



NUST SEecs

MS Thesis Guidelines

Version : 2026/1

School of Electrical Engineering and Computer Science
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Document History

The changes and versions of the document are outlined below:

Version	State / Changes	Date	Author
1	First Draft v1.0	2 nd Jan 2022	TMS Team
2	Update the guidelines as per SOP approved in FBS dated 3 rd March 2026	3 rd March 2026	Dr. Muhammad Moazam Fraz



1 Introduction

1.1 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 Thesis Management System (TMS) (URL : www.tms.nust.edu.pk). This document familiarizes the students of the procedure for using TMS and different phases/activities they need to carry out during their research phase, hence facilitating the students in completing their thesis without any difficulty.

1.2 Responsible Stakeholders:

- Head of Departments (HoD)
- Exams Branch Staff
- Academic Coordination Branch (ACB)
- MS Thesis Students
- Faculty (Thesis Advisor & GEC)
- TMS Admin

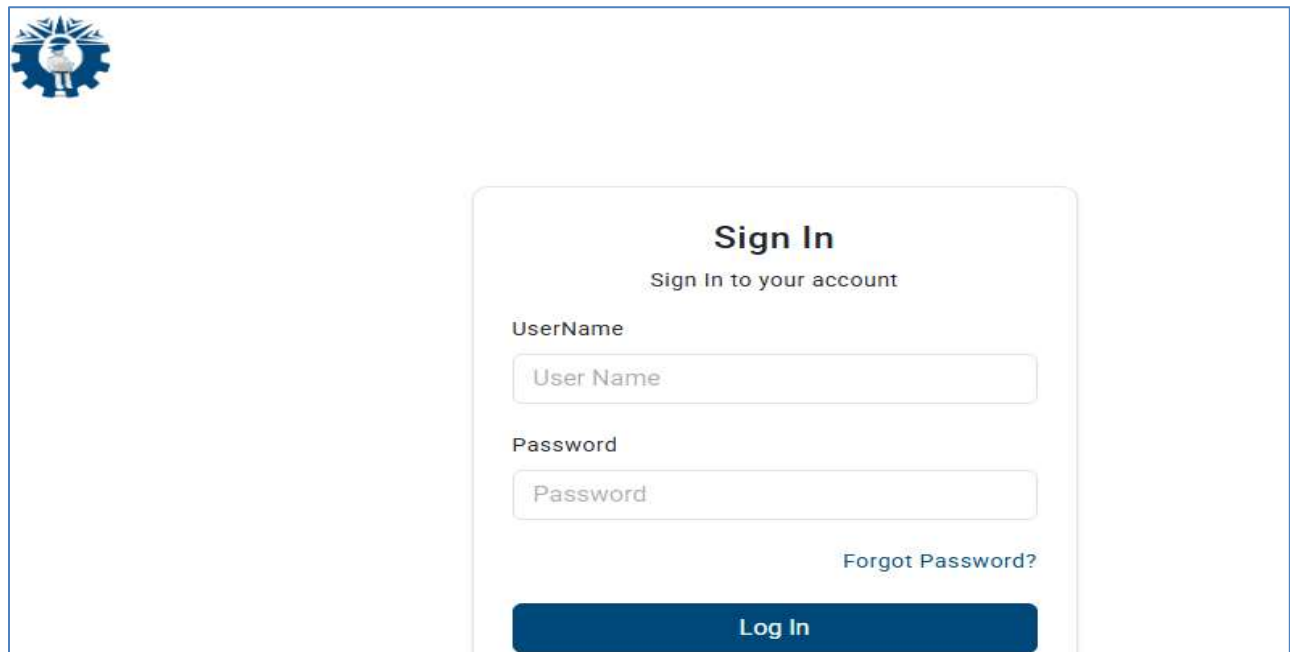
1.3 Eligibility for Thesis

A student is eligible to start his/her Thesis after completing 9 credit hours with CGPA ≥ 3.0 .



2 Thesis Management System

Once you are eligible to start thesis, visit TMS (www.tms.nust.edu.pk) and login using your LMS credentials:



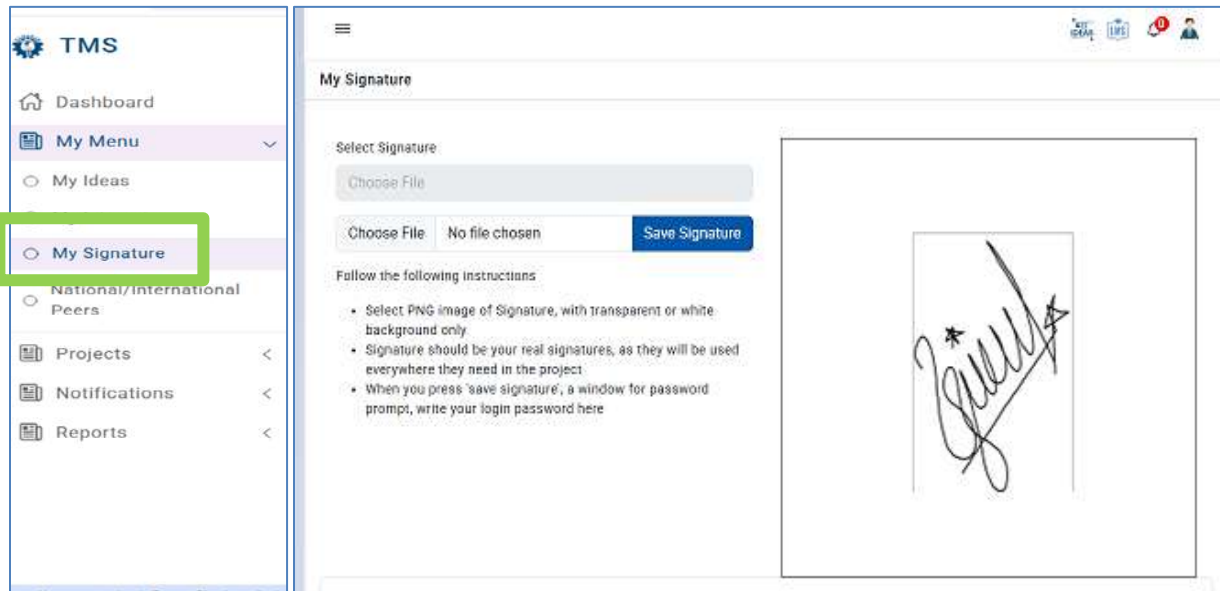
The screenshot shows the 'Sign In' page of the Thesis Management System (TMS). The page features a blue gear icon with a book inside, representing the NUST logo. The main content is a white box with a blue border containing the following elements:

