



NUST PhD Policy
2023
Academics Directorate

Preface

The NUST PhD Policy, as of September 1, 2023, has undergone a comprehensive revision, discussed, and approved during the 66th Academic Council Meeting (ACM). This revised policy aims to consolidate all prior policy matters and essential documents into a single, user-friendly resource for the benefit of NUST students, faculty, institutions, and directorates. The update aligns with the recently approved Graduate Education Policy (GEP) by HEC and encompasses various aspects, including the PhD admissions, academic matters, selection of thesis evaluators, PhD supervision, NUST PhD Fellowship, and the assignment of duties to PhD students. Upon the issuance of this policy document, all previous policy changes are considered null and void.

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Chapter I – PhD Admissions

NUST offers PhD in various disciplines. Applicants who are already MS/MPhil /equivalent qualified are eligible to apply for the PhD Program. This policy covers different aspects of PhD program including eligibility criteria, coursework requirements, Program duration, PhD Fellowship etc.

1. PhD Admission, Eligibility and Processing

- a. **Schedule of Admission.** Admission in PhD Programs shall be declared open twice a year i.e., once before the Fall Semester and once before the Spring Semester every year for selection of prospective Students. However, applications of eligible students having valid International GRE General/NTS GAT subject test/NUST PhD Admission Test scores shall be accepted and processed as per the admission schedule. Exact commencement dates of the Fall Semester and Spring Semester will be communicated through national press, social media platforms, the NUST website etc. The Academics Directorate (PhD section) will process the advertisements in coordination with the Marketing and Communication (M&C) Directorate in the major newspapers/social media regarding admission to the PhD Program for each admission session.
- b. **Applications for Admission.** Desirous applicants will apply through online application to the Academics Directorate NUST, with a copy of all undermentioned documents.

Documents required for processing PhD Admissions

- (1) SSC Certificate / DMC or equivalent.
- (2) HSC Certificate / DMC or equivalent.
- (3) Bachelor's degree and transcript.
- (4) MA/MSc (16-year education) degree and transcript.
- (5) Complete MS/MPhil (18-year education) degree and transcript duly verified from HEC.
- (6) Research proposal
- (7) Statement of purpose
- (8) HEC Equivalence for MS/MPhil for foreign degree.
- (9) Two (02) recommendation letters.
- (10) NOC from the Service HQ if serving in the armed forces of Pakistan or NOC from the organization if employed.
- (11) Domicile certificate.
- (12) CNIC/ NICOP/ POC.
- (13) Passport (for international applicants only).
- (14) Valid test score card (as applicable)

- (15) English proficiency certificate (for international applicants from non-English countries or whose mode of study was other than English).

Note: International students are required to submit english translated version of the above mentioned documents.

c. Eligibility Criteria

- (1) For admission into the PhD minimum CGPA of 3.0 out of 4.0 OR 3.75 out of 5.0 (in the Semester System) or First Division (in the Annual System) in M.Phil./MS/Equivalent degree with or without thesis is required. The percentage will be valid only if the CGPA is not mentioned in the degree/transcript.
- (2) An international candidate must have an MS/MPhil/Equivalent degree after bachelors.
- (3) If the CGPA of foreign qualified candidate is less than 3.0 or the percentage is less than 60%, then PEAC may decide the additional courses to be taken by the student.
- (4) For Basic Medical Sciences: MBBS and MPhil, or MBBS plus FCPS (Basic Medical Sciences/Clinical Subjects).
- (5) Test Requirements:
 - (a) GAT (Subject) Test by NTS (Score => 60%). If the NTS (Subject) Test is not offered in a particular subject, then the NUST PhD Admission Test (Score => 70%) OR GRE(General) conducted by ETS, USA, with the following minimum score separately in each section: -

Description	Scale
Quantitative	130/170
Verbal	130/170
Analytical	3/6
 - (b) GRE/GAT (Subject) test score should be valid on the starting date of the PhD program (i.e. first day of semester). However, international candidates can attempt the NUST PhD Admission Test or NTS GAT subject after physically joining the PhD program but not later than the end of the first semester.
 - (c) The validity of the GRE general is five years, the NTS GAT subject is two years and the NUST PhD admission test is 1 year.

d. Processing at Academics Directorate, Main Office.

After initial scrutiny as per the eligibility criteria, application forms of eligible candidates shall be forwarded to the concerned institution for evaluation/recommendations.

e. Processing at Institutions

- (1) Each institution shall form a PhD Evaluation and Acceptance Committee (PEAC) at the department level headed by the Head of Department (HoD) with 2-3 senior PhD faculty members including prospective supervisors, having relevant specialization/research interests and experience. For disciplines for which NTS subject GAT does not exist then the PhD Evaluation and Acceptance Committee (PEAC) will develop and conduct a NUST PhD admission Test in compliance with the Higher Education Commission (HEC) policy.

- (2) The candidate(s) will be asked, by the respective institutions, to appear for an interview and test (if applicable) before the PhD Evaluation and Acceptance Committee (PEAC) in coordination with the concerned prospective supervisor.
- (3) The PhD Evaluation and Acceptance Committee (PEAC) will evaluate the candidate and recommend his/her suitability for admission to PhD or otherwise. PhD Evaluation. and Acceptance Committee (PEAC) while evaluating the eligible candidate shall consider the undermentioned guidelines: -
 - (a) Academic profile of the candidate and the references. Candidates with outstanding academic careers from a Local/foreign University/Institution of repute shall be considered for admission at NUST. The minimum laid down standards/eligibility as per policy including CGPA/%age in Masters/MPhil shall be adhered to.
 - (b) Relevancy, strength, and GPA of the courses taken by the candidate during Masters/MPhil at the previous University/ Institution to the Program applied for admission shall be given due weightage.
 - (c) Availability of suitable supervisor and acceptance of the candidate, by him.
 - (d) Cross-matching of the candidate's area of research with that of the supervisor's area of specialization.
 - (e) Availability of requisite resources for the conduct of the doctoral research.
 - (f) Number of PhD students already registered with the supervisor. At a time, a maximum of five (5) PhD students can be supervised by a FM.
 - (g) The credentials of the candidate, his aptitude in the area of interest and his research vigour as per the research proposal.
 - (h) The score obtained in International GRE Subject or GAT Subject or local GRE Subject Type Test (as applicable).
- (4) The candidate in his previous MS/MPhil degree or academic transcript based on which he is eligible to apply for the PhD Program, should have completed a minimum of 30 credit hours out of which 24 credit hours must be coursework and 6 credit hours thesis/project OR 30 credit hours of course work. For a candidate being recommended for admission to the PhD Program, the prospective institution's PhD Evaluation and Acceptance Committee (PEAC) will indicate as pre-requisites (on Form PhD-1 as given in Annex A), if desired/needed. These courses (prerequisites, if any) shall be notified as "Additional Courses" and shall not be counted towards the calculation of CGPA.
- (5) In the recommendations, in addition to the above-mentioned prerequisites, the institution, shall also indicate any other conditions that must be fulfilled by the candidate or the institution or Main Office, NUST, before finally admitting the student to the PhD Program.
- (6) The institution will intimate their recommendations on Form PhD-1 (Annex A) with a copy of all academic documents mentioned at 1 (b) To the Academics Directorate within 15 days of receipt of the application or submission date

indicated by the concerned Directorate. The offer letter will not be issued until all formalities and academic documents (mentioned in 1 (b) are completed/provided.

f. Admission Approval / Registration

- (1) After receiving a positive recommendation from the institution, the University PhD Processing Committee (PPC) under the chairmanship of the Director of Academics and Registrar, Director of Research/Rep, Director of Human Resources/Rep, Director of Quality Assurance, Deputy Director (PhD), Assistant Director (PhD) (as members) and concerned faculty member from the respective institution(s) (in attendance), shall process each case for formal approval of the competent authority. The PhD Processing Committee while processing each candidate will also keep in view the factors given in para 1 e (3) above. Candidates, whose admission is approved, will be issued the selection letters after fulfilling the remaining requirements for admission (if any). The concerned institution will communicate to the Academics Directorate the date of joining of these PhD students. Based on the joining report, registration of the candidate as a PhD student shall be intimated to all concerned by the Academics Directorate on Form PhD 2 (Annex B) which will clearly indicate his/her date of admission
- (2) In case, a candidate is selected in more than one PhD program, the candidate's choice will be given preference.

g. PhD Admission processing

The Academics Directorate will process all PhD admission cases and monitor the progress of all PhD students throughout their stay at the University. For the smooth conduct of PhD Programs, the Academics Directorate will also act as a link between the institutions and the University and do necessary coordination with external bodies such as HEC/PEC/PM &DC, in case of PhD studies. PhD section (Academics Directorate) will act as a central directory regarding information concerning all matters of the university PhD programs.

Chapter II: Conduct of PhD Programs

1. Guidance and Examination Committee (GEC)

a. GEC Formation

A Doctoral Guidance and Examination Committee (GEC) will be formed at the earliest after the acceptance of a student into the PhD Program but not later than one month after the student's joining date. The GEC will comprise at least three PhD members in addition to the supervisor and co-supervisor (if appointed), and one member of the GEC will be external from other reputed universities/R&D organizations/relevant industry or constituent institutions/organizations of NUST. The supervisor must be a PhD degree holder and meet the HEC criteria to supervise a PhD thesis. The Head of the Department in consultation with the student and his/her supervisor and also with the approval of the Commandant/Principal/Dean will appoint the Guidance and Examination Committee (GEC). Form PhD-3A (Annex C) and Form PhD-3B (Annex D) will be used for the formulation of the Guidance and Examination Committee (GEC) and petition for any change of GEC/research topic respectively. The student's supervisor will chair the GEC meetings. The GEC meetings will be held at least once in six months. The proceedings of GEC meetings will be recorded on Form PhD-3C (Annex E) and distributed to all concerned. Principal/Dean/HoD must ensure the conduct of GEC meetings if a student/supervisor fails to manage within 8 months.

b. Appointment of a Co-Supervisor.

A co-supervisor, if required will be appointed with the mutual consent of the Supervisor, Head of Department (HoD), Dean and the student.

- (1) In case, the student is sponsored by any organization, the supervisor will be from the concerned institution of NUST, and the parent organization of the student may detail a co-supervisor.
- (2) **Supervisor's Commitment.** The maximum number of PhD students under the supervision of a full-time faculty member will normally be 5 which may be increased to 8 under special circumstances in teaching departments. In cases where the faculty is involved in full-time research with a low teaching workload, the number of PhD students may be larger with the approval of the Higher Education Commission. If a supervisor is taking a full teaching and research load and is not able to devote adequate time for research, then there may be a need for designating a co-supervisor.
- (3) **Posting Out of Supervisor.** If a supervisor leaves the institution/NUST or proceeds on long leave (i.e., leave for more than six months) then the institution must appoint a new supervisor from the institution and the outgoing supervisor may be appointed as co-supervisor (if required). Institutions are to ensure all such changes before processing the leave of the concerned supervisor. In case, a faculty member wants to continue as a supervisor and proceed out of NUST (for more than 06 months) following conditions must be fulfilled: -
 - (a) Student must have published at least 1x journal paper of the required category.
 - (b) Upon fulfilment of the requirement at para above, a meeting is to be conducted prior to processing of long leave of PhD supervisor. Both supervisor and student

must agree to continue their research, amicably while taking the institution fully into the loop. This meeting is to include: -

- i. Principal
- ii. Dean
- iii. Rep of Academics Directorate
- iv. Supervisor
- v. GEC members
- vi. Student
- vii. Co-supervisor (to be appointed from the institution)

(c) The supervisor has to be preferably physically present during PPCM and thesis defense of the concerned student.

(d) Co-supervisor must be appointed from the institution

(4) Special Requirement. There can be a situation in which a student requires special coaching in a particular subject for his research topic for which the supervisor cannot provide the necessary guidance. In such cases, a co-supervisor may be appointed from within institution faculty members or from outside universities/institutions/R&D organizations or relevant industry. A student can also have a Co-supervisor/GEC member from a foreign University.

c. Remuneration/Incentive to Co-Supervisor

The actual amount of remuneration, which could be anything from 25% to 75% (depending on the load of supervision) of that to be paid to the supervisor, will be recommended by the Faculty Board of Studies (FBS) of the institution and forwarded to Academics Directorate for approval. The co-supervisor can also be appointed as an adjunct/honorary professor of NUST with or without an honorarium.

2. PhD Coursework

- a. A selected PhD candidate will take a minimum of 18 credit hours of 800/900 level courses at the PhD level as specified by his/her Guidance and Examination Committee (GEC). These 18 credit hours are courses which have not been counted towards any other degree, as, in compliance with the Higher Education Commission (HEC) Quality Assurance Criteria. The courses counted towards any other degree cannot be double counted towards PhD coursework.
- b. His/her Guidance and Examination Committee (GEC) may even specify additional subjects to be taken by the student if considered essential. These will be notified as “Additional Courses” and shall not be counted towards the calculation of CGPA.
- c. In addition to the minimum 18 credit hours of coursework, the pre-requisite courses prescribed by PhD Evaluation and Acceptance Committee (PEAC) (para 1 e (4)) at the time of admission would also be included in the PhD transcript and will also be notified as “Additional Courses” and shall not be counted towards calculation of CGPA. Additional courses must be declared in advance before enrolling for the course(s) and intimated to the Academics Directorate and Examination Branch (Registrar Directorate).
- d. The CGPA will be calculated only based on the 18 credit hours of courses taken by the student at the PhD level.

- e. Institutions will intimate the results of a PhD student to the Academics Directorate and Examination Branch (Registrar Directorate) as being done for other Programs for notification.
- f. To complete the coursework, a student may take 3x courses, from the prescribed PhD coursework. On the recommendation of GEC and Commandant/Principal/Dean, he/she may take 3x relevant/adequate courses offered by other institutions of NUST.
- g. The coursework should preferably be completed in three semesters. Scholars should not extend completion of the coursework more than 2 years (including deferment and suspension).
- h. Migration is not allowed in the PhD Program and any student joining the NUST PhD Program would complete all the requisite courses in line with NUST/HEC policy.

3. Improving Cumulative CGPA

Out of the coursework counted towards PhD, a student may repeat the course in which he/she received a grade point of less than 3.5 but greater than or equal to 2.0, to improve his/her cumulative GPA if it is below 3.5, before taking the qualifying examination. The procedure for repeating will be as under: -

- a. The candidate will apply to the Supervisor for permission to repeat a course. The case will be presented before the Guidance and Examination Committee (GEC) for deliberation/approval. This approval shall be communicated to the Finance Directorate.
- b. The student will have to pay the prescribed fee for the course which is permitted by the FBS/GEC for repeating. On repeating the course, the student will get the earned grade. The transcript will show both the old grade and the new earned grade, but the cumulative GPA would be based on the new earned grade.
- c. The student will have to repeat the course within the time limit given by the Guidance and Examination Committee (GEC).
- d. A student will be allowed to repeat a maximum of three courses (excluding additional courses) only, during his entire PhD coursework.

