



PhD MANUAL

(GUIDE BOOK FOR PHD SCHOLARS & SUPERVISORS)



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**NATIONAL DEFENCE UNIVERSITY
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This Manual is prepared for the guidance of PhD students and supervisors and cannot be challenged in any Court of Law.

PREFACE

The Doctor of Philosophy (PhD) is a degree program that provides the mastery of research skills to those interested and passionate to contribute in academic world. The PhD aspirants are taught, guided and supervised for intellectual value addition and are prepared to provide scientific reasoning and solution-oriented knowledge to the modern world. To make aspirants more focused during their PhD journey, this manual is hereby provided.

The objective of this manual is to deliver the guidelines for the PhD students during their study period at NDU. The content of this manual is prepared / updated in the light of HEC Graduate Education Policy (GEP-2023), NDU Academic Regulations, Policies and Standard Operating Procedures. The purpose of this document is only to facilitate in understanding policy and procedural requirements at different stages and is for guidance only and cannot be challenged in any Court of Law.

LIST OF ACRONYMS

ASRB	Advance Studies & Research Board
BOF	Board of Faculty
BOS	Board of Studies
CA	Competent Authority
CAC	Central Admission Committee
CGPA	Cumulative Grade Point Average
COE	Controller of Examination
Dept	Department
Div	Division
DMAC	Departmental MPhil Admission Committee
DPAC	Departmental PhD Admission Committee
DRC	Departmental Review Committee
EE	External Examiner
FCS	Faculty of Contemporary Studies
GAT	Graduate Assessment Test
GRE	Graduate Record Examinations
HEC	Higher Education Commission
HoD	Head of Department
IBCC	Inter Board Chairmen Committee
Min	Minimum
NDU	National Defence University
NTS	National Testing Service
PRSA&IT	Public Relations, Students Affairs & Information Technology
QEC	Quality Enhancement Cell
Req	Required
SOP	Standard Operating Procedure
Subj	Subject
UERC	University Examination and Research Committee

Following Policy and SOPs have been referred in PhD Manual and are available at NDU website for guidance.

Sr.	Name of Policy / SOP	Custodian
1.	Admission Policy	Registrar Office
2.	SOP - Comprehensive Exams	Exam Branch
3.	SOP – UREC	QEC
4.	SOP – DRC	Exam Branch
5.	SOP - Doctoral Seminar	Exam Branch
6.	SOP - Submission of Thesis	Exam Branch
7.	SOP - External Evaluation of Thesis	Exam Branch
8.	SOP – Public Defence	Exam Branch

