



LAHORE GARRISON UNIVERSITY

Main Campus, Sector-C Phase-VI, DHA Lahore
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LGU POLICY ON DETAILING OF PhD SUPERVISOR

(Approved in 20th BASR meeting)



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NOTIFICATION

LGU Policy on Detailing of PhD Supervisors

1. In pursuance of HEC Graduate Education Policy 2023 implemented WEF Fall 2023 the general conditions / criteria of PhD supervisor and PhD supervisory process will be followed as described in the subsequent paras.

General Guidelines

2. The following general guidelines will be observed while allocating a PhD supervisor
 - a. A fresh PhD faculty member can supervise only MS/MPhil (Equivalent) and co-supervise PhD students
 - b. A PhD faculty member (regular/adjunct) after two years of obtaining a PhD degree can supervise one PhD student while in 3rd year, two PhD students in 4th year and maximum up to 5 PhD students from 5th year onward.
 - c. Must be relevant to the field of research in which the student intends to conduct research.
 - d. Should have "No Conflict of Interest" in personal, financial, or professional stakes.
 - e. Should be capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
 - f. The research supervisor shall be allocated to a doctoral student from the date of enrollment.
 - g. The maximum supervisory load shall not exceed Five PhD students, simultaneously.
 - h. The research area of the PhD researcher shall:
 - (i) Correspond to the community needs at regional and local levels and comply with the priority national research agenda.
 - (ii) Reflect the basic and pure research.
 - (iii) Signify emerging areas of research that coincide preferably with sustainable development goals (SDGs)

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- i. PhD research work completed under supervision is a shared property of supervisor and supervisee. All publications resulting from such research shall reflect the authorship of both parties and shall be subject to mutual consent.

Criteria to Be a PhD Supervisor

3. Must meet following General requirements

- a. A PhD degree from an HEC recognized national/international university/degree awarding institute (DAI)
- b. A regular/adjunct faculty member of LGU.
- c. The research supervisor will be given opportunities by LGU to attend and qualify course(s) on MS/MPhil/PhD Supervision which should also have contents on research ethics, publications, patents, etc.

Such courses may include:

- (i) Certified self-paced MOOCS (Massive Open Online Courses) OR
 - (ii) A course designed/offered by National Academy of Higher Education (NAHE) OR
 - (iii) Courses offered by LGU through FDP i.e Basic level course to supervise students of MS/MPhil/equivalent degrees and Advance level course to supervise PhD researchers.
- d. In the case of a non-faculty PhD supervisor, who otherwise meets the criteria of being a PhD supervisor, shall be taken as an adjunct faculty member, for a period not less than the minimum time required to complete the student's PhD research, prior to assigning a PhD supervision. Such a person shall also provide an NOC from the parent organization.
 - e. An Adjunct Faculty member will be a contractual faculty member, temporary or part-time, hired by LGU from their parent institutions such as researchers and scientists from any R&D or public/private sector organization.

4. A PhD supervisor must publish research articles in the HEC's recognized research journals and the category specified in the HJRS for the publication year. Must meet the following publication requirements

a. For Sciences and Technology

- (i) Within the last 3 years after PhD: at least one research publications in W category journal. OR
- (ii) Within last 5 years after PhD: at least five research publications in X category journal.

b. **For Social Science, Arts and Humanities and Business Education**

- (i) Within the last 3 years after PhD: at least one research publication in W category journal. OR
- (ii) Within the last 5 years after PhD: at least five research publications in X and Y category journal

c. **For Regional and National Languages**

- (i) Within the last 3 years after PhD: at least one research publication in X category journal. OR
- (ii) Within the last 5 years after PhD: at least five research publications in X or Y category journal

NOTE: The "General Conditions to Supervise Doctoral Research" along with the "Criteria to be a PhD Supervisor" as described above are applicable on fresh PhDs intending to supervise PhD research and effective from the date of enactment of HEC Graduate Education Policy -2023 i.e Fall 2023. All the previously approved supervisor shall remain approved until the date mentioned on their award letter.

Supervisory Process


5. To guide the supervisory process of doctoral dissertation towards the desired goals, LGU has devised a supervision manual and Graduate Studies Prospectus that have been issued separately and implementation will be ensured by all concerned

6. Following Supervisory Committee for each individual doctoral research student is formulated to supervise doctoral Research

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|----|--------------------------------------|----------|
| a. | Supervisor | Convener |
| b. | Co-supervisor (if any) | Member |
| c. | Expert(s) from the field of research | Member |

7. To ascertain the eligibility to be a PhD Supervisor a check list for proposed supervisor will be prepared and filled by the respective HoD as per **Anx "A"**. The supervisor not meeting the eligibility will not be considered. This check list may be provided to HEC as and when asked/required.

