



## Policies & Procedures Manual Sir Syed University of Engineering & Technology

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### Policy Statement

It is the policy of SSUET to establish a quality management system that meets the quality standards expected by our stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities.

	<b>Name</b>	<b>Designation</b>	<b>Date</b>
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<b>Reviewed by:</b>	Sir Syed University Research Committee		13-04-2020

# **Policy of Workload Relief for PhD Scholars**

## **1. Preamble**

For a faculty member of the university, Pursuing PhD Degree, along with his/her full-time teaching job is a difficult task. Higher Education Institutes (HEIs) give special leverages in workloads to their faculty members who are serious and working hard in completing their PhD Theses.

## **2. Introduction**

The number of PhD scholars are of great importance for any university. To increase this number the higher authorities, provide the faculty members, who are also PhD scholars, with some relieves in different terms. These relieves are given to facilitate them during their PhD research and thesis writing periods. This document contains the workload relief policies and procedures for the SSUET faculty members who are doing PhD from any university within the city.

## **3. Conditions Applied**

Following Conditions apply on faculty members who are PhD scholars and are pursuing for workload/teaching relief from the university.

- The relief will be given after the PhD candidacy is approved (After passing the comprehensive exam)
- Application should be put up, to the chairperson, two months prior to the desired time period of relief.
- Progress of each semester should be PRESENTED by the candidate to his/her Supervisor and Chairmen/Dean for the continual of relief in the next semester.
- If the candidate is pursuing PhD from university other than SSUET, he/she can bring progress report, approved from his/her supervisor.
- If the candidate is doing PhD from university other than SSUET, then the candidate should provide an approval from his/her supervisor (In Prior), stating that the publication from the candidate research work will hold SSUET as the candidate's primary or secondary affiliation.

## **4. Load Balancing Relief**

The final approval of all relief, given to each candidate, each time, will be granted by the **Sir Syed University Research Committee (SSURC)**

- a) Reliefs given to faculty members (PhD Candidate) during their PhD Research work can span on 4 semesters (Consecutive or nonconsecutive) of their undergrad teaching program as follows.
  - In the first semester, Teaching reliefs of one day per week can be given in academic workloads, with the recommendation of Department Chairperson and the supervisor of the candidate.

- In 2<sup>nd</sup> Semester, Teaching relief of one day per week can be given in academic workloads, based on the progress reports submitted by candidate and with the recommendation of Department Chairperson and the supervisor of the candidate.
  - In 3<sup>rd</sup> semesters, reliefs of up to 2 days per week in academic and administrative workloads including exemption of 3 credit hours in teaching course can be given. The relief be given based on the progress reports submitted by candidate and with the recommendation of Department Chairperson and the supervisor of the candidate.
  - In 4<sup>th</sup> semester, reliefs of up to 2 days per week in academic and administrative workloads including exemption of 3 credit hours in teaching course can be given. The relief be given based on following conditions
    - i) The progress report is submitted by candidate and with the recommendation of Department Chairperson and the supervisor of the candidate.
    - ii) The candidate has published at least one paper in the last year in W or X category journal (HEC Recognized).
    - iii) Candidate is the first or second author of the paper/s.
    - iv) The publications should have at least one affiliation from SSUET.
- b) Reliefs can be given for the Thesis writing and final PhD defense presentation preparations as follows
- In the last six months of the PhD research phase (Thesis writing phase), the candidate can be given a leave spanning on a whole one semester of the undergraduate program.
  - This relief can be given with the recommendations of the PhD supervisor of the candidate and his/her chairman of the teaching department.
  - The relief of Maximum six months (One whole semester) will be based on Earned Leave (If available for the candidate) and/or leave without pay.
- c) If the Candidate is SSUET PhD scholar then he/she can get a relief in tuition fee waiver, Research Supervisor fee waiver as per university policy.