



# **The Research Supervision Manual (2025)**

**Directorate of Advance Studies and Research  
Lahore Garrison University, Lahore**

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## **PREFACE**

Lahore Garrison University is serving the nation by providing quality education to a student populace figuring over 6000 for undergraduate & graduate programs in a wide range of fields including CS, IT, SE, Basic Sciences, Business Management, Social Sciences and Languages. In the years ahead, we cherish to pursue with renewed vigor and zeal. The dividends of our focused and sustained efforts are distinctly visible in the vibrant involvement of our students and faculty in a wide range of research projects, publications, patent filing and joint research ventures. LGU Business Incubation Centre (BIC) and Forensic Sciences & Criminology Department are some of the potent LGU initiatives to expand the base of research and development towards building the national economy.

A graduate studies research project/process involves mentoring and supervision between scientists in an academic hierarchy. It is a challenging combination of education and research. Considerable volumes of literature have been written on how to manage the complexities of such a project and successfully complete a study and to obtain a graduate degree in a specific academic context. Supervisors are experienced experts because they all went through the process themselves to obtain their PhD degrees. However, academic environment changes rapidly and these changes influence the process of obtaining a doctoral/graduate program degree for newcomers. The graduate program candidates not only need a productive research environment, they also require a learning environment where they can develop their own academic profile, and the necessary skills and competence. For LGU the graduate program research has become crucial for the advancement of pure and applied sciences and for scientific output for a successful thesis. The relation between an MS/MPhil/PhD candidate and supervisors is a key issue. In this regard LGU has arranged training sessions at regular intervals as per HEC guidelines given in HEC GEP-2023.

In line with the guidelines given in HEC Graduate Education Policy 2023, the development of this manual is aimed for guiding all the supervisors to provide a broad introduction to the role and responsibilities of supervisors in context of Academic Research. This manual will help them to demonstrate and enhance competence to carry out independent and original academic research. It will also help to establish a smooth mental foundation to avoid the breakdown of the student Supervisor relationship.

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## **PART-1 GENERAL**

### **Origins of the Degree of Doctorate**

1. Universities have awarded doctoral degrees, in specific field of studies in Europe since medieval times. However, the early doctorates were not awarded for research but were a license to teach. The most common type of doctorate is the “Doctor of Philosophy” (PhD) which is derived from the Latin word “*Philosophiae Doctor*”. The idea for the PhD was to increase the supply of scientists and other researchers by providing students with an opportunity to carry out a research project under the guidance of an experienced researcher.

In 1861 the first PhD was awarded in the USA and the degree was quickly transformed into requiring a program of study leading to cutting-edge knowledge, understanding and skills in addition to appropriate training in the research skills relevant to the area of interest. Both had to be successfully completed before the student could proceed to the research project stage. In the UK the doctorate (although not initially called a PhD) was introduced in 1917 and was seen to be much more specialized within subject areas than the US model

### **Research**

2. The research can be defined as the systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions.

### **Intuition**

3. The only real valuable thing is intuition” (*Albert Einstein*). The role of intuition in research is to provide the "educated guess," which may prove to be true or false; but in either case, progress cannot be made without it and even a false guess may lead to progress. Modern instructional methods recognize this role of intuition by replacing the "do this, do that" mode of teaching by a "what should be done next?"

### **Ontology**

4. Ontology is the nature of reality (*Hudson & Ozann, 1998*). It contributes to the growth of intuition and is in turn increased by new conceptual materials suggested by intuition. It provokes researchers on thinking about the events taking place in the world around them. Ontology is concerned with the study of variation between reality, perception of reality and how this variation influences human behavior. Ontology contributes to the growth

of intuition and is in turn grows through borrowing material from intuition. The major role of intuition is to provide a conceptual foundation that suggests the directions which new research should take. The role of intuition in research is to provide the "educated guess," which may prove to be true or false; but in either case, progress cannot be made without it and even a false guess may lead to progress. Modern instructional methods recognize this role of intuition by replacing the "do this, do that" mode of teaching by "what should be done next?"

## **Epistemology**

5. Epistemology is the relationship between the Researcher and the Reality. (*Carson et al, 2001*). Epistemology evaluates facts by asking question about the acceptability of knowledge. It pushes you to elaborate the acceptable knowledge about your field of research and to confirm the information that can be known on the basis of rigorous testing and treated as fact. This philosophy is generally used in scientific research as it encourages quest for facts and information that can be proved beyond doubt.

## **Critical Thinking**

6. Critical thinking is the cognitive process which applies in evaluating concepts. When we use term "critical thinking" it doesn't essentially mean a negative thinking. However, generally this term applies to "**evaluative thinking**". In the process of evaluative thinking the upcoming results have certain probability; it may be concluded as negative or positive depending on evaluation. Critical evaluation is the utmost way to produce meaningful recommendations. Critical thinking is "reasonably and reflectively deciding what to believe or do" in other words, Critical thinking is to make "reasoned judgments". Principally, critical thinking is the evaluative thinking which is used to evaluate the quality of underlying study material from start to end. Essence of critical thinking is deep evaluative thinking that a researcher uses to judge the validity of literature, statement or any other research.

## **Creative and Critical Productive Thinking**

7. Critical thinking is useful for problem solving, when a creative Generation of Ideas is combined with critical Evaluation of Ideas. Creativity occurs first in a course of productive thinking, it's best to begin with a solid foundation of critical thinking. A careful evaluation, in critical thinking, can prevent "creativity plus enthusiasm" from converting problematic ideas into imprudent action. The two important qualities which matter a lot in the paradigm

of efficient thinker that one must be “**willing to think**” and “**able to think**”. These prerequisites for research temperament “be willing” and skilled “be able” are very interesting.

### **Does Teaching Critical Thinking Matter?**

8. Critical thinking is necessary for valuable execution in the recent era. “We understand critical thinking to be purposeful, self-regulatory judgment which results in interpretation, analysis, evaluation, and inference, as well as explanation of the evidential, conceptual, methodological, criteria logical, or contextual considerations upon which that judgment is based”. It is vital for true judgments. Therefore critical thinking is one of the prerequisites in conducting research. It is a very powerful force that could be effective in someone’s civic life as well.

### **Characteristics of Critical Thinkers**

9. The ideal critical thinker is habitually acquainted,
  - a. Evaluative thinking ability
  - b. Clear about issues
  - c. Conscientious in obtaining relevant information
  - d. Ability to conduct fair evaluation
  - e. Flexible
  - f. Determined about inquiry
  - g. Thinking without biasness
  - h. Open-minded
  - i. Appropriate handling of complex matters
  - j. Prudent in making judgments
  - k. Efficient in literature selection
  - l. Trustful of reason
  - m. Well-informed
  - n. Willing to reconsider

Critical Thinking may combine to other useful dispositions which give valuable skills and insights for research work, which sets the foundation of a coherent, lucid and autonomous research study.



## Thought Process

10. Thought process can be defined as “a mental process which begins and form psychological associations and models of the world”. Generally speaking, thought process is an intellectual process to manipulate information in taking decision, developing construct and in case of problem solving thought process is vital aspect when perceiving and making sense of the world or perhaps the universe. It includes several distinct types as approaches:

<b>Abdicative Reasoning</b>	Theories based on observations.
<b>Abstraction</b>	Ideas and concepts modeling which differ in reality.
<b>Analogical Reasoning</b>	Use of analogy to comprehend meaning and concept understanding.
<b>Analytic Reasoning</b>	Use of knowledge and reasoning to solve complex problems.
<b>Backward induction</b>	Reasoning process which starts from end or conclusion of a situation or problem.
<b>Cognitive biases</b>	Thought Patterns that deviate from rationality in making decision. Decision drawn in an illogical way consequently proved bad decisions.
<b>Conceptual thinking</b>	Ability to identify patterns and connections. Integration of these patterns into a conceptual framework.
<b>Conjecture</b>	The ability to present opinion at theories in case of missing information.
<b>Contemplation</b>	“Deep reflective thought” the process of thoughtfully looking into a matter to find “correct answer”.
<b>Creativity</b>	Use of novel ideas to invent something. Creating also refer to unique thinking.
<b>Emotional intelligence</b>	The capacity to recognize personal and other’s emotions and ability to control and direct different feelings and thinking.
<b>Divergent thinking</b> <b>Out of box thinking</b>	The ability to generate many solutions to solve a given problem. Process of exploring new solutions.
<b>Generalization</b>	The ability to formulate general concepts based on observations.
<b>Group cognition</b>	“Social thought processes such as conversation, debate and peer review to build and challenge ideas”.
<b>Imagination</b>	The creative ability to construct ideas and images in mind without

	experiencing or direct sensation from senses.
<b>Mind's eye</b>	Visualizing beyond usual sight. Inner eye also known as mind's eye that visualize from memory and real abstraction from mind.
<b>Judgment</b>	Evaluative information's about something to guide attitude, behavior, and decisions.
<b>Prediction</b>	Ability to foresee situations and matters based on sound experience and the quality of information.
<b>Rationale Thought</b>	Ability to think reasonably with logic. Thinking beyond formal logic.

### Why Context is Important?

11. There is no such thing as the view from nowhere, or from everywhere for that matter. Our point of view biases our observation, consciously and unconsciously. "You cannot understand the view without the point of view" (*Noam Shpancer*). The idea of context in research has great importance due to the fact that it helps stakeholder to understand underlying phenomena how it came and what it is referring to. "Most social acts have to be understood in their setting, and lose meaning if isolated. No error in thinking about social facts is more serious than the failure to see their place and function" (*Solomon E. Asch*).

