



**MUHAMMAD NAWAZ SHARIF
UNIVERSITY OF ENGINEERING AND
TECHNOLOGY MULTAN**

FIRST PUBLIC SECTOR ENGINEERING UNIVERSITY IN SOUTH PUNJAB

MNS UET Graduate Policy-2025

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Graduate Admission Committee:

There shall be a Graduate Admission Committee responsible for overseeing graduate admissions. The committee shall comprise five (05) members, at least one of whom shall be from the department offering the graduate program, subject to the approval of the Vice Chancellor/BASR.

Departmental Admission Committee:

The departmental committee shall comprise three members: two internal members from the department and one external member from outside the department/university. All members shall be from the same discipline, subject to the approval of the Vice Chancellor/BASR, for a period of three years.

Departmental Graduate Research Committee (DGRC):

Each department shall constitute a Graduate Research Committee (GRC), consisting of a minimum of five (05) and a maximum of nine (09) members. All members must hold a PhD or MS degree and have at least ten (10) years of relevant experience within the same department. The committee shall be appointed for a term of three (03) years, subject to approval by the Vice Chancellor / BASR. The Head of the Department / Equivalent shall serve as the Convener of the GRC, and there shall be one Postgraduate Coordinator (PG Coordinator) to assist the committee.

MINIMUM REQUIREMENTS TO AWARD MS DEGREES (LEVEL 7)

1.1 Basic Academic Qualification: Sixteen years of schooling with 4-year education in relevant engineering program (minimum 120 credit hours) after HSSC/F.A./F.Sc./Grade12 is required for admission in the MS engineering program.

OR

1.2 Interdisciplinary Qualifications:

Interdisciplinary admission is allowed if:

- i The applicant intends to pursue a Master of Science degree in a relevant engineering discipline.
- ii The applicant has passed the GAT-General/equivalent test with a minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 6.
- iii The departmental admission committee is satisfied that the applicant's knowledge of the primary area (level 6) has sufficiently prepared him or her to undertake the course of studies of the MS program (or, in the opinion of the admission committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

1.3 CGPA:

For admission in MS programs, a minimum CGPA of 2.0 (out of 4.0 in the semester system) or 60% (in the annual system) in the MS/MPhil/equivalent degree being considered for admission, is required, whether such a degree was obtained from Pakistani or foreign universities. If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university. The conversion mechanism from CGPA to percentage and the detailed merit calculation formula are as follows.

The intermediate CGPA will be interpolated linearly as $(CGPA + 0.5) \times 20$ for MS programs.

1.3.1 Admission Procedure:

- i. The admission application fee is Rs. 1,000/-.
- ii. The application fee, once submitted, is non-refundable.
- iii. Payment of the application fee can be made through the designated payment methods mentioned on the admission portal (e.g., bank challan, online transfer, or as notified by the university).
- iv. Applicants shall complete the MS admission form online by visiting <https://admission.mnsuet.edu.pk> and submitting it through the portal.
- v. A hard copy of the application is also acceptable. Applicants may print the form, complete it manually, and submit it to the concerned department.

1.3.2 Filling and Submission of the Application Form:

- i. You will fill out the admission application form by logging into the admission portal
- ii. You will be asked to enter the following information:
- iii. CNIC Number
- iv. Admission Code
- v. You will fill the requisite information. It is emphasized that if you have obtained 16 years degree education.
- vi. The applicant will scan and upload the following documents:
- vii. Matriculation or equivalent certificate
- viii. Intermediate or equivalent certificate
- ix. 16 years of education degree and transcript/Detailed Marks Sheet. At the time of admission, the applicant's degree shall be verified from HEC.
- x. Copy of Pakistan Engineering Council PEC.
- xi. CNIC

- xii. Domicile
- xiii. No Objection Certificate from the employer, if employed.
- xiv. AFFIDAVIT if he is not employed in any Government, Semi-Government, Private, or Public organization
- xv. On successful submission, an “Admit Card” will be generated, which is mandatory for appearing in the Subject Test.

1.4 Admission Test:

- i MNS UET will accept a HAT General or Equivalent test conducted by testing bodies accredited by HEC, with a passing score of 50%.
- ii Applicants qualifying in the Test will appear in an interview before the departmental admission committee.

1.5 Admission Interview:

The Graduate Departmental admission committee will interview the qualified applicants and assess relevancy of the applicant’s discipline in the last degree and will verify that the applicant’s prior education has sufficiently prepared him/ her to undertake the course of studies of the Master program or the committee may deem the preparation satisfactory, subject to taking few additional courses, over and above the level 6. course requirement, after admission.

1.6 Merit Calculation:

Merit of applicants will be computed as under:

MS Program Admission Merit Criteria		
Sr. No	Component of Merit	Weightage
1	16 year of Education	40%
2	Subject based Admission Test	30%
3	Interview	30%

Overall, the Successful Minimum Score considering the test and interview is 60%.

1.7 Admission Decisions:

- i. Graduate Admission Committee of the concerned department shall evaluate the applications on merit. Accepted applications would be forwarded to the Admission Office, then the Admission Office, after verification and merit calculation, will share the list of successful candidates with the Office of Graduate Studies for further processing. Admission offer letters and registration numbers shall be issued by the Office of Graduate Studies (template attached as Annex I). The list of successful candidates will be shared on the university website.
- ii. Depending upon the number and nature of courses studied by an applicant at the undergraduate level, the candidate may be directed by the Chairperson concerned to study and pass a certain number of pre-requisite courses at the undergraduate level before permission to attend the postgraduate classes.
- iii. There is no age restriction for admission to postgraduate degree programs.
- iv. Depending upon the number and nature of courses studied by an applicant at the undergraduate level, the candidate may be directed by the Chairperson concerned to study and pass a certain number of pre-requisite courses at the undergraduate level before permission to attend the postgraduate classes.
- v. Fee Challan for first semester and admission dues will be visible in the applicant's login on the admission portal.
 - a) Paid Original Bank Challan as proof of payment of dues. Candidate must keep photocopies of this challan/documents for his/her own record and for submission to the department.

