



LAHORE GARRISON UNIVERSITY

Main Campus, Sector-C Phase-VI, DHA Lahore

Ph: 042-37181821-22 Email: info@lgu.edu.pk

PhD Studies Prospectus

(Process for Award of PhD Degrees)

In compliance with Clause 4.3 iii of the HEC Graduate Policy 2023 the LGU Directorate of Advanced Studies and Research has prepared a graduate Studies Prospectus, describing the complete process for award of **PhD** graduate degree (Approved in 21st BASR meeting). Departments will ensure that the booklet shall be available for guidance of all PhD students.



LAHORE GARRISON UNIVERSITY

Main Campus, Sector-C Phase-VI, DHA Lahore
Ph: 042-37181821-22 Email: info@lgu.edu.pk

Notification No: 203-24

Dated: 15 Jul 2024

NOTIFICATION

PROCESS FOR AWARD OF PHD DEGREES (LEVEL- 8)

Summary of the Study Roadmap

1.	Scrutiny of applications for admission as per HEC/ LGU Board of studies approved entry requirements.
2.	Formulation of admission committee as per HEC/ LGU Board of studies requirement.
3.	Passing the test equivalent to GRE/HAT General developed at the University, with the passing score of 60%. OR LGU will accept a test equivalent to GRE/HAT General, conducted by testing bodies accredited by HEC, with a passing score of 60%.
4.	Submission of research proposal and statement of purpose.
5.	Interview conducted by admission committee.
6.	Admission offered to successful candidates and display of 1 st / 2 nd admission lists.
7.	Submission of fee and issuance of Registration / Roll Number.
8.	Enrolment on ERP system through the admission office on producing fee challan by the student.
9.	Students to check start of classes from Admission office. Start of classes' time is usually just after deposit of fee. Students are advised to check from Admission office.
10.	Initial allocation of supervisor
11.	Fee defaulters will not be allowed to appear in exams
12.	Minimum 80% attendance is required to appear in final term exams
13.	1 st semester cannot be withdrawn or freeze
14.	Students are required to get their academic credentials verified/attested from respective authorities/Board/Univ by the end of first semester and submit copies to Registrar Branch.
15.	Course work of 18 Cr hrs to be completed in first two semesters. Deficiency courses to be completed in zero semester
16.	Passing of Comprehensive Exam with minimum 70% marks
17.	Preparation of Research Synopsis and presentation to DBS & FBS
18.	Presentation of Research Synopsis in BASR and its final approval alongwith supervisory committee and research topic.
19.	Students not attaining minimum 2.0 GPA in first semester will be dropped out instantly from the program

20.	Students not attaining minimum 2.0 CGPA in 2 nd semester will be dropped out instantly from the program.
21.	Candidates securing 2.0 to 2.9 CGPA by the end of 2 nd semester will be given one chance in next semester to improve their F, D or C grades. If the CGPA is improved to 3.0 or above, they will be allowed for comprehensive exam
22.	Conduct of research and thesis writing in accordance to approved format.(3 rd semester onward)
23.	In 6th semester on satisfaction of supervisor and checking of plagiarism the student will be presented to Departmental Thesis Evaluation Committee for departmental evaluation of thesis. If the date is before start of 7th semester, no extension in time period is required. The internal evaluation will only be carried out if the up to date university dues have been paid by the student
24.	After approval of Departmental Thesis Evaluation Committee, without wasting any time the student will complete the check list issued by COE office duly signed by HoD and Dean. That will be submitted to CoE office through HoD/Dean for detailing of external experts / foreign evaluators by the Competent Authority
25.	External Evaluation of Thesis (Foreign or Pakistan-based Distinguished National Professors, as the case may be)
26.	Within 4weeks' time after external evaluation the observations (if any) will be addressed and incorporated
27.	Publication as per criteria given in the HEC GEP-2023
28.	Conduct of Open Defense after positive external evaluation of thesis
29.	Submission of result for notification
30.	Students failing to complete the study in 6 semesters will be issued warnings by the concerned supervisor / HoD and extension in time period will be sought well in time from DBS/FBS for final approval by BASR. All the extensions will be with fee. No extension will be awarded after degree completion time set by HEC
31.	The student who fails to complete the study in prescribed time limit set by HEC will be notified and terminated.
32.	A student who successfully completes coursework and passes the comprehensive examination but is unable to defend a PhD synopsis/research proposal or does not complete the required research for obtaining a PhD degree within the specified timeframe, may be granted a Graduate Level Diploma/Certificate/transcripts or another MS/MPhil upon completion of necessary requirements as per HEC policies and LGU rules and regulations.

