

Standard Operating Procedure
PhD Comprehensive Examination – FCS



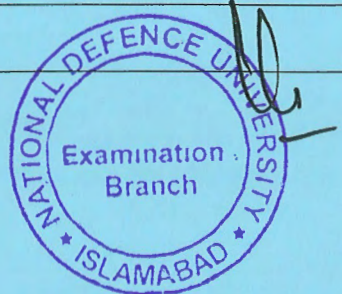
EXAMS BRANCH
Version: 3.0

NATIONAL DEFENCE UNIVERSITY ISLAMABAD

This SOP contains 3 pages and has been prepared in line with the provisions of NDU Academic Regulations / HEC guidelines and will remain enforced till amended, cancelled or suspended. It shall be revised / amended after approval of any changes in the Academic Regulations or HEC guidelines or after the statutory bodies' decision concerning Comprehensive Exam or as and when considered necessary by the Competent Authority. No provision of this document shall supersede information / direction contained in the Academic Regulations / HEC guidelines or other superior documents on the subject.

Record of Approvals/Revisions

Ver	Approval Date	Effective Date	Approving Authority	Revision Details
1.0	05 Dec 2016	05 Dec 2016	President NDU	New SOP
2.0	7 Nov 2022	7 Nov 2022	<ul style="list-style-type: none"> • President NDU • To be approved by the Academic Council subsequently 	SOP revised in view of PhD review committee recommendations.
3.0	<i>2024</i>	<i>2024</i>	<i>//</i>	<i>Revised to align with GEP of HEC</i>



List of Acronyms

DRC	Departmental Review Committee
Dy	Deputy
FCS	Faculty of Contemporary Studies
HEC	Higher Education Commission
HoD	Head of Department
NDU	National Defence University
SOP	Standard Operating Procedure



[Handwritten signature]

SOP : PHD COMPREHENSIVE EXAMINATION

1. **General.** A comprehensive examination is intended to assess student's grasp over the selected field of theory and research and capability to communicate his/her understanding of the subject after completion of course work.
2. **Aim.** To lay down procedure for smooth conduct of Comprehensive Examination.
3. **Eligibility.** A PhD scholar is eligible to appear in Comprehensive Examination within **three years (i.e. six semesters)** of Registration, if he/she:
 - a. Has completed course work and deficiencies (if any).
 - b. Has not already availed two consecutive chances.
 - c. Has been cleared by Registrar's office regarding documentary requirements and Finance Branch regarding fee etc.
4. **Number of Chances**
 - a. PhD scholars shall have maximum of two chances. Nonappearance (other than permitted by the Competent Authority) in the scheduled Comprehensive Examination shall be considered as '**FAIL**'.
 - b. In case of extenuating circumstances beyond the control of the student, the student may appeal to the Dean concerned (through his supervisor and HoD) along with details of circumstances. Dean may dispose off the case or refer it to the CoE for placing before the ASRB. The ASRB may grant an additional chance to the student or regret the case.
 - c. In case of failing in Comprehensive Exams, the registration will be cancelled and "Result Card" for coursework may be issued to the student.
5. **Scheduling.** Comprehensive Examination shall be arranged once in each semester as per the schedule in Academic Calendar. Change if any, will be approved by Dean FCS, under intimation to Dy President.
6. **Scope.** Comprehensive Examination shall consist of two parts:-
 - a. **Written Part**
 - (1) Written exam shall focus mainly on topics/material covered in the course work taught. It will be minimum 3 hours paper consisting of minimum 5 questions. HoD concerned to prepare three question papers from questions submitted by subject teachers (03 x questions each from the subject taught). In case subject teacher is not available HoD may ask another teacher with specialization in same area to prepare 3 x questions. Breakdown of weightage will be as under:-

- | | | | |
|-----|----------------------|---|------|
| (a) | Research methodology | - | 15 % |
| (b) | Theory | - | 35% |
| (c) | Subject Knowledge | - | 50 % |

(2) Dean FCS / Dy President will select one question paper out of three submitted by respective HOD.

(3) Candidates shall be required to attempt 4 x questions as follows:-

- (a) **Section A.** Consisting of two compulsory questions from core courses; one from Research Methodology and one from theory.
- (b) **Section B.** Consisting of minimum three questions from elective courses and students will be required to attempt any two questions.

b. Oral Part

(1) Oral part shall specifically focus on proposed research area and to assess the capability of the student to frame and apply research methodology and theoretical framework on his /her research.

(2) The Panel will ask questions about the research topic keeping in mind following weightage breakdown:-

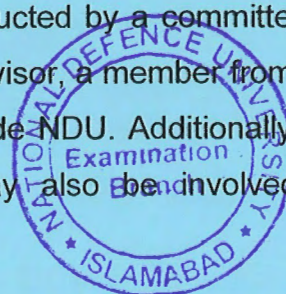
- | | | | |
|-----|----------------------|---|------|
| (a) | Research methodology | - | 15 % |
| (b) | Theory | - | 35 % |
| (c) | Subject Knowledge | - | 50 % |

(3) Dean FCS/ Dy President may randomly attend Oral Examination if deemed necessary. HoD of concerned dept to inform Dean FCS/ Dy President a day in advance.

(4) Oral Examination evaluation sheet will be countersigned by Dean FCS after the conduct of the Oral Examination.

7. Conduct & Marking

a. Comprehensive Exam shall be conducted by a committee comprising of the HOD, the provisionally allotted supervisor, a member from any other dept and a subject specialist from within/outside NDU. Additionally, faculty member(s) who has taught the course(s) may also be involved in both parts of



[Handwritten signature] page 2 of 3

Comprehensive Exam throughout the paper setting, conduct and marking with the approval of Dean FCS under intimation to Dy President office.

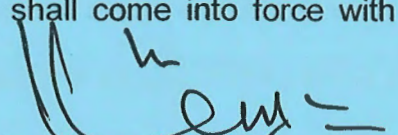
- b. Students passing the written part will be eligible to appear in oral part. Date and time of Oral Exam of each student shall be intimated to Dy President, Dean FCS and Exams Branch by concerned HOD.
- c. Each member of the Committee shall mark the answers separately and then discuss jointly. To ensure transparency, faculty members who have taught the courses be involved in marking the Comprehensive Exam answer sheets.
- d. Pass %age for each Exam (Written and Oral) shall be 60%.

8. Results

- a. Overall pass percentage in the Comprehensive Exam shall be 60% and passing the Written and Oral parts shall be mandatory.
- b. The final grade shall be calculated by the committee jointly with 60% weightage of written part and 40% weightage Oral part.
- c. HoD concerned shall be responsible to forward the final result (along with marked answer scripts and attendance sheets) duly signed by all members of the committee to Exams Branch in sealed envelopes.
- d. Exams Branch shall declare the result with approval of the Competent Authority and issue formal notification.

9. **Student's Grievances.** PhD scholar having any grievances / complaints 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.

10. This issues with the approval of President, NDU and shall come into force with immediate effect.


Controller of Examinations
(Brig Abdul Saboor Zahid (Retd))

Distribution:

(All Concerned)

