

BUIITEMS

Quality & Excellence in Education



Graduate Academic Rules

**Balochistan University of Information Technology
Engineering & Management Sciences**

Our Vision

To be among the leading universities of the world -accessible to all, imparting quality education and promoting cutting edge research.

Mission Statement

At **BUIITEMS**, we are committed to providing quality education with focus on research and to equip students with the art of living as productive members of society, contributing to the socio-economic uplift of Pakistan in general, and Balochistan in particular.

Our Goals

- H To provide outstanding academic programs that further strengthen our performance, pre-eminence and efficiency.
- H To provide an excellent teaching and learning environment to students to reach a level that matches the atmosphere prevailing at best universities in the world.
- H To raise revenues from partnerships, research grants and technology transfer while strengthening our ability to more effectively invest and allocate resources for education.

Our Core Values

Accountability: We are committed stewards of the loyalty and goodwill of our alumni and friends of the human, fiscal and physical resources entrusted to us.

Diversity : We recognize that diversity leads to excellence, enhancing our teaching, scholar and service as well as our ability to respect and interact with people.

Integrity : We practice honesty, truth and integrity in all that we do.

Respect: We treat each other with civility, dignity and respect.

Social responsibility: We contribute to intellectual cultural, spiritual and economic well-being of the society.

List of Contents

1. Introduction.....	7
1.1 Our Vision.....	7
1.2 Mission Statement.....	7
1.3 Our Goals.....	8
1.4 Core Values.....	8
1.5 Organogram.....	9
1.6 Graduate Studies Office Staff.....	9
1.6.1 Dean Graduate Studies.....	9
1.6.2 Director Graduate Studies.....	10
1.6.3 Graduate Program Coordinator	10
1.6.4 Graduate Program Manager	11
2. Responsibilities of Supervisor and Student.....	12
2.1 Responsibilities of the Principal Supervisor.....	12
2.2 Responsibilities Common to Principal Supervisor/ Co-supervisor(s).....	13
2.3 Responsibilities of students.....	13
3. Graduate Study Programs.....	14
3.1 M S Program.....	14
3.1.1 Admission.....	14
3.1.2 Admission Criteria.....	14
3.1.3 Determination of Admission Merit.....	14
3.1.4 Duration of the Program.....	14
3.1.5 Promotion & Probationary Period.....	15

3.1.5.1 Probation/Cancellation of Admission	15
3.1.6 Deferment of a Semester.....	16
3.1.7 Course Limit	16
3.1.7.1 Credit Hours	16
3.1.8 Appointment of Supervisor.....	16
3.1.9 Alternate Supervisor.....	17
3.1.10 Graduate Research Committee.....	17
3.1.11 Synopsis/Research Proposal Seminar presentation.....	17
3.1.12 Research Proposal.....	17
3.1.13 Key Milestones/ Pre-Requisites for MS Degree.....	18
3.1.14 Progress Reports.....	18
3.1.15 Leave of absence.....	18
3.1.16 Examination.....	19
3.1.17 Thesis Defense & VIVA.....	20
3.1.18 Award of MS Degree.....	20
Flow Chart for MS.....	21
3.2 PhD Program	22
3.2.1 Admission in PhD program.....	22
3.2.2 Duration of the PhD Program	23
3.2.3 Course Work.....	23
3.2.3.1 Course Limit	23
3.2.3.2 Credit Hours	23
3.2.5 Probation/Cancellation of admission.....	23
3.2.5 Deferment of a Semester.....	24

3.2.6 Appointment of Supervisor(s).....	24
3.2.7 Alternate supervision.....	25
3.2.8 Doctoral Qualifying Examination (DQE).....	25
3.2.9 Synopsis/Research Proposal	26
3.2.10 Confirmation of PhD Candidature.....	26
3.2.11 Progress reports.....	27
3.2.12 Leave of absence.....	27
3.2.13 Examination.....	28
3.2.14 Examiners Reports.....	28
3.2.15 Thesis Public Defense & VIVA.....	29
3.2.16 Award of PhD Degree.....	30
Flow Chart for PhD Program.....	31
3.4 Marks, Grade Points, Letter Grades.....	33
3.5 Ethics.....	33

Preface

BUIITEMS stands for quality and excellence in education and carries out business in a manner consistent with standards and quality parameters set by its statutory bodies. Publishing academic rules for graduate programs is an important step in this direction.

These rules are designed for students of graduate programs offered at BUIITEMS after careful process of refinement and scrutiny in light of the guidelines provided by Higher Education Commission Islamabad. Rules given in this document have been approved by syndicate, the apex statutory body of the university.

These rules cover all aspects of academic life of students of graduate programs and are presented in this booklet for ready reference to students, teachers and other stakeholders. Students of MS, MS leading to PhD and students admitted in direct PhD programs of BUIITEMS are encouraged to go through these rules carefully and plan their studies accordingly.

Engr. Ahmed Farooq Bazai
Vice Chancellor

1. Introduction

Graduate Studies Office (GS OFFICE) at Balochistan University of Information Technology, Engineering and Management Sciences (BUIITEMS) is dedicated to provide quality assurance, and systematic completion of graduate programs (MS and PhD). Graduate programs at BUIITEMS are aspired to meet the competitive edge as per market requirements and students' academic competence through the course work, field-based exercises and research studies that are relevant.

Graduate programs at BUIITEMS are designed keeping in view the recent trends in a particular field of study and guidelines provided by the Higher Education Commission. Qualified faculty, well-equipped labs and structured programs at BUIITEMS provide smooth and effective commencement, progress and completion of MS and PhD programs.

1.1 Vision

Providing quality education with cutting-edge research at par with national and international standards and adding values in the development of society, environment, and corporate sector.

