

Rules and Regulations for MS Degree Program

1. INTRODUCTION

The aim of this hand book is to provide guidance to both students and faculty on the management of postgraduate research in the Government College Women University Sialkot (GCWUS). It includes the University's various Codes of Practice which apply to MS students and should be read in conjunction with the Statutes and Regulations for the relevant degrees. All MS students are part of GCWUS which aims to give them assistance in achieving their goal for the award of a higher degree. The University is very much concerned with both the academic and personal skills of student's life and aims to foster a stimulating research environment.

1.1. Research Degrees:

Government College Women University Sialkot operates MS programs in which the first element is the coursework taught during first year of enrollment. After qualifying coursework students undertake a research thesis as the partial requirement of a research degree.

1.2. Requirements for MS Degree:

The requirement of MS degree is that a candidate should have completed the coursework and investigated critically and evaluated an approved topic, and made a substantial contribution to knowledge in the area. The candidate must have demonstrated an understanding of research methodology appropriate to the chosen field, and presented and defended a thesis, by oral examination, to the satisfaction of the examiners.

1.3. Enrolment:

Government College Women University Sialkot shall offer MS programs, duly approved by HEC, for female students in all faculties. "Admission will be carried out once or twice a year i.e., Spring or Fall." The admission will be purely on merit basis.

1.3.1 Eligibility Criteria for Admission:

Eligibility criteria for MS program (as per HEC guidelines) is as follows:

- Sixteen years of education in relevant field will be required for admission in MS program.



- A minimum CGPA of 2.5 (out of 4 in the semester system and 2nd division in annual system in graduate degree) is required.¹
- A university committee consisting of at least 2 PhD members will conduct a subject test at par with NTS-GAT test and qualifying score will be 60%.
- The admission will be advertised in national newspapers and on university website.
- The candidates will apply to the relevant teaching department through admission committee. The departmental admission committee will scrutinize the application forms and interview the candidates for suitability.
- The merit will be determined as follows:

Sr.#	Description	Marks
1	Academic qualifications*	40
2	Publications in HEC approved journals/ Exhibitions/ Design Projects (One mark for each publication)	05
3	Professional experience in relevant field (one mark for each year for job in the relevant field/as per Departmental preference)	05
4	Subject written Entry Test*	40
5	Interview*	10
Total		100

Course / Degree	% age marks						
		45%	50%	55%	60%	70%	≥80%
Matric	Marks	2	4	5	7.5	8.5	10
F.A / F.Sc.	Marks	2	4	5	7.5	8.5	10
B.A / B.Sc.	Marks	2	4	5	7.5	8.5	10
M.A./M.Sc (Annual System)	Marks	2	4	5	7.5	8.5	10
M.A./M.Sc (Semester System)	CGPA						
		2.5	2.7	3.0	3.4	≥3.8	
	Marks	5	6	7.5	8.5	10	
BS(Hons.) 4 Years/ B.Sc(Hons) 4 Years/ (16 years edu)	Marks	10	12	15	17	20	

On successfully satisfying the departmental admission committee, the candidate will be registered as MS student in the relevant department

1.4. Minimum and Maximum Time Requirements for Award of MS Degrees

Government College Women University Sialkot offers full time MS degree programs in various disciplines. Facility of part time study programs is not available. Minimum time period required to earn MS degree would be 2 years, whereas maximum time period, with duly obtained extension, would be 4 years.

Students admitted to MS program are required to spend at least 2 years of study at GCWUS. However, time spent at the university should not exceed 4 years. Students may freeze their program maximum for the period of 1 year but not in first semester. Maximum time allowed for the award of MS degree may not be extended regardless whether a student freezes her program for the allowed period or not. If a student remains unable to obtain a degree within the maximum time period allowed for the degree, the student's

¹ Revised by the Syndicate in its 14th meeting held on 17-11-2021, vide Notification No. GCWU/SKT/SYN/21/73 dated 13-12-2021 on the recommendations of the Academic Council in its 8th meeting held on 14-09-2021

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eligibility for the degree will be terminated. If a student does not unfreeze her program of study within one year her enrolment will be terminated.

