

GOMAL UNIVERSITY



**GOMAL UNIVERSITY STATUTES & REGULATIONS
FOR MS/M.Sc (HONS)/M.Phil AND
PhD DEGREE PROGRAMS-2025 (UPDATED 2026)**

Compiled, Edited & Presented

By

Director Academics

Approved By

Gomal University Academic Council in its 55th meeting held on 16-4-2026

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

GOMAL UNIVERSITY STATUTES & REGULATIONS FOR MS/M.Sc (HONS)/M.Phil AND PhD DEGREE PROGRAMS-2025 (UPDATED 2026)

REVIEWED BY THE TECHNICAL COMMITTEE		
S #	Name	Designation
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	Chairperson, Department of Agronomy
4	Dr. Ihteram Ullah	Chairperson, Department of Plant Breeding & Genetics
5	Engr. Dr. Ehtasham Mustafa	Assistant Professor, Department of Electrical Engineering
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

CONTENTS

S #	CONTENTS	PAGE #
1	TITLE, COMMENCEMENT, AND APPLICATION	1
2	COMMENCEMENT	1
3	M.Phil OR EQUIVALENT DEGREE PROGRAMS	1
4	RULES & REGULATIONS FOR M.Phil OR EQUIVALENT DEGREE PROGRAMS	1
5	GENERAL REQUIREMENTS FOR M.Phil OR EQUIVALENT DEGREE PROGRAMS	1
6	ADMISSION REGULATIONS FOR M.Phil OR EQUIVALENT DEGREE PROGRAMS	2
A	ELIGIBILITY	2
B	PROCEDURE	2
C	REGISTRATION OF SELECTED CANDIDATES	3
D	INTRA-DISCIPLINARY QUALIFICATIONS	3
7	COURSE-BASED MS DEGREE PROGRAM	4
8	PhD DEGREE PROGRAM	4
9	RULES & REGULATIONS FOR PhD DEGREE PROGRAM	4
10	GENERAL REQUIREMENTS FOR PhD DEGREE PROGRAM	5
11	ADMISSION REGULATIONS FOR PhD DEGREE PROGRAM	5
A	ELIGIBILITY	5
B	PROCEDURE	6
C	REGISTRATION OF THE SELECTED CANDIDATES	6
12	REQUIREMENTS FOR ISSUANCE OF DEGREE	7
A	M.Phil OR EQUIVALENT DEGREE PROGRAMS	7
B	PhD PROGRAM	7
13	RESEARCH SUPERVISOR	8
14	RESEARCH PERFORMANCE EVALUATION COMMITTEE (RPEC)	9
15	SUPERVISORY LIMITS IN M.PHIL/PHD DEGREE PROGRAMS	9
16	CHANGE OF RESEARCH SUPERVISOR/TOPIC IN M.PHIL/PHD DEGREE PROGRAMS	10
17	COMPREHENSIVE EXAMINATION	10
18	SUBMISSION AND EVALUATION OF SYNOPSIS AND THESIS IN M.PHIL/PHD DEGREE PROGRAMS	11
A	SYNOPSIS	11