### Local Research Needs/ Local Perspective

12. Local research need is essential in local perspective. It can be identified only by defining the gap between what exists and what should be. Various sources can identify these gaps e.g. an individual, a group, or an entire community. The local perspective need should be as meaningful or concrete as the need for food and water or as abstract as improved community cohesiveness. Local need Identification helps profoundly to policy makers in comprehending how to improve their communities and businesses in the most logical and efficient ways.

### Focusing

13. Importance of focus in research paradigm is highlighted below as a time management practice. **Focus is mainly concerned with the goals one's working with rather to plan an**

**hour or a day.** Let's assume if you have set a goal of writing a research paper, "it is easy to get discouraged when you realize, it is not going as fast as you thought it would or that you're taking one step forward and one step back" It might be taken in another way, let's assume if someone trying to establish and run a business with the purpose of quitting his/her day job in any organization, and if he/she loses attention for that aim and becomes demotivated or disheartened because it seems like that you may never accomplish your goal. Similarly in research domain focus leads you towards accomplishing goal in set time parameter. How to deal with discouragement; let's have a look below,

### **Dealing with Discouragement**

14. It's very technical aspect when dealing with discouragement. Somehow it is better to avail break in order to put full effort with whole dedication. There is a saying that "when you lose a plan, you plan to plan". Quality research needs proper planning. A synchronized, cohesive plan will enable you to accomplish it in an efficient manner.

- a **To be more focused, first of all, a researcher should define his/her research domain vividly.** Before embarking upon a research project, the researcher is supposed to answer certain questions like what is the problem that necessitate this research. What is the objective of the research? What exclusively he/she hopes to achieve and *why* do the researcher wants to do it?
- b. **The research process asks for a contingency plan as well.** A contingency plan would act as option "B". A researcher acts upon the contingency plan; when he/she shifts his/her focus to a new goal.

### **Literature Review**

15. A literature review is a critical summary of published research relevant to a topic under consideration for research. Its purpose is to create familiarity with current thinking and research on a particular topic, and may justify future research into a previously overlooked or understudied research area"

- a. **Synthesis of literature** "To synthesize is to combine two or more elements to form a new whole. In the literature review, the "elements" are the findings of the literature that a researcher gathers and reads; the "new whole" is the conclusion he/she draws from those findings"
- b. **Purpose:** Literature review synthesizes the conclusions drawn by other researchers. The research gap is identified on the basis of review of the

contemporary literature.

- c. **Process:** Gather relevant literature to address research question/s. Literature Review describes, summarizes, analyzes, and identifies key concepts. Synthesis of literature includes comparison & contrast, critical evaluation, and interpretation of the existing literature, so that conclusion(s) can be drawn.

d. **Parts of Literature Review**

- (1) **Introduction:** First part of the literature review is about definition of a topic being investigated. (This may be a descriptive or argumentative), based on the scope of investigation. The introduction must highlight literature related to topic which clearly depicts the scope of literature. It must show the synergy of review with research topic under investigation. It states the general findings of the literature, and brief description about sources availability in the subject area.
- (2) **Main Body:** Main body organizes the evaluation of the sources. Two useful examples are; Chronological and thematic approaches. The related literature should be reviewed critically, for example its base, models, framework, methodology, results, future research area and recommendations. While reviewing literature, it is also necessary to look for omissions, errors, research contexts and inconsistencies in order to identify relevance and research gap. Use literature analyses in logical connections.
- (3) **Conclusion:** Conclusion of literature review contains key findings of the review in specific terms. Here it is important to describe commonalities in different studies. This part gives opportunity to reviewer so as to justify research area/ topic. Therefore, at the end it is necessary to restate the research idea clearly with the aim of delivering clear understanding of research gap.

## **PART -2 ROLES OF SUPERVISOR & SUPERVISEE**

1. **General** The PhD supervisor is ultimately responsible for assuring compliance with applicable LGU policies and procedures, for the oversight of the research study and the informed consent process. PhD supervisor will also have some **core responsibilities** towards supervisee for completion of his/her project. These will normally include meeting to discuss his/her research work, reading drafts and being to respond emails and other forms of contact within a reasonable timeframe.

### **2. Role of Supervisor**

#### **a. Basic Expectations from a PhD Supervisor**

- (1) To ensuring that **adequate resources and facilities** for proposed research study are available.
- (2) Abstaining enrollment of any individual in a research study until such study is **approved in writing, by the BASR.**
- (3) Research study should be conducted in strict accordance with the **approved research protocol** except when a change may be required to eliminate an immediate hazard to a given human research subject.
- (4) **Maintain current research data in an adequate way**, including the reportable new information with outcomes.
- (5) Ensure that the subjects of **human research are kept informed completely** in case of any new information that may affect willingness of participants to continue research study.
- (6) All **listed supervisory committee members must have the appropriate role to conduct the research study** as they are involved and have completed the all applicable documentary requirement of the Lahore Garrison University.

#### **b. Specific Responsibilities a PhD Supervisor**

- (1) **Aims of research proposal** will be review and set out at first stage of PhD Scholar Doctorate. This normally means gathering scholarly material for literature review and / or identifying initial avenues for research.

- (2) **Checking current progress** - Supervisor will have to know what PhD Scholar has done since the last meeting and how he/she has been finding things. If he/she hit upon difficulties, supervisors should give advice via discussion.
- (3) **Feedback Supervisor** will normally be able to offer feedback on this stage and make sure that PhD Scholar is heading in the right direction. Supervisor encouragement will be a big source of support, particularly as PhD Scholar begins to get properly stuck into your project.
- (4) **Standards of feedback** may vary between departments of the LGU. LGU has set out its own feedback guidelines independently as described in Supervisor/Supervisee proforma and thesis schedule,
- (5) **Advice and support** - Supervisor doesn't need to be restricted to scheduled meetings. He should also be able to offer advice on a more ad hoc basis.
- (6) **Setting future targets** - There are few formal deadlines in a PhD, but setting some 'self-imposed' deadlines with PhD Scholar can help keep him/her on track.
- (7) **Taking care of admin** - Part of supervisor's job involves reporting progress to the Chairperson / Dean / DAS&R office and taking care of completion of any documentary requirement process.
- (8) **Support in additional academic opportunities** - The main commitment of supervisor is students PhD but supervisor can also extend support beyond PhD thesis and include additional academic opportunities such as supervisors encourage the scholars to present their work or **attend conferences at national and international level**. Supervisor may also support his student to publish work alongside of supervisor or participate as a second author on one of their papers.
- (09) **Reviewing drafts and checking results**. At this stage Supervisor should assist PhD scholar for gathering the findings and laying the foundations of dissertation.
- (10) **Submission and examination** - The strength of a doctorate will be judged on single piece of work: the thesis, Ph.D. scholar submits for examination at the end.
- (11) Whatever approach is, supervisor will help PhD Scholar to put together a **final version of thesis**. He will then read through that draft and provide any feedback or advice. Supervisor has to decide that dissertation is up to the required standard before submitting it for evaluation by Departmental Thesis Evaluation Committee and further examinations by foreign / external evaluators.

- (12) **Selecting external examiners** - Supervisor has one final task to perform: helping administration to propose the **external examiners** (foreign / local) for viva voce. This may seem quite minor, but it can actually be one of the most important contributions a supervisor will make to in PhD Journey.
- (13) **The viva** - In most cases a supervisor do not directly involved in the actual **viva voce** / **External exam** that concludes PhD but provide support as scholar get ready for the exam. Or it could mean calming a few last minute nerves and helping you relax before the event. After viva voce supervisor should discuss the results or any other perspective area of concern.

### 3. **Role of Supervisee**

The **responsibilities of supervisee** include

- a. Take responsibility of their own **personal and professional development**, identify, when and where he/she need help in a timely way.
- b. **Planning project / Research Synopsis** and setting targets. Most PhDs begin with an initial meeting between the student and their supervisor. This will be first chance to sit down together and discuss about project.
- c. Ensure that current research project have appropriate **ethical approval** before commence of research.
- d. Ensuring the **regular contact with supervisors** as per scheduled meeting.
- e. Adequately prepared himself / herself for meetings with supervisors and for progression reviews and for data analysis.
- f. Able to planned and submit the required work task keeping in view the deadlines, and maintain the satisfactory and positive feedback progress.
- g. Taking supervisor in confidence in case of any circumstance and specific need that may affect their work.

- h. Attending any development opportunities (research-related and other) that may lead him/her in professional development.
- i. Strictly observe the LGU policies and regulations including ethical committee and health and safety rules.
- j. Conduct research study with full integrity, in accordance with the LGU policy framework including the Research Ethics and Integrity. The scholar must study the LGU graduate studies prospectus to get acquainted with the complete process for the award of the degree.
- k. Maintaining records of their feedback, data analysis and professional development.



