

GOMAL UNIVERSITY



GOMAL UNIVERSITY SEMESTER SYSTEM RULES & REGULATIONS-2025

(Undergraduate & Graduate Studies Program)

Compiled, Edited & Presented

By

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**DIRECTORATE OF ACADEMICS
GOMAL UNIVERSITY
DERA ISMAIL KHAN
2025**

GOMAL UNIVERSITY SEMESTER SYSTEM RULES & REGULATIONS-2025

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FOREWORD

Gomal University, Dera Ismail Khan, stands as the largest and the second oldest university of Khyber Pakhtunkhwa, carrying a proud legacy of academic excellence and intellectual contribution. Traditionally, the University followed the term system, where evaluation was largely dependent on external sources. This approach, though functional in its time, often led to serious challenges including delays, inefficiency, and procedural complications, making it archaic in comparison to contemporary academic practices.

In line with the global trends and the practices of renowned and top-ranking universities of Pakistan, Gomal University has adopted the semester system. The semester system has proven to be more effective, student-centered, and resource-efficient. It enables continuous assessment, ensures timely feedback, promotes effective management, and reduces unnecessary costs. Above all, it creates an academic environment where learning is not confined to final examinations but is cultivated throughout the semester, fostering responsibility, critical thinking, and holistic growth among students.

The implementation of the semester system at Gomal University has been successful. However, like any transition, it initially presented certain glitches and lacunas. With consistent effort and careful review, these challenges have been identified and systematically addressed, making the system more robust, quality-centered, and efficient in terms of both management and finances.

In this regard, I would like to express my profound gratitude to the Academic Directorate of Gomal University, which, under the dedicated leadership of Prof. Dr. Mohammad Safdar Baloch, worked tirelessly to refine, reform, and strengthen the semester system. By revising its rules and regulations, his team has ensured that the University derives maximum benefit from this academic model. Their collective efforts deserve not only my appreciation but also the applause of the entire administration, faculty, and student body of the University.

I extend my best wishes to Prof. Dr. Mohammad Safdar Baloch, his committed team, and all those who contributed in any capacity to this transformative process. I am confident that the improved semester system will continue to serve our students, faculty, and institution at large with excellence and distinction.

Prof. Dr. Muhammad Zafar Iqbal
Vice-Chancellor
Gomal University, Dera Ismail Khan



Gomal University

Semester System Rules & Regulations-2025

TITLE, COMMENCEMENT AND APPLICATION

These regulations shall be called the Gomal University Semester System Rules & Regulations-2025.

DEFINITIONS

In these regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively, assigned to them;

- i. “Board” means the Advanced Studies & Research Board (ASRB);
- ii. “Graduate Studies Committee” or “Academic Committee” (in case of Centres) means a Committee of a Department/Centre/Institute, as the case may be;
- iii. “Head” means Head of Department/Chairperson/Director of a Department/Centre/Institute or Principal of a College;
- iv. “AD” means Associate Degree;
- v. “BS” means Bachelor of Studies;
- vi. “B.Sc (Hons)” means Bachelor of Science (Hons);
- vii. “MS” means Master of Studies;
- viii. “M.Sc (Hons)” means Master of Science (Hons);
- ix. “M.Phil” means Master of Philosophy;
- x. “PhD” means Doctor of Philosophy;
- xi. “Related Subjects” means subjects which are supportive of the major field of study;
- xii. “Research Scholar” means a person registered in MS/M.Sc (Hons)/M.Phil/PhD degree program;
- xiii. “Thesis” means original research work carried out by the MS/M.Sc (Hons)/M.Phil/PhD research Scholar;
- xiv. “University” means the Gomal University;
- xv. “Test” means test for admission to BS/MS/M.Sc (Hons)/M.Phil/PhD degree program;

- xvi. For theory courses, each credit hour means one hour of lecture (including 10 minutes break) per week throughout the semester, while for lab courses, each credit hour means 2-3 hours of practical work per week (depending upon the requirements of the degree program concerned) throughout the semester;
- xvii. The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit represents the theory part while the second digit (right side) represents the practical, for example;
- a) The 3(3-0) means three credit hours of theory, whereas 4(3-1) means a total of four credit hours, of which three credit hours are of theory and one credit hour is of practical.
 - b) A 3(3-0) course shall have three contact hours per week, whereas a 4(3-1) course shall have six contact hours per week.
 - c) The credit hours during each week of the Summer Semester (8-9 weeks) will be doubled to ensure that the course is completely taught in a semester to cover the deficiency of duration compared with a regular (Fall/Spring) semester.

PREAMBLE

To align with the standard procedures provided by the Higher Education Commission (HEC), this document incorporates the Graduate Education Policy-2023 (GEP-2023) and Undergraduate Education Policy (V 1.1) in Gomal University Semester System Rules & Regulations. These policies were adopted in the 45th meeting of the Gomal University Academic Council held on 08-09-2023 to bring the semester rules in line with national and international academic standards. The aforesaid regulations are hereby amended in accordance with the HEC guidelines, in terms of Section 29(i) of the Khyber Pakhtunkhwa Universities Act-2016 (amended up-to-date).

1. TITLE

These regulations shall be called the Gomal University Semester System Rules & Regulations-2025, which shall regulate all academic matters for AD/BS/B.Sc (Hons)/MS/M.Sc (Hons)/M.Phil/PhD degree programs where the semester system is implemented.

2. COMMENCEMENT

These regulations shall come into force with effect from 2025 & onwards.

Standardized breakup of credit hours for AD/BS/B.Sc (Hons)/MS/M.Sc (Hons)/M.Phil/PhD degree programs*

Total number of credit hours	○ 60-72 credit hours for 2-year/AD program ○ 120-144 credit hours for 4-year program ○ 160 credit hours for 5-year program ○ 30 credit hours for course-based MS program** ○ 30 credit hours for M.Phil or Equivalent program*** ○ 30 credit hours for PhD program****
Semester duration	○ 16-18 weeks
Course duration	○ Minimum 8 semesters (4 years) or as per the requirements of the study program for BS or Equivalent degree ○ Minimum 4 semesters (2 years) or as per the requirements of the study program for the AD degree ○ Minimum 3 semesters (1.5 years) or as per the requirements of the study program for MS/M.Sc (Hons)/M.Phil or Equivalent degree ○ Minimum 6 semesters (3 years) for PhD degree

* See "Requirements for award of degree"

** 24 credit hours for core subjects (Major/Minor) and 06 credit hours for research-oriented subjects. For further details see "Course-based MS degree"

*** 24 credit hours for coursework & 6 credit hours for research thesis

**** 18 credit hours for course work & 12 credit hours for research thesis

Coursework load per semester for regular students	○ 15-21 credit hours for Undergraduate/2-year/AD programs ○ 09-12 credit hours for postgraduate programs
Medium of instruction	○ English shall be the medium of instruction and examination for all subjects except those of oriental languages ○ For Islamic Studies and Arabic, Urdu is also permissible

3. STRUCTURE OF 4-YEAR BACHELOR DEGREE PROGRAMS

The structure of all Undergraduate or Equivalent degree programs, irrespective of field of study, shall be comprised of the following set of mandatory requirements as per the guidelines of HEC Undergraduate Education Policy;

- a. **General Education (Gen. Ed.) Requirements:** This component comprises the mandatory courses of general education. The minimum requirement for the general education component is 30 credits in the entire Undergraduate or Equivalent degree programs, including Associate Degrees.
- b. **Credit Hours:** The standard range prescribed to qualify for the Undergraduate or Equivalent degree is 120-144 credit hours with a normal range of 15-18 credit hours in each semester. The departments may, however, offer a maximum of 21 credit hours in a semester where there is a program-specific requirement of the same, provided that the total number of credit hours for the Undergraduate or Equivalent degree program with a single major must not exceed 144 credit hours. The range of credit hours for Undergraduate or Equivalent degree programs having different combinations of major(s) and minor(s) concentration must be followed as prescribed in this policy.
- c. **General Education Courses:** All the Undergraduate or Equivalent degree programs shall be comprised of a mandatory set of 30 credit hours for general education courses, which must be covered in the first four semesters of the degree program. The following is the list of compulsory and optional courses to offer during the degree program.

Table 1: General Education - Compulsory Courses

Course Code*	Course Title	Credit Hours
Gen-CC-101	Functional English	03
Gen-CC-102	Expository Writing	03
*Gen-CC-103	Islamic Studies	02
Gen-CC-104	Ideology and Constitution of Pakistan	02
Gen-CC-105	Pakistan Studies	02
Gen-CC-106	Introduction to Entrepreneurship	02
Gen-CC-107	Civics and Community Engagement	02
Gen-CC-108	Application of ICT	03
Gen-CC-109	Seerat un Nabi	02
Gen-CC-110	Fehm-e- Quran I	01
Gen-CC-111	Fehm-e- Quran II	01

* These course codes shall be treated as compulsory general education courses and shall remain uniform across all academic programs of the university.

Table 2: General Education - Arts & Humanities

Course Code**	Course Title	Credit Hours
Gen-AH-101	Introduction to Philosophy	02
Gen-AH-102	Introduction to Logic	02
Gen-AH-103	Introduction to Tourism & Hospitality	02
Gen-AH-104	Mass Communication	02
Gen-AH-105	Cultural Heritage of Pakistan	02
Gen-AH-106	Introduction to Education	02
Gen-AH-107	Islam and Science	02
Gen-AH-108	Professional Ethics	02
Gen-AH-109	History and Culture of Dera Ismail Khan	02
Gen-AH-110	Fundamentals of Art	02

Table 3: General Education - Social Sciences

Course Code**	Course Title	Credit Hours
Gen-SS-101	Introduction to Law	02
Gen-SS-102	Introduction to Management	02
Gen-SS-103	Introduction to Organizational Behavior	02
Gen-SS-104	Human Rights and Citizenship	02
Gen-SS-104	Introduction to Political Science	02
Gen-SS-105	Principles of Sociology	02
Gen-SS-106	Extension Education & Mass Communication	02
Gen-SS-107	Extension Education & Mass Communication	02

Course Code**	Course Title	Credit Hours
Gen-SS-108	Introduction to International Relations	02
Gen-SS-109	World Religions	02
Gen-SS-110	The Ethics of Disagreement in Islam	02
Gen-SS-112	Introduction to Psychology	02
Gen-SS-113	Introduction to Economics	02
Gen-SS-114	Introduction to Anthropology	02
Gen-SS-115	Introduction to Chinese Language	02
Gen-SS-116	Introduction to Arabic Language	02
Gen-SS-117	Dynamics of Pak-China Relations	02

Table 4: General Education - Natural Sciences

Course Code**	Course Title	Credit Hours
Gen-NS-101	Introduction to Physics	03
Gen-NS-102	Introduction to Chemistry	03
Gen-NS-103	Introduction to Geology	03
Gen-NS-104	Introduction to General Agriculture	03
Gen-NS-105	Introduction to Environmental Sciences	03
Gen-NS-106	Introduction to Zoology	03
Gen-NS-107	Introduction to Biochemistry	03
Gen-NS-108	Health and Nutrition	03
Gen-NS-109	Ecology	03
Gen-NS-110	Introduction to Genetics	03
Gen-NS-111	Climate Change	03
Gen-NS-112	Introduction to Botany	03

Table 5: General Education - Quantitative Reasoning

Course Code**	Course Title	Credit Hours
Gen-QR-101	Calculus	03
Gen-QR-102	Probability and Statistics	03
Gen-QR-103	Basic Statistics	03
Gen-QR-104	Basic Mathematics	03
Gen-QR-105	Introduction to AI	03

** These course codes shall be treated as optional general courses. In cases where such courses are offered as a major or minor, they may be assigned a program-specific course code in accordance with the requirements of the respective program.

Note: Course contents are to be developed for those courses which are not presently offered by the university.

Major Courses: These courses are specific to the main field of study in which the degree program is offered. The requirement to satisfy a single major is a minimum of 72 credit hours for the Undergraduate or Equivalent degree program.

Interdisciplinary/Allied Courses: All the Undergraduate or Equivalent degree programs shall be comprised of a mandatory set of minimum 12 credit hours for interdisciplinary/allied courses. This is valid for all Undergraduate or Equivalent degree programs except for Associate Degrees, where the credit hours of interdisciplinary/allied courses may be less or more than 12 credit hours. It is also possible that an Associate Degree has no interdisciplinary or allied course(s).

Minor (Optional): Minor is an option that comprises of secondary concentration of courses, ordinarily in an academic discipline. The requirements and prerequisites for a minor shall be determined by the department concerned, provided that a minor must not be less than 12 credit hours.

Offerings: An Undergraduate or Equivalent degree program may be offered with a number of combinations, such as (i) a single major; (ii) a single major with one minor; (iii) a single major with two minors; or (iv) double majors without any minor. The structure of these combinations is given below;

- a. **Single Major:** An Undergraduate or Equivalent degree program with a single major is focused on a single specialization and comprises a minimum of 120 credit hours, including the requirements of field experience/internship and capstone project. The breakup of credit hours is as under;
 - i. General education courses: 30 credit hours
 - ii. Major: minimum 72 credit hours
 - iii. Interdisciplinary/allied courses: minimum 12 credit hours
 - iv. Field experience/internship: 03 credit hours
 - v. Capstone project: 03 credit hours
- b. **Single Major with One Minor:** An Undergraduate or Equivalent degree program with a single major and one minor is focused on single specialization and one secondary but supporting combination, comprises a minimum of 132 credit hours, including the requirements of field experience/internship and capstone project. The breakup of credit hours is as under;
 - i. General education courses: 30 credit hours
 - ii. Major: minimum 72 credit hours

- iii. Interdisciplinary/allied courses: minimum 12 credit hours
- iv. Minor: minimum 12 credit hours
- v. Field experience/internship: 03 credit hours
- vi. Capstone project: 03 credit hours

Note: Minor will be offered subject to the approval of the relevant statutory bodies upon the recommendation of the department concerned.

c. **Single Major with Two Minors:** An Undergraduate or Equivalent degree program with a single major and two minors is focused on single specialization and two secondary but supporting combinations, comprises a minimum of 144 credit hours, including the requirements of field experience/internship and capstone project. The breakup of credit hours is as under;

- i. General education courses: 30 credit hours
- ii. Major: minimum 72 credit hours
- iii. Interdisciplinary/allied courses: minimum 12 credit hours
- iv. Minor 1: minimum 12 credit hours
- v. Minor 2: minimum 12 credit hours
- vi. Field experience/internship: 03 credit hours
- vii. Capstone project: 03 credit hours

Note: Minors will be offered subject to the approval of the relevant statutory bodies upon the recommendation of the department concerned.

d. **Double Majors:** An Undergraduate or Equivalent degree program with double majors without any minor is focused on two related or unrelated specializations, comprises a minimum of 192 credit hours, including the requirements of field experience/internship and capstone project. The breakup of credit hours is as under;

- i. General education courses: 30 credit hours
- ii. Major 1: minimum 72 credit hours
- iii. Major 2: minimum 72 credit hours
- iv. Interdisciplinary/allied courses: minimum 12 credit hours
- v. Field experience/internship: 03 credit hours
- vi. Capstone project: 03 credit hours

Note: A second major will be offered subject to the approval of the relevant statutory bodies upon recommendation of the department concerned. Additional semester(s) will be required to complete the degree requirements in case two majors are offered, provided

that the total duration to complete the Undergraduate or Equivalent degree program shall not exceed the maximum duration prescribed in HEC semester guidelines. Where two majors have common courses, a student can get an exemption for a maximum of 30 credit hours for the second major; in which case, the minimum requirement to complete the degree program with a double major shall be 162 credit hours, including the requirements of field experience/internship and capstone project.

Field Experience/Internship: The field experience of six to eight weeks (preferably undertaken during semester or summer break) must be evaluated/graded by a faculty member in collaboration with the Supervisor in the field. This is a mandatory degree award requirement of 03 credit hours for all Undergraduate or Equivalent degree programs.

Capstone Project: A capstone project is a multidimensional body of work that serves as a culminating academic and intellectual experience for students. The capstone project (preferably undertaken after the 4th semester) must be supervised and evaluated/graded by a faculty member as per the protocols prescribed by the department concerned. This is a mandatory degree award requirement of 03 credit hours for all Undergraduate or Equivalent degree programs except for Associate Degrees.

4. STRUCTURE OF ASSOCIATE DEGREE PROGRAM

An Associate Degree is a 2-year post higher secondary school certificate (HSSC) academic degree offered by the universities primarily in the market-driven subjects based on local and regional community and industry needs from the Session 2020. An Associate Degree program is comprised of four regular semesters over a period of two years, extended up to three years, and consists of 60-72 credit hours. After completion of the Associate Degree, the qualification holder will have the option of seeking admission in the 5th semester of a relevant Undergraduate or Equivalent degree program through exemption of courses already studied in the Associate Degree. The courses to be exempted in this case shall be decided by the admitting university on a case-to-case basis. The minimum eligibility for admission in the 5th semester in the above cases is 2.00/4.00 CGPA. Other basic requirements of the Associate Degree following HEC Undergraduate Education Policy 2020, aligned with the approved courses of Gomal University, shall be as under;

- i. General education courses: 30 credit hours
- ii. Major: 30-42 credit hours
- iii. Field experience/internship: Only applicable where prescribed by the respective Accreditation Council, National Curriculum Review Committee or

the university concerned.

5. **STRUCTURE AND ACADEMIC REQUIREMENTS FOR ASSOCIATE DEGREE PROGRAMS**

- a) **Credit Hours:** The standard range prescribed to qualify for the Associate Degree is 60-72 credit hours with a normal range of 15-18 credit hours in each semester. The university may offer a maximum of 21 credit hours in a semester.
- b) **General Education Courses:** All Associate Degree programs shall be comprised of a mandatory set of 30 credit hours for general education courses as prescribed in this policy.
- c) **Major Courses:** All Associate Degree programs shall be comprised of a mandatory set of 30-42 credit hours for major or disciplinary courses.
- d) **Field Experience/Internship:** The field experience of six to eight weeks (preferably undertaken during semester or summer break) must be evaluated/graded by a faculty member in collaboration with the Supervisor in the field. This requirement of 03 credit hours is applicable only in cases where the same is prescribed by the respective Accreditation Council, National Curriculum Review Committee, or the university concerned. Where this requirement is prescribed, the courses within the major will comprise of 30-39 credit hours.
- e) **CGPA Requirement:** The minimum CGPA required for the award of the Associate Degree program shall be 2.00/4.00.
- f) **Program Duration:** The minimum and maximum duration to complete the Associate Degree program is four and six regular semesters, respectively. In extraordinary circumstances, and subject to approval of the concerned statutory bodies of the university, the maximum duration to complete the degree program may further be extended to another semester.

6. **ENTRY AND EXIT PROVISIONS OF ASSOCIATE DEGREE**

Pathway for Associate Degree Holders

- a) Students having completed Associate Degrees shall be allowed admission in the 5th semester of the Undergraduate or Equivalent degree program offered in the same discipline without any deficiency course.
- b) Where the disciplines of the Associate Degree and the Undergraduate or Equivalent degree program are different, students shall be required to complete deficiency courses

(at least 6 credit hours of bridging courses) after getting admission into the 5th semester.

- c) The minimum eligibility for admission in the 5th semester in the above cases is 2.00/4.00 CGPA in the prior qualification, i.e., Associate Degree.

7. PATHWAY FOR CONVENTIONAL 2-YEAR BA/B.Sc. OR EQUIVALENT DEGREE HOLDERS

- a) Students having completed a conventional 2-year BA/B.Sc. or Equivalent degree programs shall be allowed admission in the 5th semester of the Undergraduate or Equivalent degree program, in which case students shall be required to complete deficiency courses after getting admission into the 5th semester through a bridging semester (15-18 credit hours) as determined by the admitting university.
- b) The minimum eligibility for admission in the 5th semester in this case is 45% cumulative score in the prior qualification, i.e., conventional 2-year BA/B.Sc. or Equivalent degree programs.
- c) A 2-year Bachelor degree (BA/B.Sc. or Equivalent) will be equivalent to 50 credit hours under the semester system. The candidate can get the benefit of a maximum of 50 credit hours on case-to-case basis.
- d) A Bachelor (Hons) degree program will consist of 120-144 credit hours.
 - i. A student after a 2-year Bachelor degree may be enrolled in BS/B.Sc (Hons) to complete the remaining 70-90 credit hours, if the courses taken by the student during the 2-year Bachelor program are relevant to the BS/B.Sc (Hons) degree program. However, 10 credit hours will be devoted to bridge courses for admission in a non-relevant/different degree program.
 - ii. A student of Arts with a 2-year Bachelor's degree may not be eligible for BS/B.Sc (Hons) in Science.