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CHAPTER 1

ADMISSIONS

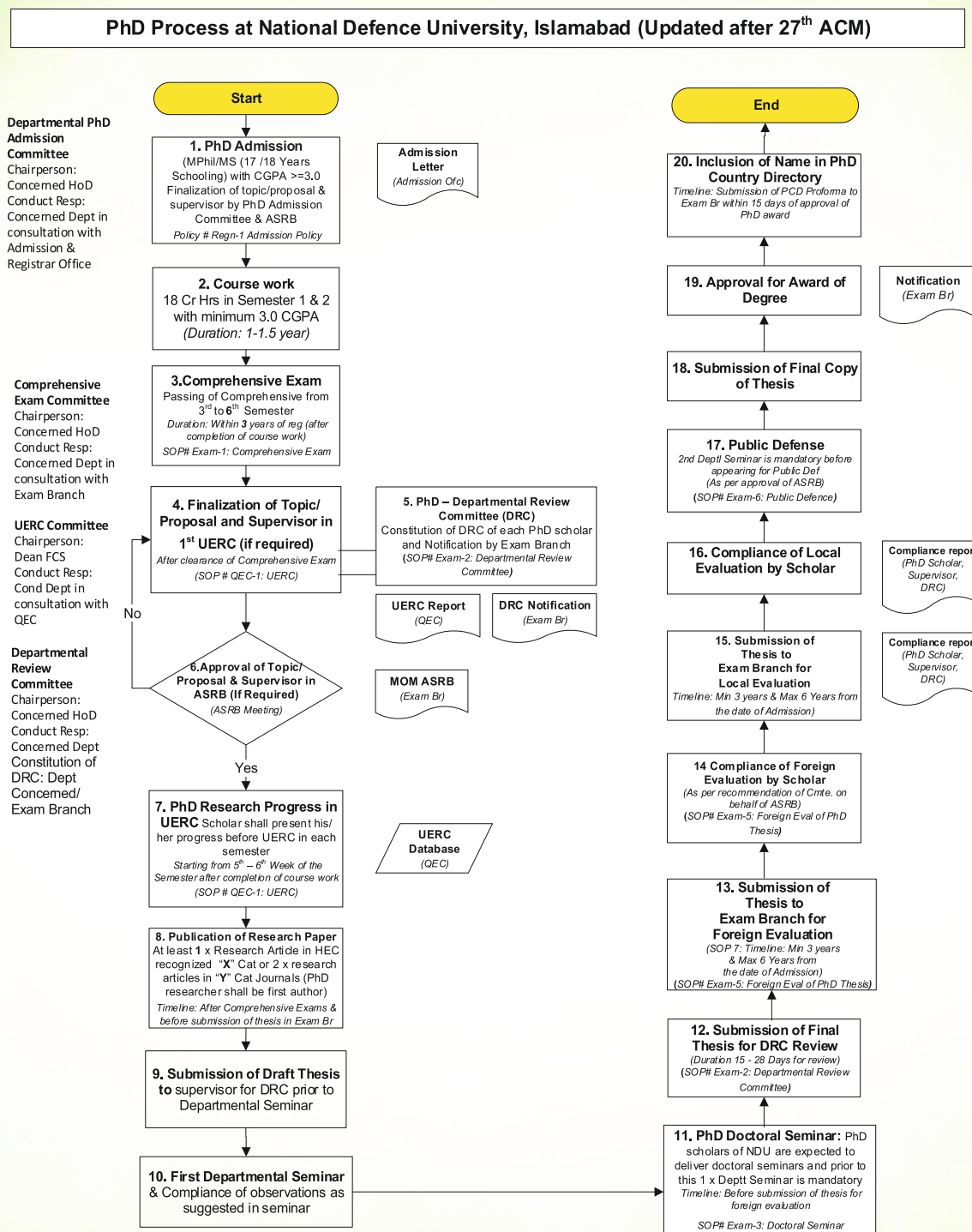
1. The admissions to PhD programme are offered by all departments at NDU in accordance with provisions of NDU Academic Regulations, Policies and SOPs. The candidates can submit admission form online along with the required academic documents after the advertisement. Applications will be considered subject to meeting eligibility criteria (as per NDU website) and availability of relevant supervisor. „Admission Policy“ available at NDU website may also be consulted for detailed information.
2. **Guidelines for Prospective Applicant.** Candidates desirous to seek admission in PhD programmes are required to remain abreast on following aspects:-
 - a. Visit NDU website (www.ndu.edu.pk) for eligibility criteria, merit determination criteria and timelines
 - b. Prior interaction / searching of respective faculty in the department/ HOD for supervision in his / her research domain
 - c. Must be clear and prepared on his/ her area of research/ thesis
 - d. Preparation of comprehensive research proposal and statement of purpose
 - e. Apply timely on online admission system as and when admissions are announced.
3. **Ineligibility.** Any one rusticated or expelled from college or university for misconduct or use of unfair means.
4. Selected applicants will be issued provisional admission letter after payment of fee within given timeline.
5. **Allocation of Supervisor.** A full time relevant faculty member (HEC approved supervisor) shall be provisionally appointed as supervisor and co-

supervisor (if required) at the time of Admission on the recommendations of the Relevance Assessment Committee (RAC), who shall be confirmed after the approval of ASRB.

6. **Admission on the Basis of Transfer of Credit Hours from other HEC Recognized Universities.** Students interested to apply for admission on the basis of transfer of credit hours shall apply on the prescribed form (available at NDU website) at least two months prior to the start of semester to Registrar Office.

7. For further details consult Admission Policy available at NDU website.

8. Flow chart of PhD Degree/ Research is as under:



Note: PhD supervisor or scholar having any grievances / complaints related to PhD process may submit an application to Dean FCS office. Dean FCS shall process the case for decision from Competent Authority and will convey the decision to scholar within 15 working days.

9. **Time Line of PhD Journey at FCS, NDU.** Purpose of under mentioned table is to state the milestones linked with time period, activities and university department/branch involvement. “T” represents month (i.e. To means date of commencement of degree programme) and each activity is linked with time period as a guide and if scholar follows the below timeline he/she can finish PhD in minimum time period which is 3 years. Any delay in below time line will lead to more number of months and years respectively.