1.4.1 Rules for Extension

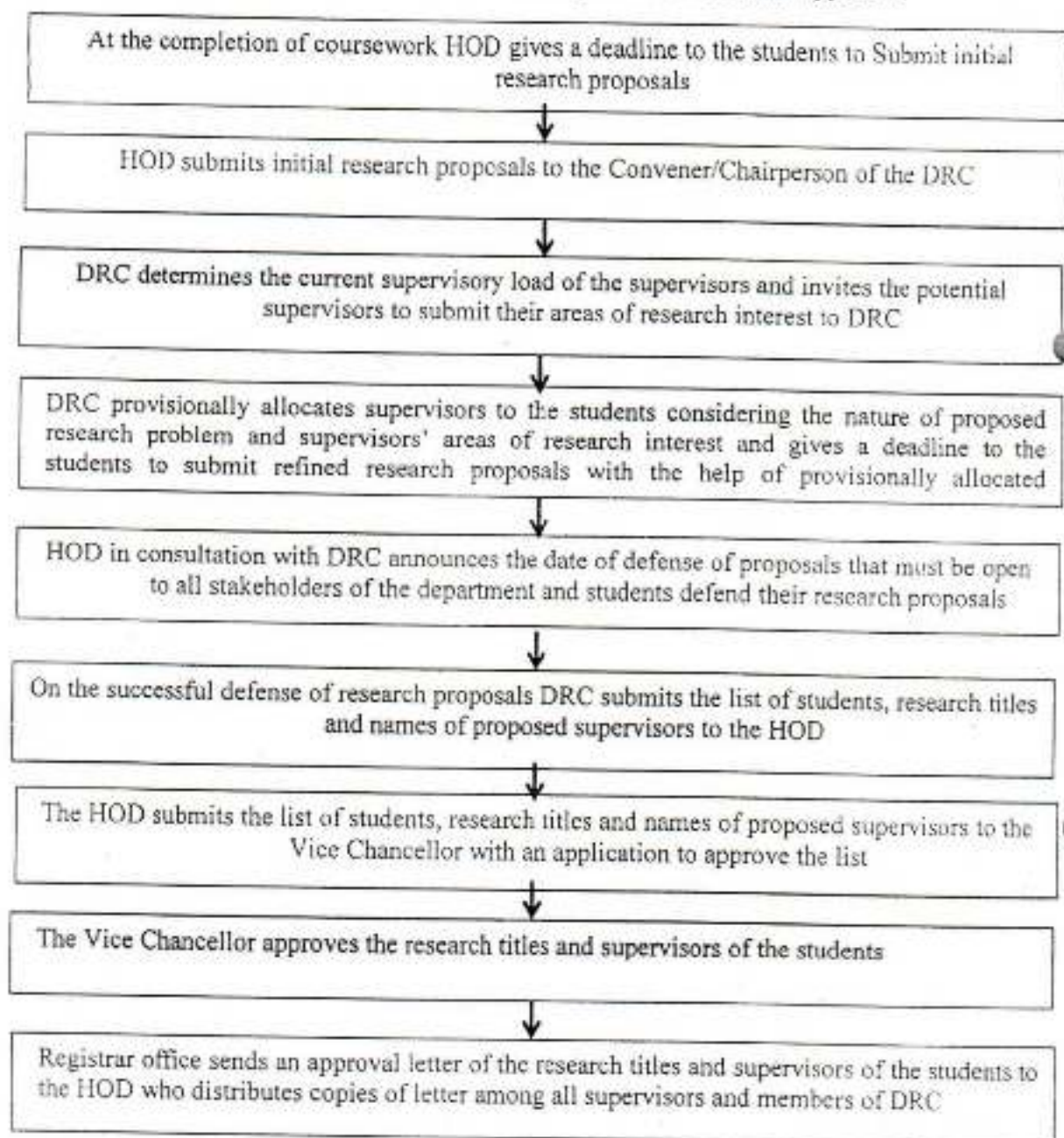
If a student does not complete degree requirements within two year she needs to apply an extension. The application should be addressed to the Chairperson/In Charge of the concerned department. All the extensions would be granted on the recommendation of the supervisor. All the university fees are payable by the student for the extension of one semester or more. Any extension applied for more than three but less than six months would be considered as of one semester. Chairperson/In charge of the department, Dean of the faculty and Vice Chancellor of the university may grant the extension of three months, one semester and up to two years respectively.

