



Rules & Regulations

Version 4.1

**Mohammad Ali Jinnah
University, Karachi**

Definitions:

Active Registration:	- A semester in which a scholar/candidate registered
BASR:	- Board of Advanced Studies and Research of the University
Candidate:	- A PhD scholar, who has completed course work, qualified comprehensive examination and research synopsis.
CGPA:	- Cumulative Grade Point Average
Chairman:	- Chairman of the PhD Defense Committee
Committee:	- Examination Committee
Consecutive Semesters:	- Two continuous semesters i.e., Spring & Fall
Dean:	- Dean of the concerned faculty
Department:	- Teaching Department in which a student is admitted.
Examiner:	- A person with PhD degree from the relevant field.
Foreign Expert:	- Expert from technologically/Economically advanced foreign countries.
GAT:	- Graduate Assessment Test by National Testing Service
GPA:	- Grade Point Average
GRE:	- Graduate Record Examination by Educational Testing Services, USA
Impact Factor Journal:	- Journal which is indexed in <u>Journal Citation Reports published by Clarivate Analytics</u> (Formerly known as Thomson Reuters)
MAJU	- Mohammad Ali Jinnah University, Karachi
NTS:	- National Testing Service
SAT:	- Scholastic Assessment Test
SCH:	- Semester credit hours
Scholar:	- A student who has been awarded admission in MS/PhD
Student:	- Student of Mohammad Ali Jinnah University
Supervisor:	- Supervisor of the research work of the scholar
University:	- Mohammad Ali Jinnah University, Karachi

1. GENERAL RULES & REGULATIONS

1.1. Admissions

- 1.1.1. The University shall invite applications for admissions in various academic programs through publication of advertisement in print media, social media or any other suitable mode.
- 1.1.2. There shall be an admission test for each program and the applicants with 50% NTS/SAT/GAT may be exempted from the admission test. NTS/SAT/GAT percentage of an applicant shall be equated to admission test percentage conducted by the university.
- 1.1.3. All successful applicants must have to pass interview. Interview shall evaluate applicants' social attitude, motivation, positive character and background check.
- 1.1.4. O and A levels grades shall be equated to Matric and Intermediate level percentages respectively. Equivalence certificate from IBCC is mandatory. Foreign Degree holders must have to provide HEC Equivalency at the time of admissions.
- 1.1.5. The admission requirements and roadmap of each degree program shall be made available on the university website, or in prospectus or any other suitable medium; published from time to time.
- 1.1.6. A result awaiting candidate can apply for admission by furnishing a certificate that he/she has already appeared in the exam and hoping to meet minimum percentage required for the program.
- 1.1.7. If a candidate fails to provide the result within prescribed time, or fails to attain the required percentage, his/her admission shall stand cancelled. No admission fee shall, however, be charged if such candidate applies for fresh admission.
- 1.1.8. In case of incorrect or forged information, revealed at any stage of academic career at MAJU, the admission shall be cancelled, and no transcript shall be issued.
- 1.1.9. A candidate seeking admission in the university shall abide by all its rules, regulations and policies published by the university from time to time.

1.2. Fee Refund Policy

- 1.2.1. If a 1st semester student decides to withdraw from the University after having registered he/she shall be entitled for full tuition fee refund provided that:
 - 1.2.1.1. Admission Fee is non-refundable
 - 1.2.1.2. If a 1st semester student decides to withdraw from the University after having registered s/he shall be entitled for tuition fee refund provided that:
 - 100% of paid tuition fee shall be refunded up to 7th day of start of semester

- 50% of paid tuition fee shall be refunded from 8th to 15th day of start of semester
- No tuition fee shall be refunded from 16th day of start of semester

1.2.1.3. If a student was a result awaiting candidate and failed to achieve minimum percentage required for admission in the program then s/he must request for fee refund within 7 calendar days after the announcement of result and 100% of the paid tuition fee shall be refunded.

1.3. Semester Credit Hour

1.3.1. A course semester credit hour (SCH) is defined as one **lecture hour of class work followed by tutorials** per week for sixteen weeks.

1.3.2. A laboratory semester credit hour shall be three hours of practical lab work per week for sixteen weeks.

1.4. Academic Year

1.4.1. There shall be two regular semesters i.e., Fall and Spring in an academic year. Each Semester shall have 16 teaching weeks.

1.4.2. A Summer semester is of 08 weeks duration and is usually used for internship, business projects and repeat or failure courses.

1.4.3. A limited number of courses, on the discretion of Dean /HoD, may be offered in a Summer semester.

1.5. Assessment of Tuition Fee

1.5.1. Fee shall be charged per credit hours as determined by the university from time to time.

1.5.2. Tuition fee for the registered courses shall be paid within due time period to validate the registration.

1.5.3. A student with fee default status shall not appear in the attendance roll and there shall be no attendance correction afterwards.