Time Line	Activity	Objectives	Remarks
T0	<ul style="list-style-type: none"> ➤ Admission Process ➤ Attend Orientation ➤ Register 3 Courses (core + elective) of first semester on Acadmax ➤ Allocation of supervisor and finalization of topic (to be subsequently approved by ASRB) 	To complete all required documentation and learn about the culture of university as well as department and also the rules and regulations pertaining to different departments which a scholar needs to comply.	Presentations by Dean FCS, Registration Branch, Exam Branch, Admin Branch, PRSA/IT & Security Branch Reps. Department Coordinator, may discuss courses with HOD and faculty.
T1-T5	<ul style="list-style-type: none"> ➤ Attend monthly meeting of PhD Scholars. 	To share and learn from other Scholars registered in different semesters and faculty about upcoming conferences and also what new dimensions of research are evolving.	HOD and Dept Faculty.
T6	<ul style="list-style-type: none"> ➤ Final Exam of semester 1 and discussion on upcoming semester courses especially electives well before start of new semester. Also start working on proposal finalization in consultation with Supervisor. 	To assess that whether student has learnt the desired objectives of courses being taught. Start preparing final research area and finalize variables.	HOD, Faculty, and supervisor and Exam branch.
T7	<ul style="list-style-type: none"> ➤ Register 3 Courses (core + elective) of second semester on ACADMAX. 	To enhance subject knowledge of research area and start Researching/ Drafting the thesis.	Supervisor, Faculty and Department Coordinator.

Time Line	Activity	Objectives	Remarks
T7-T11	➤ Attend monthly meeting of PhD Scholars.	To share and learn from other Scholars registered in different semesters and faculty about upcoming conferences and also what new dimensions of research are evolving.	HOD and Department Faculty.
T12	➤ Final Exam of semester 2.	To assess that whether student has learnt the desired objectives of the courses being taught.	Department and Exam Branch.
T13-T17	➤ Attend monthly meeting of PhD Scholars.	To share and learn from other Scholars registered in different semesters and faculty about upcoming conferences and also what new dimensions of research are evolving.	HOD, Supervisor and Department Faculty.
T14	<ul style="list-style-type: none"> ➤ Appear in Comprehensive Exam (Written + Oral) ➤ Formation of DRC by the dept and notification by Exam Branch. 	<ul style="list-style-type: none"> ➤ Comprehensive Exam objective include fol “Comprehensive Exam is intended to test scholar’s broad understanding of the discipline as a whole” as it is held after the completion of course work. It should not be limited to test student’s grasp over the selected filed of theory and research. ➤ Guidance to students throughout the research work by DRC. 	Comprehensive Exam Committee and Exam branch.
T16-T18	➤ UERC first meeting for recommendation of a Topic and supervisor	To provide a documented process of progress and evaluation of PhD	UERC and Exam Branch for ASRB Approval.

Time Line	Activity	Objectives	Remarks
	<p>for Approval by ASRB (if required)</p> <ul style="list-style-type: none"> ➤ Start writing article. ➤ Start Data collection. ➤ Endeavor to submit completed part of thesis to supervisor. 	<p>scholar's research, once in each semester after comprehensive exam to</p> <p>enhance quality of scholars as well as the research to get feedback on research work, so that suggested changes / suggestions may be incorporated timely.</p>	
T19-T23	<ul style="list-style-type: none"> ➤ Attend monthly meeting of PhD Scholars. 	<p>To share and learn from other Scholars registered in different semesters and faculty about upcoming conferences and also what new dimensions of research are evolving.</p>	HOD and Department Faculty.
T20	<ul style="list-style-type: none"> ➤ 1st Departmental Seminar. 	<ul style="list-style-type: none"> ➤ To open research to department faculty and researchers for valuable input / suggestions to improve research. ➤ Recording and compliance of observations by DRC. 	Supervisor, DRC, Departmental Faculty, Exam Branch Rep and Students.
T25-T29	<ul style="list-style-type: none"> ➤ Completion of Thesis Writing and appearing for Doctoral Seminar ➤ Attend monthly meeting of PhD Scholars and submit published article to QEC for vetting. 	<ul style="list-style-type: none"> ➤ To provide opportunity to PhD scholars to open their research to faculty, scholars, Industry experts and officials of the Scholarly community and invite suggestions for improvement. ➤ To share and learn from other Scholars registered in different semesters and faculty about upcoming conferences and also what new dimensions of research are 	HOD, Department Faculty, DRC, UERC and Exam Branch rep.