PROCESS FOR AWARD OF PHD DEGREES (LEVEL- 8)

1. General

- a. Admission to various PhD disciplines in LGU is granted strictly on merit and in accordance with the rules, regulations, policies and procedures of the University under the guidelines of HEC. Application forms can be obtained from LGU admission office or the candidates may apply online. Applications will be accepted according to the schedule notified and no application form will be accepted after the last date except with the special permission of the Vice Chancellor. The admission shall be made by Departmental Admission Committee (DAC) on the basis of merit list prepared and shared with Admission Office.
- b. After the completion of the necessary stages of admission, the list of successful candidates will be displayed /uploaded on University Notice Board and LGU Website respectively. Students, who fail to pay all the dues by the due date, their right of admission will be forfeited.
- c. University has the right to reject any candidate's application if found guilty of misconduct, breach of discipline or character failure exhibited in the previous attended institution.
- d. After admission if at any stage of study the documents submitted are found fake, false stated or fudged leading to award of admission, the student will be terminated instantly.
- e. After admission the student has to submit the verified academic documents from respective boards and HEC before the completion of 2nd semester.
- f. Admissions at LGU are open to students of any religion, caste, belief, language, gender, culture and age.
- g. There is no age limit for admission to PhD programs
- h. Attendance of 80% is mandatory for appearing in examinations.
- i. The medium of instruction and examinations shall be English (Except Faculty of Islamic Studies and Urdu, which shall be in Urdu or their relevant subject language).
- j. Admission may be conducted twice a year i.e. in the fall semester and spring semester. If a candidate fails to complete enrollment, his/her admission shall stand cancelled without any written notice.

2. Eligibility for Admission

Qualification

- a. Prior to admission into a PhD program, the student shall have been awarded MS/MPhil or equivalent degree as described in HEC policy.
OR
- b. Students pursuing MS/MPhil studies and interested in continuing to PhD may be granted provisional admission upon satisfaction with the Admission Committee regarding Statement of Purpose and students' commitment to the PhD program, provided that confirmation of the admission shall be subject to the fulfilment of the following conditions within a period of one year from the date of provisional admission:
 - (1) Award of MS/MPhil degree, as prescribed in HEC policy.
 - (2) Clearance of the admission test, as prescribed in this policy
 - (3) LGU has the right to accept or reject a candidate based on an MS degree without research.

Intra-disciplinary Qualifications

Intra-disciplinary refers to sub-disciplines that occur within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013). Consistent with best practices internationally (including leading global universities), intra-disciplinary admissions will only be allowed, if: The LGU policy allows, and

- a. The applicant has a strong interest in pursuing a PhD in a different discipline.
- b. The applicant has passed GRE-Subject/Equivalent Test with minimum 50% marks in the discipline of admission and has taken 6-9 CHr of deficiency courses of level 7.
- c. The admission committee is satisfied that the applicant's knowledge of the primary area (level 7) has sufficiently prepared him or her to undertake the course of study of the doctoral program (or, in the opinion of the admissions committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

CGPA

- a. For admission in PhD programs, a minimum CGPA of 3.0 (out of 4.0 in the semester system) or 60% (in the annual system) in the

MS/MPhil/equivalent degree being considered for admission, is required, whether such degree was obtained from Pakistani or foreign universities.

- b. If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university.
- c. The students having strong demonstrated interest in obtaining PhD degree, but their CGPA is below 3.00 (out of 4.0 in the semester system) or 60% marks (in the annual system) in the most recent degree obtained, may be admitted to a PhD program after fulfilling the following requirements:
 - (1) Shall study additional courses of 9-12 CH of level 7 taking a zero semester at admission awarding university/HEI/DAI and score minimum 3.00 out of 4.00 GPA, and
 - (2) The admission committee is satisfied that the applicant's knowledge of primary area (level 7) has sufficiently prepared him or her to undertake the course of studies of the doctoral program.
 - (3) These requirements shall be in addition to any other requirements set in this policy for admission to a PhD program.

Admission Test

- a. LGU will conduct the test equivalent to GRE/HAT General developed at the University, with the passing score of 60%. OR
Accept a test equivalent to GRE/HAT General, conducted by testing bodies accredited by HEC, with a passing score of 60%.
- b. In addition to above, LGU may conduct subject test for admission in PhD programs, if required.

