



NUMS

NATIONAL UNIVERSITY  
OF MEDICAL SCIENCES

**NUMS POLICY**  
**FOR**  
**POST GRADUATE ACADEMIC**  
**PROGRAMS 2020**  
**(Revised Version-II)**

NATIONAL UNIVERSITY OF MEDICAL  
SCIENCES



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## 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, 2020(Revised)”.

#### **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, centre 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** means the chief coordinator of examination of the 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 examiners or otherwise;
- 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 PM&DC 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) **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;
- 21) **Prescribed** prescribed by statutes, regulations or rules made under the Act.
- 22) **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;
- 23) **Registrar** means Registrar of the University
- 24) **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);
- 25) **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;

- 26) **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;
  - 27) **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-recognised Higher Education Institution(s) (HEIs) on completion or fulfilment of necessary formalities for the verification of equivalence or comparison, if needed;
  - 28) **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.
  - 29) **University** means the National University of Medical Sciences (NUMS) established under the Act No. XVII of 2015
  - 30) **University Faculty** means an administrative and academic unit of the University consisting of one or more department as may be prescribed;
  - 31) **Vice Chancellor** means the Vice Chancellor of the University appointed under section 10 of Act No. XVII of 2015.
- c. 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 Statutes, Regulations and Rules made hereunder.

## **CHAPTER-II**

### **NUMS POST GRADUATE PROGRAMS**

- 2. 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 (**Annex-A**)
- 3. Institutions and Postgraduate Programs:** NUMS shall offer its postgraduate programs for the award of degrees at Army Medical College (AM College), Rawalpindi, Armed Forces Post Graduate Medical Institute (AFPGMI), Rawalpindi, NUMS Institute of Advance Studies and Research (NIASR), Army College of Veterinary Sciences (ACVS), Sargodha and any other constituent institution as may be specified from time to time by the Competent Authority.
- 4. Postgraduate Studies Office (PSO):** To deal with all affairs relating to the Postgraduate Academic Programs, in the light of instructions and guidelines of PM&DC, HEC and other Regulatory Authorities, the University has already established the PSO in the Directorate of Academics. The PSO shall act as a hub for the execution and implementation of all policies and practices about academic affairs of the University on postgraduate programs. It has two sections:
  - a. **Section I:** This section is responsible for postgraduate programs related to Basic Medical Sciences and Clinical Disciplines
  - b. **Section II:** This section 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

The Head of each section primarily guides the faculty members in respect of development of new curricula, review of existing curricula and monitoring the progress of academic programs in the institutions.
- 5. Boards and Committees:** As appointed by the Vice Chancellor, Boards and Committees for smooth running of PG programs are mentioned at **Annex-B**
- 6. 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 advanced course work and 30 CHs of research work
- g. **Master programs.** All Master's degree shall require 02-03 years. However, duration is further extendable to one year 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

<b>Program Requirements (Credit Hours)</b>				
<b>Degree title</b>	<b>Total CHs</b>	<b>Course Work</b>	<b>Research</b>	<b>Duration</b>
<b>PhD</b>	<b>48 CHs</b>	18 CHs	30 CHs	3-8 years
<b>Master</b> <ul style="list-style-type: none"> <li>• MPhil/ MS</li> <li>• MSc/ MPH/ MHPE</li> <li>• Clinical Fellowship</li> <li>Clinical Diploma</li> </ul>	<b>30 – 40 CHs</b>	24 – 34 CHs	06 – 10 CHs	2-3 years

- 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

## **7. 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. Student may opt for deficient/ improvement courses in summer semester or whenever the course is offered. However, in deficient/ improvement courses, the 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
- c. 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
- d. 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

- e. 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
- f. Credits assigned to a course and course description shall be approved first from FBS before sending to the University.
- g. Credits are earned only when the course and assessment have been completed successfully
- h. **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) A student must have a regular admission in the MS/MPhil program of the Institution, and should earn a minimum of 15 credit hours from the HEI from where he/ she will be entitled for the degree
  - 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) For outward migrations from NUMS, no objection certificates, transcripts and other documents shall be issued by the Registrar
- i. **Change of Program:**
  - 1) Program transfer facility shall only be for semester based Master programs only 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.

