

SEMESTER RULES AND REGULATIONS

Master of Philosophy (MPhil) or Equivalent Programs



Abdul Wali Khan University Mardan, Pakistan



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1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- a) These Rules and Regulations framed under section 29(a) of the Khyber Pakhtunkhwa Universities Amendment Act, 2016, shall be known as Semester Rules and Regulations for MPhil or equivalent programs.
- b) These Rules and Regulations shall come into force from the date approved by Academic Council with immediate effect.
- c) These Rules and Regulations shall apply to all MPhil (or equivalent program) students of Abdul Wali Khan University Mardan.

2. DEFINITIONS

- a) **Academic Program** means an “Academic Program” of studies, which leads to the award of a Degree to the students, after successful completion of all its requirements.
- b) **Assessment** means evaluation of performance of students in academic programs, including examinations, assignments, practical, project work, seminars and tutorials.
- c) **Advance Studies and Research Board (ASRB)** means Advance Studies and Research Board of the University.
- d) **Audit Course** means a course taken by a student without benefit of a grade or credit
- e) **Cease** means that a student is declared unsuitable for further studies
- f) **Class Assignment** means a task relevant to a course of study to substantiate the course contents. An assignment may or may not be graded.
- g) **Contact Hour** means one hour spent on teaching, lab work, practicals, research work, projects, seminars, workshops, internships, etc.
- h) **Controller** means Controller of Examinations of the University.
- i) **Credit Course** means a course required for a degree and is counted towards CGPA.
- j) **Credit Hour (Cr. Hr)** means a lecture of one-hour duration per week in a semester for a subject countable towards a student’s CGPA. A practical of two hours is equivalent to one credit hour.
- k) **CGPA** means the cumulative grade point average
- l) **Chairperson** means Chairperson of an Academic Department of the University.
- m) **Dean** means Dean of a faculty



- n) **Director Academics** means Director Academics of the University.
- o) **Department** means an Academic Department
- p) **Examiner** means a person appointed to conduct the examination.
- q) **Faculty** means Faculty of the University having more than one department.
- r) **FEC** means Faculty Equivalence Committee
- s) **Grade** means a letter grade which represents certain points earned by a student.
- t) **Grade Point (P)** means number of points assigned to a letter grade.
- u) **Grade Point Average** means the average of points earned by a student in a semester.
- v) **GSC** means Graduate Study Committee
- w) **He** means Pronoun for both male and female students.
- x) **Non-Credit Course** means a course of study, successful completion of which is required for a degree but not counted towards CGPA.
- y) **Director Admissions** means Director Admissions of the University.
- z) **Thesis** means a report comprising the original research of a student which is counted towards the partial fulfillment of his MPhil or equivalent degree.
- aa) **Registration** means registration of student in a Teaching Department.
- bb) **University** means Abdul Wali Khan University Mardan.
- cc) **Vice Chancellor** means Vice Chancellor of the Abdul Wali Khan University Mardan



3. REQUIREMENTS FOR LAUNCHING MPhil or EQUIVALENT DEGREE PROGRAM

- 3.1 There should be at least two PhD faculty members in a department to launch the MPhil or equivalent degree program.
- 3.2 The supervisor of a student perusing MPhil or equivalent degree must possess a PhD degree in the relevant field.
- 3.3 There can be one or more supervisor(s) for each MPhil or equivalent student. In case of two supervisors, i. Principal and co-supervisor (s), ii. Joint Supervisors (Both Principal supervisors). Joint supervision means two principal supervisors, one from AWKUM second expert (PhD holder) from other institutes/universities.
- 3.4 A supervisor can supervise up to seven MPhil or equivalent students (at a time) which can be increased/decreased as per HEC guidelines.

4. PROCEDURE FOR ADMISSION

- 4.1. There shall be a Graduate Study Committee (GSC) consisting of the following:
- | | | |
|----|---|----------|
| a. | Chairperson of the concerned department | Convener |
| b. | Two <i>PhD</i> senior faculty members | Member |
| c. | Two senior faculty members <i>nominated by Dean concerned</i> from other departments | |
| | (Not for admission) | Member |
| d. | One Nominee of the Dean Concerned | Member |
| e. | Two experts from other University/Degree Awarding Institution (DAI) to be nominated by the Dean concerned from the panel of five experts recommended by the chairperson of the department concerned for synopsis evaluation (Not for admission) | Member |

Note: In case of acting Chairperson of the Department, the concerned Dean of the faculty will be the Convener of GSC. The Chairperson of the Department with the approval of the Dean shall form the GSC, to be notified by the Director Academics. Also, the convener may co-opt member(s) if needed.