- b) Six sets of photocopies of Domicile Certificate.
- c) Original B.Sc. Degree/Provisional Certificate and Detail Marks Certificate/ Transcript along with six sets of photocopies of the same.
- d) NOC from employer (if employed).
- e) Six copies of the most recent passport size photograph
- f) Two copies of CNIC.
- g) Muslim applicants will submit a Finality of Prophethood Declaration Form.
- h) Medical Certificate Form-II duly signed and stamped by Medical Practitioner registered with PMDC.
- i) Undertaking on a Rs. 100/- judicial paper duly completed.

vi. Within the prescribed time, a selected applicant is required to pay the University dues and submit the following documents in all manners prescribed on the website in the office of graduate studies

vii. If a selected applicant is prevented by unavoidable circumstances from timely fulfillment of the requirements laid down in the above clause, then he should intimate the Convener Admission Committee about it within the prescribed time limit along with relevant documentary proof. The Convener Admission Committee may, at his discretion, grant relaxation in the time limit.

viii. A selected applicant who fails to fulfill the requirements laid down in the above clause within the prescribed time limit shall forfeit his right of admission.

ix. No applicant shall normally be admitted after 15 days from the beginning of the classes.

x. On fulfillment of the requirements mentioned above, the applicants are admitted to the applicable M.Sc./MS. program shall report to the respective department according to the published schedule. They will receive registration numbers from their department as well, through the University Learning Management System

1.8 Coursework Requirement for Award of MSc/Equivalent Degrees:

For the award of MSc/MS Engineering degree, candidates shall:

- i Either need to complete 32 credit hours of coursework. The course Understanding of the Holy Quran/Ethics (2 credit hours) and Artificial Intelligence is mandatory.
- ii Complete **26** credit hours of coursework (course Understanding of the Holy Quran / Ethics and Artificial Intelligence is mandatory) along with a minimum of six (**6**) credit hours for research work/thesis. Both the courses “Understanding of the Holy Quran” and “Artificial Intelligence” shall be considered core courses for degree requirements. The overall requirements regarding courses and thesis work for MS Engineering Degree are tabulated in the table1

Sr. No	Description	Credit hours
1	Core courses	14
2	Elective courses	12
3	Thesis	06
Total		32

- iii Courses will be transferred for students applying for transfer of courses who have been enrolled in MS program at a HEC-approved university after having earned a BS/BSc or equivalent degree. The Graduate Research Committee of each department will assess the courses and recommend transfer of the subject as per the following policy. A maximum of three courses can be transferred.
- iv Each MS student shall complete an industrial internship as a compulsory component of the coursework.

1.9 MSc Thesis:

- i In case a degree is offered with a research work, each MS researcher shall write a thesis reflecting the relevance, credibility, effectiveness, and legitimacy of the research. The

thesis must be an original and innovative contribution to knowledge that contributes to solving socioeconomic problems.

- ii After the completion of coursework, each MS student shall be required to present a research proposal before the Departmental Graduate Research Committee (GRC).
- iii A minimum of four months after the successful defense of the research proposal (from the date of proposal defense), each MS student shall be required to submit the semi-final version of the thesis. This submission shall be evaluated by the Departmental Graduate Research Committee (GRC) as an internal defense.
- iv Following the successful internal defense, the student shall incorporate all recommendations of the Departmental Graduate Research Committee (DGRC) and submit the final thesis for the external viva through the Office of Graduate Studies and ORIC, using the prescribed application form and submitting all required documents, including the internal defense evaluation report.
- v After a minimum of two months from the internal defense, the external examiner shall be nominated by the BASR. A panel of external examiners may be recommended by the Departmental Graduate Research Committee (GRC), from which one external examiner shall be appointed.
- vi The external viva voce shall be conducted by the approved external examiner. Upon successful completion of the external viva and incorporation of the recommendations of the external examiner, the final version of the thesis shall be submitted through ORIC/Office of Graduate Studies for approval by the Vice Chancellor/BASR and subsequent award of the MS degree.
- vii All MSc/MS Thesis shall undergo mandatory plagiarism screening and similarity index verification before submission for evaluation. The plagiarism check shall be conducted through ORIC using Turnitin or other HEC-approved software. The similarity index limits and procedural requirements shall comply with the HEC Anti-Plagiarism Policy 2023. The similarity screening report shall be reviewed and verified by the University Anti-Plagiarism Standing Committee to ensure compliance before thesis submission is allowed for external evaluation.

viii The minimum CGPA required for the award of an MSc/MS degree is **2.50**

1.10 Degree Completion Timeline:

The MSc/MS degree shall be awarded by MNS UET not before the completion of 1.5 years (three (03) regular semesters) and not after completion of four (04) years (eight (08) regular semesters), save exceptions mentioned. The date of admission shall be considered as the date mentioned on the admission list displayed by the Graduate Admission Committee. Minimum and maximum credit hours per semester are defined in the Table.2

Sr. No	Description	Details
2	Maximum credit hours per semester (courses)	16
3	Number of credit hours required for degree completion	Min. 32 (including thesis)
4	Thesis credit hours	06

- i In case a student is unable to secure an MSc/MS degree within the prescribed timeframe and claims an extension in duration, the concerned DGRC will determine the causes of delay. The DGRC will forward its recommendation to the Office of Graduate Studies. The Office of Graduate Studies will then present the matter to the Vice Chancellor and BASR of the University.
- ii Extension to the fifth year of the MS program shall be approved by the Vice Chancellor on the recommendation of the DGRC, whereas extension to the sixth year shall be subject to approval by the BASR, based on the recommendation of the DGRC.
- iii student applying for a continuous extension beyond the prescribed maximum duration of the degree program shall be required to pay a penalty of **PKR 5,000** for each approved extension, in addition to any applicable tuition or other university fees.