- Sign In** (Section Header)
- Sign In to your account (Text)
- UserName (Text)
- (Text Input Field)
- Password (Text)
- (Text Input Field)
- [Forgot Password?](#) (Text Link)
- (Blue Button)

If you fail to log in to the TMS using LMS credentials, please contact Exams Branch SEecs exampg@seecs.edu.pk.

2.1 Pre-Requisites for TMS

After logging in to TMS, Click on to My Menu and then My signatures. Upload your signature. **The uploaded signature must be made with a black marker and should be clearly visible.**



2.2 Selection of Project on TMS

After uploading signatures, you will show your interest in the selected idea. For selection of idea, you can choose either:

Discuss/Coordinate with your **potential** Supervisor who will float the idea on TMS. The advisor will share the link of the floated idea with you and the faculty members of particular domain to form GEC. After receiving link, you will show your interest in the idea.

OR

After logging in to TMS, click on the All Ideas or bell icon on right top corner of the screen. Search the idea of your domain and show interest.



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After you show interest in the idea, your Supervisor will convert the idea into thesis. This will send a Project Approval Request to ACB automatically.

ACB will approve the Project Request subject to Clearance of your Fee and Advisor' Load.

Once the Project is approved, Open the thesis and add thesis details:



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Go to Proposed Timeline Tab and add Timeline.

The screenshot shows the TMS interface with the 'Proposed Timeline' tab selected. The timeline displays several tasks:

- Completed CGPA >=3.0**: Begin Date: 13 September 2023, Finish Date: 15 February 2025, Status: Done (Late). Action: Export CGPA.
- TH-1/TH-1 Internal**: Begin Date: 27 January 2024, Finish Date: 11 March 2025, Status: Done (Late). Action: Export TH-1 Form.
- TH-2**: Begin Date: 03 February 2024, Finish Date: 17 March 2025, Status: Done (Late). Action: Export TH-2.
- Proposal D...**: Begin Date, Finish Date, Status: Done. Action: Export TH-2 A, Export Observa...

Timeline markers include: 13 September 2023, 13 September 2024, 27 January 2024, 27 August 2024, 03 February 2024, 02 September 2024, and 10 February 2025.

The screenshot shows the TMS interface with the 'Project Doc' tab selected. The main content area displays a message: "No documents are available" with an "Upload Document" button below it.

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Designed by NUST LMS Development Team

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



2.3 Initiating Thesis Activities

To initiate an activity, go to Timeline Tab and sign the activity by yourself

The screenshot shows the TMS interface with the 'Timeline' tab selected. The timeline displays several activities:

- Completed CGPA >=3.0**: Begin Date: 13 September 2024, Finish Date: 12 September 2025, Status: Done.
- TH-1/TH-1 Internal**: Begin Date: [blank], Finish Date: [blank], Status: Pending (Late). A red box highlights the 'Sign by yourself' button.
- TH-2**: Begin Date: [blank], Finish Date: [blank], Status: Pending (Late).
- Proposal Defence(PD)**: Begin Date: [blank], Finish Date: [blank], Status: Pending (Late).

The timeline axis shows dates: 13 September 2024, 13 September 2025, 27 January 2025, 27 August 2025, 03 February 2025, 02 September 2025, 10 February 2025, 16 September 2025, and 30 June 2025.