### 4. Supervision Timespan

Supervisor (or supervisors) will be involved throughout PhD journey, but his function will change slightly as scholar doctorate progresses. The first step for setting the timelines is listing the key events, important decision points or critical deliverables of your project. These can be termed as milestones and they will be used to create a timeline. Create a table out of these milestones and next to each milestone add the due date of that particular milestone. The aim should be to complete the study in minimum time limit set by HEC for a particular graduate program. The religious adherence to the supervisor/supervisee thesis schedule proforma given in the last section of this manual will ease the entire process. A general sample time frame is appended below

Guiding Students through the Thesis/Dissertation Process																													
Sample Time Frame for Dissertation																													
Activity	Year One												Year Two												Year Three				
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	
Synopsis/ Proposal Writing	■	■	■																										
Candidacy				■																									
Chapter 1 and 2 Intro/Review of Literature					■	■	■	■																					
Review and Feedback Chapter 1 and 2								■	■																				
Chapter 3 Theory										■	■																		
Review and Feedback Chapter 3												■	■																
Chapter 4 Methodology																■													
Review and Feedback Chapter 4																	■	■											
Chapter 5 Data Analysis																		■	■	■									
Review and Feedback Chapter 5																				■	■								
Discussion of Findings																						■							
Overall Review of the Dissertation																								■					
Department Pre-Defense																									■				
Schedule for Defense																											■	■	■

## 5. Questions / Problems with Constructive Comments

- a. It is very important for the supervisor to worth thinking of the following before providing feedback on students' work,
  - (1) Ensure that the purpose of this feedback is to make progress.
  - (2) Firstly, state positive aspects of scholar study.
  - (3) Ensure to maintain a balance between appreciation and constructive criticism comments on scholars research work.
  - (4) Present constructive criticism impersonal way.
  - (5) Feedback should be presented clearly to reduce ambiguity.
  - (6) Ensure that research scholar properly understand it.
  - (7) Do prior work on how to address or discuss any negative aspects of research work; i.e. agree a way forward.
- b. It is vital that students receive immediate / prompt feedback (normally within week) on their research work and on their written work. Student should be informed in advance if supervisor is engaged in some work. Most common complaints about supervision are the time that some supervisors take to provide feedback on student progress (in some cases extending to two or more months).
- c. Supervisor must be aware of the fact that feedback must be a two way exchange and that kind of feedback should be expected from the PhD candidate as well. So, supervisor should be open to take this feedback seriously. Supervisors are encouraged to conduct this activity on yearly basis and definitely this feedback has an impact on the openness of your discussions with the PhD candidate.

## 6. Reasonable Amount of Work and Receiving Constructive Feedback

A PhD supervisor should guide their students about setting reasonable amount of work. Some key points for the consideration of supervisor are

- a. **Clear Expectations:** At the outset, the supervisor should clearly communicate the expectations regarding the amount of work required for the PhD. This includes the expected number of hours per week dedicated to research, reading, writing, experiments (if applicable), and any other relevant activities.

- b. **Regular Check-ins:** Supervisors should schedule regular check-in meetings with their students to monitor progress and provide feedback. During these meetings, they can assess if the workload is reasonable based on the student's progress and circumstances.
- c. **Flexibility:** It's important for supervisors to be flexible and understanding of the unique circumstances of each student. Factors such as family responsibilities, health issues, or unexpected challenges may impact a student's ability to work at the expected pace.
- d. **Feedback Loop:** Establishing a feedback loop where students can express concerns about workload or difficulties they're facing is crucial. This allows supervisors to adjust expectations or provide additional support as needed.
- e. **Setting Milestones:** Breaking down the PhD project into manageable milestones with clear deadlines can help both the supervisor and the student gauge progress. This ensures that the workload is spread out over time rather than accumulating into overwhelming tasks.
- f. **Encouragement of Self-care:** Supervisors should encourage students to prioritize self-care and avoid burnout. This may involve discussing time management strategies, promoting work-life balance, and reminding students to take breaks when needed.
- g. **Resource Allocation:** Supervisors should assist students in efficiently allocating their time and resources. This might involve providing access to necessary research materials, connecting them with relevant experts or collaborators, or offering guidance on experimental design and data analysis.
- h. **Support Networks:** Encouraging students to build support networks within the academic community can be beneficial. This includes connecting them with other researchers in their field, facilitating collaborations, or suggesting participation in conferences and workshops. Overall, a reasonable amount of work should be challenging yet manageable, taking into account the student's capabilities, resources, and external circumstances. Open communication, flexibility, and support are key elements in ensuring that both the student and supervisor are aligned on expectations and working towards successful completion of the PhD.

## 7. Supervision as per the Social Norms

Pakistan is a multi-ethnic country. The land has a rich history of conquest and migration, which has contributed to its diversity. As such, norms and values vary significantly across the country, and the regions and provinces are quite distinguished from one another. The vast spectrum of ethnic and religious diversity

presents certain difficulties when trying to identify consistent practices, beliefs and values. Pakistan can best be described as a cultural mosaic, where conservatism and traditionalism reside side by side.

As a supervisor it is imperative upon him/her to adhere with the social norms while tasking and developing contact/association with supervisee. Respecting the cultural, ethnic, religious values and social norms of scholars joining from diverse segments of society will help in developing a strong working relationship and adoptability.

## 8. How to Avoid the Breakdown of Student-Supervisor Relationship?

- a. **Establish Specific Ground Rules:** To avoid the breakdown of student supervisor relationship, it is imperative at initial stage to establish ground rules. These rules must be specific in terms of working together, meeting schedules, agendas and mutual responsibilities in maintaining breakdown. Developing these rules will be helpful in setting expectations, and both will be able to monitor progress smoothly. In case of confronting problems in relationship in either case (student or supervisor), they must address these problems with each other honestly. However, sometimes relationship breakdowns are worse in nature. They are more serious. Grievances could be on part of student and supervisor respectively. Students could have the grievances if supervisor allocates less time for consultation. Supervisors may have the issues when students do not progress in their research. Somehow there are multiple evidences of selfishness, biasness, power and unkindness, where supervisors do not guide their students efficiently, where supervisor's affection is replaced by supervisor's biasness. Often they use their students to construct the supervisor's work, take the entire compliment for publications and results.

"People in power can be supportive and detrimental as well". A profound emotional intelligence is needed when things go wrong. To address relationship breakdown, first address communication breakdowns. As **lack of communication is the major cause of breakdown**. Hence, it is concluded that setting smooth working practices require developing from the start. Clarifying expectations and agreed upon certain milestones plays vital role in working relationship. Somehow, if changes are required it can be planned mutually time to time without hurting each other expectations.

- b. **Dare to Ask Question:** In the process of research thesis, researchers should intimate the supervisor when they are stuck and can ask for guidance and support about next steps. It is primarily the researcher responsibility to ask or help where he/she gets stuck. "Breakthrough learning can take place at different stages in the PhD journey, such as finding exactly the right question, seeing where your work is situated in the literature and how you make a contribution to the conversation of learning in your discipline. Asking your supervisor questions and sharing ideas with other students

can nudge this breakthrough in thinking, research and writing”.

- c. **Don't Sit and Suffer:** It is upon student to work according to rules and regulations and manage working relationship. It is better to discuss problems and issues with their supervisors, rather to sit and suffer. However, research scholars should not change supervisors without sound reasons. They should resolve their problems and issues in consultation with their supervisor in an amicable way.
- d. **Develop Mutual Understanding:** Student supervisor relationship is considered a lifelong intellectual relationship. Element of respect plays an important role in giving long-lasting foundation of this relationship. However, mutual understanding with clear expectations also helps in avoiding breakdowns. It is fundamental to settle working patterns and mutual emotions tied up with this intellectual friendship.

## 9. Best Supervision Practices

The list of best supervision practices is appended below:

- a. Supervisor **should explore academic background of scholar in detail to identify any weak areas in which further training** is recommended such as English language at outset of research. The supervisor should suggest the scholar regarding in particular subject-specific knowledge and skills training are required. Supervisors should also be aware of the challenges which may an international scholar face in the early stages of their degree.
- b. The supervisor should guide the scholar regarding **the nature, standard and outcome of the research project**. He will also help the scholar in selection research topic, the planning and timing of research work in successive stages, finding of literature sources, instrumental techniques for research methodology, appropriate involvement, data management, and avoidance of unfair means or copyright.
- c. The supervisor should **ensure that the scholar develop a clear understanding in the main aspects of graduate research** such as the concept of original research, structure of the thesis, the necessary outcomes of research, the importance of planning and time management and the monitoring and reporting progress procedure etc.
- d. The supervisor should also ensure that the student must aware of the **LGU research related policies and rules/regulations**. Additionally, the supervisor should ensure that the scholar has a clear understanding about 'research ethics', where this is relevant (working on human and animal).

- e. The supervisor should also develop an **effective supervisory relationship with scholar**, to support the student. This should be achieved by conducting the frequency of progress meetings and the arrangements for keeping records.
- f. The supervisor should **set a target date with scholar for Review of research progress**. This step proves to be progress milestones for keeping the scholar on the right track.
- g. The supervisor should **ensure that the research project is completed according to research synopsis**, before preparation and submission of the thesis, within the given time period.
- h. The supervisor should provide a **frequency supervisory contact** if required at any specific stage of the research project. Supervisory sessions should be conducted uninterrupted by using different forums such as telephone calls, email and Zoom meeting link. The frequency of such meeting sessions should be after every two weeks as a minimum or depending on the nature of the research (e.g. laboratory work) and the particular research project. The length of meeting sessions will also vary, and depends on the discipline and research project.
- i. The supervisor should **comply with the attendance and engagement monitoring** requirements of the department/University and notify their department at an early stage if a student's attendance or engagement gives cause for concern.
- j. **Written records of formal supervisory meetings** should be made and retained by both the student and supervisor for at least the duration of the student's registration.
- k. Supervisor should **keep important or significant correspondence, via emails**, related to the scholar's degree. This aspect is important especially for Remote Location students who are spending a significant amount of time off-campus.
- l. The supervisor must know the **procedure for dealing with urgent/unforeseen problems** (such as arrangement of additional meetings on short notice).
- m. The supervisor should develop a **satisfactory timetable for the research** after discussion with the scholar, including the necessary completion task dates for each stage of research and degree, so that the scholar thesis may be submitted in time frame.
- n. The supervisor **should respond promptly to all the written work of scholar** in accordance to the develop timetable and provide constructive feedback timely. The supervisor should also suggest scholar to approach him immediately when facing any obstacles for timely feedback, regardless the scheduled meeting planned.
- o. The supervisor should also arrange an appropriate, **graduate seminar for presentation of scholar work** during departmental evaluation.

