted by the Vice Chancellor)

a) Composition

- (1) Pro VC (Academics) – Chairperson
- (2) Head of Institute/Dean
- (3) Head of concerned department
- (4) HEC approved supervisors from concerned department
- (5) Director Academics
- (6) Deputy Director Admissions
- (7) Any coopted member by the Chairperson

b) Terms of References

- (1) Review the documents required for admission/GAT General/NUMS entrance test score.
- (2) Interview the potential postgraduate candidates.
- (3) Assess the suitability of the candidates as per prescribed criteria of NUMS and regulatory authorities for the relevant programs.
- (4) Approve the final merit list of students for academic programs.

6) Postgraduate Curriculum Committee

a) Purpose

- (1) The Curriculum Committee functions to continually update the curriculum so that students receive the most effective and relevant curriculum for the practice of medicine. It will focus on the quality during the development/ review of curriculum.
- (2) Whenever the Curriculum Committee will revise the curriculum, approval shall be taken from NUMS AS&RB and/or Academic council for endorsement

b) Composition

- (1) Dean of concerned faculty as Chairperson
- (2) Director Academics/ Director Academics(clinical)
- (3) One representative from NUMS Examination Directorate
- (4) One representative from NUMS Department of Health Profession Education
- (5) Head of Department along with at least two members from concerned faculty
- (6) One external member (industry/ R&D organization)
- (7) One student representative
- (8) One Alumnus
- (9) Any other Member(s) co-opted by Chairperson

c) Terms of References

- (1) Oversee the academic governance of following aspects of University's curricula
- (2) Development of the curriculum comprising of:
 - i. Objective/ Outcome
 - ii. Scheme of studies i.e. total credit hours, duration, list of courses
 - iii. Course content
 - iv. Teaching methodology
 - v. Table of specifications
 - vi. Assessment tools
 - vii. Learning Resources

- (3) Recommendations for effective implementation of curriculum including teaching methodologies and assessment tools to meet best global standards.
- (4) Revision of existing curriculum/syllabi after every 3years or when necessary
- (5) Evaluation of the curriculum in order to ensure that educational outcomes are achieved
- (6) Make recommendations on curriculum structure based on feedback from the students and concerned faculty
- (7) Provide faculty with suggestions for local best practices in teaching, learning, and evaluation.

7) Graduate Supervisory Committee (GSC) for PhD programs

a) Composition

- (1) Student supervisor (having minimum HEC criteria to become a supervisor)
- (2) One PhD faculty member from department preferably HoD
- (3) If HoD is not PhD qualified, any other PhD faculty member may be included in the Graduate Supervisory Committee (GSC).
- (4) Two external PhD qualified members from other institute/ university/ research organization.
- (5) In case of multidisciplinary research, more than two external supervisors may be approved by the Vice Chancellor.
- (6) Fresh PhD or FCPS/ equivalent qualified faculty members/ experts from research organizations may be appointed as co-supervisors for PhD

b) Terms of References

- (1) Provide supervision and guidance to the student.
- (2) Evaluate progress of the student's approved coursework.
- (3) Approve biannual progress reports of the student.
- (4) Make decisions regarding student's performance, or removal from the program if academic progress is unsatisfactory.
- (5) Recommend PhD student's synopsis for approval to AS&RB.
- (6) Recommend panel of foreign examiners to AS&RB.
- (7) Review PhD thesis.
- (8) Approve the PhD candidate's thesis after open defense

8) Graduate Supervisory Committee for Master Programs

a) Composition

This shall consist of four members (two internal from department including student's supervisor and two external members from other institution/ research organization) for medical programs to fulfill PM&DC requirement. However, in other Master programs, one external and two internal members will constitute the MP-GSC. In case of multidisciplinary research, more than two external supervisors may be approved by the Vice Chancellor.

b) Terms of References

- (1) Provide supervision and guidance to the student.
- (2) Evaluate progress of the student's coursework

- (3) Approve biannual progress reports of the student
- (4) Approve synopsis of students.
- (5) Conduct the defense of thesis of students.
- (6) Approve the student's thesis.

9) Institutional Review Board and Ethics Committee for Research (IRB&EC)

a) Composition

Seven members including one Chairperson and six or more persons nominated by the Principal/ Commandant/ Dean from within or outside NUMS depending upon kinds of expert opinion needed in the research work involving human subjects.

b) Terms of References

- (1) Review the research proposals involving human/ animal whether individuals or communities, and ensure that the conditions that could affect rights of the subjects during a study are approved before the study begins.
- (2) Identify ethical issues or concerns posed by research involving human and animal subjects.
- (3) Undertake fair and reasonable assessment of proportionality of risks and benefits for the individuals and community in order to secure such individuals/community wellbeing by maximizing possible benefits while minimizing risks.