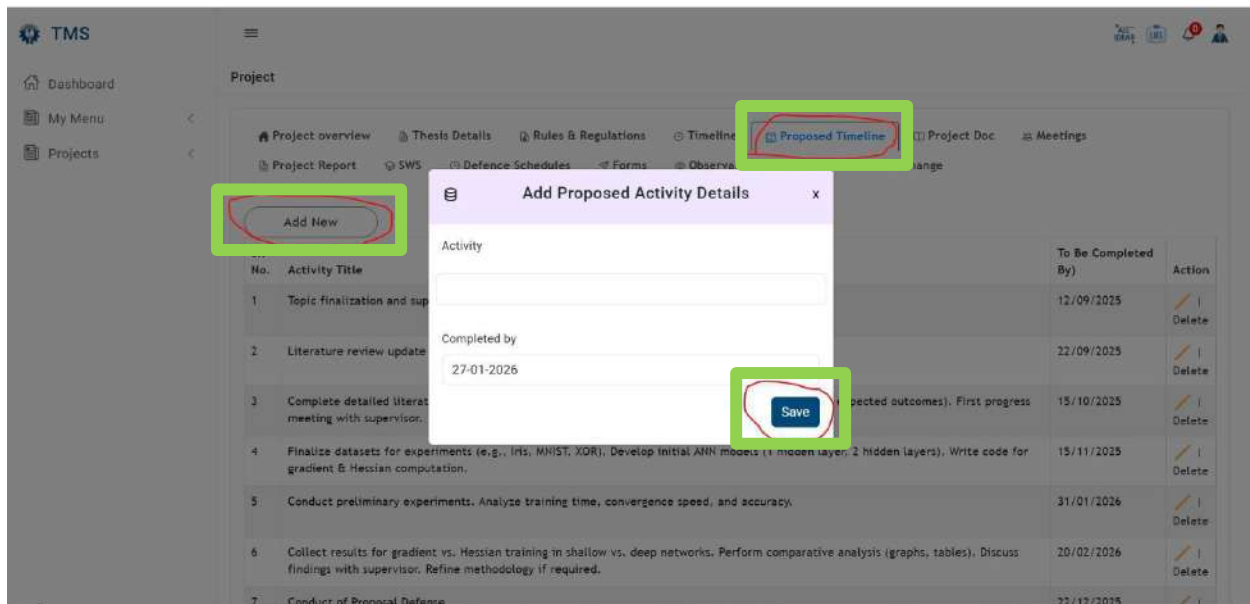
The activity will be completed after the signature of all the stakeholders, i.e. GEC, HoD, Principal & finally ACB.



3 Proposal Defence

3.1 Initiate Activity on TMS

To schedule PD, initiate **TH-2 activity** with the same steps and coordinate with your Advisor to fix a date for PD.



3.2 Preparing for the Proposal Defence (PD)

Before appearing in the **Proposal Defence (PD)**, the student must prepare two important items:

- The **MS thesis synopsis**, and
- The **Proposal Defence presentation**.

These documents will help the student present the research idea in a clear, structured, and academically sound manner.

3.2.1 MS Thesis Synopsis

The student is required to prepare the **MS thesis synopsis** using the prescribed format. The Overleaf template for the synopsis is available at the following link:



<https://www.overleaf.com/project/69a6943d90b575006b4bd9b5>

To begin, the student may create a copy of the template and then edit it according to the proposed research topic. The synopsis should clearly explain the research problem, its background, the proposed approach, and the expected outcomes. Students are encouraged to prepare the document carefully and ensure that it is well-organized, free from major language errors, and aligned with academic writing standards.

3.2.2 Proposal Defence Presentation

In addition to the synopsis, the student must also prepare a **Proposal Defence presentation**. This presentation should provide a concise but comprehensive overview of the proposed thesis work. It should normally include the following sections:

1. **Introduction**
Introduce the topic and provide the necessary background.
2. **Literature Review (Related Work)**
Summarize the existing work related to the topic and show understanding of the current state of research.
3. **Research Gap(s)**
Identify the limitations, shortcomings, or unexplored areas in the existing literature that your work aims to address.
4. **Problem Statement**
Clearly define the problem that the thesis intends to solve.
5. **Research Questions**
Present the main research questions that will guide the study.
6. **Proposed Methodology**
Explain the method, approach, model, framework, or experimental plan that will be used to address the research problem.
7. **Work Packages**
Break down the thesis into major tasks or phases of work.



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8. **Expected Results and Evaluation Criteria**

Describe the expected outcomes of the research and explain how the results will be evaluated or validated.

9. **Conclusion**

Summarize the proposal and highlight the significance of the intended research.

10. **Milestones Plan (Gantt Chart)**

Provide a realistic timeline showing the planned activities and their expected completion schedule.

11. **References**

List the main references used in preparing the proposal.

Students should make sure that the presentation is clear, logically structured, and easy to follow. The slides should not be overcrowded with text. Wherever appropriate, diagrams, flowcharts, tables, and timelines may be used to improve clarity.

3.2.3 Submission to Advisor and GEC

The **thesis synopsis** and the **Proposal Defence presentation** must be submitted to the respective advisor **at least three (3) days before** the scheduled Proposal Defence activity.

Students are strongly advised not to wait until the last moment. Early submission gives the advisor sufficient time to review the documents, suggest improvements, and ensure that the student is properly prepared for the defence.

3.3 Document Upload

For the Proposal Defence activity, the student must upload the following documents to the relevant system/platform:

- **Proposal Defence presentation**
- **Thesis synopsis document**

Before uploading, the student should ensure that:

- The files are complete and up to date,
- The correct version is being uploaded,
- File names are clear and appropriate, and



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- The content has already been reviewed by the advisor, where applicable.

Uploading incomplete, incorrect, or outdated files may create unnecessary delays in the thesis process. Therefore, students should carefully check all documents before submission.

3.4 Guidance After the Proposal Defence

After completing the Proposal Defence, the student is encouraged to spend sufficient time developing the research further and working on the thesis document/write-up.

Although the exact time may vary depending on the nature of the research, students are strongly advised to spend at least three months on research, experimentation, analysis, implementation, and thesis writing before moving to the next major stage.

This period should be used productively to:

- strengthen the research methodology,
- carry out experiments, implementation, or analysis,
- refine results and findings,
- improve the overall quality of the thesis, and
- prepare a more mature and substantial thesis document.

Students should remain in regular contact with their advisor during this period and seek guidance whenever needed. Consistent progress after the Proposal Defence is essential for successful completion of the MS thesis.

4 Inhouse Defence (IHD)

The **Inhouse Defence (IHD)** is an important stage in the MS thesis process. It is held to assess the quality, maturity, and progress of your research work before you move to the Final Defence stage. At this stage, you are expected to present a almost completed version of your thesis work, demonstrate the progress made after the Proposal Defence in completing your thesis.

