

MS THESIS HANDBOOK

Guidelines, Procedures & Regulations



Mohammad Ali Jinnah University

Approved from 12th BASR

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Introduction

For graduate MS programs, Thesis is a mandatory requirement for the award of degree. Thesis is completed in two separate parts, referred as Thesis-1 and Thesis-2 during the second last and last semester of respective programs. Research Project is also offered in the second last and last semesters of the degree program for those who want to do research on any research module published in any authentic research paper.

Eligibility

The thesis candidate must complete all deficiency courses (if any) as defined by department research coordinator, then complete 18 credit hour courses of MS program. These 18-credit hours should include all core courses.

A registered scholar can submit a thesis only if his/her registration in the program is active (registered).

Registration process and research ideas generation

Research coordinators of respected departments provide list of available supervisors along with their area of research to the eligible MS thesis candidates along with registration form. It can help students to decide about research topic and desirable supervisor.

Student can get registered through submitting prescribed registration form with to respected department research coordinator. Students can review the research interests of different faculty members and interact with them before registration and achieve mutual consent of working on a specific topic.

Research coordinators allocate supervisors according to desire of students and availability of supervisors.

Role of Supervisor

From the onset, the Thesis student must work closely with his/her assigned supervisor and meet formally to consult about the progress of the thesis and take advice on different matters. Consultation with the supervisor carries significant weight in the evaluation process, and it includes 'attendance' in these meetings with the advisor.

A thorough review by the supervisor and subsequent suggestions for improvements shall also help a student in improving his/her work as they progress along.

Activities breakdown

Thesis I Activities as per weekly breakdown

Activity	Responsible	Due Date	Details
Registration	Student	As per academic calendar	
Sharing: - Updated Eligible Supervisors List with Interest Areas and Contact Details - Thesis/Project Handbook [Shared with Supervisors Too] - Supervisor Selection Form - Deadline for Supervisor Selection Form	Coordinator		
Submission of Signed Supervisor Selection Form with Topic	Student	4 th week of semester	
Verification of forms with supervisors	Coordinator	5 th week of semester	
Continuation of work with supervisor	Student/Coordinator	6 th week of semester	
Scheduling Interim Presentations	Coordinator	8 th week of semester	Evaluation Committee: - Supervisor - 2 Internal Evaluators
Proposal Document Submission to Supervisor	Student/Supervisor	14 th week of semester	Soft Copy
Plagiarism Checking and Recommending Corrections (if any)	Supervisor	14th week of Semester	
Submission of Final Proposal Document with Supervisor Signature and Signed Plagiarism Report	Supervisor	15th week of Semester	Soft + Hard Copy

Proposal /Thesis-I Defense	Coordinator	16th week of Semester	Evaluation Committee: -Supervisor -2 Internal Evaluators - 1 External Evaluator
Informing the students about result (pass, fail or re-defense)	Supervisor	17th week of Semester	Supervisor
Proposal /Thesis-I Re-defense	Coordinator	(In case there are re-defense cases, else Submission of grades will be made by this week) 20th week of Semester	Evaluation Committee: -Supervisor -2 Internal Evaluators - 1 External Evaluator
Submission of Suggested Grades as per Grading Policy to MAJU portal	Supervisor	21st week of Semester	Submitted to HOD

Thesis II Activities as per weekly breakdown

Activity	Responsible	Due Date	Details
Registration	Student	As per academic calendar	
Continuation of work with supervisor	Student/Supervisor	1 st week of semester	
Scheduling Interim Evaluations	Coordinator	8 th week of semester	Evaluation Committee: - Supervisor - 2 Internal Evaluators
Thesis Report Submission to Supervisor	Student/Supervisor	14 th week of semester	Soft Copy
Plagiarism Checking and Recommending Corrections (if any)	Supervisor	15 th week of semester	
Submission of Final Thesis Report with Supervisor Signature	Supervisor	15 th week of semester	Soft + Hard Copy [Without HARD BINDING]