1.5.4. If the fee is not paid, within the prescribed time, **student shall not be allowed to sit in Final Examination.**

1.6. Credit Transfer Policy

1.6.1. Transfer credits may be accepted for work completed at a recognized Pakistani or foreign university running an accredited program and an original transcript, course outlines along with NOC issued by the university which administered the examination shall be submitted.

1.6.2. Transfer Application must be submitted at least three days before the start of the Admitted semester.

1.6.3. Only those courses/credits shall be transferred in which the candidate has got **MAJU equivalent** grade C or higher for undergraduate programs and **MAJU**

equivalent grade B or higher for graduate programs and they can be part of candidates' degree program at Mohamamd Ali Jinnah University.

- 1.6.4. Each transfer credit case shall be examined on its merit by the Admission Department in consultation with the respective HoD.
- 1.6.5. Accepted credit hours, without grades, shall appear on the transcript.
- 1.6.6. Maximum credits transferred shall not exceed 50% of the total credit hours required for the degree program.
- 1.6.7. The department has the exclusive right to accept or reject any request of transfer of course /courses.
- 1.6.8. A student with transfer credit hours shall not be eligible for a university medal or merit scholarship.
- 1.6.9. In case of change of Academic Program within university, both grades and credits will be transferred and shown on transcript. The change of Academic Program will only be permitted subject to fulfillment of the eligibility and merit of respective program, availability of the seat and subsequently, approval of the President.
- 1.6.10. Application for change of Academic Program will be submitted on the prescribed proforma to the HoD.
- 1.6.11. The student would be required to pay the prescribed fee for change of Academic Program.
- 1.7. **Add/Drop**
 - 1.7.1. A student may add or drop a course within first 2 weeks of the semester. A course dropped will be deemed as if it was never registered.
 - 1.7.2. A course taken in Summer Semester cannot be dropped.
- 1.8. **Withdrawal**
 - 1.8.1. If a student decides not to continue in a course, and add/drop time has expired, he/she may withdraw from the course within twelve weeks from the start of the semester.
 - 1.8.2. A course withdrawn will be reported on the transcript with a **W** status.
 - 1.8.3. A withdrawn course shall not be counted towards the calculation of GPA.
 - 1.8.4. A withdrawn course shall be treated as a registered course for the evaluation of tuition fee.
- 1.9. **Repeat & Substitute a Course**
 - 1.9.1. Repeated courses shall replace originally taken course in the transcript. However, in the remarks section repeated counts shall be mentioned.
 - 1.9.2. An undergraduate student may be allowed to repeat a course in which s/he has obtained grade below "C".

- 1.9.3. A graduate student may be allowed to repeat a course in which s/he has obtained “C” or below grade.
- 1.9.4. A doctoral student may be allowed to repeat a course in which s/he has obtained “B-” grade.
- 1.9.5. Both the previous and new grade obtained will be recorded on the transcript, however, only the better grade shall be used in the calculation of CGPA.
- 1.9.6. A student may substitute an elective course with another elective course. Such a substitution shall be treated as a repeat course.
- 1.9.7. A student can repeat not more than 6 courses in undergraduate program and 3 courses in graduate program within permitted time duration but prior to the degree completion.
- 1.9.8. A PhD student can repeat not more than 3 courses in doctoral program within permitted time duration but prior to the PhD Comprehensive Exam.
- 1.9.9. Substitution shall be allowed, with the recommendation of HoD and approved by the Dean, at the end of a degree program.
- 1.10. Semester Freeze**
- 1.10.1. A student, under special circumstance, may apply for a semester break to the concerned HoD. However, to maintain his/her registration the student has to pay the semester break fee as determined by the university from time to time.
- 1.10.2. Semester freeze is not allowed in 1st semester
- 1.10.3. A student who is not registered in a semester shall lose his registration if he/she did not freeze the semester.
- 1.10.4. A consecutive two-semester non registered status shall lead to the cancellation of admission.
- 1.10.5. A student with cancelled admission is required to apply for readmission on the prescribed form.
- 1.10.6. A re-admission case shall only be considered if it is within the maximum time duration allowed for a degree program.
- 1.11. Change of Program**
- 1.11.1. MAJU student may apply for the change of program with the approval of concerned HoDs before the start of a semester. Such a student shall be issued a new registration number.
- 1.11.2. Only related courses shall be transferred with grades to the opted program.
- 1.11.3. Courses transferred shall appear in the transcript without mentioning the semester details in which they were studied.