1.5. Thesis Registration:

All MS students must have their research proposal and supervisory arrangements approved by the University. However, in case of justifiable reasons and on recommendations of a Departmental Research Committee (DRC) the Vice Chancellor may allow certain students to opt two courses in MS program in lieu of thesis. Other students must complete thesis registration process within six months after qualifying coursework. The registration process requires students to specify their research proposal in the prescribed manner, and should make a presentation and defend it before Departmental Research Committee (DRC). DRC will ensure that the supervisory and resource arrangements offered to the student are satisfactory. DRC will further ensure that the student is undertaking a viable research which is liable to be completed within the prescribed time limit. If some amendments and fine tuning are required these will be incorporated by the student in the final draft of the synopsis. Once the proposal has been recommended by the DRC for approval the case would be sent to the Vice Chancellor by the head of the department for approval of thesis title and supervisor name. If a student fails to defend her research proposal she would be given another fair opportunity to defend her research proposal after the gap of minimum one month and maximum two months. In case the student again fails to defend her research proposal she would be required to change her research problem and appear before the DRC to defend new research proposal in the following semester. If she remains unable to defend new research proposal she would be required to withdraw her candidature. Moreover, if a student does not appear in

research proposal defense before the DRC in two consecutive meetings scheduled for this purpose she would be required to withdraw her candidature.

Process of MS Thesis Title and Supervisor Allocation Approval



1.6 Supervision:

Research supervision of the student is a considerable responsibility, and takes up a great deal of time when done properly. Students are expected to arrange regular meetings with the Supervisor throughout the year. It is essential that meetings are held regularly, and that properly formulated and timetabled work plans are set. It is expected that a full time student would have at least 24 contact hours with the Supervisor each year. The number

and frequency of meetings will depend on individual needs and research progress. Students are responsible for keeping the contact record book up to date and must ensure that the documentation and reports are duly signed by the supervisor submitted in time to assess the progress of work.

1.7. Monitoring:

"All research students will have a one hour meeting in person with their supervisors per week. Seminars will be conducted. All research students are required to submit a quarterly progress report to the head of the department duly approved by the supervisor."