- 4.2. The Director Admissions shall advertise the MPhil or equivalent program in at least two leading national newspapers and on the University's Website.
- 4.3. Application on prescribed forms along with the following documents shall be submitted to the concerned office.



- i. Transcripts or Detailed Marks Certificates (DMCs) of all Examinations.
 - ii. Original/Provisional certificates and Degree(s).
 - iii. Three duly attested passport size photographs.
 - iv. Certificate to the effect that no major/minor penalties have been imposed on the applicant on account of misconduct during their undergraduate and graduate studies.
 - v. Domicile Certificate and CNIC.
 - vi. Undertaking / Agreement (in original) on selection for admission, signed by the ***Oath Commissioner***.
 - vii. Migration Certificate.
 - viii. An affidavit to the effect that he is not pursuing degree Program studies in any other University/Institute.
 - ix. University entrance test/GAT General or any other aptitude test, as per HEC guidelines with minimum passing marks as per HEC minimum requirements.
 - x. In case of the University entrance test, the following committee shall prepare and conduct test:
 - a. Dean of the concerned faculty or his nominee
 - b. Chairman of the concerned department
 - c. Two senior teachers of the concerned department
 - d. One expert from outside the university
- 4.4. In service candidates must apply for admission with submission of NOC and leave certificate (initially for two semesters) within one month of admission otherwise their admission will stand canceled automatically.
- 4.5. The AWKUM employee(s) cannot apply. However, study leave may be granted, as per rules, to them to pursue ***M.Phil*** degree in other institutions.
- 4.6. Foreign students shall apply for admission as per criteria laid down by HEC.
- 4.7. All eligible candidates are required to appear for interview to adjudge their aptitude, suitability and verification of documents.
- 4.8. The GSC shall grant admission. The Department shall notify the list of admitted (Partially) candidates and will send the final list to the Director Academics with the approval of concerned Dean within three weeks of admission for final notification.



- 4.9. After the not notification by the Director Academics, the Director admission will assign the registration Number to the admitted candidates.
- 4.10. Before advertisement the department must inform the Directorate of Admission/Academics/QEC about the available number of seats for admissions.
- 4.11. The GSC may refuse admission to a candidate based on reasons to be recorded.

5. ELIGIBILITY CRITERIA

To be eligible for admission in MPhil or equivalent degree Program, a candidate is required to have:

- 5.1. Sixteen years of education (4 years of education after HSSC/F.A./F.Sc./Grade 12 or equivalent) in the relevant field.
- 5.2. A minimum of 2nd division in annual system of examination or 2.50 CGPA in semester system examination in the terminal degree *as per the HEC criteria*.
- 5.3. Score in entrance test/GAT General as per HEC guidelines.
- 5.4. Selection shall be made on the basis of cumulative merit to be determined from academic record, written test and interview.
- 5.5. The test should be sort of screening test. If failed, he will not be eligible for admission.

6. MERIT DETERMINATION, QUANTIFICATION AND SELECTION

- 6.1. Merit will be determined using the following weightage:

Academic Qualification 30%

$$a = \frac{\text{Marks Obtained in SSC / equivalent}}{\text{Total Marks in SSC / equivalent}} \times 5$$

$$b = \frac{\text{Marks Obtained in HSSC / equivalent}}{\text{Total Marks in HSSC / equivalent}} \times 5$$

$$c = \frac{\text{Marks Obtained in BS / equivalent}}{\text{Total Marks in BS / equivalent}} \times 5 \quad \text{or} \quad c = \frac{\text{CGPA obtained in BS}}{\text{Total CGPA}} \times 20 \quad \text{or}$$

$$c = \frac{\text{Marks Obtained in BA/BSC/equivalent(2 years)} + \text{Marks Obtained in MA/MSc/equivalent(2 years)}}{\text{Total Marks of BA/BSC/equivalent(2 years)} + \text{Total Marks of MA/MSc/equivalent(2 years)}} \times 20$$

Score obtained = a + b + c

- i. Entrance test 40%
- ii. Interview 30%



- 6.2. After selection, the candidate shall submit course registration form along with bank deposit slip to the Chairperson of the concerned department as per advertisement.
- 6.3. If a candidate fails to enroll during the stipulated time after selection for admission, the next candidate will be offered admission on merit.

