



**UNIVERSITY OF  
ENGINEERING AND  
TECHNOLOGY, PESHAWAR**



**POSTGRADUATE  
STUDENTS HANDBOOK**

[www.uetpeshawar.edu.pk](http://www.uetpeshawar.edu.pk)

**2024-25**



# POSTGRADUATE STUDENTS HANDBOOK 2024-25

## **Vision**

To be among the top ranking universities of the world through Education, Research and Innovation

## **Mission**

To produce highly qualified, well-rounded professionals through education who play a leading role in the society by powering and driving knowledge-based economy and offer research services and innovation for sustainable development



# Enquiries



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UET strives to provide admission related information to potential students. The following departments respond to various queries regarding selection of academic disciplines, admission schedule and important dates etc.

## **Directorate of Postgraduate Studies**

The Directorate of Postgraduate Studies (DPGS) deals with admissions of postgraduate students in coordination with the Directorate of Admissions. The Directorate also looks after the processing of postgraduate programs and enforcement of regulations approved by the Academic Council and Syndicate.

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## **Directorate of Admissions**

The Directorate of Admissions is responsible for student admissions; provides specific and general information to prospective students round the year.

**Contact:** (+92-91) 9216784, **E-mail:** [admission@uetpeshawar.edu.pk](mailto:admission@uetpeshawar.edu.pk)

**Website:** [www.enggentrancetest.pk](http://www.enggentrancetest.pk)

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# MASTER DEGREE PROGRAM GUIDELINES

## 1. General

The master's degree program of the University extends over a period of **at least three (03) semesters** (i.e., **1.5 years**) and a **maximum of eight (08) semesters** (i.e., **maximum four years** duration from the date of 1<sup>st</sup> registration). A total of **30 credit hours** are required to **complete the master's degree Program**.

### 1.1 Registration of First Semester After Admission

- a) Visit directorate of admission on ground floor of Agricultural Engineering Department
- b) Office Assistant in directorate of admission will generate your fee slip
- c) Deposit fee in any branch of United Bank Limited (UBL)
- d) Visit admission office for fee verification using the bank generated SEQ number on deposit slip. Student can also verify his fee deposit by visiting the following link  
[http://enggentrancetest.pk/msc\\_registration/search.php?pg=2](http://enggentrancetest.pk/msc_registration/search.php?pg=2)  
(Enter your name, select department, select your current semester)
- e) After verifying your fee deposit, print the courses registration form and visit your concerned department.
- f) The Postgraduate Advisor in your department will guide you about the offered courses, selection of courses, clarification about core and optional courses.
- g) A maximum of four courses (each of 3 credit hours) can be registered in a single semester. The students of **Master of Architecture** can register a maximum of five courses as per rules.
- h) Fill in your form and submit with postgraduate advisor or office assistant of your department.
- i) Check the classes timetable and venue on the department notice board. If not available ask Office Assistant/postgraduate advisor for your guidance.

### 1.2 Registration of Second or Onward Semesters

- a) Visit the following website  
[http://enggentrancetest.pk/msc\\_registration/search.php?pg=2](http://enggentrancetest.pk/msc_registration/search.php?pg=2)  
(Type/search your name, select department, select your current semester, select the number of courses and generate fee deposit slip)
- b) Print fee deposit slip and deposit fee in any branch of the United Bank Limited
- c) Visit again the following website to verify your fee by entering the SEQ number from the bank generated/printed slip  
[http://enggentrancetest.pk/msc\\_registration/search.php?pg=2](http://enggentrancetest.pk/msc_registration/search.php?pg=2)
- d) Print your registration form, visit the above website to check what courses are offered in your department or check it on the notice board of your department.
- e) Before filling the courses in your form, discuss it with your departmental postgraduate advisor for guidance about what courses to be registered.
- f) A maximum of four courses (each of 3 credit hours) can be registered in one semester. The students of Master of Architecture can register a maximum of five courses as per rule.
- g) The registration filled form will be submitted to your department office assistant or postgraduate advisor.

### 1.3 Other Guidelines for Courses Registration

- a) The minimum number of students to register for a course shall be ten (10) for all the Departments; otherwise, the course shall be dropped for that semester. In case a course is

dropped by the department, the fees shall be refunded to the students or adjusted in the coming semesters. However, the departments can offer course(s) to a class having less than ten (10) students in exceptional cases with the approval of Dean. A department can also offer course(s) (Special topic/study) to students relevant to MSc thesis in the area of research.

- b) The maximum number of students in each Section of Postgraduate course should not be more than forty (40) to ensure quality of teaching. If the number of registered students in any subject exceeds forty (40), then they shall be accommodated in more than one Section.