and Signed Plagiarism Report			
Thesis-II Defense	Coordinator	16 th week of semester	Evaluation Committee: - Supervisor - 2 Internal Evaluators – 1 External Evaluator
Informing the students about result (pass, fail or re-defense)	Supervisor	17th week of Semester	Supervisor
Thesis-II Re-defense	Coordinator	(In case there are re-defense cases, else students will submit their hard binded report) 20th week of Semester	Evaluation Committee: -Supervisor -2 Internal Evaluators - 1 External Evaluator
Submission of Final Report with suggested Changes to Supervisor	Student	20th week of Semester	
Plagiarism Checking and Recommending Corrections (if any)	Supervisor	21st week of Semester	
Submission of Final Thesis Report with Supervisor Signature and Signed Plagiarism Report	Supervisor	21st week of Semester	Soft + Hard Copy [HARD BINDING]
Verification of hard binded report from Librarian	Coordinator	22nd week of Semester	If not approved by librarian, resend it to supervisor for correction and resubmission. Student grade will be entered as F and will be changed later on it correct report submission
Return of Report, having violations to supervisor	Coordinator	23rd week of Semester	

Submission of Grades to MAJU portal as per grading policy	Coordinator	23rd week of Semester	
Re-submission of any returned document to Librarian	Coordinator	25th week of Semester	
Change of result for the students who succeeded the above step	HOD/Dean	27 th week of Semester (7th Month)	

Evaluation of Thesis I and II

Evaluation Committees

MS thesis shall be examined in an open defense by committee comprising of:

Dean of Faculty

External examiner

Internal examiner

Supervisor

Thesis I proposals shall be evaluated by the Evaluation Committee, consisting Supervisor and 2 Internal Evaluators, afterwards Thesis I Defense will be evaluated by Supervisor, 1 Internal Evaluator, 1 External Evaluator and Dean of faculty.

Similarly, Thesis II will be interim evaluations will be carried out by Supervisor and 2 Internal Evaluators whereas Thesis II Defense will be evaluated by Supervisor, 1 Internal Evaluator 1 External Evaluator and Dean of faculty.

Grade distribution among evaluators

For Thesis I and Thesis II

Following evaluation plan shall be used.

Evaluation Committee shall use the following grading standard guideline in scoring different activities.

Supervisor 40%, Internal Evaluator 30%, External Evaluator 30% “Average of all evaluators including supervisor as evaluator will be considered as evaluation committee.

Break up of marks between interim review and final defense would be on discretion of the department.

Thesis Evolution

Mid Review

After mid review or interim review, it would be decided that student can continue or not with the thesis. If student performance would be satisfactory, he would be advised to continue and in case of unsatisfactory performance following alternates can be used:

1. Apply for W grade and complete degree with course work.
2. Apply to convert thesis into project. It would be subject to approval from supervisor, research coordinator and department.

Final defense

A thesis with minor revisions shall be submitted within 4 weeks from date of examination failing which it shall be treated as Fail.

A thesis with major revisions shall be re-examined within one month after defense.

A thesis with rejection shall be awarded with F grade, and require fresh registration.

Grading Standards

Advisors and Evaluation Committee shall use the following grading standard guideline in scoring different activities

Undergraduate	Graduate	Doctoral	Grade Points	Marks
A	A	A	4.00	86-100
A-	A-	A-	3.67	82-85
B+	B+	B+	3.33	78-81
B	B	B	3.00	74-77
B-	B-	B-	2.67	70-73
C+	C+	C+	2.33	66-69
C	C	C	2.00	62-65
C-	C-	C-	1.67	58-61
D+	F	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 Graduate and Post Graduate Programs.**

Penalties

Students must ensure that they meet all deadlines for various parts of the project.

Issue	Penalty
Late submission of Proposal Document or Thesis/Project Report	1. Up to one grade reduction. 2. If not submitted till Defense/Demo day, 'F' grade may be assigned.
Plagiarism: Plagiarism in any part(s) of Thesis/Project	1. "F" grade 2. Case shall be forwarded to disciplinary committee as per University's regulations
Re-Defense	Up to one grade reduction in grade achieved after successful re-defense
Delayed Defense	Up to one grade reduction in grade achieved after successful defense
Submission of hard binding report with violations of format or layout or Supervisor/Evaluation committee suggestions/directives	F GRADE (It will be changed, if corrected copy is submitted within one week of return)
Absence in mid evaluation	Up to one grade reduction in grade achieved after successful final defense.

