



## Policies & Procedures Manual

### Sir Syed University of Engineering & Technology

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<b>Policy Statement</b>
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>
<b>Prepared by:</b>	Dr. Muhammad Tahir Qadri	InCharge PGP	15-12-2019
<b>Reviewed by:</b>	Prof. Dr. Talat Altaf Prof. Dr. Aqeel ur Rehman	Dean Engg Dean B&AS	17-12-2019

# RULES AND REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (PhD)

## 1.0 Scope

These rule and regulations are formulated for the postgraduate studies leading to the Degree of Doctor of Philosophy (PhD) at Sir Syed University of Engineering and Technology, Karachi.

## 2.0 Enforcement

These rules are applicable to the students admitted in the Doctor of Philosophy programme of SSUET with immediate effect including the students who are currently enrolled, However, any rule with financial implication will be applicable from the intake of Fall 2018 and onwards.

## 3.0 Admission Requirements

**3.1 Education:** HEC recognized Master's degree (MS, MPhil or equivalent) in relevant discipline with minimum CGPA of 3.0 out of 4.0 (in the semester system) or First Division (in the annual system).

**3.2 Test:** A subject test must be passed prior to admission in the PhD Programme in the area of specialization chosen at the PhD level. The details of the subject test are as follows:

3.2.1 SSUET/NTS GAT(Subjective) test must be passed with 60% marks, prior to the admission in the PhD Program in the area of specialization.

3.2.2 **Interview:** An interview must be cleared that shall be conducted by the departmental Postgraduate Admission Committee.

## 4.0 Admission Procedure

4.1 Students seeking admission in the PhD programme shall submit their application at the Postgraduate Programme (PGP) office on the prescribed application form along with relevant documents. The PGP office shall forward the admission applications to the concerned departments for evaluation.

4.2 A departmental PhD admission committee, comprising of at least 2 senior PhD faculty members and In-Charge PGP (or his nominee), shall be proposed by the chairperson of the department and approved by the Dean.

4.3 The departmental Postgraduate Admission Committee shall assess an applicant's suitability while considering the following:

4.3.1 The admission requirements described in para 3.0.

4.3.2 The availability of potential PhD supervisors and the maximum number of PhD students that can be admitted in a programme in light of HEC's policy on the subject.

4.3.3 Prerequisite courses that an applicant may need in order to meet a program's requirements.

4.4 The departmental Postgraduate Admission Committee, with the consent of the candidate, will also recommend a supervisor (and a co-supervisor if required) for each candidate recommended for admission in accordance with para 6.0.

4.5 The departmental Postgraduate Admission Committee shall forward its recommendations to the PGP office through the chairperson of the department.

4.6 The PGP office, on recommendation of the relevant postgraduate admission committee, shall inform the applicants about the result of their application.

## 5.0 Scheme of Implementation

5.1 **Admission:** Initially provisional admission shall be given.

5.2 **Duration:** The duration for completing the PhD degree requirements shall be minimum 03 years and maximum 08 years from the date of enrolment.

5.3 Coursework:

5.3.1 Course work of minimum 18 credit hours (06 PhD level courses) is required to be completed within 02 academic years. These 18 credit hours will be in addition to any pre-requisite courses recommended by the supervisor, GEC.

5.3.2 A student enrolled in a PhD programme may take up to 09 credit hours of PhD level courses from other disciplines subject to approval of individual courses as being acceptable by the department towards the student's PhD degree.

5.3.3 Minimum CGPA is required to be 3.0 out of 4.0 in the 18 credit hours of PhD level courses that are to be counted towards PhD coursework.

5.3.4 A student may repeat a PhD level course in which grade point of less than 3.0 is achieved to improve the CGPA. Improvement is allowed only once for a course. The better grade will be used in the computation of CGPA.

5.3.5 If an elective course cannot be offered for repetition due to unavoidable circumstances, a student may take an alternative elective course with the approval of Supervisor and shall get the earned grades. The better grade will be used in the computation of CGPA.

5.4 **Comprehensive Examination:** A Comprehensive Examination is required to be passed after completing PhD level courses with minimum CGPA of 3.0 and within 03 years of initial enrolment. The Comprehensive Examination is composed of a written part and an oral part. The details of the Comprehensive Examination are given in para 8.0.

5.5 **PhD Candidacy:** When a student qualifies both written and oral parts of the Comprehensive Examination, the Comprehensive Examination Committee shall recommend the confirmation of the student's PhD candidacy to BASR for approval.

