**Guidelines – Starting MS Thesis**

**Purpose**:

In order to facilitate students during their thesis phase, such as submission of thesis forms due to the requirement of hard form signatures (by the Supervisor/GEC members), the whole system has been automated using SEECS Project Management System (PMS)
(URL : [www.pms.nust.edu.pk](http://www.pms.nust.edu.pk)). This document familiarizes the students of the procedure for using PMS and different phases/activities they need to carry out during their research phase, hence facilitating the students in completing their thesis without any difficulty.

**Responsible Stakeholders:**

* Head of Departments (HoD)
* Exams Branch Staff
* Academic Coordination Branch
* MS Thesis Students
* Faculty (Thesis Advisor & GEC)
* PMS Admin

**Starting Thesis/Eligibility**

A student is eligible to start his/her research work after completing 9 credit hours with CGPA >= 3.0 and passing a Non-Credit course Research Methodology.

Once the student is eligible to start thesis, he may use the LMS credentials to log in to PMS ([www.pms.nust.edu.pk](http://www.pms.nust.edu.pk)) and start his/her thesis officially. However, if any student fails to log in to the PMS using LMS credentials, he/she may contact PMS Admin pmsadmin@seecs.edu.pk.

**Creation of Project on PMS**

For creating your Thesis/Project on PMS, coordinate with your potential Supervisor who will float the idea on PMS. Once the idea is floated, student will show his/her interest in the idea. Accordingly, the Supervisor will share the idea with the faculty members of particular domain who will show their interest to be part of GEC. When the GEC is formed, the student needs to fill in the desired details regarding his/her thesis on PMS.

**Pre-Requisites for PMS**

After logging in to PMS, the following screen appears:



Go to my signatures tab and upload your signatures

After uploading signatures, go to My Menu and add the courses you have undertaken during coursework with grades earned.

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Once the courses are added, go to My Interests and float your Idea.

After the successful creation of Project, the next step is addition of Thesis Detail by following these steps

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Go to View Projects -----> Open your Project ------ In Details Tab: Add Description and Abstract

(Please note that the Abstract should not be less than 3/4 of a page)

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Then go to Thesis Details Tab and add the details

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In Rules & Regulations Tab, Tick the boxes

****

Go to Proposed Timeline Tab and add Timeline.

****

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****Go to Project Documents and upload documents

****

If you have successfully completed these steps, you are all set to start your thesis activities:

**Starting Thesis Activities**

To initiate TH-1 activity, go to Timeline Tab and sign the activity by yourself

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The activity will be completed after the signature of all the stakeholders, i.e. GEC, HoD, Principal & finally ACB. After its completion, you can initiate the next activity and all the remaining activities will be completed step by step using similar process.

**Scheduling Proposal Defence**

To schedule PD, initiate TH-2 activity and coordinate with your Advisor to fix a date for PD. After your Proposal Defence, spend some time to work (Recommended at least 3 months) on your Thesis Document/Write up.

**Scheduling Inhouse Defence**

Share the draft of your Thesis write-up with your GEC through email and initiate “DoC Submit to GEC” activity using Timeline Tab. After reviewing your document, the GEC will sign the activity on PMS making you eligible to appear in Inhouse Defence (IHD). To schedule IHD, initiate TH-3 Internal activity on PMS and coordinate your Advisor to schedule your IHD on any convenient date.

**Preparing for Final Defence**

After completion of Inhouse activity, initiate the TH-3 activity on PMS and wait for the signature of Advisor and Exam Branch. (*Important: Exam branch will not sign your activity if there are any pending documents to be submitted by the student to exams branch)*

Once both the signature are done on PMS, the activity will be routed to ACB which will remain pending till the time the date of FD is fixed.

To get the date of FD fixed, submit the following documents to ACB and wait for email.

**Provide the following documents to ACB to schedule FD**

1. Scrutiny certificate signed by Advisor
2. Approval form
3. Author’s Declaration
4. Plagiarism Report
5. Plagiarism Certificate
6. Thesis acceptance Certificate
7. Students’ Particular Proforma
8. SSC Mark Sheet

Annex ‘A’ will help the students for these forms

The Final Defence (FD will be scheduled in minimum 02 x weeks time after submission of documents to ACB).

