

Frequently Asked Questions (FAQ)

by Postgraduate Students and their Answers

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Frequently Asked Questions (FAQ) by MS/MSc Students

1. How can a student deposit fee and download the course(s) registration form?

Answer:

- [1] For students in the second semester and beyond, visit the following website:
http://enggentrancetest.pk/msc_registration/search.php?pg=2
- [2] Enter your name.
- [3] Select your department from the drop-down menu.
- [4] Select your current semester from the drop-down menu.
- [5] Select the number of courses you want to register for.
- [6] Generate a fee deposit slip.
- [7] Visit any branch of UBL bank, deposit the fee, and obtain the bank-generated SEQ slip.
- [8] Return to the link provided in step [1] and verify your fee deposit by entering the SEQ number (usually verifiable after one hour).
- [9] Once the fee deposit is verified, print the registration form.

2. As an MS/MSc student, how can I register for courses and where should I submit the form?

Answer:

- [1] Visit your department and meet with the postgraduate (PG) advisor.
- [2] Ask about the degree requirements, such as the number of courses you need to take.
- [3] Keep in mind that you must take at least 12 credit hours of core courses in your area of specialization.
- [4] Inquire with your departmental postgraduate advisor about the core courses in your area of specialization.
- [5] Prioritize completing core courses within the first two semesters, if offered.
- [6] Fill in the courses you wish to register for on the registration form, attach the fee slip (keep your copy for record), and submit it to the office assistant of the PG advisor in your department.

3. How many courses can I register for during MS/MSc in a single semester?

Answer:

- [1] You can register for a maximum of **four** courses, but the total credit hours should not exceed **12**.
- [2] In the case of Master of Architecture, a maximum of five courses can be registered in a single semester according to the rules.

4. What is the total number of credit hours required for MS/MSc degree completion?

Answer

From Fall 2023 onward

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 a **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 **twelve (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/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.

5. What are the core courses for the MS/MSc program?

Answer:

Core courses are those in your area of specialization without which you cannot complete your degree. A minimum of **12** credit hours of core courses is required.

6. What is the minimum and maximum duration for completing an MS/MSc degree?

Answer:

The minimum duration is 1.5 years or **three (3)** regular semesters, and the maximum duration is **four (4)** years or **eight (8)** regular semesters.

7. How do I process my MS/MSc Research Proposal?

Answer:

- [1] An MSc research proposal can be submitted by a student at the end of the second semester of their MS/MSc program or after completing their coursework.
- [2] For initial vetting, the student will present their proposal to the Project Research Evaluation Committee (PREC), which is formally constituted for each specialization in each discipline.
- [3] Once the PREC approves the proposal, it should be prepared according to the UET-approved format, with all pages signed by the PREC members.
- [4] The proposal will then be sent to the BOASAR office for final approval.

8. How do I select a supervisor?

Answer:

Check the relevance of your research with a faculty member (preferably a PhD degree holder) in your department to supervise your research. However, the PREC can assign/recommend a supervisor based on your area of research. Make sure the supervisor has an available slot to guide your research.

9. Do I need a publication for an MS/MSc research-based degree?

Answer:

Yes, you must present, have acceptance, or publish at least one research paper from your MSc research thesis in a refereed national or international conference or journal. If it is a conference paper, the conference proceedings must be published.

10. Do I need to be the first author to publish my research paper(s) for the award of a degree?

Answer:

Yes, the student must be the first author.

11. Is a research paper published before approval of the synopsis/proposal accepted for the degree award?

Answer:

No, the research paper or conference paper must be published after approval of the synopsis/proposal.

12. Where can I find HEC-recognized journals?

Answer:

They can be found at the following link by searching with the journal name or ISSN number:

<https://hjrs.hec.gov.pk/>

13. Where can I download different forms required during postgraduate studies?

Answer:

Different forms and approved formats can be downloaded from the following link under the title "postgraduate downloads." The forms can be downloaded directly by holding the control button and clicking the title:

<https://www.uetpeshawar.edu.pk/downloads.php>

These forms include:

- [1] [PhD Proposal Defence Examination Report](#)
- [2] [MS Research Proposal Format](#)
- [3] [PhD Research Proposal Format](#)
- [4] [Postgraduate Thesis Format](#)
- [5] [Certificate for Submission of MSc/PhD Thesis According to UET Format](#)
- [6] [Plagiarism Request Forms](#)
- [7] [Notification for Payment of External Examiners](#)
- [8] [Application form for MSc and PhD Transcript](#)
- [9] [Clearance Certificate](#)
- [10] [Application Form for Degree In Absentia](#)

14. Can I transfer credit hours if re-admitted to another stream or department?

Answer:

Yes, in the case of a change of MS stream/admission in another stream of engineering or readmission, a maximum of six (6) credit hours from the previous stream/admission may be allowed if approved by the concerned PREC.

