



LAHORE GARRISON UNIVERSITY

Main Campus, Sector-C Phase-VI, DHA Lahore
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Process of Defense & Thesis Evaluation of PhD Dissertation

(Approved in 21st BASR meeting)



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Notification No: 200-24

Dated: 15 Jul 2024

NOTIFICATION

PROCESS OF DEFENSE & THESIS EVALUATION OF PHD DISSERTATION

1. Internal Evaluation

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

President: Chairperson of the Department

Member 1: Supervisor

Member 2: Co Supervisor

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/Statement of Purpose
- (2) BASR approval of Research Synopsis / Research Topic
- (3) BASR approval of Supervisor/Co-Supervisor/Committee
- (4) Results of coursework and Comprehensive Exam
- (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 Supervisee 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 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 foreign / external examiners have been approved by the VC.

2. External Evaluation

- a. The PhD dissertation will be evaluated by: At least two external experts who shall be:

PhD faculty member from the world top 500 universities ranked by theTimes Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year

OR

Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or professors from any Pakistani University having a minimum H-Index 30 for Sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science.

OR

At least one external expert qualifying any one of the conditions mentioned at 'a' above if the PhD candidate publishes dissertation research in a peer-reviewed journal that is classified by the HEC in category W for Sciences and X or above for Social Sciences.

b. The following general guidelines will be observed while selecting external evaluators:

- (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 professional and respectful 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.

3. Plagiarism / Similarity Test

- a. Under no circumstances, a dissertation based on plagiarized research will be acceptable. It is the primary responsibility of both PhD researchers and their supervisors to prevent plagiarism. To avoid plagiarism, it is important to follow the provisions outlined in HEC GEP 2023 i.e., Governing Research Supervision and Research Ethics.
 - b. For Plagiarism COPE (Committee on Publication Ethics) guidelines will be followed.
 - c. If a PhD 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.
 - d. 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 to the external experts by the student.
 - e. For submission of assignments, theses, and research papers, the 19% Similarity Index score for all disciplines is indicative of the possibility of plagiarism. In the case of theses / dissertations etc., the PhD/ Supervisory Committee will function as an Expert Committee in this regard.
 - f. 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.
4. On receipt of reports from the external experts (Foreign or Pakistan-based Distinguished National Professors, as the case may be) the CoE will share the observations/suggestions of the experts with supervisory committee for

rectification. Necessary corrections / additions (if any) will be incorporated by the student and certificate will be rendered by the committee to CoE.

5. Open / Public Defense

- a. An open defense of the dissertation will be conducted after positive evaluation of the dissertation by external experts (Foreign or Pakistan-based Distinguished National Professors, as the case may be)
- b. The Public Defense committee comprises following
 - (1) The supervisory Committee &
 - (2) 2X PhD degree holder external examiners detailed by the Vice Chancellor
- c. In general, the following principles will be ensured:
 - (1) **Public Announcement.** On the university website and other forums of communication, so that anyone interested can participate.
 - (2) **Public Access.** Within or outside the university such as community / town halls or important public venues.
 - (3) **Neutral Chair.** To ensure that defense was conducted fairly and in accordance with the rules and regulations.
 - (4) **Review Committee.** To evaluate the dissertation and defense.
 - (5) **Presentation** of the dissertation by the PhD researcher.
 - (6) **Question and Answer Session.** To provide a basis for defense evaluation.
 - (7) **Objective Evaluation.** Based on the quality of the research and the researcher's ability to defend.
- d. **Final Decision.** Expressed in the following terms:
 - (1) Pass or
 - (2) Pass with minor amendments or
 - (3) Deferred for resubmission and re-defense or.

- (4) Fail (in exceptional circumstances and for the reasons to be recorded by the defense committee)

6. Research Publications

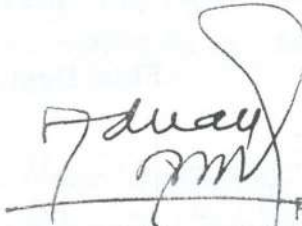
- a. For award of PhD degree, a PhD researcher will be required to publish research articles meeting the following criteria: At least:
- (1) One research article in W category (As categorized in HJRS at the time of acceptance of the research article) journal or two research articles in X category journals, for **Science disciplines.**
 - (2) One research article in X category journal or two research articles in Y category journals, for **Social Science disciplines.**
- b. The PhD researcher shall be the first author of these publications.
- c. The research article shall be relevant to the PhD research work of the PhD researcher.
- d. The article shall be published after approval of the research synopsis.
- e. The article shall be published in a relevant research journal.

Note: A research article appearing online with valid DOI on website of an HEC's recognized research journal shall be considered published w.e.f. the date it appeared online with DOI.

7. Submission of Result

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

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 <u>In case of PhD study</u> : 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.