1.11 Record Keeping (MS– Level 7):

- i. The primary responsibility for maintaining academic records lies with the department. The department shall retain one official copy of the complete academic record, while the Office of Graduate Studies and ORIC shall maintain another for institutional record, audit, and quality assurance purposes. The Office of Graduate Studies/ORIC shall also maintain a centralized record.
- ii. The academic record shall include, but shall not be limited to, the following documents:
 - Admission application and supporting credentials
 - Verified academic transcripts and detailed marks sheets
 - Admission test and interview evaluation records
 - a. Course registration, add/drop, and transfer of credit forms
 - b. Comprehensive examination documents
 - c. Approved research proposal/synopsis
 - d. Internal evaluation and defense reports
 - e. External examiner nomination, reports, and viva voce proceedings
 - f. Final approved thesis and degree award notifications
- iii. Duplicate copies of the complete academic record shall be maintained both in the concerned department and in the Office of Graduate Studies for institutional record, audit, and regulatory compliance.
- iv. The department and the Office of Graduate Studies shall ensure the accuracy, confidentiality, safe custody, and proper archiving of all MS student records.
- v. These records shall be preserved in accordance with HEC requirements and shall be made available to authorized bodies for purposes of academic audit, accreditation, quality assurance, or statutory review.

MINIMUM REQUIREMENTS FOR AWARD OF DOCTORAL DEGREE (LEVEL 8)

2.1 Qualification:

Before admission into a PhD program, a student must have completed an 18-year MSc/MS or an equivalent degree with research work in a relevant engineering program.

2.2 Intra-disciplinary Qualifications:

Interdisciplinary admissions are allowed if:

- i The applicant has a strong interest in pursuing a PhD in a different discipline.
- ii The applicant has passed the NTS GAT-Subject/Equivalent Test with a minimum 60% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 7.
- iii The departmental admission committee is satisfied that the applicant's knowledge of the primary area (level 7) has sufficiently prepared him or her to undertake the course of study of the doctoral program (or, in the opinion of the admissions committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the relevant engineering program).

2.3 CGPA:

- i For admission in PhD programs, a minimum CGPA of 3.0 (out of 4.0 in the semester system) or 60% (in the annual system) in the MSc/MS/equivalent degree being considered for admission, is required, whether such a degree was obtained from Pakistani or foreign universities.
- ii If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university.

- iii The students having strong demonstrated interest in obtaining PhD degree, but their CGPA is below 3.00 (out of 4.0 in the semester system) 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. Students will study additional courses of 9-12 CH of level 7, taking a zero semester at university, and score a minimum 3.00 out of 4.00 GPA (offered course), and
 - b. The admission committee of concerned department is satisfied that the applicant's knowledge of the primary area (level 7) has sufficiently prepared him or her to undertake the course of studies of the doctoral program.
 - c. These requirements shall be in addition to any other requirements set in this policy for admission to a PhD program.

2.3.1 Admission Procedure:

- i. The admission application fee is Rs. 1,500/-.
- ii. The application fee, once submitted, is non-refundable.
- iii. Payment of the application fee can be made through the designated payment methods mentioned on the admission portal (e.g., bank challan, online transfer, or as notified by the university).
- iv. Applicants shall complete the PhD admission form online by visiting <https://admission.mnsuet.edu.pk> and submitting it through the portal.
- v. A hard copy of the application is also acceptable. Applicants may print the form, complete it manually, and submit it to the concerned department.

2.3.2 Filling and Submission of the Application Form:

- i. You will fill out the admission application form by logging into the admission portal
- ii. You will be asked to enter the following information:
- iii. CNIC Number

- iv. Admission Code
- v. You will fill the requisite information. It is emphasized that if you have obtained 16 years degree education.
- vi. The applicant will scan and upload the following documents:
- vii. Matriculation or equivalent certificate
- viii. Intermediate or equivalent certificate
- ix. 18 years of education degree and transcript/Detailed Marks Sheet
- x. Copy of Pakistan Engineering Council PEC.
- xi. CNIC
- xii. Domicile
- xiii. No Objection Certificate from the employer, if employed.
- xiv. AFFIDAVIT if he is not employed in any Government, Semi-Government, Private, or Public organization
- xv. On successful submission, an “Admit Card” will be generated, which is mandatory for appearing in the Subject Test.

2.4 Statement of Purpose:

A Statement of Purpose written in at least 400 words, written per HEC’s GEP-2023, will be submitted by the applicant, which will be used by the university admission committee to ascertain the preparedness and interest of the applicant in pursuing doctoral studies, and whether the department has the requisite resources to train and supervise the doctoral candidate in the subspecialty he/she is interested in.