10) Relevance Assessment Committee

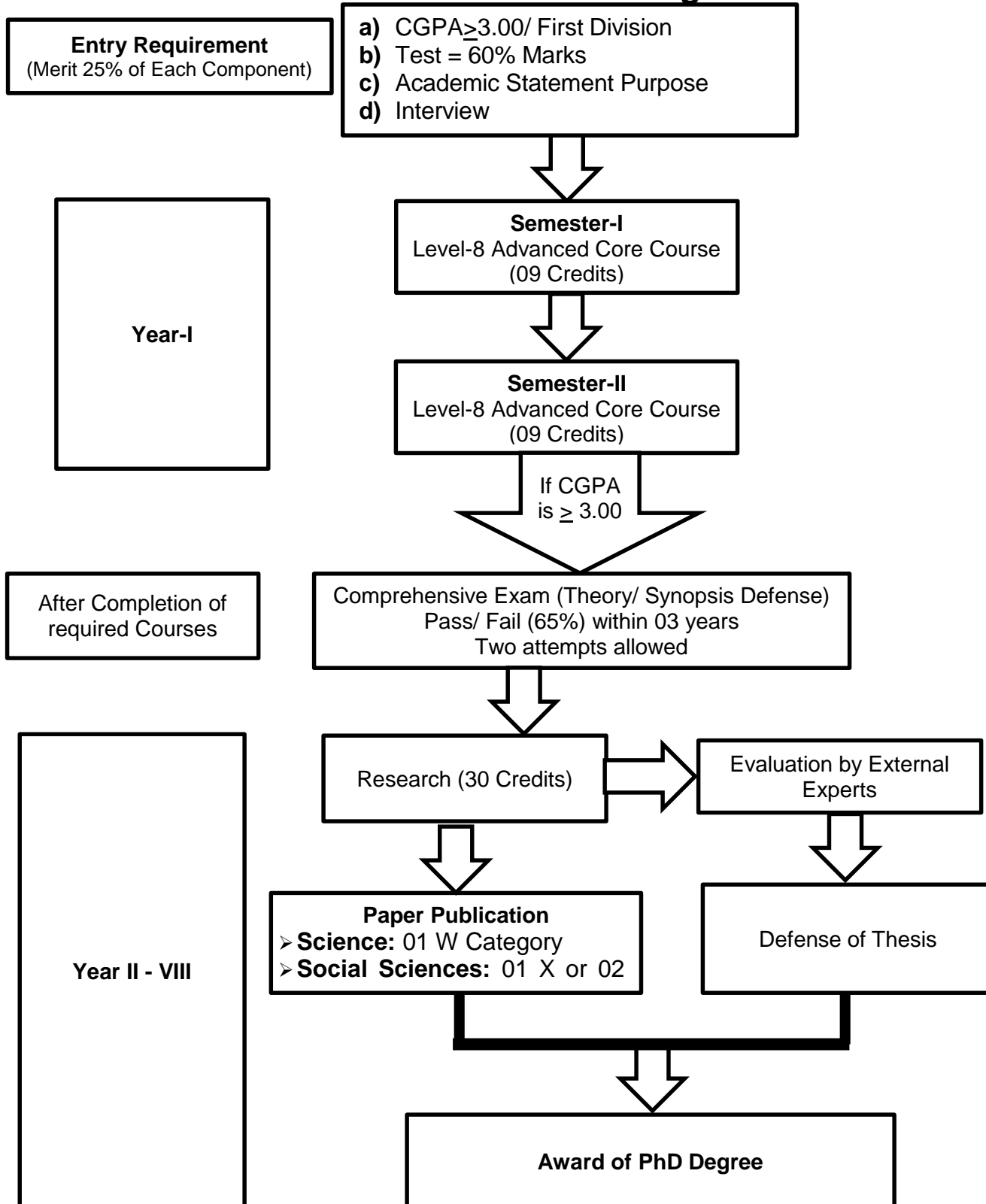
a) Composition

- (1) Respective Dean of the University
- (2) Director QEC of the University
- (3) Two External subject expert not less than a professor /Associate Professor level
- (4) Program Team/Assessment Team member who was involved in preparing self-assessment report of the program.

b) Terms of References

- (1) To ascertain the relevance of the faculty in the related discipline to the program and supervision of theses.

Conduct of PhD Degree



Postgraduate (PG) Forms (Downloadable from NUMS website)

S. No	Form No	Title
i.	PG-01	Post-graduation Registration Form
ii.	PG-02	Application Form for Migration/Transfer of Credit
iii.	PG-03	Request for Freezing of Semester
iv.	PG-04	Appointment of Supervisor/Co- Supervisor
v.	PG-05	Graduate Supervisory Committee (GSC)
vi.	PG-06	Petition for Change in Graduate Supervisory Committee
vii.	PG-07	Improvement/Repeat Course Form
viii.	PG-08	Bi-annual Progress Report
ix.	PG-09	Synopsis Submission Form
x.	PG-10	Synopsis Evaluation Report
xi.	PG-11	Synopsis Approval/ Qualifying Examination (B) Report
xii.	PG-12	Change of Synopsis Title/ Project
xiii.	PG-13	Thesis/Dissertation Submission/ Verification
xiv.	PG-14	Thesis/Dissertation Evaluation Report
xv.	PG-15	Publication/ Article Submission
xvi.	PG-16	Thesis/ Dissertation Oral Defense Report
xvii.	PG-17	Final Thesis/Dissertation Approval Report
xviii.	PG-18	Check List for Award of Degree