1.2 Mission Statement

Graduate programs at BUIITEMS are designed to meet competitive-edge at local and international levels, producing qualified human resource to enhance:

- the performance of society resulting in improved environment,
- socio-economic development particularly in Balochistan and Pakistan, and in the world at large,
- capacity of corporate sector

1.3 Goals

- To provide academic programs that strengthens our performance, pre-eminence and efficiency.
- To promote research culture.
- To provide teaching and learning environment to students that matches the atmosphere prevailing at best universities in the world.
- To raise revenues from partnerships, research grants and technology transfer while strengthening our ability to effectively invest and allocate resources for education.

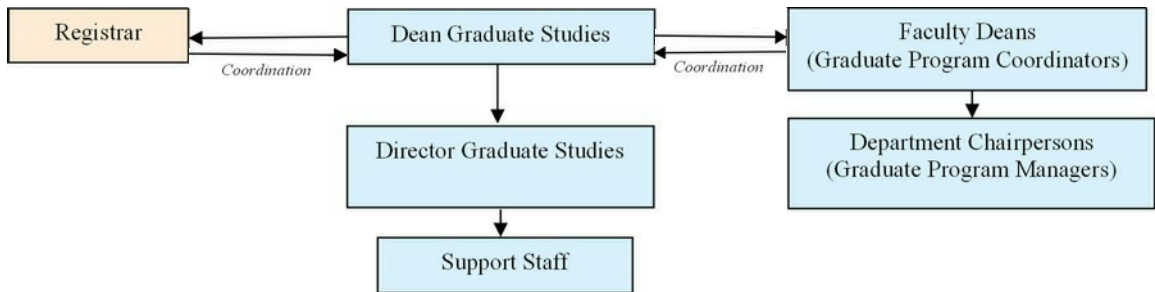
1.4 Core Values

All members of BUIITEMS community are expected to value:

- Intellectual independence and freedom of inquiry,
- The discovery, refinement, preservation and knowledge engagement with professions and communities through responsiveness, partnerships and inclusiveness,
- Social justice including ethical practices and global citizenship,
- Economic, social and environmental sustainability, including the responsible stewardship of resources, well-being and development of staff and students.

1.5 Organogram

Organogram of the Graduate Studies Office is given below:



1.6 Graduate Studies Office staff

The Graduate Studies Office provides the main administrative support to graduate students across the University. The staff members of GS OFFICE who primarily provide support for research students are:

1.6.1 Dean Graduate Studies

The Dean Graduate Studies shall be responsible for:

- conducting the aptitude tests for graduate research students in consultation with Registrar, Dean(s) and Graduate Program Coordinator(s)
- coordinating with Secretary Advanced Studies & Research Board (ASRB)
- presenting the research titles/synopses and allocation of supervisors in coordination with Dean concerned.
- presenting the panel(s) of examiners to ASRB.
- facilitating PhD thesis defense.
- liaising with graduate program coordinator(s) and external examiners.
- facilitating graduate training/seminar sessions.

- dealing with graduate students' grievances and complaints in consultation with Dean concerned,
- notifying leave of absence of graduate students

1.6.2 Director Graduate Studies

The Director Graduate Studies shall be responsible for:

- processing the admission of the graduate programs (Tests/Interviews etc.) in consultation with Registrar, Dean Graduate Studies and faculty Dean(s),
- updating the records of synopses/research proposals and theses
- updating the academic records of the students,
- issuing certificates (NOCs, clearance, bonafide etc.) to graduate student(s),
- coordinating with Director QE&A for Graduate students theses plagiarism tests,
- supporting the Dean Graduate Studies for graduate training/seminar sessions,
- any other task(s) as assigned by the university.

1.6.3 Graduate Program Coordinator

Dean of the faculty concerned or his/ her nominee with PhD qualification will act as Graduate Program Coordinator. The roles and responsibilities of the Coordinator include:

- to convene the synopsis/research proposal defense,
- to assist Dean Graduate Studies in interpreting technical aspects of examiners' reports,
- forwarding research proposals to AS&RB for consideration based on the recommendations of the supervisor (s) and Graduate Research Committee through concerned Chairperson and Dean,
- forwarding to the GS OFFICE the graduate student's progress and seminar reports,
- conducting faculty based post graduate training/seminar sessions,
- facilitating the students in matters relating to research and supervision.

1.6.4 Graduate Program Manager

Chairperson of the teaching department concerned or his/ her nominee will act as Graduate Program Manager, to assist the graduate program coordinator and students. The roles and responsibilities of Program Manager include:

- responding to admission enquiries within the department,
- organizing and managing research proposal/ synopsis presentations at department level,
- attending to the graduate student inquires and problems,
- assisting students and supervisors with research related budgetary issues,
- pro-actively working with students through research presentations, seminars, maintaining regular contact etc.,
- advising students on regulations, leave, scholarships and annual progress reports,
- advising students about research ethics and related issues.

2. Responsibilities of Supervisor and Student

Each graduate student shall be assigned a supervisor/ supervisory team as detailed below:

- Principal supervisor (from within the University)
- Co-supervisor(s) (if deemed necessary)

The students' main contact will be with their principal supervisors.

2.1 Responsibilities of the Principal Supervisor

The principal supervisor is accountable to the graduate program coordinator for advising and monitoring the progress of a candidate and leading the supervisory team.