2.5 Admission Test:

- i PhD Subject Admissions Test will be arranged and conducted by MNS UET. The minimum qualifying score is 60% in the test.

- ii MNS UET will accept NTS GAT Subject/HAT or equivalent test conducted by testing bodies accredited by HEC, with a passing score of 60%.
- iii Applicants qualifying in the Test will appear in an interview before the departmental admission committee.

2.6 Admission Interview:

The departmental admission committee will interview the qualified applicants and assess the following:

- i Relevancy of the applicant's discipline in the last degree, and will verify that the applicant's prior education has sufficiently prepared him/ her to undertake the course of studies of the doctoral program, or the committee may deem the preparation satisfactory, subject to taking a few additional level 7 courses, over and above the PhD course requirement, after admission.
- ii The SOP submitted by the applicant.

2.7 Merit calculation:

Merit of applicants will be computed as follows:

PhD Program Admission Merit Criteria		
Sr. No	Component of Merit	Weightage
1	18 year of Education	40%
2	Subject-based Admission Test	30%
3	Interview	30%

Overall, the Successful Minimum Score considering the test and interview is 70%. The conversion mechanism from CGPA to percentage and the detailed merit calculation formula are as follows.

For the PhD program, a CGPA of 3.0 out of 4.0 will be considered equivalent to 60%, a CGPA of 4.0 out of 4.0 will be considered equivalent to 90%, and any intermediate CGPA will be linearly interpolated using the formula: $(CGPA - 1) \times 30$.

2.8 Admission Decisions:

- i. Graduate Admission Committee of the concerned department shall evaluate the applications on merit. Accepted applications would be forwarded to the Admission Office, then the Admission Office, after verification and merit calculation, will share the list of successful candidates with the Office of Graduate Studies for further processing. Admission offer letters and registration numbers shall be issued by the Office of Graduate Studies (template attached as Annex I). The list of successful candidates will be shared on the university website.
- ii. Depending upon the number and nature of courses studied by an applicant at the undergraduate level, the candidate may be directed by the Chairperson concerned to study and pass a certain number of pre-requisite courses at the undergraduate level before permission to attend the postgraduate classes.
- iii. There is no age restriction for admission to postgraduate degree programs.
- iv. Depending upon the number and nature of courses studied by an applicant at the undergraduate level, the candidate may be directed by the Chairperson concerned to study and pass a certain number of pre-requisite courses at the undergraduate level before permission to attend the postgraduate classes.
- v. Fee Challan for first semester and admission dues will be visible in the applicant's login on the admission portal.
- vi. Within the prescribed time, a selected applicant is required to pay the University dues and submit the following documents in all manners prescribed on the website in the office of the Graduate studies.
 - a) Paid Original Bank Challan as proof of payment of dues. Candidate must keep photocopies of this challan/documents for his/her own record and for submission to the department.
 - b) Six sets of photocopies of Domicile Certificate.

- c) Original B.Sc. Degree/Provisional Certificate and Detail Marks Certificate/ Transcript along with six sets of photocopies of the same.
 - d) Original MS Degree/Provisional Certificate and Detail Marks Certificate/ Transcript along with six sets of photocopies of the same.
 - e) NOC from employer (if employed).
 - f) Six copies of the most recent passport size photograph
 - g) Two copies of CNIC.
 - h) Muslim applicants will submit a Finality of Prophethood Declaration Form.
 - i) Medical Certificate Form-II duly signed and stamped by Medical Practitioner registered with PMDC.
 - j) Undertaking on a Rs. 100/- judicial paper duly completed.
- vii.** If a selected applicant is prevented by unavoidable circumstances from timely fulfillment of the requirements laid down in the above clause, then he should intimate the Convener Admission Committee about it within the prescribed time limit along with relevant documentary proof. The Convener Admission Committee may, at his discretion, grant relaxation in the time limit.
- viii.** A selected applicant who fails to fulfill the requirements laid down in the above clause within the prescribed time limit shall forfeit his right of admission.
- ix.** No applicant shall normally be admitted after 15 days from the beginning of the classes.
- x.** On fulfillment of the requirements mentioned above, the applicants are admitted to the applicable PhD program shall report to the respective department according to the published schedule. They will receive registration numbers from their department as well, through the University Learning Management System

2.9 Transfer of Courses:

- i Courses will be transferred as per the university policy on “Transfer of graduate Courses” for students applying for transfer of courses who have been enrolled in a Ph.D. program at a HEC-approved university after having earned a MSc/MS or equivalent degree. The Graduate Research Committee of each department will assess the courses and recommend transfer of the subject as per the following policy:
- ii The GPA in each transferred course is at least 3.3 out of 4.0.
- iii The credits transferred shall be counted towards the degree requirements of the student.
- iv GPA of transferred credits shall not be counted towards the calculation of CGPA, and that only “Transferred” shall be written against those course(s) in which transfer of credits was allowed. A maximum of three courses can be transferred.

2.10 Confirmation of Awards of Ph.D. Candidacy:

- i. A Ph.D. student must complete a minimum of 20 credit hours of coursework, either within the department or from other departments, in consultation with and upon the recommendation of their Research Supervisor. Course “Understanding of the Holy Quran/Ethics I & II”, carrying 2 credit hours, is mandatory.
- ii. Transferred credit hours may be counted toward this minimum requirement. The student is required to maintain a CGPA of at least 3.3 out of 4.0 in these courses.
- iii. The courses shall preferably be at the 8 level.
- iv. A PhD degree should be based on research, not only on coursework.