**j. 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**

#### **8. 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.

#### **9. Eligibility criteria:**

##### **a. MPhil/ MS/ Equivalent Programs**

- 1) Sixteen years of schooling or 4 year education (124 credit hours) after HSSA/ FA/ FSc/ Equivalent program
- 2) The GAT General/ NUMS entry test with minimum 50% cumulative score. The GAT General test is valid for a period of two years
- 3) Other specific requirements of NUMS postgraduate academic programs shall be duly synchronized with the guidelines of the regulatory authorities
- 4) Other 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.

##### **b. PhD Programs**

- 1) Minimum CGPA 3.0 (out of 4.0 in the Semester System) or First Division (in the annual System) in MPhil/ MS/ Equivalent degree is required
- 2) The GAT Subject test with minimum 60% cumulative score. The GAT Subject test is valid for a period of two years OR NUMS entry test with minimum qualifying score of 70%

#### **10. 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 PhD 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.

#### **11. Selection and merit computation:**

- a. Admissions in postgraduate academic courses shall be made purely on open merit based on three components namely, for Master and PhD programs: 25% for previous academic performance, 50% for entry test/GAT score and 25% for interview. However, Federal/ Provincial Government of Pakistan may nominate their candidates on merit for Postgraduate studies
- b. 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
- c. 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

- d. 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

**12. 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.

**13. Grievances matters :**

Referred to NUMS Student Grievances Policy available at Registrar Directorate

**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 Registrat 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) Three full time PhD faculty members with at least three years teaching/ research experience are required to launch the Ph.D. program.
- 3) To initiate Masters programs, preferably two relevant full time PhD faculty members or, where PhD qualified faculty is limited, 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) 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 Academic Directorate for approval of the program.
- 5) **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
- 6) **Teacher: Student ratio (as per HEC guidelines)**
  - i. PhD programs: 1: 5
  - ii. Master programs:
    - PhD faculty. 1: 8
    - Faculty holding Master degree with 05 years' experience. 1: 5

m. **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.

- n. **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
- o. The proposal shall be sent to the Treasurer for **financial model** to see the feasibility of the program
- p. **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.
- q. 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**
  - 1) 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



- 2) 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
- 3) 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
- 4) Different areas of work and responsibilities but not limited to, are as follows:
  - a) **Teaching -related activities.** It includes 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, on projects or thesis
  - b) **Research.** It includes scholarly activities comprising of supervision of research work of students, submission of research proposals and manuscripts, conduct of research project, 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, participation in different committees, representation at different forums, program coordinator and mentoring junior faculty within one's discipline
  - d) **Guidelines for faculty work load Teaching -related activities.**
    - i. 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
    - ii. Dean/ HOD may assign more hours to any area to any faculty member as per need of the department
    - iii. Teaching centric appointments will follow maximum work load for teaching and minimum for research and administrative work
    - iv. Research centric appointments will follow maximum work load for research and minimum for teaching and administrative work
    - v. 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.
    - vi. Following is the recommended range for distribution of work load as per appointment.

Appointment	Teaching related activities	Research	Administrative Work
	<b>Work Load Range: Minimum - Maximum</b>		
Professor	30 - 40%	40 - 50%	20- 30%
Associate Professor	40- 50%	40 - 50%	10 - 20%
Assistant Professor	50- 60%	30 - 40%	Up to 10 %
Lecturer/ Demonstrator	70 - 80%	10 - 20%	-

vii. **Teaching of credit courses.** It is mandatory for all faculty members to teach courses, in addition to other teaching related activities, in each semester as follow:

- Professor = 1 - 2 Courses
- Associate Professor = 2 - 3 Courses
- Assistant Professor = 2 - 3 Courses
- Lecturer/ Demonstrator = 3 - 4 Courses

\* Distribution of workload for HODs may be customized as per requirement

5) **Supervision of students.** Following are the requirement for supervision of the students:

- a) PhD faculty with at least three years teaching/ research experience can supervise total of twelve students with number of PhD candidates not be more than five.
- b) Faculty with Masters/ FCPS or equivalent qualification with at least five years' experience can supervise up to five MS/MPhil/Equivalent students
- c) Thesis Supervisor shall be from the NUMS. An adjunct faculty member can't be appointed as supervisor but can be assigned as co-supervisor.

