

## PROFORMA RELATED TO Ph.D. PROGRAMME REVIEW PROCESS

- Ph.D. Faculty File Proforma
- Ph.D. Student File Proforma
- Ph.D. Form A Proforma
- Ph.D. Form B Proforma

**Ph.D. Programme Review  
Proforma # 1**

### Ph.D. Faculty File

Name of Document	Evidence Attached		
	Yes	No	N/A
Offer Letter			
Joining Report			
Contract/Notification of Appointment			
Detailed CV			
Degree of Ph.D. or Equivalent			
Transcript of Ph.D. or Equivalent			
Equivalence of Ph.D. from HEC			
Degree of MS/M.Phil. Or Equivalent			
Transcript of MS/M.Phil. Or Equivalent			
Equivalence of MS/M.Phil. from HEC			
Semester Workload			
Details of courses being taught in current semester			
List of Ph.D. Students are currently supervised			
List of MS/M.Phil. Students are currently supervised			
Certificate of undertaking that no student is being supervised outside the University			

Ph.D. Student File

Ph.D. Programme Review  
Proforma # 2

Name of Documents	Evidence Attached		
	Yes	No	N/A
Secondary School Certificate or Equivalent			
Mark-sheet of Secondary School Certificate or Equivalent			
Higher Secondary School Certificate or Equivalent			
Mark-sheet of Higher School Certificate or Equivalent			
Bachelors or Equivalent Degree (16 years, Qualification)			
Transcript of Bachelors or Equivalent Degree (16 year, Qualification)			
Equivalence Certificate from HEC			
MS/M.Phil. or Equivalent Degree (18 years qualification)			
Transcript of MS/M.Phil. Equivalent Degree (18 years qualification)			
Equivalence Certificate from HEC			
Admissions Form			
CNIC			
GAT Subject or Equivalent			
Proposal at the time of Admission Allocation of Supervisor (Provisionally)			
Admission Confirmation Letter			
Transcript of First Semester			
Transcript of Second Semester			
Transcript of Third Semester			
Transcript of Fourth Semester			
Comprehensive Examination			
Approval of Synopsis from BASR or Equivalent			
Approval of Supervisor Allocation			
Semester-wise Progress Report			
Publication of Research Paper in HEC Recognised Journals			
Thesis Submission			
Selection of Foreigners Evaluators			
Foreign Evaluators Reports			
Notification of Public Defence			
Notification of Successful Defence			
Notification of Degree Completion			



Form A

Ph.D. Scholar's Proforma

Ph.D. Programme Review  
Proforma # 3

Each Ph.D. Scholar should complete this proforma. The University should prepare a summary of these proformas and submit the summary along with proforma to QAA, HEC.

Name of University \_\_\_\_\_

Department \_\_\_\_\_

Name of Scholar \_\_\_\_\_

Degree Working for \_\_\_\_\_

Area of Research \_\_\_\_\_

Title of thesis \_\_\_\_\_

Date of Enrollment \_\_\_\_\_

Name of Supervisor & Co-Supervisor \_\_\_\_\_

### Checklist Covering Minimum Criteria

Items	Status	
	Yes	No
<b>PART-I M.Phil./ Equivalent</b>		
1. Completed 16 years of schooling/ (124-136 credit hours)		
2. Cleared GRE test (NTS) or Equivalent		
3. Completed 30 credit hour (at least 24 credit course work)		
4. GPA $\geq$ 3 in course work and thesis		
<b>Part-II (Ph.D.)</b>		
5. Cleared the Subject: GRE test (ETS) <input type="checkbox"/> or Equivalent? <input type="checkbox"/>		
6. Completed additional work of minimum 18 credit hours?		
7. Cleared the comprehensive exam?		
8. The dissertation examined or to be examined by at least two foreigner examiners?		
9. Has the dissertation been defended?		
10. Paper accepted for publication in HEC approved journals?		

Attachments: Course-work details of 18 credit hours of Ph.D., studied or to be studied & other relevant documentary evidence to be attached



**Form B**

### Ph.D. Program Review University Proforma

Name of University \_\_\_\_\_  
 Name of Department \_\_\_\_\_  
 Number of Ph.D. Students \_\_\_\_\_  
 Number of M.Phil. Students \_\_\_\_\_  
 Checklist containing minimum criteria \_\_\_\_\_

**Ph.D. Programme Review  
Proforma # 4**

Sr. No.	Items	Number	Remarks
	<b>a) Students</b>		
1	Number of students who have completed 16 years of schooling/ 124-136 credit hour study		
2	Number of students who have cleared GRE type test (NTS test).		
3	Number of students who have completed a minimum of 30 graduate level, post bachelor, credit hours (minimum of credit 24 course work).		
4	Number of students who have completed M.Phil. thesis		
5	Number of students who have GPA > 3		
6	Number of students who have cleared international GRE Subject test or equivalent		
7	Number of students who have completed course-work of 18 credit hours beyond M.Phil.		
8	Number of students who cleared the comprehensive exam		
9	Number of students whose thesis has been evaluated by minimum two foreign experts		
10	Number of students who have defended their thesis		
11	Number of students who have published (accepted for publication) at least one paper in a HEC approved journal		
12	Number of students conferred or awaiting to be conferred the Ph.D. degree.		
13	Number of students who have submitted soft & hard copy of their thesis to HEC.		
	<b>b) Faculty</b>		
1	Number of students being supervised by one full-time faculty member		
2	Number of student who have a Ph.D. Advisory Committee according to HEC guidelines		
3	Number of Ph.D. faculty members available for each department of the university offering a Ph.D. Programme		