8. EXIT FROM UNDERGRADUATE OR EQUIVALENT DEGREE PROGRAM WITH AN ASSOCIATE DEGREE

Students enrolled in the Undergraduate or Equivalent degree program shall be allowed to Exit from the program with an Associate Degree provided that the following requirements are fulfilled;

- i. The student must have completed a minimum of 60 credit hours in at least four semesters of the Undergraduate or Equivalent degree program, including general education courses comprised of 30 credit hours.

- ii. BS students will be eligible for the Associate Degree who will apply for that before completion of their 5th semester; however, other rules for the Associate Degree will remain intact.
- iii. The minimum CGPA shall be maintained at 2.00/4.00.
- iv. The name of the subject field on the degree shall remain the same in which a student was initially enrolled for the Undergraduate or Equivalent degree program. For example, the degree shall be titled as “Associate Degree in Physics”, “Associate Degree in Urdu”. This nomenclature shall be applied uniformly for the university and its affiliated colleges.
- v. The case of “Exit” from the Undergraduate or Equivalent degree program with an Associate Degree is only applicable where approved by the concerned statutory bodies of the university.
- vi. In case of Associate Degree (Exit), all the previous results notifications shall be re-notified with the revised results.
- vii. Similarly, all the DMCs shall be re-issued with the program name as Associate Degree instead of the BS program by paying the prescribed fee.
- viii. In addition, a consolidated Associate Degree (Exit) transcript shall be prepared, reflecting courses and grades from semesters 1-4 that fulfill Associate Degree requirements by paying the prescribed fee.
- ix. Each BS program shall have an approved “Exit pathway” mapping semesters 1-4 to the corresponding Associate Degree and Associate Degree (Exit) curriculum to avoid course conflicts.
- x. Upon successful completion of the 4th semester of a 4-year BS/B.Ed. degree program, if a student cannot continue studies and fulfil the required “Exit pathway”, he/she shall be considered eligible for the award of an Associate Degree in the relevant subject; such students may resume their studies right from the 5th semester within the prescribed timeframe.
- xi. These rules shall take effect for all BS students of the university as well as its affiliated colleges for the Associate Degree (Exit) option.

Note: The option of “Exit” from the Undergraduate or Equivalent degree program with an Associate Degree is allowed in disciplines accredited under the Councils only if the Councils allow it, for example, National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), National Accreditation Council for Teachers Education (NACTE), etc.

9. AWARD OF BS DEGREES TO STUDENTS ADMITTED AFTER BA/B.SC/AD OR EQUIVALENT

- i. The title of the degree and transcript will be as, for example, “BS in Zoology” & “Session: 2022-2024” in all such cases.
- ii. Only those semesters, credit hours, GPA, CGPA, session and other particulars will be shown in degree or transcript which the student has completed during his/her this admission i.e. BS 5th to 8th semesters from Gomal University and his/her previous semesters, credit hours, GPA, CGPA, session of BA/BSc/AD/Equivalent must not be merged or added with this program.
- iii. At the end of the transcript of such students, a note will be written, for example, “the student was admitted based on..... (name of degree title) and (number of credit hours) were transferred”.
- iv. The BA/B.Sc/AD or Equivalent degree/testimonial of such students shall not be cancelled or merged, rather, these documents shall have their own worth separately.

10(a). FALL & SPRING SEMESTER

- i. There will be two regular semesters (Fall & Spring) in an academic year. Each semester will be spread over 16-18 weeks inclusive of examinations.
- ii. Sixteen weeks will be reserved for teaching, and the 18th week will be reserved for the Terminal examination.
- iii. The number of weeks may be adjusted by the university under any special circumstances.
- iv. Departments/Institutes/Centres/Colleges may enroll students fulfilling the prescribed criteria for any semester or for any single course.

10(b). SUMMER SEMESTER

- i. A student who is either failed or has stopped to take the examination due to shortage of attendance or intends to improve his/her grade is allowed to register in the Summer Semester.
- ii. The Department/Institute can offer a course on the student’s demand in circumstances where five or more students have requested for the course.
- iii. The credit hours during each week of the Summer Semester (8-9 weeks) will be doubled to ensure that the course is completely taught in a semester to cover the deficiency of duration compared with a regular (16-18 weeks) semester.
- iv. An Undergraduate student may enroll up to a maximum of six subjects (18 credit

hours) in the Summer Semester.

- v. Graduate students may enroll up to two subjects in the Summer Semester, however, a maximum of three subjects (09 credit hours) are allowed in special circumstances, subject to the recommendations of the Head of Department and approval of the Dean concerned.
- vi. Re-registration fee of courses (improvement/re-appear) for the Summer Semester will be charged as per university rules.

This applies for up to a maximum of three subjects of the same semester within the prescribed period of courses/session.

11. BS OR EQUIVALENT DEGREE PROGRAMS

The programs of studies of various disciplines will be offered subject to the availability of seats, qualified staff, and all other required facilities in the university.

11(a). RULES & REGULATIONS FOR BS OR EQUIVALENT DEGREE

- i. BS or Equivalent programs will extend over a period of 04 years (08 semesters) and shall not extend beyond 5.5 years (11 semesters).
- ii. If the degree duration exceeds the maximum time limits, the case will be dealt by the Time-Barred Committee of the university.

11(b). ADMISSION REGULATIONS FOR BS OR EQUIVALENT DEGREE

A. Eligibility

- i. The program of study of various disciplines will be offered subject to the availability of seats, qualified staff, and all other required facilities. All reserved seats will be decided as per the admission policy of the university.
- ii. The candidates must have passed the last requisite examination in at least Second Division in aggregate (in case of Engineering Programs, First Division).
- iii. Admission to all M.Phil or Equivalent shall be open to candidates who have passed a relevant BS or Equivalent degree examination from any recognized institution.
- iv. Admission to all Bachelor (Hons) and Diploma in Physical Education level programs shall be open to candidates who have passed the relevant Intermediate examination from any recognized Board.
- v. Admission to DVM shall be open to candidates who have passed the F.Sc. Pre-Medical examination from any recognized Board.
- vi. Admission to Engineering programs shall be open to candidates who have passed the Intermediate or Equivalent examination from any recognized Board as per Council policy.

Admission to Teachers Education programs shall be open to the candidates as under;

- a. M.Ed.: having passed B.Ed. or Equivalent examination
- b. B.Ed.: having passed AD/BA/B.Sc. examination

Note: Separate seats are reserved for Commerce, Agriculture, Home Economics, and candidates who have passed the MA/M.Sc. examination.

- vii. Foreign students shall be eligible for admission only if they are sponsored by the Federal Ministry concerned/HEC and fulfill the admission criteria of the university.

B. Procedure

- i. A general advertisement will be circulated through the University Website, the University's Official Social Media Platforms, and related prevailing platforms for admission to various programs of studies, inviting applications on the prescribed forms to be received by the Directorate of Admissions.
- ii. All applications shall have attested photocopies of all the previously obtained degrees/certificates/DMCs (of all parts)/CNIC as well as domicile certificate and any other documents mentioned in the advertisement and/or in the application form.
 - i. A candidate may apply for admission to more than one program on separate application forms.
 - ii. A candidate who is employed in the Govt./autonomous/semi-autonomous/incorporated bodies or firms, etc, will be required to obtain necessary permission and leave for the duration of the program.
- iii. Applications will be scrutinized for basic admission eligibility. All eligible candidates will be required to appear in the Admission Entry Test, for which the minimum qualifying score will be 40%. Thereafter general merit list of eligible candidates will be displayed on the Notice Board of the Directorate of Admissions and on the University website.
- iv. Interviews of the eligible candidates will be held on the days mentioned in the advertisement.
- v. Fee slips will be issued by the Directorate of Admissions for the deposit of fees in the designated banks within the prescribed dates, and deposit slips shall be submitted to the Directorate of Admissions for admission confirmation. In case of failure of submission of slips within the prescribed time, admission will be offered to the next candidate on the waiting list.

12. COURSE REGISTRATION

- i. Students will be required to register their courses for each semester by filling

registration form.

- ii. In 1st semester, students will register their courses during the first week of the commencement of the classes, whereas in subsequent semesters, they will register their courses either in the semester break or during the first week of the commencement of the classes.
- iii. Complete registration will include fulfilling all financial obligations for the course.
- iv. All payable dues have to be paid at the time of course registration. The paid student list will be handed over to the Teacher concerned for the attendance register record.
- v. If a student fails to deposit the fee within a week after completion of the registration process, he/she will have to pay Rs.50 per day extra as a late fee charges.

13. ACADEMIC CALENDAR

The Directorate of Academics will notify a uniform Academic Calendar for its Fall/Spring/Summer Semester with the following details;

- a) Semester start date (the Head of Department will arrange an orientation session during the 1st week of the semester to aware the students about all relevant rules and regulations).
- b) Course registration.
- c) Mid examination date.
- d) Terminal examination date.
- e) Semester break (for marking answer sheets and submission of results, etc).
- f) All academic activities in the Fall/Spring/Summer Semester will be carried out by observing the schedule of vacations of the university. The Government-affiliated colleges may follow the holidays' schedule of the Higher Education Department; however, the classes missed during such holidays may be rescheduled by the Principals concerned.

Note: It will be mandatory for all Departments/Institutes/Centres/Affiliated Colleges to follow the academic calendar in true letter & spirit.

14. CHANGE/WITHDRAWAL OF COURSES

A student, on the recommendations of the Head of Department and approval by the Dean concerned, will be allowed to;

- a) Change a course within 07 days of the commencement of a semester.
- b) Withdrawal from a course within 15 days of the commencement of the semester.

15. STUDENTS' MIGRATION, TRANSFER OF COURSES AND CREDIT HOURS

The migration and transfer of courses, credit hours or admission shall be allowed forthwith certain conditions, as given below;

S. No.	Category Name
1	Justification of Migration/Transfer of Admission
	All migration applications shall be properly scrutinized on merit and through the Migration Committee of the Directorate of Admissions, Gomal University, on the following grounds; a) In case of (i) Transfer of father/guardian (ii) Marriage (iii) Genuine health issue (iv) Threats or law and order situation (v) Other genuine grounds where migration may be allowed by the Vice Chancellor on the recommendation of the Department/Institute/Centre/College concerned provided further that the incoming student can be adequately adjusted in the existing scheme/program of study, and that he/she was otherwise eligible for admission in the said Department/Institute/Centre/College as far as merit and other conditions are concerned. b) The valid documents of justification for migration, such as Transfer order, Nikah nama, FIR, or Medical certificate, etc., are duly verified by the concerned authority, i.e., SHO, Director Hospitals/DHO, Nikah Registrar, etc.
2	From Campus-to-Campus Transfer of Admission
	a) Transfer of admissions is allowed from the Main Campus to the Sub Campus. b) Transfer of admission from Sub Campus to Main Campus is not allowed except in the most exceptional cases with strong evidence/justification duly recommended by the Director of Tank Campus.
3	Transfer within the Govt. Affiliated Colleges (Within the Jurisdiction) and Gomal University
	a) Transfer of Admission from Govt. Affiliated Colleges to Gomal University is allowed. b) Transfer of Admission from Gomal University to Govt. Affiliated Colleges is not allowed.
4.	Migration Within the Govt. Affiliated Colleges (Out of Jurisdiction) and Gomal University

	a) Migration from the Govt. Affiliated Colleges (out of jurisdiction) to Gomal University is allowed. b) Migration from Gomal University to Govt. Affiliated Colleges (out of jurisdiction) is not allowed.
5.	Migration Within the Public Sector University and Gomal University
	a) From the Public Sector University to Gomal University is allowed. b) From Gomal University to any other Public Sector University is allowed subject to the payment of all remaining semester dues. However, the applicant will also take prior permission or NOC from the university in which he wants to seek migration.
6.	Migration Within the Private Sector University and Gomal University
	a) From Gomal University to any Private Sector University is not allowed. b) From Private to Gomal University is allowed.
7	Migration/Transfer Within the Private Affiliated Colleges
	a) Transfer of admission within the Private Affiliated Colleges of Gomal University is allowed. b) Migration from a Private Affiliated College of another Public Sector University to a Private Affiliated College of Gomal University is allowed. c) Migration from Private Affiliated College of Gomal University to Private Affiliated College of another university is not allowed.
8	Mandatory Requirements for Migration and Transfer of Courses/Credit Hours Migration and transfer of courses allowed in Undergraduate programs subject to the following conditions; a) If the Departmental Board of Studies (BoS) verifies that the course contents passed by the candidate are at par with the course being taught in the Department, the same will be allowed to be transferred; else he/she will have to register for deficiency courses whenever offered. b) No course passed in less than “B” grade is transferred. c) Migration from any HEC recognized university shall not be accepted in 1st and final semester of the degree program OR if his/her merit is less than the last students admitted during that academic year. d) Complete the subjects’ deficiency report by the local members of the Board of Studies (BoS), Head of Department, and the respective Dean must be attached.

	e) Rs. 5000 (not refundable) application processing fee deposited slips must be attached. f) Seat vacant report by the Head of Department. g) Prior NOC from both the Universities/Institutions/Colleges, etc. h) Basic eligibility and merit report of the applicant issued by the Head of Department. i) Subject deficiency report must be within the limit of 6 to 8 subjects.
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ADMISSION THROUGH TRANSFER/MIGRATION

S. No	From	To	Status
1	Main Campus Gomal University	Sub Campus Tank	Allowed
	Sub Campus Tank	Main Campus Gomal University	Not allowed (except genuine case)
2	Gomal University	Govt. Affiliated College with Gomal	Not allowed
	Gomal University	Govt. Affiliated College with Other Govt. University	Not allowed
	Govt. College Affiliated with Gomal University	Gomal University	Allowed
	Govt. College Affiliated with other Govt. University	Gomal University	Allowed
3	Any Public Sector University	Gomal University	Allowed
	Gomal University	Any other Public Sector University	Allowed (by fulfilling all requirements)
4	Gomal University	Private University	Not allowed
	Private University	Gomal University	Allowed
5	Private Affiliated College of Gomal University	Private Affiliated College of Gomal University	Allowed
	Private Affiliated College of another University	Private Affiliated College of Gomal University	Allowed
	Private Affiliated College of Gomal University	Private Affiliated College of another University	Not allowed

16. EXEMPTION OF COURSES

The course exemption shall be allowed with certain conditions, as given below;

- i. M.Phil or Equivalent and PhD students who had completed their respective coursework from Gomal University with at least 3.00/4.00 CPGA but could not complete the research and the degree, will be fully exempted from coursework.

- ii. Such students, as mentioned above, will have to get new admissions in their respective disciplines at Gomal University by fulfilling the requisite formalities and at their own risk & cost.
- iii. After their admissions, the Departmental Board of Studies will check the relevancy of their already completed courses and requisite credit hours. In case the courses as well as the credit hours are the same, then full exemption of the already studied coursework will be granted.
- iv. Such students will have to spend at least 1.5 years in M.Phil or Equivalent and 3 years in PhD to complete their degree program.
- v. They will pay the prescribed fee up-to-date of the submission of a soft copy of the thesis to the Quality Assurance Directorate, subject to the plagiarism score within the acceptable range.
- vi. The session of such students will be considered from their new/fresh admission.

17. NON-CREDIT COURSES

On the recommendation of the Head of Department, courses can be taken on a pass/fail basis. These courses can be taken only out of elective courses, and the grade awarded in these courses will not be considered in calculating the GPA or CGPA. If a student fails, he/she will have to repeat the course, and the “Repeat Course Policy” will apply.

18. DEGREE RELEVANCE COMMITTEE

There will be a Degree Relevance Committee to streamline cases of degree relevance in the university, comprising the following;

- | | |
|--|-----------------|
| ▪ The Director Academics | Convener |
| ▪ The Dean concerned | Member |
| ▪ The Director Quality Assurance Directorate | Member |
| ▪ Head of Department/Institute concerned | Member |
| ▪ Two senior faculty members of the Department/Institute concerned | Subject experts |

The Committee shall review and process applications of the students, which will be received through their respective Departments/Institutes, for the issuance of relevance certificates of their completed degree programs.

Note: The admission in any university for further education and determination of suitability in relation to job requirements rest with the university concerned and employing agency, respectively, and Gomal University will have no role in such issues.

19. CLASS ATTENDANCE, CANCELLATION OF ADMISSION & RE-ADMISSION

- i. A student is required to attend at least 75% of classes held in a course to be eligible to appear in the semester's Terminal examination.
- ii. In case of absence as a result of late admission, medical grounds, or change of course, the Teacher will give extra (make-up) materials to the students to meet the deficiency.
- iii. The Teacher concerned will display the list of the students who do not fulfill the requirements of attendance at least one week before the examination, and such students shall not be allowed to appear in the Terminal examination of the course if they have less than 75% attendance.
- iv. At the end of each month, the Teacher concerned shall send a statement giving the total number of lectures delivered and practicals conducted to the Head of Department/Centre/ Institute/College.
- v. If a student on rolls remains absent from any program/course continuously for 10 days or more or if his/her attendance in any one or more courses falls below 50% at the end of each month without a reasonable cause for which prior permission is essential, his/her admission shall be cancelled/struck off by the Head of Department/Institute/Centre/College concerned and the same be notified.
- vi. The struck off students will have to get re-admission within 15 days on the recommendation of the Head of Department after the approval of the Dean concerned, subject to payment of prescribed charges (fee, fine, etc.). However, he/she will not be allowed to appear in the Terminal examination having less than 75% attendance. If a student fails to apply for restoration of his admission within 15 days, he/she will be allowed re-admission with students of the next session in the same semester by paying late admission charges (Rs.10000/-) in addition to re-admission fee and regular semester dues.
- vii. Only two chances of re-admission are allowed in the whole period of his degree program.

20. EXAMINATION

- a. There shall be Sessional (Tests/Assignments/Quizzes/Presentations/Projects), Mid-Term, and Terminal examinations in each course in every semester.

- b. The weightage of these examinations and Sessional (theory) shall be as follows;
- i. The weightage of the Sessional (Tests/Assignments/Quizzes/Presentations/Projects) during the whole semester will be 10-20% of the assigned theory marks.
 - ii. When almost 50% of the course content is covered, a Mid-Term examination shall be conducted (in 8th – 9th weeks) with 30% weightage. Most part of the papers should preferably be based on conceptual questions.
 - iii. If a student secures less than passing marks in that examination, he/she can appear in all other examinations, including Terminal/Sessional.
 - iv. Terminal examination covering the whole course will be conducted (in 16th – 18th weeks) with a weightage of 50-60%.
 - v. The student shall submit Projects/Assignments/Lab reports. These will have different weightage contributing towards the overall assessment in percentage marks as determined by the Teacher concerned.

This weightage can be determined based on the following guidelines;

Nature of examination	Marks%
Sessional (Tests/Assignments/Quizzes/ Presentations/Projects/ Participation)	10-20%
Mid-Term examination	30%
Terminal examination	50-60%

- vi. Research thesis marks will be counted while calculating the overall CGPA and will be included in the transcripts of MS/M.Sc (Hons)/M.Phil/PhD degree programs.
- vii. The weightage contributing towards the overall assessment in percentage marks will be determined on the following guidelines;
 - Theory courses 100%
 - Practical 100%
- viii. Similarly, passing theory and practical courses independently will be compulsory; if a student fails in any one of them, he/she will be declared fail in the course.
- ix. In case a student joins after the start of the semester, he/she will be responsible for any missed quizzes, assignments, and lectures. The marks in missed quizzes, etc., will be considered zero, while make-up tests, projects, and labs can be arranged in

consultation with the Teacher/Head of Department.