The overall requirements regarding courses and thesis work for PhD Engineering Degree is tabulated in **Table.3**

Sr. No	Description	Credit hours
1	Core courses	11
2	Elective courses	09
3	Thesis	42

	Total	62
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2.10.1 Program Duration:

The minimum duration of the PhD Engineering should not be less than three (03) years. The maximum duration of the PhD programs should not exceed eight (08) years. There shall be two (02) regular semesters, namely Fall and Spring semesters. The credit hours details regarding courses and thesis work for PhD Engineering Degree is tabulated in **Table.4**

Sr. No	Description	Details
2	Maximum credit hours per semester (courses)	13
3	No. of credit hours required for degree completion	Min. 62 (including thesis)
4	Thesis credit hours	42

2.11 Comprehensive Exam:

- i The student shall sit in a comprehensive examination after fulfilling course requirements.
- ii Comprehensive examination shall be conducted by the concerned department, once each semester, under the general supervision of the departmental GRC and the office of Graduate Studies. The comprehensive examination shall cover the core area of specialization (as notified by the Department) and shall consist of written and oral parts in the proportion of 80% and 20%, respectively. The combined pass percentage shall be 60 percent. The evaluation should be expressed in terms of pass/fail and shall not be graded.
- iii The supervisor/supervisory committee would inform about the subjects to GRC for their student and GRC would approve the subjects.
- iv 03 Subjects would be considered in the comprehensive exam.
- v Comprehensive exam would consist of a written exam and viva voce exam having 80% and 20% weightage respectively.
- vi Marks of each subject would be 100 making the total marks 300. The marks would be then set to a total of 80 for written exam via ratio system and subjects 1 & 2 would contribute 27, while subject 3 would contribute 26.

- vii To set a written exam, the teacher who has taught the subject would be considered to set that subject part.
- viii The written exam would be of 3 hours.
- ix The supervisory committee would conduct the viva voce exam of the student and on the same date as of written exam.
- x Passing marks for the Comprehensive exam would be 70%, in total.
- xi The exam shall cover the courses studied, preferably at the graduate level, conducted on one composite question paper.
- xii Every PhD student shall be required to pass the comprehensive examination to be granted candidacy as a PhD researcher, with the provision that the student failing to pass the comprehensive exam shall be allowed to retake the exam once.
- xiii A student will be given a second chance to appear in the comprehensive examination in the subsequent semester if he fails in the first attempt.
- xiv Failure in the second attempt shall be communicated to the Admission Office through the office of graduate studies, and his provisional admission to the Ph.D. program shall be canceled. Such students will not be eligible to continue their PhD at MNS UET. However, they may seek re-admission by following the above-mentioned process.
- xv The Ph.D. student will be awarded “Candidacy” upon successful completion of the comprehensive examination.

2.12 Supervisory Committee:

Departmental GRC will recommend a three-member Advisory Committee for every Ph.D. candidate, including an approved supervisor, per HEC’s GEP-2023, and a co-supervisor (optional). The co-supervisor will be the fourth member, if appointed. The supervisor will be the convener of the committee, and one member from the remaining two will be appointed from outside the department/university.

The Supervisory/Advisory Committee shall meet at least once every semester to review the candidate’s academic progress, research development, coursework (where applicable), and compliance with research milestones. Proper minutes of each meeting shall be recorded, signed by all members present, and submitted to the Departmental GRC/Graduate Office for official record.

The progress evaluation and recommendations of the Committee shall be maintained in accordance with HEC GEP-2023 requirements and institutional quality assurance procedures

2.13 Synopsis:

The Ph.D. candidate shall present their research proposal to the Graduate Research Committee (GRC). Following the presentation, the GRC will evaluate the proposal. Once the proposal is deemed suitable as a potential Ph.D. topic, it, along with the proposed title, shall be submitted to the Director ORIC and the Office of Graduate Studies for onward submission to the Vice Chancellor / BASR.

2.15 Progress Reports:

After approval of the proposal, the candidate will submit a thesis progress report, per the format approved by ORIC, after passage of each semester, which will be forwarded to the Vice Chancellor / BASR through the concerned GRC and the office of graduate studies.

2.16 Change of Supervisor/Topic:

- i Any subsequent changes in the proposal, title, or the topic shall also be routed through the same channel.
- ii The candidate may request a change in Ph.D. supervisor or a supervisor may opt to withdraw from supervision of a candidate. The candidate or the supervisor shall submit their request to the Dean/ Chairman/ Equivalent of the concerned department. Recommendation for change of supervisor will be made by the GRC of the department through the office of Graduate Studies, for approval by the Vice Chancellor / BASR. No relaxation in the maximum allowable time for completion of the Ph.D. degree would be granted to the candidate on the basis that his supervisor has changed. However, a Ph.D. candidate may change their supervisor within the first two years since the date of admission.

2.17 PhD Duration:

- i The date of final defense shall be considered to be the date of completion of PhD studies.

- ii The maximum duration shall be determined from the date of admission (date mentioned on the admission letter) until the date of the PhD defense.
- iii Minimum permissible period for completion of Ph.D. studies is three years (six regular semesters). Three years will be considered from start from the date of admission.
- iv The maximum permissible period for completion of Ph.D. studies is sixteen regular semesters.
- v In case a student is unable to secure PhD degree within the prescribed timeframe and claims an extension in duration, the concerned departmental GRC will determine the causes of delay. The Department GRC will forward its recommendation to the Office of Graduate Studies. The Office of Graduate Studies will then present the matter to the BASR of the University. BASR of the University may grant an extension.
- vi student applying for a continuous extension beyond the prescribed maximum duration of the degree program shall be required to pay a penalty of **PKR 5,000** for each approved extension, in addition to any applicable tuition or other university fees.

