**SOP - Conduct of PhD Defence**

The overall responsibility for the smooth conduct of PhD Defense lies with the DCE. The ACB (PG) to act as OPI for this activity.

The Thesis Defence of PhD students will be conducted as under: -

|  |  |  |
| --- | --- | --- |
|  |  | **Responsibility** |
|  | **In House Defense:**  Prior to final defence, in-house defence will be held at-least 7-8 weeks before final defence where student will present 1st draft of his/her thesis. In-house defence will be attended by the Principal, GEC members, S. HoDs, Concerned HoD and Knowledge Head (in case of DoC students) and DCE. Proper attendance sheet of all the participants will be maintained.   * 1. DCE will initiate the process of scheduling the In-house defence 10 weeks prior to the scheduling of the Final Defense upon the request of the supervisor of the student. The complete file with the details about the student, supervisor, thesis title, abstract, list of publications should be moved.   2. The minutes of meeting would be taken by DCE regarding the deficiencies in terms of NUST Statutes.   3. The PG/PhD Coord of the department would take the minutes of meeting regarding the technical comments. | Supvr/DCE |
|  | Outline of the PhD Presentation must contain the following subheads as a minimum. Additional subheads may be included after necessary approval from the PhD Advisor:-   1. Introduction 2. Research Motivation 3. Research Problem 4. Research Methodology 5. Results & Observations 6. Conclusion 7. Future Research | Student/Supvr |
|  | The sequence of presentation will be as under: -   1. Tilawat 2. Introduction of Student (by President-in-Chair) 3. Presentation by the Student (30 to 45 Mins) 4. Question Answer Session lead by Chair of PhD Defence. 5. Voting 6. Announcement of Result to Student | Student/Supvr |
|  | During the in-house defence, if there is any question which could not be answered by the student, he/she will prepare and present the reply within one week.  **Pre Final Defense Actions:** | Student/Supvr |
|  | Profile of the student will be provided by the Supvr and DCE mentioning dates for passing SSC, HSSC, Bachelors and MS degrees. This profile will be read by the President in-Chair (Principal). | Supvr/DCE |
|  | Student shall provide copies of thesis to all the members of defence committee at least 04 weeks before the defence/08 weeks in case of foreign evaluators. | Student/ Supervisor |
|  | All SEECS PhD faculty appointed as GEC member of any PhD student, will attend the seminar. Furthermore, presence of at-least two members out of concerned Dept/KG including HoD, S. HoD and Principal/Dean will be mandatory. In case of absence of 3rd member, his/her replacement will be nominated to attend the final defence.  Before approaching PGP for a final date for the PhD defense of a student the DCE must ensure, via email / Phone call, from all the internal and external evaluators (local) that they would attend the PhD final defense physically. | S. HoDs/Supvr  DCE/ACE |
|  | The foreign evaluators who cannot physically attend the defence proceedings, will be allowed to attend through Skype. Skype connections will be established/tested well before time. Student will communicate exact time of defence to the foreign evaluators to join the proceedings. It is important to note that this provision is only available for foreign evaluators and all the GEC members and local evaluators have to be physically present at the event. | Student/ITS |
|  | **Final Defense Day Actions**  30 to 45 mins (max) presentation will be given by the student to the audience.  Final defence of the student will be attended by all the GEC members, external evaluators, MS & PhD students of SEECS and other colleges/institutes of NUST. Proper attendance of the participants, specially the students, will be taken.  It will be mandatory for all the PhD students of SEECS to attend the final defence. Students who cannot attend should obtain proper leave from their supvr. However, S. HoDs/supervisors will ensure that leave cases do not exceed more than 10% of total str. | Student  Supvr/S. HoDs/ DCE  S. HoDs/PhD Supvrs |
|  | After the presentation, there will be two rounds of question/answer. 1st for those attending through Skype and 2nd for the GEC members after which supvr will request audience for any questions. However, question answer session should not exceed more than 90 mins, typically one hr. | Supvr/GEC |
|  | In order to manage the time, supervisor and GEC members will be allowed to ask min one and max two questions in each round. | Supvr/GEC |
|  | After question/answer session, student and other participants will be requested to leave the venue. After which Defence Committee will decide the result by majority vote in the presence of President and other concerned including S. HoD and DCE. | Supvr/ GEC SHoD/ DCE |
|  | Student will be called back and result will be communicated to him/her by GEC. In case of successful defence, he/she will be congratulated and presented bouquet. In case considered unsuccessful the details will be given to student’s supervisor. | Supvr/Principal/  DD Adm/GEC |
|  | Refreshments will be served to all the participants. | DD Adm |
|  | Student will complete all the paper work within 07x days of final defence. | Student/Supvr/  ACB/  Exam Branch |