4. Qualifying Examination.

After successful completion of 800/900 level courses to be counted towards the PhD with a minimum cumulative GPA of 3.5 out of 4.0, the student shall take a qualifying / comprehensive examination in the subjects to be specified by the GEC. Qualifying Examination Part-A & B is to be conducted within 6 months after completion of coursework. The examination shall be conducted in two parts in the following manner: -

a. Part A - Written Comprehensive Examination.

Question papers for the written comprehensive examination shall be prepared by the subject specialists and supervised by the HoD concerned. In case the HoD is also the student's supervisor, the Dean of the institution shall handle the examination. The comprehensive examination shall be based on the entire PhD coursework plus subject considered essential for the intended area of research. It shall consist of two papers, one covering the student's major area of research (Paper-Major) and the

other covering the allied or supporting subjects (Paper-Minor). The minimum pass marks for each paper in Part A shall be 65%. A student will be declared fail if he/she is unable to meet the required percentage in any one or both papers. Each Paper (i.e., Major and Minor) will be comprised of a maximum of 4 and a minimum of 2 subjects. The qualifier examination (Part A) of all PhD students shall be conducted centrally by the institution, within one week. The conduct of the qualifier shall be held centrally twice a year (preferably within 3 months after the spring and fall semesters). In case of failure, makeup/reattempt shall also be planned within 3 months (remaining instruction for conduct will be same). Moreover, the result of the Part A exam should reach the Exam Branch Main Office within 2 weeks after the attempt of the examination. All the procedures/policies/SOP/schedules for the conduct of the examination shall be followed, ensured and managed by the DCE of the institution.

b. Part B – Oral Comprehensive Examination.

The Dean will chair the Oral Comprehensive Examination Committee meeting with HoD and the other members of the GEC as its members. HoD and Dean/Commandant/Principal would be voting members only if PhD qualified in the relevant field. Oral Examination shall be designed to ascertain the in-depth knowledge, analytical abilities and aptitude of the student in his area of PhD research. The student shall defend his/her thesis synopsis as a part of this oral examination. The Oral Examination Committee shall determine, by majority vote, whether the student be allowed to proceed for the doctoral research or otherwise. If the number of votes for “Pass” equals the number of votes for “Fail”, then the verdict of the supervisor would be taken as the final decision.

A student will be required to carry out a literature survey prepare a written synopsis of his intended topic of research and present the same along with the research plan at the beginning of Part B (the Oral Examination) for approval. The finalized research topic and the result of the Oral Examination of the Qualifying Examination shall then be communicated to Exam Branch Registrar Dte with info to the Academics Directorate, on Form PhD-5. If at any stage the student wants to make any change to the research topic, he/she shall have to defend his/her point of view before the Guidance and Examination Committee (GEC) for approval. Changes in the research topic duly approved by the Guidance and Examination Committee (GEC) will also be forwarded to the Academics Directorate for updating of the record.

- (1) Institutions will retain all the question papers in safe custody in their Examination Branches till the award of the degree and subsequently shall be destroyed according to NUST Policy. However, soft copies will be retained in safe custody for future reference and will not be destroyed.
- (2) The qualifying examination shall be conducted as soon as possible after completion of the course work but, in any case, Part A of the Qualifying Examination shall not be delayed for more than 03 months from the date of the last paper. If a student fails in either paper or both of his/her Part A examinations on the first attempt s/he shall appear in a retake (one chance only) examination

within 03 months of the first attempt. Part B of the Qualifying Examination will be conducted within 03 months after the student qualifies for Part A of the Qualifying Examination. If a student does not pass his/her Part B examination on the first attempt s/he shall appear in a retake (one chance only) examination within 03 months of the first attempt. Upon failure in Part B, each committee member will submit a comment page, which will document his/her views/suggestions. These comments pages, duly signed by respective committee members, shall be submitted to the Academics Directorate and Examination Branch at Main Office NUST by the concerned institution. A duplicate copy of these comments will also be provided to the student.

- (3) Form PhD-4 (Annex F) will be used to inform the Main Office, NUST about the result of each attempt of Part A of the Qualifying Examination. Form PhD-5(Annex G) will be used to inform about the result of each attempt of Part B of the Qualifying Examination. For decision regarding the result of the Qualifying Examination (in Form PhD-5) Head of Department (HoD) and Dean/Commandant/Principal would be voting members only if PhD qualified. Main Office, NUST (Examination Branch) will notify the result of the Qualifying Examination based on Form PhD-4 and Form PhD-5.

5. Publications

a. For students admitted till Spring 2020

A student must have a minimum of two research papers published/accepted (accepted for selection of evaluators and published for thesis defense) for publication / presented; in HEC-approved journals / international conferences of repute out of which at least one paper must be published in an HEC approved “X” or higher category journal and all journals listed in ISI Master list for award of PhD Degree (“Y” or higher in case of Social Sciences* only). Only those publications, related to the research work, will be counted in which student’s name is that of the 1st author.

Note: Social Sciences include Management Sciences.

b. For students enrolled from Fall 2020 and onwards

A student must have a minimum of two research publications, related to PhD research work, as 1st author fulfilling the undermentioned requirements: -

- (1) Engineering / Sciences / Computer Sciences and related disciplines:

Minimum two research papers published in Journals with WoS-JCR Impact Factor. Out of these publications, at least one research paper should be in the HEC “X” category or higher journal.

OR

Minimum one research paper published in Journals with WoS-JCR Impact Factor and one paper presented/published in Core A/A* ranked international conference. Out of these publications, at least one research paper should be in the HEC “X” category or higher journal.

- (2) Social Sciences / Management Sciences:

Minimum two papers published in journals of repute. Out of these publications, at least one research paper should be in the HEC “X” category or higher journal.

OR

Minimum one paper published in journals of repute and one paper presented/published at an international conference. Out of these publications, at least one research paper should be in the HEC “X” category or higher journal.

- c. HJRS Journal category will be considered at the date of acceptance of the research paper.
- d. Papers submitted after award qualifier Part B will only be counted towards PhD publications requirement.
- e. Only contributing authors will be added to the publication. In case of any dispute, the case may be forwarded to the NUST Research Ethics Committee.
- f. For plagiarism, COPE guidelines are to be used as a reference.

6. Scope of PhD Research

A PhD student shall have to complete a minimum of 30 credits of creative and original research, based on highly individualized, investigative, and creative study which shall make a significant contribution to knowledge in the form of new findings and inventions. He/she must spend at least one year on research after approval of the synopsis. Any plagiarism in PhD research detected at any stage may be referred to the Research Directorate, which will evaluate the case and refer it to the Research Ethics Committee. Upon the decision of the research ethics committee, further action even resulting in cancellation of the degree may be taken. General Guidelines /Criteria for Doctoral Research and its Evaluation is mentioned in the chapter Vi of this policy, covering selection of research topic, conduct and supervision of research, responsibilities of the candidate, supervisor and Guidance and Examination Committee (GEC), and evaluation procedure etc.

7. Evaluation of the Thesis.

When a student has completed his/her PhD research and publication requirement, he/she shall document the research details and prepare a written copy of the thesis and submit the same to his supervisor. Formal evaluation of the thesis shall be done as under: -

- a. Thesis Evaluation Committee. The PhD thesis shall be evaluated by a Thesis Evaluation Committee. The committee shall comprise of the Guidance and Examination Committee (GEC), and at least four external experts, two of whom will have to be foreign renowned faculty from technologically advanced countries.
- b. For the selection of external evaluators, the names of external evaluators for the Ph.D. thesis suggested by the supervisor will be endorsed by the Principal/Dean of the respective institution. After the endorsement, the institution will forward the names of 04x foreign evaluators and 04x local evaluators to the Academics Dte. Final evaluators will be selected and confirmed by the Academics Dte. Academics Dte may also select the evaluator from its existing pool.
- c. Undermentioned must be ensured before the selection of Foreign/Local Evaluators:
 - (1) PPCM for the selection of Foreign/Local evaluators for PhD thesis be held at least six months before completion of maximum PhD tenure.

- (2) A student must attend 15 PhD defense/International and National conferences before his/her evaluator selection. A record of the same countersigned by the supervisor is to be included in the documents forwarded for evaluator selection.
- (3) At least one seminar (Pre-defense) shall be conducted by every PhD student on his/her research thesis before the evaluator's selection and thesis defense. This pre-defense shall include the HoD and complete GEC of the student.
- d. Details of criteria while selecting Foreign/Local Evaluators are mentioned in the section “PhD evaluator selection” of this policy.
- e. All communication with the external evaluators will be from the Academics Dte desk. Subsequent revisions and feedback from the external evaluators will be received by the Academics Dte and shared with the institution immediately on Form PhD-6.
- f. Institutions’ exam branch will inform the Registrar Directorate (Exam Branch) about the decision of the Evaluation Committee along with detailed reports of the external evaluator(s) and complete the case documents before the student can be asked to carry out the final thesis defense.
- g. Evaluation report by the thesis supervisor/co-supervisor, at least two local external experts, and two foreign experts have to be positive before the student can be asked to carry out the final thesis defense.
- h. Incorporation of the comments provided by the evaluators will be looked at the institutional level (details mentioned in Chapter V).
- i. In case the thesis is rejected by any of the evaluators, the thesis will be re-evaluated, and the decision will be taken by the PPC chaired by the Pro-rector Acad in the presence of the supervisor.
- j. Further details and procedure of evaluation process is mentioned in Chapter V of this policy.

8. Research Thesis Defense

On receipt of positive reports from the Thesis Evaluation Committee, the defense of a PhD thesis shall be conducted as under: -

- a. The schedule of thesis defense of a PhD student will be announced by the institution at least 2 weeks prior to the defense to all NUST Institutions and Main Office, NUST for maximum participation.
- b. The Defense Committee will comprise the student’s Guidance and Examination Committee (GEC) and four external experts (i.e., two local and two foreign experts who were part of the Thesis Evaluation Committee). The participation of two foreign experts shall be arranged through video conferencing, if possible. However, the presence of complete GEC members including one external and two local evaluators during the thesis defense is mandatory.
- c. If the GEC includes a foreign origin/national faculty member either as a co-supervisor or external GEC member, then the prior permission for their online participation in thesis defense will be taken from the Principal/Dean of the Institution. However, for Pakistani-origin nationals who serve either as Co-supervisors or external GEC members but are working/living abroad, prior permission has to be taken from the Main Office for their online participation in thesis defense.

- d. The student will present his work to the Defense Committee on the given date and time in an open forum.
- e. The Defense Committee will give its decision with a majority vote and intimate the Examination Branch (Registrar Directorate) and Academics Dte. Directorate, about the decision on Form PhD-7 (Annex I) for final notification. 1x hard copy and soft copy will be prepared by the student and submitted to the Examination Branch of the respective institution for further distribution within a maximum period, of 8 weeks, from the thesis defense date. In case of late submission of bound copies, the student will be charged Rs. 5000 per month. The institution will forward the thesis copy to the following within one week; 1x copy to the Examination Branch (Registrar Directorate), who will forward it for placement in NUST Central Library after publication of the gazette notification.
- f. Any plagiarism in PhD research work and fake documents submitted by the student, even those submitted at the time of admission shall result in cancellation of the degree after consulting Research Dte. The PhD Supervisor must forward a certificate to the Academics Directorate (Main Office, NUST) along with the request for the selection of foreign/local evaluators, that quite plagiarism test has been conducted, and the report is within the parameters set by the Higher Education Commission (HEC). PhD supervisor must ensure that the Higher Education Commission (HEC) & NUST Plagiarism policy is read and understood by the PhD student.

9. Duration for Completion of PhD

- a. Minimum Period 3 years.
- b. Maximum Period 8 years. The maximum period shall be counted from the date of admission to PhD Program.
- c. No extension in PhD duration is permitted in any case.

10. Monitoring Cell

The Monitoring Cell of the Academics Directorate will monitor the progress of all PhD students at NUST. Guidelines for monitoring are appended below:

a. Coursework Progress

- (1) Formation of Guidance and Examination Committee (GEC) (Form 3A)
- (2) No of credit hours completed.
- (3) CGPA obtained.
- (4) Courses qualified with grades.
- (5) Passing of Qualifier Exam (Part A (Form PhD 4) & Part B (Form PhD 5))

b. Student Timelines

- (1) For completing the coursework.
- (2) Passing the qualifier exam, including Synopsis approval.
- (3) Covering the research milestones.

c. Unsatisfactory Performance

PhD students may be marked for unsatisfactory performance due undermentioned conditions.

- (1) If CGPA is not up to mark.
- (2) If a student is lacking behind in achieving laid down milestones.
- (3) If a student is not attending university regularly in the research phase.
- (4) If lacking behind in attaining research milestones viz-e-viz timelines.
- (5) Unable to achieve publications requirement in last two years.
- (6) Or any other reason that seems appropriate to supervise or with the consent of HOD/Principal/Dean.

d. Issuance of Caution, Warning Letters and Bond/Undertaking

- (1) Caution letters to be issued to those students with slow progress and who have completed 5 and 6 years of PhD studies (template attached at Annex K & L).
- (2) Warning letters to be issued to those students with slow progress and who have completed 7 years of PhD studies (template attached at Annex M).
- (3) Bond/Undertaking to be furnished by students (having completed 7.5 years of PhD studies) to be solely responsible for not completing the degree requirements within 8 years (template attached at annex N).

e. Overall PhD Progress

- (1) Progress in percentage.
- (2) Publication of papers in Journals/Conferences.
- (3) Writing of thesis.
- (4) Plagiarism report on thesis.
- (5) Selection of foreign/local evaluators for PhD thesis
- (6) Form PhD-6 (Thesis Evaluation Reports)
- (7) Date of Thesis defense

f. Six Monthly Progress Reports

Six-monthly Progress reports of all PhD students are required to be rendered on a regular basis duly authenticated by the Supervisor, till completion of PhD. The format the of Six-Monthly Progress Report is placed in Annex O. Non submission of the six-monthly progress report will render the student's progress as unsatisfactory.

g. Annual Research Seminars

Seminars shall be held for all PhD Students by the respective institutions, in which PhD students in the 5th year of studies and onwards will present their research progress in the presence of their respective supervisor, Guidance and Examination Committee (GEC) members, PhD faculty and the PhD students.

11. Specific Requirements Regarding PhD in Medical Sciences

- a. Eligibility Criteria. For admission to PhD Program, the candidate who has qualified MBBS and MPhil in the relevant discipline or MBBS plus FCPS in the relevant discipline is eligible to apply. FCPS in clinical subjects are also eligible for admission

in Molecular Medicine only. However, for PhD Program in Biochemistry and Molecular Medicine, non-MBBS/BDS candidates with 18 years of education (MSc plus MPhil) in the relevant discipline will also be eligible for admission.