2.18 Ph.D. Research Publication:

- i To be eligible for the award of a PhD degree, the candidate, is required to publish, out of his research work, as its first author, one research publication in relevant Cat-W journals or two research publications in relevant Cat-X journals recognized by HIGHER EDUCATION COMMISSION JOURNALS AND PUBLICATIONS POLICY-2024. The maximum number of authors in any publication cannot exceed five. A letter of acceptance will be considered sufficient for fulfilling the PhD degree requirements.
- ii A research article appearing online with valid DOI on website of an HEC's recognized research journal shall be considered published w.e.f. the date it appeared online with DOI. As categorized in HJRS at the time of acceptance of the research article
- iii The PhD researcher shall be the first author of these publications.
- iv The research article shall be relevant to the PhD research work of the PhD researcher.

- v The article shall be published after approval of the research synopsis. The date of the synopsis shall be counted from the date of approval by the Departmental GRC.
- vi The article shall be published in a relevant research journal.
- vii After publication of the article, the candidate shall be eligible to submit the thesis to external reviewers with the recommendation of the departmental GRC.

2.19 Appointment of External Reviewers:

The Supervisory Committee shall propose a list of three external reviewers from world's top 500 universities ranked by THE or QS in the year corresponding to dissertation evaluation year and two external reviewers from Pakistan in relevant areas to the GRC for its recommendation to be forwarded to the Director ORIC and the office of graduate studies through the Chairman/Dean.

The local external reviewers should be distinguished national professors from Pakistan, meritorious professors from any national university, or professors or associate professors from top twenty-ranked universities by HEC, or professors or associate professors from any Pakistani university with a minimum h-index of 30 for sciences, as determined by Web of Science.

The following general guidelines shall, at least, be observed while selecting external evaluator:

- i Relevance of Expertise: in 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.

The Vice Chancellor shall appoint three external reviewers from the proposed list.

The candidate shall submit two copies of his thesis, typed and bound in addition to the soft copy on a storage device, to the Controller of Examinations, through the Supervisor, Dean/Equivalent, ORIC, and the office of Graduate Studies for onward dispatch to the approved external reviewers.

2.20 External Reviewers' Reports:

Each external reviewer shall submit their report to the Vice-Chancellor independently on the prescribed Performa and make one of the following recommendations:

- i That the quality of the Thesis merits the award of PhD degree to the candidate.
- ii That the quality of the Thesis merits award of PhD degree to the candidate after incorporating the suggested changes to the satisfaction of the candidate's supervisor.
- iii That the Thesis be resubmitted for evaluation after revision as suggested by the reviewer(s).
- iv That the Thesis be rejected as not being of sufficient merit for the award of Ph.D. Degree.

The Vice Chancellor shall forward the received reports to the Controller of Examinations (CoE).

2.21 Interpretation of Reports:

- i If the external reviewers recommend that the Thesis merits an award of a PhD degree, it shall be implemented.
- ii In case any of the external reviewers is asking for changes, the candidate's Advisory Committee shall submit a certificate to CoE certifying compliance with the recommendations of the external reviewer(s) by the candidate. The thesis shall be resubmitted after incorporating revisions and major changes suggested by external reviewer(s), if external reviewer(s) is/are asking for resubmission after revision.

2.22 Resubmission of Ph.D. Thesis:

- i. In case external reviewers ask for a second resubmission, the candidate will be asked to work on his thesis for a minimum period of six months before submitting it for re-evaluation.

- ii. Third resubmission is not allowed, and the candidate shall be declared fail and shall not be allowed to continue with his Ph.D., even if external reviewers ask for a third resubmission.

2.23 Evaluation Process If External Reviewers Fail to Respond:

If any external reviewer fails to respond within three months, the Worthy Vice Chancellor shall select the required number of reviewers from a new panel recommended by the GRC of the concerned department and the Office of Graduate Studies. This process will continue until the required one or two evaluation reports are received.

2.24 Public Defense of PhD Thesis/Dissertation:

- i A public/ open defense of the PhD dissertation will be held after a positive evaluation by external reviewers.
- ii Office of Graduate Studies and ORIC will ensure fulfillment of requirements as laid down in these regulations for the award of the PhD degree before forwarding the case to CoE for declaration of PhD result.
- iii All PhD thesis shall undergo mandatory plagiarism screening and similarity index verification prior to submission for evaluation. The plagiarism check shall be conducted through ORIC using Turnitin or other HEC-approved software. The similarity index limits and procedural requirements shall comply with the HEC Anti-Plagiarism Policy 2023. The similarity screening report shall be reviewed and verified by the University Anti-Plagiarism Standing Committee to ensure compliance before thesis submission is allowed for external evaluation.

2.25 Award of Ph.D.:

The candidate shall be admitted to the PhD Degree in the relevant branch of Engineering on fulfillment of the requirements laid down in these regulations.

2.26 Code of Ethics:

- i. Ph.D. candidate or his spouse or his relatives shall not communicate with external referees directly or indirectly.
- ii. Any faculty member of the department shall not participate in the PhD process of a candidate at any stage, if the candidate is his blood relation or his spouse or the faculty member is a candidate himself.
- iii. External examiners may not be co-author of any publication with the candidate or his spouse or his blood relative.

2.27 Conflict Resolution:

In case of a conflict in the interpretation of Ph.D. At any stage, the matter may be resolved by BASR.