15. Can I switch from a research-based degree to a course-based MS/MSc degree?

Answer:

Yes, you can switch from research-based to course-based degree with the approval of the concerned HoD. However, it can only be a one-time switch that cannot be reversed. Similarly, if the research proposal is approved by the BOASAR, the student must submit a request for proposal/topic cancellation to the BOASAR office after a recommendation

from the supervisor and chairman. (Note: Ensure that this switch is possible during the degree completion time).

16. When will my admission be considered canceled if I am absent from classes after registration?

Answer:

The students' admission will be canceled if they remain absent for two consecutive semesters without freezing the semesters. The student will be issued an attended semesters transcript.

17. How can I freeze my semester?

Answer:

Freezing of semester is allowed subject to the following conditions.

- a) Freezing of the first semester is not allowed. Under special hardship circumstances freezing of first semester can be considered after the approval of concerned dean.
- b) The student shall apply for freezing a semester two weeks before commencement of the semester classes. Freezing during the semester is not allowed.
- c) The maximum duration of freezing is two semesters where the maximum duration of the degree program shall remain the same.
- d) A student who wants to freeze a semester shall deposit freezing semester fee of Rs. 15000/- per semester.
- e) If a student is not enrolled in any course in a semester, s/he shall not be considered a regular student at university in that period.
- f) The students are allowed to unfreeze a semester within two weeks of commencement of classes if s/he desires after freezing a semester. The fee deposited for freezing will be adjusted in tuition fee.

18. Can a student transfer credit hours from another stream or another university?

Answer:

Yes, in case of change of MS stream/admission in another stream of engineering or readmission, a maximum of **six (06)** credit hours 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.

19. If I enroll in my MS/MSc research and cannot complete it within one semester, will I pay for extra semesters within the degree duration time?

Answer:

Yes, each additional semester within the degree completion duration time will be charged. Each additional semester will be charged as per the amount of registration fee.

20. What is the minimum grade/CGPA needed to receive an MS/MSc degree?

Answer:

To be eligible for graduation, a student must have a **CGPA** of at least **2.67 (B-)** in coursework and a satisfactory grade (**S**) in research.

21. Can I improve my grades? If yes, which grades can be improved?

Answer:

Students receiving a grade of "C" or lower will have one chance to improve the grade by repeating the course. Tuition fees will be charged for repeating the course. The student will not receive additional credit for repeating the course. After repeating the course and fulfilling all requirements, including exams, the instructor will award the student a fresh grade.

22. How can I freeze my semester and what are the requirements?

Answer:

Freezing of the semester is allowed subject to the following conditions.

- a) Freezing of the first semester is not allowed. Under special hardship circumstances freezing of first semester can be considered after the approval of concerned dean.
- b) The student shall apply for freezing a semester two weeks before commencement of the semester classes. Freezing during the semester is not allowed.
- c) The maximum duration of freezing is two semesters where the maximum duration of the degree program shall remain the same.
- d) A student who wants to freeze a semester shall deposit freezing semester fee of Rs. 15000/- per semester.
- e) If a student is not enrolled in any course in a semester, s/he shall not be considered a regular student at university in that period.
- f) The students are allowed to unfreeze a semester within two weeks of commencement of classes if s/he desires after freezing a semester. The fee deposited for freezing will be adjusted in tuition fee.

23. If students receive an "F" grade (Fail) in a course, how will they repeat it?

Answer:

A student who receives an **"F"** grade in a course may be allowed one chance to improve the grade by repeating the course within the degree completion duration. This opportunity may be used for a maximum of two courses during the entire master's program. Only the higher grade will be used in computing the CGPA.

24. In what circumstance is an Incomplete "I" grade assigned to a student and how it can be improved?

Answer:

Grade "I" is assigned to a student who missed the final term examination or project report due to genuine reasons but successfully completed the other course requirements.

Grade "I" should be converted to an appropriate letter grade within two consecutive semesters, or it will permanently convert to an **"F" grade**.

25. What is the acceptable limit of plagiarism or similarity for a proposal/thesis?

Answer:

The overall maximum acceptable similarity is 18%, and from a single source, it is 4%.