#### 1.4 Addition of Courses/Withdrawal from Courses

As per **Clause 1.7** of the postgraduate prospectus:

- a) A student may be allowed to **add/drop courses within two weeks** of the beginning of classes on the prescribed proforma.
- b) A student may be allowed to **withdraw from courses within six weeks of commencement of classes** by applying on the prescribed proforma. A grade of 'W' will be reported in that case.
- c) Fees shall not be refunded to a student who withdraws from a course. However, if a course is dropped by UET, fees shall be refunded to student(s).
- d) In case a student fails to apply for withdrawal from a course and remains absent, an **F Grade** will be awarded.

#### 1.5 Class Work and Attendance

A student shall attend the classes regularly, submit assignments in time, and appear for tests and examinations when announced by the teacher. Candidates with less than 75% attendance in a course shall not be allowed to appear in the final examination of the course.

#### 1.6 Degree Completion Duration

- a) The student must complete all the degree requirements of MS/MSc within a minimum of **1.5 years or three (03) regular semesters** and within a **maximum of 4 years or eight (08) regular semesters** after the first registration for a program with exceptions mentioned in(b).
- b) In case a student is unable to secure an MS/MSc within the prescribed timeframe and claims for extension in duration, then student will submit an application to the Head of the department for extension based on genuine reasons. The student case then will be processed as per rules.

#### 1.7 Degree Requirements

##### a) Research-Based Master Degree Program

- i. A total of **30 credit hours** (including **6 credit hours** of research) are required to complete the master's degree program.
- ii. The **24 credit hours** of coursework shall include at least **12 credit hours** from the core area of specialization. A **three (03) credit hours Research Methodology** course is mandatory for Research-based students. The remaining **nine (09) credit hours** can be registered as optional courses from the area of specialization in the parent department. A student can register **maximum of one course** in other postgraduate programs within the University with approval of the Postgraduate Advisor/HoD.
- iii. In the case of Master in Architecture (M. Arch) program, a total of **40 credit hours** (including **33 credit hours** of courses and **7 credit hours of research**) are required to complete the master's degree program.

OR

**b) Course-Based Master Degree Program**

- i. A total of **30 credit hours** of coursework is required for completion of master’s degree. The **30 credit hours** of coursework shall include at least **12 credit hours core courses** from the area of specialization. The remaining **eighteen (18) credit hours** shall include **at least twelve (12) credit hours optional courses** from the students’ area of specialization. The student can register a **maximum of 6 credit hours** in other postgraduate programs within the University with approval of the Postgraduate Advisor/Head of the Department (HoD). **Research Methodology** course is **optional** for course-based degree programs students.
- ii. In the case of Design based Master’s Degree Program (Architecture), a total of **40 credit hours** (including **7 credit hours** of advanced Architecture Design Studio-III) courses are required for completion of Master degree in Architecture.

**1.8 Examination**

- i. For all taught courses of MSc Program, a **final term examination** will have a weightage of **50%**.
- ii. The remaining **50% marks** can be distributed over quizzes, home assignments, mid-term examination, presentations or any other appropriate way, as it suits the requirement of the course.

**1.9 Admission Cancellation**

- i. A bonafide student at this University may apply in person, or through parents/guardian, for cancellation of admission on a non-judicial stamp paper of minimum available price (not less than Rs. 100/-) duly attested by an Oath Commissioner along with submitting Clearance Certificate. The Chairman of the concerned department shall cancel the admission of the student.
- ii. Cancellation of admission in case of students admitted in other campuses of the University shall be done by the senior most Dean, Faculty of Engineering through Directorate of Admissions on the recommendations of the Chairman of Department concerned.
- iii. In the case of Admission Cancellation under Clauses (a), (b), a student can appeal for re-admission, to be considered by the Committee constituted for this purpose, within a period of one Academic year after the cancellation of admission of admission. The recommendations of the committee shall be considered by the Admission Committee for final decision.
- iv. In case the admission of 1<sup>st</sup>semester student is cancelled due to any reason, the rules regarding university fee/dues chargeable/refundable are given in **Table 1**. Whereas in all other cases the University fees/dues will be charged up to the last semester attended.

**Table 1: Tuition Fee Refund Policy**

S#	% of Tuition Fee	Timeline for Semester System
1	Full (100%) Fee Refund	Up to 7 <sup>th</sup> day of commencement of classes
2	Half (50%) Fee Refund	From 8 <sup>th</sup> to 15 <sup>th</sup> day of commencement of classes
3	No Fee (0%) Refund	From 16 <sup>th</sup> day of commencement of classes



## 1.10 Quality of Work (Grades)

- a) To be eligible for graduation, a student must have a **CGPA** of at least **2.67 (B-)** in course work and satisfactory grade (**S**) in research. Grade Points are assigned as shown in **Table 2**.