- b. The Head of the department in consultation with the student and his/her supervisor, and also with the approval of the Principal/Dean will appoint the Guidance and Examination Committee (GEC).
- c. Minimum 70% marks (internal assessment) in PhD coursework are essential for undertaking PhD qualifying / comprehensive examination, to be conducted on completion of 18 credits of advanced coursework.
- d. The PhD Qualifying/Comprehensive Examination will comprise of two components:
 - (1) Written examination of the coursework (Qualifier Examination Part A). The question paper will be prepared by the Guidance and Examination Committee (GEC) of the student and supervised by the HoD/Dean.
 - (2) Viva Voce of the Defense of Synopsis of the PhD Research Work (Qualifier Examination Part B). The oral examination will be conducted by a committee comprised of the Guidance and Examination Committee (GEC) members, the Head of Department (HoD) and chaired by the Dean.
 - (3) The pass marks in each component of PhD qualifying / comprehensive examination will be 65%.
 - (4) If the candidate fails in any of the components of the examination, he/she will be given one more chance to qualify within a period to be decided by the Guidance and Examination Committee (GEC).
 - (5) At least, two seminars are to be conducted by every PhD student on his PhD thesis research before an audience before the thesis defense.
 - (6) For evaluation of PhD thesis research, the thesis shall be sent to a minimum of two foreign, and one local (external) expert in addition to his/her Guidance and Examination Committee (GEC) members.

12. Deferment of Semester(s)

A student may seek deferment from regular studies subject to the following conditions:

- a. Deferment will generally be requested before the start of a semester. However, in exceptional cases it may be requested latest by the 2nd week of a semester. It will be endorsed by the FBS and processed for formal approval by the Director Postgraduate Programs.
- b. During the period of deferment, he / she will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses.
- c. He / She shall pay 25% tuition fee to maintain his / her registration.
- d. The student has the requisite time available to complete his / her degree within the stipulated time; or

- e. In case, a student opts to defer the first semester he/she shall have to pay 50% tuition fee (non-adjustable / non-refundable).

13. Suspension of Semester(s)

A PhD student may be recommended for suspension of a semester upon recommendation of FBS for following conditions.

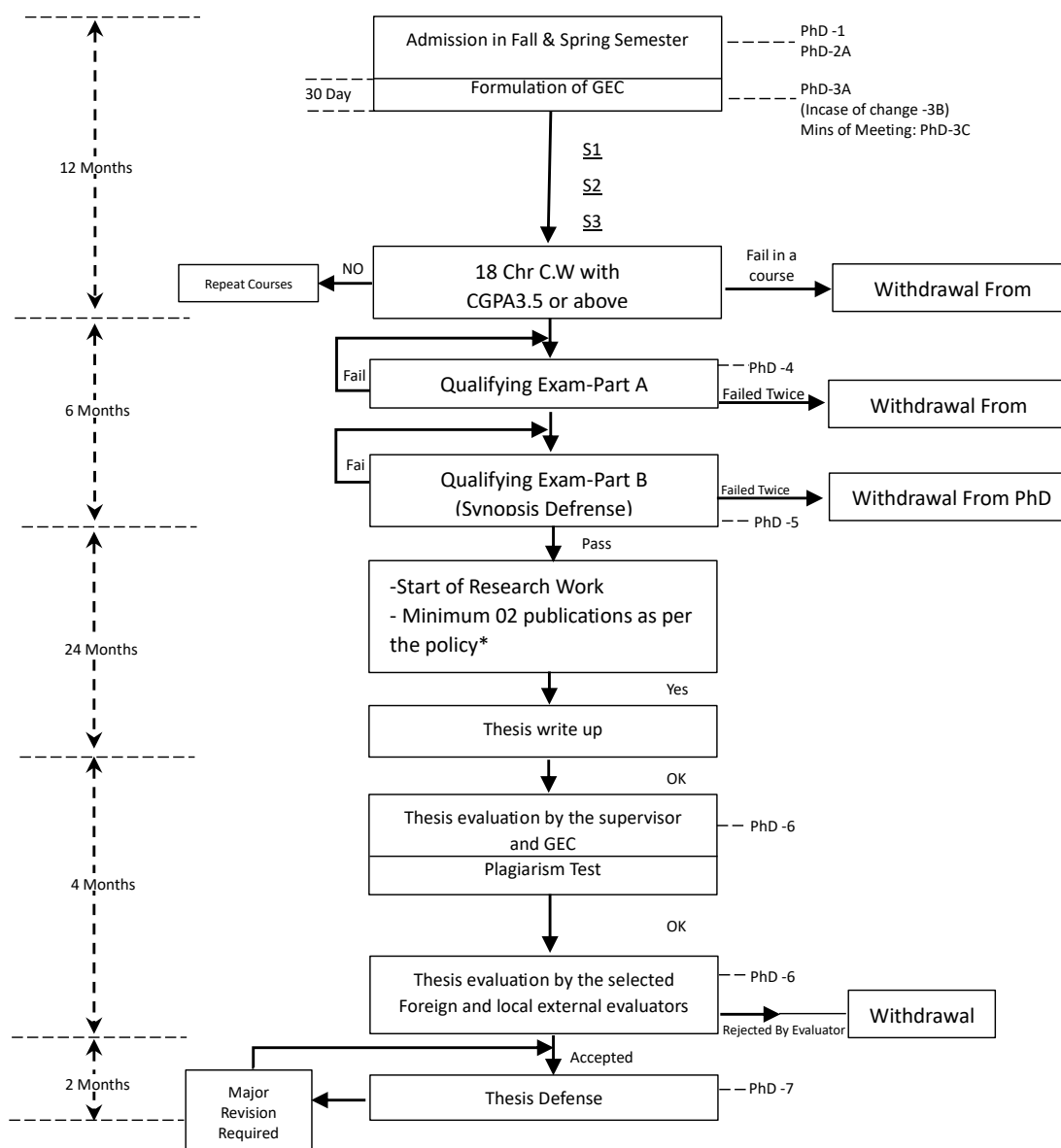
- a. suspension on disciplinary grounds.
- b. suspension on medical grounds.
- c. suspension on prolonged absence.
- d. suspension on reasons beyond students' control or on authorized grounds /sanctioned leave from competent authority.

14. Withdrawal from PhD program

A student shall be withdrawn from the PhD degree program under the following circumstances/conditions: -

- a. CGPA remains below 3.50 on completion of coursework even after availing three chances for improvement of grades.
- b. Fails twice in any part of the qualifying examination i.e., Part A or Part B.
- c. Fails to qualify both parts of the qualifier within 12 months, except recommended by FBS otherwise, by clearly stating the extended duration. The duration will be counted from the date the of last paper of coursework.
- d. On consistently three unsatisfactory academic performances graded by Monitoring Cell Academics Directorate and Supervisor and consequent recommendation by FBS.
- e. On disciplinary grounds when recommended by the respective Discipline Committee of the Institution and Discipline Committee of NUST.
- f. Absence for 60 or more consecutive days without valid reasons.
- g. Fails in one or more course(s).
- h. Fails to complete coursework requirements in three years.
- i. **For Fall 2023 entry and onwards only;** Fails to complete Qualifier Part B in first 3 years (including deferment of semester and suspension) duly recommended by FBS. FBS can also recommend an extension after three years clearly stating the extended duration that should not be more than six months. The duration will be counted from the date of admission.
- j. Fails to complete PhD degree requirements within the maximum allowed time. (i.e., 8 years).
- k. A student can seek withdrawal from PhD program at any stage of his degree on his own request duly recommended by FBS of the institution.

15. Milestones in PhD Study



* The requirement can be deferred up till completion of thesis evaluation from foreign evaluators, as at times acceptance/ publishing of papers takes considerable time.

** A Student must spend at least one year after passing the qualifier Exam, before final thesis defense.

16. Responsibilities of Academics Directorate at Main Office, NUST

PhD section, Academics Directorate at Main Office, NUST will assist in the admission process and the smooth conduct of PhD Programs. Details are as under: -

- Preparation and publication of advertisement for PhD admission.
- Receipt of applications and their scrutiny as per the eligibility criteria for various disciplines.

- c. Submission of applications to respective institutions for evaluation and recommendation in respect of prospective candidates.
- d. Processing of applications received back from institutions duly recommended, for formal approval of competent authority through the PhD Processing Committee for admission in a particular PhD Program.
- e. Organization and coordination of the PhD Processing Committee meetings.
- f. Registration of the students finally selected in the PhD Program.
- g. Monitoring of the PhD student's progress through close liaison, Annual seminars and six-monthly progress reports from the respective institutions and passing on the required information to their sponsors (in the case of sponsored students).
- h. Ensuring timely receipt of scholarships/financial support from sponsoring agencies of the PhD students and further disbursement to the concerned students.
- j. Maintenance of dossiers and all relevant documents in respect of each PhD student from the date of admission till completion of the degree.
- k. Processing of cases for approval of PhD Thesis Evaluators.

Chapter III: NUST PhD Fellowship

1. General

PhD admissions are offered twice in a year with an average intake of 170 students a year. In general, the students studying in PhD programs can be classified as Part time and Full-Time. Part-time students manage their workload between studies and employment whereas full-time students are available throughout to fulfil their degree requirements. These students can dedicate more time and effort to pursuing their degree and producing quality research work to complete their PhD. Due to this trait, they can complete their PhD degree in lesser duration and with better yield in research area expertise. As PhD students have a likelihood to become future academicians, so there is a need to polish and revamp their academic skills by utilizing them in several part-time jobs.

Therefore, a necessity is felt to encourage the enrolment of full-time PhD students and provide them opportunity to have on-campus jobs.

2. Scope

This policy gives an account of the procedure for awarding financial incentives, hiring full-time PhD students and their remuneration.

3. Scheme

The salient features of the PhD incentive scheme are as follows.

- a. This scheme is named as “NUST PhD Fellowship (NPF)”.
- b. Full-time PhD students will get a fee waiver for 6x semesters.
- c. All awardees will act as graduate assistants to their respective supervisors and on maintaining regular attendance will be awarded a stipulated amount.
- d. All of these students will have the opportunity to serve the undermentioned on-campus jobs and earn on a monthly basis:
 - TVF
 - Lab Engineer
 - Teaching Assistant (TA)
 - Tutor
 - Administrative Assistant
- e. The financial incentive to PhD students will be awarded depending on the disciplines and scholars will be able to earn the maximum amount as mentioned in their corresponding disciplines.
 - Engineering and Computer Sciences (Detail of programs attached at Annexure-P) PhD students can earn a maximum of Rs. 50,000/- stipend in lieu of on-campus jobs for the first 8x semesters.
 - Sciences (Detail of programs attached at Annexure-Q) PhD students can earn a maximum of Rs. 30,000/- stipend in lieu of on-campus jobs for the first 8x semesters

4. Eligibility

The eligibility criteria for the award of the NUST PhD Fellowship (NPF) for both International and local students are as under.

- a. For award of fellowship undermentioned conditions shall be fulfilled.
 - (1) Willing to take at least 09 credit hours of coursework each semester during the coursework phase.
 - (2) Available during office hours throughout regular semesters.
 - (3) Full-time and unemployed students during the entire PhD duration or having unpaid leave for a minimum of four years.
- b. For continuation of scholarship undermentioned shall be ensured:
 - (1) PhD students are completely available during office hours throughout a regular semester.
 - (2) The student should maintain a 3.50 CGPA.
 - (3) Complete coursework and pass both qualifier examinations within two years of PhD.

5. Procedure for award

- a. A total 80x seats (maximum) will be allocated for NUST PhD Fellowship (NPF) at the start of each academic year. These seats will be distributed for two admission cycles (i.e. Fall and Spring semesters). The distribution of the total seats will be done based on the number of enrolment of students in each semester considering the historical data and number of applications in the admission cycle. However, the number of seats allocated in the Fall semester will be more than Spring semester.
- b. After the allocation of the seats in each semester, the total number of seats will be distributed among all institutions where PhD applicants are registered.
- c. The institutional PhD Evaluation and Acceptance Committee (PEAC) under the chairmanship of the Principal/Dean will conduct the interview and selection for NPF against the allocated seats.
- d. The institution will forward the names of recommended candidates for NUST PhD Fellowship against the allocated seats on duly signed form (attached as Annex-A). Furthermore, they will also mention the candidates willing and eligible for NPF other than recommended candidates against allocated seats. The same will be forwarded as per attached form in the next admission cycle.
- e. Afterwards, the Academics Directorate will present the recommended awardees case in front of the PhD Processing Committee Meeting (PPCM). After the recommendation of PPCM and approval of Pro-Rector (Academics), the offer letter will be issued to the awardees without any tuition fee (as per the NPF policy).
- f. If any of the awardees don't respond to the offer letter within the stipulated time the offer of NPF will be forwarded to the next willing candidate as proposed by the institution.
- g. If the institution doesn't have any recommendation for the NPF scholar against the allocated seat, then the Academics Directorate will divert the slot to the other willing recommended candidates from other institutions.
- h. After the awardee joins PhD program, tags will be applied as per policy.
- i. Subsequently, the institution will be asked to assign duties and forward the details of the stipend on the 'stipend requisition form' (Annex U) to Academics Directorate.

- j. Academics Directorate will scrutinize all the cases as per the policy and afterwards, forward the recommended stipend cases for approval of Pro-Rector (Acad).
- k. After the approval of the Pro-Rector (Acad), HR Directorate will issue the office order in respect of each recommended awardee and subsequently, Finance Directorate will be requested to issue a monthly stipend to these students.

6. Hiring for On-campus jobs

- a. Each institution will post/advertise the available on-campus job on their institution's web page, Qalam, LMS, E-office etc. at least two weeks before the start of the semester.
- b. Institution may complete the process of the interview (if required) and selection before the start of the semester or maximum in the first two weeks of the semester.
- c. After selection, the prescribed requisition form will be forwarded through the institution.

7. Monitoring of Awardee's Academic Progress

- a. At the completion of each semester, Acad Dte will conduct an internal monitoring review against the academic performance of awardees.
- b. Awardees who have failed to secure a CGPA greater than/equal to 3.50 or are unable to meet the requirement mentioned in para 4b will be withdrawn from NPF.
- c. Remaining awardees who have secured a 3.50 CGPA or above will be retained for the further award of NPF after approval from the Competent Authority.
- d. After approval, the procedure highlighted in para-5. i. to k. will be repeated.
- e. The abovementioned monitoring shall be conducted for the first 6x semesters of PhD degree against awardees.

8. Re-joining NPF

A student once withdrawn from NPF either due to low GCPA or at their own request will not be allowed to rejoin NPF.

9. Remuneration

- a. The remuneration for all above categories will be given as per rates mentioned below:

Position	Per Contact hours (in Rs)	Maximum Per Month (in Rs.)
Temporary Visiting Faculty	As per HR Policy	As per HR Policy
Tutor	1000**	12000
Temporary Lab Engineer	625*	30000
Teaching Assistant	500*	24000
Administrative Assistant	500*	12000
Graduate Assistant	-	10000***

*Job slot of 03 Contact hours per week

**Job slots of 01 contact hour

*** Should maintain daily attendance

- b. The maximum amount mentioned in para-2 (e) against each discipline will have to be strictly maintained. Any amount above the limit will not be considered for the award of a stipend.