To appear in the Inhouse Defence, you must complete the required preparation steps, obtain review from your Graduate Evaluation Committee (GEC), initiate the relevant activity on TMS, and upload all required documents within the given timeline.



4.1 Preparation for Inhouse Defence

Before your Inhouse Defence can be scheduled, you must first share your thesis draft with your GEC and complete the required “DoC Submit to GEC” activity on TMS.

Step 1: Prepare a draft of your thesis write-up

You should prepare a solid draft of your thesis document before requesting your GEC’s review, using the official MS thesis template. The Overleaf template is available at the following link:

<https://www.overleaf.com/latex/templates/nust-thesis/bmkdkrfxqdmdb>

Students are encouraged to use the official template from the beginning so that formatting issues can be minimized later in the thesis process.

Your thesis draft should be mature enough for academic review and feedback.

Step 2: Share the draft with your GEC through email

Before scheduling the IHD, you must share the draft of your thesis write-up with your **GEC members through email**. Make sure that the version shared is complete, readable, and properly formatted.

It is recommended that your email clearly mention:

- Your full name,
- Registration number,
- Thesis title, and
- That the document is being shared for IHD review.

This helps the GEC review your work in a timely and organized manner.

Step 3: Initiate “DoC Submit to GEC” on TMS

After sharing the thesis draft with your GEC by email, you must log in to TMS and initiate the activity “DoC Submit to GEC” using the Timeline tab.

Step 4: Wait for GEC review and approval

Once your GEC reviews the thesis draft, they will sign the “**DoC Submit to GEC**” activity on **TMS**.



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Only after this activity has been reviewed and signed by the GEC will you become eligible to appear in the **Inhouse Defence (IHD)**.

Students are strongly advised not to delay this step. Early sharing and timely initiation on TMS can help avoid unnecessary scheduling delays.

4.2 Presentation Guidelines

Your Inhouse Defence presentation should clearly communicate the progress, quality, and academic merit of your research work. Since the IHD is a major evaluation stage, your slides should be well-organized, concise, and professionally prepared.

Below is the recommended outline for the **IHD presentation**, which may also be used as a guide when preparing for the **Final Defence**, depending on the nature and progress of your work.

4.2.1 Presentation Outline

The IHD / Final Defence presentation should normally contain the following sections:

- Introduction
- Literature Review
 - Research Gaps Identified
 - ...
- Problem Statement
- Research Questions
- Research Objectives
- Methodology
 - Justification of Proposed Methodology
 - Alternative Approaches
 - Details
 -
- Implementation
- Results and Evaluation
 - How Research Questions are Answered and Research Objectives are met
 -
- Conclusion
- Misc Link (Git/Publication)



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- Reference

Depending on the nature of your research, some sections may need to be expanded or adjusted. However, students should ensure that the presentation clearly shows the logical flow of the research from problem identification to results and conclusions.

4.2.2 Guidelines for Preparing PD/IHD/FD Presentations

Students should follow the guidelines below while preparing their Proposal Defence (PD) InHouse Defence (IHD) / Final Defence (FD) presentations.

1. Use slide numbers on every slide

Slides must be numbered. This is very important because examiners often refer back to specific slides during questions and discussion. Clear slide numbering improves navigation and gives the presentation a more professional structure.

2. Use appropriate font size and readable text

Choose simple, professional fonts that are easy to read. Use clear headings and make sure the body text is large enough to be visible from a distance. Avoid decorative fonts, overly small text, and cluttered slide layouts.

3. Keep text short and focused

Each slide should communicate one central idea. Use brief bullet points or short phrases instead of long paragraphs. The slides should support your verbal explanation, not replace it.

4. Use visuals where appropriate

Whenever possible, use diagrams, flowcharts, conceptual models, tables, timelines, or figures to explain your ideas more clearly. Visuals should help the audience understand your work and should not be included merely for decoration.

5. Maintain consistent formatting throughout

Use the same design theme, heading style, alignment, color scheme, and bullet format throughout the presentation. Consistency makes the presentation look professional and helps the committee focus on the content rather than the formatting.

6. Cite references on the relevant slides

If a slide includes material based on published work, the reference should be cited



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in the footer of that slide. The citation should include essential details such as author(s), year, and publication venue so that the source is academically clear.

7. Design slides for presentation, not for reading like a document

Avoid filling slides with excessive text, lengthy definitions, detailed literature discussions, or too many references. Keep only the most important information on the slides and explain the details verbally during the presentation.

8. Keep the presentation academically focused and evidence-based

Make sure your claims, methodology choices, and results are properly justified. If you present comparisons, evaluation metrics, or conclusions, they should be supported by data, analysis, or references where appropriate.

Students should review their slides carefully before submission and presentation. A clear and structured presentation not only reflects good preparation but also helps the committee better understand the quality and progress of the research work.

4.3 Scheduling the Inhouse Defence

After your GEC has reviewed your thesis draft and signed the “**DoC Submit to GEC**” activity, you may proceed with scheduling your Inhouse Defence.

To schedule the Inhouse Defence:

- 1. Initiate TH-3 Internal on TMS**

Log in to TMS and initiate the **TH-3 Internal** activity.

- 2. Coordinate with your Supervisor to finalize the date**

After initiating the activity, coordinate with your **Supervisor** to decide a suitable date for the IHD.

Students should ensure that the selected date gives enough time for document upload and for sharing the required material with the Advisor and GEC at least one week before IHD activity.