Responsibilities of a Principal Supervisor include:

- negotiating roles with co-supervisor(s), at the commencement of the candidature,
- facilitating the operations of the supervisory team in supporting the candidate's research endeavors,
- monitoring and coordinating the performance of the candidate relative to the standards required for the program,
- ensuring that necessary approvals are obtained from the relevant bodies and/ or other ethics committees for data collection where the research deals with human or animal subjects,
- reporting issues of academic misconduct to the Graduate Program Coordinator,

bringing to attention of the Dean Graduate studies issues relating to intellectual property rights, commercial, or other confidentiality matters concerning content of the thesis or portfolio,

- presenting the names and credentials of proposed examiners in consultation with Graduate Program Coordinator, to the Dean Graduate Studies,
- **ensuring** that the candidate has accurate information about supervisor's planned leave of absence/ retirement,

- development of supervisory skills of inexperienced co-supervisors.

2.2 Responsibilities Common to Principal Supervisor and Co-Supervisor

Responsibilities common to both principal supervisor and co-supervisor include:

- responding in a timely manner to research related queries of a student and commenting in a timely manner on the contents and draft of the thesis/ examinable work,
- guiding the student for exploring solutions for unexpected problems which arise in the research,
- maintaining close and regular contact with the research student,
- ensuring originality in research work and acknowledgement of any substantial assistance received by the student,
- support and encourage the research student to publish the research,

2.3 Responsibilities of students

Responsibilities of students include:

- conducting research and developing thesis as per guidelines of the supervisor,
- maintaining active contact with supervisor(s),
- keeping the schedule as agreed with the supervisor(s) and contained in the approved research proposal,
- taking the initiative in identifying research problems and its potential solutions,
- adhering to the ethical standards governing research,
- ensuring that the thesis conforms to the University guidelines,
- submitting progress reports regularly.

3. Graduate Study Programs

3.1 MS Program

The Master of Science (MS) programs at BUIITEMS foster a broad understanding of the related subjects through a rigorous disciplinary and interdisciplinary program of study and a research-based education in related subjects for career or entry to PhD programs.

3.1.1 Admission

Admission test conducted by the University or any other body authorized by the Higher Education Commission (HEC) with a minimum 50% cumulative score will be required at the time of admission. Valid GRE (International) test with 50 percentile score or valid GAT subject test with 60% cumulative score will also be acceptable.

3.1.2 Admission Criteria

The applicants must have completed 16 years of education or equivalent [e.g. BS (4 years) MSc/ MBA etc.] in the relevant field with at least 60% marks or CGPA 2.5 / 4.

3.1.3 Determination of Admission Merit

Admission merit would be determined as:

- a. Academic performance (terminal degree only) 50%
- b. Admission test + Interview (30% + 20%)

The candidates scoring equal marks shall be placed at the same position in the merit list.

3.1.4 Duration of the Program

The minimum duration for completion of the MS program is 1.5 years from the date of enrolment in the MS program. Candidate for a Master degree shall not be permitted to submit thesis for examination during the course work. A candidate will be expected

to present his/her thesis for examination within two years of the date of the initial enrolment in the course, excluding periods of approved leave of absence/deferment.

The maximum duration for the completion of degree shall be four years.

3.1.5 Promotion & Probationary Period

If a student scores CGPA less than 1.5 at the end of any semester during the program of studies, the student shall be dropped from the university rolls (GPA of first semester is CGPA as well).

3.1.5.1 Probation/Cancellation of admission

- a) Whenever any student's CGPA falls between 1.5 and 2.5 he / she shall be placed on the probation for the next semester.
- b) If the student fails to raise CGPA to 2.5 or above on availing the probation period, he / she shall be dropped from the university rolls.
- c) The student eligible to continue the study program and having failed in the course(s) shall repeat the course(s) whenever such course(s) are offered by the faculty provided the contents of course(s) remain unchanged.
- d) The student can repeat the failed course(s) for a maximum of two times and can improve course(s) with (C/D grades) once in the entire study program.
- e) A student can improve at most three courses during the entire degree program
- f) A consecutive willful absence of two weeks or accumulative 60 days absence on part of the student may result in cancellation of admission upon approval from ASRB. Such cases shall be forwarded by the chairperson/supervisor through Dean of the faculty.

3.1.6 Deferment of a Semester

- a) A student, for any justified reason, shall be allowed to apply for deferment of at the most one semester during entire program of MS studies.
- b) The cases for deferment of the program and resumption thereafter shall be placed before the Dean Graduate Studies, duly recommended by the Chairperson of the respective department through the Dean of the faculty for approval.
- c) A student already registered shall not pay the registration / admission fee in order to resume the studies. However, the student has to complete the degree requirements within maximum duration of the program from the date of enrolment (excluding the period of semester being deferred).

3.1.7 Course Limit

A student shall be allowed to enroll for a maximum of 12 Credit Hours (CH) course work in one semester.

3.1.7.1 Credit Hours

- a. A credit hour means teaching a theory course for 50-60 minutes each week throughout the semester.
- b. A student must complete a minimum of 24 CH course work prescribed by the department for the MS degree with CGPA ≥ 2.5 .
- c. A student must have attended at least 75% of the classes held in a course in order to be allowed to sit in the final term examination.
- d. Having obtained CGPA ≥ 2.5 , the candidate shall do a minimum of 6 credit hour thesis to qualify for MS degree.

3.1.8 Appointment of Supervisor(s)

The appointment of principal supervisor and co-supervisor (If any) shall be processed through Graduate Research Committee and Dean Graduate Studies for approval by Advanced Studies & Research Board (AS&RB).

3.1.9 Alternate supervision

In case the principal supervisor leaves the university, the student may be provided with alternate supervision (Principal Supervisor). The Chairperson in consultation with the Dean shall place the matter in the Departmental/Faculty Graduate Research Committee. The Graduate Research Committee shall recommend alternate supervision (principal supervisor) for the student. The leaving principal supervisor, however, may act as co-supervisor of the concerned student.

