**Standard Operational Procedures (SOPs) for MPhil and Equivalent Thesis Evaluation.**

|  |  |
| --- | --- |
| 01 | **PUC to Dean by the Chairperson** |
| 03 | Invitation letter to external subject expert for evaluation by Dean office along with evaluation proforma |
| 04 | Letter to the supervisor by the dean to incorporate the changes suggested by the expert |
| 05 | Request to expert for viva/defense |
| 06 | Defense /VIVA Report to marked and sign by all four members of panel |
| 07 | Defense Report |
| 08 | PUC for result notification |

**PUC to Dean by the Chairperson**

**PUC**

PUC is the approval of result declaration in respect of Ms/Mr\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Mphil Scholar, Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Abdul wali khan University Mardan.

Name: ABC Father Name: CDE

Registration No: AWKUM-\_\_\_\_\_\_\_\_\_\_\_ Degree: MPhil in \_CS\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Co-Supervisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Thesis:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other requirements with attachments**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Date | Attachment | Annex |
| Admission |  | Admission Notification | A |
| GSC synopsis Approval |  | GSC synopsis Approval minutes | B |
| ASRB approval |  | ASRB approval Notification | C |
| QEC Plagiarism |  | QEC Plagiarism Notification | D |
| Approval of study extension if any |  | Extension Notification | E |
| Fee Clearance |  | Fee Clearance Certificate | F |
| NOC of in-service |  | NOC | G |
| In case of Migration |  | FEC notification by Academics | H |
| Conference proceedings/seminars or Journal acceptance/online publication |  | Proof | I |

The complete file, as per the above list, submitted along with the five approved experts of the field and thesis both in soft and hard form for your kind information and further processing, please.

**Supervisor Name and Signature**

**Chairperson ( )**

The file is checked and found complete in all aspect, forwarded for evaluation process with list of five experts of the field as provided by the concerned supervisor.

**Dean Signature**



To

**Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

Assistant Professor, Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

University of

Subject:  **Evaluation of MS Thesis in Respect of Mr. \_\_\_\_\_\_, Department of , AWKUM.**

Respected Sir,

The undersigned is pleased to appoint you as an external examiner as per the semester rules to evaluate the thesis titled “\_\_\_\_\_\_\_\_\_” in respect of the above mentioned Research Scholar as per the attached template. A copy of the thesis is enclosed with the request to kindly evaluate it, keeping in view, the following

1. Appropriateness of the Research Topic (i.e. academic/applied significance).
2. Organization of thesis (i.e. presentation of chapter titles, headings, and subheadings etc.).
3. Originality of the research work.
4. Analysis, presentation and interpretation of the data acquired.
5. References (whether up to date or not) and
6. Language.

Whereas, the candidate has completed all the other requirements for the award of MPhil Degree, the Defense/Viva-Voce of the said Research Scholar will be held soon after the thesis is evaluated and approved.

It would be highly appreciated if you could send the report along with your expert comments within 20 days.

.

**Dean**

**Faculty of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

** ABDUL WALI KHAN UNIVERSITY MARDAN**

URL: www.awkum.edu.pk

**PrOforma for evaluation of MS/MPHIL thesis by external examiner**

**Student’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Reg. No.**AWKUM-1600123456

**Department/Discipline** \_\_\_\_\_\_\_\_\_\_\_\_  **Supervisor’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title of Dissertation:** The Role of Behavioral Finance in Investment Decision

**After Evaluation, MARK the thesis and SELECT one of the followings, please.**

|  |  |  |
| --- | --- | --- |
| **1.** | **Acceptable:** The thesis is of sufficient merit to justify the award of degree to the candidate and no change is suggested. |  |
| **2.** | **ACCEPTABLE WITH** **minor revisions:** tHE thesis is of sufficient merit to justify the award of degree to the candidate. Comments are enclosed and verification of the revisions is left up to the satisfaction of the supervisory committee. |  |
| **3.** | **ACCEPTABLE WITH** **major revisions:** The thesis is not acceptable in its present form. The comments are enclosed and the candidate is allowed to revise and re-submit his/her thesis for re-evaluation. |  |
| **4.** | **Not Acceptable:**  The thesis is not of sufficient merit to justify the award of degree to the candidate and my comments are enclosed. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Marks** | **100** | **Obtained Marks** | **\_\_\_\_\_\_ Out of 100** |

**COMMENTS: (you may attach extra sheets)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: -------------------------------------------**

**Name and address of the external examiner: -----------------------------------------------------**

** ABDUL WALI KHAN UNIVERSITY MARDAN**

*Dean office Letterhead*

No: *Dir/A&R/AWKUM/2020/*  January , 2020

To

Dr. ABCDE ,

(Supervisor)

Department of XYZ, AWKUM

Subject: **Annotated Compliance Report of the Comments and Suggestions of External Examiner**

As per recommendations of the Supervisor, Chairperson, and a certificate certifying that all pre-requisites for thesis evaluation have fulfilled by the scholar concerned, the thesis of the scholar were forwarded to one external evaluators selected by undersign from the panel of five provided by the chairperson with the consent of the concerned supervisor. The evaluation report in respect of the scholar has been received and hereby forwarded to you (attached) for further process in accordance with the MPhil Semester Rules of the University.