## 5.6 Research Proposal:

5.6.1 A PhD student is advised to prepare a Research Proposal under the guidance of the supervisor, preferably from the time of enrolment. The proposal

should identify the research problem, review the relevant literature, describe the tasks planned to solve the problem, and propose a timetable for the completion of the research work.

5.6.2 After obtaining the PhD candidacy, the student is required to submit the written research proposal to the department's postgraduate committee and present it in a seminar.

5.6.3 After having successfully defended the research proposal, the proposal shall be recommended by the Guidance and Evaluation Committee (GEC) for approval from BASR through the Dean.

5.6.4 If the student's GEC deems that the proposal needs further work, it may apprise the candidate appropriately, assigning a timeline for a proposal re-defence.

5.7 **Research Work:** During PhD candidacy, the scholar shall engage in creative and innovative research work (equivalent to 30 credit hours) leading to an original PhD thesis.

## 5.8 Review of Progress:

5.8.1 The progress of a PhD student shall be reviewed biannually during the period of research.

5.8.1.1 **Minor Review of Progress:** The minor review of progress shall be undertaken in Spring Semester. The PhD student shall submit the prescribed progress review form to GEC. The committee shall review the progress and inform the BASR about the progress along with any recommendations if required.

5.8.1.2 **Major Review of Progress:** The major review of progress shall be undertaken in Fall Semester. As a part of this review, the PhD student shall deliver an open seminar on his/her research work and complete the prescribed progress review form. The GEC shall review the progress considering the seminar and the progress report, and inform the BASR about the progress along with any recommendations if required.

5.8.2 Failing to submit two consecutive progress reports or failing to demonstrate satisfactory performance in two consecutive progress reviews may result in expulsion from the PhD programme on approval of BASR.

## 5.9 Publications:

5.9.1 A student must have a minimum of two peer-reviewed research papers published/accepted in HEC recognized journals or international conferences prior to submission of thesis for examination. At least one of these papers must be in a journal recognized by HEC in category 'W'.

5.9.2 The above-mentioned papers must be based on the scholar's PhD research work carried out during PhD enrolment. Only those publications will be counted in which the student's name is that of the first author.

**5.10 Thesis Examination and Defence:** The student after completing the research work shall document research details in a PhD thesis and submit it for examination and subsequent defence. The details of thesis examination and defence are given in Para 8.0 and Para 9.0 respectively.

## 5.11 Leave of Absence:

5.11.1 A candidate, who is temporarily unable to continue research because of unavoidable circumstances, should file an application to the BASR through the supervisor for leave of absence. Such leaves of absence shall not exceed twelve months in total. Such leaves will be subject to approval from BASR.

5.11.2 This leave of absence does not extend the degree duration requirements defined in Para 5.2.

5.11.3 When the candidate returns from the leave, the Postgraduate Programme Office (PGP) on the recommendations of Supervisor may allow the student to continue and to inform BASR

5.12 **Changes:** A supervisor, GEC member or research topic may be changed with considerable justification, subject to BASR approval.

## 6.0 PhD Supervisor

6.1 A person recognized as HEC Approved PhD Supervisor, meeting HEC's requirements for experience and having research expertise in the relevant field, can be appointed as a supervisor of a PhD student on approval of BASR.

6.2 The supervisor shall be a faculty member of the University whereas a cosupervisor can be selected from outside the university.

6.3 A supervisor or co-supervisor of a PhD student can be changed on the request of either supervisor or PhD student with considerable justification, subject to the approval of BASR.

## 7.0 Guidance and Evaluation Committee (GEC)

7.1 A Doctoral GEC should be formed at the earliest after the admission of a student into the PhD program. The GEC must be formed before the Comprehensive Examination of the student.

7.2 The GEC shall comprise of PhD qualified members. The GEC shall be composed of at least three members including the supervisor, the co-supervisor (if appointed), at least one internal expert and at least one external expert from a reputed university, R&D organization or relevant industry. The student's supervisor shall chair the GEC meetings.

7.3 The chairperson of the department in consultation with the student and the supervisor shall propose GEC members. The committee shall be approved by BASR.

7.4 The GEC shall hold its meetings at least once a year.

## 8.0 Comprehensive Examination

The comprehensive examination is required to be passed after completing PhD level courses with minimum CGPA of 3.0 and within 03 years of initial enrolment.