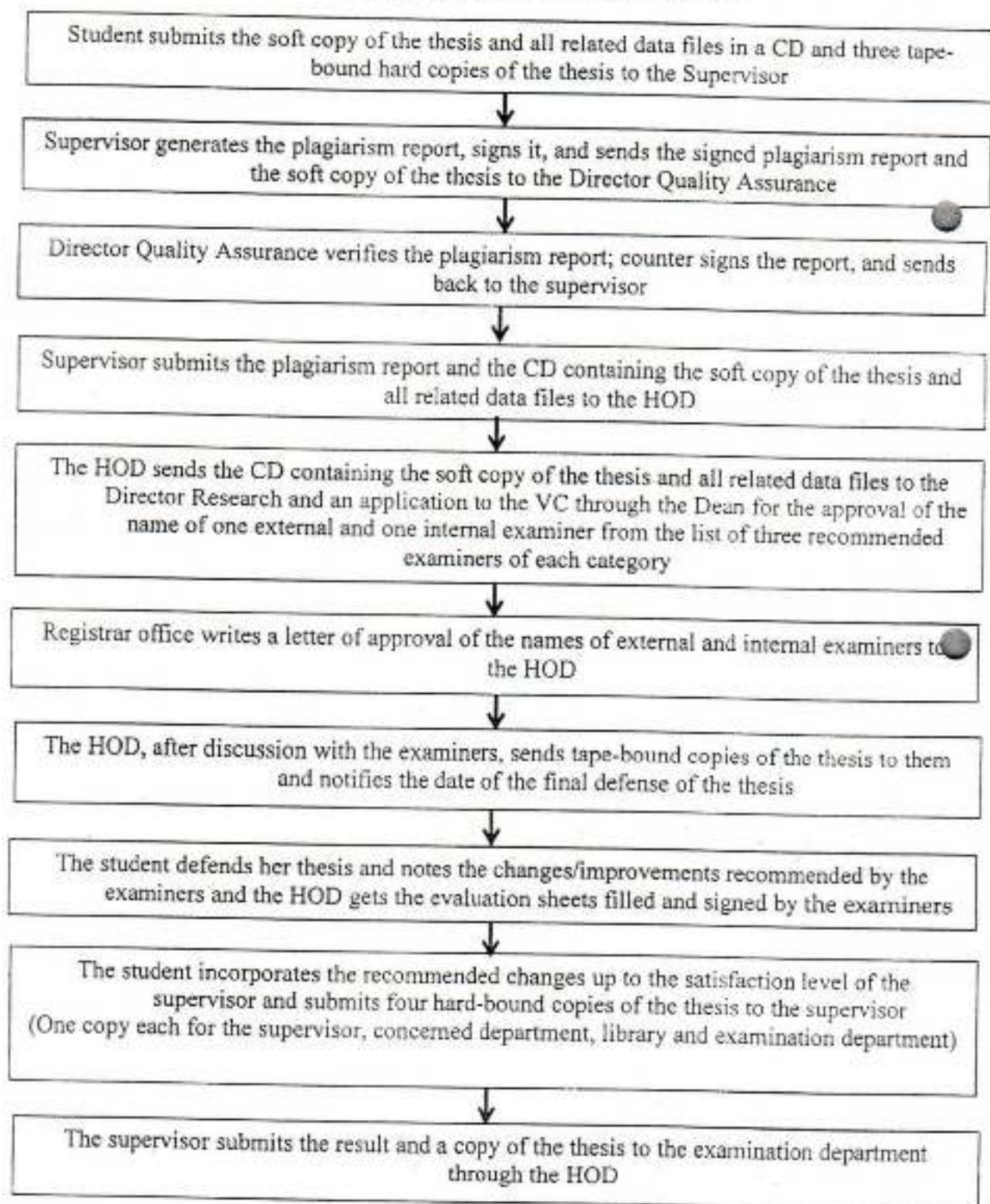
1.8. Presentation of Thesis:

The thesis must be submitted in the format set out in accordance with the University's regulations. Two copies of thesis are to be submitted for examination in tape binding with an electronic copy of the thesis in a CD. Five copies of the thesis must be submitted in a permanently bound form after approval for the award of degree.

1.9. Examination:

The Controller of Examinations will make necessary arrangements for the candidate's examination with the approval of Vice Chancellor. The examiners will be appointed by the Vice Chancellor out of panel of examiners approved by the Advanced Studies and Research Board. Following is the flow of thesis evaluation at GCWUS.

Process of MS Thesis Evaluation at CCWUS



1.11. Withdrawal of Candidature:

The scholar may be allowed to withdraw the candidature for reasons to be recorded.

1.12. Administrative and Academic Matters:

All general administrative matters will be dealt by the Registrar. The academic or other issues related to examination will be taken up by the Controller of Examinations.

2. STATUTES AND GENERAL REGULATIONS FOR MS

2.1 Statutes:

2.1.1. The minimum duration of the MS program shall be two (2) years.

2.1.2. The admission of MS students shall be carried out in the prescribed manner under the supervision of Admission Committee.

2.1.3. The candidate shall be eligible to take examination if she has registered herself as a student of MS, in accordance with admission regulations and fulfills the requirements of attendance and course work.

2.1.4. The degree of MS will be conferred on a person who holds master's degree in the relevant subject and passes the MS examination in accordance with the prescribed regulations.

2.1.5. The thesis shall be evaluated by one internal and one external examiner.

2.1.6. Provided that there is nothing contrary to the rules and regulations as laid down by the University for the examination in the relevant field, a candidate may submit her thesis for the award of MS degree after meeting the following requirements:-

- i. The research work was carried out in accordance with the relevant rules and regulations of the University.
- ii. The thesis is submitted by the candidate through the supervisor.
- iii. The candidate has successfully defended her thesis in presentation and viva examination.