6) **Maintenance of course files:**

- a) The faculty member of each course shall invariably maintain a course file consisting of all documents and information relating to the course
- b) 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 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. Currently, Army Medical College is offering PhD program in Anatomy, Physiology, Biochemistry, Pharmacology and Molecular Medicine while AFPGMI (AFIP) is offering PhD program in Pathology

**18.** Total duration of PhD program is 3- 8 years. However, the course work shall preferably be completed in one year.

**19.** The program shall consist of 48 credit hours in total. There will be six regular semesters each with eighteen weeks' duration. Advance course work will carry 18 credit hours and research work will have 30 credit hours.

**20.** Advanced coursework for part time scholar can be arranged for one week in each month to complete required contact hours as per HEC after approval from the concerned Dean.

**21.** The scholar may go off campus after 6<sup>th</sup> semester on completion of research work in campus or in any other research institutions/organizations

**22.** 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/course/postgraduate-forms-and-policies>) to be used for postgraduate studies

**23. Supervisor.**

- a. Supervisor must be a faculty member of the concerned Institution holding PhD degree with at least three years' post-qualification experience in the relevant field
- b. He/ She must be HEC approved supervisor
- c. Five PhD scholars can be registered with one HEC approved supervisor
- d. Supervisor through the concerned HoD shall send six monthly (bi-annual) report of each PhD scholar in prescribed form to the Academics Directorate

**24. PhD Supervisory Committee (SC).**

- a. The Committee must consist of at least four PhD degree holders in the relevant subject with at least 3 years post qualification experience. At least two members should be from the concerned faculty including HOD and scholar's supervisor. However, if HOD is not PhD qualified, then any other member from the department may be included in the Committee. The Committee shall also have two external members from other institute/university/research organization. In

case of multidisciplinary research, more than two external members should be included in the Committee after approval from the Vice Chancellor.

- b. 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
- c. The SC 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

## **25. 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.
- b. 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.
- c. The concerned course instructors shall be responsible for the conduct of classes as well as quizzes, sessional, mid-semester examinations, evaluation of written course related assignments, maintenance of course files, provision of curriculum to the scholars and timely submission of assessment/examination results after approval of HoD to the Examination Directorate.
- d. The end-semester examinations shall be conducted by the Examination Directorate and grading of scholars shall be done as per NUMS regulations
- e. The scholars shall be required to complete their 18 credit hours of course work with CGPA  $\geq 3.00$  to appear in comprehensive examination

## **26. PhD Comprehensive Examination**

- a. The comprehensive examination is intended to test the scholar's in-depth knowledge and understanding of the chosen field of study. The PhD comprehensive examination shall be jointly administered by the concerned Dean, Director Academic and Controller of Examination.
- b. The examination will be conducted in two parts that are written comprehensive and oral exam in the following manner:
  - 1) **Written Comprehensive Examination:** It will cover the complete PhD course work and test the scholar's ability to integrate and assimilate the knowledge obtained from the courses, seminars and independent studies
  - 2) **Oral Examination.** It shall be conducted only after the scholar has qualified Part A of the qualifying examination.
  - 3) Scholar shall submit a research proposal on prescribed format
  - 4) IRB approval shall be taken wherever required

- 5) Dean shall constitute a PhD Synopsis Evaluation Committee (SEC) comprising of supervisory committee with Dean himself being a Chair. Head of Department (HOD) and Dean/ Commandant/ Principal would be the voting members only if they are PhD qualified in the relevant field
- 6) The scholars shall present their synopsis before the SEC and rep from NUMS Academics Directorate, Examination Directorate & QA Directorate. The approval of synopsis shall be done by using the prescribed evaluation score form.
- 7) The SEC 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
- 8) 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
- c. Minimum 70% marks in written comprehensive exam and successful defense of the research proposal within two years are required to qualify for further continuation of PhD program.
- d. If a scholar does not qualify either written or oral part of the comprehensive examination, he/ she shall be eligible for 2nd (last) attempt in the failed part within a time period to be decided by Supervisory Committee.
- e. Upon failure in oral part, examination committee members will submit a comment's page, which would clearly document reasons for failure. These comment pages duly signed by each committee member will be submitted to Academic and Examination Directorates, NUMS by the concerned Dean. A duplicate copy of these shall also be provided to the student.
- f. NUMS shall pay Rs. 200,000/- to each PhD student for research, on the recommendation of HoD/ Dean purposes, after approval of synopsis.
- g. A scholar who has passed the comprehensive examination shall be deemed to have become a candidate for PhD degree