- x. There will be no Supplementary/Special examination in a semester system; if a student fails in a course, he/she is required to repeat the course whenever offered.
- xi. An incomplete grade “I” shall be awarded to a student only if he/she has missed the Mid or Terminal examination, Project report, etc., due to exceptional cases beyond the control of a student, such as serious accidents, family tragedy, and serious health ailments, but has completed all other requirements of the course successfully. The award of grade “I” shall not cover a student’s lethargic attitude, willful absence, or bad performance in class. Grade “I” shall be converted into an appropriate letter grade within one year; otherwise, it shall be changed to grade “F”. The Teacher concerned shall specify the conditions for conversion of the grade.
- xii. A student shall be required to complete the coursework within the semester in which he/she takes that course. If a student fails to complete the course within the prescribed period, including extension (if any), the course shall be marked as “incomplete” on the Scholar’s record and shall not be credited towards the CGPA.

21. POLICY GUIDELINE FOR THE PRIVATE AFFILIATED COLLEGES REGARDING CONDUCT OF SEMESTER EXAMINATION

The following policy guideline shall be implemented forthwith for Private & Govt. Affiliated Colleges;

a) Weightage of Examinations

Sixty percent (60%) weightage will be given to the Terminal examination to be conducted by the Gomal University; whereas 40% weightage will be given to the internal exam (Mid-Term) by the respective Private & Govt. Affiliated Colleges.

b) Paper Marking

- i. The papers of Private & Govt. Affiliated Colleges will be checked by the relevant subject experts of the Private & Govt. Affiliated Colleges to be nominated by the Principal of the respective Colleges. Moreover, the Head Examiners will be deputed to the marking zones by the Controller of Examinations with prior permission of the Vice Chancellor.
- ii. At the end of exams, the Principals of respective Colleges of Gomal University will send the answer sheets directly to the marking zones for paper marking.

c) Attendance Record

In order to check and ensure the 75% attendance of Private & Govt. Affiliated Colleges, there may be surprise visits of the Committee or a person nominated by the Vice Chancellor.

d) Retaining Answer Sheets

- i. The Examinations Section, Gomal University, will keep the used answer sheets of Terminal examinations for three years after declaration of its final semester result for all Private & Govt. Affiliated Colleges.
- ii. Three years after the declaration of the final semester result, the Controller of Examinations or his nominee will dispose of all such records of the university and its Private & Govt. Affiliated Colleges.
- iii. The award lists of all exams will be kept as a record by the Departments and Colleges concerned, as well as by the Examinations Section, Gomal University.

e) Submission of Registration Return

The registration return will be routed through the relevant department. After vetting the documents and eligibility criteria, the department will submit a report and relevant records to the Examinations Section for further processing of registration number allotment on the analogy of the practice which was followed in the Directorate of Distance Education.

f) Model Papers

The Private & Govt. Affiliated Colleges concerned will provide two model papers of each subject to the Examinations Section, Gomal University, within the stipulated period, and the Exam Section will select one paper out of these two for the exam of that College.

g) Course Outline

A uniform course outline will be followed by both On-Campus and Private & Govt. Affiliated Colleges.

h) Duty Staff

- i. Only one Superintendent from Gomal University will be sent for exams duty at Private & Govt. Affiliated Colleges.
- ii. The TA/DA to the superintendent will be paid by the university as per its approved rates.
- iii. It must be avoided in assigning the duties to the same staff who have already

performed the exam duties for Private & Govt. Affiliated Colleges.

- iv. The Examinations Section will consult with the Head of Department concerned before assigning exam duties to their teaching staff or others.

i) The Practical/Viva-Voce

The practical/viva-voce will be conducted by the Private & Govt. Affiliated Colleges concerned.

22. DURATION OF EXAMINATION

- i. In view of the weightage for various examinations, the duration of the papers shall be as follows;
 - Mid-Term examination 60-120 Minutes
 - Terminal examination 90-180 Minutes
- ii. A maximum one-day gap between the papers may be allowed in the Terminal examination.
- iii. The date sheet of the examination (Mid-Term and Terminal) will be displayed at least one week before the start of the examination on the Notice Board of the department concerned (a copy of the same will be sent to the Controller of Examinations).
- iv. Tests, Assignments, and Quizzes, etc., will be conducted by the Teacher concerned according to the schedule announced by the department.
- v. The examination duty will be performed by the Teacher concerned and other examination staff as recommended by the Internal Controller of Examination, duly approved by the Dean concerned.

23. MAINTENANCE OF EXAMINATION RECORD

The Teacher concerned shall maintain copies of the awards after the conduct of the paper by retaining one copy for his/her personal record. A copy of the same result will be displayed on the Notice Board of the Department/Institute and will be forwarded to the Internal Controller of the concerned department for onward submission to the Controller of Examinations, Gomal University.

24. EVALUATION OF PAPERS AND RESULTS

- i. The Teacher concerned, after evaluation of papers, is required to show marked answer sheets to all students in order to make them aware of their results before its final

notification.

- ii. The Teacher concerned will prepare the final award list within 10 days after the conduct of the examination. In case a student is not satisfied with the Teacher's evaluation, then his/her case will be sent to the Departmental Examination Committee (DEC) for a decision. If DEC cannot settle the issue, then the case will be sent to the Central Semester Implementation Committee for final decision.
- iii. The Teacher concerned will display the final award list on the Department/Institute/Centre/ College Notice Board within 10 days of the Terminal examination by retaining one copy for record in the course file.
- iv. Answer sheets, award lists, and unfair means cases will be submitted to the Controller of Examinations for further process within 07 working days after the Terminal examination.
- v. The Controller of Examinations will declare the result of each course within 15 days after the receipt of the final award list, except the unfair means cases.
- vi. The Department/Institute concerned will keep the used answer sheets of Terminal exams for 30 days after declaration of the semester result.
- vii. Forty days after the declaration of semester results, the record of used answer sheets will be sent to the Controller of Examinations for proper disposal of all such records at the proper time.
- viii. The award lists of all exams will be kept as a record by the Teacher/Department/Institute/Centre/College concerned, as well as by the Examinations Section of the university.

25. UNFAIR MEANS CASES

- i. Any candidate found guilty of misconduct, in giving or receiving assistance, or found guilty of copying from any paper, book, or note, or allowing any other candidate to copy his answer book, or using/attempting to use these or any other unfair means, shall be decided by the Departmental Examination Committee as per the University Students' Disciplinary Rules.
- ii. The Teacher concerned/Superintendent examination centre will report unfair means cases to the Head of Department/Principal, who will forward the cases within a week to the Departmental Examination Committee for necessary action.

26. GRADING

a. The grading of the students in the semester system shall be as follows;

Marks obtained	Numerical Grade	Letter Grades	Remarks
90% – 100%	4.00	A+	Outstanding
80% – below 90%	4.00	A	Excellent
75% – below 80%	3.50 – 3.99	B+	Very Good
70% – below 75%	3.00 – 3.49	B	Good
65% – below 70%	2.50 – 2.99	C+	Fair
60% – below 65%	2.00 – 2.49	C	Fair
55% – below 60%	1.50 – 1.99	D+	Pass
50% – below 55%	1.00 – 1.49	D	Pass
Less than 50%	0.00 – 0.00	F	Fail
NA	NA	W	Withdrawn from the course
NA	NA	I	Incomplete
NA	NA	R	Re-appear

b. Numerical Grade/GPA/CGPA shall have to be rounded up to two decimal fractions only.

c. Calculation of Grade Point Average (GPA) of each course shall be made according to the example as given below in Section 27 of this regulation.

27. CALCULATION OF GRADE POINT AVERAGES AND CUMULATIVE GRADE POINT AVERAGES

Consider the following example where a student has completed a course of 3, 3, 3, and 4 credits respectively in the 1st semester and courses of 2, 3, and 4 credits hours in the 2nd semester.

Suppose he/she obtains 52% marks in Test/Assignment, 55% marks in Mid-Term examination, and 67.7% marks in Terminal examination in subject I of 3 credit hours, his/her final percentage on subject I shall be as follows;

$$52.0 \times .2 = 10.40\%$$

$$55.0 \times .3 = 16.50\%$$

$$67.7 \times .5 = 33.85\%$$

Total = 60.75% which is equivalent to “C” grade.

The Grade Points associated with this percentage, as given in the Ready Reckoner Table, come out to be 2.07%.

Now, suppose the Grade Points calculated in a similar fashion for subjects II, III, and IV of the same student are those given in the following table to calculate Grade Point Average (GPA):

Course	Credits	Grade	GP	Total GP credits
Subject I	3	C	2.07	6.21
Subject II	3	B	3.33	9.99
Subject III	2	B+	3.56	7.12
Subject IV	4	B+	3.89	15.56
Total	12			38.88

Grade Point Average = $38.88/12 = 3.24$

Similarly, his/her Grade Point Average of the second semester is;

Course	Credits	Grade	GP	Total GP credits
Subject I	2	B	3.24	6.40
Subject II	3	B+	3.67	11.01
Subject III	4	B+	3.83	15.32
Subject IV	3	A	4.00	12.00
Total	12			44.73

Grade Point Average = $44.73/12 = 3.72$

Cumulative Grade Point Average after completion of courses of 24 credits is calculated as under;

Cumulative Grade Point Average = $83.61/24 = 3.483 = 3.49$

READY RECKONER TABLE FOR DETERMINATION OF GRADE POINTS

%AGE	GRADE POINT
50.00 - 50.99	1.00 – 1.09
51.00 - 51.99	1.10 – 1.99
52.00 - 52.99	1.20 – 1.29
53.00 - 53.99	1.30 – 1.39
54.00 - 54.99	1.40 – 1.49
55.00 - 55.99	1.50 – 1.59
56.00 - 56.99	1.60 – 1.69
57.00 - 57.99	1.70 – 1.79
58.00 - 58.99	1.80 – 1.89
59.00 - 59.99	1.90 – 1.99
60.00 - 60.99	2.00 – 2.09
61.00 - 61.99	2.10 – 2.99

62.00 - 62.99	2.20 – 2.29
63.00 - 63.99	2.30 – 2.39
64.00 - 64.99	2.40 – 2.49
65.00 - 65.99	2.50 – 2.59
66.00 - 66.99	2.60 – 2.69
67.00 - 67.99	2.70 – 2.79
68.00 - 68.99	2.80 – 2.89
69.00 - 69.99	2.90 – 2.99
70.00 - 70.99	3.00 – 3.09
71.00 - 71.99	3.10 – 3.99
72.00 - 72.99	3.20 – 3.29
73.00 - 73.99	3.30 – 3.39
74.00 - 74.99	3.40 – 3.49
75.00 - 75.99	3.50 – 3.59
76.00 - 76.99	3.60 – 3.69
77.00 - 77.99	3.70 – 3.79
78.00 - 78.99	3.80 – 3.89
79.00 - 79.99	3.90 – 3.99
80.00 and above	4.00

28. PROBATION/DROP DOWN/DROP OUT POLICY

- i. A student in BS/MS/M.Sc (Hons)/M.Phil or Equivalent and PhD degree program who obtains a CGPA less than 2.00 and 3.00 respectively in first academic year (Fall, Spring & Summer Semester) and in any subsequent semester, he/she will be put on probation and shall be issued a written warning by the Dean concerned (for Undergraduate students) and the Head of Department (for Graduate students). A copy of the warning letter shall also be sent to the parents/guardians.
- ii. If he/she fails to maintain succeeding GPA/CGPA above or equal to 2.00/4.00 (for Undergraduate students) and 3.00/4.00 (for Graduate students), he/she will not be allowed to register in the next semester (a copy of the letter shall also be sent to the parents/guardians). Instead, he/she will be re-registered in the semester where he/she was put on probation by paying the entire financial obligation like that in the regular semesters. Only two such chances will be given to the student during the whole course of study to improve his/her CGPA; otherwise, he/she will be dropped out of the roll.
- iii. If the CGPA of a student remains below 2.00/4.00 (for Undergraduate students) and 3.00/4.00 (for Graduate students) at the end of last semester, he/she will be required to improve some/all subjects of any semester with two chances succeeding to the first attempt so that he/she meets the minimum requirement of CGPA, but not exceeding to maximum duration required for that degree program.

29. REPEATING/IMPROVEMENT OF COURSES

- i. A student with an “F” grade in any course will be required to re-register/re-appear in that course whenever offered. However, a student with a grade “D” or “D+” (less than 60% for the Semester System and less than 50% for the Annual System) in a course may also re-register in that course whenever offered to improve the grade by paying the re-registration fee in addition to the regular examination fee as per his/her respective session. In Bachelor’s degree programs, a student shall be allowed to repeat or improve a maximum of six (≤ 6) courses, whereas in Master’s degree programs, a student shall be allowed to repeat or improve a maximum of three (≤ 3) courses.
- ii. A student in MS/M.Sc (Hons)/M.Phil/PhD degree program who obtains passing marks but less than 70% in a course, then he/she can repeat the course to improve the grade. The student may enroll up to two subjects; however, a maximum of three subjects (09 credit hours) is allowed in special circumstances, subject to the recommendations of the Head of Department and approval of the Dean concerned before thesis defense.
- iii. A student who fails in a course shall be allowed a maximum of two subsequent chances to pass the course, in addition to one chance for improvement.
- iv. Letter grade “W” will be awarded and shall appear in his/her Transcript against the specific course and shall not be considered for computation of GPA.
- v. For awarding subject grades for re-appeared/improved subjects, as in the case of failed subjects, i.e., “R” will be concatenated to the subject grade in the new Transcript after improvement.
- vi. A student having “W” on the Transcript shall not be considered for any academic distinction/award/medal.

30. FAILURE/REAPPEARING IN EXAMINATION

- i. If a student fails in securing 50% marks (D-grade) in any subject, he/she will be declared Fail (F-grade) in that subject and will have to pass that subject. He/she will be required to re-register for that course whenever offered.
- ii. If a student fails in all subjects of the 1st semester, he/she will have to repeat all subjects whenever offered.
- iii. Only two chances, succeeding to the first attempt, will be allowed to the student.
- iv. If this student is unable to opt for the course during that period, he/she will have to pay for an additional semester (up to a maximum of two) to pass his/her fail subject(s). The marks sheet for that semester will be re-prepared by showing the obtained subject grade with “F”.

Example;

Subject	Credit Hours	Marks %	Grade	Grade Point	GP x Credits
Algorithm	3	60	C	2	6
C Language	3	70	B	3	9
Physics	3	80	A	4	12
Chemistry	3	60	C	2	6
Microprocessor	3	40	F	0	0
Statistics	3	50	D	1	3

$$\text{GPA} = 36/18 = 2.0$$

After passing the subject;

Subject	Credit Hours	Marks %	Grade	Grade Point	GP x Credits
Algorithm	3	60	C	2	6
C Language	3	70	B	3	9
Physics	3	80	A	4	12
Chemistry	3	60	C	2	6
Microprocessor	3	70	BF	3	9
Statistics	3	50	D	1	3

$$\text{GPA} = 45/18 = 2.5$$

31. REQUIREMENTS FOR AWARD OF DEGREE

a. **For AD/BS/B.Sc (Hons)/BCS/DVM or Equivalent degree programs:** A student must have regular admission in the Undergraduate program of the institution, pass all the courses of study prescribed in the relevant scheme of studies, and obtain a Cumulative Grade Point Average of at least 2.00/4.00.

b. **For MS/M.Sc (Hons)/M.Phil or Equivalent degree programs:** A student must have regular admission in the MS/M.Sc (Hons)/M.Phil or an Equivalent degree program of the institution, pass all the courses of study prescribed in the relevant scheme of studies, and obtain a Cumulative Grade Point Average of at least 2.50/4.00.

c. **For PhD:** A student must have a regular admission in the PhD degree program of the institution, pass all the courses of study prescribed in the relevant scheme of studies, and obtain a Cumulative Grade Point Average of at least 3.00/4.00.

d. Students enrolled in the Undergraduate or Equivalent degree program shall be allowed to “Exit” from the program with an Associate Degree, provided that the following requirements are fulfilled;

- i. The student must have completed a minimum of 60 credit hours in at least four semesters of the Undergraduate or Equivalent degree program, including general

education courses comprised of 30 credit hours.

- ii. The minimum CGPA shall be maintained at 2.00/4.00.
- iii. The name of the subject field on the degree shall remain the same in which a student was initially enrolled for the Undergraduate or Equivalent degree program. For example, the degree shall be titled as “Associate Degree in Physics”, “Associate Degree in Urdu”. This nomenclature shall be applied uniformly for the university and its affiliated colleges.
- iv. The option of ‘Exit’ in from the Undergraduate or Equivalent degree program with an Associate Degree is not allowed in disciplines accredited under the Councils.

32. MINIMUM & MAXIMUM DURATION FOR VARIOUS DEGREE PROGRAMS

The minimum and maximum duration for completion of various degree programs shall be as follows;

Name of Degree Program	Duration of Degree Program	
	Minimum	Maximum
BS (4-year program)	04 year	5.5 year
BS (5-year Program)	05 Year	6.5 Year
MS/M.Sc (Hons)/M.Phil or Equivalent (2-year program)	1.5 year	3.0 year
PhD program (3-year program)	03 year	5.0 year

In case of M.Phil or Equivalent degree program, students may defend their theses after completion of 1.5 years, however, they will have to deposit dues of all four (04) semesters.

33. AWARD OF MEDAL

In every session, in every BS degree program, a gold medal shall be awarded to students who fulfill the following requirements;

- i. The student must pass all his/her examinations (both Mid-Term and Termination examinations) in the first attempt and complete the degree program within eight consecutive semesters, and have never withdrawn and repeat any course.
- ii. The student if having “W” or “R” grades in any semester of the study program he/she will not be considered for any distinction/medal.
- iii. The student must secure at least 3.50/4.00 CGPA.

- iv. The minimum number of students in the degree program must not be less than 10 in a session in order to be eligible for a gold medal.
- v. The student must have the highest CGPA for the award of the gold medal. In case of a tie on CGPA, the percentage of obtained marks shall be considered for the award of the gold medal.
- vi. In general, 1st, 2nd, and 3rd position holders in each discipline (Undergraduate programs) will be awarded Gold, Silver, and Bronze Medals, respectively, provided that each category of medal winners obtains the highest CGPA in the first attempt in any subject.
- vii. A student if charged with unfair means/misconduct or issued a show cause notice on disciplinary grounds and subsequently punished, he/she will not be entitled to any medal/distinction/merit certificate.
- viii. There will be a separate gold medal in each discipline (Undergraduate programs) for all Govt Colleges collectively; however, the identification, calculation, and submission of the report regarding position holders will be done by the Colleges for the Exam Section of the university.
- ix. There will be a separate gold medal in each discipline (Undergraduate programs) for the students of the Sub-Campus (Tank) of the university.
- x. There will be a separate gold medal for the students who complete BS (5th to 8th semester) degrees from Gomal University, its Sub-Campus (Tank) OR from Govt Affiliated Colleges.
- xi. Students of M.Sc (Hons) Agriculture will be awarded a gold medal based on their 1st class 1st position in the entire Faculty of Agriculture, as per the previous practice of Gomal University in vogue and following the academic norms of all other universities in the country.

34. FORMAT OF FINAL TRANSCRIPT

The Transcript for the award of a degree will include the following information;

- a) Name of student (front side of the transcript).
- b) Father name (front side of the transcript).
- c) Registration No (front side of the transcript).
- d) Roll Number (front side of the transcript).
- e) Session (front side of the transcript).
- f) Semester Fall/Spring/Summer Semester (front side of the transcript).
- g) Subjects detail along with credit hours (front side of the transcript).

- h) GPA/CGPA (front side at the end of the transcript).
- i) Total marks, obtained marks and overall percentage. Here, the percentage will be calculated on the basis of total acquired marks only (front side at the end of the transcript).
- j) Signature of issuing officer(s) of Examination Section (front and back side at the end of the transcript).
- k) Grading Table (back side of the transcript).
- l) Degree/Certificates of semester system examinations will be issued without mentioning the words “As a Whole/In-Parts”.

35. CENTRAL SEMESTER IMPLEMENTATION COMMITTEE

There will be a Central Semester Implementation Committee, comprising the following;

- | | |
|----------------------------------|-----------|
| ▪ Dean concerned | Convener |
| ▪ The Controller of Examinations | Member |
| ▪ Head of Department concerned | Invitee |
| ▪ Director Academics | Secretary |

The Committee shall perform the following functions;

- i. Provide consultation to the Department/Centre/Institute/College converting to a semester system from the Annual/Term or any other examination system.
- ii. Provide support in the implementation of the semester system by arranging orientation sessions/short courses for the faculty on various aspects.
- iii. Monitor the implementation of the semester system.
- iv. Address various issues arising with regard to the implementation of the semester system.
- v. Recommend necessary amendments in the semester regulations for approval from the relevant bodies, if necessary, and to settle disputes arising out of the semester system.