1.11.4. Student would be required to submit transfer fee as determined by the university from time to time.

1.11.5. Program transferred student shall not be considered for the award of a medal or merit scholarship.

1.12. Attendance

1.12.1. To be eligible for final examination 80% attendance is mandatory in a course or in a lab work.

1.12.2. There shall be no relaxation in attendance requirement under any circumstances.

1.12.3. Class attendance shall only be marked if a student has no outstanding dues.

1.13. Examination and Grading

1.13.1. A student shall be eligible for final examination if his/her name is included in the exam seating plan.

1.13.2. If a student is not allowed to sit in final exam due to shortage of attendance or disciplinary action, then he/she shall be awarded “F” grade in that course.

1.13.3. Re-examination is not allowed. However if there is death of blood related family member or spouse or any other extreme circumstances proven with evidence. However, such cases must require approval of the President.

1.13.4. If a student misses final examination, he/she may apply for course(s) withdrawal provided he/she was hospitalized and or evidence of any other extenuating circumstances such as death of an immediate family member on the day of examination.

1.13.5. Letter grades shall be awarded at the end of each semester as per the following distribution:

Assessment	Weightage
a) Midterm Examination	20% – 25 %
b) Assignments, Quizzes, Projects etc.	10% – 35 %
c) Final Examination	40% – 50 %

1.13.6. Midterm and Final examinations shall be administered by the CoE office.

1.13.7. Entry to the examination hall after 15 minutes for two hours’ examination and 30 minutes for three hours’, from start of exam is not allowed.

1.13.8. Students would not be allowed to leave examination hall in the first 30 minutes of the examination.

1.13.9. The university shall follow the following grade definitions:

Grade	Definition
A	Excellent
B	Good
C	Satisfactory
D	Poor but passing

F	Failure
I	Incomplete
W	Withdrawal
P	Pass
Z	Deferred
NC	No Credit
()	Grade Replaced

1.13.10. Letter grades shall be awarded on following scheme:

Undergraduate	Graduate	Doctoral	Grade Points	Marks
A+	A+	A+	4.00	90 Above
A	A	A	4.00	85 – 89
A-	A-	A-	3.66	80 – 84
B+	B+	B+	3.33	75 – 79
B	B	B	3.00	71 – 74
B-	B-	B-	2.66	68 – 70
C+	C+	F*	2.33	64 – 67
C	C		2.00	61 – 63
C-	C-		1.66	58 – 60
D+	F*		1.33	54 – 57
D			1.00	50 – 53
F			0.00	Below 50

* The Grade Point to be Zero in case of Grade “F” for MS/PhD student.

1.13.11. **GPA:** Grade Point Average (GPA) shall be computed by multiplying the number of credit hours of each course by the grade points assigned to grade earned, then dividing the sum of these products by the total number of credit hours in which the student was registered in a semester.

1.13.12. **CGPA:** Cumulative Grade Point Average (CGPA) shall be calculated by summing all the earned grade points divided by the total number of registered credit hours during the program.

1.13.13. **Incomplete (I) Grade:**

1.13.13.1. A teacher may award **I** (incomplete) grade to a student who fails to meet all requirements for reasons beyond his/her control.

1.13.13.2. **I** grade can be awarded only with the prior approval of the HoD.

1.13.13.3. **I** grade shall not be allowed in summer courses.

1.13.13.4. **I** grade must be changed into an earned grade within 1 month otherwise it will automatically be converted to **F** grade.

1.13.14. **Deferred (Z) Grade:**

1.13.14.1. If, for reasons beyond a student's control, he/she is prevented from completing a course within the prescribed time, the student may ask the instructor for a **Z** (deferred) grade.

1.13.14.2. If the instructor agrees for this grade, the instructor reports the student's grade as a Z at the end of the semester to delay issuing a grade and to allow the student more time to complete course work.

1.13.14.3. **Z** grade can be awarded only with the prior approval of the HoD.

1.13.14.4. A student should request a deferred grade before the beginning of the final examination period in the semester the course was offered

1.13.14.5. **Z** grade must be changed into an earned grade within 1 month otherwise it will automatically be converted to **F** grade.

1.14. **Change of Grade**

1.14.1. A student may submit an application with the CoE's office for review of a final grade within two weeks after the declaration of the results.

1.14.2. The review of a grade shall be limited to omission and calculation errors.

1.14.3. The review process shall be initiated after the receipt of requisite fee as prescribed by the university from time to time.

1.15. **Probation & Expulsion**

1.15.1. A student shall be on probation if s/he fails to attain 2.0 CGPA in undergraduate programs, 2.5 CGPA in graduate programs and 3.0 CGPA in doctoral program in a semester.