- p. The supervisor should take the scholar in confidence for **planned periods of off days from the LGU**. If the duration of absence is long supervisor may use alternative platform for meeting with scholar such as email and zoom etc.
- q. The **supervisor should take note of feedback from the student**.
- r. Supervisor should also help the scholar for **professional development** especially if he/she is looking his/her future career in academia. Most supervisors will be happy to support their students at this point – and will take pride in seeing them step up to the academic stage (or at least the front of the conference hall). Now it is the time for the scholar to participate in
  - (1) Conference presentations
  - (2) Scholarly publications
  - (3) Teaching work
- s. The supervisor should comply with all departmental, faculty and/or **sponsor requirements** concerning the monitoring of progress and submission of progress reports.
- t. The supervisor should **read and critically evaluate the final thesis draft** before submission.
- u. The supervisor should assist the scholar for **thesis submission procedure** and ensure that the scholar is fully prepared for oral examination via conducting mock viva. Supervisor should provide full support and supervision if the scholar be asked to resubmit their thesis after specific changes. The supervisor will be responsible for continuing his supervision throughout the resubmission period.
- v. The **supervisor should be open mind to discuss and agree with the student** if there is a need to embargo the thesis or any specific embargo requirement.

## **PART - 3 LGU POLICIES (Governing the Graduate Programs)**

### **LGU Policy on Detailing of PhD Supervisor**

**(Approved in 20<sup>th</sup> BASR Meeting)**

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 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:
    - (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)



- (4) 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:
    - (1) Certified self-paced MOOCS (Massive Open Online Courses) OR
    - (2) A course designed/offered by National Academy of Higher Education (NAHE) OR
    - (3) 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**
    - (1) Within the last 3 years after PhD: at least one research publications in W category journal. OR
    - (2) 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**

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

c. **For Regional and National Languages**

- (1) Within the last 3 years after PhD: at least one research publication in X category journal. OR
- (2) 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

- |    |                                      |          |
|----|--------------------------------------|----------|
| 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 (20<sup>th</sup> BASR meeting) and supercedes the previous policy on the subject.

## **LGU Relevancy Assessment Committee (RAC) for Graduate Programs**

**(Approved in 20<sup>th</sup> BASR meeting)**

In accordance to the provisions given in clause 7.1.2 of HEC Graduate Education Polivy-2023 and for quality assurance of Graduate Programs, LGU Relevancy Assessment Committee (RAC) is constituted with following members

1. Dean of Faculty
2. Director QEC
3. External Subject Expert 1 (Professor/Associate Professor)
4. External Subject Expert 2 (Professor/Associate Professor)
5. SAR Program Team Member

## **LGU-Research Ethics Policy**

**(Approved in 21<sup>st</sup> BASR meeting)**

### **Introduction**

1. Research ethics are crucial in various fields, including biological sciences, medicine, social sciences, computer sciences, information technology, psychology, and more. They help maintain public trust in research, ensure accountability, and promote responsible innovation. Research ethics are the moral principles and guidelines that govern the conduct of scientific research, ensuring that it is carried out in a responsible and respectful manner.

### **Principles and Purposes**

2. The International Center for Academic Integrity (2022), <https://academicintegrity.org/>, defines Academic Integrity as “commitment, even in the face of adversity, to six fundamental values: **honesty, trust, fairness, respect, responsibility, and courage**. From these values flow principles of behavior that enable academic communities to translate ideals into action.

Thus, the main purpose of this Policy is to guide administrators / researchers on how to put these core values into practice in Lahore Garrison University, so that research communities can be protected by preventing academic / research misconduct.

The main goals of research ethics are to:

- a. Protect participants (human or animal) from harm, exploitation, or discomfort.
- b. Ensure informed consent and voluntary participation.
- c. Maintain privacy and confidentiality.
- d. Avoid bias and ensure objectivity.
- e. Promote transparency and accountability.
- f. Respect cultural and social sensitivities.
- g. Minimize environmental impact (in case of environmental or animal research).

Some key principles of research ethics include:

- a. Informed consent
- b. Respect for autonomy
- c. Non-maleficence (do no harm)
- d. Beneficence (maximize benefits)

- e. Justice (fair distribution of benefits and risks)
- f. Veracity (truthfulness)
- g. Respect for privacy and confidentiality

The main regulatory framework to prevent academic misconduct lies with the Anti-Plagiarism policy issued by the Higher Education Commission, Pakistan and it has been adopted by LGU WEF Fall 2023.

### **Academic Research Integrity**

3. To inculcate a culture of academic integrity, LGU will:
  - a. Develop/adopt/adapt and regularly publicize policies promoting academic integrity and dealing with allegations of academic misconduct.
  - b. Develop procedures to prevent foreseeable risks to academic and research integrity.
  - c. Strengthen the system governing the conduct of doctoral research.
  - d. All governing bodies (Dir AS&R, QEC, ORIC & BASR) must ensure that the occurrence of academic misconduct and breaches are monitored, and action taken to document and address the underlying cause.
  - e. Regularly educate and train students/faculty and admin staff about what constitutes academic or research misconduct and maintain good practices.
  - f. Ensure the research supervisors should have no conflict of interest in personal, financial, or professional stakes
  - g. Ensure that information to maintain academic integrity is available to all prospective and current students.
  - h. Ensure that unauthorized access to private and sensitive information is detained /controlled.
  - i. Regularly assess and ensure that academic and research integrity is maintained in accordance with developed policies and procedures.
  - j. Acquire a license for similarity detection software and develop policies and procedures to ensure productive use. In this regard, some guidelines are provided in clause 4, 5 & 6 of this policy:

#### **4. Ethics of Using Similarity Detection Software (For Administrators)**

- a. LGU will apprise students/faculty members about the HEC Anti-Plagiarism Policy and Turnitin service.
- b. LGU will create accounts of all research supervisors.
- c. The Administrators shall maintain their privacy and shall not disclose any report to anyone except the concerned person or to the concerned authorities, if required.

- d. If the supervisor / scholar is involved in the screening of papers and theses of other authors, then the administrator shall report to the university authorities with evidence.

## 5. Ethics of Using Similarity Detection Software (For Supervisors)

- a. COPE (Committee on Publication Ethics) guidelines shall be followed for publication and theses.
- b. Supervisors are required to create classes and enroll students in them.
- c. Students/scholars should be informed that their work will be checked through anti-plagiarism services; therefore, they must follow proper documentation style in writing reports / papers / theses.
- d. References / bibliographies and tables of contents must be removed from the submitted documents.
- e. Supervisors may allow students to view reports. The Supervisor shall maintain privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities, if required.
- f. If a scholar/student is involved in checking papers and theses of any other person, the instructor shall report to university authorities about that with valid proof.
- g. Originality/similarity reports generated by Turnitin provide clues in the form of text matches as well as proverbs, universal truths, phrases, etc. Scholars/students must ensure that the documents they are submitting are in proper documentation style (i.e., IEEE, Chicago, MLA, APA, etc.) and are free of plagiarism.
- h. If the report has a **similarity index of  $\leq 19\%$** , then the benefit of doubt may be given to the author; however, if any **single source has a similarity index  $\geq 5\%$**  without citations then it needs to be revised.
- i. If the similarities of a report are from the author's own (previous) work, then they may be ignored only if the material has been cited by the author.
- j. Documents that are checked through this service have not yet been published and no benefit is acquired; therefore, no punishment or penalty will be imposed.

## 6. Interpreting Originality Report

- a. The similarity index of the originality report showing matches of submitted work with internet content does not mean that the document is plagiarized.
- b. The similarity index is based on the percentage of matched text out of the total number of words in a document.

- c. Supervisor/faculty members must verify each similarity index to identify potential clue to plagiarism.
- d. If similarities in the document are significant, then the scholar/student will be guided, accordingly, or a case may be reported based on the evidence.
- e. The similarities in the document may contain matches with the author's previous work; they may be ignored if it is the same work.
- f. Bibliography and quoted material may be excluded after verification. It is important to note that too much quoted material is not desired as per the policy.
- g. Common phrases and proper nouns also appear as similarities in the report; therefore, every supervisor or faculty member should ignore the matches returned from them.
- h. The originality report will show similarities from three major sources: the Internet, periodicals, and student repositories. Similarities returned from the student repository may be ignored if they are the author's own work. Similarities from the student repository help in detecting collusions in the documents.
- i. The graphs, tables, formulae, and other pictorial materials are not matched through the service; therefore, they will only offer similarities with text.
- j. Supervisors supervising scholars can provide verdicts of plagiarism after interpreting reports.

This policy has been approved from BASR and supersedes all previous policies on the subject.