S #	CONTENTS	PAGE #
B	SEMINARS	12
C	THESIS	13
D	FEE/DUES	15
19	GENERAL GUIDELINES FOR SELECTING EXTERNAL EXAMINERS	15
20	STUDY LEAVE AND NO OBJECTION CERTIFICATE	16
21	CANCELLATION OF REGISTRATION	16
22	REMOVAL OF DIFFICULTIES	16
23	REPEAL AND SAVING	17
i	DOCUMENTS REQUIRED FOR THE APPROVAL OF M.Phil OR EQUIVALENT SYNOPSIS IN THE DIRECTORATE OF ACADEMICS	18
ii	EVALUATION PROFORMA SUBMITTED BY THE SUPERVISOR OF RESEARCH SCHOLAR FOR M.Phil/PhD RESEARCH CARRIED OUT BY THE SCHOLAR	18
iii	DOCUMENTS REQUIRED FOR THE APPROVAL OF M.Phil OR EQUIVALENT THESIS IN THE DIRECTORATE OF ACADEMICS	19
iv	DOCUMENTS REQUIRED FOR ISSUANCE OF M.Phil OR EQUIVALENT AWARD OF DEGREE NOTIFICATION IN THE DIRECTORATE OF ACADEMICS	20
v	DOCUMENTS REQUIRED FOR THE APPROVAL OF PhD SYNOPSIS IN THE DIRECTORATE OF ACADEMICS	21
vi	DOCUMENTS REQUIRED FOR THE APPROVAL OF PhD THESIS IN THE DIRECTORATE OF ACADEMICS	22
vii	DOCUMENTS REQUIRED FOR ISSUANCE OF PhD AWARD OF DEGREE NOTIFICATION IN THE DIRECTORATE OF ACADEMICS	23
viii	DOCUMENTS REQUIRED FOR PhD COUNTRY DIRECTORY PROFORMA (PCD)	24
ix	THESIS CORRECTION CERTIFICATE / COMMITTEE'S REBUTTAL REPORT (M.Phil OR EQUIVALENT DEGREE PROGRAM)	25
x	THESIS CORRECTION CERTIFICATE / COMMITTEE'S REBUTTAL REPORT (PhD DEGREE PROGRAM)	27
xi	CHANGE OF SUPERVISOR FORM	29
xii	GUIDELINES FOR SYNOPSIS PREPARATION	30
xiii	SPECIFIC INSTRUCTIONS	31
xiv	SYNOPSIS FORMAT (M.Phil OR EQUIVALENT AND PhD DEGREE PROGRAMS)	33
xv	GUIDELINES FOR THESIS WRITING (M.Phil OR EQUIVALENT AND PhD DEGREE PROGRAMS)	44
xvi	SPECIFIC INSTRUCTIONS	46
xvii	THESIS FORMAT (M.Phil OR EQUIVALENT AND PhD DEGREE PROGRAMS)	48
xviii	CERTIFICATE FROM RESEARCH PERFORMANCE EVALUATION COMMITTEE (RPEC)	64
xix	PROFORMA FOR SUBMISSION OF M.Phil THESIS	65
xx	PROFORMA FOR SUBMISSION OF PhD THESIS	67
xxi	FORMAT OF REVIEWER REPORT (FOR MS/ M.Sc (Hons)/M.Phil/PhD THESIS EVALUATION)	69



Gomal University Statutes & Regulations for MS/M.Sc 126)

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 (Updated 2026).

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

- i. 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).
- ii. 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 finalize 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 the Advanced Studies & Research Board 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 Studies concerned allows 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 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 26 credit hours of coursework in core subjects (Major/Minor) and 06 credit hours in research-oriented subjects.
- iii. The candidates, holding course-based MS degree and interested in improving their qualifications, 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 26 credit hours (without studying 06 credit hours of 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 the Competent Authority/Competent Forum (i.e. Academic Council).
- vi. The candidates will get admission only to the specialized MS degree program offered by the university.
- vii. Other rules for the 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 into the PhD degree program need to complete a minimum of 20 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 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.
- v. A candidate seeking admission in a PhD degree program is required to submit one-page research proposal at the time of admission, in addition to fulfilling all other mandatory admission requirements.

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. A written consent from the Head of Departments, duly signed by the Deans concerned, will be mandatory before announcement/advertisement of admission in any degree program so as to avoid any unpleasant and embarrassing situation.
- iv. 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 finalize their lists purely on merit.
- v. The Admission Committee will forward the names of the suitable candidates to the Advanced Studies & Research Board for provisional selection of PhD students.
- vi. 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 registered for the PhD degree program shall be called a PhD Scholar.

- ii. A candidate accepted in the PhD degree program by the Advanced Studies & Research Board must complete the registration process with the department within one month of admission notification.
- iii. Admission of the candidate will be confirmed after deposition of the prescribed dues in the university account within the stipulated time, and by 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.