Time Line	Activity	Objectives	Remarks
		<p>evolving.</p> <ul style="list-style-type: none"> ➤ Recording and compliance of observations by DRC. 	
T30-T31	<ul style="list-style-type: none"> ➤ Thesis Submission to the Department along with thesis completion certificate by supervisor for DRC review and after incorporating changes suggested by DRC, Thesis submission again to department for further sending to Examination Branch for external Evaluation. 	To get feedback of the experts so that necessary improvement be made in research document prior to sending for external evaluation	Dept concerned, DRC, QEC and Exam Branch
T31-T35	<ul style="list-style-type: none"> ➤ Attend monthly meeting of PhD Scholars 	To share and learn from other Scholars registered in different semesters and faculty about upcoming conferences and also what new dimensions of research are evolving	HOD and Dept Faculty
T32-T33	<ul style="list-style-type: none"> ➤ Incorporate external Examiners report observations and resubmit thesis to department for consideration and verdict by committee on behalf of ASRB and approval of ASRB for Public Defence after external evaluation of thesis. 	To ensure that all necessary/important changes suggested by external referees have been incorporated by the scholar	HOD, Supervisor, DRC, Committee on behalf of ASRB and Exam Branch
T34	<ul style="list-style-type: none"> ➤ Appear for 2nd Departmental Seminar ➤ Submit thesis for external examiner 	<ul style="list-style-type: none"> ➤ To get feedback and confidence prior to public defence. ➤ Expert Local review for improving quality of research. 	HOD, External Examiners Supervisor, DRC, Departmental Faculty, Exam Branch Rep and Students

Time Line	Activity	Objectives	Remarks
T35	<ul style="list-style-type: none"> ➤ External examiners Evaluation and Public Defence 	<ul style="list-style-type: none"> ➤ Public defence is an essential part of PhD program whereby the scholar shall be required to make detailed presentation of his/her scholarly effort and answer the questions of the evaluators and public at large. ➤ Compliance of observations by DRC 	Dean FCS, HOD, External Evaluators, COE
T36	<ul style="list-style-type: none"> ➤ Notification, Award of Degree and Inclusion of Name in PCD 	<ul style="list-style-type: none"> ➤ A candidate who successfully completes all the prescribed requirements shall be awarded, the degree of Ph.D. ➤ Name to be added in the PhD Country Directory maintained by HEC 	Department, Supervisor, Exam Branch

CHAPTER 2

COURSE WORK

1. **Duration of PhD Programme.** The duration of PhD programme shall be 3-8 Years (thesis submission by the end of 12th semester i.e. 6 years (unless amended).
2. **Course Work/ Credit Hours.** A student will be required to complete 18 Credit Hours Course Work as per scheme of studies of the department. Student may be required to study deficiency courses as determined by the department.
3. **Registration of Courses.**
 - a. PhD student shall register the courses of 9 to 12 Credit Hours in each semester in consultation with supervisor on Campus Management System (CMS) before start of semester. However, he/she can also register course(s) during 2nd week subject to payment of late fee.
 - b. PhD student shall register 3 core and 3 elective courses during first two semesters.
 - c. A PhD student can also take one elective course from other department, if it is relevant to PhD thesis.
4. **Attendance Requirement.** Minimum 75% attendance (unless amended) will be required in each course for appearing in the final term examination. The student falling short of attendance shall be awarded „F“ grade.
5. **Deficiency Courses.** A student may be required to study deficiency courses, if recommended by Departmental PhD Admission Committee at the time of admission and the course shall be completed prior to start of PhD course work. Such courses shall be reflected in the transcript.

6. **Add/ Drop of Courses.** A student may add / drop the course(s) within 15 days from the commencement of semester after approval of Dean. No addition or drop of course(s) shall be allowed after 15 days from the date of commencement of the semester.

7. **Withdrawal of Courses.** Courses withdrawn three weeks before commencement of the final term examination will be recorded on the transcript with a grade **'W'**, after which withdrawal of the course will not be allowed.

8. **Semester Freeze.** Freezing of first and research semesters shall not be allowed. A student can apply for freezing of semester on Acadmax after payment of semester fee prior to start of the semester due to personal compulsions, accident or compassion and will be approved by Dean of the Faculty. Fee paid by a student for the semester being frozen shall not be carried forward to the next semester(s).