# **LGU Conflict of Interest (COI) Policy**

**(Approved in 21<sup>st</sup> BASR Meeting)**

## **Introduction**

1. This policy addresses conflict of interest (COI) so as to ensure highest standards of ethics and integrity, and to protect Lahore Garrison University interests and reputation, and to prevent its work and protect board members and its employees from potentially damaging instances of impropriety arising from conflict of interest issues. The objective is that members must carry out their work in an environment that is free from any suggestion of improper influence and take all reasonable steps to avoid being in an actual, apparent or potential conflict of interest. The conflict of interest may arise in a situation where financial or other personal or professional considerations compromise an individual's objectivity, professional judgment and ability to perform his or her professional responsibilities to the LGU.

## **Policy Statement**

2. An actual Conflict of Interest arises in a situation where financial or other personal considerations compromise an individual's objectivity, professional judgment, professional integrity, and/or ability to perform his or her responsibilities to the LGU. In addition to situations that clearly give rise to an actual conflict of interest, individuals are cautioned also to consider gray areas that might create the perception of or the potential for a conflict of interest. **Perceived or potential** conflicts of interest can be said to exist in situations where an individual member of the LGU community, a member of the individual's family, or a close personal relation has financial interests, personal relationships, or professional associations with an individual, individuals, or outside LGU, such that his or her activities within the LGU could appear to be biased against the LGU by that interest or relationship. All employees have a legal duty to perform their duties with honesty to the LGU. A breach of this may result into erosion of the trust and confidence in the integrity of the LGU.

## **Scope**

3. This policy applies to all LGU board members, employees including faculty and non-faculty and all those employees associated with the University in contractual obligations. This policy applies to all situations where an employee's personal interests appear to influence the objective exercise of his or her official duties.



## **Defining Conflict of Interest**

4. A conflict of interest is a set of circumstances that creates a risk that professional judgement or actions regarding a primary interest will be unduly influenced by a secondary interest. A conflict of interest (COI) occurs when an individual who is involved in multiple interests has one interest that interferes with another. There is no legal definition of an 'interest' and it should therefore be considered as a broad term which includes any activity or association in which an employee has a personal interest and is in conflict with an individual's ability to properly discharge his/her duties and responsibilities to the best interest of the LGU or otherwise affects its integrity and confidence. It refers to a situation where a conflict arises for an individual between two competing interests and may be termed as perceived, potential or actual conflict of interests. Interests may relate to property, resources, relationships, information or opportunities and are often 'financial' or 'non-financial' in nature, which may mean that an individual or associated person may stand to gain a benefit or suffer a loss, whether directly or indirectly, as a result of holding such interests. Interests which generally would require disclosure include the following:-

- a. Financial interests means anything of monetary value, including, but not limited to payment of services, commission, consultancy fees, equity interests, remittance of debt, property rights (e.g. patents, copyrights and intellectual property rights);
- b. Non-financial interests refer to any non-financial benefit or advantage, including but not limited to direct or indirect enhancement of an individual's career, education or gain to immediate family (or a person with whom the person has a close personal relationship).

## **Recognizing Conflict of Interest**

5. A conflict of interest may arise due to filial relationship or business relationship of employees. In such cases, an individual's private interests compete with his/her professional obligations to an organization, which may result in the exercise of biased judgment for considerations of personal financial gains. Such situations can have potentially damaging consequences for the integrity and reputation of the organization. Thus conflict of interest can compromise an individual's ability to perform his/her duties and responsibilities objectively.

All decisions and actions taken by members of the community in the conduct of LGU business are to be made in a manner that promotes the best interests of the LGU. The key to recognizing and dealing with conflict of interest is disclosure. Members have an obligation to address both the substance and the appearance of conflict of interest and, if they arise, to disclose any possible conflict of interest to the appropriate LGU authority and withdraw from debate, voting, or other decision making process where a conflict of interest exists or might arise.

## **Board of Governors**

6. Board of Governors has distinct duties in relation to conflicts of interest, including a responsibility for ensuring that LGU procedures are in place for managing conflicts of interest. The role of members of the Board of Governors is akin to the duty of directors in the Companies Act to avoid conflicts of interest. As trustees in a position of ‘trust’ Board members are prohibited from receiving any benefit directly or indirectly in return for their services or otherwise unless explicitly authorized under the University’s authority

## **University Executive**

7. Members of the University Executive are likely to be at higher risk of exposure to individuals or scenarios in which fraud, bribery or corruption is more likely to occur. The executives are expected to avoid conflicts of interest in all circumstances and should promote transparency and integrity as part of their leadership role.

## **Senior Staff**

8. The Deans, Directors and HoDs are also required to disclose interests. Senior staff also has a leadership role to play in promoting the importance of disclosing interests and support staff accordingly in doing so. Senior staff would be expected to be a first point of contact for staff in their areas of responsibility in helping to assess a particular activity or scenario on the grounds of an actual or potential conflict of interest. They should do this in consultation with colleagues, the HoD or nominee and with reference to this Policy.

## **Disclosure on Conflict of Interest**

9. In case of following situations, conflict of interest should be disclosed.
  - a. Entering into a business or other contract / transaction on behalf of the LGU with a company or firm in which LGU employee has a financial interest.
  - b. Assuming regular service or employment with any other organization in which LGU employee enjoys financial benefits.
  - c. Influencing the purchase of equipment, materials or services for the University from a company or firm in which LGU employees have financial interest.
  - d. Accepting gifts, benefits or favors from individuals or firms with which the LGU does business, except as token courtesies.
  - e. Directing students or staffs of the LGU to carry out work for a company or firm in which LGU employees have a financial interest.

- f. Participating in the appointment, hiring, promotion or evaluation of a related person.
- g. The research supervisors should have no conflict of interest in personal, financial, or professional stakes.

### **Sources of Conflict of Interest in Research**

10. The conflict may compromise an employee's professional judgment in conducting, evaluating, or reporting on research and it may arise from:

- a. Where the research is sponsored by a related body.
- b. Where the researcher or a related body may directly or indirectly benefit from any inappropriate dissemination of research results
- c. Where the researcher or a related body may directly or indirectly benefit from the use of LGU resources.
- d. Where the researcher conducts a clinical trial which is sponsored by any person or organization with a significant interest in the results of the trial.
- e. Where private benefits or significant personal or professional advantage are dependent on research outcomes.

### **Strategies to Address COI in Research**

11. LGU will exercise following strategies for addressing perceived or actual conflicts of interest in the planning / conduct of research and its reporting

- a. Public disclosure of an investigator's financial interest in any research sponsor or the commercial success of any therapeutic strategy or product that is the subject of any research results being reported.
- b. Monitoring of any research project by independent reviewers.
- c. Modification of any research synopsis / research proposal or plan.
- d. Disqualification of any investigator from participating in all or a portion of any sponsored research.
- e. Divestiture by an Investigator of any financial interest in any research sponsor.
- f. Severance of any relationship between an Investigator and a research sponsor which may create actual or potential conflicts of interest.

### **12. Procedures on Managing a Conflict of Interest**

- a. All employees of the University are considered to be in a position of trust by virtue of their employment with the LGU and therefore have a responsibility to identify and disclose known or potential personal, family, pecuniary or business interests which may interfere, or

- b. be perceived to interfere, with an individual's ability to properly discharge his or her duties to the LGU to ensure that such conflicts are seen to be properly managed or avoided. It is the duty of every staff member to disclose any conflict of interest or any circumstances that might reasonably give rise to the perception of conflict of interest to the Dean, Director, HoD, Branch Head or the Registrar as the case may be.
- c. All employees' inquiries regarding any aspect of COI policy should be directed to LGU Registrar's Office.
- d. The general rule is that disclosure should be made at the time the conflict first arises, or it is recognized that a conflict might be perceived, in writing to the Dean, Director, HoD or Branch Head. If the Dean, Director, HoD or Branch Head has an interest in the matter to be discussed, the disclosure shall be made to the Registrar.
- e. A Member having any interest in any matter to be discussed or decided by the Board or a committee shall, prior to any discussion of the matter, disclose in writing, respectively, to the Board or a committee, as the case may be, the fact of his interest and the nature thereof.
- f. A disclosure of interest shall be recorded in the minutes note for record or other appropriate record keeping documents and member concerned will not take part nor be present in any deliberation or decision making process of the Board or the Committee and shall be disregarded for the purpose of constitution of a quorum of the Board or the Committee.
- g. A staff member who fails to comply may be subject to disciplinary action under the disciplinary policy, depending upon the severity of noncompliance. Failure to comply may be viewed as gross misconduct and the member of staff involved may be subject to disciplinary action.

### **Violations of This Policy**

13. Where a conflict of interest was not disclosed by the member before the transaction took place, the issue should be brought to the notice of the management that can take the following routes:-
- a. If the management has a reasonable cause to believe that a person has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and the person may be given an opportunity to explain the alleged failure to disclose.
  - b. After hearing the response of the interested person and making further investigation as may be warranted in the circumstances, the management will determine that the person has in fact failed to disclose an actual or possible conflict of interest; it will initiate appropriate disciplinary and corrective action.

14. Disciplinary action will be taken in case of breach of this policy. It is, therefore, the duty of all associated with LGU to ensure that these interests do not create a conflict of interest or a perception of a conflict of interest. Disciplinary action may include, but is not limited to issuance of a warning, financial penalty or termination.

This policy has been approved from BASR and supersedes all previous policies on the subject.