26. How can I get a similarity report?

Answer:

It is a two-stage process. In the first stage, your supervisor or departmental PG advisor will issue a departmental similarity report if it is within the acceptable range. In the second stage, this report will be issued from the office of the Director of Quality Enhancement (QEC) cell as one of the degree requirements.

27. From which semester is the HEC's new PG policy 2023 applicable?

Answer:

The HEC's new PG policy 2023 applies to students admitted in Fall 2023 and onwards.

28. Is a COVID-19 extension of one year still applicable?

Answer:

It applies to all those students whose research was enrolled before and during the COVID-19 period. However, the HEC discourages the Covid-19 extension after 28.02.2023.

29. Can a student register for four courses in which one course is of 4 credit hours making the total credit hours in a single semester 13?

Answer:

A student can register for a maximum of 12 credit hours per semester. In unavoidable situations, the case may be referred to the Dean of the concerned faculty through the head of the department. The students of Master of Architecture will follow their own rules.

30. What are the requirements to apply for MS/MSc thesis defence examination?

Answer:

The supervisor of the student will send a letter through the HoD office with the following documents:

- [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] Minutes of the pre-defence seminar

31. How can a student get the dues statement?

Answer:

Visit the Directorate of Postgraduate Studies in the Student Service Center (alongside the admissions office) and request a dues statement. The student's dues record will be checked, and a dues statement will be issued if clear. If the student has outstanding dues, he/she will be guided on the payment process to issue the dues statement.

32. How can a student apply for a clearance certificate?

Answer:

Visit the **Students Service Center** to get a clearance certificate.

33. How the research paper or conference paper will be verified?

Answer:

The research paper will be submitted to the Directorate of Postgraduate Studies located in the Student Service Center. The Director of Postgraduate Studies will send it to the Directorate of Quality Enhancement Cell (QEC) for verification.

34. Where can a student get his/her transcript and degree?

Answer:

Visit the **Students Service Center** where you can apply for Transcript/Degree, and you will be given time to get it from the same center.

Frequently Asked Questions (FAQ) by PhD Students

1. What are the total credit hours required for a PhD degree?

Answer:

A student must register for a minimum total of 54 credit hours (18 credit hours of postgraduate-level coursework and 36 credit hours of research work).

2. What is the minimum acceptable CGPA in PhD coursework?

Answer:

A PhD student must complete his/her PhD-level coursework with a minimum CGPA of 3.0 to be eligible for the comprehensive examination.

3. How do I select/register for my PhD courses?

Answer:

Courses will be registered after consultation with your PhD research supervisor and the departmental postgraduate advisor.

4. Can a student register for a course as a single participant?

Answer:

Yes, 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 a maximum of one course as a single participant.

5. What is the minimum and maximum duration of PhD degree completion?

Answer:

The minimum duration for PhD degree completion is **3** years and the maximum is **8** years.

6. How can I freeze my semester and what are the requirements?

Answer:

Freezing of the semester is allowed subject to the following conditions.

- g) Freezing of the first semester is not allowed. Under special hardship circumstances freezing of first semester can be considered after the approval of concerned dean.
- h) The student shall apply for freezing a semester two weeks before commencement of the semester classes. Freezing during the semester is not allowed.
- i) The maximum duration of freezing is two semesters where the maximum duration of the degree program shall remain the same.
- j) A student who wants to freeze a semester shall deposit freezing semester fee of Rs. 15000/- per semester.

- k) If a student is not enrolled in any course in a semester, s/he shall not be considered a regular student at university in that period.
- l) The students are allowed to unfreeze a semester within two weeks of commencement of classes if s/he desires after freezing a semester. The fee deposited for freezing will be adjusted in tuition fee.

7. What is the duration between completion of coursework, qualifying examination, and synopsis/proposal submission?

Answer:

The maximum duration for the completion of coursework, passing the qualifying examination, and approval of the synopsis/proposal is six consecutive regular semesters.

8. When is the qualifying examination due after the completion of PhD coursework?

Answer:

The qualifying examination must be conducted within six months after the completion of coursework.

9. What is the qualifying examination, and how is it conducted?

Answer:

When a student completes PhD coursework, they must take a comprehensive/qualifying examination in three courses they have studied during their PhD. Each department conducts the PhD qualifying examination once each semester. It is a written exam on a pass/fail basis and includes two parts: a general section and a specialized section. The general section assesses the student's knowledge of the core areas of the discipline (as notified by the Department), while the specialized section assesses the student's research interests. Each part should be scheduled for at least two hours. The qualifying examination is designed to ascertain the student's in-depth knowledge, analytical abilities, and aptitude in their area of PhD research.