**Table 2: Grades and their Points**

<b>A</b>	<b>4.00</b>
<b>A-</b>	3.67
<b>B+</b>	3.33
<b>B</b>	3.00
<b>B-</b>	2.67
<b>C+</b>	2.33
<b>C</b>	2.00
<b>C-</b>	1.67
<b>D+</b>	1.33
<b>D</b>	1.00
<b>F</b>	0.00
<b>I</b>	Incomplete
<b>W</b>	Withdrawn
<b>N</b>	Audit
<b>S</b>	Satisfactory (For thesis only)
<b>U</b>	Unsatisfactory (for thesis only)

- b) A student who has been awarded "**F**" grade in a course may be allowed one chance to improve the grade by repeating the course within the prescribed degree duration. This facility may be availed for a maximum of two courses during the entire Master's program. Only the higher grade will be used in computing the GPA.
- c) Grade "**I**" (incomplete) is awarded to a student only if he/she has missed the Final Examination, Project Report, etc. due to genuine reasons, but has completed the other entire work of the course successfully. Grade "**I**" should be converted to an appropriate letter grade within two consecutive semesters, otherwise it would be converted into Grade "**F**" permanently.
- d) The requirement of a "**N**" grade would be laid down by the teacher of a course at the beginning of the semester.
- e) Students taking grade "**C**" or a lower grade than "**C**" will get only one chance to improve the grade by repeating the course. Tuition fees will be charged for repeating the course. The student will get no additional credit for repeating the course. After repeating the course and fulfilling all its requirements including exams, the instructor concerned will award the student a fresh grade.

## 1.11 Medium of Instruction

The medium of instruction in all Postgraduate Courses shall be English. Foreign students will have to satisfy the concerned department about their proficiency in English before registration.

### 1.12 Duration of Courses

- a) There will be two semesters in an academic year. Each semester will be eighteen weeks duration, including classes and conduct of examinations. The **Fall semester** will start in during September/October and the **Spring semester** will begin during February/March.

### 1.13 Research Work

**Step 1.** At the end of 2<sup>nd</sup> semester or after completion of postgraduate coursework, the student will submit a research proposal to his/her proposed supervisor from the relevant area of research.

**Step 2.** The student will present his/her proposal to the Project Research Evaluation Committee (PREC), formally constituted for each specialization in each discipline before recommending it to the Board of Advanced Studies and Research (BOASAR) office for final approval. The PREC may recommend any other relevant supervisor to the candidate. Any subsequent changes to the proposal, title or the topic shall also be routed through the same channel.

## 2 Requirements for MSc Research Proposal Submission

- [1] MSc Research Proposal on the university approved format  
MSc Research Proposal UET Approved format is available for the following link.  
<https://www.uetpeshawar.edu.pk/downloads.php>
- [2] Departmental similarity report of research proposal
- [3] Student Picture
- [4] CNIC copy (passport copy for foreign students)
- [5] Transcript Copy
- [6] Undertaking by student (available in the proposal approved sample)
- [7] Undertaking by Supervisor
- [8] Cover Letter to Secretary BOASAR

### 3 Change of Supervisor

The candidate may request a change in MS supervisor, or a supervisor may opt to withdraw from supervision of a candidate. The candidate or the supervisor shall submit their request to the concerned head of the department. Recommendation for change of supervisor will be made by the PREC of the department through Dean concerned for approval by BOASAR. No relaxation in maximum allowable time for completion of MS degree would be granted to the candidate on the basis that his supervisor has changed.

### 4 Seminar by a Research Student

All MSc students working on their research will give at least one seminar to PREC at the end of each semester.

### 5 Thesis and Supervision Requirements

- a) Before a student is allowed to defend his/her thesis, it will be vetted by the university against plagiarism. For the award of MSc degree, at least one paper should be presented/accepted/published from the MSc research thesis in a refereed national/international conference or journal.
- b) The maximum number of postgraduate students under a Research Supervisor shall be twelve (12) which will include a maximum of five (05) PhD students. The supervisor (expert in the subject) may be from the student's parent or a relevant department within the University subject to approval by PREC of the parent Department.

### 6 Examination of Research Work

The examination of the research work of the candidate shall be conducted by an Examination Committee comprising **(1) Internal Examiner**, **(2) Student's Research Supervisor** and **(3) External Examiner** from outside the University. The Examination Committee will be appointed by the vice-chancellor on the recommendation of the Dean. The Supervisor shall act as the Chairman of the Examination Committee. The examination shall include:

#### (i) Evaluation of thesis

#### (ii) Viva-voce examination

If the thesis is judged as adequate, the candidate shall appear in the viva-voce examination to be conducted by the Examination Committee on a specific date. The thesis supervisor must inform the Director Postgraduate Studies about the Thesis Defense Examination Result on the official **form T-3**.

If the thesis is found inadequate, it may be referred for revision and resubmission within a specified period as detailed by the Examination Committee. Only one chance of resubmission shall be allowed to a candidate and if the revised thesis is not approved under the aforesaid procedure, the thesis shall be rejected.

In the case of a revised thesis resubmitted for evaluation, the student must pay thesis evaluation charges again. If in the opinion of the majority of the examiners, the candidate fails the oral examination, he/she may be permitted to reappear in the viva-voce re-examination within a period of three months. In such a case the candidate shall be given only one chance to reappear in the oral examination.