1.15.2. An undergraduate student on probation must repeat courses in which the grade was F, C-, D+ or D as given in para 1.9.2

1.15.3. A graduate student on probation must repeat courses in which the grade was F, C- or C as given in para 1.9.3

1.15.4. A doctoral student on probation must repeat courses in which the grade was F, or B- as given in para 1.9.4

1.15.5. If a student stays on probation for two consecutive semesters he/she shall cease to be the student of the university.

1.16. **Re-admission**

1.16.1. In case of expulsion, a student can apply for Re-admission by submitting formal application to HoD of his/her department. President will be the approving authority in such decisions.

1.16.2. In case of approval student may need to submit admission fee as determined by the University from time to time

1.16.3. Student may need to take some courses to improve his/her CGPA as determined by HoD

1.16.4. **Courses earned under a previous registration number shall be transferred to new registration number.**

1.17. **Scholarship Policy**

- 1.17.1. Students who have taken full academic load shall be entitled for the University announced scholarship except for the last semester.
- 1.17.2. Students who crossed program time duration shall not be entitled.
- 1.17.3. There should not be any semester break.
- 1.17.4. Minimum GPA required to be eligible for academic performance scholarship (Semester-based) would be as under:
 - 1.17.4.1. 3.75 to 3.89 GPA = 25%
 - 1.17.4.2. 3.90 to 3.99 GPA = 50%
 - 1.17.4.3. 04.00 GPA = 100%
- 1.17.5. Student on any disciplinary warning shall cease his eligibility for scholarship.
- 1.17.6. No F/W/I and repeat course in the transcript in last registered semester.

1.18. **Academic Performance Recognition:**

- 1.18.1. **Dean's List:** Dean's list shall have name of all those students who have earned semester GPA of 3.5 and above by taking full course load.
- 1.18.2. **President's List:** President's list shall have names of all those students who have earned semester GPA of 3.75 – 3.99 by taking full course load..
- 1.18.3. **Chancellor's List:** Chancellor's list shall have names of all those students who have earned semester GPA of 4.0 by taking full course load..

1.19. **Medal Award Policy**

- 1.19.1. Student desirous to compete for the award of a medal shall apply on the prescribed form to the CoE Office.
- 1.19.2. A medal shall be awarded only in the respective convocation.
- 1.19.3. Only those graduates shall be considered for the award of a medal who fulfill the following:
 - 1.19.3.1. Completion of all degree requirements within normal duration.
 - 1.19.3.2. CGPA 3.50 or higher on the scale of 4.00.
 - 1.19.3.3. No **F, W** Grade and repeat course in the transcript.
 - 1.19.3.4. No transfer of credits from other Universities / Institutions.
 - 1.19.3.5. No disciplinary punishment throughout the tenure of the degree.
- 1.19.4. If number of students in a degree program is less than 10:
 - 1.19.4.1. Only one medal will be awarded
 - 1.19.4.2. CGPA of winner will be compared with the CGPA of the winner of a medal in a program having more than 10 students, to assess the type of medal to be awarded.

1.19.5. Gold, Silver and Bronze medals shall be awarded to the top three students of each batch and degree program.

1.19.6. If there is a tie in the award of a medal both will be awarded the same medal.

1.20. **Quaid-i-Azam Gold Medal**

1.20.1. A Quaid-i-Azam Gold Medal shall be awarded, in a convocation, to an overall best achiever of the university and shall be based on:

- 1.20.1.1. Academics;
- 1.20.1.2. Co-curricular and
- 1.20.1.3. Extra-curricular activities.

2. UNDERGRADUATE PROGRAMS

- 2.1. Completion of 12 or 14 years of education shall be required for admission in undergraduate programs.
- 2.2. The admission shall be awarded on merit based on:
- a. Admission Test
 - b. Earlier Academic Standing
 - c. Interview
- 2.3. Residency requirement for the award of an undergraduate degree shall be minimum 4 years and maximum 7 years.
- 2.4. A student shall be awarded a degree on:
- 2.4.1. completion of academic program as prescribed by the department;
 - 2.4.2. completion of internship (6-8 weeks), if required by the department and.
 - 2.4.3. attaining a minimum CGPA of 2.0 on the scale of 4.0.
- 2.5. Normal load of an undergraduate student is 15-18 SCH. A student must register for normal load in order to be considered for scholarship.
- 2.6. Maximum academic load, in a Spring or in a Fall semester, shall be 06 courses and in Summer Semester it shall be 02 courses.
- 2.7. The semester load for an individual student shall be determined by the department on the basis of his / her GPA which for the time being is as under:

GPA	Courses
≥ 2.50	06
2.00 to 2.49	05
1.50 to 1.99	04
< 1.5	03

- 2.8. A fulltime student is required to register for a minimum 15 credit hours per semester.
- 2.9. A student not registering for a minimum semester load shall not be treated as a fulltime student.
- 2.10. Final year project can be registered by a student after the completion of minimum course work prescribed by the department.
- 2.11. Final year project must be completed in two semesters and it cannot be registered as 6 SCH in a single semester.
- 2.12. Final year project is usually carried out in a group of 2-4 dependent upon project length and complexity.
- 2.13. Part-I or Part-II of final a year project shall be graded independently in a semester in which it was registered.
- 2.14. Final year project shall be graded based on:
 - 2.14.1. Supervisor's Semester assessment
 - 2.14.2. Project oral presentation(s)
 - 2.14.3. Project report
 - 2.14.4. Project demonstration
- 2.15. Final year project cannot be registered in a Summer Session.
- 2.16. Final year project shall be graded by a committee constituted by the concerned department and grade shall be awarded on the submission of project report.
- 2.17. A final year project report shall be written in student's own language, F-Grade may be awarded for a copied report.
- 2.18. It is **recommended** to register for internship and it shall be evaluated by a departmental committee with Pass or Fail grade.
- 2.19. A student cannot register for a course while doing internship

3. GRADUATE PROGRAMS

- 3.1 Completion of sixteen years of schooling or **04 years education from HEC Recognized University** after HSSC/F.A./F.Sc/Grad 12 or equivalent shall be required for admission in the MS program.
- 3.2 The GAT-General conducted by the National Testing Service with minimum 50% cumulative score or University Admission Test shall be required for admission in the MS Program.
- 3.3 MS scholar should complete Core, Elective and Specialization courses as defined by the department with a minimum CGPA of 2.50/4.00 for the award of MS degree. The total number of credit hours for completion of MS degree is 30.
- 3.4 A maximum allowable course registration in a Spring or in a Fall Semester is 12 SCH, whereas, it is 6 SCH in Summer a semester.
- 3.5 A student can complete MS Degree with any of the following options:
- Course work only
 - Course work + 3 Cr. Hr. Project
 - Course work + 6 Cr. Hr. Thesis
- The above options are permissible depending on approved courses plans of the respective degree programs and not violating the HEC plans / rules.
- 3.6 A registered scholar can submit a thesis only if his/her registration in the program is active (registered).
- 3.7 Examination shall be arranged within one month of the date of thesis submission.
- 3.8 MS thesis shall be examined, in an open defense, by a committee comprising of:
- | | | |
|------------------------|---|-------------|
| a. Dean of the Faculty | - | Coordinator |
| b. External examiner | - | Member |
| c. Internal examiner | - | Member |
| d. Supervisor | - | Member |
- 3.9 There should be an agreement amongst the committee members that the candidate has met the minimum requirement to qualify the thesis and grade shall be awarded as per following:
- | | | |
|----------------------|---|-----|
| a. External Examiner | - | 30% |
| b. Internal Examiner | - | 30% |
| c. Supervisor | - | 40% |
- 3.10 Thesis shall be graded as per the normal university graduate grading policy. If 'F' grade is awarded then scholar can re-submit the thesis after a period of minimum 90 days with fresh registration.
- 3.11 A thesis with minor revisions shall be submitted within four weeks from the date of examination failing which it shall be treated as re-submission.
- 3.12 A thesis with major revisions or re-submission shall be re-examined.
- 3.13 A re-submission shall require fresh registration of credit hours associated with the thesis.
- 3.14 A thesis shall be cleared for evaluation if it is not violating the Plagiarism Policy of the HEC.

- 3.15 The date of completion shall be the date of examination of the thesis, if other conditions for the award of degree are fulfilled.
- 3.16 A maximum allowable duration, inclusive of semester break, for the MS program shall be 04 years from the date of admission whereas the normal duration is 02 years.
- 3.17 A scholar shall register in each semester and an unauthorized absence from the University for Two Consecutive Semesters shall lead to the cancellation of admission.
- 3.18 A scholar may repeat a course in which he/she has earned C or below.
- 3.19 A scholar, at the end of program, may get an elective course substituted with another one with the approval of the department.
- 3.20 A scholar exceeding the normal duration for what so ever reason shall not be eligible for a medal/award.
- 3.21 The program completion shall be prepared and verified by the Department.
- 3.22 Controller of Examination shall present the completion cases in a BASR meeting.
- 3.23 A scholar's program completion shall be subject to the approval from the Board of Advance Studies and Research (BASR). However, a transcript / provisional certificate indicating program completion may be issued, on the recommendations of the Dean, by the Chairman of the BASR.
- 3.24 List of scholars who have completed MS shall be issued over the seal of the Registrar.
- 3.25 Three copies of the final thesis along with a CD, containing soft copy of the thesis, shall be submitted to the department.