2.28 Submission of HEC Performa:

HEC performa as communicated vide letter number 3(2)/DG(Stats)/HEC/2017/03 dated 16-01-2017, is required to be submitted by all candidates successfully completing their Ph.D. degrees.

2.29 Applicability of Ph.D. Regulations 2024:

The regulations will be applicable from Entry Session 2025 onwards.

2.30 Record Keeping (PhD – Level 8)

- i. The primary responsibility for maintaining academic records lies with the department. The department shall retain one official copy of the complete academic record, while the Office of Graduate Studies and ORIC shall maintain another for institutional record, audit, and quality assurance purposes. The Office of Graduate Studies shall also maintain a centralized record.
- ii. The PhD student record shall include, but shall not be limited to, the following documents:
 - a) Admission application and supporting academic credentials
 - b) Verified academic transcripts and detailed marks sheets
 - c) Course registration, add/drop, and transfer of credit forms
 - d) Admission test and interview evaluation records

- e) Approved Statement of Purpose
 - f) Comprehensive examination records and result notifications
 - g) Approved research proposal/synopsis and title approval documents
 - h) Approved supervisory/advisory committee notifications
 - i) Semester-wise progress reports
 - j) External reviewers' nomination, correspondence, and evaluation reports
 - k) Public defense and viva voce proceedings
 - l) Final approved thesis/dissertation and degree award notification
 - m) Evidence of compliance with publication requirements and HEC performance
- iii. Duplicate copies of the complete academic record shall be maintained both in the concerned department and in the Office of Graduate Studies for institutional record, audit, and regulatory compliance.
- iv. The concerned department, the Office of Graduate Studies, and ORIC shall be **jointly responsible** for ensuring the accuracy, confidentiality, safe custody, and proper archiving of all PhD student records.
- v. PhD student records shall be preserved for the period prescribed by the university and HEC and shall be made available to authorized internal and external bodies for purposes of academic audit, accreditation, quality assurance, or statutory review

Supervisor Allocation Policy

3.1 Guidelines for Supervisor Allocation:

The following general guidelines shall, at least, be observed while allocating a PhD supervisor. At the time of supervisor allocation, the supervisors:

3.1.1 For PhD Program:

- i Students can only be assigned to faculty members who meet the minimum requirements outlined in the HEC Graduate Education Policy-2023 (Since Winter 2023).
- ii As per HEC policy, only teaching staff/ adjunct faculty will be eligible to supervise. However, faculty appointed in the offices of ORIC, QEC, and the office of Graduate studies as an additional charge shall also be eligible for supervision, provided they fulfill the minimum HEC criteria for supervision.
- iii The supervisor must be from the same university, preferably from the same department in which the student has secured admission, except where there is no vacancy available with a PhD supervisor. The supervisor should primarily be a regular/adjunct faculty member of the MNS UET.
- iv All the PhD faculty members of the department, with Approved Supervisor status OR who have two years of post-PhD research/teaching experience as per HEC guidelines, would be assigned minimum of one student as Main Supervisor, if the number of students is available.
- v Maximum supervisory load shall not exceed five PhD students at any given time. Fresh PhD graduates may supervise MS students and co-supervise PhD students. A PhD faculty member, after completing two years of obtaining the PhD degree, may supervise one PhD student in the 3rd year, two PhD students in the 4th year, and up to a maximum of five PhD students from the 5th year onward, subject to the fulfillment of other conditions specified in this policy.
- vi The allocation of supervisors will be completed at the time of admission, and notifications will be promptly shared with the office of Graduate Studies.

- vii Any Ph.D. faculty member holding Approved Supervisor status shall be assigned a second Ph.D. student as main supervisor only after each eligible Ph.D. faculty member has been assigned one Ph.D. student as main supervisor, provided that the number of admitted Ph.D. students exceeds the number of Ph.D. faculty members holding Approved Supervisor status.
- viii Only faculty members approved by the university for graduate supervision will be eligible for allocation. Supervisors must possess expertise relevant to the student's research area and have available supervision capacity.
- ix . Criteria for supervisor allocation will be based on the following particulars:

Sr.#	Criteria	Total
1	Research Relevancy	50%
2	Student Preference and Consent	30%
3	Supervisor Availability/Load Capacity	20%
Total Score		100%

Supervisor Allocation Scoring Matrix Table			
Criteria	Scoring Criteria	Scores	Score in Each Component
Research Relevancy (50%)	Excellent Match	50	
	Good Match	40	
	Moderate Match	25	
	Weak Match	10	
	No Match	0	
	Excellent Match	50	
Student Preference and Consent (30%)	First Preference	30	
	Second Preference	20	
	Third Preference	10	
	Not Preferred	0	
Availability /Work Load (20%)	Utilization $\leq$ 50%	20	
	Utilization 51–70%	15	
	Utilization 71–85%	10	
	Utilization 86–100%	5	
	Above Capacity	0	
Overall Obtained Score			

- a) Student submits research interests and supervisor preferences.
 - b) Student submits updated research areas and supervision load information.
 - c) DGRC evaluates each student-supervisor pair.
 - d) Allocation scores are computed as $\text{Allocation Score} = \text{Research Relevancy Score} + \text{Preference Score} + \text{Availability Score}$.
 - e) The supervisor with the highest score shall normally be allocated.
 - f) Final allocations shall be approved by the DGRC and notified to students.

- x Where two or more supervisors receive equal scores, preference shall be given in the following order:
 - a) Higher Student Preference Ranking.
 - b) Higher Research Relevancy Score
 - c) Lower Supervision Load.
 - d) Decision of the DGRC.