10. Miscellaneous

- a. The student must provide an affidavit that he/she is unemployed and will study as a full-time PhD student.
- b. The student's attendance will be marked on a regular basis. The supervisor will give a certificate to this effect in every six-monthly progress report.
- c. Awardees will not pay tuition fees for the duration of the award (i.e., 6x semesters) after which they will be required to pay fee/misc. charges (if any).
- d. Awardees can obtain the opportunity of availing on-campus job for 8x regular semesters including any deferred/suspended (i.e., first four years only)
- e. Continuation/permission for the on-campus job will depend on the recommendation of the supervisor/institution. Awardees showing unsatisfactory/slow progress or failing to meet set milestones in the stipulated period, may not be recommended for on-campus jobs.
- f. Withdrawn (failed, time-barred, at own request or any other reason) NPF awardee will have to reimburse the tuition fee paid by NUST during the studies.
- g. Withdrawn (failed, time-barred, at own request or any other reason) awardee PhD student will have to complete the contract period of on-campus jobs.
- h. Institution will process the recovery from the defaulter and must hold the documents of such student until they clear all outstanding dues.
- i. Any other scholarship awardee availing scholarship from Govt/External organization or NUST is not eligible for the NPF. However, HEC indigenous scholarship will have the opportunity to perform on-campus jobs and get monthly remuneration as per the policy. However, their overall earnings (including HEC Stipend) should remain within the limits defined vide para 9.
- j. Awardees undergoing deferment or suspension of semester will have to bear the additional dues at their own (if any).
- k. Any new PhD program added/approved will be part of this scheme.
- l. This scheme is only valid from Fall 2022 and onwards entries.
- m. N-Centive PhD scholar scheme will be discontinued w.e.f. Fall 2022 onwards.
- n. Rector NUST or his authorized office will be the final authority for increasing the number of slots or withholding this NPFP.

Chapter IV: Hiring of PhD Students

1. Background

NUST is an internationally recognized institution of higher learning and since its inception has always been in pursuit of offering education at internationally acclaimed standards. It has adopted the route of internal quality assurance measures for its professionally accredited programs. All degree programs of NUST are enriched with a variety of courses that include theoretical and practical aspects of learning.

PhD scholars are the backbone of the research productivity at NUST. To provide better financial support along with development prospects, NUST PhD students may be employed on a part-time basis as, Temporary Visiting Faculty (TVF), Temporary Lab Engineers (TLE), Tutors, Teaching Assistants (TA) and Administrative Assistants (AA).

2. Rationale

This section attempts to lay down a separate policy for hiring PhD students for the above-mentioned positions on a temporary/short-term basis. This opportunity will not only meet the financial needs of the students but also provide a foundation for their career development. Teaching during PhD studies is an excellent way to expand one's horizons as a doctoral candidate and transform his/ her knowledge into practice in a new environment.

3. Scope

This section will be applicable to all full-time PhD students at NUST to be hired as Temporary Visiting Faculty (TVF), Temporary Lab Engineers, Tutors and Teaching Assistants/Administrative Assistants.

4. PhD Students as Temporary Visiting Faculty (TVF)

a. Description:

A short-term/limited-term teaching position offered to full-time PhD students after successful completion of their Qualifier exams (Part A & B). Remaining duties will be considered as same assigned to the TVF hired by HR Dte.

b. Duties:

In this position, PhD students will be inducted on a temporary basis as full-time instructors of at least two course(s) in place of existing faculty members or if there is a deficiency in FMs while assigning teaching load in an institution during a semester. The courses assigned can be from both UG and PG levels.

c. No. of contact hours:

Minimum 6 contact hours per week.

d. Miscellaneous:

- (1) Hiring and remuneration are to be as per the existing NUST policy.
- (2) Upon either graduation or withdrawal from PhD student is bound to complete the remaining contract period.

- (3) Before hiring, teaching expertise is to be evaluated via demonstration at the concerned institution level.

5. PhD Students as Temporary Lab Engineer (TLE)

a. Description:

A PhD student can perform duties as a temporary lab engineer in only Teaching Labs. The remaining duties will be considered the same as those assigned to the regular lab engineer.

b. Duties:

In this position, PhD students will be inducted on a temporary basis as lab engineers during a semester. As part of their duties, they will be responsible for conducting lab sessions, looking after lab equipment in coordination with concerned lab staff etc.

c. No. of contact hours:

Minimum 3 contact hours per week and Maximum 12 contact hours per week. OR Minimum 1 lab per semester and Maximum 4 labs per semester.

d. Miscellaneous:

- (1) PhD students can only be hired as TLE against the available authorized Lab Engineer seats allocated for the School/College/ Institution.
- (2) Before hiring, the suitability of a candidate is judged by the Institution through an internal evaluation process.
- (3) Rehiring for another semester is based on positive feedback from the supervisor and Head of the Institution.
- (4) PhD students of age maximum 40 are eligible to apply for TLE.
- (5) Upon either graduation or withdrawal, a student is bound to complete the remaining contract period.
- (6) The TLE hired under this scheme will be considered for a part-time position (i.e., no annual increment, no gratuity, etc.)
- (7) Only full-time PhD students will be eligible for this position.

6. Tutors

e. Description:

A PhD student can be assigned part-time duty as a Tutor of a specific course during a semester. Tutors assist in the teaching and learning process. Their specific responsibilities may vary depending on the institution and the course they are associated with, but generally, tutors fulfil the following roles such as academic support, facilitating discussions, individual support and communication and collaboration.

f. Duties:

In this position, PhD students will be inducted in the role of tutor in assigned courses where they will be responsible for leading class discussions, conducting interactive sessions with students, and answering student queries. This will allow PhD students to act as liaisons between students and concerned faculty members who teach the specific course.

g. No. of contact hours:

Minimum 1 and Maximum 3 contact hours per week.

h. Miscellaneous:

- (1) It is to be ensured that a PhD student does not get assigned the course already being taught by their supervisor which will create a conflict of interest.
- (2) During the semester, the tutor will report to the respective instructor and will seek necessary guidance and support regarding the conduct of the tutorial sessions.
- (3) To evaluate the effectiveness of the activity, the course instructor will randomly audit tutorial sessions.
- (4) A PhD student will be employed on a semester basis via fixed-term contracts. After successful completion of all the tutorial sessions and with the recommendation and approval of the respective course instructor and Head of Institution respectively, a remuneration, as prescribed, will be given.
- (5) Upon either graduation or withdrawal, a student is bound to complete the remaining contract period.
- (6) Duties and scope of this position are undermentioned: -
 - (a) Leading class discussion and an interactive session
 - (b) Solving the course-related problems in the class
 - (c) Answering the queries and questions of the students
 - (d) Establishing links between the taught concepts and their real-world applications
 - (e) Demonstrating scientific methods and techniques
 - (f) Sharing of marks and grades with students
 - (g) Providing feedback on student's performance
 - (h) Meeting special needs of the students w.r.t learning abilities
 - (i) Any other support regarding instruction and education services

7. PhD Students as Teaching Assistants.

a. Description:

A PhD student shall perform their duties in an instructional capacity with respective faculty members as their teaching assistants.

b. Duties:

In this position, PhD students will be responsible for creating course content for classes taught by concerned faculty members and designing assessment modules i.e., quizzes, assignments, projects etc.

c. No. of contact hours:

Minimum 3 contact hours and Maximum 12 contact hours per week OR minimum 3 CH and maximum 12 CH per semester.

d. Miscellaneous: -

- (1) It is to be ensured is that a PhD student should not perform as a Teaching Assistant with their respective supervisor which will create a conflict-of-interest issue.

- (2) A course instructor with a minimum of 6 credit hours and a student strength of 40 is eligible to get a T.A.
- (3) Before hiring, the expertise of a candidate be judged by the respective institution.
- (4) Upon either graduation or withdrawal, a student is bound to complete the remaining contract period.
- (5) The TA position will be offered for one semester. Rehiring of TA/ AA will be possible upon positive feedback from the Supervisor/HoD and Head of College/Institution/School/Directorate.
- (6) Only full-time PhD students, availing of scholarships, are eligible to apply as TA/ AA.
- (7) The master's students availing merit based NUST Endowment Fund Scholarship will be required to perform TA duties as per their agreement/bond for the duration of the award, but they will not be paid.
- (8) Institutions before hiring fresh TA will have to ensure that they are making full use of TA's already available to them under the NUST Endowment Fund Scholarship.
- (9) A TA will assist the instructor in the preparation of lessons, and quizzes, Lab Work and marking of assignments under the direct supervision of the faculty member who will only remain responsible for the work done by the TA. Moreover, TA will not be allowed to perform duties such as result preparation, paper checking of OHTs, midterms and ESEs etc.
- (10) One workload slot for TA shall not exceed more than 3 contact hours per week. The magnitude of the workload shall be decided in a way that will not affect the performance of the TA in his / her studies/research.
- (11) The TA will assist the faculty member for the academic program which is one step lower than the TA's qualification i.e., PhD students can be assigned duties at the master's or Undergraduate level, whereas a master's student can be assigned duties at the Undergraduate level.
- (12) TAs shall be hired for one semester. Rehiring of TA/ AA will be possible upon positive feedback from the Supervisor/HoD and Head of the Institution.
- (13) This policy supersedes all previous working papers/policies regarding TA's.

8. Administrative Assistant

a. Description:

A PhD student, to develop their administrative and management skills, can be assigned administrative tasks in their concerned institutions.

b. Duties:

In this position, PhD students can be assigned as administrative assistants with any of the following offices of their concerned institutions: -

- Principal/Dean
- Associate Dean/Associate HoD
- Head of Department (HoD)
- Program/PG Coordinator
- DCE/Exam Branch
- DD Admin & Coord

- Industry Liaison Officer (ILO)
- Other administrative offices

c. No. of contact hours:

Minimum 3 contact hours and Maximum 6 contact hours per week OR minimum 3 CH and maximum 6 CH per semester.

d. Miscellaneous: -

- (1) Upon either graduation or withdrawal, a student is bound to complete the remaining contract period.
- (2) The rehiring of the administrative assistant is based on positive feedback from the institution.

9. Hiring Procedure and Approving Authority

The hiring procedure and final approving authority for employment cases under categories (Hiring of Ph.D. students as TVFs, Temporary Lab Engineers, Tutors and Teaching Assistants/Administrative Assistants on a temporary basis) remains as per existing NUST NPF policy.

Chapter V: PhD Evaluator Selection

The external evaluator plays a crucial role in evaluating Ph.D. theses, ensuring the research meets international standards. This section proposes amendments to the thesis evaluation process, specifically the nomination of external evaluators. It also suggests introducing independent chairs for Ph.D. thesis defense at the university level. The objectives include strengthening secrecy, avoiding the repetition of evaluators, reducing delays, and enhancing the defense process.

1. Selection of the External Evaluators

a. Procedure

External evaluators for the Ph.D. thesis suggested by the supervisor will be endorsed by DBS and the Principal of the respective institution. After the endorsement institution will forward the names of 04x foreign evaluators and 04x local evaluators to the Academics Directorate. Final evaluators will be selected and confirmed by the Academics Directorate. The Academics Directorate may also select the evaluator from its existing pool. The thesis will be sent for review to the selected evaluators through the desk of PhD section, Academics Directorate.

b. Foreign Evaluators

The eligibility criteria of proposed foreign evaluators are undermentioned: -

- (1) PhD faculty member from the world's top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to the dissertation Evaluation year.
- (2) Evaluators must have a minimum of 04 years post PhD experience.
- (3) Evaluators must hold a faculty position i.e., Professor/Associate Professor/Assistant Professor/ Equivalent.
- (4) The proposed evaluator must not be repeated within a year by the same supervisor.
- (5) At least one of the foreign evaluators must attend the thesis defense virtually.
- (6) The supervisor will have to mention the names of foreign evaluators in the External evaluator conflict of interest form attached as Annexure J.

c. Local Evaluators

The eligibility criteria of proposed local evaluators are undermentioned: -

- (1) Evaluators must be a PhD degree holder having a minimum of 04 years post PhD experience.
- (2) Evaluators must hold a faculty position i.e., Professor/Associate Professor/Assistant Professor.
- (3) If a local evaluator resides outside Islamabad/Rawalpindi (i.e., Lahore, Karachi, Peshawar, Quetta etc.), the supervisor must obtain consent from them to attend the thesis defense physically in person.
- (4) A local evaluator must not be repeated within a year by the same supervisor.
- (5) The supervisor will have to mention the names of local evaluators in the External evaluator conflict of interest form attached as Annexure J.

d. Correspondence with the evaluators

All communication with the external evaluators will be from the Academics Directorate desk. Supervisor/Institution won't be informed about selected evaluators until thesis evaluation reports have been received from the evaluators.

e. Monitoring of evaluation process and incorporation of evaluators' comments

Ph.D. A Processing Committee (PPC) will be held as per practice for continuous appraisal and monitoring of the thesis review process. Delays during the review process will be examined by the Academics Directorate and reminders will be sent to the evaluator in case of non-reply/delays.

- (1) If an evaluator does not respond, the next evaluator from the reserve pool be approached as per the SOP of evaluator selection.
- (2) Subsequent revisions and feedback from the external evaluators will be received by the Academics Directorate and shared with the institution immediately on Form PhD-6 attached as Annex II.
- (3) Evaluation report by all 4x evaluators (Foreign and Local) has to be positive before the student can be asked to carry out the final thesis defense.
- (4) The institution's exam branch will inform the Registrar Directorate (Exam Branch) about the decision of the Evaluation Committee along with detailed reports of the external evaluator(s) and complete the case documents before the student can be asked to carry out the final thesis defense.
- (5) Incorporation of the comments provided by the evaluators will be looked at the institutional level and will be endorsed by the DBS and Principal.
- (6) However, in case of a major review recommended by any evaluator, the modified thesis must be sent to the same evaluator through the Academics Directorate ensuring that all the recommended changes have been made and endorsed by the DBS and principal of the respective institution.
- (7) In case the thesis is rejected by any of the evaluators, the PPCM chaired by the Pro-rector Acad in the presence of the supervisor will be held to decide the future course of action i.e., whether to give a detailed response to same evaluator or approach reserve evaluator.

2. Selection and roles of Chair for Ph.D. Thesis Defense

- a. The Chair of the Ph.D. thesis defense will play a key role in maintaining transparency and independence during the final Ph.D. thesis defense to ensure the international reputation of the NUST in the award of its Ph.D. degree.
- b. Principal/ Dean of the institution will be the chair of the Thesis defense. However, if the Principal/Dean are supervisor, then defense should be chaired by either HoD or any Faculty member whose rank is Associate Professor
- c. Supervisor of the student cannot chair thesis defense. However, any internal GEC member may be allowed to chair a thesis defense in the absence of the Principal/Dean or HoD.

3. Role of the Examination Chair

- a. To clarify NUST rules and regulations, where appropriate, and to ensure that the oral exam is conducted professionally.
- b. To ensure that any questions raised by the examiners and audience are addressed by the candidate during the question period.
- c. Moderate the thesis defense and discussion. The Chair must intervene if the examiners do not adhere to the rules & regulations and resolve any disagreements and conflicts which may arise during the Q&A session.
- d. After the thesis defense, the chair will be required to inform the candidate, Academics Directorate and registrar Dte about the outcome and recommendations of the thesis defense.