4. DOCTORAL PROGRAM

- 4.1 For admission into the PhD program a minimum CGPA 3.00/4.00 (in the Semester System) or First Division (in the Annual System) in MS or Equivalent shall be required.
- 4.2 Admission Policy for PhD admissions shall be in accordance with the HEC Policy.
- 4.3 The PhD program shall have a total of 48 SCH out of which 18 SCH shall be for the course work which shall be qualified, as PhD scholar, with a minimum CGPA of 3.00/4.00.
- 4.4 The PhD student shall be on probation if his/her CGPA falls below 3.0. For two consecutive semesters on probation, the admission shall stand Cancelled.
- 4.5 A maximum allowable registration in a Spring or in a Fall semester for a PhD scholar shall be 09 SCH, whereas, it is 06 SCH in a Summer semester. Summer semester can be used only for Deficiency courses.
- 4.6 A PhD scholar shall register in each semester during his/her studies. If a PhD scholar remains unregistered for two consecutive semesters it shall lead to the cancellation of the admission.
- 4.7 After the completion of course work, a PhD scholar is required to qualify the comprehensive examination within a maximum of two attempts to get the PhD candidacy status.
- 4.8 A scholar is required to register for comprehensive examination which shall be conducted in the 2nd week of each semester with under mentioned specifications:
 - 4.8.1 The subjects and course contents of comprehensive examination shall be defined by the respective department.
 - 4.8.2 Cumulative qualifying score for comprehensive examination shall be 70%.
 - 4.8.3 Scholars who have registered but did not appear shall be awarded ‘F’ grade and attempt shall be counted.
 - 4.8.4 A withdrawal from comprehensive examination registration shall be communicated in writing by the scholar at least two working days prior to the holding of examination.
- 4.9 A Research Synopsis shall be submitted by the PhD candidate at least two semesters prior to the dissertation submission, and the semester in which it is submitted shall be counted.
- 4.10 Synopsis shall be examined by a committee comprising of:
 - a. Dean of the Faculty - Chairman
 - b. One external examiner - Member
 - c. One internal examiner - Member
 - d. Supervisor - Member
- 4.11 Synopsis shall be graded as Pass/Fail and in case of ‘Fail’ grade the candidate may request in writing for another chance.
- 4.12 Each PhD Candidate after successful defense of PhD Synopsis shall be assigned a PhD Supervisory Committee comprising of following:
 - a. Supervisor - Chairman
 - b. One external member - Member
 - c. One internal member - Member

- 4.13 A PhD scholar, during the research phase is required to earn a satisfactory report at the end of each semester which shall be evaluated by PhD Supervisory Committee.
- 4.14 Publication of at least one research paper from PhD work in a HEC recognized Journal having an Impact Factor as per latest Journal Citation Report published by Clarivate Analytics (formerly known as Thomson Reuters).
- 4.15 The dissertation may be submitted after the completion of 30 research SCH and with an active registration status at the time of submission.
- 4.16 A dissertation shall be cleared for evaluation if its similarity index is less than 20% in total and less than 5% from a single source. Similarity from the student’s own published work carried out during the PhD studies shall be excluded.
- 4.17 The university shall observe zero tolerance towards plagiarism. In case of any ambiguity in plagiarism assessment, the following committee shall evaluate the case and shall submit its recommendations to the BASR for decision:
- a. Concerned Dean
 - b. Concerned HoD
 - c. Student's Supervisor
 - d. Director Graduate Studies
- 4.18 The dissertation shall be evaluated by at least two foreign experts from a technologically / academically advanced country.
- 4.19 At least five foreign examiners shall be proposed by the Dean in consultation with the Supervisor. Of these five BASR shall approve only three.
- 4.20 The PhD dissertation shall have at least two out of three positive foreign evaluations to allow the candidate for final defense.
- 4.21 The Dean shall propose the local examiners in consultation with the Supervisor for the approval of the BASR.
- 4.22 An open final defense for the PhD dissertation shall be carried out by a committee comprising of:
- | | | |
|---------------------------|---|----------|
| a. Dean of the Faculty | - | Chairman |
| b. Two external examiners | - | Members |
| c. One internal examiner | - | Member |
| d. Supervisor | - | Member |
- 4.23 On the conclusion of the final defense, the Chairman, in the absence of the candidate and audience, shall invite the examiners for voting on one of the following options:
- 4.23.1 accepted as is;
 - 4.23.2 accepted with minor revisions;
 - 4.23.3 accepted with major revisions.
 - 4.23.4 rejected
- 4.24 A dissertation with minor revisions shall be submitted within 04 weeks from the date of examination and shall be accepted with a certificate from the Supervisor that ‘the revisions have been incorporated’.
- 4.25 A dissertation with major revisions shall be submitted within 12 weeks from the date of examination and shall be accepted with certificates from both external and internal examiners that ‘the revisions have been incorporated satisfactorily’.
- 4.26 The date of completion shall be the date of examination in case of minor revisions whereas it shall be the date of re-submission in case of major revisions.
- 4.27 The Chairman shall ensure the communication of examiners comments to the scholar, if any.