Avoid last-minute scheduling, as it may create unnecessary complications in review and coordination.



4.4 Document Upload and Submission Requirements

Before the Inhouse Defence activity, the student must upload the required documents on TMS and also share them with the Advisor and GEC within the required deadline.

The following items must be uploaded on **TMS / Shared with GEC** before the IHD activity:

a. Summarized Contributions Form (TH3B Form)

This form is attached as **Annex F**. It should be completed carefully and should summarize the key contributions of your research work in a concise and structured manner.

b. IHD Presentation

Upload the presentation that you will use for the Inhouse Defence. Make sure it is the final and correct version.

c. Thesis Document

Upload the latest draft of your thesis document in the prescribed format.

Students are strongly encouraged to submit the material earlier whenever possible so that the committee has sufficient time to review it. Late submission may result in inadequate review time and may affect the smooth conduct of the defence.

4.5 Post IHD Activity

After IHD, the student must incorporate all required corrections and revisions in the thesis document and presentation, under the guidance of the Supervisor. Students should ensure that:

- All committee feedback is addressed properly,
- The updated thesis remains consistent in formatting and writing style, and
- All figures, tables, references, and appendices remain correct after revisions.

Students should not proceed to final submission unless the Supervisor confirms that the required corrections have been completed satisfactorily.



5 Final Defence (FD)

The **Final Defence (FD)** is the last formal academic evaluation of your MS thesis. At this stage, you are expected to present the completed or near-complete outcome of your research work, demonstrate the significance of your contribution, explain your methodology and results clearly, and show that your research questions and objectives have been properly addressed.

The Final Defence is scheduled only after the required internal steps have been completed and all prescribed documents have been submitted in the correct form. Students should therefore begin preparing for this stage well in advance and ensure that both the thesis document and the presentation are complete, accurate, and professionally prepared.

5.1 Preparation for Final Defence

Before your Final Defence can be scheduled, you must make sure that your thesis work is completed and that all required academic, administrative, and documentation requirements have been fulfilled. At this stage, your thesis document should reflect the full scope of your research work. The thesis template is given in section 4.

Mandatory Inclusion of Undertaking (Annex E)

The Undertaking provided in Annex E must be included at the beginning of the thesis document, before the Table of Contents.

Students must ensure that:

- The undertaking is included in the thesis in the prescribed form,
- It is placed in the correct location, and
- It appears as part of the thesis document before the Table of Contents.

This is an important requirement and should be checked carefully before submitting the final version of the thesis.

Final Review Before Submission

Before proceeding further, students should verify that:

- The thesis is complete and properly formatted,
- All chapters are in the correct order,



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- References are properly cited,
- Figures, tables, and captions are correctly labeled,
- Plagiarism requirements have been satisfied,
- The undertaking has been inserted before the Table of Contents, and
- The final version has been reviewed by the Supervisor.

Students are strongly encouraged to leave enough time for revision and proofreading before the defence stage. Last-minute editing often leads to formatting mistakes, incomplete submissions, or inconsistencies in the final document.

Provide the following documents to ACB to schedule FD

Scrutiny certificate signed by Advisor

Approval form

Author's Declaration

Plagiarism Report

Plagiarism Certificate

Thesis acceptance Certificate

Annex 'A' will help the students for these forms

5.2 Scheduling the Final Defence

After successfully completing the Inhouse Defence and the related internal requirements, the student may proceed with the Final Defence process.

To begin the Final Defence scheduling process, the student must:

1. **Initiate TH-3 on TMS**

Log in to **TMS** and initiate the **TH-3** activity for Final Defence.

2. **Wait for Supervisor's signature**

Once the activity is initiated, it will be routed for the required approvals. The process moves forward only after the necessary signatories, especially the Supervisor, have completed their part.



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3. **Submit all required documents to the concerned office/authority**

Final Defence scheduling is dependent upon the submission of all required documents and the completion of any pending dues or administrative requirements.

4. **Wait for confirmation of the Final Defence date and time**

After all required documents are verified, a suitable date for the Final Defence will be proposed. Students should regularly check official communication channels, including email, for updates regarding the scheduled defence.

Students should understand that the Final Defence cannot be scheduled unless all prerequisites have been fulfilled. Therefore, incomplete documentation or pending dues may delay the process.

5.3 Documents upload

The student is required to upload following items on TMS before FD activity

- a. Updated Summarized Contributions form, (If changed after IHD) **(TH3B form) attached as Annex F,**
- b. The FD presentation
- c. The updated thesis document

The above-mentioned documents must be submitted to the advisor and GEC at least a week before the FD activity.

5.4 After the Final Defence

After the Final Defence is conducted, students may be required to make corrections or revisions based on the feedback of the examination committee. These revisions should be completed carefully and within the required timeline.

Students should not assume that the process ends immediately after the defence presentation. The thesis process is completed only after all post-defence requirements, document corrections, and final submission steps have been fulfilled.

For this reason, students should keep all editable versions of their thesis, presentation, and supporting files safely available even after the defence has taken place.



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

6 Post Final Defence Activities

After the Final Defence (FD), the thesis process is not considered complete until the required post-defence activities are completed. These steps ensure that:

- All required corrections (if any) are incorporated into the thesis,
- The final thesis is formally accepted and submitted to the **Central Library**,
- Required certificates are completed and signed, and
- The thesis result is processed and updated in the relevant university systems.

Students are advised to complete the post-defence steps promptly to avoid delays in result notification, clearance, and degree completion.

Incorporating Corrections After the Final Defence (IF ANY)

After the Final Defence, the examination committee may:

- Declare the thesis accepted as-is, or
- Require **minor** or **major** corrections.