12. REQUIREMENTS FOR ISSUANCE OF DEGREE

A. M.Phil OR EQUIVALENT DEGREE PROGRAMS

- i. The Scholar will be required to complete 26 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.
- ii. Minimum 2.50/4.00 CGPA shall be required for the award of an M.Phil or Equivalent degree.
- iii. 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 in 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 the approval of the concerned Dean, in research degree programs before thesis defense.

B. PhD PROGRAM

- i. Coursework of 20 credit hours, preferably in ~~the~~ ^{two} 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 of research thesis in the relevant field.
- ii. Minimum 3.00/4.00 shall be required for the award of the PhD degree.
- iii. The thesis shall be evaluated by at least two external experts who shall be:
 - a. PhD faculty member from the world's top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to the dissertation evaluation year; OR
 - b. 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

- c. 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.
- iv. For the award of a PhD degree, a PhD researcher shall be required to publish research article(s) meeting the following criteria;
At least;
 - a. 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.
 - b. One research article in "X" category journal or two research articles in "Y" category journals, for Social Science disciplines.
 - c. A research article appearing online with a valid DOI on the website of an HEC-recognized research journal shall be considered published with effect from the date it appeared online with DOI.
 - d. The PhD researcher shall be the first author of these publications.
 - e. The research article shall be relevant to the PhD research work of the PhD researcher.
 - f. The article shall be published after approval of the research synopsis.
 - g. The article shall be published in a relevant research journal.
- v. 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. In consultation with the research Scholar, a faculty member/expert holding a PhD degree in the relevant field shall be appointed as the Supervisor.
- ii. A research supervisor shall be allotted to each Scholar in the 1st semester.
- iii. Supervisor allocation shall be processed through the Departmental Board of Studies and approved by the Dean concerned.

- iv. Provided that, if so required, one Co-Supervisor may be appointed from other Department OR Universities OR Research & Development Organizations where the Scholar can conduct his/her thesis research work after the approval of ASRB.
- v. 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.
- vi. 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. The RPEC will also review ~~visa~~-barred cases related to M.Phil or Equivalent and PhD degree programs. The RPEC will comprise the following;

- 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 Department or University or Research & Development Organizations where the Scholar of this university can conduct part of his/her thesis research work.

15. SUPERVISORY LIMITS IN M.PHIL/PHD DEGREE PROGRAMS

- i. Supervisory limits shall be strictly enforced as per HEC GEP-2023.
- ii. A research supervisor is allowed a maximum supervision limit of 12 Scholars (including a maximum of 5 PhD Scholars).

- iii. A supervisor found exceeding the prescribed limits shall be barred from supervising new M.Phil/PhD Scholars for a maximum period of five (05) years.

16. CHANGE OF SUPERVISOR OR TOPIC IN M.PHIL/PHD DEGREE PROGRAMS

- i. The Scholar may request a change of supervisor (in case of retirement or death of the allotted supervisor), or a supervisor may opt to withdraw from the supervision of a Scholar before writing a synopsis and/or starting research work.
- ii. The Scholar or the supervisor shall submit their request to the respective Head of Department for re-allocation of the supervisor through the Departmental Board of Studies.
- iii. The recommendations of the Departmental Board of Studies shall then be placed before the Board of Faculty concerned in order to strengthen academic governance, ensure transparency, and to align with the statutory requirements.
- iv. The final recommendations of the Departmental Board of Studies, as well as the respective Board of Faculty, shall be sent through the Dean concerned for approval by the Advanced Studies & Research Board.
- v. No relaxation in the maximum allowable time for completion of the M.Phil/PhD degrees would be granted to the candidate based on a change of research supervisor or topic.
- vi. In case of the death of the supervisor, the Head of Department concerned shall convene the meeting of Departmental Board of Studies for re-allocation. Other changes shall not be allowed ordinarily except in urgent circumstances as per university rules.