7. DEGREE REQUIREMENTS

- 7.1. The normal duration of the program for the Degree of MPhil or equivalent will be three regular semesters (1.5 years) to 06 regular semesters (03 years).
- 7.2. The extension after 06 semester for two semesters, can be granted by the ASRB with the recommendations of the Chairman and the Dean Concerned. After the extension by the ASRB, the supervisor would not be entitled for any monetary supervisory benefit.
- 7.3. The study program of MPhil or equivalent shall comprise of course work, research and thesis. A candidate is required to complete at least 24 credit hours of course work with a minimum of 12 credit hours per semester and 06 credit hours of research work before submission of thesis. However, if the student opts for more courses both credit and non-credit (personal preference or supervisor(s) recommendations) can be allowed to a maximum of 18 credit hours per semester. The additional courses will be added to the transcript but not to the CGPA.
- 7.4. Thesis of a minimum of 06 credit hours based on original research shall normally be completed by the end of four semesters.
- 7.5. English shall be the medium of instruction except for languages and Islamic Studies.
- 7.6. Each student shall follow the syllabi and courses of studies as may be prescribed by the Academic Council from time to time.
- 7.7. After the expiry of the maximum duration (8 semesters), the student who fails to successfully complete the studies, shall be dropped out from the university
- 7.8. All course work may preferably be completed in the first two semesters.
- 7.9. There will be two regular semesters in each year, spring and fall.
- 7.10. Each semester shall be of 18 weeks. Out of 18 weeks, 16 weeks shall be actual teaching time while the rest may be utilized for registration, conduct of examination, declaration of result etc.



7.11. The commencement of semesters shall be regulated by the Director Academics and Research of the university as per the approved Academic Calendar.

8. COURSE FILE

8.1. Every teacher shall maintain a complete Course File of the subject he teaches, which shall be verified by the Chairperson and Dean concerned.

8.2. The course file shall contain:

- i. Attendance record,
- ii. Detail description/outlines of the course,
- iii. Weekly teaching schedule,
- iv. Date of mid-term and final term examinations,
- v. Details of marks allocation/grading,
- vi. Copy of each homework assignment,
- vii. Copy of each quiz/class test,
- viii. Copies of the question paper of mid-term and final term examinations,
- ix. Result sheets of the students,
- x. Difficulties/problems faced during course delivery and recommendations.

9. SEMESTER RENEWALS AND REGISTRATION

9.1. Every student must get enrollment in MPhil or equivalent degree program in the relevant department in each semester by completing registration form duly signed by the chairperson concerned, within the stipulated time as per academic calendar.

9.2. If a student fails to register/enroll in any semester in the stipulated time, he shall be considered ceased on the university roll. After that, approval of the concerned Dean is needed on the recommendation of the chairperson concerned for re-admission with penalty of 5% of the total fee, till one month after the commencement of classes.

9.3. A student must maintain a minimum CGPA of 2.5 for registration/enrollment in each semester.

Note:

- i. If a student CGPA is below 2.0, he will be dropped from the program.
- ii. If a student CGPA is more than 2.0 and below 2.5, a warning letter must be issued to him/her by concerned Chairperson to improve his/her CGPA.



- iii. If a student fails to improve his/her CGPA to 2.5, then he will be dropped out from the program.
 - iv. The minimum requirement for the award of MPhil or equivalent is 2.5 CGPA.
- 9.4. For improving CGPA, a student is allowed to repeat only *three courses*, when his CGPA is less than 3.0.
- 9.5. The taken courses, including the repeated and the failed, will appear in the transcript. A minimum of 24 credit hours coursework is required; however, one can get extra coursework (both credit and non-credit) after the approval of the Chairperson on the recommendation of the concerned supervisor.
- 9.6. Once the concerned supervisor submits a dissertation to the QEC for Plagiarism Certificate, the student will no longer need to register for coming semesters. However, the date of this submission will be valid only if the QEC certificate shows the similarity index (Turnitin) report is less than or equal to 19% and *with not more than 5% from one source*.
- 9.7. For plagiarism/similarity index check the scholar should submit Rs. 500/- in University main account as a processing fee.
- 9.8. The QEC will not process thesis for Plagiarism Certificate when the research period is less than three months after the final approval of synopsis by the ASRB.
- 9.9. The Directorate of Academics and Research will process the soft file/hard copies (stamped by the QEC) along with the Turnitin report received from the QEC for evaluation purpose. The Director Academic will accept a thesis within one month after the QEC certificate and selection of reviewer by the concerned Dean.