4. Roles and Duties

S#	Duties	Role/Duty	Timeline
1	External evaluators willingness	Supervisor	At least 06 months before the planned thesis defense
2	Evaluators Selection (05x foreign & 05 x local)	Institution FBS	
3	Examiner Finalization	Academics Directorate	Within 02 weeks after intimation from the institution
4	Forward the Thesis for review	Academics Directorate	
5	Delays monitoring	Academics Directorate	As per practice
6	Results Received and forwarded to Supervisor	Academics Directorate	Within 01 weeks after results are received from the external evaluators
7	Forward result and full case to Registrar Directorate (Annex K form)	Institution	After addressing the revision within 04 weeks' time period
8	Clearance of exam branch and intimation to Academics Dte about clearance	Registrar Dte	Within 02 week
9	Issue letter regarding the conduct of Ph.D. thesis defense	Academics Directorate	Within 01 week
10	Ph.D. thesis defense Chair	Principal/Dean of the institution	
11	Announcement for the thesis defense schedule	Institution	02 weeks before the defense

12	Outcome and recommendations of the thesis defense to the institution, Academics Directorate and Registrar Dte.	Chair	Within 01 week
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Chapter VI: Guidelines/Criteria for Doctoral Research, Role of Supervisor And GEC

1. Preamble

Research performed in pursuit of higher professional degrees should conform to a well-defined criterion, in consonance with the practices in vogue in reputed universities. Whereas each university may follow a criterion specific to its own perception and traditions, all such criteria do include the essential parameters enunciated in the following paragraphs. It is also important to keep in view the fact that research evaluation criteria vary with respect to the field of research i.e., Engineering, Basic Sciences, Information Technology, Medical etc. Not only that, but the criteria also differ in relation to the higher professional degree being sought. Broadly speaking, MSc/ MPhil level research aims to discover a solution to a given problem, while the knowledge of the relevant field already exists. Doctoral-level research, on the other hand, mainly focuses on advancing the boundary of known knowledge of a specific field, prior to developing a solution.

2. Research Criteria

This paper deals with Doctoral research. The salient points of the proposed criteria are stated below:

a. Selection of Research Topics

Generally speaking, a research work could be categorized either as “Basic Research” or “Applied Research”. Basic Research aims to create new knowledge for its own sake and its results may not find immediate applications. Applied research, on the other hand, aims to develop new knowledge for solving a specific problem. Most of the research performed in Basic Sciences belongs to the first category. The research performed in engineering fields comprises the second category. It is opined that NUST Engineering Institutions should select and pursue those research topics which create solutions of problems being faced by our industry. Hence, the selection of research topics be undertaken with in-depth deliberation and analysis, to ensure optimum utilization of resources. In the final analysis, results accrued from applied research should make a positive contribution to improving the quality of life directly or indirectly.

b. Clarity of Topic

The research topic should be as clearly defined as possible, indicating its scope and constraints within which the research would be conducted. Because of uncertainties in research pursuits, the priorly defined topic may have to be adjusted and fine-tuned till the successful completion of the research project.

c. Originality

As stated earlier, the essential requirement of Doctoral research is to break new ground and make some original contribution to the known knowledge of a specific subject. Needless to say, that such a contribution may not necessarily be a completely new theory. It could comprise new extensions to the presently cognized knowledge or unique application of the existing knowledge, or even hybridizing knowledge of different subjects to create new

knowledge. The research must bring out the original contribution quite clearly and unambiguously.

d. Mathematical Robustness

The validity of the research work should be supported by proven and well-established Mathematical principles. It amounts to saying that the inferences accruing from a research work should be explainable through mathematical logic and not just through intuition, gut feeling, or the emphasis that inferences have been practically realized. This particular point may not have much relevance to the research performed in fields like Medical and Social and Basic Sciences.

e. Recommendations for further work

Whereas, successful research culminates in quantifiable results, there is always a scope for further improvements, newer innovations and the realization of more proficient approaches to solving a problem. It is, therefore, of utmost importance that a researcher should point to the directions in which further work could be undertaken. Continuity in research pursuits is an essential hallmark of all Doctoral research works, especially in engineering fields.

3. Roles and Responsibilities of Supervisors

a. Knowledge of regulations, policies, and procedures

Supervisors should have a good understanding of and adhere to department, faculty, and university policies, regulations, and procedures, using them as a guide for their interactions with PhD students. It is recommended that supervisors stay updated on these policies, particularly those approved in ACM (available on LMS) and any instruction issued by the relevant Dte or SOP of the institution. They should also be familiar with the available support services for PhD students, which can be obtained through department PhD/graduate coordinators, Exam branch of the Institution and Main office, PhD Section (Academics Dte) and Research Dte.

b. Advice on program of study, research, and professional development

Supervisors are expected to serve as mentors to their PhD students, providing well-informed advice on academics and professional development. Specifically, supervisors should be prepared to:

- (1) Advise on an appropriately challenging academic program that aligns with the degree being pursued and can be completed within reasonable time and resource expectations.
- (2) Assist in selecting the required courses and seminars to fulfil degree requirements.
- (3) Guide the development and structure of the student's research topic and proposal.
- (4) Collaborate on creating a communication plan with the GEC to assess the student's progress, including during thesis writing and completion, and the role of committee members in the assessment.
- (5) Inform about available on-campus Jobs, seminars, or other experiential learning opportunities as part of the program.
- (6) Make students aware of professional development resources to help them advance their careers.

4. Meetings/consultation

Establishing and communicating clear expectations is crucial for positive experiences between PhD students and their supervisors. Regular meetings and consultations should be arranged to ensure steady progress. Supervisors are encouraged to provide timely feedback on students' written submissions (i.e., draft research papers, Chapters, thesis etc.). Key responsibilities of supervisors include:

- (1) Ensuring doctoral students have a GEC formed within the first month after the joining of students.
- (2) Arranging regular meetings with students, considering their individual needs and progress.
- (3) Communicating evaluations of student progress to the department/HoD.
- (4) Thoroughly reviewing and providing constructive feedback on all relevant written materials.
- (5) Adhering to guidelines for evaluating student progress in a research program.
- (6) Informing students about available resources to enhance their oral communication and writing skills.
- (7) Being supportive of students' well-being and directing them to appropriate support services.

f. Academic progress

- (1) The supervisor must ensure that the student is timely submitting the six-monthly progress report, GEC meeting and present in departmental/institutional progress review seminar.
- (2) The supervisor must be present in these Progress review seminars. In case of absence from these seminars, the supervisor must report to the department.
- (3) Students approaching to time-barred may be warned and given due attention.

g. Absence

- (1) When supervisors are away from the university for an extended period, they should:
 - (a) Inform students, prospective students, and the department about the anticipated absence and lack of communication. If the absence lasts for one month or more, supervisors must arrange suitable communication methods or assign this task to a co-supervisor/GEC member preferably from the same department/institution. They must also inform the student's department about the arrangements, including supervision of laboratory or fieldwork (if applicable).
 - (b) Ensure students are aware that if a supervisor will be away from campus for a month or more then the students and supervisor can mutually decide if they have the option to stay on campus or otherwise.
- (2) In case of supervisor is posting out, leaving, or going on leave for more than six months, he/she may well inform this to the student for necessary arrangements.
- (3) In case of absence of a student, the supervisor must inform the department (preferably in written) to decide the further course of action.

h. Financial assistance

Supervisors should have knowledge of funding opportunities available to students and communicate with them clearly. They should follow the SOP on financial commitment when offering assistance from research grants. Additionally, supervisors should support students in understanding their funding.

i. Intellectual property

In academic relationships, students and supervisors often bring their own intellectual property (IP), and there may be an expectation of creating new IP together. To ensure clarity and fair treatment, it is best practice for supervisors to discuss IP issues regularly with students. Specifically, supervisors should:

- (1) Discuss IP matters such as patents, software, copyrights, and income from sales and royalties.
- (2) Inform students about university policies regarding IP and research conduct.
- (3) Recognize that, typically, creators own the IP, but the university retains a royalty-free right to use it for educational and research purposes.
- (4) Encourage written agreements between supervisors and students to clarify pre-existing IP ownership and establish default ownership for jointly created IP.
- (5) Address the implications and obligations related to IP when conducting contract research.
- (6) Discuss with students and research partners the protection of IP through patents or copyrights.
- (7) Acknowledge significant intellectual contributions by students through co-authorship.
- (8) Inform students in advance of publication whether they will be recognized as co-authors for contract work.
- (9) All the above-mentioned and any other points may be read in conjunction with NUST IP policy, and a close liaison has to be established with the NUST IP office during this duration.

j. Publications

When supervisors and PhD students work collectively on these academic works, it is important for both that their relative contributions are represented appropriately. To achieve these goals, supervisors should:

- (1) Discuss authorship practices and university publication policies with students early in their program.
- (2) Reach agreement with students in advance on how authorship will be shared for collaborative work.
- (3) Encourage publication in scholarly journals and presentations at conferences and seminars.
- (4) Promote research dissemination through non-traditional avenues like Open Access resources, public presentations, and popular media.

k. Evaluator selection and Thesis defense

- (1) The supervisor will find and suggest the evaluator for the PhD thesis evaluation without any intervention of the student. The supervisor must know the policy for selecting an evaluator as per PhD policy and may not deviate from the policy.
- (2) The supervisor in consultation with the student will schedule the thesis defense. All the policies for the conduct of defense must be ensured.

5. Guidelines for Guidance and Examinations Committee (GEC)

The supervisor and GEC of a research student carry the responsibility to supervise and guide the research work right from the ab-initio till its successful culmination in tangible and verifiable results. It is a very demanding task and is always replete with challenges and uncertainties. The quality of supervision ultimately impacts the quality of research and its results. The supervisor and GEC, therefore, have ethical and professional responsibilities to fulfil. Given below are a few suggestions to deal with aforesaid challenges effectively.

a. Preparatory Steps

- (1) To ensure that the prospective candidate fulfils all conditions laid down in the HEC / NUST criteria for Doctoral candidates, prior to the commencement of research work.
- (2) To specify 800/900 level (i.e. Graduate standards) courses to be taken by the student. These courses should aid in undertaking the perceived research work. The student should complete at least 48 credit hours worth of such courses, including the 30 credit hours already completed towards the MSc degree. If a student earns his MSc Degree from another university, or from another campus of NUST, then the level and depth of the courses done will be evaluated by the GEC as per NUST regulations.
- (3) To ensure that the student earns at least 3.5 /400 as a Cumulative Grade Point Average.
- (4) To specify the courses, in consultation with the student, in which his qualifier examination will be conducted.
- (5) To prepare question papers for the written part of the Qualifier Exam. Similarly, the GEC is also responsible for holding the Oral Part of the examination. The conduct of these examinations should be as per NUST Policy.

b. Supervision of Research

- (1) After successfully passing the qualifier examination, the student should start the "LITERATURE SEARCH" phase. It entails an extensive search and in-depth study of the latest research papers concerning various aspects of the chosen research topic. It is a critical phase because most of the contents of research papers will not be clear to the student. Therefore, the student would need a lot of help from the supervisor for explanation etc. Fortunately, now almost all NUST campuses have online facilities to search the requisite papers and journals. It is suggested that the

student should be regularly meet the supervisor at least once a month to discuss the contents of the research papers and resolve the difficulties. Depending on the student's progress in comprehending the literature, the frequency of these meetings could be readjusted.

- (2) After completion of the literature search phase, the student may hold a defense for justifying the chosen research topic. This defense must be attended by the entire GEC and the supervisor may also like to elaborate on the broad limiting constraints within which the research would be confined.
- (3) As the student progresses in the research work, the supervisor should continue to ensure that his ward does not embark on a route which is already known to lead to a dead-end. To avoid this situation, and it does happen quite often, the student be asked to brief GEC members at least once in six months. During this phase, as and when deemed appropriate by the supervisor, the student be exhorted to attend conferences/seminars/workshops pertaining to his research area. He should also be encouraged to author, initially, conference-level papers and, in due course, contribute papers in journals of repute. Only those journals having some impact factor and included in the HEC's database be selected for this purpose.
- (4) If the supervisor and GEC feel satisfied that sufficient research work has been successfully accomplished, the student be asked to commence the writing phase. The supervisor has to ensure that the writing of the thesis is not taken lightly by the student. The experience shows that a good Doctoral thesis may take 6 to 12 months to write, with no intervening discontinuities.
- (5) In the meantime, the supervisor and GEC need to identify a panel of two foreign and two local experts who will review the thesis and give their respective opinions about its acceptability for the award of the PhD degree.

6. Evaluation of Thesis

Evaluation of a Doctoral thesis is an equally challenging task and demands a deep professional and ethical approach on the part of the evaluator. A thorough evaluation of a Doctoral thesis requires many weeks to complete. In this context, the following points are suggested to ensure a comprehensive evaluation of a thesis: -

- a. **Chronology and Linguistic Aspects**. The evaluator should ascertain that the thesis is well-written and follows a chronological sequence. Also, it is free of linguistic and grammatical errors. Each chapter should define the scope of the chapter, followed by the requisite elaborative details and, at the end, a crisp summary of the chapter's subject. The overall subject matter should flow smoothly from one chapter to another till the last one, giving main conclusions and recommendations.
- b. **Affirmation of Meeting the Research Criteria**. The evaluator should determine whether the thesis conforms to the research criteria outlined earlier, i.e., it has originality, its mathematical contents are sound, and all accruing results and inferences have been unambiguously verified. The thesis should also recommend various directions for future work.
- c. **Guarding Against Plagiarism**. Plagiarism means using or reproducing someone else's research results without giving due credit to the original author/ researcher through citing

the references. The evaluator has to ensure that no plagiarized material is contained in the thesis. Even a minor content of plagiarized material disqualifies the entire thesis, and it becomes a case for strong disciplinary action not only against the student but against the thesis supervisor as well. The thesis should contain the complete bibliography of all the referenced papers, journals and books.

- d. **Complementary Material**. The evaluator should also go through the complementary materials placed in the thesis, i.e. software codes, computer printouts etc, equally diligently to vouch for their originality and correctness as well.
- e. **Incorporating the Evaluator's Comments**. The supervisor and each GEC member should also review the thesis in detail. They should meet to discuss the comments and observations of each evaluator. It is the responsibility of the supervisor to make sure that the student incorporates due changes and improvements in the thesis to remove all shortcomings as noted by each GEC member.