## **27. Research:**

- a. Every PhD scholar shall start research work under his/her supervisor and keep the Supervisory Committee members updated about the research work progress. He/she is required to complete a minimum of 30 credits of PhD research and finish his/her research within stipulated time
- b. A PhD scholar shall write the dissertation in the NUMS prescribed format
- c. Plagiarism test must be conducted by the supervisor on the dissertation before its submission to Dissertation Examiners Committee. Supervisor shall check the similarity index by using Turnitin software which should be <19% as per HEC's guidelines
- d. The PD dissertation shall be evaluated by Dissertation Examiners Committee (DEC) comprising of two internal and two external examiners and two foreign

evaluators from technologically advanced countries, as approved by Advanced Studies and Research Board (AS&RB).

- e. Supervisors of all PhD programs shall send names of at least three foreign reviewers from developed countries during the research phase of their PhD students to Academics Directorate
- f. If any changes/ amendments are suggested by any member of DEC, the supervisor shall ensure that necessary alterations are properly made in the dissertation. After rectification of observation, dissertation will be sent to two foreign evaluators through dean office
- g. If any changes/ amendments are suggested by any foreign evaluator, the supervisor shall ensure that necessary alterations are properly made in the dissertation.
- h. If satisfactory report is given by both foreign evaluators, it will be considered approved. However, if satisfactory report is given by one out of two foreign evaluators or report is not received from any evaluator within two months, dissertation shall be sent to third foreign evaluator from the approved list
- i. The Dean shall review and send the foreign evaluator report through Academics Directorate for approval by Advanced Studies & Research Board
- j. There shall be open defense of PhD dissertation
- k. The scholar shall present the dissertation in the presence of the Dean and two internal and two external examiners. The grading of thesis research shall be done by a majority vote using prescribed evaluation score form. However, its scoring shall not be considered for CGPA calculation. The examiners may approve the dissertation as such, recommend minor or major changes in the dissertation, not approve and repeat the presentation if required
- l. 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.
- m. The HOD shall forward four bound copies & CDs of the final dissertation to the Academics Directorate. One hard and soft copy is kept in Academic Directorate, one for Examination Directorate, one for library and one copy of PhD Dissertation (both hard and soft) will be submitted to HEC for inclusion in PhD Country Directory and for attestation of PhD degree by the HEC in future

**28. Publications:** Every PhD scholar must have at least one research paper relevant to the research title published in impact factor journal (W category) indexed in ISI web of knowledge/science for sciences subjects and Y category for social sciences

**29. 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  $\geq 3.00$
- b. Qualify comprehensive examination with  $\geq 70$  % marks
- c. Research work of 30 CHs
- d. At least one research paper published/accepted for publication in impact factor journal

- e. Satisfactory thesis evaluation reports from two foreign experts/external examiners from the academically/ technologically advanced countries
- f. Successful defense of thesis in the prescribed manner.

## **CHAPTER-VI**

### **MASTER PROGRAMS**

**30. 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.

**31.** All Master's degree shall be completed in 02-03 years. However, duration is further extendable to one year after approval of FBS.

**32.** 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/course/postgraduate-forms-and-policies>) to be used for postgraduate studies

**33. Supervisor.**

- a. Supervisor must be a faculty member of the concerned Institution holding qualifications as PhD with at least three years' post-qualification experience in the relevant field or FCPS/ MPhil or equivalent with four years' post-qualification experience in disciplines where PhD faculty is limited
- b. Maximum eight Master students can be registered with one HEC approved supervisor with PhD qualification. If supervisor has qualification as FCPS/ MPhil or equivalent, maximum five students will be allowed to register with him/ her
- c. The supervisor through the concerned HoD/ Dean shall send bi-annual report of each student in prescribed form to the Academics Directorate after completion of course work

**34. Supervisory committee.**

- a. Supervisory Committee consisting of four members (at least two from department including student's supervisor and internal member and two external member from another institute/university/research organization) of similar qualifications, shall be constituted. If HOD is not supervisor, he/she shall be taken as member of the Committee.
- b. Members of the Supervisory Committee and even the Supervisor can be changed in case of exigencies or unavoidable circumstances.
- c. Unless otherwise decided by the Dean, the Committee shall be chaired by the Supervisor.
- d. In case of multidisciplinary research, more than two external supervisors may be approved by the Vice Chancellor.
- e. The proceedings of SC meetings shall be recorded and its meetings shall be chaired by the supervisor

**35. Conduct of the program**

- a. The Head of Institution in coordination with the Dean shall be responsible for overall proper implementation of the program courses. HOD shall assign courses to different faculty members under intimation to PGO of Academic Directorate.