- 4.28 A maximum allowable duration, inclusive of semester break, for the PhD program shall be 07 years from the date of admission whereas, the normal duration is 03 years.
- 4.29 PhD scholars are required to comply with the following timeline. In case of failure, his/her case shall be referred to the BASR for cancellation of admission.

Activity	Time Limit (from the date of Admission)	
	Minimum	Maximum
Course Work	2 nd Semester	4 th Semester
Comprehensive Exam	3 rd Semesters	6 th Semester
Synopsis Defense	4 th Semesters	7 th Semesters
Thesis Submission	7 th Semesters	14 th Semesters

- 4.30 A scholar may repeat a course in which he has earned B-.
- 4.31 A scholar may get an elective course substituted with another elective course with the approval of the department.
- 4.32 The PhD program completion shall be subject to the approval of the BASR. However, a transcript / provisional certificate indicating program completion may be issued, on the recommendations of the Dean, by the Chairman of the BASR.
- 4.33 Decisions of BASR in respect of comprehensive exam, synopsis and PhD completion shall be issued over the seal of the Registrar.
- 4.34 Three copies of the final thesis along with a CD, containing soft copy of the thesis, shall be submitted to the department.

Note:

- Anything not covered in these rules & regulations or in case of any ambiguity, the decision and interpretation of the University shall be final and binding for implementation.
- University reserves the right to continue or stop any program at any time.

UNIVERSITY DRESS CODE

The University lays emphasis on mode of dress for all students. Apart from teaching the students, the Faculty and Administration would like to see Students dressed smartly.

Boys Dress Code

- i. **Desirable**
 - a) Trousers
 - b) Shirts
 - c) Tie
 - d) Dress Shoes with socks
 - e) Shalwar Kameez clean and properly pressed with waist coat

- ii. **Admissible**
 - a) Decent, clean and pressed trouser with T-Shirt
 - b) Shalwar Kameez clean and properly pressed
 - c) Summer Sandals with a strap running behind the heel

- iii. **Not Allowed**
 - a) Shorts, Cut off jeans, multi pocketed faded, torn and skin fitted jeans/trousers
 - b) T-shirts with messages of any kind
 - c) Chappals/slippers of any kind
 - d) Bandana's, caps etc
 - e) Vest of any kind
 - f) Long hair, pony tails etc
 - g) Ear rings, chain, wrist straps, bracelets etc

Girls Dress Code

- i. **Desirable**
 - a) Traditional Shalwar Kameez and dupatta
 - b) Chappals/shoes

- ii. **Admissible**
 - a) trouser with knee length kurta
 - b) Light Jewelry like nose pins, ear studs and rings on fingers

iii. Not Allowed

- a) T-shirts with jeans
- b) Sleeveless shirts of any kind
- c) See through and skin tight dresses
- d) Heavy makeup
- e) Flashy/heavy jewelry, pazeb's etc

University ID Card

- a) A student of the university is required to have a valid university identity card (ID card) and it must be display is mandatory while on the campus.
- b) The Entry to the Examination Hall, Library, Labs and other premises will only be allowed, if a student possesses university ID card and his/her registration in the semester is intact.

STUDENTS' DISCIPLINE

Mohammad Ali Jinnah University aims at enriching the personality of its students by including in them a sense of tolerance, discipline and civilized behavior.

The behavior of the students at the campus will be governed by the following rules and regulations. The Discipline Committee will have the authority to impose penalties on the students found guilty of breach of discipline on the campus and during conduct of examinations.

1. Acts of Indiscipline

The following among others, shall constitute acts of indiscipline:

- a) Violation of Dress Code, and ID card rules.
- b) Use of indecent and filthy language; undesirable remarks and gestures; acts of moral turpitude; disorderly behavior like abusing, quarreling, fighting, insolence towards others.
- c) Indulgence in acts which may cause insult or physical injury to the colleagues, teachers, officers and staff of the University or any other person.
- d) Defying a University official.

- e) Spreading by word of mouth or written material, any religious, sectarian, ethnic regional, linguistic conflicts/hatred, or any material derogatory to Pakistan, Islam or any other religion.
- f) Impersonation, giving false information, willful suppression of information, cheating or deceiving.
- g) Possession, carrying or use of any type of weapons.
- h) Damaging University property, including building, equipment, vehicle, etc. in any manner
- i) Using any University property, without lawful authority.
- j) Sale, distribution or consumption of intoxicants on the campus.
- k) Use of student organizations for furthering the cause of political parties.
- l) Bringing to the premises of the University any expelled students or anti –social elements.
- m) Obstructing the functioning of the University or causing disruption of teaching/research/ other activities.
- n) Any other relevant matter not specifically mentioned in these rules.