- xi For interdisciplinary research projects, the DGRC may appoint one or more co-supervisors where justified by the nature of the research.
- xii The DGRC may approve exceptions to this policy in exceptional circumstances, provided that reasons are documented and approved through appropriate channels.
- xiii The department shall review this policy annually (if required) to assess:
 - a) Workload distribution among faculty.
 - b) Student satisfaction.
 - c) Research productivity.
 - d) Degree completion rates.

- xiv The roles and responsibilities of the students, supervisor, and DGRC are defined as follows:
- a) Students will submit research interests and supervisor preferences.
 - b) Students will communicate with assigned supervisors professionally.
 - c) Supervisor will maintain updated research profiles.
 - d) Supervisor will provide accurate supervision load information.
 - e) Supervisor will guide students according to university regulations.
 - f) DGRC will evaluate allocation requests.
 - g) DGRC will maintain transparency and fairness.
 - h) DGRC will monitor implementation of this policy.
- xv A Ph.D.-qualified faculty member may supervise and/or co-supervise a maximum of twelve (12) MS/Ph.D. students in total at any given time. However, a faculty member holding Approved Supervisor status may supervise no more than five (05) Ph.D. students at any one time. In cases where a faculty member is already co-supervising Ph.D. students, the number of such co-supervised Ph.D. students shall be counted toward and deducted from the maximum allowable limit of five (05), in accordance with HEC guidelines. For Ph.D.-qualified faculty members who do not hold Approved Supervisor status, supervision shall be limited to co-supervision only, in accordance with applicable HEC and university regulations.
- xvi A regular or adjunct faculty member, or a researcher at a public or private university or Degree Awarding Institution (DAI), or a researcher/scientist at any R&D or public/private sector organization, may serve as a PhD supervisor. In the case of a non-faculty PhD supervisor who otherwise meets the criteria for a PhD supervisor, the individual shall be appointed as an adjunct faculty member for a period not less than the minimum time required to complete the student's PhD research before assigning them as a PhD supervisor. Such a person shall also provide a No Objection Certificate (NOC) from their parent organization. MNS UET shall grant adjunct faculty member status accordingly.
- xvii Should have NO CONFLICT OF INTEREST in personal, financial, or professional stakes.

- xviii Should have the time and availability to supervise PhD dissertation and give clear and constructive feedback.
- xix Should be capable of conducting themselves in a professional and respectful manner throughout the supervision process.
- xx Should be capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
- xxi The university shall allocate supervision/research space to the doctoral students.
- xxii PhD research work completed under supervision is a shared property of the supervisor and supervisee. All publications resulting from such research shall reflect the authorship of both parties and shall be subject to mutual consent.
- xxiii The research supervisor shall be given opportunities to attend and qualify course(s) on MS/PhD Supervision, which should also have content on research ethics, publications, patents, etc. Such courses may include certified self-paced MOOCs, or a course designed/offered by the National Academy of Higher Education (NAHE) or by a university in the following manner:
 - a. Basic level course: to supervise students of MS/MPhil/equivalent degrees.
 - b. Advanced-level course: to supervise PhD researchers.

3.1.2 For MSc Programs:

- i. All faculty members of the department shall be assigned at least one student as Main Supervisor, subject to the availability of students.
- ii. A faculty member shall be assigned a second student as Main Supervisor only after each faculty member of the department has been assigned one student as Main Supervisor, provided that the number of students exceeds the number of faculty members.
- iii. The order of preference for allocation of the Main Supervisor shall be:

- a) Ph.D.-qualified faculty members; and
 - b) MS-qualified faculty members with relevant working experience in the same department.
- iv. If the number of students is less than the number of faculty members, Main Supervisors shall be allocated in accordance with the preference order stated above.
- v. An MS-qualified supervisor may supervise and/or co-supervise a maximum of five (05) MS students at any given time. In cases where an MS-qualified faculty member is already co-supervising MS students, the number of such co-supervised students shall be counted toward and deducted from the maximum allowable limit of five (05), in accordance with HEC guidelines.

3.2 Publication Requirements to become a PhD-approved supervisor:

In addition to the requirements described in Section 3.1, a PhD supervisor must publish research articles in the HEC's recognized research journals and the category specified in the HIGHER EDUCATION COMMISSION JOURNALS AND PUBLICATIONS POLICY-2024.

- i. Within three years of the award of the PhD degree, the candidate must have either:
 - a) At least one research publication in an HEC-recognized W-category journal, with the candidate's name appearing among the first three authors or as the corresponding author;
 - OR
 - b) At least three research publications in HEC-recognized X-category journals, with the candidate's name appearing among the first three authors or as the corresponding author
- ii. In case the candidate's name does not appear among the first three authors, the candidate must have published at least two research publications in HEC-recognized W-category journals or four research publications in HEC-recognized X-category journals as an author.

- iii. Vice Chancellor / BASR recommends a supervisor's certificate to those supervisors who have fulfilled the criteria. The list of approved PhD supervisors will be presented at the BASR meeting.
- iv. The Office of Graduate Studies shall issue a supervisor certificate for a period of three (03) years. Upon expiration of the certificate, the supervisor must reapply for renewal. The template for the approved supervisor certificate shall be circulated annually by the Office of Graduate Studies.

Note: The “General Conditions to Supervise Doctoral Research” along with the “Criteria to be a PhD Supervisor” apply to fresh PhDs intending to supervise PhD research and are effective from the date of enactment of this policy. All previously approved supervisor shall remain approved until the date mentioned on their award letter.