2.2. General Regulations

- 2.2.1. The academic requirements for the MS degree shall comprise course work and a thesis based on research.
- 2.2.2. Each student shall follow the Syllabus and Courses of Studies as may be prescribed by the Academic Council from time to time.
- 2.2.3. Student shall be required to pay the tuition fee and such other dues as may be determined by the University.
- 2.2.4. The candidate shall be awarded the degree provided that she successfully completes all courses of studies, qualifies all examinations and fulfills the requirements of research work and thesis.
- 2.2.5. Students dropped or struck off the rolls of the University due to shortage of lectures or poor performance or non appearance in the examination or non – payment of dues etc., may not be granted re-admission.
- 2.2.6. Any student, who was rusticated, expelled or whose entry in the University Campus was banned for any reason what so ever, shall not be readmitted.
- 2.2.7. For the MS program research may be proposed in any field of study provided that the research proposal is based on sound theme and may include creative work, scholarly editions, software development and other forms as may be prescribed from time to time.
- 2.2.8. The University shall encourage collaborative research with industrial and commercial organizations to:
- Provide a wider range of experience and expertise to assist in the development of the project.
 - Enable the candidate to become a useful member of research community.
 - Promote research culture in the University.
 - Work for National Development and Economy.

3. **BASIC REQUIREMENTS FOR MS DEGREE:**

3.1 **Enrolment**

- 3.1.1. The admission process will be coordinated and organized by the office of Registrar;
- 3.1.2. There shall be an Admission Committee to supervise that admissions are made in accordance with rules and regulations;
- 3.1.3. Admission shall be made on the basis of merit in accordance with the defined in 1.3.1.
- 3.1.4. The Vice Chancellor shall finally approve the admissions in the light of recommendations made by the Admission Committee. All such students who are admitted shall be enrolled within the prescribed time period and follow the schedule of studies.

- 3.1.5. To be eligible for admission to MS; a candidate must possess a masters degree or honours degree in the relevant field recognized by HEC.
- 3.1.6. Each candidate shall make an application for admission on a prescribed form along with documents specified in the admission form.
- 3.1.7. The followings shall not be eligible for admission:-
- Any one who has been rusticated or expelled by any University or College for misconduct or use of unfair means in the examinations or any offence involving moral turpitude.
 - Any one who was admitted earlier to MS program but later was declared to have ceased to be a student of the University under the prescribed regulations.
- 3.1.8. All admissions made in contravention to these Regulations shall be void.
- 3.2 Registration:**
- 3.2.1. A person may apply to register for a research degree, by completing the appropriate form for the degree of MS.
- 3.2.2. In approving an application for registration for Departmental MS Admission Committee shall satisfy itself; insofar as is reasonably possible on the available information that:
- the candidate appears suitably qualified to commence the research program;
 - the candidate's research program appears viable;
 - the supervision arrangements appear adequate and likely to be satisfied.
- 3.2.3. Where a research project is part of funded research, the University Research Ethics Committee shall establish to its satisfaction that the terms on which the research is funded do not detract from the fulfillment of the objectives and requirements of the candidate's research degree.
- 3.2.4. A candidate shall register on a full time basis. A full-time candidate shall normally devote on an average of at least 6 hours daily to research.
- 3.2.5. If a candidate or the University wishes the thesis to remain confidential for a period of time after completion of the work, application for approval shall normally be made to the Vice Chancellor at the time of registration or during studies.
- 3.2.6. A candidate shall follow a program of prescribed studies whereby it is necessary for the attainment of competence in research methods and of knowledge related to the subject of the thesis. The program shall be intended to:
- provide the candidate with the skills and knowledge necessary for the pursuit of the proposed research;

- ii. provide a body of knowledge normally associated with a degree in the field of study of the proposed research; and
- iii. provide breadth of knowledge in the related subjects.

3.2.7. If a student fails to make progress in work that is judged unsatisfactory by the departmental research committee, the Department shall advise the candidate of this fact in writing, and identify a reasonable time (not normally less than six months) for improvements to be made. If the progress is judged insufficient at the end of the stated period, the Department may cancel the enrollment

3.2.8. Candidate will normally be expected to reach the required standard for the award of degree for which she is registered within the specified time period starting from registration.

3.2.9. Total numbers of Credit Hours required will be 30, (minimum 24 Credit Hours of Course Work + 6 Credit Hours of Research).

