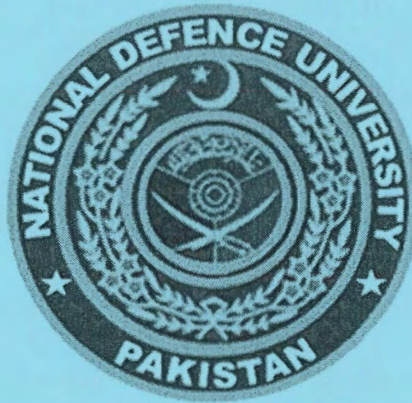


Standard Operating Procedure
External Foreign Evaluation of PhD Thesis – FCS



EXAMS BRANCH

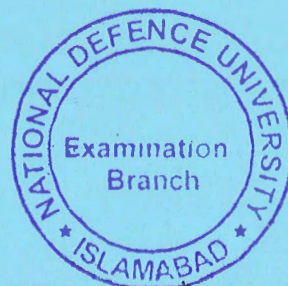
Version: 2.0

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 ~~Foreign~~ ^{External} Evaluation of PhD Thesis 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.

List of Acronyms

ASRB	Advanced Studies and Research Board
BOF	Board of Faculty
BOS	Board of Studies
DRC	Departmental Review Committee
FCS	Faculty of Contemporary Studies
HEC	Higher Education Commission
HoD	Head of Department
NDU	National Defence University
QEC	Quality Enhancement Cell
SOP	Standard Operating Procedure



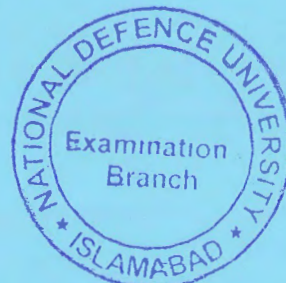
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SOP: PHD EXTERNAL EVALUATION OF THESIS

1. **General.** The evaluation of PhD thesis by External Evaluators is a prerequisite for conduct of Public Defence by the Scholar. As per NDU Academic Regulations and HEC Guidelines, evaluation of PhD thesis by two External Experts is mandatory.
2. **Aim.** To laydown procedures for External evaluation of PhD thesis.
3. **Standing List of External Evaluators.** Each Dept shall be responsible to maintain database containing updated and accurate information of External Evaluators who shall be:-
 - a. PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year. **OR**
 - b. Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or professors from any Pakistani University having a minimum H-Index 30 for Sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science.
4. The names of External Experts shall be suggested by HoDs from time to time and approved by ASRB on the recommendation of BOS and BOF as under:

a. Names of Foreign External Evaluators										
Sr.	Country	Name	Last degree	Specialization	Area of interest	University with ranking	Address	Contact number	E-mail Address	Fax number
b. Names of Local External Evaluators										
Sr.	Name	Last degree	Specialization	Area of interest	H-Index	Appointment	Address	Contact number	E-mail Address	Fax number

5. **Appointment of External Evaluators.** HoD shall send a panel of at least 6 x External Evaluators after their consent in a sealed envelope to Exams Branch along with requirements specified in thesis submission SOP. While obtaining consent, Dept should send proper topic and time duration for evaluation of thesis to External evaluators before doctoral seminar.
6. **Approval of External Evaluators.** After confirmation by the Exams Branch that all prescribed requirements for thesis submission have been completed, it shall process the case for nomination of External Evaluators by President NDU from the panel.



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7. Exams branch shall share soft copies of the thesis with the External evaluators along with evaluation proforma with a request to complete evaluation within 4 – 6 weeks. Two additional weeks can be granted if required.
8. In case of regret or no reply from the appointed External evaluator, Exams Branch shall approach the next Evaluator marked 1st reserve by the President NDU, for evaluation of thesis and so on.
9. **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.
10. **Processing of External Evaluation Reports.** On receipt of reports, Exams Branch shall share these along with evaluation proforma with HoD concerned for compliance of suggested amendments/ corrections (if any) in accordance with the guidelines given in the proforma.

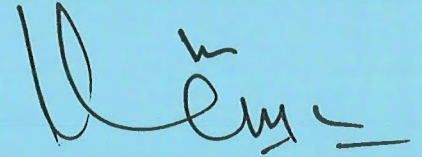
Ser	External Evaluator's Evaluation Category
a.	Acceptable/Pass Thesis (as it is) meets the required international standards for award of PhD Degree.
b.	Acceptable/Pass (with Minor Changes) Thesis meets the required international standards for award of PhD Degree after minor revisions (as given in the attached list).
c.	Acceptable with Major Changes) The candidate may be directed to incorporate the major changes suggested in the accompanying evaluation report. The thesis may be resubmitted for re-evaluation to the supervisor or the department committee (in three to six months).
d.	Not acceptable in Present Form Thesis does not meet the required International standard for award of PhD degree. The candidate may be directed to revise the thesis in the light of accompanying evaluation report. The thesis may be resubmitted for re-evaluation by the External referee preferable by the same one or as deemed appropriate by the department committee (in six to nine months).
e.	Failed /Rejected Thesis does not meet the required international Standards for award of PhD degree and therefore may be rejected. However, the University may consider asking the candidate to rewrite the entire thesis as suggested by the evaluator (in nine months to one year).



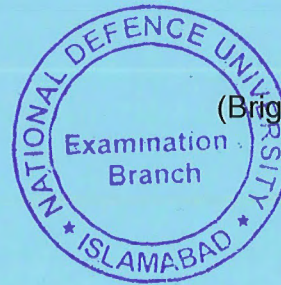
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11. **Consideration of External Evaluation Reports by ASRB.** On completion of process specified at para 8, HoD shall coordinate meeting of committee comprising of Dean FCS, Dir QEC, HoD concerned, Advisor and a rep of ISSRA (PhD), to formally consider External Evaluation Reports and compliance of the scholar, as endorsed by DRC, in detail on behalf of ASRB. If satisfied the Committee will submit its verdict to Exams Branch duly signed by all members, for presentation to ASRB for approval. ASRB may allow the Scholar to defend his/her thesis in public defense or otherwise as the case may be.

12. 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)

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