National University of Sciences and Technology
RECOMMENDATIONS FOR ADMISSION TO THE PhD PROGRAM
(To be filled by Institution)

Part-I: PARTICULARS OF THE CANDIDATE/STUDENT

- a. Name _____ Father's Name _____
- b. Institution: _____ Dept _____
- b. NIC No _____ Permanent Address _____
- c. Mailing Address _____
- d. Email _____ Cell No _____
- e. Bachelors in _____ From _____ Year _____ CGPA/ % age _____
- f. Masters (Msc) in _____ From _____ Year _____ CGPA/ % age _____
(16 Years Education)
- g. MS/MPhil in _____ From _____ Year _____ CGPA/ %age _____
(18 Years Education)
- h. GAT Subject/GRE Subject Type Test Score _____

(Attach an attested copy of the Score Report)

Part-II SUPERVISOR'S RECOMMENDATIONS

- a. Proposed area of research with brief details (use additional sheet if required): _____
- b. Academic deficiencies/Pre-requisites/special conditions if any required to be fulfilled by the student, Institution or Main Office, NUST before finally admitting the student (use additional sheet if required):
- c. Expected time period (in years and months) for completion of research/PhD program: _____
- d. Area of specialization of the supervisor and its relevance to the proposed research interest (use additional sheet if required): _____
- e. No of PhD students already registered with the Supervisor: -
- (1) MoST/HEC Sponsored Students : _____
- (2) NUST Sponsored Students : _____
(please state name of scheme with each)
- (3) Any Other Sponsoring Agency's Students : _____
(please state name of sponsor with each)
- (4) Any Other Students : _____

Supervisor's Name: _____ Institution: _____ Sig _____
Email : _____

Co Supervisor Name (If any): _____ Institution: _____ Sig _____

RECOMMENDATIONS OF THE INSTITUTION

(Give reasons if the applicant is not accepted for the PhD program, use additional sheet if required)

Head of the Department
Dated: _____

Dean/Commandant/Principal
Dated: _____

Distribution:

- 1 x Original copy each to Director Acad, Exam Branch at Main Office, NUST and student dossier at school/college.
- 1 x photocopy to supervisor, student and sponsoring agency



National University of Sciences and Technology

ADMISSION TO THE PhD PROGRAMME
(To be filled by ACAD Dte, Main Office)

Following student is admitted to the PhD Programme of NUST in the Discipline of: -

_____ at _____

Name: _____ Date of Birth: _____

Father's Name: _____ CNIC No: _____

Mobile No: _____ Email : _____

Institution: _____ Dept : _____

CMS ID: _____ Campus ID _____

Proposed Area of Research: _____

Supervisor: _____

Co-Supervisor (if appointed): _____

Sponsoring Agency (if any): _____

Date of Admission: _____

AD / DD PhD

Dated: _____

Director (Acad)

Distribution:

- 4 x copies retained at Main Office NUST (1 each with Acad Dte, Fin Dte, Admin Dte and Exam Branch).
- 1 x copy of this form shall be maintained in the student's dossier at the Constituent College/School/Centre.
- 1 x copy each to Supervisor, Co-Supervisor (if appointed).
- 1 x copy sent to sponsoring organization (if any).
- 1 x copy of this form will be retained by the student.



National University of Sciences and Technology

**FORMULATION OF GUIDANCE & EXAMINATION COMMITTEE (GEC)
(To be filled by Institution)**

Student's Name: _____ NUST Regn No: _____

Institution: _____ Department: _____

Area of Research: _____

GUIDANCE & EXAMINATION COMMITTEE MEMBERS

Supervisor

Name: _____ Email: _____

Institution /Dept: _____ Signature _____

HEC Approved supervisor: (Check one of undermentioned boxes)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Yes – Date of approval/renewal: Day/Month/Year

Yes - but renewal is in process. Date of renewal Applied: Day/Month/Year

No – not applied yet.

No – but approval in process. Date of approval applied: Day/Month/Years

Co-Supervisor (if appointed)

Name: _____ Email: _____

Dept/Organization: _____ Signature _____

Committee Members

1. Name : _____ Email: _____

Dept: _____ Signature _____

2. Name : _____ Email: _____

Dept: _____ Signature _____

3. Name : _____ Email: _____

Organization (External): _____ Signature _____

Date of formulation of GEC: _____

Dated: _____

Student's Signature

APPROVED

Dated: _____

Head of the Department

COUNTERSIGNED

Dated: _____

Dean/Commandant/Principal

Distribution:

- 1 x Original copy each to Director ACAD, Exam Branch at Main Office, NUST and student dossier at school/college.
- 1 x photocopy to supervisor, student and sponsoring agency



National University of Sciences & Technology, Islamabad

**PETITION FOR CHANGE IN THE RESEARCH TOPIC AND/OR
GUIDANCE & EXAMINATION COMMITTEE (GEC)**

Student's Name: _____ NUST Regn No: _____

Institution: _____ Department: _____

RESEARCH TOPIC CHANGES

OLD

NEW

_____	_____
_____	_____
_____	_____

COMMITTEE MEMBER CHANGES

(Signatures of those to be deleted are required. If signature for deletion cannot be obtained type reasons on the signature line)

DELETE

ADD

1. Name : _____
Dept/Organization: _____

Name : _____
Dept/Organization: _____

Signature: _____

Signature: _____

2. Name : _____
Dept/Organization: _____

Name : _____
Dept/Organization: _____

Signature: _____

Signature: _____

3. Name : _____
Dept/Organization: _____

Name : _____
Dept/Organization: _____

Signature: _____

Signature: _____

SUPERVISOR CHANGES

DELETE

ADD

4. Name : _____

Name : _____

Dept/Organization: _____

Dept/Organization: _____

Signature: _____

Signature: _____

CO-SUPERVISOR CHANGES

DELETE

ADD

5. Name : _____

Name : _____

Dept/Organization: _____

Dept/Organization: _____

Signature: _____

Signature: _____

Signature of Supervisor (if the co-supervisor has been changed)

Dated: _____

Dated: _____

Signature of Student

Dated: _____

Signature of Supervisor

APPROVED

Dated: _____

Head of the Department

COUNTERSIGNED

Dated: _____

Dean/Commandant/Principal

Distribution:

- 01 x original copy each to Exam Branch, at Main Office NUST and in Student's dossier at the School/College/Centre
- 01 x photocopy each to ACAD Dte and Supervisor..



National University of Sciences and Technology
MINUTES OF GEC MEETING – PhD STUDENTS
(To be filled by Institution)

Student Name: _____ Regn No: _____

Discipline: _____ Department: _____

Research Topic: _____

Date of Previous meeting: _____ Student Sig _____

Agenda Points

Decision Taken

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

GEC Members Attending. The meeting was held on _____ following members attended:-

1. Name: _____ Signature: _____
(Supervisor)
2. Name: _____ Signature: _____
(Co Supervisor)
3. Name: _____ Signature: _____
(Member)
4. Name: _____ Signature: _____
(Member)
5. Name: _____ Signature: _____
(Member)

COUNTERSIGNED

Dated: _____

Head of the Department/Dean

Notes:-

1. GEC meetings of each PhD student will mandatorily be held after every six months till completion of PhD program. First meeting will however be held immediately after formulation of GEC i.e. within 30 days of student's admission. Supervisor is to ensure timely conduct of meetings.
2. At least 03 members (including supervisor and external GEC) should be present during meeting to fulfill the quorum requirement.
3. Agenda of the meeting will be decided by the supervisor in consultation with the student. Agenda points may include:- coursework to be undertaken, Qualifying Exam, Research Progress, Guidance on research work or any other point. Additional sheet may be used/attached (if required).

Distribution:-

01 x original copy each to ACAD Dte at Main Office NUST and in student's dossier at the School/College/Centre.
01 x photocopy each to Exam branch at Main Office and Supervisor.



National University of Sciences and Technology
REPORT OF QUALIFYING EXAMINATION PART A – SUBJECT EXAM
(To be filled by Institution)

Name: _____ NUST Regn No: _____

Institution: _____ Dept: _____

1st Attempt **Date:** _____

Paper-I (Major Area) _____ Marks Obtained _____%

Paper-II (Allied Area) _____ Marks Obtained _____%

PASS

FAIL

In case of failure in first attempt:- List the conditions that must be met beforehand and the

date for next Qualifying Exam-Part A: _____

Date for 2nd Attempt: _____

GEC Comments page by each member, clearly mentioning the reasons for student’s failure is attached. yes No

2nd Attempt **Date:** _____

Paper-I (Major Area) _____ Marks Obtained _____%

Paper-II (Allied Area) _____ Marks Obtained _____%

PASS

FAIL

Date _____

Signature of Supervisor

APPROVED

Dated: _____

Head of the Department

COUNTERSIGNED

Dated: _____

Dean/Commandant/Principal

Distribution:

01 x original copy each to Exam Branch, at Main Office NUST and in student’s dossier at the School/College/Centre
01 x photocopy each to ACAD Dte, Supervisor and sponsoring agency (if any).



National University of Sciences & Technology
REPORT OF QUALIFYING EXAMINATION PART-B (ORAL EXAM)
(To be filled by Institution)

Name: _____ NUST Regn No: _____

Institution: _____ Department: _____

Passed Part-A of the Qualifying Exam on Date: _____

1st Attempt Date: _____ **2nd Attempt** Date: _____

	<u>QUALIFIED</u>	<u>NOT QUALIFIED</u>	
1. GEC Member-1	<input type="checkbox"/>	<input type="checkbox"/>	Signature _____ Dr. _____
2. GEC Member-2	<input type="checkbox"/>	<input type="checkbox"/>	Signature _____ Dr. _____
3. GEC Member-3 (External)	<input type="checkbox"/>	<input type="checkbox"/>	Signature _____ Dr. _____
4. Supervisor	<input type="checkbox"/>	<input type="checkbox"/>	Signature _____ Dr. _____
5. Co-Supervisor (if appointed)	<input type="checkbox"/>	<input type="checkbox"/>	Signature _____ Dr. _____
6. HOD	<input type="checkbox"/>	<input type="checkbox"/>	Signature _____ Dr. _____
7. Dean/Commandant/ Principal	<input type="checkbox"/>	<input type="checkbox"/>	Signature _____ Dr. _____

FINAL RESULT OF THE QUALIFYING EXAMINATION PART-B

PASS **FAIL**

In case of failure in first attempt: - List the conditions that must be met beforehand and the date for next Qualifying Exam – Part B

Date for 2nd Attempt: _____

GEC Comments page by each member, clearly mentioning the reasons for student's failure is attached. yes No

Finalized Research Topic: _____

Dated: _____

APPROVED

Signature of Supervisor

Dated: _____

Head of the Department

COUNTERSIGNED

Dated: _____

Dean/Commandant/Principal/DG

Distribution:

01 x original copy each to Exam Branch, at Main Office NUST and in student's dossier at the School/College/Centre
01 x photocopy each to ACAD Dte, Supervisor and sponsoring agency (if any).



National University of Sciences and Technology
THESIS EVALUATION REPORT
 (To be filled by Institution)

We hereby recommend that the thesis prepared under our supervision by _____(Name)_____ Regn No _____

Titled: _____

be accepted as fulfilling in part of Doctor of Philosophy Degree.

THESIS EVALUATION COMMITTEE MEMBERS SIGNATURES
 (Thesis Evaluation Committee Members' Responses are available from page 2 to 9)

GEC Member 1: _____ Signature : _____

GEC Member 2: _____ Signature : _____

GEC Member (External) 3: _____ Signature : _____

Supervisor: _____ Signature : _____

Co-Supervisor (if appointed): _____ Signature : _____

External Evaluator 1: _____ Signature : _____
 (Local Expert)

External Evaluator 2: _____ Signature : _____
 (Local Expert)

External Evaluator 3: _____ Signature : _____
 (Foreign Expert)

External Evaluator 4: _____ Signature : _____
 (Foreign Expert)

APPROVED

Dated: _____

 Head of the Department

COUNTERSIGNED

Dated: _____

 Dean/Commandant/Principal

Distribution:

1 x copy each to Director ACAD, Examination Branch at Main Office, NUST and HoD, Supervisor, Co-Supervisor (if appointed), in student's dossier at the Institution, sponsoring agency (if any), the student and each member of GEC.



THESIS EVALUATION COMMITTEE MEMBERS' RESPONSES

GEC Member 1

1. **Students Details: -**

- a. Name : _____ b. Regn No: _____
c. Campus : _____ d. Discipline: _____
e. Name of Supervisor: _____
f. Thesis Title: _____

2. **Details of Evaluator: -**

- a. Name _____ b. _____
Address
c. Email _____ d. Current Designation _____

3. Please tick the appropriate box while answering the following questions regarding the PhD Thesis (also kindly attach separable detailed comments in response to each of the questions):

- a Is this a significant contribution to the body of knowledge? Yes No

Comment if Any:

- b Do you suggest any addition, or deletion? Yes No

Comment if Any:

- c Please tick (✓) one of the following boxes: -

- i. Acceptable in its present form
ii. Acceptable with minor revision
iii. Major Revision (Re-evaluation required)
iv. Unacceptable for PhD degree

Signature of Evaluator: (E-signature required)

Date: _____



THESIS EVALUATION COMMITTEE MEMBERS' RESPONSES

GEC Member 2

Students Details: -

- a. Name : _____ b. Regn No: _____
- c. Campus : _____ d. Discipline: _____
- e. Name of Supervisor: _____
- f. Thesis Title: _____
- _____

2. Details of Evaluator: -

- a. Name _____ b. _____
- Address
- c. Email _____ d. Current _____
- Designation

3. Please tick the appropriate box while answering the following questions regarding the PhD Thesis (also kindly attach separable detailed comments in response to each of the questions):

- a. Is this a significant contribution to the body of knowledge? Yes No
Comment if Any:
- b. Do you suggest any addition, or deletion? Yes No
Comment if Any:
- c. Please tick (✓) one of the following boxes: -
- i. Acceptable in its present form
- ii. Acceptable with minor revision
- iii. Major Revision (Re-evaluation required)
- iv. Unacceptable for PhD degree

Signature of Member2:

Date: _____



THESIS EVALUATION COMMITTEE MEMBERS' RESPONSES

GEC Member 3 (External)

Students Details: -

- a. Name : _____ b. Regn No: _____
c. Campus : _____ d. Discipline: _____
e. Name of Supervisor: _____
f. Thesis Title: _____

2. **Details of Evaluator: -**

- a. Name _____ b. Address _____
c. Email _____ d. Current _____
Designation _____

3. Please tick the appropriate box while answering the following questions regarding the PhD Thesis (also kindly attach separable detailed comments in response to each of the questions):

- a. Is this a significant contribution to the body of knowledge? Yes No

Comment if Any:

- b. Do you suggest any addition, or deletion? Yes No

Comment if Any:

- c. Please tick (✓) one of the following boxes: -

- i. Acceptable in its present form
ii. Acceptable with minor revision
iii. Major Revision (Re-evaluation required)
iv. Unacceptable for PhD degree

Signature of External Member:

Date: _____



THESIS EVALUATION COMMITTEE MEMBERS' RESPONSES

Supervisor

Students Details: -

- a. Name : _____ b. Regn No: _____
c. Campus : _____ d. Discipline: _____
e. Name of Supervisor: _____
f. Thesis Title: _____

2. **Details of Evaluator: -**

- a. Name _____ b. _____
Current
Address
c. Email _____ d. Designation _____

3. Please tick the appropriate box while answering the following questions regarding the PhD Thesis (also kindly attach separable detailed comments in response to each of the questions):

a. Is this a significant contribution to the body of knowledge? Yes No
Comment if Any:

b. Do you suggest any addition, or deletion? Yes No
Comment if Any:

c. Please tick (✓) one of the following boxes: -

- i. Acceptable in its present form
ii. Acceptable with minor revision
iii. Major Revision (Re-evaluation required)
iv. Unacceptable for PhD degree

Signature of
Supervisor:

Date: _____



THESIS EVALUATION COMMITTEE MEMBERS' RESPONSES

Co-Supervisor

Students Details: -

- a. Name : _____ b. Regn No: _____
c. Campus : _____ d. Discipline: _____
e. Name of Supervisor: _____
f. Thesis Title: _____

2. **Details of Evaluator: -**

- a. Name _____ b. _____
Address
c. Email _____ d. Current _____
Designation

3. Please tick the appropriate box while answering the following questions regarding the PhD Thesis (also kindly attach separable detailed comments in response to each of the questions):

- a. Is this a significant contribution to the body of knowledge? Yes No
Comment if Any:
- b. Do you suggest any addition, or deletion? Yes No
Comment if Any:
- c. Please tick (✓) one of the following boxes: -
- i. Acceptable in its present form
- ii. Acceptable with minor revision
- iii. Major Revision (Re-evaluation required)
- iv. Unacceptable for PhD degree

Signature of Co-Supervisor:

Date: _____



THESIS EVALUATION COMMITTEE MEMBERS' RESPONSES

Local Evaluator - 1

Students Details: -

- a. Name : _____ b. Regn No: _____
c. Campus : _____ d. Discipline: _____
e. Name of Supervisor: _____
f. Thesis Title: _____

2. **Details of Evaluator: -**

- a. Name _____ b. _____
Address
c. Email _____ d. Current _____
Designation

3. Please tick the appropriate box while answering the following questions regarding the PhD Thesis (also kindly attach separable detailed comments in response to each of the questions):

- a Is this a significant contribution to the body of knowledge? Yes No

Comment if Any:

- b Do you suggest any addition, or deletion? Yes No

Comment if Any:

c Please tick (✓) one of the following boxes: -

- i. Acceptable in its present form
ii. Acceptable with minor revision
iii. Major Revision (Re-evaluation required)
iv. Unacceptable for PhD degree

Signature of Evaluator: (E-signature required)

Date: _____



THESIS EVALUATION COMMITTEE MEMBERS' RESPONSES

Local Evaluator - 2

Students Details: -

- a. Name : _____ b. Regn No: _____
 c. Campus : _____ d. Discipline: _____
 e. Name of Supervisor: _____
 f. Thesis Title: _____

2. **Details of Evaluator: -**

- a. Name _____ b. _____
 Address _____
 c. Email _____ d. Current _____
 Designation _____

3. Please tick the appropriate box while answering the following questions regarding the PhD Thesis (also kindly attach separable detailed comments in response to each of the questions):

- a. Is this a significant contribution to the body of knowledge? Yes No
 Comment if Any:
- b. Do you suggest any addition, or deletion? Yes No
 Comment if Any:
- c. Please tick (✓) one of the following boxes: -
- i. Acceptable in its present form
 - ii. Acceptable with minor revision
 - iii. Major Revision (Re-evaluation required)
 - iv. Unacceptable for PhD degree

Signature of Evaluator: (E-signature required)

Date: _____



THESIS EVALUATION COMMITTEE MEMBERS' RESPONSES

Foreign Evaluator - 1

Students Details: -

- a. Name : _____ b. Regn No: _____
c. Campus : _____ d. Discipline: _____
e. Name of Supervisor: _____
f. Thesis Title: _____

2. **Details of Evaluator: -**

- a. Name _____ b. _____
Address
c. Email _____ d. Current _____
Designation

3. Please tick the appropriate box while answering the following questions regarding the PhD Thesis (also kindly attach separable detailed comments in response to each of the questions):

- a. Is this a significant contribution to the body of knowledge? Yes No
Comment if Any:
- b. Do you suggest any addition, or deletion? Yes No
Comment if Any:
- c. Please tick (✓) one of the following boxes: -
- i. Acceptable in its present form
- ii. Acceptable with minor revision
- iii. Major Revision (Re-evaluation required)
- iv. Unacceptable for PhD degree

Signature of Evaluator: (E-signature required)

Date: _____



THESIS EVALUATION COMMITTEE MEMBERS' RESPONSES

Foreign Evaluator - 2

Students Details: -

- a. Name : _____ b. Regn No: _____
 c. Campus : _____ d. Discipline: _____
 e. Name of Supervisor: _____
 f. Thesis Title: _____

2. **Details of Evaluator: -**

- a. Name _____ b. _____
 Address _____
 c. Email _____ d. Current _____
 Designation _____

3. Please tick the appropriate box while answering the following questions regarding the PhD Thesis (also kindly attach separable detailed comments in response to each of the questions):

- a. Is this a significant contribution to the body of knowledge? Yes No
 Comment if Any: _____
- b. Do you suggest any addition, or deletion? Yes No
 Comment if Any: _____
- c. Please tick (✓) one of the following boxes: -
- i. Acceptable in its present form
 - ii. Acceptable with minor revision
 - iii. Major Revision (Re-evaluation required)
 - iv. Unacceptable for PhD degree

Signature of Evaluator: (E-signature required)

Date: _____



National University of Sciences & Technology REPORT OF DOCTORAL THESIS DEFENCE

Name: _____ NUST Regn No: _____

School/College/Centre: _____

Title: _____

DOCTORAL DEFENCE COMMITTEE

Doctoral Defence held on _____

	QUALIFIED	NOT QUALIFIED	SIGNATURE
GEC Member-1: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
GEC Member-2: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
GEC Member (External): _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Supervisor: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Co Supervisor (if appointed): _____	<input type="checkbox"/>	<input type="checkbox"/>	_____
External Evaluator-1: _____ <small>(Local Expert)</small>	<input type="checkbox"/>	<input type="checkbox"/>	_____
External Evaluator-2: _____ <small>(Local Expert)</small>	<input type="checkbox"/>	<input type="checkbox"/>	_____
External Evaluator-3: _____ <small>(Foreign Expert)</small>	<input type="checkbox"/>	<input type="checkbox"/>	_____
External Evaluator-4: _____ <small>(Foreign Expert)</small>	<input type="checkbox"/>	<input type="checkbox"/>	_____

FINAL RESULT OF THE DOCTORAL DEFENCE (Appropriate box to be signed by HOD)

<input style="width: 100%; height: 20px;" type="checkbox"/>	PASS	<input style="width: 100%; height: 20px;" type="checkbox"/>	FAIL
---	------	---	------

The student _____ Regn No _____ is / is NOT accepted for Doctor of Philosophy Degree.

Dated: _____

Dean/Commandant/Principal/DG

Distribution:

01 x original copy each for ACAD Dte, Exam Branch Main Office NUST and Student's dossier at the School/College/Centre.

01 x photocopy each for HoD, Supervisor, Co-Supervisor (if appointed), sponsoring agency (if any) and 05 copies for insertion in Dissertation.

Note:* Decision of External Evaluators (Foreign Experts) will be sought through video conference, if possible, on the same date and their decision will



External Evaluator Conflict of Interest Consent

1. **Students Details: -**

- a. Name : _____
- b. Regn No: _____
- c. Campus : _____
- d. Discipline: _____
- e. Name of Supervisor: _____
- f. Thesis Title: _____

2. **Details of Proposed Evaluator: -**

Evaluator 1

- a. Name _____
- b. Address _____
- c. Email _____
- d. Current Designation _____

Evaluator 2

- a. Name _____
- b. Address _____
- c. Email _____
- d. Current Designation _____

Evaluator 3

- a. Name _____
- b. Address _____
- c. Email _____
- d. Current Designation _____

Evaluator 4

- a. Name _____
- b. Address _____
- c. Email _____
- d. Current Designation _____

Evaluator 5

- a. Name _____
- b. Address _____
- c. Email _____
- d. Current Designation _____

Evaluator 6

- a. Name _____
- b. Address _____
- c. Email _____
- d. Current Designation _____

Evaluator 7

- a. Name _____
- b. Address _____
- c. Email _____
- d. Current Designation _____

Evaluator 8

- a. Name _____
- b. Address _____
- c. Email _____
- d. Current Designation _____

This is to ensure and confirm that the external examiners, supervisor, and the student have no conflict of interest as per HEC policy.

Supervisor Signature: _____

Date: _____



CAUTION LETTER FOR PhD STUDENT

Regn No: **(CMS ID)**
Name of Student: **PhD SCHOLAR (Name of Student), (Name of Institution)**
Date of Admission: **06 February 2018**

1. As per NUST Statutes, para 12 (c), a PhD student must complete PhD studies within eight years.
2. You completed **05 Years** of PhD studies on **05 February 2023**. Your PhD study duration is being time-barred on **05 February 2026**.
3. It is also mentioned that the following must be ensured before the selection of Foreign/Local Evaluators as per NUST PhD Policy: -
 - a. PPCM for selecting Foreign/Local evaluators for PhD thesis should be held at least six months before completion of maximum PhD tenure.
 - b. A student must attend 15 PhD defense/International and National conferences before the evaluator's selection. A record of the same countersigned by the supervisor will be included in the documents forwarded for evaluators' selection.
 - c. A student must have completed the publication requirement as per PhD Policy.
 - d. Pre-defence shall be conducted on the research thesis in attendance of the institution's faculty.
4. Given the above, you are hereby cautioned to complete all the requirements, including thesis defense, for the award of PhD degree by **05 February 2026**.

Signature of HoD: _____

Name of HoD: _____

Institution: _____

Date: _____

5. I have read and understood the contents of the caution letter.

Signature of Student _____ dated _____

COUNTERSIGNED

Date: _____

Signature of Commandant/Dean/Principal
(with stamp)



CAUTION LETTER FOR PhD STUDENT

Regn No: (CMS ID)
Name of Student: PhD SCHOLAR (Name of Student), (Name of Institution)
Date of Admission: 13 February 2017

1. As per NUST Statutes, para 12 (c), a PhD student must complete PhD studies within eight years.
2. You completed **06 Years** of PhD studies on **12 February 2023**. Your PhD study duration is being time-barred on **12 February 2025**.
3. It is also mentioned that the following must be ensured before the selection of Foreign/Local Evaluators as per NUST PhD Policy: -
 - a. PPCM for selecting Foreign/Local evaluators for PhD thesis should be held at least six months before completion of maximum PhD tenure.
 - b. A student must attend 15 PhD defense/International and National conferences before the evaluator's selection. A record of the same countersigned by the supervisor will be included in the documents forwarded for evaluators' selection.
 - c. A student must have completed the publication requirement as per PhD Policy.
 - d. Pre-defence shall be conducted on the research thesis in attendance of the institution's faculty.
4. Given the above, you are hereby cautioned to complete all the requirements, including thesis defense, for the award of PhD degree by **12 February 2025**.

Signature of HoD: _____

Name of HoD: _____

Institution: _____

Date: _____

5. I have read and understood the contents of the caution letter.

Signature of Student _____ dated _____

COUNTERSIGNED

Date: _____

Signature of Commandant/Dean/Principal
(with stamp)



WARNING LETTER FOR PhD STUDENT

Regn No: (CMS ID)

Name of Student: PhD SCHOLAR (Name of Student), (Institution)

Date of Admission: 01 Feb 2016

1. As per NUST Statutes, para 12 (c), a PhD student must complete PhD studies within eight years.
2. You completed **07 Years** of PhD studies on **31 Jan 2023**. Your PhD study duration is being time-barred on **31 Jan 2024**.
3. It is also mentioned that the following must be ensured before the selection of Foreign/Local Evaluators as per NUST PhD Policy: -
 - a. PPCM for selecting Foreign/Local evaluators for PhD thesis should be held at least six months before completion of maximum PhD tenure.
 - b. A student must attend 15 PhD defense/International and National conferences before the evaluator's selection. A record of the same countersigned by the supervisor will be included in the documents forwarded for evaluators' selection.
 - c. A student must have completed the publication requirement as per PhD Policy.
 - d. Pre-defence shall be conducted on the research thesis in attendance of the institution's faculty.
4. Given above, you are warned to complete all the requirements, including thesis defense, for the award of PhD degree by **31 Jan 2024**. Furthermore, no additional time will be provided for degree completion, and you shall be solely responsible in case of getting time-barred.

Signature of HoD: _____

Name of HoD: _____

Institution: _____

Date: _____

5. I have read and understood the contents of caution letter.

Signature of Student _____ dated _____

COUNTERSIGNED

Date _____

Signature of Commandant/Dean/Principal
(with stamp)



BOND/UNDERTAKING FOR NUST PhD STUDENTS(LESS THAN SIX MONTHS OF DEGREE)

1. I, Name of student (CMS ID) am studying in PhD program in discipline of (Name of discipline) at (Name of Institution). I was enrolled in the PhD program on (Date of admission), and my date of time-barred is (Date of time-barred). The case for thesis evaluation is yet to be forwarded to Main Office, NUST and my PhD degree duration has only **three months** left.

2. I undertake that:

In case of being time-barred during thesis evaluation or completing remaining degree requirements, I will be solely responsible for not completing degree requirements on time.