## 7 Residency Requirements

- a) The student shall earn all the credits for course work and complete the research at the University.
- b) In special circumstances, the BOASAR may permit the research to be carried out in another organization/ institution. In such an event the student will be assigned a co-supervisor with at least MS qualification working in that institution, who will be paid honorarium equal to half of honorarium paid to the main supervisor. However, the student shall maintain a supervisor from parent department or relevant department of the University with consent of the chairman of parent department in consultation with PREC members.

## 8 Transfer of Credits

In case of change of MS stream/admission in another stream of engineering or readmission, a maximum of six credits of the previous stream/admission or from another university may also be allowed if approved by the concerned PREC. The credit transfer is subject to the following conditions:

- a) That the subject has been studied at an HEC recognized institution.
- a) The subject under consideration has not been given credit for the award of a degree.
- b) The subject must correspond to a subject currently offered by the concerned department or be deemed equivalent in depth and intensity to a current subject.
- c) The student must have earned a minimum of GPA 3.0 out of 4.0 in a semester system similar to the one in this University, in the subject, for determining transfer of MS/MSc subjects.

## 9 Discipline

Students enrolled in the Postgraduate Program shall observe the rules and regulations of the University. Any infringement shall be dealt with under the University Discipline Rules.

## 10 Assistantships and Free Ships

Subject to the availability of funds in the budget, a limited number of teaching and tuition free ships are granted to Postgraduate students who are willing to perform academic duties during working hours of the University.

- a) Teaching Assistantship: teaching undergraduates. Rs. 5000/- per month with tuition free ship.
- a) Research Assistantship: assignment on project work. Rs.5000/- per month with tuition free ship
- b) Other fellowship/financial assistance shall be announced when available.

## 11 Admission on Rationalized Fee Basis

- b) Eligibility criteria for "Rationalized Fee Based" applicants are the same as for open merit applicants.
- c) In the case of Admission Cancellation, the refund policy is same as given in Table 1 above.
- d) A private student, who wishes to take a course without taking admission in the Master's Program, should formally submit an application to the HoD concerned. After permission of the HoD concerned, he/she will be allowed to enroll subject to the availability of space after payment of Rs. 20,000/- per course. Further he/she will not be allowed to take more than two courses without taking admission in Master's Program. He/she will be awarded a Certificate by the HoD concerned for attending the course(s) without claiming any credit.

## 12 Special Provisions

- a) In all cases where regulations are silent, the decisions of the vice-chancellor shall be final.
- b) All other regulations and instructions relating to Master's Engineering courses issued here-to-fore stand repealed.
- c) The University authorities reserve the right to make any change in the rules, regulations, fees structure and courses of study that may be considered necessary at any time without prior notice.
- d) Interpretation of these regulations by the Vice Chancellor of the University shall be final.

## 13 MS/MSc Defense Requirements

The supervisor of the student will send a letter through the HoD office with the following document?

- [1] List of three internal examiners (from the same department)
- [2] List of three external examiners (from another university/industry)
- [3] Student's MSc interim transcript
- [4] Copy of the student's approved research topic notification from the BOASAR office
- [5] Departmental thesis plagiarism/similarity report
- [6] Pre-Defense seminar minutes

## 14 Plagiarism Checking Procedure

It is a two-stage process which is available on the following link.

<https://www.uetpeshawar.edu.pk/downloads/SOP-QEC.pdf>

### Stage-I

- [1] The Supervisor will submit the thesis to the Postgraduate Advisor for Initial plagiarism check in soft form, with the certificate that the thesis is original and not plagiarized.
- [2] Each postgraduate Advisor will generate the plagiarism report using his access to the Turnitin software. He will make sure that thesis has not been submitted to the repository of the Turnitin service.
- [3] On the basis of report of PG Advisor, the chairman will issue initial certificate for the purpose of facilitating thesis examination.
- [4] The certificate (A-I) will be issued as per plagiarism policy of the university available at the Quality Enhancement website. However, the following handy guidelines are provided.
  - a) Each student will be given four (4) chances for achieving HEC prescribed similarity index limit of <19% as a whole and < 05% from any single source. Otherwise, the case will be forwarded to Plagiarism Standing Committee.
  - b) If the similarity index found beyond the range (>19%) then the letter will be issued to ask student to revise the thesis and submit it again within two weeks.
  - c) If the similarity found with the student own assignment submitted to repository will only be nullified if student has the proof of that assignment submission. (Turnitin Originality Report + account ID & password will be required with proper reference).
  - d) If the similarity found with own work the student will be asked to provide the published research papers. Then the similarity from single source will be nullified (Only title page of research paper will be required for evidence).
- [5] Chairman will process the case of formation of Defense Examination Committee and send the case to Director Postgraduate Office.
- [6] Dean office will notify the committee and send copies of notification to Director Postgraduate Studies, Chairman of the relevant department.