9. **Residency Requirement.** Residency requirement of two semesters will be mandatory.

CHAPTER 3

COMPREHENSIVE EXAMINATION

1. **Eligibility.** A student after completion of course work with minimum 3.0/4.0 CGPA (unless amended) and deficiency course(s) (if any) will be eligible to appear in the Comprehensive Examination within three years (i.e. six semesters) of Registration.
2. **Time Line.** Qualifying comprehensive examination within **three** years of Registration or one year after completion of PhD course work (unless amended) is mandatory before undertaking research work.
3. **Number of Chances.** A student shall have maximum of two consecutive chances to pass the Comprehensive Exam. If he/she fails to pass the Comprehensive Exam in the first attempt, he/she shall be allowed one more attempt to take the examination on the recommendation of supervisor. If the scholar fails to qualify in the second attempt, his/her admission will be cancelled and “Result Card” for coursework will be issued to the student. In case of extenuating circumstances beyond the control of the student, the student may appeal to the Dean concerned (through his supervisor and HoD) alongwith details of circumstances. Dean may dispose off the case or refer it to the Controller of Examinations for placing before the ASRB. The ASRB may grant an additional chance to the student or regret the case.
4. **Absence from Scheduled Examination.** Non-appearance in the scheduled Comprehensive Examination will be considered as FAIL irrespective of 1st or 2nd attempt.
5. **Scope of Comprehensive Examination.** Comprehensive Examination will be conducted as per procedure prescribed in SOP of Comprehensive Examinations having:-

a. **Written Examination (60% weightage).** Duration of written examination will be minimum three hours and students will be required to attempt four questions, as per following guideline:-

(1) **Section A.** Two compulsory questions from core courses (one from Research Methodology (15% weightage) and one from Theory (35% weightage).

(2) **Section B.** Any two questions out of minimum three from elective courses (50% weightage).

(3) **Passing Marks.** 60%

b. **Oral Examination (40% weightage).**

(1) Students after passing written examination shall be eligible to appear in oral examination carrying 40% weightage in the final grade. Passing marks will be 60%.

(2) The Oral part will specifically focus on proposed research area, framing and application of research methodology, and theoretical framework on students' research.

6. For further details consult SOP on Comprehensive Examination available at NDU Website.

CHAPTER 4
UNIVERSITY EXAMINATION AND RESEARCH
COMMITTEE (UERC)

1. University Examination and Research Committee (UERC) is the most critical aspect for a PhD process. The UERC will be constituted by QEC in consultation with department and supervisor as defined in SOP for each PhD scholar, after passing the Comprehensive Examination to monitor and evaluate the progress of research of the scholar against the set goals and to provide guidance for enhancing quality of research.

2. **Composition.** Dean FCS shall be the Chairperson of UERC. In case the Dean is the supervisor of the scholar, then senior most professor of FCS, appointed by CA shall chair the UERC meeting. Composition of UERC is prescribed in the UERC SOP.

3. **Responsibility of the Research Scholars.**

- a. Mandatory appearance in the scheduled University Examination Research Committee (UERC) meetings after passing Comprehensive Examination. Present plan of action, timelines and any related issues before the first meeting of UERC and Bi-Annual progress of research in each semester as per presentation template available in UERC SOP.
- b. Submit final research topic and proposal duly recommended by the supervisor, Departmental PhD Committee for consideration of UERC.
- c. Prepare PhD Log and present progress (as per presentation template) before the UERC. PhD Log will be maintained by

respective PhD scholar and shall remain in the custody of the supervisor.

- d. Remain abreast with academic policies and deadlines.

4. **Role and Responsibilities of Supervisor.**

- a. **Director.** To integrate theory and methodology with substantive issue of research in each chapter to produce a well-knit, integrated thesis. It is the prime responsibility of a supervisor to provide ideas to determine, refine and finalize the thesis topic/title at an early stage.
- b. **Facilitator.** The supervisor should facilitate PhD scholars by providing access to necessary resources and suggest measures in organizing field work.
- c. **Advisor.** The supervisor should perform the advisory role by solving technical problems and suggesting good alternatives.
- d. **Teacher.** The supervisor should guide PhD students about research techniques and other relevant strategies according to approved thesis topic.
- e. **Guide.** Guidance should be available throughout the PhD Journey
- f. **Critic:** The supervisor should critically analyze the draft, its chapters and interpretation of data of the thesis.
- g. **Supporter.** The role of a supervisor should always be supporting and should thoroughly engage at all stages of the research work.
- h. **Manager.** The supervisor should check the research progress regularly and give the feedback systematically in order to further monitor and evaluate the research within the given timeline. All this correspondence should preferably be through official emails.