3.1.10 Graduate Research Committee

There shall be a Graduate Research Committee at department/faculty level.

Responsibilities of the committee include:

- conducting research proposal/synopses seminars of graduate students,
- evaluating and recommending research synopses to Advanced Studies & Research Board (AS&RB) for approval,
- conducting graduate students' progress seminars,
- recommending the cases of appointment of supervisors and co-supervisors to AS&RB for approval besides other relevant issues.

3.1.11 Synopsis/Research Proposal Seminar presentation

A student has to present his/her research proposal/synopsis in a seminar at the respective department/faculty in the presence of Graduate Research Committee. The recommendations of the committee on the synopsis shall be forwarded to AS&RB through Graduate Studies office for consideration.

3.1.12 Research Proposal

The research proposal shall provide a justification for the proposed research. The justification should demonstrate that the student is familiar with the key literature in the area and that the candidate can critically evaluate it and use it to build an argument to justify the research question. In addition, the proposal should demonstrate that the student has the knowledge and skills to carry out the research. Template of the research synopsis is annexed.

3.1.13 Key Milestones/Prerequisites for MS Degree

- A minimum of 24 Credit Hours course work with minimum CGPA of 2.5
- Successful defense of synopsis/research proposal and its approval by AS&RB.
- Progress seminar
- A minimum of 6 Credit Hours research work / thesis
- Thesis defense and viva

3.1.14 Progress reports

After the completion of course work and assigning research supervisor(s), the student has to maintain progress consistent with the timeframe in the approved research proposal. The progress shall be monitored and documented by the principal supervisor and graduate program coordinator of the relevant faculty and shall subsequently be communicated to the GS Office under intimation to the chairperson and faculty Dean.

The bi-annual progress report shall be completed by the end of each semester.

The progress report shall include:

- a) stages of the research work carried out,
- b) goals met over the previous six months and goals set for the next six months,
- c) problems coming across in the conduct of research and the level of satisfaction based on the supervisor-supervisee relationship.

The student shall submit the progress report to the principal supervisor who shall make recommendations on it. The report shall be forwarded to the GS OFFICE by the principal supervisor through the relevant faculty dean/ chairperson/ graduate program coordinator.

3.1.15 Leave of absence

When a student, for any justified reason, cannot continue with studies for a short period of time, he/she may seek an official leave of absence. A student, during research work and after completion of course work, is entitled to four weeks annual leave (with the prior approval of principal supervisor). Request for leave

specifying the reasons, shall be made on the appropriate form. The leave beyond four weeks shall be determined by the Advance Studies and Research Board (AS&RB) on recommendation of the principal supervisor. The decision with respect to an application for leave shall be notified by the Graduate Studies Office. Besides, a student is not allowed to avail the semester break during his research work/ thesis.

3.1.16

Examination

Once a student submits thesis, it shall be sent to the external examiner for evaluation. The principles governing examination at BUISTEMS are:

- a) The examination process shall be carried out to ensure that the student has satisfied regulations for the award of the degree.
- b) The faculty Dean in consultation with the concerned chairperson and principal supervisor shall propose a panel of three examiners (Not from BUISTEMS) to the Dean Graduate Studies for appointment of one examiner.
- c) Examiners of theses shall be selected on the grounds of their academic and research competence in the areas of the submitted theses. They should be active in both research and scholarship.
- d) The examiner shall not have a blood relation/ spouse, or co-authorship with the student to be examined.
- e) The duration of examination process from the date of submission of thesis to the final defense shall not normally exceed three months
- f) The examination process shall be tracked by the GS OFFICE. Students and supervisors shall be kept informed of the progress at different stages of the process.
- g) All the reports and results of an examination shall be communicated to the faculty graduate program coordinator by the G.S OFFICE.

The examiner shall evaluate the thesis, provide a written report and make one of the following recommendations:

- i. **Passed** without any amendments and the candidate may be awarded the degree (NA)*.

- ii. **Passed, subject to minor amendments rectification** as indicated in report to the satisfaction of the concerned Principal Supervisor (MA)*.
- iii. **Passed, subject to substantive amendments rectification** along the lines indicated in the report'. The G.S OFFICE shall constitute a committee comprising principal supervisor and one senior faculty member nominated by the faculty Dean. The student shall submit rectified report to the satisfaction of the committee without further referral to the examiner.
- iv. The thesis may be **re-submitted** to the examiner after completing the required extra work and revisions suggested in the report (R)*.

3.1.17 Thesis Defense & VIVA

The Dean Graduate Studies in the light of examiner's report and consequent incorporation of the required amendments in the thesis shall announce a student eligible for defense and viva. The following defense process shall be followed:

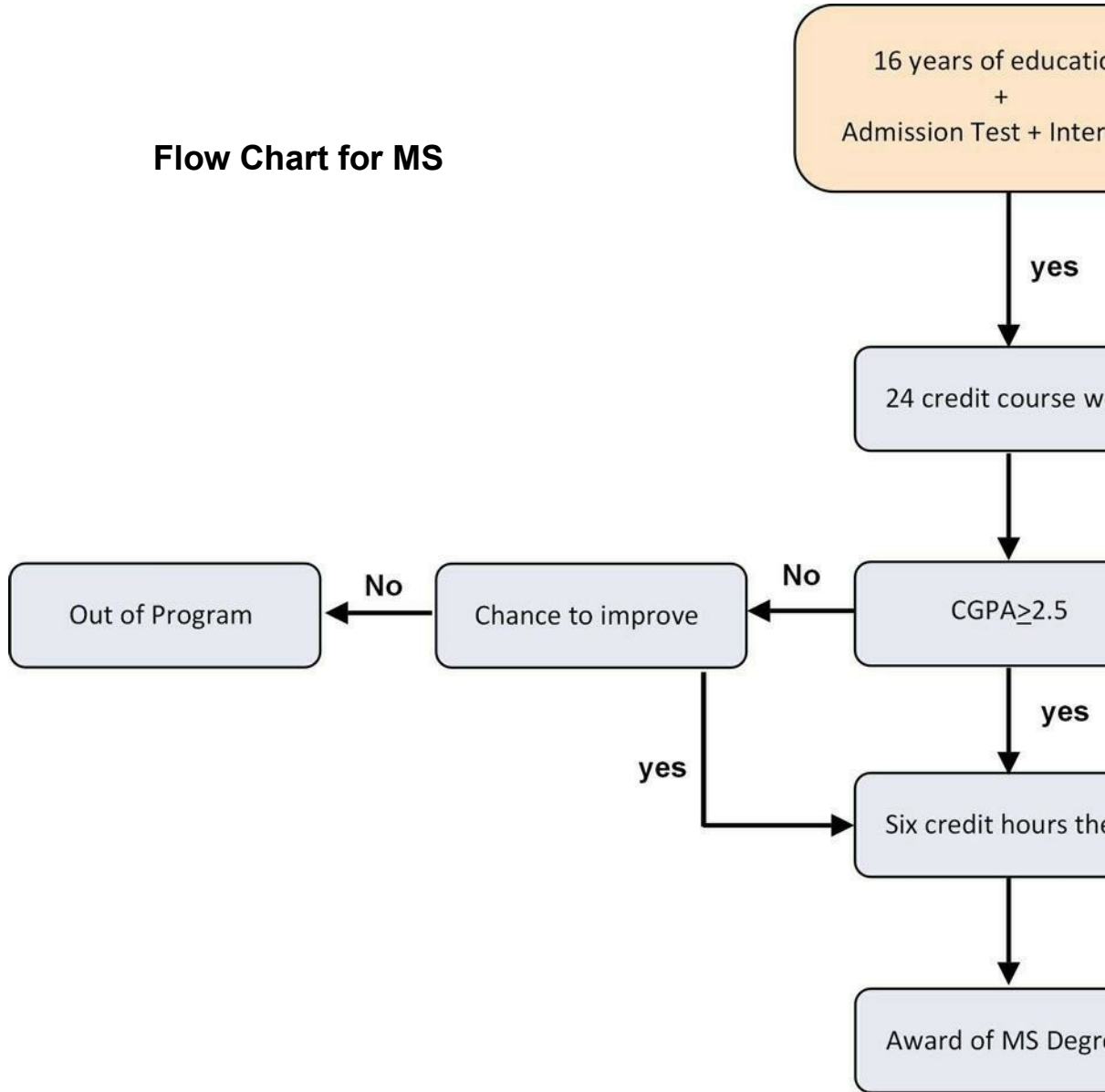
- a) The examiner who has evaluated the thesis shall be invited for the defense and viva.
- b) The date of defense shall be notified by the Dean Graduate Studies. The defense of thesis shall be open for all.

3.1.18 Award of MS Degree

The concerned chairperson and Dean through GS OFFICE, on the basis of examiner's report and fulfillment of all other conditions, shall advise the controller of examinations to process the case for the award of MS degree.

(NA) no amendments, (MA) minor amendments, (SA) substantive amendments, (R) re-submit

Flow Chart for MS



3.2 PhD Program

The PhD programs at BUIITEMS focus on the following aspects:

- Coursework, to provide grasp of research skills and knowledge in the field of study.
- A closely supervised thesis.

The main objectives of PhD program are to enable the students to;

- acquire competency as an independent researcher, able to plan and carry out research and use and disseminate its outcomes and implications,
- make original contribution to knowledge through research,
- understand the uses of theory and of theoretical frameworks,
- evaluate and apply the research of others to issues emerging in their research,
- understand academic research as a form of professional practice,
- demonstrate intellectual leadership.

3.2.1. Admission in PhD program

The applicant:

- must possess HEC recognized MS or equivalent Degree with minimum of 30 credit hours (24 credit hour graduate level courses + 6 credit hours thesis) in the relevant field with 1st division or equivalent grade or CGPA 3 out of 4,
- must have qualified admission test as per guidelines of Higher Education Commission.

3.2.2 Duration of the PhD Program

The minimum and maximum duration for completion of PhD program shall respectively be three (03) and eight (08) years.

3.2.3 Course Work

- The student shall have to complete minimum of 18 CH course work.
- The principal supervisor may recommend foundation non-credit courses, if required.
- A student must have attended at least 75% of the classes held in a course in order to be allowed to sit in the final semester examination.
- The student must complete prescribed course work with CGPA ≥ 3.0 .
- Any student, who gets CGPA < 3.0 , shall have to improve CGPA up to ≥ 3.0 before Doctoral Qualifying Examination (DQE).
- Failing to improve CGPA up to ≥ 3.0 , the student shall do a minimum of 6 CH thesis to qualify for MS degree provided that CGPA is ≥ 2.5 .

3.2.3.1 Course Limit

A student shall be allowed to enroll for a maximum of 9 credit hour course work in one semester.

3.2.3.2 Credit Hours

A credit hour means teaching a theory course for 50-60 minutes each week throughout the semester.

3.2.4 Probation/Cancellation of admission

- Whenever any student's CGPA falls between 2.0 and 3.0 he / she shall be placed on probation for the next semester
- If the student fails to raise CGPA to 3.0 or above on availing the probation period, he / she shall be dropped from the university rolls.
- the student eligible to continue the study program and having failed in the course(s) shall repeat it whenever such course(s) are offered provided the

contents of the course(s) remain unchanged.