# **LGU Grievances Management Policy**

**(Approved in 21<sup>st</sup> BASR Meeting)**

## **Principles and Purposes**

1. Enabling LGU to establish a grievance management system, so that all grievances/complaints of students/prospective students and stakeholders are addressed in a fair, equitable, and timely manner, by adhering to the following principles

- a. Provide timely responses to grievances from students, potential students, or stakeholders.
- b. Develop a culture in which grievances are viewed as opportunities for improvement.
- c. Ensure that students or potential students are free to complain without fear of discrimination.
- d. Ensure that staff is aware of grievance processes and are appropriately trained to ensure that the processes are consistently applied.
- e. Requires respectful behavior among all parties when handling grievances.
- f. Communicate effectively in a timely manner to keep all parties up to date with the progress of grievances.
- g. Ensure that all information is held at the utmost confidence.
- h. Ensure that the principles of natural justice are applied.
- i. Ensure that grievances are resolved to the satisfaction of all parties.

## **Grievance Management System**

2. The LGU has developed a grievance management system covering following aspects:

- a. All grievances of an academic nature include, but are not limited to, issues related to student progress, assessment, curriculum, and awards during study.
- b. Encouragement of a culture of reporting through appropriate forums.
- c. Roles and responsibilities of the principal authorities responsible for addressing academic grievances/complaints.
- d. Complainant's rights, roles, and responsibilities.
- e. Ensuring that the complainants shall have a fair opportunity to formally present.

- f. Ensuring that complainants and respondents shall not be victimized and/or discriminated against at any time.
- g. Procedures of maintaining records and confidentiality.
- h. Process elaborating how and when to launch an appeal in case the decision does not support the complainer or the accused.
- i. Process to implement the decision

The structure of the grievance management system at LGU will be hierarchal. To preempt grievances/complaints LGU has also developed a parallel, informal system through DSA and I/C discipline.

### **Mechanism for Redressal of Students Grievances**

3. The students are the main stakeholders in any institution imparting education, and it's our endeavors to make all the efforts to ensure transparency in all the activities at different stages. Taking this spirit in consideration Lahore Garrison University has provided a mechanism to students for redressal of their grievances as under:

- a. The Grievances may broadly include the following complaints of the aggrieved students
  - (1) Academic
  - (2) Non- Academic
  - (3) Grievance related to Assessment
  - (4) Grievance related to Victimization
  - (5) Grievance related to Attendance
  - (6) Grievance related to charging of fees
  - (7) Grievance related to conducting of Examination
  - (8) Harassment by colleague's students or the teachers etc.
  
- b. There will be Grievance Redressal Committee at the Department / Faculty / University level to deal with the Grievance of the students:
  - (1) **Departmental level committee**
    - (a) HoD/Chairperson-President
    - (b) Up to 3 (three) FMs nominated by the HoD

This committee will deal with the grievance related to Academic and Administrative matters of the Department concerned.

(2) **Faculty level committee**

- (a) Dean of the Faculty - President
- (b) Up to 3 (three) senior FMs nominated by the Dean

This committee will deal with all the grievances directly related to the common problems at faculty level both academic and administrative. In addition this committee will also entertain the appeal filed by student against the decision of the Departmental level committee.

(3) **University Level Committee**

- (a) Registrar - President
- (b) Dean of the Faculty concerned
- (c) Director Students Affairs
- (d) HoD concerned
- (e) Prof/Associate Prof (Nominated by VC)

This committee will deal with all the grievances directly related to the common problems at University level both academic and administrative. In addition this committee will also entertain the appeal filed by student against the decision of the faculty level committee.

**4. Procedure For Redressal of Grievances**

- a. An aggrieved student who has the grievance or grievances at the Department level shall make an application first to the HoD. The HoD, after verifying the facts will try to redress the grievance within a reasonable time, preferably within a week of the receipt of application of the student. If the student is not satisfied with the verdict or solution of the **HoD**, then the same should be placed before the
- b. Department Committee:** If the student is not satisfied with the decision of Department committee, he/she can submit an appeal to the **faculty level committee** within a week from the date of the receipt of the reply from the Department level committee. The President of the committee, after verifying the facts and the papers concerned will place the matter before the faculty level committee which shall either endorse the decision of the Department level Committee or shall pass appropriate order in the best possible manner within a reasonable time, preferably within 10 days of receipt of application.



- c. The student will submit the application of grievance or appeal to the faculty level committee or **University level committee**, as the case may be, through the HoD and President of the committee concerned
- d. If the student is not satisfied with the redressal offered by the faculty level committee and feel that his/her grievance is not redressed, he/she can submit an appeal to the **University level committee** within a week from the date of receipt of decision with the relevant details.
- e. The University level committee should consider the appeal of the student and make appropriate recommendations to the Vice Chancellor within a reasonable time, preferably within a week from the date of receipt of decision with the relevant details. Within 7 days of approval by the V.C the final decision will be communicated to the student through the president of the committee.
- f. While dealing with the complaint the committee at all levels will **observe law of natural justice and hear the complainant and concerned people.**
- g. To ensure that complainants shall have a fair opportunity to formally present their case, each party to a grievance may be accompanied and assisted by a support person (such as a family member, friend, counsellor, or other professional support person (other than a legal representative) at any relevant meeting.
- h. While passing an order on any grievance at any level the relevant provisions of Act/Regulations should be kept in mind and no such order should be passed in on tradition of the same.
- i. The University level committee, if needed may recommend to the V.C , necessary corrective action as it may deem fit, to endure avoidance of recurrence of similar grievance at any of the institute under the university.

This policy has been approved from BASR and supersedes all previous policies on the subject

# LGU Plagiarism Policy



**LAHORE GARRISON UNIVERSITY**


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

Notification No. 439/A-23

Dated: 04 Oct 2023

**NOTIFICATION**  
**ADOPTION OF HEC PLAGIARISM POLICY - 2023**

HEC Plagiarism Policy – 2023 will be implemented wef Fall-2023. Link of the policy is <https://www.hec.gov.pk/english/policies/Documents/Plagiarism-Policy.pdf>.

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

To: All Deans, CoE, Treasurer, Directors (Acad, AS&R, QEC, ORIC and SA&C)  
Chairpersons and Incharge Admissions

## **SOPs for Plagiarism /Similarity Index of Thesis**

1. The MPhil/PhD student will submit soft copy of the thesis (single file of thesis, comprise (introduction, review of literature, materials and methods, results, discussion, conclusion/summary) with his/her registration number as file name to his/her supervisor.(If the supervisor is unavailable due to leave, visit abroad, the major member /co-supervisor of the supervisory committee of the student will check plagiarism /similarity index in the thesis of students on behalf of supervisor and follow all process as mentioned below
2. The supervisor using his/her Turnitin account will check SI in the thesis of the student. In case SI in the thesis is  $\leq 19\%$ , the hard copy of SI report, duly signed and stamped by the supervisor along with soft copy of the thesis (as mentioned in serial No. 1) will be forwarded to the QEC through official letter and e-mail: [dir\\_qec@lgu.edu.pk](mailto:dir_qec@lgu.edu.pk). (The students are not allowed to submit official letter/soft copy of the thesis to the QEC).
3. The last date for submission of hard copy of SI report duly signed, stamped and soft copy of thesis (as mentioned in Serial No. 1) to the QEC will be 15 days before final thesis submission date announced by Board of Advanced Studies and Research (BASR).
4. The QEC office will recheck SI in the soft copy of the thesis and verify the result/report of SI on the hard copy provided by the supervisor. The QEC office will return verified SI result /report to the concerned supervisor within three working days
5. The supervisor will provide original hard copy of QEC SI verified report to the concerned student for onward submission to the BASR at the time of final thesis submission
6. If the SI in the thesis is found greater than 19%, or  $> 5\%$  from a single source the supervisor will guide the student to reduce SI in his/her thesis within prescribed limits. In such cases above cited process will again be initiated
7. The plagiarism check/SI in M.Phil/PhD Research Synopsis of the student will be entirely responsibility of the supervisor. The supervisor of the student will use his/her Turnitin account for the plagiarism check/SI in the synopsis of the student and will provide SI report duly signed and stamped to the concerned student for onward submission to BASR along with his /her synopsis. If the supervisor is unavailable due to leave, visit abroad etc., the major member /co-supervisor of the supervisory committee will check plagiarism/similarity index in the synopsis of the student.

## Process for Award of MS/MPhil/Equivalent Degrees (Level- 7)

(Approved in 21<sup>st</sup> BASR Meeting)

### Summary of the Study Road Map

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 a rigorous admission test conducted by LGU with a passing score of 50%.OR LGU will accept the GRE/HAT General/Equivalent tests, with a passing score of 50%.
4.	Interview conducted by admission committee.
5.	Admission offered to successful candidates and display of 1 <sup>st</sup> / 2 <sup>nd</sup> admission merit lists.
6.	Submission of fee and issuance of Registration / Roll Number.
7.	Enrolment on ERP system through the admission office on producing fee challan by the student.
8.	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.
9.	Fee defaulters will not be allowed to appear in exams.
10.	Minimum 80% attendance is required to appear in final term exams.
11.	1 <sup>st</sup> semester cannot be withdrawn or freeze.
12.	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.

