



LAHORE GARRISON UNIVERSITY

Main Campus, Sector-C Phase-VI, DHA Lahore
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Process of Defense & Thesis Evaluation of MS/MPhil/Equivalent Dissertation

(Approved in 21st BASR meeting)



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NOTIFICATION

PROCESS OF DEFENSE & THESIS EVALUATION OF MS / MPhil / EQUIVALENT DISSERTATION

1. Internal Evaluation

a. After the satisfaction of supervisor the MS/MPhil/Equivalent student will present thesis to Departmental Thesis Evaluation Committee for internal evaluation. The committee comprises fol:

- (1) President: Chairperson of the Department
- (2) Member 1: Supervisor
- (3) Member 2: Co Supervisor
- (4) Member 3: A PhD FM detailed by the Dean

b. To ensure the governance quality, the internal evaluation will only be carried out if the up to date university dues have been paid and copies of following documents have been provided by the department for verification of DAS&R Office.

- (1) Result of the university admission test/GRE/HAT
- (2) BASR approval of research topic
- (3) BASR approval of Supervisor/Co-Supervisor
- (4) Results of coursework
- (5) Evidence of PhD FM detailed by Dean for Departmental Thesis Evaluation Committee
- (6) Similarity Index report generated by the supervisor
- (7) Notifications of extensions in time period (if any)
- (8) Clearance certificate
- (9) Internal thesis Evaluation proforma (**Anx "A"**)

(10) Thesis Schedule- Supervisor-student interaction proforma
(Anx "B")

- c. At least one week before the conduct of internal evaluation the copies of the thesis will be provided to the members of Departmental Thesis Evaluation Committee for their suggestions/ input/improvements to be presented on the day of internal evaluation. The student will present the thesis before committee and departmental/ LGU audience on the date announced by the Chairperson with intimation to all concerned and Dir AS&R. The internal evaluation proforma (Anx "A") will be filled by the committee and agreed upon suggestions/ improvements by the supervisor will be incorporated in the thesis before external evaluation.
- d. Internal Evaluation will be conducted in attendance of representative from Dir (AS&R) office and a copy of duly signed internal evaluation proforma will be sent to the office of Dir (AS&R).
- e. On verification and satisfaction by the supervisor thesis will be made available for external evaluation if the similarity index qualifies HEC standards and an external examiner has been detailed by the VC.

Plagiarism / Similarity Test.

- f. If a dissertation is found to be plagiarized, it will be handled in accordance with the Anti-Plagiarism Policy issued by the Higher Education Commission, Pakistan, as updated from time to time and adopted by LGU.
- g. A similarity test (As per guidelines given in GEP 2023 on ethics of using similarity detection software and interpreting the similarity reports) in accordance with the HEC's Anti-Plagiarism Policy, will be conducted on the dissertation before its submission for external evaluation.

- h. If the report has a minimum similarity index $\leq 19\%$, then the benefit of the doubt may be given to the author but, in case, any single source has a similarity index $\geq 5\%$ then it needs to be checked as a basis of potential plagiarism; due to its drawing upon the author(s) own work(s), these may be considered acceptable and not be used to penalize the author(s), provided it does not result in a duplicate publication Levels of EDS may also be considered for further interpretation as per the EDS Manual.

Thesis Submission

- i. After successful internal evaluation a candidate registered for M.Phil / MS / Equivalent program, may submit his/her final thesis for external evaluation by the end of 4th semester or latest before the start of 5th semester.
- j. Original Plagiarism report along with the Certificate from Supervisor and declaration by the student must be submitted while submitting the thesis.
- k. In case of failure of thesis submission within time, the candidate can apply extension in time period not exceeding the maximum time limit for completion of degree. The approval of BASR is required for all extensions.

Detailing of External Examiner

- a. The external examiner will be 1 X PhD from the Pakistani Public / Private HEC recognized Universities /DAI/Research organizations or Industry detailed by the vice chancellor out of BASR approved list of external examiners. The following general guidelines will be observed while selecting external examiner:
- (1) **Relevance of Expertise** in the same or related fields as in the dissertation.

- (2) **No Conflict of Interest** in personal, financial, or professional stakes in a particular decision or outcome.
- (3) **Objectivity** capable of making unbiased evaluations.
- (4) **Diversity** in terms of geography, culture, professional backgrounds etc.
- (5) **Reputation** Must be good in the field, with a track record of fair and thorough evaluations.
- (6) **Availability** Should have the time and availability to review the dissertation.
- (7) **Professionalism** Capable of conducting themselves in a respectful and professional manner throughout the evaluation and defense process (if applicable).
- (8) **Communication** Capable of providing clear and constructive feedback on the dissertation.
- (9) **Confidentiality** Capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
- (10) **Compatibility** Well-versed with the research methodology, approach, and theories used in the dissertation.