36. COURSE FILE

Maintenance of the Course/Project/Internship file will be compulsory for the Teacher. The course file will contain;

- a) Description of course/course contents/textbook (as approved by the relevant Board of Studies)
- b) List of enrolled students
- c) Timetable
- d) Weekly teaching schedule
- e) Academic calendar
- f) Study material given by the Teacher in class

- g) Copy of each Assignment/Quiz/Presentation
- h) Copy of the Mid and Terminal examinations date sheet
- i) Copy of the Mid and Terminal examinations results
- j) Students' attendance record
- k) Students' examination results

37. FREEZING OF THE SEMESTER

If a student freezes a semester, he/she will resume his/her studies from the same stage where his/her semester was allowed to be frozen. Semester freezing will be allowed with certain conditions;

- i. There should be solid reasons on record (with documentary proof) up to the satisfaction of the Head of Department, the Dean concerned, and the Director Academics for consideration and decision of the case.
- ii. 1st semester in any degree program shall not be allowed to be frozen.
- iii. Freezing of the semester will only be allowed after successful completion (i.e., 75% class attendance, timely submission of tests/assignments/quizzes, passing of the Mid and Terminal examinations with a minimum 2.00/4.00 GPA) of the 1st semester.
- iv. Semester freezing will be allowed during the first 4 weeks after the commencement of the semester. No freezing after the first 4 weeks will be allowed.
- v. A student will be able to freeze two semesters in his/her respective course of study in the whole degree program.
- vi. The maximum duration of the degree program will remain the same as approved by the university.
- vii. The student will pay 25% of the semester fee in advance for freezing of semester(s).
- viii. A student, during the semester freezing period, will not be allowed to stay in the university hostels.

38. TEACHER EVALUATION

- i. The Head of Department will make sure that each Teacher of the respective department is properly evaluated by the class students.
- ii. The evaluation should be done using a standardized proforma of the university on what the Teacher has taught in the class during the semester.
- iii. The evaluation must be carried out in the last week of the semester without the

presence of the course Teacher so as to maintain impartiality.

- iv. Evaluation done by the students will be completely anonymous. The student will not be required to indicate name or roll numbers, registration numbers, or by any other means whatsoever.

Note: The rules/regulations/proforma for Teacher Evaluation shall be followed as per HEC criteria.

39. AWARD OF DOUBLE DEGREE

The award of two degrees shall be allowed with certain conditions, as given below;

S #	Degree I	Degree II	Policy Decision
1	Bachelor/Master degree obtained in regular mode in the Morning session in one university.	Bachelor/Master degree obtained in regular mode in the Morning session in the same university.	Degrees with time clash are not allowed.
2	Bachelor/Master degree obtained in regular mode in the Morning session at one university.	Bachelor/Master degree obtained in regular mode in the Morning session at different university.	Degrees with time clash are not allowed.
3	Bachelor/Master degree obtained in regular mode in the Morning session at one university.	Bachelor/Master degree obtained in regular mode in the Evening session at the same university.	This combination of degrees is allowed provided that: a) Admission requirements are met. b) Written permission is obtained from the university before joining programs.
4	Bachelor/Master degree obtained in regular mode in the Morning session at one university.	Bachelor/Master degree obtained in regular mode in the Evening session at a different university located in the same city.	This combination of degrees is allowed provided that: a) Admission requirements are met. b) Written permission is obtained from both universities before joining
5	Bachelor/Master degree obtained in the regular mode at one university.	Bachelor/Master degree obtained in the private mode in the same university.	This combination of degrees is allowed.
6	Bachelor/Master degree in the regular mode at the same university.	Bachelor/Master degree obtained in the private mode at different university.	This combination of degrees is allowed.

7	Bachelor/Master degree obtained in the regular mode in the same session/year.	Bachelor/Master degree obtained through Distance Learning mode in the same session/year.	This combination of degrees is allowed.
8	Bachelor/Master degree obtained in the private mode in one university in the same session/year.	Bachelor/Master in the private mode in the same university in other discipline in the same session/year.	This combination of degrees is allowed.
9	Bachelor/Master degree obtained in the private mode at one university.	Bachelor/Master degree obtained in the private mode at different university.	This combination of degrees is allowed.
10	1-year B.Ed degree obtained in the private mode from a university in one academic year/session.	2-year M.A in any discipline obtained in the private mode from the same university in the same academic year/session.	This combination of degrees is allowed.
11	2-year degree (Science) obtained in the regular mode in one university in one academic session/year.	2-year degree (Arts/ Social Science) in the private/Distance Learning mode in the same or different university in one academic session/year.	This combination of degrees is allowed.

- a. This policy shall come into force after a one-year gap from the previous degree obtained by a student, provided he/she secured a minimum of 75% marks in the previous degree.
- b. Since taking admission in two-degree programs concurrently in the Morning session is not permissible under the university rules and HEC policy, therefore, if a student had taken admission simultaneously in two-degree programs (i.e., Morning/Morning) then;
 - i. The student will be allowed to continue his/her studies only in that program in which he/she was first enrolled/admitted/registered by the university.
 - ii. The second admission of the student will be cancelled immediately.
 - iii. The student will be required to submit an affidavit clearly stating that he/she will not claim dual enrollment or benefit from both programs on any platform or forum at any stage in the future.

40. SPECIAL PACKAGE FOR PHYSICALLY HANDICAPPED STUDENTS

The following special package shall be implemented forthwith exclusively for physically handicapped students in Gomal University;

- a) Age relaxation up to 10 years for taking admission in any degree program of the university.
- b) All institutional charges, including tuition fees, hostel fees, and utility bills, shall be waived off.
- c) Provision of ramps/special pathways, toilets and other basic facilities, retrofitting in the existing buildings, and ensuring the same in future construction.
- d) Special transport facility will be provided to special/physically handicapped students for mobility within the premises of the institution/college.
- e) At least one seat will be reserved for higher qualifications, i.e. M.Phil and PhD in the university.

Similarly, the following concessions will be given to blind students/teachers;

- i. Extra 45 minutes to blind students during taking examinations.
- ii. Exemption from payment of Exam fee/Amanuensis fee.
- iii. Issuance of Provisional Certificates, DMCs, and Degrees free of cost.
- iv. Issuance of a migration certificate without any fee.
- v. Exemption from payment of the name correction fee.
- vi. Allowed to attempt examination on braille/computer/any other means.
- vii. Allowed to engage a writer/helper in tests/examinations after getting permission from the Head of Department prior to the examinations.
- viii. The writer/helper must be from another discipline.

In the same way, an Accessibility Committee shall be constituted in order to deal with the matters of disabled students of the university.

41. REMISSION OF EXAMINATION FEE FOR PRISONERS

A special package (i.e., remission of examination fee) will be implemented for the prisoners, in the same analogy as being granted to the blind teachers and workers and physically handicapped students in the university.

42. FREE EDUCATION FOR THE CHILDREN OF SHUHADA

There will be free education for the children of martyrs (security forces)/shuhada, who will get admission on open merit in any academic program of the university.

43. MAINTENANCE AND IMPLEMENTATION OF SEMESTER RULES

- i. The rules/regulations will be modified from time to time under the supervision of the Directorate of Academics through the statutory bodies of the university.
- ii. The Dean and Head of Department concerned will ensure implementation of semester rules & regulations in true letter & spirit.

44. REMOVAL OF DIFFICULTIES

- i. If any question arises in the interpretation of any of the provisions of these regulations regarding implementation or operation, causing substantial hardship to the students, it shall be placed before the Hardship Committee of the Directorate of Academics, whose decision thereon, not inconsistent with the provisions of regulations-2025, shall be final.
- ii. Any amendments/changes to the rule pertaining to Undergraduate & Graduate degree programs notified by the Higher Education Commission shall be implemented as per the laid down procedure in the university.

45. REPEAL AND SAVING

The Gomal University AD/BS/B.Sc (Hons)/MS/M.Sc (Hons)/M.Phil/PhD degree programs regulations 1999, 2005, 2012, 2015, and 2015-2016 are hereby repealed. All academic matters relating to these degree programs made prior to the promulgation of these regulations-2025 shall be governed under the Gomal University Semester Rules & Regulations 2015-2016.

46. CANCELLATION OF REGISTRATION

Registration of a student failing in the examinations(s) or failing in the fulfillment of the requirements of these regulations shall stand cancelled.

GOMAL UNIVERSITY



GOMAL UNIVERSITY STATUTES & REGULATIONS FOR MS/M.Sc (HONS)/M.Phil AND PhD DEGREE PROGRAMS-2025

Compiled, Edited & Presented

By

Prof. Dr. Mohammad Safdar Baloch
Director Academics

**DIRECTORATE OF ACADEMICS
GOMAL UNIVERSITY
DERA ISMAIL KHAN
2025**

GOMAL UNIVERSITY STATUTES & REGULATIONS FOR MS/M.Sc (HONS)/M.Phil AND PhD DEGREE PROGRAMS-2025

REVIEWED BY THE TECHNICAL COMMITTEE		
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1	Prof. Dr. Mohammad Safdar Baloch	Dean, Faculty of Agriculture / Director Academics
2	Dr. Malik Muhammad Hashim	Director, Institute of Food Science & Nutrition
3	Dr. Asghar Ali Khan	Head of Department (Agronomy)
4	Engr. Dr. Ehtasham Mustafa	Head of Department (Electrical Engineering)
5	Dr. Ihteram Ullah	Head of Department (Plant Breeding & Genetics)
RECOMMENDED BY THE DEANS COMMITTEE		
1	Prof. Dr. Niamat Ullah Khan Babar	Dean, Faculty of Arts & Social Sciences
2	Prof. Dr. Muhammad Zahid Awan	Dean, Faculty of Law & Administrative Sciences
3	Prof. Dr. Asma Saeed	Dean, Faculty of Sciences
4	Prof. Dr. Abdul Jabbar Khan	Dean, Faculty of Computing
5	Prof. Dr. Shafi Ullah Khan	Dean, Faculty of Allied Health Sciences
6	Prof. Dr. Mohammad Safdar Baloch	Dean, Faculty of Agriculture
7	Mr. Hafeez Ullah Khattak	Controller of Examinations
APPROVED BY THE COMPETENT AUTHORITY		
Prof. Dr. Muhammad Zafar Iqbal		Vice Chancellor, Gomal University

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Gomal University Statutes & Regulations for MS/M.Sc (Hons)/M.Phil and PhD Degree Programs-2025

1. TITLE, COMMENCEMENT AND APPLICATION

These regulations shall be called the Gomal University Statutes & Regulations for MS/M.Sc (Hons)/M.Phil and PhD Degree Programs-2025.

2. COMMENCEMENT

These regulations shall come into force with effect from 2025 & onwards.

3. M.Phil OR EQUIVALENT DEGREE PROGRAMS

The program of study of various disciplines will be offered subject to the availability of seats, qualified staff, and all other required facilities.

4. RULES & REGULATIONS FOR M.Phil OR EQUIVALENT DEGREE PROGRAMS

- a) M.Phil or Equivalent degree programs will extend over a period of 02 years (04 semesters) and shall not extend beyond 03 years (06 semesters). However, extension within the stipulated period of 03 years may be granted on the Supervisor's recommendations, duly approved by the Advanced Studies & Research Board (ASRB).
- b) If the degree duration exceeds the maximum time limits, the case will be dealt by the Time-Barred Committee of the university.

5. GENERAL REQUIREMENTS FOR M.Phil OR EQUIVALENT DEGREE PROGRAMS

The requirements for M.Phil or Equivalent degree programs shall be as follows;

- i. Candidates shall complete coursework in the major subjects for which they are registered.
- ii. Candidates shall complete coursework in the minor subjects for which they are registered.
- iii. Thesis shall be based on original research conducted under the supervision of the Student Supervisory Committee, on a title formally approved by the Directorate of Academics.
- iv. Evaluation of thesis by the Student Supervisory Committee concerned and submission to the Controller of Examinations, through Director Academics, for external evaluation, followed by viva-voce/public defense, as the case may be.

- v. The candidate ceases to be a student of the university on the day he/she successfully defends his/her thesis.
- 6. ADMISSION REGULATIONS FOR M.Phil OR EQUIVALENT DEGREE PROGRAMS**
- A. Eligibility**
- i. A candidate who has at least Second Division or 2.00/4.00 CGPA in BS or Equivalent degree from any recognized institution in the relevant subject.
 - ii. A candidate having 45% marks or equivalent grade in the subject of English Language and Literature (Annual System only) shall also be eligible for admission to M.Phil.
 - iii. A candidate must have qualified/passed an entry test duly approved by the Gomal University with a minimum 50% cumulative score (if the test is conducted by the NTS, PTS, ETEA, or any other testing agency of national repute as approved by the university) or 60% cumulative score if the test is conducted by the university.
- B. Procedure**
- i. M.Phil or Equivalent degree program will be offered in subjects having two relevant full-time PhD faculty members available.
 - ii. A general advertisement will be circulated through the University Website, the University's Official Social Media Platforms, and related prevailing platforms for admission to various programs of studies, inviting applications on the prescribed forms to be received by the Directorate of Admissions.
 - iii. After receipt of applications for registration in degree programs, a Departmental Admission Committee, comprising the Head of Department, two senior-most teachers of the Department, and the Director Admissions or his nominee, will scrutinize the applications, conduct candidate interviews, and finalizes their lists purely on merit.
 - iv. The Admission Committee will forward the names of the suitable candidates to the Advanced Studies & Research Board for provisional selection of M.Phil or Equivalent program students.
 - v. The provisionally selected candidates will be notified by the Advanced Studies & Research Board under intimation to the Department/Institute concerned.

C. Registration of Selected Candidates

- i. A candidate accepted in the M.Phil or Equivalent degree program by ASRB must complete the registration process with the department within one month of admission notification.
- ii. Admission of the candidate will be confirmed by depositing the prescribed dues in the university account within the stipulated time, and submitting an undertaking that he/she will abide by the rules and regulations framed by the university from time to time, and by submitting all the required documents.
- iii. A student registered for the M.Phil degree program shall be called an M.Phil Scholar.

D. Intra-Disciplinary Qualifications

Intra-disciplinary admissions shall only be allowed if;

- i. The Departmental Board of Studiers concerned allow for it, and
- ii. The applicant has a strong interest in pursuing an M.Phil or Equivalent and PhD in a different discipline.
- iii. The applicant must have qualified/passed an entry test duly approved by the Gomal University with a minimum 50% cumulative score (if the test is conducted by the NTS, PTS, ETEA, or any other testing agency of national repute as approved by the university) OR 60% cumulative score if the test is conducted by the university.
- iv. The applicant shall have to pass 09-15 credit hours of deficiency courses for both M.Phil (level 6) & PhD (level 7) degree programs.
- iv. The admission committee is satisfied that the applicant's knowledge of the primary area (level 6 & 7 as the case may be) has sufficiently prepared him or her to undertake the course of study of the study program (or, in the opinion of the admissions committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).
- v. The applicant must have RAC (Relevance Assessment Committee) certificate (for employees of Gomal University) and DRC (Degree Relevance Committee) certificate (for all others) before granting admission in M.Phil or Equivalent and PhD degree programs.

Note: Intra-disciplinary refers to sub-disciplines that occur within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013).

7. COURSE-BASED MS DEGREE PROGRAM

Course-based MS degree program will be initiated with the following conditions;

- i. All Heads of Departments, who want to start course-based MS degree program, must get approval of the degree programs/scheme of studies/semester-wise break up of courses etc. by the relevant bodies i.e. Departmental Board of Studies, Board of Faculty concerned, and Academic Council before advertisement of admission in order to safeguard the students' future and avoid litigation in this regard.
- ii. The candidates accepted in the course-based MS degree program need to complete 30 credit hours of coursework in core subjects (Major/Minor) and 06 credit hours in research-oriented subjects.
- iii. The candidates, holding a course-based MS degree and interested in improving their qualification, will be granted admission to the PhD program based on their course-based MS degree, subject to fulfilling all other prescribed criteria for PhD admission.
- iv. Those candidates, holding course-based MS degrees with 30 credit hours (without studying 06 credit hours research-oriented subjects), shall have to pass research-oriented additional 06 credit hours courses after getting admission to the PhD degree program before submission of synopsis/research proposal.
- v. The details of the additional 06 credit hours courses must be a part of the scheme of studies/semester-wise break-up, duly approved by the Departmental Board of Studies, Board of Faculty concerned, and Academic Council.
- vi. The candidates will get admission only in the specialized MS degree program offered by the university.
- vii. Other rules for course-based MS degree shall remain the same as laid down for M.Phil or Equivalent degree programs.

8. PhD DEGREE PROGRAM

The program of study of various disciplines will be offered subject to the availability of seats, qualified staff, and all other required facilities.

9. RULES & REGULATIONS FOR PhD DEGREE PROGRAM

- i. PhD program shall extend over a period of at least 03 years (06 semesters) and shall not extend beyond 05 years (10 semesters). However, extension within the stipulated period of 05 years may be granted on the Supervisor's recommendations, duly approved by the ASRB.

- ii. If the degree duration exceeds the maximum time limits, the case will be dealt by the Time-Barred Committee of the university.

10. GENERAL REQUIREMENTS FOR PhD DEGREE PROGRAM

The requirements for the PhD degree program shall be as follows;

- i. The candidates accepted in the PhD degree program need to complete a minimum of 18 credit hours of coursework.
- ii. They must pass the written comprehensive examination (maximum two attempts) after completion of the coursework.
- iii. They must carry out a thesis, based on original research work, under the guidance of a Student Supervisory Committee on the synopsis approved by the Directorate of Academics.
- vi. Evaluation of thesis by the Student Supervisory Committee concerned and submission to the Controller of Examinations, through the Director Academics, for external evaluation, followed by public defense.
- vii. The candidate ceases to be a student of the university on the day he/she successfully defends his/her thesis.

11. ADMISSION REGULATIONS FOR PhD DEGREE PROGRAM

A. Eligibility

- i. For admission to a PhD program, a minimum CGPA of 3.0 (out of 4.0 in the Semester System) or 60% (in the Annual System) in the MS/M.Phil/equivalent degrees is required, whether such degrees were obtained from Pakistan or any HEC-recognized foreign university.
- ii. The students having a strong demonstrated interest in obtaining a PhD degree, but their CGPA is below 3.00 (out of 4.0 in the Semester System) but above 2.5 or 60% marks (in the Annual System) in the most recent degree obtained, may be admitted to a PhD program after fulfilling the following requirements;
 - a) He/she shall have to study additional courses of 9-12 credit hours of level 7 (i.e., knowledge of primary area) by taking a zero semester at the Department concerned and score a minimum 3.00 out of 4.00 GPA, and
 - b) The admission committee is satisfied that the applicant's knowledge of the primary area (level 7) has sufficiently prepared him/her to undertake the course of the PhD program.
 - c) These requirements shall be in addition to any other requirements set in this policy for admission to the PhD program.

- iii. If the CGPA/percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university.
- iv. A candidate must have qualified/passed an entry test duly approved by the Gomal University with a minimum 60% cumulative score (if the test is conducted by the NTS, PTS, ETEA, or any other testing agency of national repute as approved by the university) OR 70% cumulative score if the test is conducted by the university.

B. Procedure

- i. A PhD degree program will be offered in subjects having three relevant full-time PhD faculty members available.
- ii. A general advertisement will be circulated through the University Website, the University's Official Social Media Platforms, and related prevailing platforms for admission to various programs of studies, inviting applications on the prescribed forms to be received by the Directorate of Admissions.
- iii. After receipt of applications for registration in degree programs, a Departmental Admission Committee, comprising the Head of Department, two senior-most teachers of the Department, and the Director Admissions or his nominee, will scrutinize the applications, conduct candidate interviews, and finalizes their lists purely on merit.
- iv. The Admission Committee will forward the names of the suitable candidates to the Advanced Studies & Research Board for provisional selection of PhD students.
- v. The provisionally selected candidates will be notified by the Advanced Studies & Research Board under intimation to the Department/Institute concerned.