Signature of Scholar: - _____

Name: - _____ NIC # _____

Father's Name: - _____ Present & permanent Addresses: _____

Telephone # Land line: _____ E-mail: _____

_____ Mobile: _____

COUNTERSIGNED BY

COMDT/PRINCIPAL/DEAN/

SIX-MONTHLY PROGRESS REPORT STUDENT NAME + INSTITUTION + SEMESTER + NO. OF REPORT		PHD MC-ACAD																																		
Reporting Period: <input type="checkbox"/> September to February <input type="checkbox"/> March to August		Report No: From Qalam (e.g 1st, 2nd)																																		
STUDENT'S PARTICULARS																																				
Name	From Qalam	Email																																		
Regn No.	From Qalam	Mobile No.																																		
Institute & Department	From Qalam	PhD Admission Date																																		
Degree Program	From Qalam	Degree Completion Date <small>(Maximum Allowed Duration)</small>																																		
Scholarship Award: <input type="checkbox"/> ICT Endowment Fund <input type="checkbox"/> HEC Indigenous <input type="checkbox"/> NUST PhD Fellowship (NPF) <input type="checkbox"/> Others																																				
Student GEC																																				
	Name	Institution/University																																		
Supervisor	From Qalam	From Qalam																																		
Co-Supervisor	From Qalam	From Qalam																																		
Member 1	From Qalam	From Qalam																																		
Member 2	From Qalam	From Qalam																																		
Member 3	From Qalam	From Qalam																																		
External Member	From Qalam	From Qalam																																		
Date of GEC Formation:		From Form-3A																																		
Date of Last GEC Meeting held:		Last From Form-3C																																		
PHD COURSE WORK																																				
S.No	Course Code	Course Title	Credits	Semester	Core/Elective /Additional	Grade																														
1	From Qalam Transcript	From Qalam Transcript	From Qalam Transcript	From Qalam Transcript		From Qalam Transcript																														
2	From Qalam Transcript	From Qalam Transcript	From Qalam Transcript	From Qalam Transcript		From Qalam Transcript																														
3	From Qalam Transcript	From Qalam Transcript	From Qalam Transcript	From Qalam Transcript		From Qalam Transcript																														
4	From Qalam Transcript	From Qalam Transcript	From Qalam Transcript	From Qalam Transcript		From Qalam Transcript																														
5	From Qalam Transcript	From Qalam Transcript	From Qalam Transcript	From Qalam Transcript		From Qalam Transcript																														
6	From Qalam Transcript	From Qalam Transcript	From Qalam Transcript	From Qalam Transcript		From Qalam Transcript																														
7	From Qalam Transcript	From Qalam Transcript	From Qalam Transcript	From Qalam Transcript		From Qalam Transcript																														
8	From Qalam Transcript	From Qalam Transcript	From Qalam Transcript	From Qalam Transcript		From Qalam Transcript																														
OVERALL PROGRESS in PHD PROGRAMME																																				
Credit hours Completed in PhD		From Qalam Transcript																																		
Overall CGPA in PhD		From Qalam Transcript																																		
PHD QUALIFIER																																				
<input type="checkbox"/> Part A (Written)	Date of Exam Held:	From Qalam Transcript (PhD from 4)																																		
<input type="checkbox"/> Part B (Synopsis)	Date of Exam Held:	From Qalam Transcript (PhD from 5)																																		
PHD RESEARCH WORK																																				
Title of Thesis / Research	To be filled by student																																			
						Proposed Study Plan <small>(Timeline starting from Coursework till Thesis Defence)</small>																														
						<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Milestone</th> <th>Remarks (In Progress, Planned, Completed)</th> <th>Completion or Planned Date</th> </tr> </thead> <tbody> <tr> <td>Course work completion</td> <td>To be filled by student</td> <td>To be filled by student</td> </tr> <tr> <td>Qualifier Part A</td> <td>To be filled by student</td> <td>To be filled by student</td> </tr> <tr> <td>Qualifier Part B (Synopsis)</td> <td>To be filled by student</td> <td>To be filled by student</td> </tr> <tr> <td>Research Task 1 (Please mention task)</td> <td>To be filled by student</td> <td>To be filled by student</td> </tr> <tr> <td>Research Task 2 (Please mention task)</td> <td>To be filled by student</td> <td>To be filled by student</td> </tr> <tr> <td>Research Task 3 (Please mention task)</td> <td>To be filled by student</td> <td>To be filled by student</td> </tr> <tr> <td>Publications Completion</td> <td>To be filled by student</td> <td>To be filled by student</td> </tr> <tr> <td>Thesis Writing / Evaluation (Please mention both)</td> <td>To be filled by student</td> <td>To be filled by student</td> </tr> <tr> <td>Thesis Defence</td> <td>To be filled by student</td> <td>To be filled by student</td> </tr> </tbody> </table>	Milestone	Remarks (In Progress, Planned, Completed)	Completion or Planned Date	Course work completion	To be filled by student	To be filled by student	Qualifier Part A	To be filled by student	To be filled by student	Qualifier Part B (Synopsis)	To be filled by student	To be filled by student	Research Task 1 (Please mention task)	To be filled by student	To be filled by student	Research Task 2 (Please mention task)	To be filled by student	To be filled by student	Research Task 3 (Please mention task)	To be filled by student	To be filled by student	Publications Completion	To be filled by student	To be filled by student	Thesis Writing / Evaluation (Please mention both)	To be filled by student	To be filled by student	Thesis Defence	To be filled by student	To be filled by student
Milestone	Remarks (In Progress, Planned, Completed)	Completion or Planned Date																																		
Course work completion	To be filled by student	To be filled by student																																		
Qualifier Part A	To be filled by student	To be filled by student																																		
Qualifier Part B (Synopsis)	To be filled by student	To be filled by student																																		
Research Task 1 (Please mention task)	To be filled by student	To be filled by student																																		
Research Task 2 (Please mention task)	To be filled by student	To be filled by student																																		
Research Task 3 (Please mention task)	To be filled by student	To be filled by student																																		
Publications Completion	To be filled by student	To be filled by student																																		
Thesis Writing / Evaluation (Please mention both)	To be filled by student	To be filled by student																																		
Thesis Defence	To be filled by student	To be filled by student																																		
Progress of Research (During the Reporting Period)	To be filled by student (option to add more row may be available)																																			
Tasks for Next Six Months	To be filled by student (option to add more row may be available)																																			
Research Papers Published / Presented in Journals or Conferences	To be filled by student																																			
Research Progress (in %age)	To be filled by student	Publications Completed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																	
Are you satisfied with the level of support from your supervisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<small>If No, please explain on a separate page or send email to Acad Dir (dirc_pgs@nust.edu.pk)</small>			Student's Signature																														
PERFORMANCE EVALUATION																																				
Supervisor's Comments about Student's Performance	To be filled by Supervisor																																			
Performance Evaluation During the Reporting Period	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Slow <input type="checkbox"/> Unsatisfactory					Supervisor's Signature																														
Note: Unsatisfactory performance in two consecutive reports will result in termination of the scholar (if recommended by FBS)																																				
Remarks By HoD	To be filled by HoD																																			
Signature of HoD																																				

**Annexure P (Engineering and Computer Science disciplines)**

Engineering and Computer Science PhD Disciplines

S#	Program	Institutes
1	Electrical Engineering	CEME, MCS, SEECS, PNEC, CAE
2	Mechanical Engineering	CEME, SMME, PNEC, CAE
3	Software Engineering	CEME & MCS
4	Computer Engineering	CEME
5	Engineering Management	CEME
6	Mechatronics Engineering	CEME
7	Structural Engineering	SCEE, NIT
8	Transportation Engineering	NIT, SCEE
9	Environmental Engineering	SCEE
10	Environmental Science	SCEE
11	Geotechnical Engineering	NIT, SCEE
12	Urban and Regional Planning	SCEE
13	Remote Sensing & GIS	SCEE
14	Water Resources Engineering & Management	SCEE, MCE
15	Construction Engineering and Management	SCEE, MCE
16	Materials and Surface Engineering	SCME
17	Chemical Engineering	SCME
18	Nanoscience Engineering	SCME
19	Bioinformatics	SINES
20	Manufacturing Engineering and Management	PNEC
21	Mining Engineering	MCE
22	Design and Manufacturing Engineering	SMME
23	Robotics and Intelligent Machine Engineering	SMME
24	Biomedical Engineering	SMME

25	Biomedical Sciences	SMME
26	Information Security	MCS & SEECs
27	Information Technology	SEECs
28	Computer Science	SEECs, NBC
29	Artificial Intelligence	SEECs
30	Energy System Engineering	USPCAS-E
31	Thermal Energy Engineering	USPCAS-E
32	Aerospace Engineering	CAE
33	Avionics Engineering	CAE
34	Computational Science and Engineering	SINES
35	Electrical Engineering (Power)	USPCAS-E
36	Civil Engineering	NBC
37	Climate Change and Sustainable Development	SINES



Social Sciences and Natural Sciences PhD Disciplines

S#	Program	Institutes
1	Business Administration	NBS
2	Peace and Conflict studies	CIPS
3	Applied Biosciences	ASAB
4	Applied Mathematics	CEME
5	Mathematics	SNS, MCE
6	Physics	SNS
7	Statistics	SNS
8	Chemistry	SNS
9	Economics	S3H
10	Psychology	S3H



BOND/UNDERTAKING FOR NUST PhD Fellowship (NPF) - PhDSCHOLARS
(On Stamp paper worth Rs 100/-)

1. I, Mr/Miss/Mrs. [_____] son/daughter of [_____] resident of [present and permanent address], do hereby undertake as under: -
2. At my request and for my benefits, approval for **NUST PhD Fellowship (NPF) with full Tuition Fee Waiver** has been accorded by NUST in my favour.
3. Now I, hereby undertake that
 - a. I will complete my PhD studies in the [discipline] with my full devotion and also make efforts to complete the said course within prescribed time without any failure
 - b. I am unemployed and will pursue my studies as full-time student (i.e. available at department during working hours in an ongoing semester).
 - c. In case of my employment during PhD studies, I will inform the institution and ACAD Directorate accordingly.
 - d. In case of withdrawal (due to any reason) or employment, I will refund the amount of tuition fee incurred till that period in PKR.
 - e. In case of my withdrawal from PhD program due to any reason, my academic documents withheld by institution, shall only be returned back after necessary clearance from all stakeholders.
4. If I, fail to qualify the said course within the time prescribed by the NUST. I do hereby undertake to reimburse the tuition fee within a period of six months failing which the NUST will bear liberty to take Legal Action against me for recovery of amount of tuition fee as waived with penalty at the rate of Rs 1000/- (Rupee one thousand only) per month till the final realization of tuition fee waived in toto.

Signature of Scholar: - _____

Name: - _____ NIC # _____

Father's Name: - _____ Present & Permanent Addresses: -

Telephone # Land line: _____

E-mail: _____ Mobile: _____

WITNESSES

Witness # 1 (also Guarantor)

Signature: - _____

Name: - _____

Father's Name: - _____

NIC # _____

Present & Permanent Addresses: -

Telephone# _____

Witness # 2

Signature: - _____

Name: - _____

Father's Name: - _____

NIC # _____

Present & Permanent Addresses: -

Telephone # _____

COUNTERSIGNED

BY PRINCIPAL/DEAN/COMDT

ATTESTED

BY NOTARY PUBLIC



LETTER OF GUARANTEE
(Father, Mother, Wife or Brother/Guardian)

IN FAVOUR OF NATIONAL UNIVERSITY OF SCIENCES AND TECHNOLOGY, ISLAMABAD – PhD STUDENTS

(On Stamp paper worth Rs 100/-)

I, **Mr/Miss/Mrs.** [_____] son/daughter of [Name] resident of [Present and permanent address] do hereby guarantee and undertake as under: -

Whereas at the instance of NUST, my son/daughter/ward namely **Mr/Miss/Mrs.** [Scholar's name] has been granted admission in NUST under **NUST PhD Fellowship (NPF) with full Tuition Fee Waiver** in [Name of program/discipline and college/institute] in this respect my said son/daughter/ward **Mr/Miss/Mrs.** [Scholar's name] has also executed and signed an undertaking in favor of NUST to which I am a witness, the contents whereof I hereby duly acknowledge.

Now, being father/mother/guardian of my son/daughter/ward, and for the benefits of my said son/daughter/ward, I do hereby undertake and guarantee that if he/she, fails to qualify the said course within the time prescribed by the NUST or due to any other reason or upon violation of bond obligations. I do hereby undertake and guarantee to reimburse the tuition fee within a period of six months failing which the NUST will be at liberty to take Legal Action against him/her for recovery of total amount of tuition fee with a penalty at the rate of Rs 1000/- (Rupee one thousand only) per month till the final realization of tuition fee waived in toto.

This letter of guarantee is being signed by me at my free will without any pressure/coercion on anybody's part (as the same is for the benefit of Mr. _____). This letter of guarantee will also constitute part and parcel of the agreement and undertaking executed and signed by Mr. _____.

I fully understand that NUST reserves the right to alter any term/condition without assigning any reason to the awardee or guarantor due to which, I will sign fresh letter of guarantee with NUST.

Signature of Guarantor: -

Name: - _____

Father's Name: - _____

NIC # _____

Present & Permanent Addresses: - _____ Telephone # _____

<u>Witness # 1</u>	<u>Witness # 2</u>
Signature: - _____ Name: -	Signature: - _____ _____ Name: - _____
Father's Name: - _____	Father's Name: - _____
NIC # _____	NIC # _____
Present & Permanent Addresses: - _____ _____	Present & Permanent Addresses: - _____ _____
Telephone # _____	Telephone # _____



Criteria	Unsatisfactory (1)	Needs Improvement (2)	Satisfactory (3)	Good (4)	Excellent (5)
Commitment to completing PhD	Candidate appears uninterested in completing a PhD or is unsure about their commitment	Candidate expresses some interest in completing a PhD but does not seem fully committed	Candidate appears committed to completing a PhD	Candidate demonstrates a strong commitment to completing a PhD and has a clear plan to achieve their goals	Candidate shows exceptional commitment to completing a PhD and has a compelling plan for their research
Attitude towards PhD	Candidate exhibits a negative attitude towards PhD studies or research	Candidate is neutral or has some reservations towards PhD studies or research	Candidate has a positive attitude towards PhD studies or research	Candidate is enthusiastic and optimistic about PhD studies or research	Candidate has a passionate and proactive attitude towards PhD studies or research
Knowledge base	Candidate demonstrates limited knowledge of their field and/or lacks a comprehensive understanding of their research area	Candidate has some knowledge of their field and/or demonstrates some understanding of their research area	Candidate displays a good understanding of their field and/or research area	Candidate has a deep understanding of their field and/or research area and shows potential for significant contributions	Candidate displays exceptional knowledge of their field and/or research area and is poised to make significant contributions
Communication skills	Candidate has poor communication skills, struggles to articulate their ideas, and/or does not actively listen to questions	Candidate has some communication skills, but may struggle to clearly and effectively convey their ideas and/or actively listen to questions	Candidate communicates effectively and listens attentively to questions	Candidate demonstrates excellent communication skills, conveying complex ideas effectively and actively engaging with questions	Candidate exhibits exceptional communication skills, inspiring and engaging with their ideas and actively seeking feedback
Potential of contributions to science & community	Candidate is unsuitable	Candidate presents limited potential for original contributions	Candidate presents a potential for significant contributions	Candidate presents potential for groundbreaking contributions	Candidate presents potential for groundbreaking contributions, and is highly feasible

Stipend Requisition form for NUST PhD Fellowship

Annex U

For Semester/month: _____

Awardee Detail

Name: _____ Regn No: _____

Discipline and Institution: _____ Date of Admission _____

Stipend claimed in lieu of duties performed:

S #	Nature of Duty (TA, Lab Eng, TVF, Tutor etc.)	CGPA of Scholar	Duty Performed			To be filled by faculty in-charge			
			Place of Duty (Institution, Dte etc.)	No. of Credit hours per week	Faculty In-charge (Name)	Progress (Poor, Satisfactory, Good, Excellent)	Rate	Amount (Rs)	Signature
Previous Progress									
Total									

	Student is NUST PhD fellowship awardee and above details are correct. <table style="width: 100%; border: none;"> <tr> <td style="border: none;">Yes</td> <td style="border: none;">No</td> </tr> </table>	Yes	No	Above mentioned rates are as per policy and amount is correct.	Recommended / Not Recommended
Yes	No				
Signatures of Student	Stamp & Signatures HoD	Stamp & Signatures Account Officer	Stamp & Signatures Head of Institution		

For Main Office use only

<p>1. <u>HR Dte</u> Recommended / Not Recommended Date: _____ <div style="text-align: right;">_____ (Signature with Stamp)</div> </p>
<p>2. <u>Finance Dte</u> Recommended for release of payment amounting to Rs. _____ / Not Recommended Date: _____ <div style="text-align: right;">_____ (Signature with Stamp)</div> </p>
<p>3. <u>Audit Dte</u> Recommended / Not Recommended Date: _____ <div style="text-align: right;">_____ (Signature with Stamp)</div> </p>
<p>4. <u>Pro-Rector (Academics)</u> <div style="text-align: center;">Approved/Not Approved</div> Date: _____ <div style="text-align: right;">_____ (Signature with Stamp)</div> </p>
<p><u>Fin Dte</u> For release of Payment</p>