2. External Evaluation

- a. An external defense / Viva Voce of the dissertation is required after thesis submission and positive evaluation of the Departmental Thesis evaluation Committee.
- b. After positive evaluation a copy of thesis duly certified by the supervisory committee that the contents and form of the thesis are satisfactory for submission will be sent to the external examiner (detailed by the VC) through the office of the Controller of Examinations (CoE) for external evaluation. Supervisor after consultation with external examiner shall write to the CoE for notifying the date, time and venue of thesis evaluation.

- c. At least three members of the Boards of Examiners of whom one must be an external examiner shall "for the purpose of evaluating the thesis," hold a viva voce examination and such other tests as they consider necessary. The external examiner shall be given reasonable time to go through the contents of the thesis critically. The viva voce examination would be conducted at least after one week of the receipt of thesis by the external examiner.
- d. The evaluation will be carried out by external and internal evaluators jointly. In general, the following principles and guidelines will be ensured:
- (1) **Announcement.** Through mails to all concerned including DAS&R Office.
 - (2) **Students Access.** Within LGU
 - (3) **Neutral Chair.** To ensure that defense was conducted fairly and in accordance with the rules and regulations.
 - (4) **Presentation.** of the dissertation by the student if desired by the evaluators.
 - (5) **Question and Answer Session.** To provide a basis for defense evaluation.
 - (6) **Objective Evaluation.** by based on the quality of the research and the researcher's ability to defend.
 - (7) **Final Decision.** Expressed in the following terms:
 - Pass or Pass with minor amendments or
 - Deferred for resubmission and re-defense or.
 - Fail (in exceptional circumstances and for the reasons to be recorded by the defense committee)

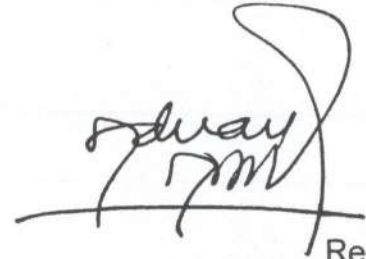
- e. In addition to above the viva voce examination session and such other tests should be attended by the HoD, available FMs and representative of Exam Branch / DAS&R office.
- f. The thesis evaluation should be completed within six weeks from the date of dispatch of thesis by the Controller of Examinations to the quarter concerned. In case of regret from the first External Examiner nominee (s), second approval of External Examiner nominee(s) shall be immediately sought from the VC by the CoE.
- g. In case the examiner suggests some alterations or improvements in the thesis, the thesis shall be deferred and resubmitted after corrections.
- h. Total marks awarded for research/thesis will be converted into a letter grade as prescribed in LGU regulations and average grades on the basis of course work and research/thesis will then be worked out to calculate the final CGPA.
 - (1) The supervisor shall send the award list of thesis examination after counter signature of the Head of Department (HoD) through Dean of the faculty to the office of the Controller of CoE after making sure that the student has incorporated the suggested improvements. The Controller of Examinations shall notify the result of the student after receiving three bound copies of thesis.
 - (2) In case of disagreement between the Supervisory Committee and the External Examiner regarding the acceptance of the thesis it shall be referred to another external examiner, with the due approval of the VC.

7. Submission of Result

- a. Within a week time after positive external evaluation the corrections (if any) will be incorporated and hard copies of thesis will be submitted to HoD through concerned supervisor.

- b. Result submission to CoE for notification will be subject to submission of final hardcopies of thesis by the student and final clearance by all concerned. The thesis shall be written and bound according to the format approved by the BASR.

This policy has been approved in 21st BASR meeting held on 12 Jun 2024 and supersedes all previous policies on the subject.



Brig
Registrar

[Adnan Ahmed Khan, SI(M), (Retd)]

All Deans, All Directors, Treasurer, CoE, All Chairpersons & BASR Coordinator

LAHORE GARRISON UNIVERSITY

Department of _____

Proforma for Thesis Internal Evaluation

Date of Internal Defense: _____

Roll No /Name of Student				
Name of Degree				
Thesis Title				
Name of Supervisor				
Name of Co Supervisor: if any				
Name of member Thesis Evaluation Committee Detailed by Dean				
	COMMENTS			
	Yes /No	No Changes	Minor Changes	Major Changes
Title of the Research				
Does it match with the title approved from BASR?				
Abstract				
Is this concise and give the summary of all segments of study?				
Does it contain rationale of study?				
Is this within the word count range (400- 600)				

Introduction and Review of Literature				
Research Background /Context , Existing Information				
Review of literature with enough citations to support the information				
Research Gap Analysis				
Significance and scope of the study				
Problem Statement, Hypothesis & Objectives				
Methodology				
Does the experimental/ survey/Analytical work performed is enough?				
Method chosen justifies the objectives / hypothesis of study or not?				
Quality of Research				
Research Aims/ Objectives meeting the SDGs				
Methods applied in the study (this should include measure/methodologies that are sound/meet research goals)				
Impact (Significance and importance of findings/Conclusions etc)				
Discussion				
Analysis of findings				
Comparative analysis with cited literature				
Justifications or likely reasons for disagreements				
Future recommendations				
References				
As per format?				
Matches with cited in the thesis?				