The HOD shall monitor the academic progress of the students with the help of the Program Coordinator

- b. 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
- c. 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
- d. The concerned course instructors shall be responsible for the conduct of classes as well as quizzes, sessional, mid-semester examinations, evaluation of written course related assignments, maintenance of course files, provision of curriculum to the students and timely submission of assessment/examination results after approval of HoD to the Examination Directorate
- e. The end-semester examinations shall be conducted by the Examination Directorate and grading of students shall be done as per NUMS regulations

### **36. 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. Dean shall constitute Synopsis Evaluation Committee consisting of the supervisor, one internal and one external member with Dean himself being the chair.
- e. The students shall present their synopsis before the SEC and its approval shall be done by using the prescribed evaluation score form.
- f. The SEC 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
- g. 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
- h. NUMS will pay Rs. 50,000/- to each M. Phil student for research purpose after approval of synopsis

### **37. 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 said committee 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. All student shall write the thesis in the NUMS prescribed format
- d. Plagiarism test must be conducted by the supervisor on the thesis before its submission to Thesis Evaluation Committee. Supervisor shall check the similarity index by using Turnitin software which should be <19% as per HEC's guidelines
- e. The Dean shall approve the Thesis Evaluation Committee comprising of the supervisor, one internal and two external examiners who will review and send the thesis evaluation report in the prescribed form to Dean office within four weeks.
- f. If the internal and external examiners 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
- g. Student will be allowed to go for thesis defense only if he/ she has completed 30 CH of coursework including core and electives with CGPA  $\geq 2.5$
- h. Final defense of the thesis shall be in presence of the Dean and two internal and two external examiners. The grading of thesis research shall be done by a majority vote using prescribed evaluation score form. However, its scoring shall not be considered for CGPA calculation.
- i. The examiners may approve the thesis as such, recommend minor or major changes in the dissertation, not approve and repeat the presentation if required
- j. 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.
- k. The HOD shall forward three bound copies & CDs of the final thesis to the Academics Directorate. One hard and soft copy is kept in Academic Directorate, one for Examination Directorate and one for library

**38. 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

**39. Award of Master's degree.**

- a. **MPhil/MS.** The student must have completed total credit hours of course work with CGPA  $\geq 2.50$  and research work of 10 credit hours followed by successful defense and one research paper submitted with acknowledgment of concerned journal to corresponding author, in any of the PM&DC / HEC approved journals.
- b. **Other Master degrees.** The student must have completed total credit hours of course work with CGPA  $\geq 2.50$  and research work of 06 credit hours followed by successful defense

**CHAPTER-VII**  
**STUDENTS AFFAIRS**

40. **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.
41. **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.
42. **Correspondence:** The students are forbidden to address any member or person in authority directly. 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.
43. **Student Engagement.** Students shall be required to actively participate in various co-curricular activities for personal and professional grooming
44. **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.
45. **Academic integrity and plagiarism:** Referred to NUMS & HEC plagiarism policy
46. **Disciplinary matters .** The disciplinary matters shall be investigated as per Disciplinary policy issued by Registrar Directorate
47. **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.
48. **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.
49. **Repeal –** On commencement of NUMS Policy for Post Graduate Academic Programs 2020 (Revised), Academic policy for PG Studies 2018 is hereby repealed