Statement of Purpose

- a. As part of the application for admission to PhD programs, applicants shall be required to submit a statement of purpose, which shall form an integral part of the application. The admissions committee shall use the information provided to ascertain the preparedness and interest of the candidate in pursuing doctoral studies, and whether the department has the requisite resources to train and supervise the doctoral

candidate in the sub-specialty in which the applicant is interested. A statement of purpose shall, at least, include the following:

- (1) Title of the potential research proposal
 - (2) Clear articulation of the current understanding of the intended field and ideas for potential research.
 - (3) Explanation of the intended impact of the proposed research
- b. The prospective candidates shall demonstrate passion and enthusiasm for the area of research.

3. Course work and Residency Requirement.

- a. The students shall complete the coursework of at least: 18 credit hours if they are from the same discipline. The courses shall be offered through regular classes (i.e., classes taught on campus by full-time faculty members of the LGU).
- b. The courses shall preferably be of 800 level.
- c. PhD degree will be based on research, not only on credit hours.

4. Comprehensive Examination

- a. Following the completion of coursework with at least 3.0 CGPA, every PhD student shall be required to pass the comprehensive examination to be granted candidacy as a PhD researcher.
- b. On the request of the student the HoD at least four weeks before the examination will inform the CoE for holding comprehensive exam.
- c. The Controller of Examinations shall, with the approval of the Vice Chancellor, notify the date, time and venue of the examination at least two weeks before the commencement of the examination.
- d. Name of Examiners for comprehensive examination shall be approved by the vice chancellor processed through Controller of Examinations office, from a panel of examiners (three) proposed by respective Departmental Board of Studies.
- e. The comprehensive examination will cover the complete course work taught in first two semesters in university. It will be designed to ascertain whether the student has attained the breadth of knowledge and the intellectual maturity necessary to become a successful scholar in his/her chosen discipline. It will not be a mere re-examination of previous courses but will test the students' ability to integrate and

assimilate the knowledge obtained from the courses, seminars and independent studies.

- f. The following are the guidelines for a conducting Comprehensive Examination:
 - (1) The exam should be based on recapitulation of the conceptual knowledge of the discipline to which the student is admitted.
 - (2) The exam shall cover the courses studied, preferably at the graduate level, conducted on one composite question paper.
 - (3) The evaluation shall be on an aggregate basis, expressed in terms of pass/fail and shall not be graded.
- g. To pass the examination a student must secure at least 70 % marks
- h. Student failing to pass the comprehensive examination shall be allowed to retake the exam once.

5. Research Synopsis Submission

- a. After the declaration of course work and Comprehensive Exam result by Controller of Examinations, Department/s will hold a meeting of Departmental Board of Studies (DBS) for the recommendation of supervisor/s along with the name of student/s. The cases of students failing to achieve minimum 3.00 CGPA in the course work will be deferred
- b. Department/s will give a written deadline to students for the submission of Research Synopsis with a suitable title of the research. After initial evaluation DBS will invite the student/s along with supervisor/s to defend the Research Synopsis.
- c. The successful cases will be presented in the concerned Faculty Board of Study (FBS).The FBS after making recommendation will seek the approval of BASR.
- d. The Research Synopsis will be presented in the BASR by the student and supervisor for its final approval along with approval of supervisory committee and research topic.

6. The required coursework, comprehensive exam, and defense of Research Synopsis/research will be completed within the 1st six semesters of the registration into a PhD program. **The responsibility in this regard rests collectively with the**

PhD student and the university. In case of non-compliance, the registration will be cancelled and transcripts for completion of coursework will be issued to the student. In an event of force majeure i.e., non-compliance on account of beyond the control of student, the LGU may consider the matter in accordance with the procedure prescribed **in degree completion timeline.**

7. Doctoral Dissertation. Each PhD researcher shall write a doctoral dissertation reflecting relevance, credibility, effectiveness, and legitimacy of the research. The dissertation must be an original and innovative contribution to knowledge that contributes to solving socioeconomic problems. To improve the quality of a doctoral dissertation, following regulations will be observed:

a. Selection of Research Area. The research area of the PhD researcher shall:

- (1) Correspond to the community needs at regional and local levels and comply with the priority national research agenda.
- (2) Reflect the basic and pure research.
- (3) Signify emerging areas of research that coincide preferably with sustainable development goals (SDGs).

b. Quality in Reporting

The quality of presentation and reporting in dissertation shall reflect the following characteristics:

- (1) The document is well written and compiled as per approved format.
- (2) The contents are balanced, well organized, appropriately styled; clearly structured, and well cohered.
- (3) The document is free from grammatical and spelling errors and flawed terminology.
- (4) Minor shortcomings such as inaccurate use of acronyms and clumsy looking sentence structure have been addressed.
- (5) Quantitative research proposals must include a valid statistical design for data analysis.
- (6) Formatting shall be compatible with international standards.