Complaints and Issues related to Thesis

- For any issues related to Thesis, students should consult their supervisor. In case of non-resolution, they may consult the Research Coordinator.
- Changing the supervisor is not allowed at any stage of Thesis. Thus, students are advised to select their supervisor very carefully from the beginning.
- University highly discourages change of supervisor unless situation is beyond controlling means of university and student, such a change may be requested. Its acceptance or otherwise will depend on acceptance by initial supervisor, proposed supervisor, research coordinator and Head of Department. Any disruption in work and/or time wastage caused by change of supervisor will not be accorded any special treatment or relaxation.

SOPs for Thesis Submission for Plagiarism Checking and Printing

HEC has provided access to Turnitin for controlling Plagiarism in Academia. Unfortunately, this tool has been used by students to check their ‘committed’ plagiarism. In this regard, Competent Authority devised the following SOP for the usage of Turnitin Software.

1. Student will submit his report to supervisor [Softcopy (supervisor may ask for hardcopy)]
2. Supervisor ensures its relevance, originality, and conformity with standards and forward it to Department’s research Coordinator [Softcopy]
3. Research coordinator will send soft copies of reports to Research and development office.
4. Office of Research and development will verify following aspects in the thesis:
 - a. Plagiarism with Turnitin and attach the report.
 - b. Conformance with the formatting standard in the cover page.
5. Office of the Research and development will evaluate the observations and send the reports as per following:
 - a. Observation of Plagiarism
 - i. In case of less than 19%, it will be recommended for printing.
 - b. Nonconformance of Report Standard
 - i. For major revision, it will be sent to the student, and he has to follow step 1. Student may lose grade if comes under this category.
 - ii. For minor revision, it will be sent to student, and he/she has to submit revised version to Department’s Research Coordinator.
 - iii. For no objection, it will be sent for printing.

Report Content

[Details will be provided by the supervisor]

Thesis-I

- i. Introduction and Motivation
- ii. Literature Review
- iii. Proposed Methodology
- iv. References

Thesis-II

- i. Introduction and Motivation
- ii. Literature Review
- iii. Methodology
- iv. Results and Discussion
- v. Conclusion
- vi. References

Suggested headings can be edited with approval of supervisor.



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Minutes of 12th Board of Advanced Studies and Research

Minutes of the 12th Meeting held on September 02, 2021 at President Conference Room

The 12th Board of Advanced Studies and Research was held on Thursday, September 02, 2021 at 3:00 p.m. in President Conference Room. The President, Mohammad Ali Jinnah University, Prof. Dr. Zubair Ahmed Shaikh, chaired the meeting.

The following were present in the meeting:

• Prof. Dr. Zubair Ahmed Shaikh	President	Chairman
• Dr. Syed-Imran Jami	Dean (Academics)	Member
• Dr. S. M. Noaman Ahmed Shah	Associate Dean (FoBA)	Member
• Dr. Muhammad Meraj	Acting Dean (FSBS)	Member
• Dr. M. Kashif Ishaque	Academic Council's Nominee	Member
• Dr. Syed Khaliq-ur- Rehman Raazi	Academic Council's Nominee	Member
• Dr. Hina Fatima	Board's Nominee	Member
• Dr. Qamar Abbas	Board's Nominee	Member
• Dr. Farrukh Mahmood	Board's Nominee	Member
• Mr. Muhammad Kashif Khan, Registrar (A)	Ex-Officio	Member
• Dr. Areeb Ahmed, Director, QEC	Ex-Officio	Member
• Mr. Ahmer Umer, CoE	Ex-Officio	Member
• Mr. Baber Saleem	HoD, School of Business Administration	Member
• Dr. Maryam Hanif Ghazi	Incharge, Department of Psychology	Member
• Dr. Liaquat Ali Thebo	GSC Nominee	Member
• Dr. Khitab Gul	GSC Nominee	Member

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Regrets

• Prof. Dr. M. Kamran Azim	Dean (FoLS) & Director, ORIC	Member
• Prof. Dr. Asim Imdad Wagan	Dean (FoE)	Member
• Dr. Shaukat Wasi	Associate Dean (FoC) & Director Admissions	Member
• Dr. Zubair Ali Shahid	Academic Council's Nominee	Member

Agenda # 1 : Welcome note by Chairman

The members were warmly welcomed by the President. The meeting started with the recitation of verses from the Holy Quran by Prof. Dr. Zubair Ahmed Shaikh. Thereafter, Dr. Syed Imran Jami, Dean (Academics), presented the agenda items that were taken up for consideration.