- a student can improve maximum two courses during the entire degree program
- a consecutive willful absence of two weeks during course work and accumulative 60 days absence during research work on part of the student may result in cancellation of admission subject to confirmation from AS&RB. Such cases shall be forwarded by the chairperson/supervisor through Dean of the faculty to GS Office for process.

3.2.5 Deferment of a Semester

- a) A student for any justified reason shall be allowed to apply for deferment of at the most one semester during entire program of studies.
- b) The cases for deferment of the semester and resumption thereafter shall be placed before the Dean Graduate Studies by the chairperson of the respective department through the Dean of the faculty for approval.
- c) A student already registered shall not pay the registration / admission fee in order to resume the studies. However, the student has to complete the degree requirements within maximum duration of the program from the date of his/her enrolment (excluding the period of semester being deferred).

3.2.6 Appointment of Supervisor(s)

A student may choose a principal supervisor from within the department subject to the willingness of the supervisor and area of specialization. In case student is unable to identify a suitable supervisor, the Graduate Research Committee shall assign the principal supervisor. The supervisor once assigned, shall recommend co-supervisor(s) for the student if required. The processed cases will be forwarded to

the Dean graduate studies for further submission to the Advance Studies & Research Board (AS&RB) for approval.

3.2.7 Alternate supervision

In case the principal supervisor leaves the university, the student will be assigned a new supervisor as per below mentioned steps

- (a). The Chairperson in consultation with the Dean shall place the matter in the departmental/faculty Graduate Research Committee.
- (b). the Graduate Research Committee shall recommend alternate supervision (principal supervisor) for the student.
- (c). The leaving principal supervisor, however (if available), may act as co-supervisor of the concerned student.

3.2.8 Doctoral Qualifying Examination (DQE)

- After obtaining provisional transcript from the office of the Controller of Examinations (CoE) and with the completion of the requirements of the course work, the Dean graduate studies shall announce the candidate eligible for Doctoral Qualifying Examination (DQE).
- The faculty Dean in consultation with concerned chairperson and principal supervisor shall nominate a panel of two experts in the relevant field (with PhD qualification) from within faculty.
- The panel of experts along with the supervisor (s), Dean and chairperson of the department shall be responsible for paper setting, pattern, schedule and conduct of DQE.
- The result of DQE on qualified/Not qualified basis shall be placed before the Dean Graduate Studies for approval and notification by the Controller of Examinations.
- The result of DQE shall be confirmed by Advanced Studies and Research Board (AS&RB).

- In case a student is unable to qualify the DQE, the candidate may be allowed to re-appear for the last chance.
- After success in DQE the student shall defend research synopsis / proposal before the Graduate Research Committee.

3.2.9 Synopsis /Research Proposal

The research proposal shall provide a justification for the proposed research. The justification should demonstrate that the student is familiar with the relevant literature in the area and that the candidate can critically evaluate it and use it to build an argument to justify the research question. In addition, the proposal should demonstrate that the student has the methodological knowledge and skills to carry out the research.

A student has to present research proposal/synopsis in a seminar at the respective department/faculty in the presence of Graduate Research Committee. The recommendation of the committee on the synopsis shall be forwarded to AS&RB through GS office for consideration. In addition to the proposal defense, a student has to present a progress seminar in the presence of Graduate Research Committee.

3.2.10 Confirmation of PhD Candidature

A research student admitted under probation only becomes a *confirmed* candidate when the following conditions are met:

- completion of course work with CGPA ≥ 3.00
- success in Doctoral Qualifying Examination
- approval of the research proposal/synopsis by AS&RB.

3.2.11 Progress Reports

After the completion of course work and assigning research supervisor(s), the student has to maintain progress consistent with the timeframe in the approved research synopsis. The progress shall be monitored and documented by the principal supervisor and graduate program coordinator of the relevant faculty and shall subsequently be communicated to the GS OFFICE under intimation to the chairperson and faculty dean.

The bi-annual progress report shall be completed by the end of each semesters.

The progress report shall include:

- a) stages of the research work carried out,
- b) goals met over the previous six months and goals set for the next six months,
- c) problems experienced and the level of satisfaction with the supervisory relationship.

The student shall submit the progress report to the principal supervisor who shall make recommendations on it. The report shall be forwarded to the GS OFFICE by the principal supervisor through the relevant faculty dean/ chairperson/ graduate program coordinator.

3.2.12 Leave of absence

When a student, for any justified reason, cannot continue with studies for a short period of time, he/she may seek an official leave of absence. A student, during research work and after completion of course work, is entitled to four weeks annual leave (with the prior approval of principal supervisor). Request for leave specifying the reasons, shall be made on the appropriate form. The leave beyond four weeks shall be determined by the Advance Studies and Research Board (AS&RB) on recommendation of the principal supervisor. The decision with respect to an application for leave shall be notified by the Graduate Studies Office. Besides, a student is not allowed to avail the semester break during his research work/ thesis.

3.2.13 Examination

Once a student submits thesis, it shall be sent to the external examiners for evaluation. The principles governing examination at BUIITEMS are:

- a) The examination process shall be carried out to ensure that the student has satisfied regulations for the award of the PhD degree.
- b) The faculty Dean in consultation with the concerned chairperson and principal supervisor shall propose a panel of seven examiners (four examiners from technologically/ academically advanced countries and three from within Pakistan) to the Graduate Studies Office for seeking appointment of three examiners (two foreign and one from Pakistan) by the Vice Chancellor.
- c) Examiners for thesis shall be selected on the grounds of their academic and research competence in the area of the submitted thesis. They should be active in both research and scholarship.
- d) The examiner shall not have a blood relation/ spouse, or co-authorship with the student to be examined.
- e) The duration of examination process from the date of submission of thesis to the final defense shall not normally exceed six months
- f) The examination process shall be tracked by the GS OFFICE. Students and supervisors shall be kept informed of progress at different stages of the process.