c. Methodological Quality

To produce PhD researchers capable of conducting research independently, ensuring the technical soundness of their PhD dissertations is integral. The following guidelines shall be useful in making the PhD research methodologically sound:

d. **A PhD research dissertation, based on the Qualitative Research methods should satisfy, at least, the following questions**

- (1) Does the research, as reported, illuminate the subjective meaning, actions and contexts of those being researched?
- (2) Is there evidence of the adaption and responsiveness of the research design to the circumstances and issues of real-life social settings met during the course of the study?
- (3) Does the sample produce the type of knowledge necessary to understand the structures and processes within which the individuals or situations are located?
- (4) Is the description provided detailed enough to allow the researcher or reader to interpret the meaning and context of what is being researched?
- (5) How are the different sources of knowledge about the same issue compared and contrasted?
- (6) Are subjective perceptions and experiences treated as knowledge in their own right?
- (7) How does the research move from a description of the data through quotation or examples to an analysis and interpretation of the meaning and significance of it?

e. **A PhD dissertation with Quantitative Research methods should satisfy, at least, the following questions**

- (1) Reliability – are the results repeatable?
- (2) Validity – does it measure what it says?
- (3) Internal validity – do the research results indicate what they appear to be?
- (4) External validity – can the results be generalized to other settings (ecological validity) and to other populations (population validity)?
- (5) Replicability – are the results of the study reproducible?

f. Appropriateness of the Methods to the Aims of the Study

To achieve the research objectives, the alignment of the research approach and methods is necessary. Therefore, a PhD dissertation, at least, shall:

- (1) Reflect a fair proportion of latest knowledge of contemporary techniques and methods in relation to study objectives.
- (2) Contain detailed and easily comprehensible discussions regarding the applied methods and techniques.
- (3) Justify the use of methods and techniques to achieve study objectives.
- (4) Show evaluation of obtained results in relation with study objectives.

And:

- (5) The methods and techniques used should justify the results obtained. The obtained results should support the study objectives.

g. Relevance to the Policy and Practice

The research should have significantly answered questions related to policy and practice in that area, establishing its usefulness and usability. Accordingly, a PhD dissertation, at least, shall:

- (1) Reflect judicious evaluation of study results in relation with policy related aims and goals undertaken while starting the research.
- (2) Discuss the practical implications of the study results in association with the developing practices in that area.
- (3) Establish usefulness of the study results for devising policy as stated in the beginning.
- (4) Discuss how the resulting policy would be useful for the organization/society.
- (5) The study output should be significant enough to be published or patented.
- (6) The assessment of the results performed by the author must not be superficial and lacking substance.

8 Process of Defense & Thesis Evaluation of PhD Dissertation

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.

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 the Times 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.

9. **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
10. 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.

11. 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)

12. 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.

13. 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.

14. Degree Completion Timeline

- a. The PhD degree shall be awarded by the LGU not before the completion of three years or six regular semesters and not after completion of eight years or 16 regular semesters, save exceptions mentioned at clause 14d.
- b. The completion date of PhD degree shall be reckoned with the date of notification of the award of PhD degree.
- c. The maximum duration shall be determined from the date of student enrollment until the date of the completion notification of the PhD degree.
- d. In case a student is unable to secure a PhD degree within the prescribed timeframe and claims for extension in duration, the LGU may constitute appropriate authority and determine the causes for delay. In event of force majeure i.e., delay on account of circumstance beyond the control of student, the university may grant an extension in

the period of award of PhD degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused due to process or administrative reasons.

- e. The students enrolled before the enactment of HEC GEP 2023 shall also be dealt following the procedure outlined in this document

15. Credits Transfer, Evaluation and Grading.

- a. HEC's Policy Guidelines for the Implementation of Uniform Semester System shall also be applicable to Level-8 programs for credit transfer of coursework from one university to another, students' assessment, awards of grades, etc.
- b. The transfer of research work is permissible, provided that the host university accepts the research conducted at the parent university prior to the credit transfer.

16. Award of Post Graduate Diploma/Certificate

A student who successfully completes coursework and passes the comprehensive examination but is unable to defend a PhD synopsis/research proposal or does not complete the required research for obtaining a PhD degree within the specified timeframe, may be granted a Graduate Level Diploma/Certificate/transcripts or another MS/MPhil upon completion of necessary requirements as per HEC policies and LGU rules and regulations.

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. Student'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.