

# **GC Women University Sialkot**

## **MS Rules and Regulations**

### **1. Procedure for thesis submission and final viva voce**

- 1.1. After completion of thesis student will get its plagiarism checked by QEC by forwarding a letter duly signed by the concerned supervisor and HoD.
- 1.2. After having satisfactory plagiarism report, student will submit three hard (tape bound) and one soft (including complete write up, data file, data analysis file, any annexures etc, only for supervisor) of the thesis to the department, who will forward a signed copy (by the supervisor) to the controller examination.
- 1.3. HOD in consultation with the supervisor will forward a panel of three externals examiners to office of the Vice Chancellor from the approved list of externals for thesis evaluation. The case will be routed through controller of examinations.
- 1.4. Vice Chancellor may select an examiner from the panel or reject and ask for a new panel. After approval of the examiner, the case will be forwarded to Controller office and the concerned HoD.
- 1.5. In consultation with the concerned HoD, Controller of Examinations will fix the date of Viva Voce and will send thesis to the external examiner.
- 1.6. External examiner and concerned student will be informed by office of the Controller of Examinations and HoD at least one week before the date of thesis Viva Voce.
- 1.7. Concerned HoD, Supervisor, Controller office representative will be present in the Viva Voce.
- 1.8. Controller office will depute an objective observer to participate in the Viva Voce and make note of all observations made and corrections suggested. The observer will instantly make a list of main observations / corrections and get signed by the external and internal examiner (supervisor)
- 1.9. The supervisor will be provided with a copy of the observations/ suggested corrections who would ensure submission of final four signed hard bound copies of the thesis (library, supervisor, self & department) to the Controller office within 15 days of the Viva Voce, after getting observations addressed and changes made.

- 1.10. Marked award list will be forwarded to the office of the Controller of Examinations, for the result notification along with final thesis.
- 1.11. Date of the result notification will be the date of final submission of the thesis to the Controller office.

## 2. Plagiarism Policy

GC Women University Sialkot will follow HEC Plagiarism Policy.

## 3. Final Viva Panel

- 3.1. Head of Concerned Department
- 3.2. Supervisors
- 3.3. External Examiner
- 3.4. external examiner will mark thesis out of 100 marks in consultation with supervisor, after evaluation/Viva Voce.

## 4. Number of Word for MS thesis

MS thesis must be comprised of minimum 12000 words and maximum 25000 words.

## 5. Online Viva

MS thesis Viva Voce can be conducted online in an adverse condition.

## 6. Grading System

Equivalence between letter grading and numerical grading shall be as follows:

| Marks Range  | Grade Point | Letter Grade |
|--------------|-------------|--------------|
| 85 and above | 4.00        | A            |
| 80 – 84      | 3.66        | A-           |
| 75 – 79      | 3.33        | B+           |
| 70 – 74      | 3.00        | B            |
| 67-69        | 2.66        | B-           |
| 64-66        | 2.33        | C+           |
| 60-63        | 2.00        | C            |
| 57-59        | 1.66        | C-           |

|                   |      |    |
|-------------------|------|----|
| 53-56             | 1.33 | D+ |
| 50-52             | 1    | D  |
| 0-49              | 0    | F  |
| Incomplete        | 0    | I  |
| Withdraw          | 0    | W  |
| No Grade reported | 0    | N  |

## 7. Cumulative Grade Point Average

- 7.1. The Cumulative Grade Point Average (CGPA) shall be calculated at the end of the second semester and each of the subsequent semesters.
- 7.2. If a student fails to make up the deficiency in her Cumulative Grade Point Average in given the number of chances permitted, she will cease to be on the rolls of the university.

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (C. GPAs) will be calculated using the following relationships:

$$\text{GPA} = \frac{\text{Sum over Courses in Semester (Course Credit Hours X Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum over all taken Courses in all Semesters (Course Credit Hours X Grade Point Earned)}}{\text{Total Credit Hours Taken in all Semesters}}$$

## 8. Marks distribution

MID 30

FINAL 40

SESSIONAL 30