The student must incorporate all required corrections and revisions (if any) in the thesis document under the guidance of the Supervisor. Students should ensure that:

- All committee feedback is addressed properly,
- The updated thesis remains consistent in formatting and writing style, and
- All figures, tables, references, and appendices remain correct after revisions.

Students should not proceed to final submission unless the Supervisor confirms that the required corrections have been completed satisfactorily.

6.1 Initiating TH-4 on TMS

Once the Final Defence activity has been completed in the system and the thesis is ready for final submission, the student must initiate **TH-4** on **TMS**.

Instructions:

1. Log in to **TMS**.



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2. Navigate to the relevant thesis activity area (Timeline/Activities, as applicable).
3. Initiate **TH-4**.
4. Complete any student-side entries required and submit/sign where applicable.

After initiation, TH-4 will go through the required approvals/signatures in the system.

Important:

Students should ensure that they are initiating TH-4 only after:

- The Final Defence has been conducted, and
- The final thesis version (after corrections) and presentation is uploaded on TMS.

Downloading the Signed TH-4 and Including It in the Thesis

After TH-4 is fully signed/approved in TMS, the student must:

1. Download the signed TH-4 form from TMS.
2. Insert the signed TH-4 form into the thesis document (as part of the front matter or as required by the institutional format).

This step is mandatory because the final thesis submission requires evidence of completed TH-4 approval.

6.2 Final Submission to the Central Library (Softcopy Submission)

After completing TH-4 and incorporating any required post-defence corrections, the student must submit the **final softcopy** of the thesis to the **Central Library**.

Students must ensure that the final thesis softcopy:

- is in the prescribed format and template,
- includes all required front matter,
- includes the required undertaking (Annex E) **before the Table of Contents**,
- includes the signed TH-4 form as required,
- is free from missing pages, broken formatting, or incomplete sections, and
- is the final approved version (after corrections).



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Students should follow any library-specific submission instructions (file format, naming convention, portal/email submission, etc.) as issued by the Central Library.

Thesis Submission Certificate (Annex C)

Once the thesis has been submitted to the Central Library, the student must obtain the Thesis Submission Certificate (Annex C).

This certificate confirms that the final thesis has been submitted and accepted for record by the library and is required for formal completion of the thesis process. Students should keep a scanned copy for their personal record.

Submitting the Signed Certificate to ACB / Concerned Office

After the Thesis Submission Certificate (Annex C) is fully signed, the student must submit the signed certificate to the relevant office (e.g., **ACB / DCE / concerned authority**, as applicable under the department process).

This step is important because the thesis result and completion process typically moves forward only after confirmation of:

- Successful final thesis submission to the library, and
- Completion of required post-defence documentation.

6.3 Result Processing and System Update

After the signed Thesis Submission Certificate is received and verified by the concerned office, the thesis result is processed and forwarded to the relevant exam/records office for official update.

Students should note the following:

- The post-defence processing and result updating may take **one to two weeks**, depending on verification, signatories, and system workflows.
- The student should monitor official communication (email and relevant portals) for updates or additional requirements.

If the student does not see progress after a reasonable period, they should contact the concerned office through official channels and provide:



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- Name and registration number,
- Thesis title,
- FD date, and
- Proof of library submission/certificate submission.

6.4 Key Reminders for Students

Before considering the thesis process “complete,” make sure the following have been done:

- ✓ All post-FD corrections completed and approved by Supervisor
- ✓ TH-4 initiated and fully approved in TMS
- ✓ Signed TH-4 downloaded and inserted into the thesis (as required)
- ✓ Final thesis softcopy submitted to Central Library
- ✓ Thesis Submission Certificate (Annex C) completed and signed
- ✓ Signed certificate submitted to the concerned office (ACB/DCE, as applicable)
- ✓ Result forwarded and updated in the system

Completing these steps on time helps avoid delays in clearance, transcript updates, and overall degree completion.



7 Frequently Asked Questions

This section provides answers to common questions related to thesis activities on **TMS**, including report uploads, suspensions, expired activities, extensions, committee changes, thesis changes, result updates, and degree/transcript processing. Students are advised to read this section carefully to avoid delays in their thesis progress and academic completion.

7.1 How can I upload the Project Report on TMS?

The project report can be uploaded through the relevant activity on **TMS**. Students should log in to the system, open the appropriate thesis activity from the **Timeline**, and upload the required report or document in the designated section.

The image contains two screenshots of the TMS system interface. The top screenshot shows the 'Projects' page. On the left sidebar, 'Projects' and 'View Projects' are highlighted with red boxes. The main content area shows a list of projects, with one project titled 'AI-Based Analysis of Speech as a Non-Invasive Biomarker for Early Neurodegeneration Detection' highlighted in blue and its title also highlighted with a red box. The project status is 'Active'. The bottom screenshot shows the 'Project' page. On the left sidebar, 'Projects' and 'View Projects' are highlighted with red boxes. The main content area shows a navigation menu with 'Project Report' highlighted with a red box. Below the menu is a table with columns 'Report No' and 'From Date'. A modal form titled 'Add Report Details from 16/Jan/26 to 31/Jan/26' is open, with 'Report Details' and a 'Submit' button highlighted with red boxes. The 'Report Status' is 'Pending' and the 'Action' is 'Add Report', both highlighted with red boxes.

Before uploading, make sure that:

- the file is complete and in the correct format,
- the correct version is being uploaded,
- the file name is clear and appropriate, and



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- the upload has been completed successfully.