### 8.1 Part A – Written Exam:

8.1.1 The Part A of the Comprehensive Examination shall comprise of written examination focusing on the knowledge covered in the entire PhD coursework.

8.1.2 The chairperson of the concerned department shall supervise the Written Exam including allocation of examiners, preparation of question papers and conduction of the examination. In case the department's chairperson is also the student's supervisor, the Dean or his nominee shall supervise the examination.

8.1.3 The examination shall be composed of 06 question papers (one for each course from PhD coursework) with no choice in questions to be answered. Maximum allowed time shall be 40 minutes for each paper.

8.1.4 Minimum passing marks are 50% in each paper and 60% in aggregate.

8.1.5 A student is allowed to appear for Part A Exam maximum two times.

### 8.2 Part B – Oral Exam:

8.2.1 Students shall appear for the Part B of the Comprehensive Examination after passing the Part A.

8.2.2 The Part B of the Comprehensive Examination shall comprise of oral examination focusing on the candidate's knowledge of the proposed area of research and relevant research literature.

8.2.3 The Comprehensive Examination Committee shall be composed of the Dean or Chairperson of the department and the members of the GEC.

The Dean or Chairperson of the department shall chair the committee.

1.1 8.2.4 The examination shall be of one hour during which the student has to deliver a presentation of around 20 minutes. The presentation should cover the proposed research field and the review of relevant research literature.

8.2.5 The Comprehensive Examination Committee shall determine, by majority vote, whether the student be allowed to proceed for the doctoral research or otherwise. If the number of votes for "Pass" equals the number of votes for "Fail", then verdict of the supervisor would be taken as the final decision.

8.2.6 A student is allowed to appear for the Part B Exam maximum two times.

## 9.0 PhD Thesis Evaluation

9.1 On the recommendation of the supervisor, the thesis shall be first given to GEC for internal evaluation. If GEC approves that the thesis is of a quality suitable for doctoral thesis, then the thesis should be submitted to PGP office for further examination.

9.2 A candidate may submit the thesis for evaluation only after the following conditions are met:

1. Acceptance of research articles as per para 5.9.
  2. Completion of minimum 02 years in PhD candidacy.
  3. Clearance of dues.
  4. Satisfactory plagiarism report from supervisor.
  5. Recommendation of GEC for external evaluation.
  6. Fulfilling any other conditions laid down by HEC or University.
- 9.3 Four soft-bound copies and one electronic copy of the thesis shall be submitted to the PGP office with the recommendation of the GEC.
- 9.4 The thesis shall be evaluated by at least two external foreign evaluators from technologically advanced countries, as defined by HEC.
- 9.5 The Vice Chancellor shall appoint the external foreign evaluators considering the list of names suggested by the supervisor. The supervisor shall suggest at least five names of potential foreign evaluators.
- 9.6 Evaluation report by the two foreign evaluators has to be positive before the student can be asked to carry out final defence.

## 10.0 Thesis Defence

10.1 On receipt of positive reports from foreign evaluators, defence of a PhD thesis shall be conducted.

10.2 The Vice Chancellor shall appoint the PhD Defence Committee to conduct open defence. The committee shall be composed of the following members:

1. Concerned Dean or Chairperson of the department
  2. One Internal Examiner
  3. One External Examiner
- 10.3 The student shall give the seminar which will be open to all including invitees followed by close examination by the Defence Committee.
- 10.4 The Defence Committee shall inform its decision to the PGP office which will forward it to BASR for approval.
- 10.5 The final version of thesis shall be checked for plagiarism by PGP Office according to HEC Plagiarism Guidelines and Guidelines for using 'Turnitin'.

## 11.0 Withdrawal / Drop from PhD program

A student shall be withdrawn / dropped from the PhD degree programme under following conditions:

11.1 Does not register in any semester within one year of obtaining provisional admission.

11.2 Does not register for two consecutive semesters without informing and without approval of BASR.

11.3 CGPA remains below 3.0 on completion of coursework even after availing the chances for improvement of grades.

11.4 Fails to complete coursework requirements within maximum allowed time.

11.5 Fails twice in Part A or Part B of the Comprehensive Examination.

11.6 Fails to complete PhD degree requirements within maximum allowed time.

11.7 On consistent unsatisfactory academic performance when recommended by the GEC, and approved by the BASR.

11.8 On disciplinary grounds when recommended by the respective Discipline Committee.

11.9 A student can seek withdrawal from PhD programme at any stage of candidature by requesting BASR through PGP office.