The Chairman desired that research process for MS / PhD should be further improved and the culture applied of research be inculcated among our faculty and students.

Agenda # 2 : Confirmation of Minutes and Report on Action Item of 11th Meeting of BASR.

The 11th Meeting of the Board of Advanced Studies and Research was held on April 02, 2021 at MAJU, Karachi.

Resolution # 2

The Board approved and adopted the minutes of 11th Meeting of Board of Advanced Studies and Research held on April 02, 2021.

Agenda # 3 : Approval for revision in SoP for Independent Study

Dr. Syed Imran Jami, Dean (Academics), presented the SoP suggested in 10th BASR for implementation in Fall 2021. The President inquired from the departments regarding the need of the Independent Studies. Dr. Syed Khaliq-ur- Rehman Raazi,



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HoD (Computer Science) and Acting Dean (Faculty of Computing), informed that FoC offers specialized courses as Independent Studies, that are generally not offered. Dr. S. M. Noaman Ahmed Shah, Associate Dean (Faculty of Business Administration), informed that FoBA offers Independent Studies mostly to PhD students according to the Plan of Study.

Resolution # 3

The Board members discussed the existing structure and gave the approval that Independent Studies should only be offered as specialized course with at least 03 contact hours in case of 3+0 credit hour course. Such cases must be given a title, code and outline. Dr. S. M. Noaman Ahmed Shah, Associate Dean (Faculty of Business Administration), informed the Board that FoBA will restructure its Plan of Study for PhD Program.

Agenda # 4 :

Approval of the Graduate Handbook of Students

Various contents of the Graduate Handbook have been discussed by the Board including structure and contents of the Thesis.

Resolution # 4

The QEC department will send the Graduate Handbook to all members for the comments. The Board authorized Graduate Studies Committee to adopt the Handbook from Fall – 2021.

Agenda # 5 :

Approval of the change in Topic and Supervisor approved in 11th BASR

Dr. Syed Imran Jami, Dean (Academics), presented the changes done by the departments in the Topics and Supervisors of Thesis – 2. These Topics and Supervisors were approved in 11th BASR.

Resolution # 5

The Board after deliberations approved the changes in Titles and Supervisors. Furthermore, it has been decided that departments must send such changes as early as possible to Graduate Studies Committee.



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Resolution # 20.2

The Board appreciated the rigorous examination process to ensure quality.

- 20.3 Both the candidates were given set of recommendations on thesis and all the examiners have unanimously accepted the thesis with minor revision.

Resolution # 20.3

The Board gave the approval for the following :

- Candidates will be declared Pass after submission of revised dissertation report along with compliance report signed by all examiners and supervisor. Registrar (Academics), can issue letter of completion after submission
- The date of completion shall be the date of viva.
- The cases are approved for submission to PhD Country Directory after receiving all documents.

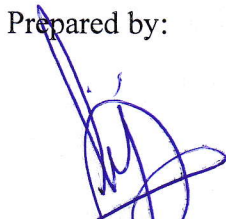
Agenda # 21 : Any other item

No other item was discussed in the meeting.

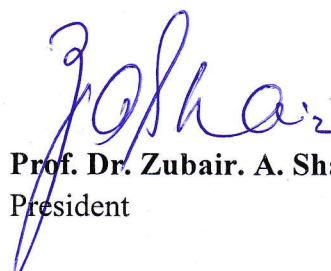
Agenda # 22 : Adjournment

There being no further business, it was moved, seconded, and carried that meeting be adjourned at 5:30 p.m. The meeting ended with a vote of thanks by the Chairman to the participants of the meeting.

Prepared by:


Dr. Syed Imran Jami
Dean (Academics)

Approved by:


Prof. Dr. Zubair A. Shaikh
President

Date: September 02, 2021