After uploading, students should verify that the file appears correctly in the system. If the upload option is not available, it may be because the activity is not yet active, has expired, or the student is under suspension for that reporting period.

7.2 How are suspensions removed?

If a fortnightly project report is not uploaded on TMS, Suspension-I will be applied to the thesis.

- To have Suspension-I removed, the student must contact the Supervisor. The suspension will only be removed upon the Supervisor's recommendation, which must be sent via email to exampg@seecs.edu.pk
- If two consecutive fortnightly reports are not uploaded on TMS, Suspension-II will be applied to the thesis.
- If the student still fails to upload the report after Suspension-II, the thesis status will be changed to Withdraw.

Students are strongly advised to submit fortnightly reports regularly and remain in contact with their Supervisor to avoid interruption in thesis progress.

7.3 How is “Withdraw” status removed?

If the thesis status has been changed to Withdraw, it can only be restored to active status through formal approval.

In such a case:

- The Supervisor must seek approval from the Associate Dean,
- The request must clearly ask for the thesis to be converted back to active status, and
- exampg@seecs.edu.pk must be kept informed through the email communication.

Students should understand that restoration from Withdraw status is a serious matter and may take additional time and approval. Therefore, it is important to avoid reaching this stage by ensuring regular report submission and timely coordination with the Supervisor.

7.4 I am not able to upload the report even after removal of suspension. Why?

If a suspension has been removed, the student still cannot upload the report for the period during which the suspension was active.



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The report may only be uploaded for the next forthcoming fortnightly period.

Students should therefore resume reporting from the next allowed reporting cycle and continue submitting future reports regularly.

7.5 What is an expired activity on TMS?

Students must understand that all activities initiated on TMS remain available for the required signatures for a limited time only.

In general:

an activity remains open for signature of the Advisor/GEC for 48 hours from the time it is initiated.

If the Advisor or any GEC member does not sign the activity within the specified time, the activity expires automatically.

To avoid expiry, students should:

- coordinate with the relevant Advisor/GEC members before initiating the activity,
- inform them immediately after initiating it, and
- avoid unnecessary delay in starting activities.

Proper coordination is essential to ensure that activities are signed before expiry.

7.6 What is the procedure for extension of an activity on TMS?

If an activity expires, it may be extended according to the following procedure.

First Extension

If an activity expires for the first time, the Advisor may extend it through TMS using the extension link shown below the expired activity.

Important conditions for the first extension are:

- the extension must be requested within one week of the activity's expiry, and
- the extension remains valid only up to one week from the original date of expiry.

For example:

- Activity expiry date: 1 December 2026



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- Advisor's extension remains valid until: 8 December 2026

This means:

- if the Advisor extends the activity on 1 December 2026, the extension will remain valid until 8 December 2026, and
- if the Advisor extends it on 7 December 2026, it will still remain valid only until 8 December 2026.

Second Extension

If the activity expires again after the first extension, a second extension may be requested from the Associate Dean through TMS, using the extension option available below the expired activity.

Students should avoid repeated expiry, as it may delay thesis processing and create additional administrative burden.

7.7 What is the procedure for changing the Supervisor or GEC?

If a student needs to change the **Supervisor** or any member of the **GEC**, the request must be initiated through **TMS**.

To do this:

1. Log in to **TMS**.
2. Open the **Timeline**.
3. Go to the **Committee Members** tab.
4. Initiate the request for change.
5. Complete the required information and submit the request.

Once the student initiates the request, the remaining process is completed digitally through the system. The student will receive an email notification once the GEC members have been changed.

Important Note

Once a GEC has been formed on TMS, the number of GEC members cannot be increased or decreased. Only replacement of existing members is possible within the system process.



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If a case requires a change in the number of members, the thesis idea may need to be deleted on TMS and created again through a new entry.

7.8 How can I change the topic or abstract of my thesis on TMS?

If a student wants to change the topic/title of the thesis, the change can only be made by initiating a TH-1A request on TMS.

If the student wants to make changes in the abstract, the Supervisor must send an email to exampg@seecs.edu.pk

Please note that:

- only minor modifications in the abstract are allowed through this process, and
- major changes may require further review or approval.

Students should consult their Supervisor before making any title or abstract changes to ensure that the correct procedure is followed.

7.9 How can I delete a thesis on TMS?

If a thesis record needs to be deleted from TMS, the Supervisor must send an email to exampg@seecs.edu.pk requesting deletion of the thesis idea on TMS.

The email must clearly mention:

- the student's name, and
- the thesis topic/title to be deleted.

Once the thesis idea is deleted from TMS, a new idea may be floated in the system, if required.

Students should not assume that a thesis can be deleted informally. The official email process must be followed.

7.10 What should I do if I want to change my thesis?

If a student wants to change the thesis idea completely, the student should first consult the Supervisor.



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The Supervisor must then send an email to exampg@seecs.edu.pk requesting deletion of the current thesis idea on TMS. The request must include:

- the student's name, and
- the current thesis title/topic.

After deletion of the existing idea, a new thesis idea may be floated on TMS.

Students are advised not to delay this process, as a change in thesis topic may affect the thesis timeline, committee coordination, and approval stages.

7.11 How is the result updated on Qalam?

After completion of the thesis process, the Examination Branch compiles the overall result, including both:

- coursework result, and
- thesis result.

This compiled result is then forwarded to the NUST Main Office for issuance of the Degree Completion Notification by the Registrar Directorate.

Students should note the following timelines:

- the issuance of the Degree Completion Notification by the Registrar Directorate may take a minimum of two months, and
- the process of updating the result on Qalam may take at least 15 working days.