13.	Course work of 24 Cr hrs to be completed preferably in first two semesters however in certain disciplines like Psychology Department the organizational placements may continue in subsequent semester.
14.	Completion of minimum 6 Cr hrs (Research and Thesis) in 3 <sup>rd</sup> & 4 <sup>th</sup> semester
15.	Students not attaining minimum 2.0 GPA in first semester will be dropped out instantly from the program.
16.	Students not attaining minimum 2.0 CGPA in 2 <sup>nd</sup> semester will be dropped out instantly from the program.
17.	Allocation of supervisors and research topics at the start of 3 <sup>rd</sup> semester to those candidates securing minimum 2.5 CGPA in course work.
18.	Candidates securing 2.0 to 2.49 CGPA by the end of 2 <sup>nd</sup> semester will be given one chance in next semester to improve their F, D or C grades. If the CGPA is improved to 2.5 or above, they will be allocated supervisors and research topics otherwise will be dropped out from program.
19.	Submission of Research synopsis and its approval by board of studies at start of 3 <sup>rd</sup> semester.
20.	The approval of Supervisor/Co-Supervisor and topic of the research from BASR.
21.	Conduct of research and thesis writing in accordance to approved format. (3 <sup>rd</sup> and 4 <sup>th</sup> semester).
22.	In 4 <sup>th</sup> semester on satisfaction of supervisor and checking of plagiarism the student will be presented to Departmental Thesis Evaluation Committee for departmental evaluation of thesis. On the date it is approved by the committee that will be considered date of submission of thesis by the student. If the date is before start of 5 <sup>th</sup> 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.
23.	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 examiner out of approved list by the Competent Authority.
24.	Evaluation of thesis/ viva-voce exam by the external examiner in the presence of Supervisor/ Co- Supervisor, HoD/Dean, representative of DAS&R/CoE and available postgraduate students.
25.	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.
26.	Result submission to CoE for notification will be subject to submission of final hardcopies of thesis by the student.
27.	Publication of at least one article related to research topic is mandatory at any time during study.
28.	Students failing to complete the study in 4 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 eight semesters and student will be dropped from the program.
29.	The student who fails to complete the study in prescribed time limit set by HEC will be notified and terminated.

## **Process for Award of MS/MPhil/Equivalent Degrees (Level- 7)**

### **1. General**

- a. Admission to various MS/MPhil/Equivalent 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 2<sup>nd</sup> 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 MS/M.Phil programs.
- h. Attendance of 80% is mandatory for appearing in examinations.
- i. Admission may be conducted twice a year i.e. in the fall semester and spring semester.

- j. If a candidate fails to complete enrollment, his / her admission shall stand cancelled without any written notice.

## 2. **Eligibility for Admission**

- a. **Basic Academic Qualification /CGPA.** Sixteen years of schooling or 4 year education (minimum 120 credit hours) after HSSC/F.A./F.Sc/Grade 12 or Equivalent shall be required for admission in the MPhil/MS/Equivalent program. Must have 50% marks (under annual system) or 2.5 out of 4.00 CGPA (under semester system) in BS / Equivalent program shall be required.

- b. **Admission Test.** LGU will: Conduct a rigorous admission test with a passing score of 50%.

OR

Accept the GRE/HAT General/Equivalent tests, with a passing score of 50 %.

- c. **Intra-disciplinary Qualifications**

(Intra-disciplinary refers to sub- disciplines occurring within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F- 2013). The intra-disciplinary admission may only be given, if the LGU policy allows, and The applicant has a strong interest in pursuing an MS/MPhil/equivalent degree in a different discipline. The applicant has passed GRE-Subject/equivalent test with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 6. The admission committee is satisfied that the applicant's knowledge of primary area (level 6) has sufficiently prepared him or her to undertake the course of studies of the MS/MPhil/equivalent program (or, in the opinion of the admission committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

## 3. **Medium of Instruction**

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).



#### 4. **Coursework / Thesis Requirement**

- a. Either need to complete 30 credit hours of course work (where allowed) or complete 24 credit hours of coursework along with a minimum of six (6) credit hours for research work/thesis.
- b. After successful completion of course work with minimum CGPA 2.5 or 60% marks the candidate can precede for research work/thesis.

#### 5. **Research Synopsis Submission**

- a. After the declaration of second semester 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 2.50 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 names of Supervisor/Co- Supervisor and title of the research from BASR.

#### 6. **Evaluation of Thesis**

##### a. **Internal Evaluation**

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
  - (6) Evaluation Committee
  - (7) Similarity Index report generated by the supervisor
  - (8) Notifications of extensions in time period (if any)
  - (9) Clearance certificate
  - (10) Internal thesis Evaluation proforma (**Anx "A"**)
  - (11) 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.

## 7. **Plagiarism / Similarity Test**

- a. 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.
- b. 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.
- c. 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.

## 8. **Thesis Submission**

- a. 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 4<sup>th</sup> semester or latest before the start of 5<sup>th</sup> semester.
- b. Original Plagiarism report along with the Certificate from Supervisor and declaration by the student must be submitted while submitting the thesis.

- c. 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.

## 9. **Detailing of External Examiner**

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.

## 10. 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:
    - (a) Pass or Pass with minor amendments or
    - (b) Deferred for resubmission and re-defense or.
    - (c) 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.

## **11. 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.

## **12. Degree Completion Timeline**

- a. Depending upon the nature of MS/MPhil/Equivalent degree will be awarded by the LGU not before the completion of 1.5 years or three (03) regular semesters (where allowed) and not after completion of four (04) years or eight (08) regular semesters.
- b. In case a student is unable to secure an MS/MPhil/Equivalent within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes of delay. In the event of force majeure (i.e., delay on account of circumstance beyond the control of student), LGU may grant an extension in the period of award of MS/MPhil degree in accordance with the duration limiting factor(s).

### **13. Credits Transfer, Evaluation and Grading**

- a. The credit transfer of coursework from one university/DAI/HEI to another as well as to evaluate students' academic performance (both formative and summative) and award of grades, HEC's Policy Guidelines, issued from time to time, for implementation of the Uniform Semester Examination System in Higher Education Institutes of Pakistan will be followed.
- 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.



## 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 <sup>st</sup> / 2 <sup>nd</sup> 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 <sup>st</sup> 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 <sup>nd</sup> semester will be dropped out instantly from the program.
21.	Candidates securing 2.0 to 2.9 CGPA by the end of 2 <sup>nd</sup> 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 <sup>rd</sup> 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)**

**(Approved in 21<sup>st</sup> BASR Meeting)**

### **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 2<sup>nd</sup> 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

- c. The applicant has a strong interest in pursuing a PhD in a different discipline.
- d. 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.

- e. 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**

- f. 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.
- g. If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university.
- h. 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 4.0 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**

- i. 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%.

- j. In addition to above, LGU may conduct subject test for admission in PhD programs, if required.

**Statement of Purpose**

- k. 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
- l. 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
- (2) BASR approval of Supervisor/Co-Supervisor/Committee
- (3) Results of coursework and Comprehensive Exam
- (4) Evidence of PhD FM detailed by Dean for Departmental Thesis Evaluation Committee
- (5) Similarity Index report generated by the supervisor
- (6) Notifications of extensions in time period (if any)
- (7) Clearance certificate
- (8) Internal thesis Evaluation proforma(**Anx “A”**)
- (9) 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 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.

## 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 Ph.D./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 10.4)
- 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 university 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.

## **SOPs for Non Responsive Research Students**

It is in the interest of the students to attend meetings regularly with the supervisors and engage fully in their studies. The SOPs will enable the students to become regular in their studies and help finish the thesis in time. To control nonresponsive behavior of the students following SOPs are suggested:

1. The supervisors should implement Research Thesis Schedule approved in LGU 20<sup>th</sup> BASR meeting and maintain record of each student.
2. They should conduct weekly meetings with their students.
3. Research Progress Report of each student should be presented after every 3 months in DBS meetings and shared with HoD/Dean/DAS&R office.
4. Supervisor needs to keep record of every meeting and register the attendance.
5. If a student declines to attend three consecutive meetings. An e mail/ telephone message will be given and the student be counselled (face to face) by supervisor.
6. Non responsive student should be served with first warning through HoDs / Deans if the student does not attend 5 consecutive meetings.
7. In case the student does not respond, he/she will be served with second warning by utilizing all the possible channels, i.e., telephone, whats App, email and a registered letter.
8. No response within 2 weeks of second warning the student's enrollment will be cancelled.

## **PART - 4 PROFORMAS (Governing the Graduate Programs)**

### **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. 2<sup>nd</sup> Supervisor's / CO Supervisor's Details**

- a. **Name and  
designation:** \_\_\_\_\_
- b. **Department:** \_\_\_\_\_

**4. Meeting Schedule (3<sup>rd</sup> semester)**

Sr.	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 <b>Research Synopsis format</b> with supervisee.	
b.	Week-2		Discussion and development of <b>Research Synopsis</b> (Introduction and Review of Literature portion)	
c.	Week-3		Discussion and development of the <b>Research Synopsis</b> (Justification / significance – Likely benefits / Objectives and research gap)	
d.	Week-4		Discussion and development of <b>Research Synopsis</b> (Plan of work – Methodology Data / results collection methods – Statistics program to be applied, Facilities available, places of Work and References )	
E	Week-5		<b>Final Research Synopsis</b> and formulating a suitable topic for approval from BASR. Submission to HoD in soft and hard form for record	

			<b><u>In case of PhD study:</u></b> Preparation for presentation and final approval of Research Synopsis and topic from BASR through DASR.	
f.	<b>Week-6</b>		Discussion on Research Ethics and formulation of templates for noting the observations and recording the results.	
g.	<b>Week-7</b>		<b>Conduct of Research:</b> Discussion to ensure the availability of all chemicals/ reagents/ Glassware/ equipment and allied facilities for experimentation, sample collection / data collection or <b>conduct of a survey.</b>  If required initiate letters to collaborating institutions/ departments	
h	<b>Week-8 to 16</b>		Discussion on <b>Research Progress</b> as per plan of work given in the Research Synopsis and how to address the hurdles / impediments	