10. Who conducts and assesses the qualifying examination?

Answer:

The Qualifying Examination Committee comprises 3 members, including the concerned PhD Supervisor. The members of the committee are nominated by the supervisor and appointed by the head of the respective department, considering the core areas of the research. All members assess and evaluate the student's potential independently regarding their PhD research initiative. The committee declares the result as pass/fail.

11. If a student fails the qualifying examination, does he/she has another chance to pass it?

Answer:

Yes, a PhD student must take the qualifying examination within six months of completing their coursework. Students who fail are allowed to repeat the examination once within six months of the initial qualifying examination result declaration. Students who fail the qualifying examination twice will not be allowed to continue their PhD.

12. When is the Research Evaluation Committee (REC) of the candidate constituted?

Answer:

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 send it to the office of BOASAR for approval by the Board. All committee members must have a PhD degree except possibly a member from a research institute/industry.

13. Who are the members of the REC?

Answer:

The five members of the **REC** are:

- [1] 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 the parent Department.
- [2] One member from the department concerned.
- [3] One member from a department other than the concerned department.
- [4] One member from a university other than UET, Peshawar.
- [5] One member from a research institute/industry.

Any member of the above may be appointed as a co-supervisor for the candidate if required.

14. How many REC meetings are compulsory for a PhD student?

Answer:

A minimum of three REC meetings are compulsory during the PhD degree duration.

15. What is the possible gap between two consecutive REC meetings?

Answer:

A minimum of one year is required between two consecutive REC meetings.

16. What should be the quorum/number of REC members to conduct a REC meeting?

Answer:

The quorum for the REC shall be at least three members, and for the Examination Committee, at least four members including at least one member from outside the University.

17. Can a student request a change of supervisor?

Answer:

Yes, the candidate may request a change of PhD supervisor, or a supervisor may opt to withdraw from the supervision of a candidate. The candidate or the supervisor shall submit their request to the chairperson concerned. The recommendation for change of supervisor will be made by PREC of the department through the Dean concerned for approval by BOASAR.

18. Will a PhD student get an extension in his/her degree completion duration?

Answer:

- The maximum duration of a PhD shall not exceed eight years from the first date of registration of a student in their PhD program. However, in exceptional cases, on the recommendation of the student's Supervisor and Director of Postgraduate Studies, the Vice Chancellor may extend the period by a maximum of two years.
- After the expiry of the above-mentioned duration, the candidate may be allowed to register as a fresh candidate, if they so desire.

19. What are the HEC criteria for publication requirements for a PhD degree?

Answer:

- a) For students enrolled before the Fall 2023 semester, one research paper in an HEC-recognized X-category Journal from the student's research work.
- b) For students enrolled in the Fall 2023 and onward semesters, either one W-category HEC-recognized Journal paper, or two X-category HEC-recognized Journal papers.

20. What are the requirements for the REC Constitution?

Answer:

The following documents are 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.

21. What are the requirements to initiate the process for PhD thesis foreign evaluators?

Answer:

A list for PhD Thesis Foreign Evaluator Approval includes:

- [1] An application from the supervisor through the head of the department showing the 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.

Note: According to HEC PG's new policy 2023, the evaluator requirements are as follows:

The PhD dissertation must be evaluated by:

- a) At least two external experts who shall be:
 - i). i) PhD faculty members from the world's top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to the 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 of 30 for sciences, 15 for Social Sciences, or eight for Arts & Humanities as determined by Web of Science.

OR

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

22. What are the PhD defence requirements?

Answer:

The PhD defence 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 with foreign experts
- [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 the 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)

23. How can a student verify the publication of a research paper?

Answer:

Visit **Students Service Center** where you will be guided through the process. Normally, your publication in hard is submitted to the directorate of postgraduate studies where it is then forward to the directorate of quality enhancement cell for verification.

24. What is the Checklist required to apply for a PhD degree?

Answer:

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

- [1] Checklist that shows with a tick mark that all the given documents are attached
- [2] Final Transcript
- [3] Request from the Chairman concerned for the issuance of Notification for the award of a PhD degree in respect of the PhD Scholar
- [4] Certificate from the Chairman and Supervisor that the PhD thesis of the student has satisfactorily completed their research according to the UET approved format
- [5] Dues Statement in original from the 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 the title be accepted in partial fulfilment 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]Degree in absentia form along with UBL receipt of Rs. 1500/- for the degree.

**It will be updated based on the questions asked by the students.
For more questions and clarification, please visit the following Facebook page:**

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

or

Email on: dpgs@uetpeshawar.edu.pk, dpgs.aso@uetpeshawar