3.3. Supervision

3.3.1. Research work of the candidate may be supervised by one or two research supervisors.

3.3.2. In case one of the two supervisors is from outside the university the research supervisor from within the University has the overall responsibility to supervise the candidate on regular basis.

3.4. Monitoring

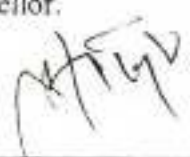
3.4.1. Department Research Committee will monitor, on quarterly basis, the progress of every candidate registered for research degree to establish, on the basis of information available, that good progress is being made and that supervision and facilities are adequate and will forward the report to the Vice Chancellor through Director Research. Upon receipt of monitoring report that progress of the student is not satisfactory, Vice Chancellor shall take appropriate action. This may include change of the supervisor, recommendations to the supervisor that the student is required to withdraw.

3.4.2. In all cases where the Departmental Research Committee is of the view that a student's progress is unsatisfactory and withdrawal is required, the candidate shall be informed of this fact, in writing, by the Department after the approval from Vice Chancellor. The candidate shall be given a reasonable time (not normally less than 06 months) for making improvements. If the improvements are not made within the prescribed time limit, the candidate shall be informed in writing by the Department that a decision has been made to withdraw her registration.

- 3.4.3 Where the candidate is prevented by ill-health or other good cause, from making progress with research, the registration may be suspended with the approval of the Vice Chancellor, normally for not more than one year at a time. It is the candidate's responsibility to inform the Department of the circumstances, medical or otherwise, which is likely to adversely affect her programme of study.
- 3.4.4 A candidate shall submit the thesis in order that it is received before the expiry of the maximum period of registration. The Vice Chancellor may extend a candidate's period of registration, normally for not more than one year at a time under exceptional circumstances on genuine grounds.
- 3.4.5 Where a candidate has discontinued the research, the withdrawal of registration shall be intimated to the Registrar on the appropriate form with an application.
- 3.4.6 A candidate shall pay such fees as may be determined from time to time by the University which are intimated to the candidate at the beginning of each academic year.

3.6. Submission of Thesis

- 3.6.1 The candidate shall ensure that the thesis is submitted and received by the Examination Department of the University within the prescribed time limit.
- 3.6.2 The thesis shall be submitted by the candidate through her research supervisor. The candidate should not assume that the supervisor's consent to the submission of a thesis guarantees the award of degree.
- 3.6.3 The candidate shall take no part in the arrangement of the examination and shall have no formal contact with the external examiner.
- 3.6.4 The candidate shall have to declare that the thesis has not been submitted for award of any other degree.
- 3.6.5 The candidate shall ensure that the format of the thesis is in accordance with the requirements of the University's regulations as prescribed in MS Thesis Module.
- 3.6.6 The candidate shall be eligible for MS thesis examination provided:
- that she has been a student on a regular basis for the prescribed period,
 - that she successfully completed the prescribed courses, including seminars and tutorials to the satisfaction of the supervisor,
 - that she has completed the thesis on the basis of synopsis of research work approved by the Vice Chancellor.



- iv. that after completion of the requirements stated above, the candidate shall submit an application on a prescribed form to the Controller of Examinations for conducting the thesis viva voce examination.
- 3.6.7. Five copies of the thesis shall be submitted for examination to the Office of Controller of Examinations in bound form.
- 3.6.8. The thesis shall be presented in English.
- 3.6.9. There shall be an abstract of approximately 300 words bound into the thesis which shall provide a synopsis of the thesis stating the nature and scope of the work undertaken and the contribution made to the knowledge in the subject concerned. Five loose copies of the abstract shall be submitted along with the thesis. The loose copies of the abstract shall have the name of the author, the degree for which the thesis is submitted, and the title of the thesis.
- 3.6.10. The thesis shall include a statement of the candidate's objectives and shall acknowledge published or other sources of material consulted (including an appropriate bibliography) and any assistance received.
- 3.6.11. The candidate may publish research work before submitting the thesis but reference shall be made in the thesis to any such publication. Copies of published work should either be bound in the thesis or placed in an adequately secured pocket at the end of the thesis.
- 3.6.12. Normally the text of MS thesis in all disciplines (excluding supplementary material such as tables, diagrams, appendices, references, and the bibliography) shall not exceed 20,000 words.
- 3.6.13. The copies of the thesis submitted for examination shall remain the property of the University but the copyright of the thesis shall be vested in the candidate.