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

Sr	Week	Day and Time	Agenda of Meeting	Progress on Agenda (To be endorsed by the
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				supervisor)
a.	<b>Week-1</b>		Sharing the <b>format of Thesis writing</b> . Discussion on <b>Research Progress</b> as per plan of work given in the Research Synopsis and address the hurdles/ impediments	
b.	<b>Week-2 to 3</b>		Discussion on <b>Research Progress</b> and writing of <b>introduction</b> for thesis writing	
c.	<b>Week-4 to 5</b>		Discussion on <b>Research Progress</b> and writing of <b>Literature Review</b> for thesis writing	
d.	<b>Week-6 to 7</b>		Discussion on <b>Research Progress</b> and writing of <b>Literature Review</b> for thesis writing	
e.	<b>Week-8 to 9</b>		Discussion on <b>Research Progress</b> and finalization of <b>Introduction /Literature Review</b> for thesis	
f.	<b>Week-10</b>		Discussion on <b>Research Progress</b> and writing of Methodology chapter for thesis writing	
g.	<b>Week-11</b>		Discussion on <b>Research Progress</b> and finalization of <b>Methodology</b> chapter for thesis writing	
h.	<b>Week-12 to 13</b>		Critical thinking and data Analysis Discussion and Formatting	
i.	<b>Week-14</b>		Discussion on results tabulation / interpretation and statistics application.	
j.	<b>Week-15</b>		Writing of <b>Results section</b> of Thesis	



k.	<b>Week-16</b>		Writing of <b>Discussion section</b> of Thesis and <b>References</b>	
l.	<b>Week-17</b>		Finalization of <b>Discussion section</b> of Thesis and <b>References</b> . Checking of plagiarism and preparation of <b>presentation</b> for internal defence	
m.	<b>Week-18 to 19</b>		Clearance by departmental <b>thesis evaluation committee</b> and conduct of <b>internal defence</b> . <b>Submission of thesis</b> 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 4<sup>th</sup> semester onward as per requirements / nature of the research/ timelines.

**LAHORE GARRISON UNIVERSITY**

Department of \_\_\_\_\_

**Proforma for Thesis Internal Evaluation**

Date of Internal Defense: \_\_\_\_\_

<b>Roll No /Name of Student</b>				
<b>Name of Degree</b>				
<b>Thesis Title</b>				
<b>Name of Supervisor</b>				
<b>Name of Co Supervisor: if any</b>				
<b>Name of member Thesis Evaluation Committee Detailed by Dean</b>				
		<b>COMMENTS</b>		
		<b>Yes/No</b>	<b>No Changes</b>	<b>Minor Changes</b>
				<b>Major Changes</b>
				<b>s</b>

<b>Title of the Research</b>				
Does it match with the title approved from BASR?				
<b>Abstract</b>				
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)				
<b>Introduction and Review of Literature</b>				
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				
<b>Methodology</b>				
Does the experimental/ survey/Analytical work performed is enough?				
Method chosen justifies the objectives / hypothesis of study or not?				
<b>Quality of Research</b>				
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)				
<b>Discussion</b>				
Analysis of findings				
Comparative analysis with cited literature				
Justifications or likely reasons for Disagreements				
Future recommendations				
<b>References</b>				
As per format?				
Matches with cited in the thesis?				
<b>Prospects of research Publication</b>				
<b>Turnitin Check (similarity index percentage)</b>				
<b>Formatting of Thesis as per Guidelines</b>				
<b>Recommendations/Suggestions:</b>  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 \_\_\_\_\_

## Contents of MS/MPhil Student File – (To be maintained by the Department)

Sr	Description
<b>1</b>	<b>Previous Academic Record</b>
	a. Matriculation or Equivalent , FA/F.Sc or Equivalent, BA/B.Sc or Equivalent
	b. MA/M.Sc/ BS (Hons) or Equivalent
<b>2</b>	<b>GAT/GRE/ LGU Admission Test Result</b>
<b>3</b>	<b>Admission Merit List</b>
<b>4</b>	<b>MS/MPhil Admission Confirmation Letter</b>
<b>5</b>	<b>Course work / Enrollment form</b>
	a. 1 <sup>st</sup> Semester Transcript
	b. 2 <sup>nd</sup> Semester Transcript
	c. Enrolment Forms (2 <sup>nd</sup> ,3 <sup>rd</sup> ,4 <sup>th</sup> )
<b>6</b>	<b>Research Synopsis / Proposal Title &amp; Supervisor Approval - BASR Notification</b>
<b>7</b>	<b>Research Progress / Students Performance</b>
	a. MS/MPhil Research/Thesis Schedule and Supervisor-Supervisee Interaction Performa
	b. Warnings issued to the student- If any
<b>8</b>	<b>Evaluation of Thesis</b>
	a. Internal Evaluation Proforma duly signed by the Departmental Thesis Evaluation Committee
	b. Documentary evidence of HoD for detailing of PhD member for Departmental Thesis Evaluation Committee
	c. Clearance Form
	d. Plagiarism Report
	e. Approval of Extension in time period - BASR Notification
	f. External Examiners for Viva Voce/Thesis Defense- <b>BASR Notification</b>
	g. Final Clearance
<b>9</b>	<b>Others (Funding , etc)</b>

### Contents of PhD Scholar File – (To be maintained by the Department)

Sr	Description
1	<b>Previous Academic Record</b> c. Matriculation or Equivalent , FA/F. Sc or Equivalent, BA/B. Sc or Equivalent d. MA/M.Sc/ BS (Hons) or Equivalent, MS/M.Phil or Equivalent
2	<b>PhD Research Supervisor Checklist</b>
3	<b>GAT/GRE/ LGU Admission Test Result</b>
4	<b>Statement of Purpose</b>
5	<b>Admission Merit List</b>
6	<b>PhD Admission Confirmation Letter</b>
7	<b>Initial allotment of Supervisor / Co- Supervisor - BASR Notification</b>
8	<b>Course work / Enrollment form</b> d. 1 <sup>st</sup> Semester Transcript e. 2 <sup>nd</sup> Semester Transcript f. Enrolment Forms (2 <sup>nd</sup> ,3 <sup>rd</sup> ,4 <sup>th</sup> ,5 <sup>th</sup> & 6 <sup>th</sup> )
9	<b>Result sheet of Comprehensive Exam</b>
10	<b>Research Synopsis / Proposal Title &amp; Supervisory Committee Approval - BASR Notification</b>
11	<b>Research Progress / Students Performance</b> c. PhD Research/Thesis Schedule and Supervisor-Supervisee Interaction Performa d. Warnings issued to the student- If any
12	<b>Evaluation of Thesis</b> h. Internal Evaluation Proforma duly signed by the Departmental Thesis Evaluation Committee i. Documentary evidence of HoD for detailing of PhD member for Departmental Thesis Evaluation Committee j. Clearance Form k. Plagiarism Report l. Approval of Extension in time period - BASR Notification m. External / Foreign Evaluators - BASR Notification n. Reports of Foreign Evaluation o. External Examiners for Public Defense- BASR Notification p. Public Defense Notification q. Final Clearance
13	<b>Mandatory research publications required for award of Degree</b> (First page of published research articles)
14	<b>Others</b> (Funding , Research Projects, IRSIP / Any Other)

# LAHORE GARRISON UNIVERSITY



Proforma for Evaluation of \_\_\_\_\_(Name of student) \_\_\_\_\_ Report by External

Examiner

Degree  
Name

\_\_\_\_\_

Session

\_\_\_\_\_

Title

\_\_\_\_\_

**Note:** This Viva-voce is in partial fulfilment of the requirements for the award of Master's Degree after completion of the approved course work/ comprehensive exam.

**After Evaluating, please select one of the following and put your signature in the relevant box**

1	<p><b>Acceptable</b></p> <p>Viva-voce is of sufficient merit to justify the award of MS's degree to the candidate and no change is suggested.</p>	
2	<p><b>Acceptable with Major / Minor Revisions</b></p> <p>Viva-voce is of sufficient merit to justify the award of MS's degree to the candidate. Comments are enclosed and verification of the revisions is left up to the satisfaction of the supervisor / supervisory committee.</p>	
3	<p><b>Acceptable with Major Revisions</b></p> <p>Viva-voce is not acceptable in its present form. The comments are enclosed and the candidate is allowed to revise and re-submit his / her thesis for re-evaluation to me.</p>	
4	<p><b>Not Acceptable</b></p> <p>Viva-voce is not of sufficient merit to justify the award of MS's degree to the candidate and my comments are enclosed.</p>	

**Name and Address of the External Examiner**

\_\_\_\_\_

**Comments ( you may attach extra sheets )**

\_\_\_\_\_

\_\_\_\_\_

Signature  
Internal Supervisor

Signature  
External Examiner



# Lahore Garrison University

## External Exam / Viva Voce Examination Award Sheet

(Teacher shall send this Award List to the concerned President of Examination Committee)

**Note: Marks in Decimal will not be entertained. Please award as whole number.**

Degree Title: \_\_\_\_\_

Session (with Section) : \_\_\_\_\_

External Examiner: \_\_\_\_\_

Max Marks: \_\_\_\_\_

Credit Hrs: \_\_\_\_\_

S #	STUDENT NAME	ROLL NO.	OBTAINED MARKS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Signature  
Internal Supervisor

\_\_\_\_\_  
Exam Date

Signature External  
Examiner