10. GRADING POLICY

The following grading policy will be implemented upon the students admitted:

% age Marks	Grade Points	Letter Grade
Below 50	0	F
50	2.00	C-
51	2.05	
52	2.10	
53	2.15	
54	2.20	
55	2.25	C
56	2.30	



57	2.35	
58	2.40	
59	2.45	
60	2.50	
61	2.55	
62	2.60	
63	2.65	
64	2.70	
65	2.75	
66	2.80	
67	2.85	
68	2.90	
69	2.95	
70	3.00	
71	3.05	
72	3.10	
73	3.15	
74	3.20	
75	3.25	
76	3.30	
77	3.35	
78	3.40	
79	3.45	
80	3.50	
81	3.55	
82	3.60	
83	3.65	
84	3.70	
85	3.75	
86	3.80	
87	3.85	
88	3.90	
89	3.95	
90 – 100	4.00	

11. COURSE WORK PROGRAM

- 11.1. The codes to all post-graduate courses will be assigned by the first three to four alphabets of the name of the Department / program followed by 701, 702, 703 etc. For example, PROG701 or PRO701 is used.
- 11.2. A student will be entitled to earn MPhil degree if he completes minimum course work of 24 Cr. Hrs and research thesis of 06 Cr. Hrs, respectively.



- 11.3. A course cannot be registered without qualifying its pre-requisites (if any) as determined as per the scheme of study.
- 11.4. All courses shall be of 3 credits hours. HEC's parameters should be followed in true letter and spirit.
- 11.5. The supervisor shall submit semester wise progress report regarding research work to the Graduate Study Committee.

12. TRANSFER OF CREDIT BY MIGRATION

- 12.1. Transfer of Credit by Migration in the first Semester is not allowed.
- 12.2. Transfer of Credit by Migration from AWKUM is allowed in the 2nd semester onwards on the basis of solid reasons/justification.
- 12.3. Transfer of Credit by Migration to AWKUM is allowed provided the scheme of study is the same as in vogue in AWKUM as per the following rules:
 - a. Transfer of Credit by Migration to AWKUM is allowed within first months of start of a semester as per academic calendar.
 - b. The faculty equivalence committee will determine the suitability of the candidate and the courses to be studied at AWKUM.
 - c. The constitution of the FEC will be as per statutes.
 - d. The scholar will have to complete the required residency minimum of one year (two semesters). However, his admission date will be the date of his initial admission which will reflect the total duration of his study.
 - e. The FEC meeting will be notified by the Director Academics and Research with the recommendation of the concerned chairperson and Dean.

13. ATTENDANCE REQUIREMENTS

- 13.1. A student will be allowed to appear in examination of a course only if he has attended 75% lectures of that course.
- 13.2. Calculation of attendance shall start from the date of commencement of classes.
- 13.3. The teacher of each course shall send a statement in duplicate showing the total number of lectures delivered coupled with the total number of lectures attended by each student to the Chairman of the Department one week prior to the commencement of the final examination.



- 13.4. Absence from a class for two consecutive weeks shall result in cancellation of admission in the course by the Chairman by the recommendation of the class teacher which would only be restored on an appeal to the concerned chairman made within 05 days of the cancellation order with payment of Rs. 1000/-.
- 13.5. Absence from a class for four consecutive weeks will bar the student from examination and the course will be considered failed. He will be required to repeat that when that is offered in the next semester(s).
- 13.6. If a student fails to attend classes of all courses for four consecutive weeks, his/her admission will be cancelled for that semester. the notification will be sent to Director Academics by the respective chairperson through Dean.