C. Registration of the Selected Candidates

- i. A candidate accepted in a PhD degree program by ASRB must complete the registration process with the department within one month of admission notification.
- ii. Admission of the candidate will be confirmed after deposition of the prescribed dues in the university account within the stipulated time, and submitting an undertaking that he/she will abide by the rules and regulations framed by the university from time to time, and by submitting all the required documents.
- viii. A student registered for the PhD degree program shall be called a PhD Scholar.

12. REQUIREMENTS FOR ISSUANCE OF DEGREE

i. M.Phil OR EQUIVALENT DEGREE PROGRAMS

- a) The Scholar will be required to complete 24 credit hours of graduate courses (out of which at least 18 credit hours must be from the major subjects, not exceeding 12

credit hours in a semester) of coursework along with a minimum of 06 credit hours of research work for M.Phil or Equivalent degree.

- b) Minimum 2.50/4.00 CGPA shall be required for the award of M.Phil or Equivalent degree.
- c) A research student who obtains passing marks but less than 70% in a course, then he/she can repeat the course to improve the grade. The student may enroll up to two subjects, however, a maximum of three subjects (09 credit hours) is allowed in special circumstances, subject to the recommendations of the Head of Department and approval of the Dean concerned in research degree programs before thesis defense.

ii. **PhD PROGRAM**

- a. Coursework of 18 credit hours, preferably in the 1st year (two semesters, maximum 12 credit hours per semester) shall be required to be completed and followed by a comprehensive examination with a minimum of 60% score for granting PhD candidacy, and a minimum of 12 credit hours research thesis in the relevant field.
- b. Minimum 3.00/4.00 shall be required for the award of the PhD degree.
- c. The thesis shall be evaluated by at least two external experts who shall be:
 - i. PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to the dissertation evaluation year; OR
 - ii. Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; OR Professors from top 25 universities ranked by HEC; OR Professors from any Pakistani university having a minimum H-Index 30 for Sciences, 15 for Social Sciences, or 8 for Art & Humanities as determined by Web of Science; OR
 - iii. At least one external expert qualifying any one of the conditions mentioned above if the PhD candidate publishes dissertation research in a peer-reviewed journal that is classified by the HEC in category “W” for Sciences and “X” OR above for Social Sciences.
- d. For the award of a PhD degree, a PhD researcher shall be required to publish research article(s) meeting the following criteria;
At least;
 - i. One research article in “W” category journal (as categorized in HJRS at the time of acceptance of the research article) or two research articles in “X” category journals, for Science disciplines.

- ii. One research article in “X” category journal or two research articles in “Y” category journals, for Social Science disciplines.
 - iii. A research article appearing online with a valid DOI on the website of an HEC’s recognized research journal shall be considered published with effect from the date it appeared online with a DOI.
 - iv. The PhD researcher shall be the first author of these publications.
 - v. The research article shall be relevant to the PhD research work of the PhD researcher.
 - vi. The article shall be published after approval of the research synopsis.
 - vii. The article shall be published in a relevant research journal.
- e. Public defense

Note: The Dean, along with the Director Academics, may allow the external examiner to remain online for thesis defense of M.Phil and PhD degree programs in case of unavoidable circumstances, which they both consider genuine.

13. RESEARCH SUPERVISOR

- i. A Supervisor can supervise a total of 12 M.Phil or Equivalent at a time, with no more than 5 of these being PhD students.
- ii. In consultation with the research Scholar, a faculty member/expert holding a PhD degree in the relevant field shall be appointed as the Supervisor.
- iii. Provided that, if so required, one Co-Supervisor may be appointed from other Universities OR Research & Development Organizations where the Scholar can conduct his/her thesis research work after the approval of ASRB.
- iv. Subject to the overall supervision by the Chairperson/Director/Head of Department/Centre/Institute, a Supervisor shall perform the following functions;
 - a) To guide the Scholar in research and assist him/her in preparing the research proposal/synopsis.
 - b) To submit a research synopsis of the Scholar to the Office of Research Innovation & Commercialization (ORIC) to see the nature of the research, whether basic or applied, as well as its commercial application.
 - c) To submit the research proposal of the Scholar to the ASRB for final approval.
- v. HEC Indigenous or Split PhD scholarship awardees shall be directly considered for admission if otherwise eligible.

14. RESEARCH PERFORMANCE EVALUATION COMMITTEE (RPEC)

There will be a Research Performance Evaluation Committee (RPEC) for synopsis submission as well as thesis submission for review & evaluation in M.Phil or Equivalent and PhD degree programs, comprising of the followings;

- Supervisor (from the major field)
- Co-Supervisor*
- Member (from the major field)
- Member (from the minor field)
- Chairperson/Director/Head of Department
- Dean concerned

* In certain cases, a Co-Supervisor can be appointed from other Universities OR Research & Development Organizations where the Scholar of this university can conduct part of his/her thesis research work.

15. CHANGE OF RESEARCH SUPERVISOR/TOPIC

The candidate may request for change in M.Phil or PhD Supervisor, or a Supervisor may opt to withdraw from supervision of a candidate before writing a synopsis and/or starting research work. The candidate or the Supervisor shall submit their request to their respective Head of Department. Recommendations for the change of Supervisor will be made by the Head of Department and then through the Dean concerned for final approval by the ASRB. No relaxation in the maximum allowable time for completion of the M.Phil and PhD degrees would be granted to the candidate based on a change of research Supervisor or topic.

16. COMPREHENSIVE EXAMINATION

- i. A PhD Scholar shall have to pass a written comprehensive examination after completion of the course work.
- ii. There will be one written paper of comprehensive examination comprising of six questions (a minimum 02 questions each from Major Subject-I, Major Subject-II, and Minor Subject) of study.
- iii. The comprehensive examination will be conducted under the supervision of the Student Supervisory Committee of the department and the Dean concerned.
- iv. The duration of the written comprehensive exam will be 3-4 hours.

- v. After passing the written comprehensive examination with 70% marks, the Head of Department will notify the result of the Scholars.
- vi. The evaluation shall be on an aggregate basis, expressed in terms of pass/fail, and shall not be graded.
- vii. Successful completion of the comprehensive examination and the PhD research proposal will be mandatory for granting candidacy as a PhD researcher.
- viii. The required coursework and comprehensive examination shall be completed within the 03 semesters of registration into a PhD program.
- ix. In case of noncompliance on account of circumstances beyond the control of the student, the university may consider the matter in accordance with the procedure prescribed at 3.12(iv) as given below.

“In case a student is unable to secure a PhD degree within the prescribed timeframe of 05 years and claims for extension in duration, the university may constitute an appropriate authority and determine the causes for delay. In the event of force majeure i.e., delay on account of circumstances beyond the control of the student, the university may grant an extension in the period of award of PhD degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused due to process or administrative reasons”.

- x. In case of failing the comprehensive examination, after availing the additional chance, admission of the concerned research Scholar shall stand cancelled.
- 17. RESEARCH THESIS FOR M.Phil OR EQUIVALENT AND PhD DEGREE PROGRAMS**
- i. Research Supervisor will be allotted to each student in 1st semester.
 - ii. The student has to submit his/her research synopsis in the 2nd semester.
 - iii. The synopsis of the proposed research work shall be carefully evaluated by the Student Supervisory Committee, comprising Supervisor (from the major field), Co-Supervisor (if Scholar of this university carries his/her part of thesis research in another university/research organization under the guidance of a researcher), Member (from the major field), Member (from the minor field).
 - iv. The Student Supervisory Committee will send its recommendations along with a copy of the synopsis forwarded by the Head of Department and countersigned by the Dean

- to the Office of Research Innovation & Commercialization (ORIC) to see the nature of the research, whether basic or applied, as well as its commercial application.
- v. The final copy will be sent to the Directorate of Academics for approval after a successful synopsis presentation.
 - vi. A Seminar Evaluation Committee (SEC) shall be constituted for each department for the evaluation of the seminar. A student who delivers a seminar must have at least 15 participants in his/her seminar presentation.
 - vii. A minimum interval of three months is required between successful defense of synopsis and submission of thesis for external evaluation.
 - viii. Similarly, a minimum interval of 15 days is required between each seminar out of thesis research.
 - ix. The student shall conduct research and write a thesis according to the approved plan under the guidance of the Student Supervisory Committee.
 - x. English shall be the medium of instruction and examinations for synopsis/thesis of all subjects, except languages/theology, in which the medium shall be either the language itself or English.
 - xi. The PhD Scholar shall be required to deliver two seminars out of his/her research work in addition to his synopsis presentation.
 - xii. Research thesis can be submitted by a candidate only after passing the required coursework and passing of comprehensive examinations (in PhD only), not before a period of 03 years.
 - xiii. The softcopy of the thesis will be sent to the Quality Assurance Directorate for plagiarism check from the email ID of the Supervisor concerned.
 - xiv. If the plagiarism score falls within the acceptable range, then the candidate shall submit one printed hardcopy in M.Phil or Equivalent (tape binding) and three printed hardcopies in the PhD degree program (press binding) to the Quality Assurance Directorate and finally to the Directorate of Academics for external evaluation.
 - xv. The fee/dues of 04 semesters in M.Phil or Equivalent and 06 semesters in PhD programs are compulsory to be charged.
 - xvi. If a Scholar exceeds the minimum time duration of 02 and 03 years in M.Phil and PhD programs, respectively, then the fee/dues for the extended period will be

- calculated/charged up to the date of soft copy thesis plagiarism check by the Quality Assurance Directorate, subject to the plagiarism score within the acceptable range.
- xvii. In such cases, the fee for the extended period will be charged on a daily basis up to 60 days (two months), and in case the soft copy of the thesis was checked for plagiarism after 60 days, then the full semester fee will be charged.
 - xviii. If a Scholar submits his/her thesis within 15 days of the next semester, he/she shall be exempted from payment of the normal fee, special fine, and any other charges of that semester.
 - xix. The thesis shall be submitted for evaluation through the Student Supervisory Committee to the Quality Assurance Directorate for plagiarism check and finally to the Controller of Examinations for external evaluation through the Directorate of Academics.
 - xx. The Student Supervisory Committee, in consultation with the Supervisor, shall send a panel of examiners to the Controller of Examinations, duly recommended by the Head of Department and the Dean concerned, comprising at least three qualified persons having a PhD degree in the relevant field.
 - xxi. From the recommended panel of examiners, the Director Academics shall appoint one external examiner for the evaluation of M.Phil or Equivalent thesis. For the PhD panel, the Vice Chancellor shall appoint external examiners for the evaluation of the thesis, from a list of 6 PhD experts, and the thesis shall be evaluated by the experts as mentioned in Section 12.ii.c of these rules.
 - xxii. The Controller of Examinations shall send the thesis to the approved examiners who shall evaluate it and, subject to a majority opinion, communicate the result as per the Gomal University prescribed proforma.
 - xxiii. In case the external examiner approves the thesis, the Controller of Examinations shall send the approved evaluation report of the examiner to the Supervisor concerned for correction of the thesis and fixing a date for the thesis defense, which shall be conducted by the Student Supervisory Committee and the external examiner.
 - xxiv. If the external examiner finds that the thesis is inadequate, the candidate may be permitted to revise and resubmit his/her thesis for a new examination within the stated dates.

- xxv. If the external examiner feels that the thesis, though defective but is of sufficient merit, the candidate may be permitted to correct his/her thesis for resubmission within three months. The re-submitted thesis must carry a certificate by the Supervisor to the effect that the shortcomings so identified have been rectified.
- xxvi. Only one chance of resubmission shall be allowed to the student, and if the revised thesis is not approved under the aforesaid procedure, the thesis shall finally be rejected.
- xxvii. If the thesis is adjudged as adequate but the candidate fails in the thesis defense, he/she shall be permitted to reappear once in the thesis defense within a period not exceeding six months.
- xx. Thesis defense will be conducted in a public presentation in which the candidate will present his/her research work and answer questions of the audience. Any member(s) of the faculty shall be allowed to sit during the defense and put questions to the candidate. However, they will not have any influence on the defense result.
- xxi. M.Phil or Equivalent thesis marks (120) will be awarded on an average basis by the Student Supervisory Committee and the external examiner.
- xxii. Thesis marks and grade awarded will be mentioned in the final transcript of the student and will be added to the CGPA.
- xxiii. If the student successfully passes thesis defense, he/she shall be required to submit five hard-binding copies (inclusive at least one copy for the candidate) of his/her M.Phil or Equivalent thesis and seven hard-binding copies (inclusive at least one copy for the candidate) of his/her PhD thesis to the department concerned before he/she is recommended for award of degree in Directorate of Academics which after approval shall ask Controller of Examinations for result notification.
- xxv. The candidate shall also submit one copy of the PhD thesis/dissertation (both hard and soft) along with the country directory proforma in the Directorate of Academics. This hard + softcopy of the thesis, along with the country directory proforma, will be sent to HEC for record and for attestation of the PhD degree in the future.
- xxiv. The research Scholar shall be required to publish a research paper from his/her PhD research work and shall produce a copy of such publication along with a paper verification certificate from the Quality Assurance Directorate for approval of the PhD degree in the Directorate of Academics.

- xxv. The admission of a research Scholar may be cancelled if his/her academic progress or conduct is found unsatisfactory at any stage.
- xxviii. The Scholar shall abide by these regulations and others with regard to students' conduct and discipline framed by the University from time to time.

18. GENERAL GUIDELINES FOR SELECTING EXTERNAL EXAMINERS

The following general guidelines shall, at least, be observed while selecting external thesis examiners;

- a. **Relevance of Expertise:** in the same or related fields as in the dissertation.
- b. **No Conflict of Interest:** in personal, financial, or professional stakes in a particular decision or outcome.
- c. **Objectivity:** capable of making unbiased evaluations.
- d. **Diversity:** in terms of geography, culture, professional backgrounds, etc.
- e. **Reputation:** must be good in the field, with a track record of fair and thorough evaluations.
- f. **Availability:** should have the time and availability to review the dissertation.
- g. **Professionalism:** capable of conducting themselves in a professional and respectful manner throughout the evaluation and defense process (if applicable).
- h. **Communication:** capable of providing clear and constructive feedback on the dissertation.
- i. **Confidentiality:** capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
- j. **Compatibility:** well-versed with the research methodology, approach, and theories used in the dissertation.

19. STUDY LEAVE AND NO OBJECTION CERTIFICATE

An employed person may be considered as a whole-time regular Scholar without obtaining study leave to the effect subject to the production of a “No Objection Certificate” from the employer concerned to the effect that studies of the Scholar shall not be affected by his/her official duties during the time as prescribed by the Department/Center/Institute. A copy of the application submitted to the employer for NOC or acknowledgement thereof must be produced at the time of admission.

20. CANCELLATION OF REGISTRATION

Registration of a Scholar failing in the examinations(s) or failing in the fulfillment of the requirements of these regulations shall stand cancelled.

21. REMOVAL OF DIFFICULTIES

- i. If any question arises in the interpretation of any of the provisions of these regulations regarding implementation or operation, causing substantial hardship to the students, it shall be placed before the ASRB, whose decision thereon, not inconsistent with the provisions of regulations-2025, shall be final.
- ii. Any amendments/changes to the rule pertaining to Graduate degree programs notified by the Higher Education Commission shall be implemented as per the laid-down procedure in the university.

22. REPEAL AND SAVING

The Gomal University MS/M.Sc (Hons)/M.Phil/PhD regulations 1999, 2005, 2012, 2015, and 2015-2016 are hereby repealed. All academic matters relating to these degree programs made prior to the promulgation of these regulations-2025 shall be governed under the Gomal University Semester Rules & Regulations 2015-2016.

**DOCUMENTS REQUIRED FOR THE APPROVAL OF M.Phil OR EQUIVALENT
SYNOPSIS IN THE DIRECTORATE OF ACADEMICS**

- Covering letter by Head of Department.
- ORIC report regarding the nature of research, whether basic or applied, as well as its commercial application.
- RPEC proforma duly signed by Student Supervisory Committee, Head of Department, and Dean concerned.
- Satisfactory report on synopsis presentation duly signed by the Seminar Evaluation Committee.
- Hard copy of synopsis along with paid dues slips.
- Plagiarism report by the Supervisor concerned.

**EVALUATION PROFORMA SUBMITTED BY THE SUPERVISOR OF RESEARCH
SCHOLAR FOR M.Phil/PhD RESEARCH CARRIED OUT BY THE SCHOLAR**

1	Program (M.Phil/PhD)	
2	Department/Institute/Centre	
3	Name of Scholar	
4	Name of Supervisor	
5	Type of Research (Basic/Applied)	
6	Field of Study	
7	Title of Research	
8	Aim/Objectives of Research	
9	Novelty of the Research/Study	
10	Potential for Patent / Commercialization	

Signature of Supervisor _____

Signature of Head of Department _____

**DOCUMENTS REQUIRED FOR THE APPROVAL OF M.Phil OR EQUIVALENT
THESIS IN THE DIRECTORATE OF ACADEMICS**

- Covering letter by Head of Department.
- RPEC proforma duly signed by the Student Supervisory Committee, Head of Department, and Dean concerned.
- Proforma for submission of thesis (13-point proforma).
- Copy of admission entry test result.
- Supervisor letter regarding the number of research Scholars under his/her supervision, along with student's admission and attendance record.
- Copy of course work passing notifications/result sheet of all semesters of M.Phil or Equivalent degree program from the Controller of Examinations.
- Copy of DMCs of all semesters of M.Phil or Equivalent degree program.
- Updated dues clearance certificate up to the date of submission of thesis in the Directorate of Quality Assurance, duly signed by the Head of Department and Director Finance.
- Copy of synopsis approval notification from the Directorate of Academics.
- Extension in study period (if applicable).
- Plagiarism report and one hard copy of the thesis through the Directorate of Quality Assurance.
- Panel of examiners (with contact numbers and official email addresses) for thesis evaluation, duly signed by the Head of Department and the Dean concerned.

**DOCUMENTS REQUIRED FOR ISSUANCE OF M.Phil OR EQUIVALENT AWARD
OF DEGREE NOTIFICATION IN THE DIRECTORATE OF ACADEMICS**

- Covering letter by Head of Department.
- Approval of defense from the Dean concerned.
- Successful thesis defense notification duly signed by the external examiner, internal examiner, Head of Department, and Dean concerned.
- Copy of admission entry test result.
- Copy of the front page of M.Phil thesis.
- Copy of computerized national identity card.
- Copy of last degree received (verified by the Controller of Examinations).
- Copy of reviewer's evaluation report.
- Copy of Committee rebuttal report.
- Dues clearance certificate duly signed by the Head of Department and Director Finance.
- Copy of departmental clearance certificate.
- Copy of thesis distribution proforma.
- Copy of result notification (1st-2nd semesters) issued by the Controller of Examinations.
- Copy of M.Phil thesis defense examination proforma.
- Copy of administrative approval from the Dean concerned for conducting the thesis defense.

**DOCUMENTS REQUIRED FOR THE APPROVAL OF PhD SYNOPSIS IN THE
DIRECTORATE OF ACADEMICS**

- Covering letter by Head of Department.
- ORIC report regarding the nature of research, whether basic or applied, as well as its commercial application.
- RPEC proforma duly signed by Student Supervisory Committee, Head of Department, and Dean concerned.
- Satisfactory report on synopsis presentation duly signed by the Seminar Evaluation Committee.
- Hard copy of synopsis along with paid dues slips.
- Plagiarism report by the Supervisor concerned.

**DOCUMENTS REQUIRED FOR THE APPROVAL OF PhD THESIS IN THE
DIRECTORATE OF ACADEMICS**

- Covering letter by Head of Department.
- RPEC proforma duly signed by the Student Supervisory Committee, Head of Department, and Dean concerned.
- Proforma for submission of thesis (13-point proforma).
- Declaration by the Scholar.
- Copy of admission entry test result.
- Supervisor letter regarding the number of research Scholars under his/her supervision, along with student's admission and attendance record.
- Copy of course work passing notifications/result sheet of all semesters of the PhD degree program from the Controller of Examinations.
- Copy of DMCs of all semesters of the PhD degree program.
- Copy of the seminars notification.
- Satisfactory report on the seminars presentation duly signed by the Seminar Evaluation Committee.
- Copy of comprehensive exam passing notification.
- Updated dues clearance certificate up to the date of submission of thesis in Directorate of Quality Assurance, duly signed by the Head of Department and Director Finance.
- Copy of synopsis approval notification from the Directorate of Academics.
- Extension in study period (if applicable).
- Plagiarism report and three hard copies of the thesis through the Directorate of Quality Assurance.
- Panel of examiners (with contact numbers and official email addresses) for thesis evaluation duly signed by Head of Department and Dean concerned.