8. This policy has been issued with the approval of the LGU statutory body (20th BASR) and supercedes the previous policy on the subject


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

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

24/7/24

PhD Supervisor: Eligibility Assessment Checklist

SAMPLE
Directorate of Graduate Programs
 Lahore Garrison University

This sample checklist will be used at LGU by respective HoDs to evaluate eligibility and authorize PhD supervision that need not be shared with HEC unless requested

Date of Submission: dd-mm-yyyy

To be filled by Head of the Department

Sr.	GEP's Clause	Minimum Criteria to a PhD Supervisor:	Evidence Required to Validate	Yes / No
The evaluator must ensure that the faculty member, under consideration to be a PhD supervisor:				
1	4.2.1.i	Holds Ph.D. or equivalent terminal degree	PCD Number/Attested copy of PhD degree	
2	4.2.1.ii	Is relevant to the student's PhD research field	As determined by following principle and procedure given at clause 7.1.2 of GEP-2023	
3	4.2.1.iii	Does not have CONFLICT OF INTEREST with student in personal, financial, or Undertaking from the faculty member and judgement of professional	Undertaking from the faculty member and judgement of the evaluator	
4	4.2.1.iv	have the time and availability to supervise PhD dissertation and give clear and constructive feedback.	Students' Feedback Survey and supervisory and teaching workload of undergrad & graduate level	
5	4.2.1.v	Is capable of conducting themselves in a professional and respectful manner throughout the supervision process.	Professional judgement of the evaluator supported by Students' Feedback Survey	
6	4.2.1.vi	Is capable of maintaining confidentiality and protecting the intellectual property of the dissertation.	Professional judgement of the evaluator supported by Students' Feedback Survey	
7	4.2.1.vii	is a regular/adjunct faculty member of the supervisee's University/HEI/DAI	Notification from the Registrar/HR Department	
8	4.2.1.ix OR	Does not have more than 1 PhD student in 3rd year from obtaining PhD degree.	To be calculated from the date of PhD notification	
9	4.2.1.ix OR	Does not have more than 2 PhD student in 4th year from obtaining PhD degree.	To be calculated from the date of PhD notification	
10	4.2.1.ix	Does not have more than 5 PhD student in 5th year from obtaining PhD degree.	To be calculated from the date of PhD notification	

Sr.	GEP's Clause	Minimum Criteria to a PhD Supervisor:	Evidence Required to Validate	Yes / No
11	4.2.2.i-a	Holds a PhD degree from a recognized national/international university/degree awarding institute (DAI)	Copy of PhD degree attested by HEC	
12	4.2.2.i-b	Has qualified courses containing content on research ethics, publications, patents, etc.	Certificate by the HEI/NAHE or recognized MOOCs	
13	4.2.2.i-b.i	Has qualified basic level courses to supervise students of MS/MPhil/equivalent degrees	Certificate by the HEI/NAHE or recognized MOOCs	
14	4.2.2.i-b.ii	Has qualified advanced level courses to supervise students of doctoral level degrees	Certificate by the HEI/NAHE or recognized MOOCs	
15	4.2.2.ii	Is an active researcher.	Publishing in reputed journal and participating conferences/research events regularly.	
16	4.2.2.ii-A	Fulfills the specific publication requirements for Science and Technology :	Check and verify research publications	
17	4.2.2.ii-A.i	Has published at least one research publications in W category journal within 3 years after PhD. OR	Check and verify research publications	
18	4.2.2.ii-A.ii	Has published at least five research publications in X category journal within last 5 years after PhD	Check and verify research publications	
19	4.2.2.ii-B OR	Fulfills the specific publication requirements for Social Science, Arts and Humanities and Business	Check and verify research publications	
20	4.2.2.ii-B.i OR	Has published at least one research publications in W category journal within 3 years after PhD. OR	Check and verify research publications	
21	4.2.2.ii-B.ii	Has published at least five research publications in X and Y category journal within last 5 years after PhD	Check and verify research publications	
22	4.2.2.ii-C OR	Fulfills the specific publication requirements for Regional and National Languages	Check and verify research publications	
23	4.2.2.ii-C.i OR	Has published at least one research publications in X category journal within 3 years after PhD. OR	Check and verify research publications	
24	4.2.2.ii-C.ii	Has published at least five research publications in X or Y category journal within last 5 years after PhD	Check and verify research publications	

HOD/Dean

Director Graduate Programs

DIRECTOR QEC

Vice Chancellor