



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.

	Name	Designation	Date
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Reviewed by:	Board of Advanced Studies and Research (BASR)		08-09-2020

RULES AND REGULATIONS FOR THE DEGREE OF MASTER OF SCIENCE (MS)

1.0 Preamble

Rule and regulations are formulated for the postgraduate studies leading to the Degree of Master of Science (MS) at Sir Syed University of Engineering and Technology, Karachi and are updated when required. These rules and regulations were updated on the recommendations of 28th BASR and 49th Academic Council Meetings held on 8th September and 15th September 2020 respectively. In this Version 2 of the policy, there are three changes, i.e. in Section 3.2 regarding SSUET GAT General Test, Section 6.1 regarding MS Thesis compulsory for SSUET Faculty Members and in Section 6.2, the induction of MS Thesis Title Defense. The rest of the policy remains same as of Version 1.

2.0 Introduction

These rules are applicable to the students admitted in the Master of Science (MS) programme of SSUET with immediate effect including the students who are currently enrolled.

3.0 Admission Requirements

3.1 Education: Sixteen years of schooling or 4-year education after HSSC or equivalent (minimum 124 credit hours), in relevant area from HEC recognized degree awarding institutes, with following minimum CGPA or marks:

- For Engineering Programmes: 2.5 CGPA or 60% marks (1st Division)
- For Non-Engineering Programmes: 2.0 CGPA or 50% marks.

3.2 Test: The SSUET GAT General Test must be passed with a minimum 50% cumulative score prior to admission in the MS Program. Valid result of NTS GAT General Test with a minimum 50% cumulative score can be accepted in lieu of admission test.

3.3 Interview: Candidate has to appear in the interview, to be conducted by the departmental Postgraduate Admission Committee.

4.0 Admission Procedure

4.1 Students seeking admission in the MS 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 Postgraduate Admission Committee, comprising of at least 02 senior PhD faculty members, 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 maximum number of 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 shall forward its recommendations to the PGP office through the chairperson of the department.

- 4.5** The PGP office, on recommendation of the relevant postgraduate admission committee, shall inform the applicants about the result of their application.
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5.0 Scheme of Implementation

- 5.1 Duration:** The duration for completing the MS degree requirements shall be minimum 02 years and maximum 04 years from the date of beginning of the first semester in which a student registers for coursework.

5.2 Studies:

- 521 Minimum 30 credit hours are required to be completed within allowed duration. These 30 credit hours will be in addition to any pre-requisite courses recommended by the departmental Postgraduate Admission Committee.
- 522 A student enrolled in a MS programme may take up to 09 credit hours of MS level courses from other disciplines subject to approval of individual course(s) as being acceptable by the department towards the student's MS degree.
- 523 A student may undertake MS Thesis of 06 credit hours to be counted towards the 30 credit hours required for the MS degree. The details of MS Thesis are given in para 6.0.
- 524 Minimum CGPA is required to be 2.5 out of 4.0 in the MS level courses.
- 525 A student may repeat a MS level course in which grade point of less than 2.5 is achieved to improve the CGPA. The better grade will be used in the computation of CGPA.
- 526 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 the department's chairperson and shall get the earned grades. The better grade will be used in the computation of CGPA.

6.0 MS Thesis

- 6.1** A student can register for MS Thesis after completing four courses (12 credit hours). MS Thesis is compulsory for SSUET Faculty members.

6.2 Research Synopsis and Title Defense:

- 621 If a student opts to undertake MS Thesis, the student is expected to prepare a Research Synopsis under the guidance of the proposed Supervisor. The concerned Chairman shall form a 3 members committee comparing of proposed Supervisor, Chairperson concerned and one internal member. The student has to defend the Thesis Title in front of this committee. The approval of BASR must be sought for Research Synopsis, Thesis Supervisor and Title Defense, on the recommendations of the committee.
- 622 The Research Synopsis/Thesis Topic can be changed on the request of MS student with considerable justification, subject to the approval of BASR.

6.3 Supervisor:

- 631 A person having MS/MPhil or equivalent qualification, meeting HEC's requirements for experience and having research expertise in the

relevant field, can be appointed as a supervisor for an MS Thesis.

- 6.3.2 The supervisor for MS Thesis shall be selected from the university. However, a co-supervisor can be selected from outside the university. Approval of supervisor and co-supervisor must be obtained from BASR.
- 6.3.3 A supervisor or co-supervisor of a student can be changed on the request of either supervisor or MS student with considerable justification, subject to the approval of BASR.

6.4 **Thesis Evaluation:**

- 6.4.1 The student after completing the research work shall document research details in a MS thesis. If the supervisor approves that the thesis is of a quality suitable for MS thesis, then the thesis should be submitted to PGP office for evaluation.
- 6.4.2 The thesis shall be checked by Supervisor for plagiarism before submitting the thesis for examination. The PGP Office should check the final version of thesis for plagiarism according to HEC Plagiarism Guidelines
- 6.4.3 The thesis shall be evaluated by the MS Thesis Defence Committee.
- 6.4.4 The MS Thesis Defence Committee shall be proposed by the chairperson of the department and approved by the Vice Chancellor to conduct open defense. The committee shall be composed of the following members:
 - 1. Supervisor
 - 2. Internal Evaluator
 - 3. External EvaluatorThe Incharge PGP or his nominee, if not already a member of the committee, shall attend the Thesis Defence as observer.
- 6.4.5 The student shall give the seminar which will be open to all.
- 6.4.6 The Defence Committee shall inform its decision to the PGP office which will forward it to the examination department for notification.

7.0 **Withdrawal / Drop from MS program**

A student shall be withdrawn / Dropped from the MS degree programme under following conditions:

- 7.1 Does not register in any semester within one year of obtaining admission.
- 7.2 Does not register for two consecutive semesters without informing and without approval of BASR.
- 7.3 Fails to complete MS degree requirements within maximum allowed time.
- 7.4 On disciplinary grounds when recommended by the respective Discipline Committee.
- 7.5 A student can seek withdrawal from MS programme at any stage of candidature by requesting BASR through PGP office.