- [7] After completing all the processes and the thesis original then verified hard copies of thesis (Plagiarism report annexed) will be submitted to the Dean for further processing.
- [8] Letter will be issued to ask student to submit final hard copies of thesis (MS/MPhil = 3 & PhD = 3) for Defense.
- [9] The concerned department must assure the compatibility of hard copy with the soft copy.
  - a) In case of mismatch, it will be reported back to the department for correction thereby restarting the plagiarism check from the very beginning.
  - b) The Hard copies of thesis must be endorsed by the supervisor.
- [10] Hard copies of thesis are required in:
  - a) Strip binding for MS/M.Phil
  - b) Hard Binding for P.hD

**Stage-II**

- [1] Once the thesis is examined by the examiner and finalized after incorporation of suggested changes by the examiner, the final thesis will be submitted to the QEC as per procedure below.
  - a) Soft copy of thesis and requisition form duly signed by the chairman and supervisor will be sent to QEC for final plagiarism check.
  - b) The final certificate will be issued by the QEC office for the processing of degree. QEC will issue the final report to Postgraduate office.

# PHD DEGREE PROGRAM GUIDELINES

## 1. General

These rules apply to all PhD Programs in which UET Peshawar will be the sole degree awarding authority. The PhD program shall extend over a period of at least three years from the date of first registration for a full-time, and at least four years for a part-time student. The PhD Program is task-oriented rather than time-oriented. The PhD work will be considered complete only when the supervisor and the Research Evaluation Committee (REC) are satisfied.

The student must register for at least 54 credit hours. While undertaking research work, the candidate shall be encouraged to attend seminars, conferences, symposia and publish papers in journals of national or international repute. Upon recommendation of the Supervisor, BOASAR will provide funding to the candidate for presenting a paper at a relevant Seminar/Conference/Symposium at least once every year during his/her research.

All research work will be carried out at UET, Peshawar, unless otherwise advised by the Supervisor. Part-time students must also fulfill the residency requirement by registering as full-time students for at least two years. In case of joint research proposal with industry or another university, residency requirement will be established by supervisor and co-supervisor (member from Industry/another university).

## 2. Regulations

### 2.1 Admission

- a) The PhD program shall be open to applicants who have Master's/M.Phil degrees (both research-based and course-based) with a minimum CGPA of 3.0 in a relevant discipline recognized by the University. For details on area of specialization, the HoD of respective department should be contacted.
- b) The Director of Admissions in consultation with the HoDs will invite applications for admission to the PhD program at the same time as Master's admissions. The application should include a brief proposal of research to be carried out by the applicant, along with CV and a list of any previous research publications. The candidates must have Masters / MS / MSc or equivalent degree from an HEC recognized institution.
- c) The HoD in consultation with the Departmental Preliminary Research Evaluation Committee (PREC) will scrutinize the applications and forward it to the Director Postgraduate Studies with his recommendations (including the name of the proposed Supervisor).
- d) The Director Postgraduate Studies will present the credentials to the University Admission Committee for recommendation and to the Vice-Chancellor for final approval.
- e) Applicants selected for admission will be so informed by the Head of the Department concerned and their names shall also be notified on the Notice Board of the Department and of the Directorate of Postgraduate Studies.

- f) The applicant will have to register within one month of the notification or the beginning of the forthcoming semester, whichever is later, by paying the prescribed fees for the first semester.
- g) A PhD candidate must complete at least 18 credit hours PhD level course work with a minimum CGPA of 3.0, followed by a comprehensive examination along with thesis defense, which will be essential for the award of PhD degree.
- h) The student must register for a minimum total of 54 credit hours (18 credit hours of course work and 36 credit hours of research work).
- i) A PhD student may be allowed to register in an advanced Postgraduate course as a single participant in his core area of research with the approval of the Dean. However, he/she can only take a maximum of one course as a single participant.
- j) Further, no Supervisor shall have more than five (05) candidates for PhD simultaneously, unless authorized by a committee comprising the Dean of relevant faculty, the Head of relevant Department, and the Secretary BOASAR of the University.
- k) The candidates seeking admission in PhD Program must have:
  - (i) A Masters/M.Phil/ equivalent degree in the related field with minimum CGPA 3.0 out of 4.0 or 3.75 out of 5.0 or First Division in annual system. The percentage will be valid only if the CGPA is not mentioned in the degree / transcript.
  - (ii) 18 years of education with Masters / MS/M.Sc or equivalent degree from abroad or 17 years of education with MS/M.Sc from abroad.
  - (iii) University will conduct its own admission test as an eligibility condition for admission to PhD programs, with a passing score of 60% OR accept the GRE general/UATA General/Equivalent tests, with a passing score of 60%.
- l) 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:
  - i. Shall study 9-12 CH additional MS/MSc level courses taking a zero semester at university and score minimum 3.00 out of 4.00 GPA, and
  - ii. The admission committee is satisfied that the applicant's knowledge of primary area has sufficiently prepared him or her to undertake the course of studies of the doctoral program.
  - iii. These requirements are in addition to any other requirements set for admission to a PhD program.
- m) Admission of the student shall be considered cancelled if he/she remains absent continuously for two semesters without freezing the semester.
- n) Interpretation of these regulations by the Vice Chancellor of the University shall be final.