3.2.14 Examiners' Reports

The reports received in sealed covers from the examiners shall be placed before the Advance Studies and Research Board (AS&RB) by the Dean Graduate Studies.

If two examiners from technologically/academically advanced countries recommend thesis of the candidate for the award of PhD degree, the AS&RB shall advise Dean Graduate Studies for conduct of public defense.

Each examiner shall examine the thesis, provide written report on prescribed proforma and make one of the following recommendations:

- i. **Passed** without any amendments and the candidate may be awarded the degree (NA)*.
- ii. **Passed, subject to minor amendments** rectification as indicated in report to the satisfaction of the concerned Principal Supervisor (MA)*.
- iii. **Passed, subject to substantive amendments** rectification along the lines indicated in the report'. The G.S OFFICE shall constitute a committee comprising principal supervisor and one senior faculty member nominated by the faculty Dean. The student, in light of the suggestions of the examiner, shall submit thesis duly rectified to the satisfaction of the committee without further referral to the examiner.
- iv. The thesis may be **re-submitted** to the examiner after completing the required extra work and revisions indicated in the report (R)*.
- v. **Not recommended** for the award of degree of Doctor of Philosophy however the candidate may be considered for award of MS or equivalent degree
- vi. **Failed** and not recommended for the award of degree of Doctor of Philosophy.

3.2.15 Thesis Public Defense & VIVA

The Dean Graduate Studies in the light of examiners' reports and consequent incorporation of amendments if required in the thesis shall announce a student eligible for defense and viva. The following defense process shall be followed:

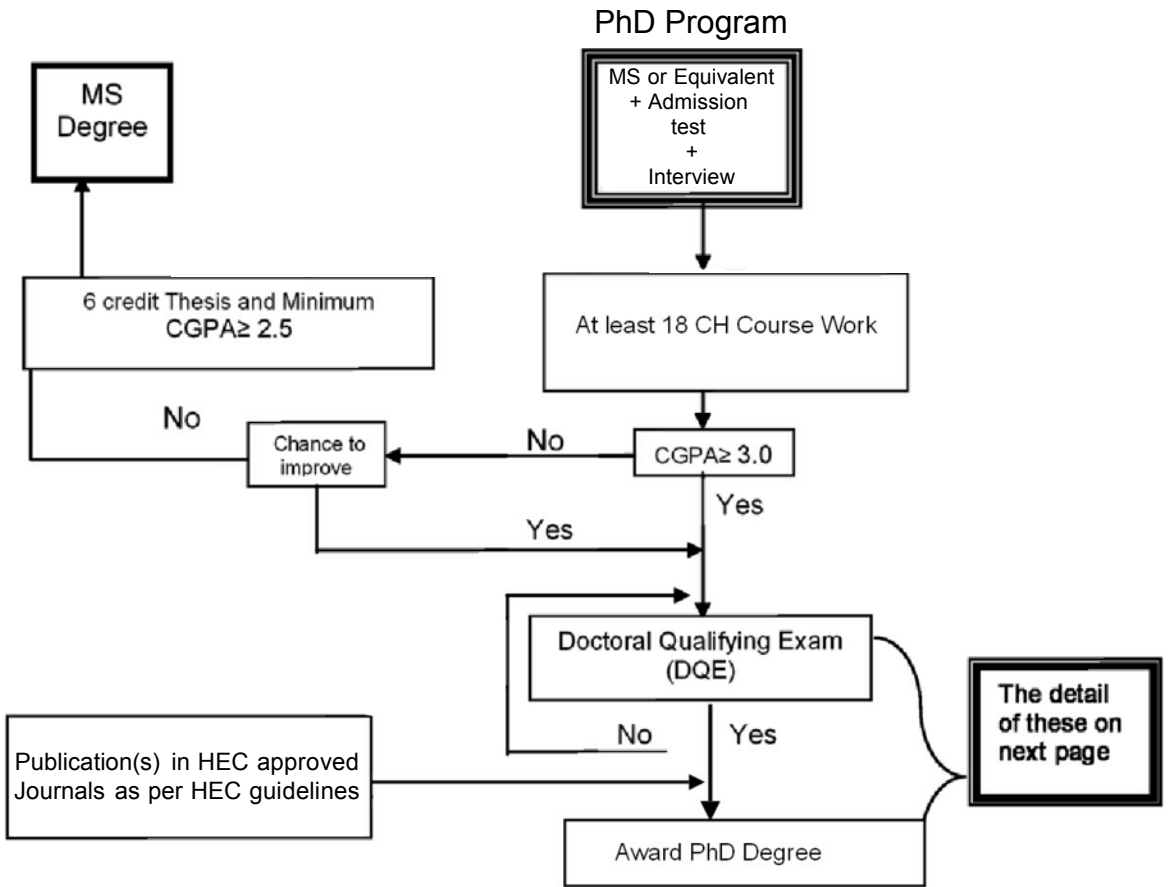
(NA) no amendments, (MA) minor amendments, (SA) substantive amendments, (R) re-submit