3.7 Thesis Examination

- 3.7.1. The examination for the MS shall be based on course work, evaluation of the research thesis and viva voce examination.
- 3.7.2. A candidate shall be allowed to appear in the examination, provided that he/she has been registered by the University during the session and has attended at least 80% of the lectures and completed the course work to the satisfaction of the department concerned.
- 3.7.3. The thesis shall be sent for evaluation to the external examiner, well in time before the date of viva-voce examination and should be approved by her/him.
- 3.7.4. After the approval by the evaluators, the thesis viva-voce examination should be held within the University Campus on such date and time as may be notified by the Controller of Examinations. The Controller of Examinations shall make appropriate arrangements for the conduct of thesis viva-voce examination in consultation with the Department concerned, the external and internal examiners.

- 3.7.5. Supervisor(s) shall act as coordinator(s) and shall be present as observer(s) only. They will not participate in discussion.
- 3.7.6. The thesis viva-voce examination shall be conducted by one External Examiner and one Internal Examiner who shall submit a report on the quality of research suitability of the candidate for the award of degree.
- 3.7.8. The reports and recommendations of the examiners in respect of the candidate shall be placed before the Vice Chancellor for confirmation.
- 3.7.9. Where evidence of academic misconduct in the presentation of the thesis or other irregularities in the conduct of the examination come to light subsequent to the recommendation of the examiners, the Vice Chancellor shall consider the matter, if necessary in consultation with the examiners, and take appropriate action.

3.8. Course Work

Each Departments / Centres / Institutes / Colleges / School shall decide its own compulsory, core/ minor, major and elective subjects. The courses offered by a Departments / Centres / Institutes / Colleges / School shall be announced with a short description of each course along with time, day, class room, name of the teacher, semester and credit hours.

- 3.8.1. A regular student will normally be required to take workload (for course work) of six to twelve credit hours in each semester.
- 3.8.2. At the end of the first semester a student must obtain a minimum Grade Point average (GPA) of 2.50 to be promoted to the second semester. In order to qualify a course GP 2.0 / 60% marks are required.
- 3.8.3. In case a student is able to obtain GPA of 2.30 or more but less than 2.50 she will be promoted to the second Semester on probation. The candidate, who fails to secure 2.30 GPA in the first Semester shall stand automatically dropped from the rolls.
- 3.8.4. At the end of the second semester, a student must obtain a minimum Cumulative Grade Point Average (CGPA) of 2.50 and must also pass at least 50% of the courses offered her in order to be promoted to the third semester. If any of the preceding two conditions is not complied with by a student then she shall be removed from the rolls of the Departments / Centres / Institutes / Colleges / School.
- 3.8.5. In the 3rd or 3rd and 4th semesters a student will carry out research work / internship under the supervision of his / her supervisor and submit research thesis / report / project by the end of 3rd or 4th semester.
- 3.8.6. In the third semester a student will also be required to repeat those courses of the first semester in which she had failed and maintains CGPA of 2.50 failing which her name will be removed from the Departments / Centres / Institutes / Colleges / School.

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- 3.8.7. In the fourth semester, a student will be required to repeat those courses of the second semester in which she had failed and maintains CGPA of 2.50 failing which her name will be removed from the Departments / Centres / Institutes / Colleges / School.
- 3.8.8. A student, who completes all the courses and has not been required to repeat any course(s), obtains CGPA of less than 2.50 but not less than 2.30 at the end of the 4th semester, may be allowed to repeat up to two courses (varying 2-6 credits) in which he / she had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.50 failing which she shall not be awarded degree and removed from the rolls of the Departments/ Centres/ Institutes/Colleges/ School.
- 3.8.9. A student who is "Failed to pass" in a course in 1st semester may be allowed to take one additional course during the 2nd /3rd semester with the permission of the head of the Departments / Centres / Institutes / Colleges / School and controller of examinations.
- 3.8.10. A student who is "Failed to pass" in a course in 2nd semester may be allowed to take one additional course during the 3rd /4th semester with the permission of the head of the Departments / Centres / Institutes / Colleges / School and controller.
- 3.8.11. The teacher shall send a copy of the activity record of the courses on prescribed Proforma to the Chairman / Director / Principal and Controller of examinations at the end of each semester.
- 3.8.12. Only those students who scored CGPA = 2.5 will be awarded MS. Degree