## 2.2 PhD Degree Requirements

- a) A PhD candidate must complete at least **18 credit hours** PhD level course work with a minimum CGPA of **3.0**, followed by a comprehensive examination along with thesis Defense as, which will be essential for the award of PhD degree.
- b) Classes taught on campus must be taught by full-time faculty members of the university.
- c) A PhD student may be allowed to register in an advanced Postgraduate course as a single participant in his / her core area of research with the approval of the relevant Dean of faculty. However, he / she can only take maximum one course as a single participant.



## 2.3 PhD Candidature

- a) The student will become a candidate for a PhD degree after passing the Qualifying Examination and on the recommendation of the Supervisor concerned.
- b) Within two months of passing the Qualifying Examination, the Supervisor, with the approval of the Head of the Department, shall constitute an REC for each candidate comprising qualified persons and shall send it to the office of BOASAR for approval of the Board. All committee members must have a PhD degree except possibly No. (v).
  - i. The HEC / University approved Supervisor (expert in the subject) from the department concerned or a relevant department within the university subject to approval by PREC of parent Department.
  - ii. One member from the department concerned.
  - iii. One member from a department other than the concerned department.
  - iv. One member from a university other than UET, Peshawar.
  - v. One member from a Research Institute/ Industry.

Any member of the above may be appointed as a co-supervisor for the candidate, if required. The names shall be submitted for approval of the Vice Chancellor through Director Postgraduate Studies. The Supervisor shall act as the Chairman of the REC.

- c) In the PhD degree program, a minimum of three REC meetings shall be conducted. The REC shall meet once a year (i.e Fall to Fall or Spring to Spring) and monitor the research work of the candidate. There shall be a gap of one year between two consecutive RECs. The supervisor shall submit the yearly progress report of the student to the Director Postgraduate studies.
- d) If the Supervisor is unable to continue, the Head of Department in consultation with the REC shall appoint a new Supervisor (preferably a REC member) to the student's research. The new Supervisor may associate a co-supervisor from the faculty available within the University or outside the University.
- e) The REC shall also act as an Examination Committee. The quorum for the REC shall have at least three members and for Examination Committee at least four members including at least one member from outside the University. The Supervisor shall act as the head of the committee. The REC may advise the student to go ahead if it is satisfied with the annual progress of the work or to continue on the improving of his/her research findings if it is not satisfied.

## 2.4 Examination

### 2.4.1 PhD Qualifying Examination

- a) Each department shall conduct PhD qualifying examination once each semester. It will be a **written exam** on a **pass/fail basis** with a **minimum passing score of 60%** in each subject. The qualifying examination shall consist of three question papers from the courses studied by the students in their PhD. **Each paper** shall be of at **least three (03) hours** and **100 marks** with a **minimum of five comprehensive questions**. Each question paper must be designed to ascertain in-depth knowledge, analytical abilities and aptitude of the student in his area of PhD research. **Each question paper will include two parts: a general section and a specialized section**. The general section will assess students on the core areas of the discipline (as notified by the Department), whereas the specialized section may assess the student on the area of his/her research interest.

- b) Students who **fail the Qualifying examination twice** will not be allowed to continue their PhD.
- c) The **Qualifying Examination Committee** should comprise of **3 members including concerned PhD Supervisor**. The **members** of Qualifying Examination Committee will be **nominated by the concerned supervisor and appointed by the Chairman** of the respective department by taking into consideration the core areas of the research. All the members will assess and evaluate the potential of the student independently regarding the initiative of PhD research in the relevant field. The Qualifying Examination Committee shall declare the result of the student on pass/fail.

#### 2.4.2 PhD Preliminary (Or Proposal Defense) Examination

- a) **Within six months of passing the qualifying Examination**, the candidate should appear in a preliminary examination conducted by the REC. The candidate will submit his/her research proposal on the approved format along with literature survey and research plan in written form to the REC at least two weeks prior to the examination. In this examination, the candidate will make an oral presentation and defend his/her proposal in front of the REC. The candidate will incorporate necessary changes if suggested by the REC in the proposal and submit to the office of BOASAR through his/her supervisor for approval of the Board.
- b) The purpose of preliminary examination is to confirm that the candidate understands the problem, is aware of the associated literature, has a realistic research plan and schedule, and the research problem is of PhD standard. If the REC is satisfied, the candidate will be allowed to proceed. If not, he/she may be given one more chance to pass the preliminary examination.