DOCUMENTS REQUIRED FOR ISSUANCE OF PhD AWARD OF DEGREE
NOTIFICATION IN THE DIRECTORATE OF ACADEMICS

- Covering letter by Head of Department.
- Approval of defense from the Dean concerned.
- Successful thesis defense notification duly signed by the external examiner, internal examiner, Head of Department, and Dean concerned.
- Copy of admission entry test result.
- Copy of the front page of the PhD thesis.
- Copy of computerized national identity card.
- Copy of last degree received (verified by Controller of Examinations).
- Copy of reviewers' evaluation reports.
- Copy of Committee rebuttal report.
- Dues clearance certificate duly signed by the Head of Department and Director Finance.
- Copy of departmental clearance certificate.
- Copy of thesis distribution proforma.
- Copy of paper verification from the Directorate of Quality Assurance.
- Copy of administrative approval from the Dean concerned for conducting the thesis defense.

DOCUMENTS REQUIRED FOR PhD COUNTRY DIRECTORY PROFORMA (PCD)

Two sets of the following documents, in hard and soft forms, are required. One set will be sent to HEC, and the other for the university record in the Directorate of Academics. The documents must be received through a covering letter from the Head of Department.

1. 2 × soft copies (CDs) containing separate files of the following documents;
2. PhD thesis.
3. PCD proforma duly signed by the Controller of Examinations.
4. Research publication (s)' page showing the name of the PhD Scholar (author) clearly mentioned.
5. Award of degree notification (issued by Controller of Examinations).
6. PhD thesis evaluation reports.
7. Plagiarism report.
8. Copies of all degrees from HSSC to M.Phil.

THESIS CORRECTION CERTIFICATE / COMMITTEE'S REBUTTAL REPORT
M.Phil or Equivalent Degree Program

The Director Academics
Gomal University, Dera Ismail Khan

Subject: **Correction Certificate on Thesis of Mr./Ms., MS/M.Sc (Hons)M.Phil Scholar in Department of**

The Student Supervisory Committee checked that Mr./Ms....., MS/M.Sc (Hons)M.Phil Scholar in Department of, Faculty of, Gomal University, Dera Ismail Khan has incorporated all the corrections as proposed by the external examiner. The detailed report of incorporation of corrections is given as under:

Suggestion/Recommendations of Thesis Evaluator	
Name of Evaluator: Designation: Address: Contact No. E-mail ID:	
General comments	Committee's rebuttals
1. General and critical features of the thesis (chapter wise)	
2. Scientific quality / technical content of the thesis	
i. Scientific quality of the research (chapter wise)	
ii. Mistakes/errors/amendments/changes or corrections proposed, if any (chapter wise)	
3. Quality of written presentation (Punctuation, grammar, spelling or language)	
4. Overall assessment	
a) Choice of topic and relevant research areas Relevant/Irrelevant	
b) Command of relevant literature Sufficient/Insufficient	
c) Adequacy of the research approach and methodology for the given problem(s) Adequate/Inadequate	
d) Quality of the research data and their analysis Good/Poor	

e) Quality of the conclusions in the context of the original problem statement, and the data/evidence that is presented Good/Poor	
5. General remarks	

Research Supervisor

Student Supervisory Committee

1. _____
2. _____
3. _____

d) Quality of the research data and their analysis Good/Poor	
e) Quality of the conclusions in the context of the original problem statement, and the data/evidence that is presented Good/Poor	
5. General remarks	

Research Supervisor

Student Supervisory Committee

1. _____

2. _____

3. _____

NOTE: PhD Scholars are directed to use the same pattern for **EVALUATOR-II** and **EVALUATOR-III** mentioned above



DIRECTORATE OF ACADEMICS GOMAL UNIVERSITY D. I. KHAN

CHANGE OF SUPERVISOR

Step 1: Student to Complete Section A

Step 2: Outgoing Supervisor(s) to complete Section B

Step 3: New Supervisor(s) to complete Section C

Step 4: College Dean/designated deputy to approve the change in Section D

A STUDENT

NAME in full (use capital letters) _____

REGISTRATION NUMBER

--	--	--	--	--	--	--	--

PROGRAMME: _____

Date of entry: _____

STATUS: Full-time Part-time Continuation status (please circle)

SPONSOR (if applicable *): _____

* NB: Some Research Councils need to approve changes in supervision. Please refer to their Terms and Conditions.

RESEARCH TOPIC: _____

REASON FOR CHANGE: _____

B. OUTGOING SUPERVISOR(S)

Supervisor Name: _____

Signature: _____ Date: _____

Co-Supervisor Name _____

Signature: _____ Date: _____

C. NEW SUPERVISOR(S)

Supervisor Name: _____

Signature: _____ Date: _____

Co-Supervisor Name: _____

Signature: _____ Date: _____

D. STUDENT'S SIGNATURE

Student's Signature: _____ Date: _____

E. RESEARCH PERFORMANCE EVALUATION COMMITTEE:

New Supervisor: _____ Signature: _____

Member (Major): _____ Signature: _____

Member (Minor): _____ Signature: _____

Chairperson: _____ Signature: _____

Dean: _____ Signature: _____

GUIDELINES FOR SYNOPSIS PREPARATION

(M.Phil or Equivalent and PhD Degree Programs)

GENERAL INSTRUCTIONS

Margins

1½ inches at the left side, 1 inch at the top, bottom and right side. New chapters should start on new pages with the first line indented. After the sub-headings, the first line is also indented

Text Spacing

Text font size 12 with line spacing 1.5 in Introduction, Review of Literature, Materials and Methods, References sections with justified right margins. Footnotes, long quotations, table captions, appendices legend and similar special materials may be single spaced

Type Style

Times New Roman

Font Size

Text font size 12, main headings 14 (**bold**), sub-headings 12 (**bold**). Figures size 10 (single spaced)

Paper Size and Specification

A4 size paper, recommended quality 80-90 g. Use only one side of the page for printing

Length of Synopsis

The synopsis should not be less than 12-15 pages for M.Phil or Equivalent and 20-25 for PhD degree programs

Page Numbering

Preliminary pages of the synopsis (Certificate of approval from the Student Supervisory Committee, List of Contents, Abstract and Student's Declaration) are to be numbered in lower case Roman numerals (i, ii, iii...) and placed in the middle at the bottom of each page. All items following the text i.e. Introduction, Review of Literature, Materials and Methods, References sections should be numbered consecutively throughout in numeric (Arabic) numbers (1, 2, 3...) beginning with number 1 on the first page of introduction and shown in the middle at the bottom of each page. Page number should not be shown on the title page

Number of Copies

Four copies (1 for Student, 1 for Supervisor, 1 for Quality Enhancement Cell and 1 for Office record) are to be submitted by the student in department/institute

Reference Style

The approved style for citing reference is "Manual of the American Psychological Association-APA" (6th edition)

SPECIFIC INSTRUCTIONS

Composition of the Synopsis

The synopsis must be assembled in the following order:

→ Title

Synopsis must include title of proposed research, university logo, name of the student (with registration number), place of work, month and year of submission

→ Certificate of Approval from the Student Supervisory Committee

Synopsis must be signed by the Student Supervisory Committee

→ Student's Declaration

This page should contain declaration by the student on originality of the synopsis and proposed research work. Following the student's declaration, first page of the plagiarism report (if score is less than 20%) must be attached along with signature of the student and research Supervisor

Main Components

Chapter 1: Introduction

- 1.1 Overview
- 1.2 Historical perspective
- 1.3 Problem statement
- 1.4 Significance of the study
- 1.5 Hypothesis (for Social Sciences)
- 1.6 Objectives of the study

Chapter 2: Review of Literature

Review of literature shows the work done previously in the area of proposed research and is necessary to plan further research effectively. The information given in the review should be supported by references. This section must be comprised of at least 1/3rd of the total synopsis and written in running / story form. Last paragraph should be the conclusion of overall literature reviewed and its relation to the student's own research topic. One half of the literature must be reviewed from the last 05 years

Chapter 3: Materials and Methods

- 3.1 Proposed place of work and facilities available
- 3.2 Plan of work and methodology adopted
- 3.3 Treatments to be studied (if applicable)
- 3.4 Parameters/variables to be studied (if applicable)
- 3.5 Methods of data collection (if applicable)
- 3.6 Sampling technique and procedure (if applicable)
- 3.7 Sample size (if applicable)
- 3.8 Validity and reliability test (if applicable)

- 3.9 Research model/framework to be used (if applicable)
- 3.10 Layout plan
- 3.11 Statistical test to be used

Chapter 4: References

The references should be in alphabetical order as per the APA format

SYNOPSIS FORMAT
(M.Phil or Equivalent and PhD Degree Programs)

Synopsis Title (Font 16, Title Case, Bold, Center aligns)



By (14, Italic, Center aligns)

Student Name (14, Title Case, Bold, Center aligns)

Registration Number <<e.g. 600-dagr-88>> (14, Title Case, Normal, Center aligns)

A synopsis is submitted in partial fulfillment of the requirements for the degree of <<M.Phil or PhD>> in <<Degree Program Name>> (14, Normal, Center aligns)

{ <<**DEPARTMENT NAME**>>
 GOMAL UNIVERSITY
 DERA ISMAIL KHAN
 PAKISTAN }

(16, Bold, UPPER CASE, Center aligns)

Month and year in which synopsis is submitted <<e.g. August 2017 >> (14, Bold, Center aligns)

Certificate of Approval from the Student Supervisory Committee (14, Title Case, Bold, Center aligns)

We, the Student Supervisory Committee, hereby certify that the contents and form of synopsis submitted by <<Student Name>>, <<Degree Program Name>>, <<Department Name>> were checked and found satisfactory. As per directions of the Higher Education Commission, the synopsis of the student was checked for plagiarism in which <<Plagiarism %>> similarities were found as per report attached hereto which is within the acceptable range. Thus, the synopsis is submitted for further necessary process. (12, Normal, Justify text, Line spacing 1.15)

Student Supervisory Committee

Name

Signature

a) _____ Supervisor (from the major field)

b) _____ Co-Supervisor (if any)

c) _____ Member (from the major field)

d) _____ Member (from the minor field)

Forwarded by

_____ Head of Department

_____ Dean

List of Contents (14, Bold, Title Case, Center aligns)

S. No	Description	Page No
I	Student's Declaration.....	i
Chapter 1	Introduction	
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	1.2 Historical perceptive.....	
	1.3 Problem statement.....	
	1.4 Significance of the study.....	
	1.5 Hypothesis	
	1.6 Objectives of study.....	
Chapter 2	Review of Literature	
Chapter 3	Materials and Methods	
	3.1 Proposed place of work and facilities available.....	
	3.2 Plan of work and methodology adopted	
	3.3 Treatments to be studied (if applicable)	
	3.4 Parameters/variables to be studied (if applicable)	
	3.5 Methods of data collection (if applicable)	
	3.6 Sampling technique and procedure (if applicable)	
	3.7 Sample size (if applicable)	
	3.8 Validity and reliability test (if applicable)	
	3.9 Research model/framework to be used (if applicable)	
	3.10 Layout plan (if applicable)	
	3.11 Statistical test to be used	
Chapter 4	References	

Student's Declaration (14, Title Case, Bold, Center aligns)

I, <<Scholar Name>>, do hereby state that my <<M.Phil or PhD.>> synopsis titled

is my own work and has not been submitted previously by me for taking any degree from Gomal University, Dera Ismail Khan or anywhere else in the country/world.

I understand the zero-tolerance policy of the HEC and Gomal University, Dera Ismail Khan towards plagiarism. Therefore, I declare that no portion of my synopsis has been plagiarized and any material used as reference is properly cited.

I undertake that if I am found guilty of any formal plagiarism in the above titled synopsis even after award of <<M.Phil or PhD.>> degree, the university reserves the rights to withdraw/revoke my <<M.Phil or PhD.>> degree and that HEC has the right to publish my name on the website on which names of students are placed who submitted plagiarized work.
(12, Normal, Justify text, Line spacing 1.5, Paragraph spacing 6)

Name of Scholar _____ Signature _____
Date _____

Name of Supervisor _____ Signature _____
Date _____

Chapter 1: Introduction (14, Bold, Center aligns)

Introduction should explain overview, historical perspective, problem statement, significance of the study, hypothesis (for Social Sciences), and objectives of the study. It must contain citations / references from the relevant literature. (12, Normal, Justify text, Line spacing 1.5, Paragraph spacing 6)

Chapter 2: Review of Literature (14, Title Case, Bold, Center aligns)

The concept base analysis of the existing studies in the research area should be the part of this section. If there are multiple aspects / experiments under the main research topic then each should be mentioned in separate headings along with review related to the topic of research in chronological (year-wise) order. Students are directed to make sure that every reference cited here is also present in the reference list (and vice versa). Recent review should be consulted and expressed in running / story form to avoid plagiarism. (12, Normal, Justify text, Line spacing 1.5, Paragraph spacing 6)

All references must be cited as per the following APA style:

Using in-text citation in APA

Example:

For single author: One study found that the most important element in comprehending non-native speech is familiarity with the topic (Derwing, 2002).

Or

Derwing (2002) found that the most important element in comprehending non-native speech is familiarity with the topic.

For two authors: One study found that the most important element in comprehending non-native speech is familiarity with the topic (Derwing & Munro, 2002).

Or

Derwing and Munro (2002) found that the most important element in comprehending non-native speech is familiarity with the topic.

For more than two authors: One study found that the most important element in comprehending non-native speech is familiarity with the topic (Derwing, Rossiter & Munro, 2002).

Or

Derwing et al. (2002) found that the most important element in comprehending non-native speech is familiarity with the topic.

Web page with author

Example: In-text citation

Role-play can help children learn techniques for coping with bullying (Kraiser, 2011).

Web page with no author

Example: In-text citation

The term Nittany Lion was coined by Penn State football player Joe Mason in 1904 (All things Nittany, 2006).

Web page with no date

Example: In-text citation

Establishing regular routines, such as exercise, can help survivors of disasters recover from trauma (American Psychological Association [APA], n.d.).

General Guidelines

In-text references should immediately follow the title, word, or phrase to which they are directly relevant, rather than appearing at the end of long clauses or sentences. In-text references should always precede punctuation marks. Below are examples of using in-text citation.

Author's name in parentheses

One study found that the most important element in comprehending non-native speech is familiarity with the topic (Derwing & Munro, 2002).

Author's name part of narrative

Derwing and Munro (2002) found that the most important element in comprehending non-native speech is familiarity with the topic.

Group as author

First citation: (American Psychological Association [APA], 2015)

Subsequent citation: (APA, 2015)

Multiple works: (Separate each work with semi-colons)

Research shows that listening to a particular accent improves comprehension of accented speech in general (Gass & Varonis, 1984; Krech Thomas, 2004).

Direct quote (include page number)

One study found that “the listener's familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” (Derwing & Munro, 2002, p. 85).

Derwing and Munro (2002) found that “the listener’s familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” (p. 85).

Note: For direct quotations of more than 40 words, display the quote as an indented block of text without quotation marks and include the authors’ names, year, and page number in parentheses at the end of the quote.

Example:

This suggests that familiarity with nonnative speech in general, although it is clearly not as important a variable as topic familiarity, may indeed have some effect. That is, prior experience with nonnative speech, such as that gained by listening to the reading, facilitates comprehension. (Derwing & Munro, 2002, p. 77).

Chapter 3: Materials and Methods (14, Title Case, Bold, Center aligns)

This section should explain the proposed place of work and facilities available, plan of work and methodology adopted, treatments to be studied, parameters/variables to be studied, methods of data collection, sampling technique and procedure, sample size, validity and reliability test, research model / framework to be used, layout plan and statistical test to be used depending upon the nature of research and field of specialization. (12, Normal, Justify text, Line spacing 1.5, Paragraph spacing 6)

Chapter 4: References (14, Bold, Center aligns)

The references should be in alphabetical order as per the APA format. Second and succeeding lines of each reference should be indented. (12, Normal, Justify text, Line spacing 1.5, Paragraph spacing 6)

HOW TO CITE A BOOK

Citing a book in print

→Author's name, abbreviated name. (Year of Publication). *Title of work*. Publisher

Example:

Newell, A. (1972). *Human problem solving*. Englewood Cliffs, NJ: Prentice-Hall. **(For one author)**

Newell, A., & Simon, H.A. (1972). *Human problem solving*. Englewood Cliffs, NJ: Prentice-Hall. **(For two authors)**

Newell, A., Rossiter, M.J., & Simon, H.A. (1972). *Human problem solving*. Englewood Cliffs, NJ: Prentice-Hall. **(For more than two authors)**

Citing an e-book from an e-reader

E-book is short for "electronic book." It is a digital version of a book that can be read on a computer.

→Authors name, abbreviated names. (Year of Publication). *Title of work*. Retrieved from <http://xxxx> or DOI:xxxx

Example:

Eggers, D.(2008). *The circle* [Kindle Version]. Retrieved from <http://www.amazon.com/>

Eggers, D., & Simon, H.A. (2008). *The circle* [Kindle Version]. Retrieved from <http://www.amazon.com/>

Eggers, D., Rossiter, M.J., & Simon, H.A. (2008). *The circle* [Kindle Version]. Retrieved from <http://www.amazon.com/>

Citing a book found in a database

→Author's name, abbreviated name. (Year of Publication). *Title of work*. Retrieved from <http://xxxx> or DOI:xxxx

Example:

Eggers, D. (2008). *The circle*. DOI: 10.1596/978-1-4648-0403-8

Eggers, D., & Simon, H.A. (2008). *The circle*. DOI: 10.1596/978-1-4648-0403-8

Eggers, D., Rossiter, M.J., & Simon, H.A. (2008). *The circle*. DOI: 10.1596/978-1-4648-0403-8

Note: A DOI (digital object identifier) is an assigned number that helps link content to its location on the Internet. All DOI numbers begin with a 10 and are separated by a slash.

HOW TO CITE A JOURNAL ARTICLE

Citing a journal article in print

→Author's name, abbreviated name. (Publication Year). Article title. *Periodical Title*, Volume (Issue), pp.

Example:

Derwing, T.M. (2002). Teaching native speakers to listen to foreign-accented speech. *Journal of Multilingual and Multicultural Development*, 23(4), 245-259.

Derwing, T.M., & Munro, M.J. (2002). Teaching native speakers to listen to foreign-accented speech. *Journal of Multilingual and Multicultural Development*, 23(4), 245-259.

Derwing, T.M., Rossiter, M.J., & Munro, M.J. (2002). Teaching native speakers to listen to foreign-accented speech. *Journal of Multilingual and Multicultural Development*, 23(4), 245-259.

Citing online journal article

→Author's name, abbreviated name. (Publication Year). Article title. *Periodical Title*, Volume (Issue), pp.-pp. DOI:XX.XXXXXX or Retrieved from journal URL

Example:

Jameson, J. (2013). E-Leadership in higher education: The fifth "age" of educational technology research. *British Journal of Educational Technology*, 44(6), 889-915. DOI: 10.1111/bjet.12103

Jameson, J., & Simon, H.A. (2013). E-Leadership in higher education: The fifth "age" of educational technology research. *British Journal of Educational Technology*, 44(6), 889-915. DOI: 10.1111/bjet.12103

Jameson, J., Rossiter, M.J., & Simon, H.A. (2013). E-Leadership in higher education: The fifth "age" of educational technology research. *British Journal of Educational Technology*, 44(6), 889-915. DOI: 10.1111/bjet.12103

HOW TO CITE A GENERAL WEBSITE ARTICLE

Citing a general website article with an author

→Author's name, abbreviated name. (Year, Month Date of Publication). Article title. Retrieved from URL

Example:

Simmons, B. (2015, January 9). The tale of two Flaccos. Retrieved from <http://grantland.com/the-triangle/the-tale-of-two-flaccos/>

Simmons, B., & Simon, H.A. (2015, January 9). The tale of two Flaccos. Retrieved from <http://grantland.com/the-triangle/the-tale-of-two-flaccos/>

Simmons, B., Rossiter, M.J., & Simon, H.A. (2015, January 9). The tale of two Flaccos. Retrieved from <http://grantland.com/the-triangle/the-tale-of-two-flaccos/>

Citing a general website article without an author

→Article title. (Year, Month Date of Publication). Retrieved from URL

Example:

Teen posed as doctor at West Palm Beach hospital: police. (2015, January 16). Retrieved from <http://www.nbcmiami.com/news/local/Teen-Posed-as-Doctor-at-West-Palm-Beach-Hospital-Police-288810831.html>

HOW TO CITE A MAGAZINE ARTICLE

Citing a magazine article in print

→Author's name, abbreviated name. (Year, month of Publication). Article title. *Magazine Title*, Volume (Issue), pp.-pp.