17. COMPREHENSIVE EXAMINATION

- i. A PhD Scholar shall have to pass written comprehensive examination after completion of the coursework.
- ii. There will be one written paper of the comprehensive examination comprising of six questions (a minimum of 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 examination 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 to 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 an extension in duration, the university may constitute an appropriate authority and determine the causes for delay. In the event of force majeure, i.e. a delay on account of circumstances beyond the control of the student, the university may grant an extension in the period of award of the 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.

18. SUBMISSION AND EVALUATION OF SYNOPSIS AND THESIS IN M.PHIL/PHD DEGREE PROGRAMS

A. SYNOPSIS

- i. The Scholar shall submit the research synopsis not later than the end of his/her 2nd semester.
- ii. M.Phil synopsis shall be evaluated by the Student Supervisory Committee, comprising a Supervisor (from the major field), Co-Supervisor (if the Scholar of department carries out his/her part of the thesis research in another department/university/research organization under the guidance of a researcher), Member (from the major field) and Member (from the minor field). After the initial evaluation, the synopsis will be thoroughly reviewed and recommended by the

members of the Departmental Board of Studies for proper notification by the Directorate of Academics.

- iii. The synopsis should not be less than 12-15 pages for M.Phil or Equivalent degree programs.
- iv. PhD synopsis shall be evaluated by the Student Supervisory Committee, comprising Supervisor (from the major field), Co-Supervisor (Scholar of a department carries his/her part of thesis research in another department/university/research organization under the guidance of a researcher), Member (from the major field) and Member (from the minor field). After the initial evaluation, the synopsis will be thoroughly reviewed and recommended by at least one Associate Professor/Professor from an HEC-recognized university, who may continue as an evaluator at the time of his/her thesis submission, for proper notification by the Directorate of Academics.
- v. The supervisor concerned shall send a panel of three external evaluators through the Head of Department to the Dean concerned. The Dean will select one from the panel to evaluate the PhD synopsis.
- vi. After proper evaluation and revision, the Student Supervisory Committee will send its recommendations along with a copy of the revised 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.
- vii. The synopsis should not be less than 20-25 pages for the PhD degree program.
- viii. The final copy, complete in all respects, will be sent to the Directorate of Academics for notification after a successful synopsis presentation.

B. SEMINARS

- i. The PhD Scholar shall be required to present two seminars out of the thesis research work in addition to the synopsis presentation.
- ii. For the PhD program, a Seminar Evaluation Committee (SEC) shall be constituted for each department for the evaluation of the seminar.
- iii. A Scholar who presents a seminar must have at least 15 participants in his/her seminar presentation.

- iv. A minimum interval of 15 days is required between each seminar out of thesis research.

C. THESIS

- i. The Scholar shall conduct research and write a thesis according to the approved plan under the guidance of the Student Supervisory Committee.
- ii. 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.
- iii. Research thesis can be submitted by the Scholar only after passing the required coursework and passing of comprehensive examinations (in PhD only), not before a period of 03 years.
- iv. A minimum interval of 03 months is required between the successful defense of the synopsis and submission of the thesis for external evaluation.
- v. The thesis should not be less than 60 pages for M.Phil or Equivalent degree programs and 120 pages for PhD degree programs, right from "introduction" to the end citation, including appendices.
- vi. The soft copy of the thesis will be sent to the Quality Assurance Directorate for plagiarism check from the email ID of the supervisor concerned.
- vii. If the plagiarism score falls within the acceptable range, the Scholar shall submit one printed hardcopy in M.Phil or Equivalent (tape binding) and three printed hardcopies in the PhD degree program (press binding) for evaluation through the Student Supervisory Committee and Head of Department concerned to the Quality Assurance Directorate for plagiarism check and finally to the Controller of Examinations for external evaluation through the Directorate of Academics.
- viii. The Student Supervisory Committee, in consultation with the supervisor concerned, shall send a panel of evaluators to the Controller of Examinations, duly recommended by the Head of Department and the Dean concerned, comprising qualified persons having a PhD degree in the relevant field.
- ix. From the recommended panel of 03 evaluators, the Director Academics shall appoint an external evaluator for the evaluation of the M.Phil or Equivalent thesis. For the PhD thesis, the Vice Chancellor shall appoint external evaluators for the evaluation of the thesis from a panel of 06 evaluators, in light of Section (12) of these rules.