3.9. **MARKING CRITERIA FOR MS DEGREE PROGRAM**

Mid-Term	Presentation	Assignment /Tests	Final-Term	Grand Total
25%	15%	10%	50%	100

3.10. **CREDIT TRANSFER POLICY**

- 3.10.1. The merit of the applicant should be higher or equivalent to the minimum admission criteria in that particular discipline/degree program/batch moreover Last merit of the admission for that program (requested to get transfer) will also be considered."
- 3.10.2. The applicant desiring credit transfer will submit an application form accompanied by copies of all previous transcripts, course outlines, his/her latest photograph, duly verified by the Registrar/Principal/Chairperson/Head of the Department of the institution in which he/she is currently enrolled.
- 3.10.3. The applicant must have CGPA of at least 2.00 for undergraduate programs and 2.50 for Graduate / Post Graduate programs.
- 3.10.4. Depending upon the similarity and equivalence of the courses, only credit hours of courses shall be transferred which shall have at least 60% marks in annual system and above grade/marks in Bachelor or B and above grades in Master programs in semester system.

- 3.10.5. The participant will provide a clearance certificate from his/her previous institution and will register himself/herself with GCWUS within the stipulated time.
- 3.10.6. The participant will have to cover the entire deficient course(s) (if any) within the stipulated time for the completion of her degree.
- 3.10.7. The credits transferred are counted towards degree requirements of a participant. However, GPA of transferred credits will not be counted towards the calculation of CGPA, and that only 'Transferred' will be written against those courses whose transfer of credits was allowed by the respective Dean.

3.10.8. Program Specific Credit Transfer Policy

Program specific credit transfer policy is also applicable as stated below:

Credit Transfer Policy for MS/MPhil or 18 Years Program:

- i. On the recommendations of the concerned Dean may allow to transfer maximum of two courses of MS/MPhil or equivalent to complete that program at GCWUS. The Academic Council is authorized to transfer more than the aforesaid limit on exceptional grounds/cases examining the merit and genuineness of the case on the recommendations of the concerned Dean
- ii. On the recommendations of concerned Dean, the authorities may allow any student, who has completed course work of MS/MPhil or equivalent in any other HEC approved university, for transfer of credit hours. Such candidates should at least have CGPA of 3.0 and must have taken almost same courses or courses which can be substituted provided that such credit hours are not less than the B grade, in each course under consideration for transfer.

3.10.9. Transfer-Migration to/from GCWUS

- i. Through an authentic/logical plea, duly supported by black and white evidence, one can apply for transfer of credits from an HEC recognized university/degree awarding institute to the GC women University (GCWUS). However, candidate will have to file application for this at least one month before the commencement of a regular semester.
- ii. Subject to the similarity and equivalence of at least 80% of courses of the respective discipline/degree for undergraduates and graduate programs and availability of seat(s), the transfer of credit request(s) will be processed for a regular semester only.

3.10.10. Formal Requirements for Transfer/Migration

- External Credit Transfer Form
- No Objection Certificate (From last institution)
- Course outline/Road map of the last institution/program
- Provisional transcripts of the semesters attended at last institution

3.11. Award of Position

3.11.1. The candidate/student who are employees of GC Women university Sialkot are not eligible for award any position or Medals in any degree program being taught at GC Women University Sialkot . This policy is also applicable to both previous and current programs being taught at GCWUS.

3.11.2. If more than one candidate achieves same CGPA, all will be eligible for position or medal.

3.12. Policy Limitation

The University reserves the right to change or revise any admission related policy at any time without prior notification. In matters where GCWUS Admission Policy is unclear or ambiguous, the policies of Higher Education Commission of Pakistan will prevail.