Example:

Tumulty, K. (2006, April). Should they stay or should they go? *Time*, 167(15), 3-40.

Tumulty, K., & Simon, H.A. (2006, April). Should they stay or should they go? *Time*, 167(15), 3-40.

Tumulty, K., Rossiter, M.J., & Simon, H.A. (2006, April). Should they stay or should they go? *Time*, 167(15), 3-40.

Citing online magazine article

→Author's name, abbreviated name. (Year, Month of Publication). Article title. *Magazine Title*, Volume (Issue), Retrieved from <http://xxxx>

Example:

Tumulty, K. (2006, April). Should they stay or should they go? *Time*, 167(15) Retrieved from <http://content.time.com/time/magazine/article/0,9171,1179361,00.html>

Tumulty, K., & Simon, H.A. (2006, April). Should they stay or should they go? *Time*, 167(15) Retrieved from <http://content.time.com/time/magazine/article/0,9171,1179361,00.html>

Tumulty, K., Rossiter, M.J., & Simon, H.A. (2006, April). Should they stay or should they go? *Time*, 167(15) Retrieved from <http://content.time.com/time/magazine/article/0,9171,1179361,00.html>

HOW TO CITE A NEWSPAPER ARTICLE

Citing a newspaper article in print

→Author's name, abbreviated name. (Year, Month Date of Publication). Article title. *Newspaper Title*, pp. xx-xx.

Example:

Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon. *The New York Times*, p. D5.

Rosenberg, G., & Simon, H.A. (1997, March 31). Electronic discovery proves an effective legal weapon. *The New York Times*, p. D5.

Rosenberg, G., Rossiter, M.J., & Simon, H.A. (1997, March 31). Electronic discovery proves an effective legal weapon. *The New York Times*, p. D5.

Note: Mention page numbers for newspaper articles with p. (for a single page) or pp. (for

multiple pages).

Citing online newspaper article

→Author's name, abbreviated name. (Year, Month Date of Publication). Article title. *Newspaper Title*, Retrieved from newspaper homepage URL

Example:

Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon. *The New York Times*, Retrieved from <http://www.nytimes.com>

Rosenberg, G., & Simon, H.A. (1997, March 31). Electronic discovery proves an effective legal weapon. *The New York Times*, Retrieved from <http://www.nytimes.com>

Rosenberg, G., Rossiter, M.J., & Simon, H.A. (1997, March 31). Electronic discovery proves an effective legal weapon. *The New York Times*, Retrieved from <http://www.nytimes.com>

HOW TO REFERENCE AN INTERVIEW

A personal interview should not be included in a reference list in APA. They are not considered recoverable data (they cannot be found by a researcher). You should reference personal interviews as in-text citations instead.

Example: (J. Doe, personal communication, December 12, 2004)

There is a general structure if you want to cite a personal interview as part of your APA works cited list:

→Author's name, abbreviated name. (Year, Month Date). Interview type.

Example:

Marino, B. (2014, October 18). Personal Interview.

Marino, B., & Simon, H.A. (2014, October 18). Personal Interview.

Marino, B., Rossiter, M.J., & Simon, H.A. (2014, October 18). Personal Interview.

HOW TO REFERENCE A LECTURE

Citing online lecture notes or presentation slides

→Author's name, abbreviated name. (Publication Year). Name or title of lecture [file format]. Retrieved from URL

Example:

Saito, T. (2012). Technology and me: A personal timeline of educational technology [Powerpoint slides]. Retrieved from <http://www.slideshare.net/Bclari25/educational-technology-ppt>

Saito, T., & Simon, H.A. (2012). Technology and me: A personal timeline of educational technology [Powerpoint slides]. Retrieved from <http://www.slideshare.net/Bclari25/educational-technology-ppt>

Saito, T., Rossiter, M.J., & Simon, H.A. (2012). Technology and me: A personal timeline of educational technology [Powerpoint slides]. Retrieved from <http://www.slideshare.net/Bclari25/educational-technology-ppt>

Note: If you want to cite information from your own personal notes from a lecture as personal communication and refer to it only in the body of your essay, you can follow the style guide for personal communication available in the interview section.

HOW TO CITE A TV/RADIO BROADCAST

Citing an episode from TV or radio show

→Writer, A. (Writer), & Director, A. (Director). (Year of Airing). Episode title [Television series episode]. In Executive Producer, A. (Executive Producer), *TV series name*. City, State of original channel: Channel.

Example:

Kang, K. (Writer), & Fryman, P. (Director). (2006). Slap bet [Television series episode]. In Bays, C. (Executive Producer), *How I met your mother*. Los Angeles, CA: Columbia Broadcasting System.

HOW TO REFERENCE AN ENCYCLOPEDIA

Citing an encyclopedia entry in print

→Author's name, abbreviated name. (Publication Year). Entry title. In *Encyclopedia title*, (Vol. XX, pp. XX). City, State of publication: Publisher.

Example:

Kammen, C. (2012). Monuments. In *Encyclopedia of local history*. (pp. 363-364). Lanham, MD: AltaMira Press.

Kammen, C., & Simon, H.A. (2012). Monuments. In *Encyclopedia of local history*. (pp. 363-364). Lanham, MD: AltaMira Press.

Kammen, C., Rossiter, M.J., & Simon, H.A. (2012). Monuments. In *Encyclopedia of local history*. (pp. 363-364). Lanham, MD: AltaMira Press.

HOW TO REFERENCE A PHOTOGRAPH

Citing a photograph

→Photographer, A. (Photographer). (Year, Month Date of Publication). *Title of photograph* [photograph]. City, State of publication: Publisher/museum.

Example:

Roege, W.J. (Photographer). (1938). *St. Patrick's cathedral, fifth avenue from 50th street to 51st street* [photograph]. New York, NY: New-York Historical Society.

Citing a photograph retrieved online

→Photographer, A. (Photographer). (Year, Month Date of Publication). *Title of photograph* [digital image]. Retrieved from URL

Example:

Ferraro, A. (Photographer). (2014, April 28). *Liberty enlightening the world* [digital image]. Retrieved from https://www.flickr.com/photos/afer92/14278571753/in/set-72157644_617030616. (12, Normal, Justify text, Line spacing 1.5, Paragraph spacing 6)

GUIDELINES FOR THESIS WRITING

(M.Phil or Equivalent and PhD Degree Programs)

GENERAL INSTRUCTIONS

Margins

1½ inches at the left side and 1 inch at the top, bottom, and right side. New chapters should start on new pages with the first line indented. After the sub-headings, the first line is also indented

Text Spacing

Text font size 12 with line spacing 1.5 in Introduction, Review of Literature, Materials and Methods, Results and Discussion, Summary, Conclusion, Recommendations and Policy Implications, and References sections with justified right margins. Footnotes, long quotations, table captions, appendices legend and similar special materials may be single spaced

Type Style

Times New Roman

Font Size

Text font size 12, main headings 14 (**bold**), sub-headings 12 (**bold**). Figures size 10 (single spaced)

Paper Size and Specification

A4 size paper, recommended quality 80-90 g. Use only one side of the page for printing

Length of Thesis

Excluding figures and graphs, the thesis should not be less than 60 pages for MPhil and 120 for PhD. degree

Page Numbering

Preliminary pages of the thesis (Certificate of approval from the Student Supervisory Committee, Student's Declaration, List of Tables, List of Figures, List of Illustrations, List of Abbreviations, List of Appendices, Acknowledgement and Abstract) are to be numbered in lower case Roman numerals (i, ii, iii.....) and placed in the middle at the bottom of each page. All items following the text i.e. Introduction, Review of Literature, Materials and Methods, Results and Discussion, Summary, Conclusion, Recommendations and Policy Implications, References, and Appendices sections should be numbered consecutively throughout in numeric (arabic) numbers (1, 2, 3.....) beginning with number 1 on the first page of introduction and shown in the middle at the bottom of each page. Page number should not be shown on dedication and the title page

Thesis Binding

The colours prescribed for MPhil thesis binding is blue and red for PhD. degree

Number of Copies

Seven copies (1 for Student, 1 for Supervisor, 1 for Departmental/Faculty Library, 1 for Directorate of Academics, 1 for CE, 1 for Central Library and 1 for Office record) are to be submitted by the student for obtaining degree. PhD. students must submit an additional hardcopy of thesis in Directorate of Academics for onward submission to HEC.

Reference Style

The approved style for citing reference is “Manual of the American Psychological Association-APA” (6th edition)

SPECIFIC INSTRUCTIONS

Composition of the Thesis

The thesis must be assembled in the following order:

Title

Thesis must include title of research, university logo, name of the student (with registration number), place of work, month and year of submission

Certificate of Approval from the Student Supervisory Committee

Thesis must be signed by the Student Supervisory Committee

Student's Declaration

This page should contain declaration by the student on originality of the thesis and research work done. Following the student's declaration, first page of the plagiarism report (if score is less than 20%) must be attached along with signature of the student and research Supervisor

Basic Components

The following components must be attached as part of research thesis:

- List of Contents
- List of Tables
- List of Figures (if applicable)
- List of Illustrations (if applicable)
- List of Abbreviations
- List of Appendices (if applicable)
- Acknowledgement
- Abstract

Main Components

Chapter 1: Introduction

- 1.1 Overview
- 1.2 Historical perspective
- 1.3 Problem statement
- 1.4 Significance of the study
- 1.5 Hypothesis (for Social Sciences)
- 1.6 Objectives of the study

Chapter 2: Review of Literature

Review of literature shows the work done previously in the area of proposed research and is necessary to plan further research effectively. The information given in the review should be supported by references. This section must be written in running / story form. Last paragraph should be the conclusion of overall literature reviewed and its relation to the student's own research topic. One half of the literature must be reviewed from within the last 05 years.

Chapter 3: Materials and Methods

- 3.1 Place of work and facilities available
- 3.2 Plan of work and methodology adopted
- 3.3 Treatments studied (if applicable)
- 3.4 Parameters/variables studied (if applicable)
- 3.5 Methods of data collection (if applicable)
- 3.6 Sampling technique and procedure (if applicable)
- 3.7 Sample size (if applicable)
- 3.8 Validity and reliability test (if applicable)
- 3.9 Research model/framework used (if applicable)
- 3.10 Layout plan (if applicable)
- 3.11 Statistical test used

Chapter 4: Results and Discussion

This section must be comprised of at least 1/3rd of the total thesis

Chapter 5: Summary, Conclusion, Recommendations (for all), Policy Implications (for Social Sciences)

This section should be short but comprehensive giving overall reflection of the work done

Chapter 6: References

The references should be in alphabetical order as per the APA format

7. Appendices

THESIS FORMAT
(M.Phil or Equivalent and PhD Degree Programs)

Thesis Title (Font 16, Title Case, Bold, Center aligns)



By (14, Italic, Center aligns)

Student Name (14, Title Case, Bold, Center aligns)

Registration Number <<e.g. 600-dagr-88>> (14, Title Case, Normal, Center aligns)

A thesis is submitted in partial fulfillment of the requirements for the degree of
<<M.Phil or PhD>> in <<Degree Program Name>> (14, Normal, Center aligns)

{ <<**DEPARTMENT NAME**>>
 GOMAL UNIVERSITY
 DERA ISMAIL KHAN
 PAKISTAN }

(16, Bold, UPPER CASE, Center aligns)

**Month and year in which thesis is submitted <<e.g. August 2017 >> (14,
 Bold, Center aligns)**

Certificate of Approval from the Student Supervisory Committee (14, Title Case, Bold, Center aligns)

We, the Student Supervisory Committee, hereby certify that the contents and form of thesis submitted by <<Student Name>>, <<Degree Program Name>>, <<Department Name>> were checked and found satisfactory. As per directions of the Higher Education Commission, the thesis of the student was checked for plagiarism in which <<Plagiarism %>> similarities were found as per report attached hereto which is within the acceptable range. Thus, the thesis is submitted for further necessary process. (12, Normal, Justify text, Line spacing 1.15)

Student Supervisory Committee

Name	Signature
a) _____ Supervisor (from the major field)	_____
b) _____ Co-Supervisor (if any)	_____
c) _____ Member (from the major field)	_____
d) _____ Member (from the minor field)	_____

Forwarded by

_____ Head of Department	_____
_____ Dean	_____

Dedication (14, Bold, Regular, Center aligns)

List of Contents (14, Bold, Title Case, Center aligns)

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Chapter 1	Introduction	
	1.1 Overview.....	
	1.2 Historical perceptive.....	
	1.3 Problem statement.....	
	1.4 Significance of the study.....	
	1.5 Hypothesis	
	1.6 Objectives of study.....	
Chapter 2	Review of Literature	
Chapter 3	Materials and Methods	
	3.1 Place of work and facilities available.....	
	3.2 Plan of work and methodology adopted	
	3.3 Treatments studied (if applicable)	
	3.4 Parameters/variables studied (if applicable)	
	3.5 Methods of data collection (if applicable)	
	3.6 Sampling technique and procedure (if applicable)	
	3.7 Sample size (if applicable)	
	3.8 Validity and reliability test (if applicable)	
	3.9 Research model/framework used (if applicable)	
	3.10 Layout plan (if applicable)	
	3.11 Statistical test used	
Chapter 4	Results and Discussion	
Chapter 5	Summary, Conclusion and Recommendations	
Chapter 6	References	
7	Appendices	

Student's Declaration (14, Title Case, Bold, Center aligns)

I, <<Scholar Name>>, do hereby state that my <<M.Phil or PhD.>> thesis titled

is my own work and has not been submitted previously by me for taking any degree from Gomal University, Dera Ismail Khan or anywhere else in the country/world.

I understand the zero-tolerance policy of the HEC and Gomal University, Dera Ismail Khan towards plagiarism. Therefore, I declare that no portion of my thesis has been plagiarized and any material used as reference is properly cited.

I undertake that if I am found guilty of any formal plagiarism in the above titled thesis even after award of <<M.Phil or PhD.>> degree, the university reserves the rights to withdraw/revoke my <<M.Phil or PhD.>> degree and that HEC has the right to publish my name on the website on which names of students are placed who submitted plagiarized work.
(12, Normal, Justify text, Line spacing 1.5, Paragraph spacing 6)

Name of Scholar _____ Signature _____
Date _____

Name of Supervisor _____ Signature _____
Date _____

List of Tables (14, Bold, Title Case, Center aligns)

Table No	Description	Page No
1	Title of the table.....	
2	Title of the table.....	
3	Title of the table.....	
4	Title of the table.....	
5	Title of the table.....	
6	Title of the table.....	

List of Figures (14, Bold, Title Case, Center aligns)

Figure No	Description	Page No
1	Title of the figure.....	
2	Title of the figure.....	
3	Title of the figure.....	
4	Title of the figure.....	
5	Title of the figure.....	
6	Title of the figure.....	

List of Illustrations (14, Bold, Title Case, Center aligns)

Appendix No	Description	Page No
1	Title of the illustration.....	
2	Title of the illustration.....	
3	Title of the illustration.....	
4	Title of the illustration.....	
5	Title of the illustration.....	
6	Title of the illustration.....	

List of Abbreviations (14, Bold, Title Case, Center aligns)

List of Appendices (14, Bold, Title Case, Center aligns)

Appendix No	Description	Page No
1	Title of the appendix.....	
2	Title of the appendix.....	
3	Title of the appendix.....	
4	Title of the appendix.....	
5	Title of the appendix.....	
6	Title of the appendix.....	

Acknowledgement (14, Bold, Center aligns)

In acknowledgement, credit should be given to individuals who have contributed to the research or to the thesis preparation, funding agency of research and the institute that facilitated the research work. It must not exceed from one printed page. (12, Normal, Justify text, Line spacing 1.5, Paragraph spacing 6)

Research Title (14, Bold, Center aligns)

Abstract (14, Bold, Center aligns)

The abstract should briefly explain the purpose of research, methodology adopted, results obtained, final conclusion and recommendations. The abstract should not be less than 200-300 words for M.Phil (in a single paragraph) and PhD (in multi-paragraphs depending upon the magnitude of research work). (12, Normal, Justify text, Line spacing 1.15, Paragraph spacing 6)

Chapter 1: Introduction (14, Bold, Center aligns)

Introduction should explain overview, historical perspective, problem statement, significance of the study, hypothesis (for Social Sciences), and objectives of the study. It must contain citations / references from the relevant literature. (12, Normal, Justify text, Line spacing 1.5, Paragraph spacing 6)

Chapter 2: Review of Literature (14, Title Case, Bold, Center aligns)

The concept base analysis of the existing studies in the research area should be the part of this section. If there are multiple aspects / experiments under the main research topic then each should be mentioned in separate headings along with review related to the topic of research in chronological (year-wise) order. Students are directed to make sure that every reference cited here is also present in the reference list (and vice versa). Recent review should be consulted and expressed in running / story form to avoid plagiarism. (12, Normal, Justify text, Line spacing 1.5, Paragraph spacing 6)

All references must be cited as per the following APA style:

Using in-text citation in APA

Example:

For single author: One study found that the most important element in comprehending non-native speech is familiarity with the topic (Derwing, 2002).

Or

Derwing (2002) found that the most important element in comprehending non-native speech is familiarity with the topic.

For two authors: One study found that the most important element in comprehending non-native speech is familiarity with the topic (Derwing & Munro, 2002).

Or

Derwing and Munro (2002) found that the most important element in comprehending non-native speech is familiarity with the topic.

For more than two authors: One study found that the most important element in comprehending non-native speech is familiarity with the topic (Derwing, Rossiter & Munro, 2002).

Or

Derwing et al. (2002) found that the most important element in comprehending non-native speech is familiarity with the topic.

Web page with author

Example: In-text citation

Role-play can help children learn techniques for coping with bullying (Kraiser, 2011).

Web page with no author

Example: In-text citation

The term Nittany Lion was coined by Penn State football player Joe Mason in 1904 (All things Nittany, 2006).

Web page with no date

Example: In-text citation

Establishing regular routines, such as exercise, can help survivors of disasters recover from trauma (American Psychological Association [APA], n.d.).

General Guidelines

In-text references should immediately follow the title, word, or phrase to which they are directly relevant, rather than appearing at the end of long clauses or sentences. In-text references should always precede punctuation marks. Below are examples of using in-text citation.

Author's name in parentheses

One study found that the most important element in comprehending non-native speech is familiarity with the topic (Derwing & Munro, 2002).

Author's name part of narrative

Derwing and Munro (2002) found that the most important element in comprehending non-native speech is familiarity with the topic.

Group as author

First citation: (American Psychological Association [APA], 2015)

Subsequent citation: (APA, 2015)

Multiple works: (Separate each work with semi-colons)

Research shows that listening to a particular accent improves comprehension of accented

speech in general (Gass & Varonis, 1984; Krech Thomas, 2004).

Direct quote (include page number)

One study found that “the listener's familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” (Derwing & Munro, 2002, p. 85).

Derwing and Munro (2002) found that “the listener’s familiarity with the topic of discourse greatly facilitates the interpretation of the entire message” (p. 85).

Note: For direct quotations of more than 40 words, display the quote as an indented block of text without quotation marks and include the authors’ names, year, and page number in parentheses at the end of the quote.

Example:

This suggests that familiarity with nonnative speech in general, although it is clearly not as important a variable as topic familiarity, may indeed have some effect. That is, prior experience with nonnative speech, such as that gained by listening to the reading, facilitates comprehension. (Derwing & Munro, 2002, p. 77).