2. Examination

- a) Helping one another in any manner during examination.
- b) Getting assistance from a book, notes printed or photocopied material (unless it is clearly mentioned in the instructions of the question paper).
- c) Using answer sheets for making appeals to the examiner or writing irrelevant remarks; misusing the answer sheet; removing pages from answer sheets, etc.
- d) Getting assistance through communication devices, like cell phones etc.
- e) Replacing answer sheets with other answer sheets not distributed for exam (e.g. prepared at home, prepared on campus prior to the exam, etc).
- f) Exchanging answer sheets with other students.
- g) Writing Roll Number of another student on ones' own answer sheet.
- h) Cheating and being rude, abusive, aggressive, etc. with the invigilator during examination.
- i) Disobeying the staff on invigilation/inspection/supervision duty.
- j) Creating disturbance around the examination hall.

3. Penalties for Acts of Indiscipline

Penalties for acts of indiscipline shall be according to the gravity of the case, and may be any one or more of the following, or any other, as determined by the Discipline Committee.

3.1 Minor Penalties:

- a) Warning / Censuring, verbal or written.
- b) Putting on probation for a specific period.
- c) A fine with or without any other penalty.
- d) Withholding of a certificate of good moral charter.
- e) Withdrawal of benefits/privileges enjoyed by the student (s) of the University.
- f) Withholding of Examination Results.

3.2 Major Penalties/Punishments:

- a) Fine commensurate with the nature and extent of misconduct.
- b) Cancellation of hostel accommodation, if any.
- c) Cancellation of financial benefits/concessions, suspension of admission and ban on the entry into the premises of the university, for a specific period.
- d) Cancellation of examination results.
- e) Rustication from the University for a specific period and ban on entry into University campus.
- f) Expulsion from the University and permanent ban on entry into the University campus.

3.3 Other Penalties in Examination Cases:

- a) Oral Warning.
- b) Written warning/censuring.
- c) Cancellation of answer sheet.
- d) Cancellation of a course.
- e) Cancellation of Mid-term Exam for all courses, during the Mid-term Exams.
- f) Cancellation of one complete semester.
- g) Rustication for a specific period of time.
- h) Expulsion from the university.

3.4 Use of Unfair Means by students: Offences & Penalties

- a. Offence:** Student is found having in his/her possession, papers, books, notes or any other material which might possibly be of assistance to him/her in examination.

Penalty: Student should be awarded Grade “F” in that particular subject and suspended for the subsequent semester. If it is his /her last semester, than he / she would be awarded Grade F in that subject and result would be withheld for one semester.

- b. Offence:** Student found in possession of cell phone or any communication device.

Penalty: Student should be awarded Grade “F” in that particular subject. The cell phone would be confiscated and would be returned after depositing Rs. 1000/- as fine in accounts department and presenting the receipt to CoE.

- c. Offence:** Student is found having receiving help or providing help to other student

Penalty: Both the students would be awarded “Grade F” in that particular subject.

- d. Offence:** Student appears for examinations on false representation made in his / her form / admit card.

Penalty: The students would be suspended for one year (two regular semesters including Summer Semester).

- e. Offence:** Student appears for examinations on behalf of other student i.e. case of impersonation

Penalty: Both the students should be suspended for two years (four regular semesters including Summer Semesters).

- f. Offence:** Student using abusive or obscene language in the answer book.

Penalty: Student would be awarded “F” in that particular subject and suspended for one year (two regular semesters). If it is his /her last semester, than he / she would be awarded Grade F in that subject and his/ her result should be withheld for one semester.

- g. Offence:** Forging another person’s signature on any document including Applications, Admission Forms, Admit card etc.

Penalty: Student would be suspended for one year (two regular semesters including Summer Semesters).

- h. Offence:** Student found guilty of communicating or attempting to communicate with an examiner with the purpose of influencing him in the award of marks /grades.

Penalty: Student would be awarded Grade “F” in that particular subject.

- i. Offence:** An approach made by a relative / guardian /or friend of a student would be considered to be by the student

Penalty: Student would be awarded Grade “F” in that particular subject (s)

- j. Offence:** Using abusive or obscene language against University authorities / Faculty /staff

Penalty: Student would be suspended for two years (four regular semesters including Summers)

- k. Offence:** Case of physical assault on Faculty / staff

Penalty: Student would be expelled from the University.

END