#### 2.4.3 External Thesis Evaluators

The PhD dissertation must be evaluated by:

- a) At least two external experts who shall be:
  - i. PhD faculty member from the **world top 500 universities** ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year **OR**
  - ii. 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**
- b) 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.
- c) External Thesis Evaluator(s) will be nominated by the supervisor concerned for a PhD student after passing his / her 2<sup>nd</sup> REC meeting. The Supervisor will submit a nomination to the Director Postgraduate Studies who will recommend the nominations to the relevant Dean of faculty for final approval of the Vice Chancellor.

#### 2.4.4 Evaluation of Thesis

The foreign evaluators and REC shall first evaluate the thesis to ascertain that:

Thesis makes a distinct contribution in the area of specialization of the candidate, and it shows the ability of the candidate for original investigation and for understanding the relationship of his /her research with a wider field of knowledge.

Thesis evaluation by the foreign evaluators and REC will be on following basis:

- a) Each member shall submit his report independently to the Director Postgraduate Studies on prescribed Proforma recommending: -
  - i. That thesis is satisfactory, Viva-voce examination may be held to enable the candidate to defend his thesis, (No correction), **OR**
  - ii. That the thesis may be resubmitted by the candidate after revision on the proposals suggested by the members, **OR**
  - iii. That the thesis be rejected as it is not of merit and the candidate be declared ineligible.
- b) The evaluation report by the two foreign evaluators has to be positive before the student can be asked to carry out a final Defense.
- c) The recommendations made by a majority of the members of the REC shall be implemented. In case of a tie of difference of opinions, the BOASAR shall recommend to the vice-chancellor for appointing a neutral examiner whose opinion shall be final.
- d) Re-submission of thesis shall be allowed only once. In case the resubmitted thesis is not of merit, the candidate shall be declared ineligible for the PhD degree.

#### 2.4.5 Phd Thesis Defense Examination

- a) A candidate ready for PhD thesis Defense examination shall apply to the Director Postgraduate Studies on the prescribed proforma along with six copies of his/her hard-bound thesis and a certificate from his/her Supervisor duly countersigned by the Head of Department about the satisfactory completion of his/her research and thesis in accordance with the prescribed format of thesis. In addition, the final script of the thesis must be certified against plagiarism by the Quality Enhancement Cell (QEC) of the university before the thesis Defense.
- b) To ensure that PhD defense is conducted fairly and in accordance with the rules and regulations, the presence of a neutral chair shall be ensured. The PREC shall recommend three Professors of other faculties of UET, Peshawar to the concerned Dean, who shall nominate one of the three as the neutral chair for the PhD defense. The neutral chair shall ensure that PhD defense is conducted fairly and in accordance with the rules and regulations and convey the fairness confirmation to DPGS in the form of a written report.
- c) The maximum duration of PhD shall not exceed eight (08) years, from the 1<sup>st</sup> date of registration of a student in his / her PhD program, provided that in exceptional cases, on the recommendations of a student's Supervisor and Director Postgraduate Studies, the Vice Chancellor may extend the period by a maximum of two (02) years.
- d) After the expiry of duration mentioned above, the candidate may be allowed to register as a fresh candidate, if he/she so desires.

#### 2.4.6 Viva-Voce

- a) After the thesis has been evaluated as satisfactory, Viva-Voce Examination shall be held at a place and date as may be determined by the Dean on the recommendations of the Director Postgraduate Studies.
- b) Such places and dates shall be made public by the Director Postgraduate Studies through publishing on the University's website and any official social media accounts of the university; and also by invitation to such other institutions of learning and research as may be related to the area of specialization of the candidate.
- c) The Viva-Voce Exam shall be conducted by the Examination Committee,
- d) Each member shall submit his report recommending: -

- i. That the candidate be declared to have passed the examination, **OR**
  - ii. That the candidate should appear for viva-voce, after a period stipulated by the Examination Committee, **OR**
  - iii. That the candidate be declared to have failed and ineligible for the award of the PhD degree.
  - iv. The recommendation made by the majority of the examiners shall be implemented. In case of a tie, the BOASAR shall recommend to the Vice Chancellor for appointing a neutral examiner whose opinion shall be final.
- e) The candidates shall be admitted to a PhD degree in the relevant branch, provided that he/she has been declared to have passed the viva-voce examination in accordance with these regulations.

## 2.2 Publication Requirements

The publication requirements are:

- i. At **least one (01)** research article in **W category** journal or **two (02)** research articles in **X category** journals, for **Science** disciplines.
- ii. At **least one (01)** research article in **X category** journal or **two (02)** research articles in **Y category** journals, for **Social Science** disciplines.
- iii. The PhD researcher shall be the **first author** of these publication(s).
- iv. The research article(s) shall be **relevant to the PhD research work** of the PhD researcher and published in **HEC recognized journal**.
- v. The article shall be **published after approval of the research synopsis/proposal**.

## 2.3 Change of Supervisor

The candidate may request a change in PhD supervisor, or a supervisor may opt to withdraw from supervision of a candidate. The candidate or the supervisor shall submit his/her request to the concerned HoD. Recommendation for change of supervisor will be made by PREC of the department through Dean concerned for approval by BOASAR. No relaxation in maximum allowable time for completion of PhD degree would be granted to the candidate on the basis that his supervisor has changed.