*(Important : Till TH-3 activity, student doesn’t need to submit hardcopy of any form to any office)*

**Post Final Defence Activities**

When the FD activity is completed on PMS, student will initiate TH-4 form to complete the thesis process on PMS.

After signatures of GEC/HoD and Principal on TH-4 form, download the TH-4 form to include in the final thesis document.

Submit softcopy (only) of your finalized Thesis Document (as per template available at <https://www.overleaf.com/latex/templates/nust-ms-thesis-template/sqbgpxgvwgwx>**,)** to the Central Library to upload it online and get the form (Thesis Submission Certificate) at Annex ‘D’ signed from Central Library. This signed form will be submitted to ACB after which the result will be forwarded to SEECS exams branch for onward submission to University Main Office. The process may take a week or two to complete.

*(Important : TH-4 activity will be signed by ACB once the thesis result is forwarded to exam branch SEECS, therefore be patient)*

**Frequently Asked Questions**

**Expiry of Any Activity**

It is very important for students to know that all activities on PMS remain available for signature of GEC for ***48 hours*** only, from the time it is initiated. If the Advisor/GEC member does not sign the activity in stipulated time, the activity expires. Therefore, students need to coordinate with respective GEC for endorsing activities before expiry.

**Procedure for Extension of an activtiy**

If any activity expires for the first time, Advisor can extend it using PMS (link appears below expired activity) but within one week and for maximum one week from the date of its expiry. For example,

Activity Expiry Date: 1st Dec 2021

Advisor’s extension remain available till: 8th Dec 2021

If Advisor extends activity on: 1st Dec 2021, the extension will work till 8th Dec 2021

If Advisor extends activity on: 7th Dec 2021, the extension still works till 8th Dec 2021

If the activity expires again, then the Senior HoD can be requested for 2nd extension using PMS (link appears below expired activity).

**Changing Advisor/GEC**

To change the Supervisor or any GEC, student need to initiate the request through PMS portal using **Committee Members Tab** on Timeline. After initiating the request by the student, the whole process will be completed digitally and the student will receive an email once the GEC members are changed.

*Please note that the members of GECs on PMS cannot be increased or decreased once GEC is formulated. In that case, the idea will first be deleted on PMS to create a new one.*

**Changing Topic of the Thesis on PMS**

The topic of the thesis can be edited by the Supervisor on PMS. However, if Supervisor faces any difficulty in changing the topic on PMS, the student may request his/her Supervisor to send an email at manager.thesis@seecs.edu.pk, clearly mentioning the previous as well as revised topic, for the change on PMS.

**Changing Thesis Idea**

If a student wants to change his thesis idea, he/she may request supervisor to send an email to PMS admin (pmsadmin@seecs.edu.pk) with cc to Thesis Manager (manager.thesis@seecs.edu.pk). The email should request for deletion of the idea on PMS. The topic of thesis with student names must also be mentioned for deletion. Once the idea is deleted, the new idea will be floated on PMS.

**Updation of Result on Qalam**

Examination Branch, will compile the result (Thesis and coursework) to forward to PGP Dte for issuance of degree completion notification from the Registrar Dte (minimum time for issuance of notification by Registrar Dte is 02 months). At the same time, exams branch will update the result on Qalam. This process may take at least 15 working days to complete.

**Issuance of Degree/Transcript**

Students can apply for Degree or Transcript after the issuance of Degree completion notification by the Registrar Directorate and application for this purpose will be submitted to Registrar Directorate, University Main Office.

If any student wants transcript before the issuance of Degree Completion Notification, then he can apply for the same with SEECS exams branch (Form available at Info Desk SEECS). However, the transcript issued in that case will contain the result/grades of course work only. Thesis result will not be displayed on transcript in such case.

Important: Clearance is a must for issuance of degree/transcript.

**Procedure for Clearance**

Clearance is done both on SEECS Support System as well as on Qalam.

Apply for SEECS internal clearance on Support System at <http://support.seecs.edu.pk>. In case of any issue in initiating clearance, contact ITS department (its@seecs.edu.pk)

Initiate Clearance on Qalam ([www.qalam.nust.edu.pk](http://www.qalam.nust.edu.pk)). In case of any issue in initiating clearance on Qalam, contact CMS coordinator at cms@seecs.edu.pk.