Prospects of research Publication		
Turnitin Check (similarity index percentage)		
Formatting of Thesis as per Guidelines		
Recommendations/Suggestions: If required separate page may be used:	1)	Recommended without revision
	2)	Recommended with minor revisions in presented thesis
	3)	Retake of internal defense with incorporation of major revisions in the presented thesis

Verified and Evaluated by Departmental Thesis Evaluation Committee

President: (HoD)

Name: _____ Signature: _____

Member 1: (Supervisor)

Name: _____ Signature: _____

Member 2: (Co-supervisor/if any)

Name: _____ Signature: _____

Member 3: (PhD Faculty member nominated by Dean)

Name: _____ Signature: _____

Copy Received by Directorate of Advance Studies & Research on

**MPhil /MS/ PhD Research / Thesis Schedule and /Supervisor-Supervisee
Interaction Proforma**

After completion of course work and approval of Research Synopsis / allocation of supervisor/ title of research from BASR the under mentioned proforma will be placed in student's file and updated by supervisor on weekly basis. For monitoring and assurance of governance quality of research the same will be shared with Chairperson, Dean and Dir AS&R office on monthly basis.

1. Students's Details

- a. Name/ Roll No: _____
- b. Degree (Session)/
Dept _____
- c. Topic of Research: _____

2. Supervisor's Details

- a. Name and
designation: _____
- b. Department: _____

3. 2nd Supervisor's / CO Supervisor's Details

- a. Name and
designation: _____
- b. Department: _____

4. Meeting Schedule (3rd semester)

Ser	Weeks	Day and Time	Agenda of Meeting	Progress on Agenda (To be endorsed by the supervisor)
a.	Week-1		Explanation of Supervisor and supervisee role. Discussion on proposed topic of research and sharing the Research Synopsis format with supervisee.	
b.	Week-2		Discussion and development of Research Synopsis (Introduction and Review of Literature portion)	
c.	Week-3		Discussion and development of the Research Synopsis (Justification / significance – Likely benefits / Objectives and research gap)	

d.	Week-4		Discussion and development of Research Synopsis (Plan of work – Methodology Data / results collection methods – Statistics program to be applied, Facilities available, places of Work and References)	
e.	Week-5		Final Research Synopsis and formulating a suitable topic for approval from BASR. Submission to HoD in soft and hard form for record In case of PhD study: Preparation for presentation and final approval of Research Synopsis and topic from BASR through DASR.	
f.	Week-6		Discussion on Research Ethics and formulation of templates for noting the observations and recording the results.	
g.	Week-7		Conduct of Research: Discussion to ensure the availability of all chemicals/ reagents/ Glassware/ equipment and allied facilities for experimentation, sample collection / data collection or conduct of a survey . If required initiate letters to collaborating institutions/ departments	
h.	Week-8 to 16		Discussion on Research Progress as per plan of work given in the Research Synopsis and how to address the hurdles / impediments	

5. **Meeting Schedule (4th sem MS/MPhil) – For PhD students see Foot Note**

Ser	Week	Day and Time	Agenda of Meeting	Progress on Agenda (To be endorsed by the supervisor)
a.	Week-1		Sharing the format of Thesis writing . Discussion on Research Progress as per plan of work given in the Research Synopsis and address the hurdles/ impediments	
b.	Week-2 to 3		Discussion on Research Progress and writing of introduction for thesis writing	
c.	Week-4 to 5		Discussion on Research Progress and writing of Literature Review for thesis writing	
d.	Week-6 to 7		Discussion on Research Progress and writing of Literature Review for thesis writing	

e.	Week-8 to 9		Discussion on Research Progress and finalization of Introduction /Literature Review for thesis	
f.	Week-10		Discussion on Research Progress. and writing of Methodology chapter for thesis writing	
g.	Week-11		Discussion on Research Progress and finalization of Methodology chapter for thesis writing	
h.	Week-12 to 13		Critical thinking and data Analysis Discussion and Formatting	
i.	Week-14		Discussion on results tabulation / interpretation and statistics application.	
j.	Week-15		Writing of Results section of Thesis	
k.	Week-16		Writing of Discussion section of Thesis and References	
l.	Week-17		Finalization of Discussion section of Thesis and References. Checking of plagiarism and preparation of presentation for internal defence	
m.	Week-18 to 19		Clearance by departmental thesis evaluation committee and conduct of internal defence. Submission of thesis for external defence	

Note - For PhD studies in pursuit of creating new knowledge an extensive research is required and therefore the minimum time line to complete the degree is three years. For PhD students the schedules / timelines and agenda of the meetings will be framed by the respective supervisor from 4th semester onward as per requirements / nature of the research/ timelines.