- i. **Examiner.** Supervisor must properly conduct internal assessments / reviews in the form of Mock viva / exams. Conduct mock exercise for Doctoral Seminar and Public Defence.
- j. **Custodian.** PhD Log prepared by the PhD scholar shall be in custody of respective supervisor

5. **Roles and Responsibilities of UERC.**

- a. Recommend Final topic of thesis for approval of ASRB.
- b. Critically examine biannual progress and quality of research during the period.
- c. Debate each & every aspect of the proposal, including hypothesis, research questions, conceptual model/framework, validity of data collection instruments, choice of data analysis tools, expected results and contribution to the existing body of knowledge etc.
- d. Evaluation and research progress of the scholar on specified proforma / checklist available in the SOP of UERC for presentation before ASRB.
- e. In case of unsatisfactory report, inform the scholar in the committee meeting and provide a written report to HOD for dissemination through scholars' email / last working address.
- f. Provide appropriate guidance and document it.
- g. Recommend change of Supervisor and Research Topic, if required.

6. **Absence from UERC Meeting.** If a scholar absents from UERC meeting without any verifiable reason or fails to present research progress on the pre-announced date, he / she will be considered as fail by default. HOD shall communicate the decision of adverse report in writing in a formal letter to PhD researcher with a copy to QEC and Exam Branch.
7. **Approval of Progress Report by ASRB.** Progress reports duly endorsed by UERC will be placed before ASRB twice a year for approval.
8. **Adverse Reports.** In case of two consecutive adverse reports or total three adverse reports, the registration of PhD student shall be cancelled after approval of ASRB.
9. **Change of Supervisor.** Change of supervisor is to be discouraged; however, Supervisor of the scholar can be changed on his / her request or by the University on the recommendation of UERC and after approval of ASRB.
10. **Change of Topic.** PhD Researcher may change topic of thesis on recommendation of his / her supervisor and UERC after approval of ASRB.
11. For further details consult SOP on UERC available at NDU Website.

CHAPTER 5

DOCTORAL SEMINAR

1. **Eligibility.** It will be mandatory for each PhD scholar to deliver a Doctoral Seminar relevant to his/ her research at University before the submission of thesis to Department subject to meeting following criteria:

- a. Completion of 90% of research work (unless amended) duly confirmed by UERC.
- b. After having delivered at least one department level seminar.

2. **Conduct.** Department will be responsible to arrange Doctoral Seminar as per timelines given in Academic Calendar. PhD Scholar in consultation with the supervisor will finalize the details of research work to be presented in the Seminar.

3. **Attendance.** Besides mandatory attendance of Dean FCS, all HoDs, Supervisor and Co-supervisor, Doctoral seminar will be attended by all available departmental faculty, designated members of UERC, DRC, Rep of Exam Branch and PhD Scholars / students of the University and general public.

4. **Compliance of Suggestions.** DRC members will record the suggested changes during the Seminar and communicate to the Supervisor within 72 x hours with copies to Dean FCS Office and each UERC member to ensure the compliance of suggestions / amendments proposed during the doctoral seminar.

5. For further details consult SOP on Doctoral Seminar available at NDU Website.

CHAPTER 6
PUBLICATION OF RESEARCH ARTICLE(S) IN HEC
RECOGNIZED JOURNAL(S)

1. **Requirement of Paper Publication.** Each PhD researcher will publish:-

- a. At least one research article in HEC recognized „X“ category journal OR two research articles in „Y“ category journals
- b. The PhD researcher shall be the first author of these publications.
- c. The research article shall be relevant to the PhD research work of the PhD researcher.
- d. The article shall be published after approval of the research synopsis.
- e. The article shall be published in a relevant research journal.
- f. The published article must be written by not more than three authors.

2. **Vetting of Research Publication.** A published copy of the research article submitted by PhD scholar shall be checked by QEC for category and relevancy of Journal and by the dept for relevancy of the article to the area of the research of scholar before submission of PhD thesis to Examination Branch.