Chapter 3: Materials and Methods (14, Title Case, Bold, Center aligns)

This section should explain the place of work and facilities available, plan of work and methodology adopted, treatments studied, parameters/variables studied, methods of data collection, sampling technique and procedure, sample size, validity and reliability test, research model/framework used, layout plan and statistical test used depending upon the nature of research and field of specialization. (12, Normal, Justify text, Line spacing 1.5, Paragraph spacing 6)

Chapter 4: Results and Discussion (14, Title Case, Bold, Center aligns)

This is the main and an important part of the manuscript containing description of experimental observations. Representative data, therefore, should appear in a clear, concise, and logical form. The emphasis should be on precise description of the phenomenon observed as well as collection of data. In this section, the students must interpret data in relation to the original objectives. They also need to explain the principles, relationships, and generalizations that can be supported by the results, explain how the results relate to previous findings, whether in support, contradiction, or simply as added data. The reasoning done must be accurate and in accordance with a recognized method of logic. This section must be comprised of at least 1/3rd of the total thesis. (12, Normal, Justify text, Line spacing 1.5, Paragraph spacing 6)

Chapter 5: Summary, Conclusion, Recommendations (for all) and Policy Implications (for Social Sciences) (14, Title Case, Bold, Center aligns)

Text size (12, Normal, Justify text, Line spacing 1.5, Paragraph spacing 6)

Chapter 6: References (14, Bold, Center aligns)

The references should be in alphabetical order as per the APA format. Second and succeeding lines of each reference should be indented. (12, Normal, Justify text, Line spacing 1.5, Paragraph spacing 6)

HOW TO CITE A BOOK

Citing a book in print

→Author's name, abbreviated name. (Year of Publication). *Title of work*. Publisher

Example:

Newell, A. (1972). *Human problem solving*. Englewood Cliffs, NJ: Prentice-Hall. **(For one author)**

Newell, A., & Simon, H.A. (1972). *Human problem solving*. Englewood Cliffs, NJ: Prentice-Hall. **(For two authors)**

Newell, A., Rossiter, M.J., & Simon, H.A. (1972). *Human problem solving*. Englewood Cliffs, NJ: Prentice-Hall. **(For more than two authors)**

Citing an e-book from an e-reader

E-book is short for "electronic book." It is a digital version of a book that can be read on a computer.

→Authors name, abbreviated names. (Year of Publication). *Title of work*. Retrieved from <http://xxxx> or DOI:xxxx

Example:

Eggers, D.(2008). *The circle* [Kindle Version]. Retrieved from <http://www.amazon.com/>

Eggers, D., & Simon, H.A. (2008). *The circle* [Kindle Version]. Retrieved from <http://www.amazon.com/>

Eggers, D., Rossiter, M.J., & Simon, H.A. (2008). *The circle* [Kindle Version]. Retrieved from <http://www.amazon.com/>

Citing a book found in a database

→Author's name, abbreviated name. (Year of Publication). *Title of work*. Retrieved from <http://xxxx> or DOI:xxxx

Example:

Eggers, D. (2008). *The circle*. DOI: 10.1596/978-1-4648-0403-8

Eggers, D., & Simon, H.A. (2008). *The circle*. DOI: 10.1596/978-1-4648-0403-8

Eggers, D., Rossiter, M.J., & Simon, H.A. (2008). *The circle*. DOI: 10.1596/978-1-4648-0403-8

Note: A DOI (digital object identifier) is an assigned number that helps link content to its location on the Internet. All DOI numbers begin with a 10 and are separated by a slash.

HOW TO CITE A JOURNAL ARTICLE

Citing a journal article in print

→Author's name, abbreviated name. (Publication Year). Article title. *Periodical Title*, Volume (Issue), pp.

Example:

Derwing, T.M. (2002). Teaching native speakers to listen to foreign-accented speech. *Journal of Multilingual and Multicultural Development*, 23(4), 245-259.

Derwing, T.M., & Munro, M.J. (2002). Teaching native speakers to listen to foreign-accented speech. *Journal of Multilingual and Multicultural Development*, 23(4), 245-259.

Derwing, T.M., Rossiter, M.J., & Munro, M.J. (2002). Teaching native speakers to listen to foreign-accented speech. *Journal of Multilingual and Multicultural Development*, 23(4), 245-259.

Citing online journal article

→Author's name, abbreviated name. (Publication Year). Article title. *Periodical Title*, Volume (Issue), pp.-pp. DOI:XX.XXXXXX or Retrieved from journal URL

Example:

Jameson, J. (2013). E-Leadership in higher education: The fifth "age" of educational technology research. *British Journal of Educational Technology*, 44(6), 889-915. DOI: 10.1111/bjet.12103

Jameson, J., & Simon, H.A. (2013). E-Leadership in higher education: The fifth "age" of educational technology research. *British Journal of Educational Technology*, 44(6), 889-915. DOI: 10.1111/bjet.12103

Jameson, J., Rossiter, M.J., & Simon, H.A. (2013). E-Leadership in higher education: The fifth "age" of educational technology research. *British Journal of Educational Technology*, 44(6), 889-915. DOI: 10.1111/bjet.12103

HOW TO CITE A GENERAL WEBSITE ARTICLE**Citing a general website article with an author**

→Author's name, abbreviated name. (Year, Month Date of Publication). Article title. Retrieved from URL

Example:

Simmons, B. (2015, January 9). The tale of two Flaccos. Retrieved from <http://grantland.com/the-triangle/the-tale-of-two-flaccos/>

Simmons, B., & Simon, H.A. (2015, January 9). The tale of two Flaccos. Retrieved from <http://grantland.com/the-triangle/the-tale-of-two-flaccos/>

Simmons, B., Rossiter, M.J., & Simon, H.A. (2015, January 9). The tale of two Flaccos. Retrieved from <http://grantland.com/the-triangle/the-tale-of-two-flaccos/>

Citing a general website article without an author

→Article title. (Year, Month Date of Publication). Retrieved from URL

Example:

Teen posed as doctor at West Palm Beach hospital: police. (2015, January 16). Retrieved from <http://www.nbcmiami.com/news/local/Teen-Posed-as-Doctor-at-West-Palm-Beach-Hospital-Police-288810831.html>

HOW TO CITE A MAGAZINE ARTICLE**Citing a magazine article in print**

→Author's name, abbreviated name. (Year, month of Publication). Article title. *Magazine*

Title, Volume (Issue), pp.-pp.

Example:

Tumulty, K. (2006, April). Should they stay or should they go? *Time*, 167(15), 3-40.

Tumulty, K., & Simon, H.A. (2006, April). Should they stay or should they go? *Time*, 167(15), 3-40.

Tumulty, K., Rossiter, M.J., & Simon, H.A. (2006, April). Should they stay or should they go? *Time*, 167(15), 3-40.

Citing online magazine article

→Author's name, abbreviated name. (Year, Month of Publication). Article title. *Magazine Title, Volume (Issue)*, Retrieved from <http://xxxx>

Example:

Tumulty, K. (2006, April). Should they stay or should they go? *Time*, 167(15) Retrieved from <http://content.time.com/time/magazine/article/0,9171,1179361,00.html>

Tumulty, K., & Simon, H.A. (2006, April). Should they stay or should they go? *Time*, 167(15) Retrieved from <http://content.time.com/time/magazine/article/0,9171,1179361,00.html>

Tumulty, K., Rossiter, M.J., & Simon, H.A. (2006, April). Should they stay or should they go? *Time*, 167(15) Retrieved from <http://content.time.com/time/magazine/article/0,9171,1179361,00.html>

HOW TO CITE A NEWSPAPER ARTICLE

Citing a newspaper article in print

→Author's name, abbreviated name. (Year, Month Date of Publication). Article title. *Newspaper Title*, pp. xx-xx.

Example:

Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon. *The New York Times*, p. D5.

Rosenberg, G., & Simon, H.A. (1997, March 31). Electronic discovery proves an effective legal weapon. *The New York Times*, p. D5.

Rosenberg, G., Rossiter, M.J., & Simon, H.A. (1997, March 31). Electronic discovery proves an effective legal weapon. *The New York Times*, p. D5.

Note: Mention page numbers for newspaper articles with p. (for a single page) or pp. (for multiple pages).

Citing online newspaper article

→Author's name, abbreviated name. (Year, Month Date of Publication). Article title. *Newspaper Title*, Retrieved from newspaper homepage URL

Example:

Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon. *The New York Times*, Retrieved from <http://www.nytimes.com>

Rosenberg, G., & Simon, H.A. (1997, March 31). Electronic discovery proves an effective legal weapon. *The New York Times*, Retrieved from <http://www.nytimes.com>

Rosenberg, G., Rossiter, M.J., & Simon, H.A. (1997, March 31). Electronic discovery proves an effective legal weapon. *The New York Times*, Retrieved from <http://www.nytimes.com>

HOW TO REFERENCE AN INTERVIEW

A personal interview should not be included in a reference list in APA. They are not considered recoverable data (they cannot be found by a researcher). You should reference personal interviews as in-text citations instead.

Example: (J. Doe, personal communication, December 12, 2004)

There is a general structure if you want to cite a personal interview as part of your APA works cited list:

→Author's name, abbreviated name. (Year, Month Date). Interview type.

Example:

Marino, B. (2014, October 18). Personal Interview.

Marino, B., & Simon, H.A. (2014, October 18). Personal Interview.

Marino, B., Rossiter, M.J., & Simon, H.A. (2014, October 18). Personal Interview.

HOW TO REFERENCE A LECTURE

Citing online lecture notes or presentation slides

→Author's name, abbreviated name. (Publication Year). Name or title of lecture [file format]. Retrieved from URL

Example:

Saito, T. (2012). Technology and me: A personal timeline of educational technology [Powerpoint slides]. Retrieved from <http://www.slideshare.net/Bclari25/educational-technology-ppt>

Saito, T., & Simon, H.A. (2012). Technology and me: A personal timeline of educational technology [Powerpoint slides]. Retrieved from <http://www.slideshare.net/Bclari25/educational-technology-ppt>

Saito, T., Rossiter, M.J., & Simon, H.A. (2012). Technology and me: A personal timeline of educational technology [Powerpoint slides]. Retrieved from <http://www.slideshare.net/Bclari25/educational-technology-ppt>

Note: If you want to cite information from your own personal notes from a lecture as personal communication and refer to it only in the body of your essay, you can follow the style guide for personal communication available in the interview section.

HOW TO CITE A TV/RADIO BROADCAST

Citing an episode from TV or radio show

→Writer, A. (Writer), & Director, A. (Director). (Year of Airing). Episode title [Television series episode]. In Executive Producer, A. (Executive Producer), *TV series name*. City, State of original channel: Channel.

Example:

Kang, K. (Writer), & Fryman, P. (Director). (2006). Slap bet [Television series episode]. In Bays, C. (Executive Producer), *How I met your mother*. Los Angeles, CA: Columbia Broadcasting System.

HOW TO REFERENCE AN ENCYCLOPEDIA

Citing an encyclopedia entry in print

→Author's name, abbreviated name. (Publication Year). Entry title. In *Encyclopedia title*, (Vol. XX, pp. XX). City, State of publication: Publisher.

Example:

Kammen, C. (2012). Monuments. In *Encyclopedia of local history*. (pp. 363-364). Lanham, MD: AltaMira Press.

Kammen, C., & Simon, H.A. (2012). Monuments. In *Encyclopedia of local history*. (pp. 363-364). Lanham, MD: AltaMira Press.

Kammen, C., Rossiter, M.J., & Simon, H.A. (2012). Monuments. In *Encyclopedia of local history*. (pp. 363-364). Lanham, MD: AltaMira Press.

HOW TO REFERENCE A PHOTOGRAPH

Citing a photograph

→Photographer, A. (Photographer). (Year, Month Date of Publication). *Title of photograph* [photograph]. City, State of publication: Publisher/museum.

Example:

Roeg, W.J. (Photographer). (1938). *St. Patrick's cathedral, fifth avenue from 50th street to 51st street* [photograph]. New York, NY: New-York Historical Society.

Citing a photograph retrieved online

→Photographer, A. (Photographer). (Year, Month Date of Publication). *Title of photograph* [digital image]. Retrieved from URL

Example:

Ferraro, A. (Photographer). (2014, April 28). *Liberty enlightening the world* [digital image]. Retrieved from https://www.flickr.com/photos/afer92/14278571753/in/set-72157644_617030616. (12, Normal, Justify text, Line spacing 1.5, Paragraph spacing 6)

Appendices (14, Bold, Center aligns)

Certificate from Research Performance Evaluation Committee (RPEC)

(This certificate is required at the time of synopsis submission as well as thesis submission for review & evaluation in M.Phil or Equivalent and PhD degree programs)

The Advanced Studies & Research Board in its 174th meeting held on 24-03-2021 has decided that in future, there should be the following checklist in the start of M.Phil or Equivalent and PhD Synopses/Theses/Degree notification, duly signed by the Head of Department and endorsed by RPEC.

We certify that the particulars given in the table below were checked and found complete and correct. Accordingly, the Scholar may present his synopsis/thesis for review and evaluation and for award of degree notification (✓ anyone) process to the Directorate of Academics, Gomal University, Dera Ismail Khan.

1.	Name of Scholar	
2.	Name of Program	
3.	Department/Institute	
4.	Registration No.	
5.	Date of admission (Date of deposit of 1 st dues/fee)	
6.	Session	
7.	Course work completed	Yes / No
8.	CGPA	
9.	Dues cleared up to date	
10.	Plagiarism within range	Yes / No
11.	Number of Scholars assigned to Supervisor (As per HEC criteria)	

1. **Dr.**
Department of
Gomal University, D.I.Khan

Supervisor _____

2. **Dr.**
Department of
Gomal University, D.I.Khan

Member _____

3. **Dr.**
Department of
Gomal University, D.I.Khan

Member _____

4. **Dr.**
Department of
Gomal University, D.I.Khan

Chairperson _____

5. **Dr.**
Department of
Gomal University, D.I.Khan

Dean _____

DIRECTORATE OF ACADEMICS
GOMAL UNIVERSITY, DERA ISMAIL KHAN
PROFORMA FOR SUBMISSION OF M.Phil THESIS

No.	Particulars	Attachments
1.	Student Name	
2.	Father Name	
3.	Name of Department/Institute/Center	
4.	Degree Program	
5.	Session	
6.	Registration No.	
7.	Admission on Open Merit, Self-finance Morning-I, II, III, Weekend, Evening, Minority seat or any other quota or HEC Indigenous Scholarship etc.	
8.	Entry Test (Pass/Fail)	
9.	Date of Admission	
10.	Date of Approval of Admission by Advanced Studies & Research Board	
11.	Provision of NOC and/or Study Leave in case of Govt. / Semi-Govt. / University Employee or on HEC Indigenous Scholarship	
12.	Name of Supervisor	
13.	Name(s) of Supervisory Committee	
14.	In case of M.Phil or PhD degree program, the status of Supervisor concerned (HEC Approved Supervisor/Not Approved)	
15.	In case of M.Phil or PhD degree program, Scholar mention the status of his/her Supervisor regarding number of M.Phil and PhD Scholars under his/her supervision	
16.	Date of Synopsis Presentation	
17.	Topic of Research	
18.	Topic of Seminar	
19.	Date of Approval of Synopsis by ASRB	
20.	Date of Thesis Submission	
21.	Total Duration Spent	

22.	Extension (Yes/No), if the student has crossed minimum time duration of his/her degree program	
23.	75% Attendance (Yes/No)	
24.	Fulfills the CGPA requirement (Yes/No)	
25.	CGPA of Theory Results (DMCs and result notifications of 1 st , 2 nd and/or 3 rd semesters issued by the Controller of Examinations)	
26.	Similarity Index / Plagiarism Score	
27.	Up to date dues clearance of all semesters, outstanding dues etc. (Yes/No)	
28.	Fee Paid up-to-date	

Head of Department

DIRECTORATE OF ACADEMICS
GOMAL UNIVERSITY, DERA ISMAIL KHAN
PROFORMA FOR SUBMISSION OF PhD THESIS

No.	Particulars	Attachments
1.	Student Name	
2.	Father Name	
3.	Name of Department/Institute	
4.	Degree Program	
5.	Session	
6.	Registration No.	
7.	Admission on Open Merit, Self-finance Morning-I, II, III, Weekend, Evening, Minority seat or any other quota or HEC Indigenous Scholarship etc.	
8.	Entry Test (ETEA/NTS/GAT Score)	
9.	Date of Admission	
10.	Date of Approval of Admission by ASRB	
11.	Provision of NOC and/or Study Leave in case of Govt. / Semi-Govt. / University Employee or on HEC Indigenous Scholarship	
12.	Name of Supervisor	
13.	Name(s) of Supervisory Committee	
14.	In case of M.Phil or PhD degree program, the status of Supervisor concerned (HEC Approved Supervisor/Not Approved)	
15.	In case of MPhil, PhD or Equivalent, Scholar mention the status of his/her Supervisor regarding number of MPhil and PhD Scholars under his/her supervision.	
16.	Date of Approval of Synopsis by the Directorate of Academics	
17.	Date of Passing Comprehensive Examination	

18.	Detail of Seminars (Three mandatory seminars for thesis submission including one synopsis presentation)		
	Seminar	Date of Presentation	Topic of Presentation
	1 st		
	2 nd		
	3 rd		

19.	Date of Thesis Submission	
20.	Total Duration Spent	
21.	CGPA of Theory Results (DMCs and result notifications of 1 st , 2 nd and/or 3 rd semesters issued by the Controller of Examinations)	GPA of 1 st semester: CGPA of 2 nd semester:
22.	Similarity Index / Plagiarism Score of the Thesis	
23.	Extension (Yes/No), if the student has crossed minimum time duration of his/her degree program	
24.	75% Attendance (Yes/No)	
25.	Fulfills the CGPA requirement (Yes/No)	
26.	Up to date dues clearance of all semesters, outstanding dues etc. (Yes/No)	
27.	Fee Paid up-to-date	
28.	Detail of Research Paper (one mandatory paper for thesis submission)	
	Name of Journal	Author(s) Name
	Title of Paper	

Head of Department



Gomal University, Dera Ismail Khan

REVIEWER REPORT

For MS/ M.Sc (Hons)/M.Phil/PhD Thesis Evaluation

1. Name of the candidate
2. Registration No.....
3. Title of thesis:
4. Subject/Faculty... ..
5. Name of examiner with full postal address:
.....
.....
.....
Contact number

The examiner is requested to send his/her report/recommendations under the following heads

1. General and critical features of the thesis (chapter-wise)

2. Scientific quality / technical content of the thesis

i) Originality of the research

ii) Scientific quality of the research (chapter-wise)

iii) Mistakes/errors/amendments/changes or corrections proposed, if any (chapter-wise)

iv) Quality of written presentation (punctuation, grammar, spelling, or language)

3. Overall assessment

- | | |
|---|----------------------------------|
| a) Choice of topic and relevant research areas | Relevant / Irrelevant |
| b) Command of relevant literature | Sufficient / Insufficient |
| c) Adequacy of the research approach and methodology for the given problem(s) | Adequate / Inadequate |
| d) Quality of the research data and their analysis | Good / Fair / Poor |
| e) Quality of the conclusions in the context of the original problem statement, and the data/evidence that is presented | Good / Fair / Poor |

4. General remarks

Specific recommendations

Please indicate your summary recommendation by placing a tick (✓) against the appropriate paragraph:

Result Scale	Recommendations upon examination of thesis
SCALE 1	The Scholar is recommended for the award of the degree. ☐
SCALE 2	The Scholar is recommended for the award of the degree with minor changes without re-evaluation. ☐
SCALE 3	The Scholar is recommended for the award of the degree with major change and should revise the thesis for re-submission/re-evaluation. ☐
SCALE 4	The thesis is rejected. ☐

Signature

Date

The examiner is required to provide account number and bank address for transfer of money/check.

1. Account Title: _____
2. Account Number: _____
3. Bank: _____

(Signature of Evaluator)

(Official Seal/Stamp of Evaluator)

Note:

1. While transmitting evaluation report through email, it must contain your scanned signature and official stamp please.
3. Please return this report together with the hard evaluated copy of thesis of the Scholar for his/her guidance within two months to the following address:

The Controller of Examinations

Gomal University, Dera Ismail Khan

Khyber Pakhtunkhwa (KPK)

Pakistan

Contact #: ++92-966-750323/750395

E-mail: controllerofexams@gu.edu.pk

(Softcopy of evaluation form is available at www.gu.edu.pk)