- x. The Controller of Examinations shall send the thesis to the approved evaluators, who shall evaluate it and communicate the result on the university-approved/prescribed proforma.
- xi. After evaluation by the external evaluator(s), the Controller of Examinations shall send the evaluation report(s) to the supervisor concerned for correction of the thesis and fixing a date for the thesis defense, in case the external examiner approves the thesis, which shall be conducted by the Student Supervisory Committee and the external evaluator.
- xii. If the external evaluator finds that the thesis is inadequate, the Scholar may be permitted to revise and resubmit the thesis for a new evaluation within the stated dates.
- xiii. If the external evaluator feels that the thesis, though defective but is of sufficient merit, the Scholar may be permitted to correct his/her thesis for resubmission within three months. The re-submitted thesis must carry a certificate from the Supervisor to the effect that the shortcomings, so identified, have been properly rectified.
- xiv. Only one chance of resubmission shall be allowed to the Scholar, and if the revised thesis is not approved under the aforesaid procedure, the thesis shall finally be rejected.
- xv. If the thesis is adjudged as adequate but the Scholar fails in the thesis defense, he/she shall be permitted to reappear once in the thesis defense within a period not exceeding six months.
- xvi. Thesis defense will be conducted in a public presentation in which the Scholar will present his/her research work and answer questions from the audience. Any member(s) of the faculty shall be allowed to sit during the defense and put questions to the Scholar. However, they will not have any influence on the defense result.
- xvii. In M.Phil or Equivalent thesis, 120 marks will be awarded on an average basis by the Student Supervisory Committee and the external evaluator.
- xviii. Thesis marks and grade awarded will be mentioned in the final transcript of the Scholar and will be added to the CGPA.
- xix. If the Scholar successfully passes thesis defense, he/she shall be required to submit five hard-binding copies (inclusive at least one copy for the Scholar) of his/her M.Phil or Equivalent thesis and seven hard-binding copies (inclusive at least one copy for the

Scholar) of his/her PhD thesis to the department concerned before he/she is recommended for award of degree by the Directorate of Academics which after approval shall ask Controller of Examinations for result notification.

- xx. The Scholar 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 and softcopy of the thesis, along with the country directory proforma, will be sent to HEC for record and attestation of the PhD degree in the future.
- xxi. 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.

D. FEE/DUES

- i. The fee/dues of 04 semesters in M.Phil or Equivalent and 06 semesters in PhD programs are compulsory to be charged.
- ii. 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.
- iii. 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.
- iv. 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 other charges of that semester.
- v. The admission of a research Scholar may be cancelled if his/her academic progress or conduct is found unsatisfactory at any stage.
- vi. The Scholar shall abide by these regulations and others with regard to conduct and discipline framed by the university from time to time.

19. GENERAL GUIDELINES FOR SELECTING EXTERNAL EXAMINERS

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

- i. **Relevance of Expertise:** the same or related fields as in the dissertation.

- ii. **No Conflict of Interest**:in personal, financial, or professional stakes in a particular decision or outcome.
- iii. **Objectivity**:capable of making unbiased evaluations.
- iv. **Diversity**:in terms of geography, culture, professional backgrounds, etc.
- v. **Reputation**:must be good in the field, with a track record of fair and thorough evaluations.
- vi. **Availability**should have the time and availability to review the dissertation.
- vii. **Professionalism**capable of conducting themselves in a professional and respectful manner throughout the evaluation and defense process (if applicable).
- viii. **Communication**:capable of providing clear and constructive feedback on the dissertation.
- ix. **Confidentiality**:capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
- x. **Compatibility**:well-versed with the research methodology, approach, and theories used in the dissertation.