3. **Guidelines for Selection of Research Journal.** PhD scholars must remain abreast and careful in selection of the Research Journal while publishing the article. Publication in a cloned/ bogus/ dubious Journal shall lead to disciplinary action.

CHAPTER 7

GUIDELINES FOR WRITING THESIS

1. **Format of Thesis.** The PhD thesis shall reflect relevance, credibility, effectiveness and legitimacy of research. It shall be an original and innovative contribution to knowledge that contributes to solving socioeconomic problems and shall be written in English language. The length of a PhD thesis, including citations, bibliography and any bibliographical material contained within the footnotes, should be minimum 75,000 words, however, exact number of words shall be decided by the supervisor. The thesis must be completely printed on A4 paper (30 cm x 21 cm) with printing on one side only except for any off print, tables, graphs or illustrations, which may be printed on the reverse side of a page of text so that they face the text to which they refer.

2. **Title Page.** Each copy of the thesis must contain a title page typed in Times New Roman in the font size given against each heading as under:

Title of Thesis	<p><Title of Thesis as approved from ASRB> (Golden embossed in Times New Roman font and 22 font size)</p>  <p><Name of Scholar> <Registration No> (Golden embossed in Times New Roman font and 22 font size)</p> <p>Supervisor</p> <p><Name of Supervisor> (Times New Roman font and 22 font size)</p> <p>Name of Department faculty of Contemporary Studies National Defence University Islamabad - Pakistan 2022</p>
Year	

3. **Thesis Page.** Thesis will be typed in Times New Roman on A4 size paper as per details as under:

	1 Inch	
	<p>Font : Times New Roman</p> <p>Margins</p> <p>(a) Left 1½”</p> <p>(b) Right 1”</p> <p>(c) Top & Bottom 1”</p> <p>Font Size</p> <p>(a) Headings / sub headings 16/14</p> <p>(b) Text 12</p> <p>(c) Footnotes 10</p> <p>(d) Spacing 1.5” (1½ Inch)</p> <p>Line Spacing: 1.5” (1½ Inch)</p> <p>Page Numbers: Center of page at 0.5” from Bottom</p> <p>Citation, Footnotes and Bibliography:</p> <p>(1) Citation Format: Chicago Manual 16th Edition onwards or APA (for LMS & GPP as decided by the depts).</p> <p>(2) Minimum 100 citations mandatory.</p> <p>(3) Minimum 50% cited material is from Academic Sources (Books, Journal Articles and institutional/ organizational databases).</p> <p>(4) Insert Footnotes / Endnotes completely and accurately.</p> <p>(5) Bibliography is arranged alphabetically in ascending order.</p>	
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	1 Inch	

CHAPTER 8

THESIS SUBMISSION FOR EXTERNAL EVALUATION

1. **General.** Thesis submitted to Examinations Branch for external evaluation after vetting and recommendations by DRC will be considered as formal submission of thesis.

2. **Eligibility.** A PhD Scholar is to submit thesis to the Department after completion of following:-
 - a. Publication of at least one research article in HEC recognized **“X” category journal or two research articles in “Y” category journals** as first author duly vetted / confirmed by QEC. The relevancy of the research article with the approved topic is to be checked by the Department.
 - b. Successfully delivered Doctoral Seminar and confirmation of incorporation of changes suggested during Doctoral Seminar by DRC.
 - c. Thesis is complete in all respect and checked by the supervisor only with similarity index within the laid down limits i.e. < 19%. Scholar must check the similarity from supervisor’s Turnitin account and avoid checking from other internet sources to prevent submission to online repository.
 - d. Has attended minimum 10 x PhD relevant thesis defence in different public / private universities preferably in the scholar’s discipline of knowledge/ research.
 - e. For further details consult SOP on PhD Thesis Submission available on NDU website.

3. **Responsibility of Scholar before Submission of Thesis to Department.** A PhD Scholar must ensure following steps before submission of thesis to the department for evaluation by DRC:-

- a. Thesis is complete in all respect.
- b. A detailed evaluation report of thesis by the supervisor is attached.
- c. Hard and Soft copies of the thesis are the same.
- d. Citations, footnotes and bibliography are properly given on hard and soft copies of thesis.

4. **Roles and Responsibilities of DRC.** DRC (constituted by HOD and notified by the Examinations Branch after conduct of Comprehensive Exam) will be responsible for the following:

- a. Attend the Doctoral Seminar and suggest changes (if any) in the research work of the scholar.
- b. Carry out thesis review within 15 to 28 days after submission.
- c. Submit detailed report (along with checklist of changes if required) duly signed by all members, to the HoD concerned.
- d. Review the Thesis after receipt of External Evaluators reports.
- e. Ensure and certify compliance of observations by External Evaluators before holding of Public Defence.