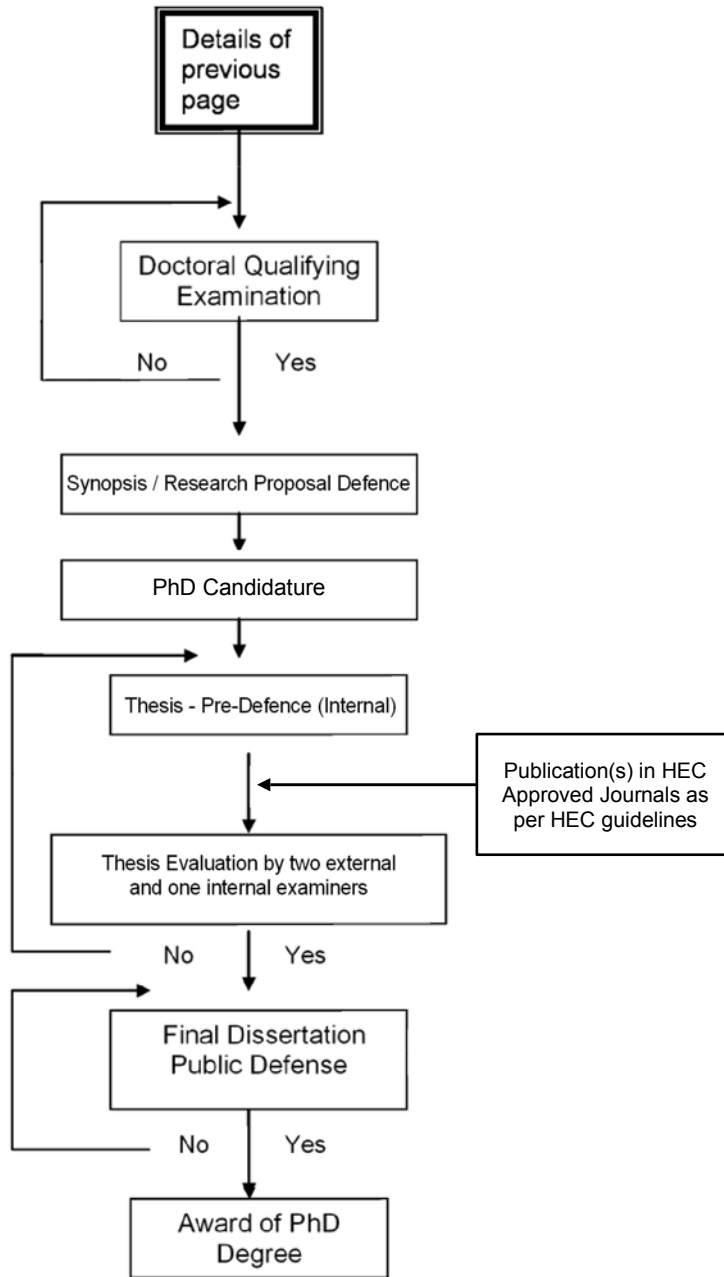
- a) The examiner (from within Pakistan) who has evaluated the thesis shall be invited for the public defense and viva.
- b) In case the examiner (from within Pakistan) is not available, the alternate from the panel of internal examiners shall be invited for the public defense and viva after seeking approval from the Vice Chancellor through Dean Graduate Studies.
- c) The date of the open defense of PhD candidate shall be notified by the Dean Graduate Studies. The defense of thesis shall be open for all interested persons.

3.2.16 Award of PhD Degree

A student shall be awarded PhD degree subject to the fulfillment of the following requirements:

- a) completion of course work with CGPA \geq 3.00
- b) success in Doctoral Qualifying Examination
- c) approval of the research proposal/synopsis by AS&RB.
- d) positive examiners' reports / addressal of reviewers' comments
successful public defense and viva
- e) publication of at least one paper in a journal as per HEC policy.





3.3 Marks, Grade Points, Letter Grades for MS/PhD

3.3.1 Letter grades are used only for individual courses and not for semester GPA or CGPA. Grade points for each letter grade are given below:

Marks Range	Grade Point	Grade
85 and above	4.00	A
80-84	3.70	A-
75-79	3.30	B+
70-74	3.00	B
65-69	2.70	B-
61-64	2.30	C
58-60	2.00	D
00-57	0.00	F

*fraction in marks is to be rounded as a whole number.

3.3.2 The percentage of marks or values of grades other than grade points shall not be reported on the transcript whether these are relative grades or absolute grades.

3.3.3 The course instructor, on his / her own accord or in consultation with the Dean / Chairperson of department of the concerned faculty / department, may decide to use curving for award of letter grades instead of using fixed percentages tabulated above.

3.3.4 Mid-semester and final semester answer books of each student should be shown to the student after marking.

3.3.5 Re-evaluation of answer books is not allowed after declaration of result; however, in such cases, a student may apply for recounting of marks.

3.4 Ethics

In developing research proposal the student need to explicitly consider the ethical implications of various aspects of the research. Formally, if the proposed course of research raises ethical issues then student need to obtain a formal ethical clearance from the ethics committee before undertaking the research.

BUITEMS

Quality Policy Statement

BUITEMS contributes in defining standards and systems for the up-lift of socio-economic order through quality education and services by:

- ✓ Providing an environment conducive to learning, teaching, academic inquiry and innovation
- ✓ Maintaining academic excellence and professionalism
- ✓ Adhering to established systems for ensuring good governance for management and transfer of knowledge
- ✓ Benchmarking with other leading institutions of higher education for improvement
- ✓ Enhancing efficient and effective operations by encouraging participation of stakeholders
- ✓ Pursuing continuous improvement through creativity, team work and adaptation to change

For

- ✓ Playing a catalytic role to achieve the national, regional and global harmony.

City Campus

Off Jinnah Town,
Quetta, Pakistan

Ph. : 92-81-9202483, 9201051

Takatu Campus

Airport Road, Baleli Quetta, Pakistan
Ph: +92-81-2881042, 2880592

Fax: +92-81-2880522