20. 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.

21. 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.

22. 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 the regulations-2025 (updated 2026), 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

23. 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 (updated 2026), 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 the Student Supervisory Committee, Head of Department, and the 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

1	Program (M.Phil/PhD)	
2	Department/Institute/Cent	
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	

**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 03 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 the 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 06 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.

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 as **EVALUATOR-II** and **EVALUATOR-III** mentioned above



DIRECTORATE OF ACADEMICS GOMUL 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 **bold**, sub-headings **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
	Student's Declaration.....	i
Chapter 1	Introduction	
	1.1 Overview.....	
	1.2 Historical perspective.....	
	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 _____
Date _____

Signature _____

Name of Supervisor _____
Date _____

Signature _____

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.XXXXX 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-two-flaccos/>

Simmons, B., & Simon, H.A. (2015, January 9). The tale of two Flaccos. Retrieved from <http://grantland.com/the-triangle/the-tale-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-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-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. *New York Times*, D5.

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

Rosenberg, G., Rossiter, M.J., & Simon, H.A. (1997, March 31). Electronic discovery proves an effective legal weapon. *The New York Times*, 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. *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). *Television 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 *Encyclopedia title* (Vol. XX, pp. XX). City, State of publication: Publisher.

Example:

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

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

Kammen, C., Rossiter, M.J., & Simon, H.A. (2012). Monuments. *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). *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:

71753/in/set-72157644 61703
0616. (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 **bold**, sub-headings **1bold**. 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

The thesis should not be less than 60 pages for M.Phil or Equivalent degree programs and 120 pages for PhD degree program, right from "introduction" to end citation including appendices.

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)

S. No	Description	Page No
	Student's Declaration.....	i
li	List of Tables.....	ii
lii	List of Figures (if applicable)	iii
Iv	List of Illustrations (if applicable).....	iv
V	List of Abbreviations.....	v
Vi	List of Appendices (if applicable).....	vi
Vii	Acknowledgement.....	vii
Viii	Abstract.....	viii
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 _____
Date _____

Signature _____

Name of Supervisor _____
Date _____

Signature _____

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

Table No	Description	Page №
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 №
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 №
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 1.5, 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.

Author 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 *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
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.XXXXX 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-two-flaccos/>

Simmons, B., & Simon, H.A. (2015, January 9). The tale of two Flaccos. Retrieved from
<http://grantland.com/the-triangle/the-tale-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-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-Doctor-at-West-Palm-Beach-
Hospital-Police-288810831.html](http://www.nbcmiami.com/news/local/Teen-Posed-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. *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. *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). *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 *Encyclopedia title* (Vol. XX, pp. XX). City, State of publication: Publisher.

Example:

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

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

Kammen, C., Rossiter, M.J., & Simon, H.A. (2012). Monuments. *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). *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:

571753/in/set-72157644 61703
0616. (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 itsth17th 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 *1dues/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 st ,1 ^{2nd} 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.	Scholar 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 (E TEA/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 needs to 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		



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
E-mail address (official/private)

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

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

Blank lines for writing the general and critical features of the thesis.

2. Scientific quality / technical content of the thesis

i) Originality of the research

Blank lines for writing about the originality of the research.

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

Blank lines for writing about the scientific quality of the research.

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

Blank lines for writing about mistakes/errors/amendments/changes or corrections proposed.

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

Blank lines for writing about the quality of written presentation.

3. Overall assessment

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

4. General remarks

Blank lines for writing 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.	<input type="checkbox"/>
SCALE 2	The Scholar is recommended for the award of the degree with minor changes without re-evaluation.	<input type="checkbox"/>
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.	<input type="checkbox"/>
SCALE 4	The thesis is rejected.	<input type="checkbox"/>
	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

E-mail: controllerofexams@gu.edu.pk

Contact #: +92-91-5750099/5750022
Application form is available at www.gu.edu.pk