14. RESEARCH REQUIREMENTS

- 14.1. Each student should prepare his/her Synopsis/Research proposal, and the supervisor shall conduct a screening test against plagiarism and produce, if it is less than the required threshold, i.e., 19%, and Turnitin certificate duly signed by the supervisor will be recorded.
- 14.2. Further, student will be required to present his/her Synopsis/Research proposal before the Graduate Studies Committee (GSC) of the concerned department.
- 14.3. Upon the approval of synopsis by the GSC, the *title and the abstract* as per approved format along with supervisor/Co-Supervisor will be submitted to the Advanced Studies and Research Board (ASRB) for final approval with the recommendation of the chairperson and the Dean concerned.
- 14.4. The concerned supervisor is supposed to note the feedback, corrections/suggestions made by the GSC/ ASRB. A member of the concerned GSC, appointed by the GSC, should issue a certificate after ensuring that the student has made the suggested changes.
- 14.5. The submission of the thesis will be subject to the final approval of the *topic* by the ASRB.



15. A student is required to participate and present his/her work in at least one National or International Conference/Workshop/Symposium or acceptance/publication of work in any of the peer reviewed relevant Journal (of at least two volumes online published record) of the field or two seminars in the Department/Faculty/University level.
- 15.1. The thesis must be in accord with the approved template of the concerned faculty.
- 15.2. The supervisor shall conduct a screening test against plagiarism and produce, if it is less than the required threshold, i.e., 19%, a certificate along-with a soft copy of the thesis and send it to the QEC, where the latter will issue a final certificate confirming the supervisor's letter.
- 15.3. A hard and soft copy of the thesis duly signed by the concerned supervisor and Chairperson shall be submitted to the GSC for evaluation. Once the thesis is approved by the GSC, one external evaluator shall be appointed for evaluation of thesis by the concerned Dean, selected from a list of five experts (from different universities with diverse locations of the country suggested by the Chairperson with the consent of the supervisor. Further, the concerned Dean will send the thesis in soft form to the selected expert.
- 15.4. External Examiner Evaluation: The external examiner will evaluate the thesis and mark the student's thesis out of 100 marks.
- 15.5. External Examiner addressing the Dean shall explicitly state in the thesis report:
 - i. Whether or not the thesis is of merit and justifies the award of MPhil or equivalent Degree to the candidate
 - ii. In case of major changes, the thesis should be resent to the external examiner for evaluation as to whether the candidate should be asked to revise (major changes) and re-submit the thesis.
- 15.6. The External Examiner may fail the student for two months to one semester based on his (student) abilities to comprehend the thesis work.
- 15.7. The supervisor shall *consider* the recommendations of the external examiner and shall direct the student to revise thesis as per suggested changes.
- 15.8. The student shall defend his/her thesis in an open public defense or through Viva voce Examination for the evaluation out of 100 marks. The following shall be present at the time of open defense:



- i. Chairman concerned
 - ii. An external examiner
 - iii. The Supervisor
 - iv. One member of the GSC
- 15.9. One copy of the final thesis should be submitted to the Department, Supervisor(s), Co-supervisor, Central Library, Concerned Dean and to the Controller of Examination.
- 15.10. The complete duplicate file of student shall be submitted to the Director Academics and Research for the Notification of the result declaration. The file should include:
- i. Admission Notification by the Director Academics and Research
 - ii. Approval of synopsis from ASRB
 - iii. Approval of extension in study duration from ASRB, if any
 - iv. QEC thesis plagiarism report
 - v. Thesis evaluation report
 - vi. Supervisor certificate of incorporating all the changes as suggested by the reviewers
 - vii. Public defense */Viva Voce* notification
 - viii. Conference proceedings Certificate/*Seminar/Presentation* certificate or Journal acceptance letter/online publication.
 - ix. Two departmental/faculty seminar oral presentation certificate
- 15.11. A student who fulfills all requirements, with the prescribed CGPA, shall be awarded the MPhil or equivalent degree with specialization indicated by the Controller of Examination after the approval by the Director Academics and research.
- 15.12. In all cases where these regulations are silent or ambiguous, the decision of the Academic Council shall be considered final by the recommendation of the Dean.

Note: Anomaly Committee is suggested comprising Deans, Director Academics, Director QEC, Director Admission and the Controller Examination to discuss and recommend the solution of issues vague in the semester rules.