Get yourself cleared from all the departments except SEECS Exams branch. When your internal clearance and Qalam Clearance is completed except from the Exam Branch/DCE), you need to submit your Student ID Card and Application for Refund of Security at SEECS exams branch.

The case for refund of the security fee will be processed when the clearance procedure is completed.

**Annex A**

**The Thesis Forms can be obtained as mentioned under:**

|  |
| --- |
| **Final Defense : Pre-Post Requirements** |
|  | **FD Prerequisites Activities** | **Required Actions & Processes** |
| **Action by** | **Process** |
|  | **Plagiarism Certificate** | Student | * Digitally signed certificate will be downloadable from PMS after IHD.
 |
| a. | **Plagiarism Report** (Single source should be less than or equal to 4% & overall should less than 19%) | Student | * Plagiarism Report will be generated by the Advisor on the Turnitin through his own account
* The report and certificate will be not be included in the Softcopy to be submitted to Central Library. Only the Hardcopy of the report will be provided to ACB.
 |
| b. | Thesis Acceptance Certificate  | Student | * Digitally signed certificate will be downloadable from PMS after IHD.
* Student will submit the same form to ACB.
 |
| c. | Scrutiny Certificate (Sample at **Annex B**)  | Advisor | * For this certificate, email the thesis softcopy and the filled scrutiny certificate to Advisor. After reviewing the document as per template available at the following link: <https://www.overleaf.com/latex/templates/nust-ms-thesis-template/sqbgpxgvwgwx>**,** the Advisor will return duly signed form to the student (by email).
* This form will not be the part of Thesis document to be submitted to Central Library.
 |
| d. | Author’s Declaration  | Student | * Digitally signed certificate will be downloadable from PMS after IHD.
 |
| e. | Approval Form(On PMS) | Supervisor | * Supervisor & GEC members will sign the form on PMS and the digitally signed certificate will be downloadable from PMS after IHD.
 |
| f. | Thesis Submission Certificate(Annex C) |  Supervisor/HoD& Central Library | * After the FD, submit Softcopy of the finalized thesis to the Central Library and get signature/stamp on Form. The edit-able form is available at **Annex C.**
 |
| g. | Students’ Particulars Proforma  | Student | * The form is available at Annex D of this document.

*Also attach Mark sheet of Matric with the certificate.* |

**Annex B**

**NUST School of Electrical Engineering and Computer Sciences**

  *A center of excellence for quality education and research*

**CERTIFICATE**

Certified that the Scrutinizing Committee has reviewed the final documentation of Mr./Mrs/Miss.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Regn No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Thesis title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

and found satisfactory as per NUST’s standard format for Master Thesis.

**Advisor**

**Thesis Submission Certificate**

**Annex C**

(For SEECS Students)

***Important Note****:* ***The tile should be written exactly as it is on PMS. No overwriting on form is acceptable****.* ***Please delete this text box before printing of form.***

Certified that final soft copy (in pdf) of approved version of MS/M.Phil thesis titled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_written by Mr/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Registration No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , of **MS**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program, has been submitted in NUST Central Library on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, uploaded on D-Space and can be accessed at following link:

<http://10.250.8.41:8080/xmlui/handle/123456789/____________>

Signature & Stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (HoD) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Chief Librarian) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Dy Controller of Exams): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex D**

**Student’s Particulars - Certificate**

It is certified that the under-mentioned detail is correct to the best of my knowledge and belief.

|  |  |
| --- | --- |
| **Regn No.** |  |
| **Name of Student** |  (As per Matric Certificate) |
| **Father’s Name** |  (As per Matric Certificate) |
| **Category** | **NUST Student** |
| **Scholarship Awarded** | **(Yes / No)**  |
| **Gender** |  |
| **Date of Birth** |  |
| **Attach SSC Certificate**  | **Please attach Matric Certificate with this form.** **(Delete it before printing)** |

**Dated: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Signature of Student)**

**COUNTERSIGNED**

(To be filled in by respective institute)

**Dated: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Deputy Controller of Exam)**