**List of Current Postgraduate Programs**

<b>S. No</b>	<b>Title of the Program</b>	<b>Institutes</b>
<b>PhD Programs</b>		
1.	Doctor of Philosophy in Anatomy	AM College, Rawalpindi
2.	Doctor of Philosophy in Biochemistry	
3.	Doctor of Philosophy in Physiology	
4.	Doctor of Philosophy in Molecular Medicine	
5.	Doctorate of Philosophy in Pharmacology	
6.	Doctor of Philosophy in Pathology	AFPGMI/ AFIP Rawalpindi
<b>MPhil Programs</b>		
7.	Master of Philosophy in Anatomy	AM College, Rawalpindi
8.	Master of Philosophy in Physiology	
9.	Master of Philosophy in Biochemistry	
10.	Master of Philosophy in Molecular Medicine	
11.	Master of Philosophy in Pharmacology	
12.	Master of Philosophy in Community Medicine	
13.	Master of Philosophy in Science of Dental Materials	
14.	Master of Philosophy in Chemical Pathology	AM College, Rawalpindi, AFPGMI/ AFIP Rawalpindi
15.	Master of Philosophy in Microbiology	
16.	Master of Philosophy in Oral Pathology	AFPGMI/ AFIP Rawalpindi
<b>Master Programs</b>		
17.	Master of Public Health	AFPGMI Rawalpindi
18.	Master of Science in Healthcare Administration	
19.	Master of Science in Cardiac Anesthesia	AFPGMI/ AFIC Rawalpindi
20.	Clinical Fellowship in Otology and Audio Vestibular Rehabilitation	AFPGMI/ CMH Rawalpindi

<b>Diploma Program</b>		
21.	Diploma in Cardiology	AFPGMI/ AFIC Rawalpindi
<b>Certificate Program</b>		
22.	Certificate in Health Professions Education	NUMS

**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 undergraduate 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 the 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.

###### **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) Dean/Head of institute as Chairperson.
- (2) Head of concerned Departments
- (3) Concerned Director Academics.
- (4) Deputy Registrar (Admission/Registration).
- (5) Chairperson may co-opt other members as required

### **b. Terms of References**

- (1) Review the documents required for admission/GAT General/GAT subject/ 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. 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

### **b. Terms of References**

- (1) Oversee the Academic Governance of the following aspects of the University's curricula:
  - i. The overall composition and profile of the University's courses
  - ii. Development of the curriculum comprising of:
- (2) Objective/ Outcome

- (3) Scheme of studies i.e. total credit hours, duration, list of courses
- (4) Course content
- (5) Teaching methodology
- (6) Table of specifications
- (7) Assessment tools
- (8) Learning Resources
  - i. Courses review
  - ii. The establishment and disestablishment of courses at the University
  - iii. Major Course Amendments, including gradual changes over time. Major Course Amendments include changes to:
    - a) Course title;
    - b) Qualifications awarded;
    - c) Course level learning outcomes affecting more than 30% of the course (e.g. through the introduction of a new major or a concomitant increase or reduction in overall volume of learning);
    - d) Design or delivery of the course that engenders markedly different graduate attributes
    - e) Individual units of study and Minor Course Amendments are dealt with at the Faculty level
- (9) Recommendations for effective implementation of curriculum including teaching methodologies and assessment tools to meet best global standards.
- (10) Revision of existing curriculum/syllabi after every 3 years or when necessary
- (11) Evaluation of the curriculum in order to ensure that educational outcomes are achieved
- (12) The Curriculum Committee will consider proposals for the establishment, disestablishment, or major amendment, to a University course. If the proposal is considered to be in order, then the Curriculum Committee will recommend it to the Coordination Committee for endorsement

## **7) PhD Supervisory Committee(SC)**

### **a. Composition**

- (1) Student supervisor with 3 years post PhD experience
- (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 Supervisory Committee (SC).
- (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) Supervisory Committee for Master Programs**

### **a. Composition**

Supervisory Committee shall comprise of four PhD or FCPS/MPhil degree holders in the relevant subject with 4 years post qualification experience: two from the department including HoD and student's supervisor (if supervisor is HoD then any other member from the department) and two external members from other institute/ university/ research organization. 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.

**Postgraduate (PG) Forms (Downloadable from NUMS website)**

<b>S. No</b>	<b>Form No</b>	<b>Title</b>
i.	PG-01	Post-graduation Registration Form
ii.	PG-02	Migration/Transfer of Credit Application Form
iii.	PG-03	Request for Freezing of Semester
iv.	PG-04	Appointment of Supervisor/Co- Supervisor
v.	PG-05	Willingness of the Supervisor/Co-Supervisor
vi.	PG-06	Appointment of Supervisory Committee
vii.	PG-07	Petition for Change in Supervisory Committee
viii.	PG-08	Semester Assessment/Examination Results
ix.	PG-09	Improvement/Repeat Course Form
x.	PG-10	Bi-annual Progress Report
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