Please provide point-to-point annotated compliance report of the suggestions of external examiners and in case of minor revision schedule of MPhil Defense be provided to office of the undersigned. In case of Major revision the thesis along with the provided annotated compliance report will be forwarded to the external examiner for the final decision.

Office Assistant

Dean Office

Dean (ABC)

**Copy to:**

1. The Dean, Faculty of Chemical & Life Sciences, AWKUM
2. Chairman, Department of Zoology, AWKUM
3. Relevant File

**ABDUL WALI KHAN UNIVERSITY MARDAN**

Ph: 0937-843366, E-mail: asrb@awkum.edu.pk

URL: www.awkum.edu.pk

No: *Dir/A&R/AWKUM/2019/*  September , 2019

To

**Prof. Dr. XYZ,**

Department of ABC, University of \_\_\_\_\_

Peshawar.

Subject: **Viva Voce Examination/Public Defense of M.Phil Scholar XYZ, Department of ABC, AWKUM.**

Respected Sir,

The undersigned is pleased to inform that you have been appointed as subject expert for Viva Voce Examination/Public Defense MPhil Scholar XYZ, Department of ABC, AWKUM, scheduled to be held on **September 18, 2019** at **10:00 AM** in the Department of ABC, Abdul Wali Khan University Mardan. The title of dissertation is as follow:

“**Title of Dissertation -------------------------------------------------------------------------------------------”**

Please make it convenient to attend the defense as a subject expert.

**Dean ABC**

Copy to:

1. The Chairperson, Department of Botany, AWKUM.
2. The Student’s Supervisor, with the request to inform committee members and student concerned.
3. Relevant File

**Department Letterhead**

**Defense /VIVA Report**

The defense/viva by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is accepted/not accepted in its present form by the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Faculty of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Abdul Wali Khan University Mardan as satisfying the dissertation requirements for the degree of Master of Philosophy or Equivalent in the subject of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |  |  |
| --- | --- | --- | --- |
| **S#** | **Panel of Viva Voce Examination** | **Marks given out of 100** | **Signature** |
| 01 | Chairperson concerned |  |  |
| 02 | An External examiner |  |  |
| 03 | The Supervisor |  |  |
| 04 | One Member of the GSC |  |  |
| The scholar obtained \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ marks (average of all above) out of 100 marks. | | | |
| The scholar obtained \_\_\_\_\_\_\_\_\_\_\_\_\_\_ marks through thesis evaluation by external examiner out of 100 marks. | | | |
| The scholar obtained the sum of (Evaluation + viva/Defense) \_\_\_\_\_\_ marks out of 200 marks. | | | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**PUC**

PUC is the approval of result declaration in respect of Mr/Ms. ABC, Mphil Scholar, Department of XYZ, Abdul wali khan University Mardan.

The scholar has completed the requirements for the award of M.Phil degree as per details given below, provided by the concerned supervisor:

Name: ABC Father Name: CDE

Registration No: AWKUM-\_\_\_\_\_\_\_\_\_\_\_ Degree: MPhil in \_CS\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Co-Supervisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Thesis:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other requirements with attachments**

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| NOC of in-service |  | NOC | G |
| In case of Migration |  | FEC notification by Academics | H |
| Conference proceedings/seminars or Journal acceptance/online publication |  | Proof | I |
| PUC by the Chairperson to the Dean for Evaluation |  | Signed PUC | J |
| Thesis evaluation [Marks\_\_\_\_/100] |  | Filled Proforma for evaluation | K |
| Point-point reply to the reviewer comments and suggestions |  | Point-to-point reply | L |
| Defense/Viva [Marks:\_\_\_/200] |  | Defense/Viva Report | M |
| Forwarding letter by the Dean for the result notification |  | Letter |  |

**Supervisor** **Chairperson**

**Director Academics**

The complete file is forwarded by the supervisor through the chairperson, forwarded for the result declaration, please.

**Controller of Examinations**