Students should therefore understand that result processing is not immediate and may take time after all thesis and post-thesis steps have been completed.

7.12 How can I apply for degree or transcript?

Students may apply for a degree or transcript after the Degree Completion Notification has been issued by the Registrar Directorate.

The application for degree or transcript must be submitted to the Registrar Directorate, University Main Office.

- If a transcript is needed before the Degree Completion Notification



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If a student needs a transcript before the issuance of the Degree Completion Notification, the student may apply through the SEECs Exams Branch.

In such a case:

- the relevant form can be obtained from the SEECs Information Desk, and
- the transcript issued will contain coursework result/grades only.

Please note that the thesis result will not be displayed on the transcript if it is issued before the Degree Completion Notification.

7.13 What is the procedure for applying for degree or transcript before convocation?

Students must note that clearance is mandatory before the issuance of the degree or transcript.

Before convocation, the degree and transcript are issued by the Examinations Directorate, NUST Main Office.

Students should:

- obtain the application forms and relevant details from the NUST website,
- complete the required process according to university instructions, and
- submit their request or query directly to the concerned office at NUST Main Office.

Students should **not** submit such requests through the **SEECs Support System**.

If contact information is needed for the concerned office, it may be obtained from **SEECs Reception** at **051-90852400**.



8 What is 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)
- In addition to SEecs internal clearance, initiate **Clearance on Qalam** as well (www.qalam.nust.edu.pk). In case of any issue in initiating clearance on Qalam, contact CMS coordinator at cms@seecs.edu.pk.
- Submit your student ID card and Internal Clearance Ticket ID # at the SEecs exam branch when internal clearance and Qalam clearance is complete from all concerned except DCE.
- Clearance for DCE will be updated upon receipt of student ID Card at Exam Branch & after completion of clearance from all other depts.
- For refund of security, please apply online through QALAM when the clearance procedure is complete.
- Contact information of ITS/CMS Coord/other depts involved in clearance can be obtained from SEecs Information Office at 051-90852400



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
a.	Plagiarism Certificate	Student	<ul style="list-style-type: none"> Digitally signed certificate will be downloadable from TMS after IHD.
b.	Plagiarism Report (Single source should be less than or equal to 4% & overall should less than 19%)	Student	<ul style="list-style-type: none"> 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.
c.	Undertaking	Student	<ul style="list-style-type: none"> The undertaking given in Annex-E should be included in the thesis.
d.	Thesis Acceptance Certificate	Student	<ul style="list-style-type: none"> Digitally signed certificate will be downloadable from TMS after IHD. Student will submit the same form to ACB.
e.	Scrutiny Certificate (Sample at Annex B)	Advisor	<ul style="list-style-type: none"> 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-thesis/bmkdkrfxqdmdb, 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.
f.	Author's Declaration	Student	<ul style="list-style-type: none"> Digitally signed certificate will be downloadable from TMS after IHD.
g.	Approval Form (On TMS)	Supervisor	<ul style="list-style-type: none"> Supervisor & GEC members will sign the form on TMS and the digitally signed certificate will be downloadable from TMS after IHD.



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h.	Thesis Submission Certificate (Annex C)	Supervisor/HoD & Central Library	<ul style="list-style-type: none">○ 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.
i.	Students' Particulars Proforma	Student	<ul style="list-style-type: none">○ The form is available at Annex D of this document. <i>Also attach Mark sheet of Matric with the certificate.</i>



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Annex B

Scrutiny 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.

Signature _____

Name of Supervisor _____

Date : _____



Annex C

Thesis Submission Certificate

(For SEecs Students)

Important Note: The tile should be written exactly as it is on TMS. 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 : _____



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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)



Annex E

Undertaking

“I, **[Name of Student]** Reg No _____ declare on oath that the research work presented in my **[Degree Name]** thesis, entitled “**[Thesis Title]**” is my own research work and is not substantially contributed by any other person or Generative AI Tools. Any small contribution / assistance wherever received has been duly acknowledged/cited and that whole project/thesis has been written by me under the latest plagiarism policy declared by HEC and my respective university as per the policy on use of Generative AI Tools. I acknowledge the HEC and NUST zero-tolerance policy on plagiarism. I as an Author of the above titled project/thesis declare that no part of my project/thesis has been Plagiarized and any material used for reference has been properly referred/cited. I undertake that if I am found guilty of any plagiarism in the above titled thesis even after award of MS/PhD degree, NUST reserves the right to withdraw/revoke my degree and that HEC and NUST has the right to publish my name on the HEC/NUST Website on which names of students are placed who submitted plagiarized thesis.”

Dated: _____

(Name and Signature of Student)

COUNTERSIGNED

Signature & Stamp _____

Name of Supervisor _____

Date : _____

Signature (HoD) : _____

Date : _____



Annex F

TH3B Form

Summarized Contributions	
Title of the Thesis:	
Student Name (Registration #):	
Supervisor:	
Degree:	
Date:	Student Signature

1. Research Gap Identification Statement:

“Existing studies mainly address [**what is known**] but lack focus on [**specific gap or limitation**]. This study aims to address this gap by examining [**what this research investigates**]”.

2. Justified Methodology Selection

- Why is the **selected algorithm/model/framework** appropriate?
- What was the reason for **not selecting at least two alternative approaches**?

3. Novelty of the Work

- Enlist the key contributions of the work (bullets).

4. Validation and Performance Metrics

- Minimum **two baseline comparisons**
- Use of standard, domain-appropriate evaluation metrics

5. Misc. Links (Git/Publication): Online link or publication information