5. **Final Submission of Thesis to Examination Branch for External Evaluation.** Scholar can submit the Thesis to the Examinations Branch for **external** evaluation after recommendation of DRC along with documents as per checklist given in PhD Thesis Submission SOP.

6. Thesis shall be deemed as submitted only after confirmation of completion and submission of all required documents by the Examination Branch in the semester i.e. before 31st August for Spring semester and 31st January for Fall semester (as applicable).

7. **External Evaluation of PhD Dissertation.** The PhD dissertation must be evaluated by at least two External Experts. In

case the PhD candidate has published the dissertation research in a ***peer-reviewed journal that is classified by the HEC in category X or above***, his case will be processed on receipt of one report that declares the thesis ***as „Acceptable/Pass“ or „Acceptable /Pass (with Minor Changes)***. The scholar however, shall be responsible to incorporate all suggestions/changes mentioned in both the reports.

CHAPTER 9

PUBLIC DEFENCE, SUBMISSION OF FINAL COPY OF THESIS AND DOCUMENTATION FOR PCD

1. **Eligibility for Public Defence.** A PhD scholar shall be eligible for Public Defence subject to receipt of two positive reports of Foreign Evaluators and approval of ASRB in accordance with SOP of Foreign Evaluation of Thesis.
2. **Conduct.** Public Defence shall be scheduled after positive evaluation of thesis by External Evaluators. Scholar shall present his /her research before the audience. The viva voce exam shall be conducted by the committee comprising of two external examiners, the supervisor and the head of the dept/college concerned during/after the open defence, without any time limit in accordance with SOP of Public Defence.
3. **Submission of Hard Bound Copies.** After successful defence and incorporating all observations of the evaluators, scholar shall submit four hard bound copies alongwith soft copies on CDs and email to Examination Branch through the dept concerned.
4. **Provision of Documents for PhD Country Directory (PCD).** After the approval of PhD award by ASRB, graduate shall submit following documents to the dept at the earliest:-
 - a. PCD Proforma (available at HEC website) to be filled online by the PhD Schlor and no column / entry to be left blank.
 - b. Scholar"s certificate of same hard and soft copies of PhD thesis that have been processed through Turnitin for similarity check by the supervisor and countersigned by the supervisor.
 - c. Supervisor"s signed similarity index report from his/her Turnitin account showing overall and individual sources similarity within prescribed limits.



CHAPTER 10

PHD PROGRESS LOG (Semester Spring / Fall ____)

Section 1. Student Details.

Name of PhD Scholar	
Registration No.	
Department	
Approved Thesis Title	
Name of Thesis Supervisor	

Section 2. Record of Formal Meetings with Thesis Supervisor.

Respective thesis Supervisor and a PhD Scholar should be bound to have 06 x formal meetings (on monthly basis) in each semester (on campus or Online) and out of which min 03 x interactions/meetings should be on campus.

Monthly Mtg	Date of Mtg	Mode of Mtg (On campus / Online)	Supervisor's Comments & Milestone for Next Mtg	Signature of Supervisor & PhD Scholar
1 st Month				
2 nd Month				
3 rd Month				
4 th Month				
5 th Month				
6 th Month				

Section 3. Record – UERC Progress.

UERC Progress	Date of UERC	UERC Score	Status (Satisfactory/Adverse)
1 st UERC			
2 nd UERC			
3 rd UERC			
4 th UERC			
5 th UERC			
6 th UERC			
Total & Avg			

Section 4. Certificate by PhD Scholar:

I confirm that the information I have given in this PhD Progress Log is true and accurate record and that I have provided a copy to my department:

Signature of the PhD Scholar _____

Date _____

Section 5. Comments of the Thesis Supervisor.

Signature of the Thesis Supervisor _____

Date _____

پاک سرزمین شاد باد کشورِ حسین شاد باد
ٹوٹانِ عزمِ عالی شان ارضِ پاکستان !
سرکزِ یقین شاد باد

پاک سرزمین کا نظام قوتِ اُخوتِ عوام
قوم ، ملک ، سلطنت پابندہ تابندہ باد !
شاد باد منزلِ مراد

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