## 2.4 Funding

- a) All students must be available for a minimum period of two years as full-time regular students taking leave from their jobs, if necessary. In case of financial need, a student may be awarded a teaching assistantship of up to Rs. 8000/- per month on the recommendation of the supervisor concerned.
- b) The matter of study leave and scholarship (for paying fees) of faculty members getting admission to PhD will be decided as per existing rules of the University for leave and scholarship.
- c) Students funded by the University should give an undertaking to pay back the University all expenses incurred on their PhD in case of willful abandoning of the PhD program as ascertained / notified by the Supervisor.
- d) Funding for each PhD student will be released annually by BOASAR on the recommendation of the REC. However, funds for the first year will be released upon first registration of the student, since REC is not yet constituted.

## 2.5 University Fee

University registration and tuition fees per credit hour is the same as for the Open Merit of Master's students.

## 3. Requirements for the REC Constitution

The following are documents required when sending a request to BOASAR for the REC constitution.

- [1] Notification of student's supervisor (Admission Notification)
- [2] Student PhD transcript
- [3] Notification of PhD qualifying examination
- [4] Result of PhD Qualifying Examination
- [5] CVs of the proposed members
- [6] Nomination of REC members from the University should not be below the rank of Professor/Associate Professor

## 4. PhD Thesis Foreign Evaluators Process

Following are the requirements to initiate for PhD Thesis Foreign Evaluator Approval:

- [1] An application from the supervisor through the head of the department recommending two thesis foreign evaluators.
- [2] CVs of the proposed foreign evaluators
- [3] Print of the supervisor's Email correspondence with foreign evaluators for consent to evaluate the thesis.
- [4] The foreign evaluators must be from an approved list of Technologically Advanced Countries

## 5. PhD Defense Requirements

PhD Defense Requirements are as follows:

- [1] Admission Notification
- [2] NoC from employer, if employed (on the job).
- [3] Interim Transcript of the Scholar
- [4] Notification of Qualifying Examination Result
- [5] Notification of proposal approval from the BOASAR office
- [6] Notification of the REC constitution from BOASAR office
- [7] Email correspondence of foreign expert
- [8] REC-I, REC-II, REC-III with attendance, Notifications and Minutes
- [9] Notification of Foreign Evaluators for Thesis
- [10] Departmental Thesis originality report (processed for originality check and showing all sources of similarities).
- [11] Certificate from the supervisor that PhD student has incorporated all the comments/recommendations/suggestions made by REC and foreign thesis evaluators.
- [12] Satisfactory reports of REC members on **TE-3 forms (5 Nos)**
- [13] Satisfactory reports from foreign thesis evaluation (**2 Nos**, one from each)

## 6. Checklist to Apply for PhD Degree

The following is a checklist to apply for a PhD degree.

- [1] Checklist which shows with a tick mark that all the given documents are attached
- [2] Final Transcript
- [3] Request from the Chairman concerned for issuance of Notification for the award of PhD degree in respect of PhD Scholar.
- [4] Certificate from the Chairman and Supervisor that the PhD thesis of PhD student about satisfactory completion of his / her researches this is according to the UET approved format.
- [5] Dues Statement in original from postgraduate office in the student service center
- [6] Copy of published research paper with certification from the PhD supervisor of the student duly verified by QEC.
- [7] Thesis originality report from the QEC
- [8] Recommendation of the HoD concerned and Committee on the final exam that title be accepted in partial fulfillment of the requirements for the degree of Doctor of Philosophy (**TE-3 Form** in original).
- [9] Report of PhD VIVA-VOCE Examination on **VE-4 Form** (5 REC Members)
- [10] Service Certificate e.g., Engr. XYZ is working as .....Dept. ....UET and is a permanent employee of this university with effect from.....
- [11] NoC from employer
- [12] Undertaking through stamp paper of Rs. 100/-
- [13] Degree absentia form along with UBL receipt of Rs. 1500/- for the degree.

## 7. Academic Calendar

The directorate of postgraduate studies publishes and displays on the university and admissions website for each semester. A complete week wise breakup is provided with the following notable information:

- a) Semester starting and end dates
- b) Mid-Term and Final-Term exam weeks
- c) Holidays during the semester
- d) Result notification date etc.

## 8. Student Services Center

The purpose of student services center is to facilitate students by all possible means under one roof. It receives applications from the students and processes the academic & non-academic activities of the students on behalf of different offices in the University e.g. Controller of Examination, Account and Finance Department, Transport Office, Library, etc. The student services center is located on the ground floor of the Agricultural Engineering Department, UET Peshawar.

**For more questions and clarification, please visit the following Facebook page:**

**<https://www.facebook.com/dps.uetpeshawar>**

**or contact on: [dpgs@uetpeshawar.edu.pk](mailto:dpgs@uetpeshawar.edu.pk)**