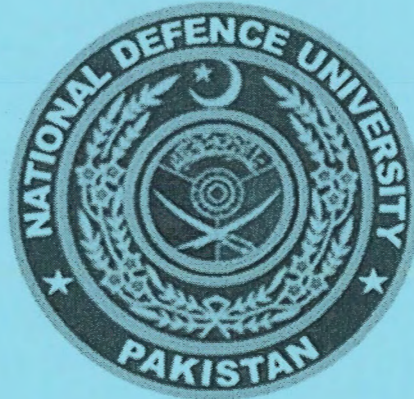


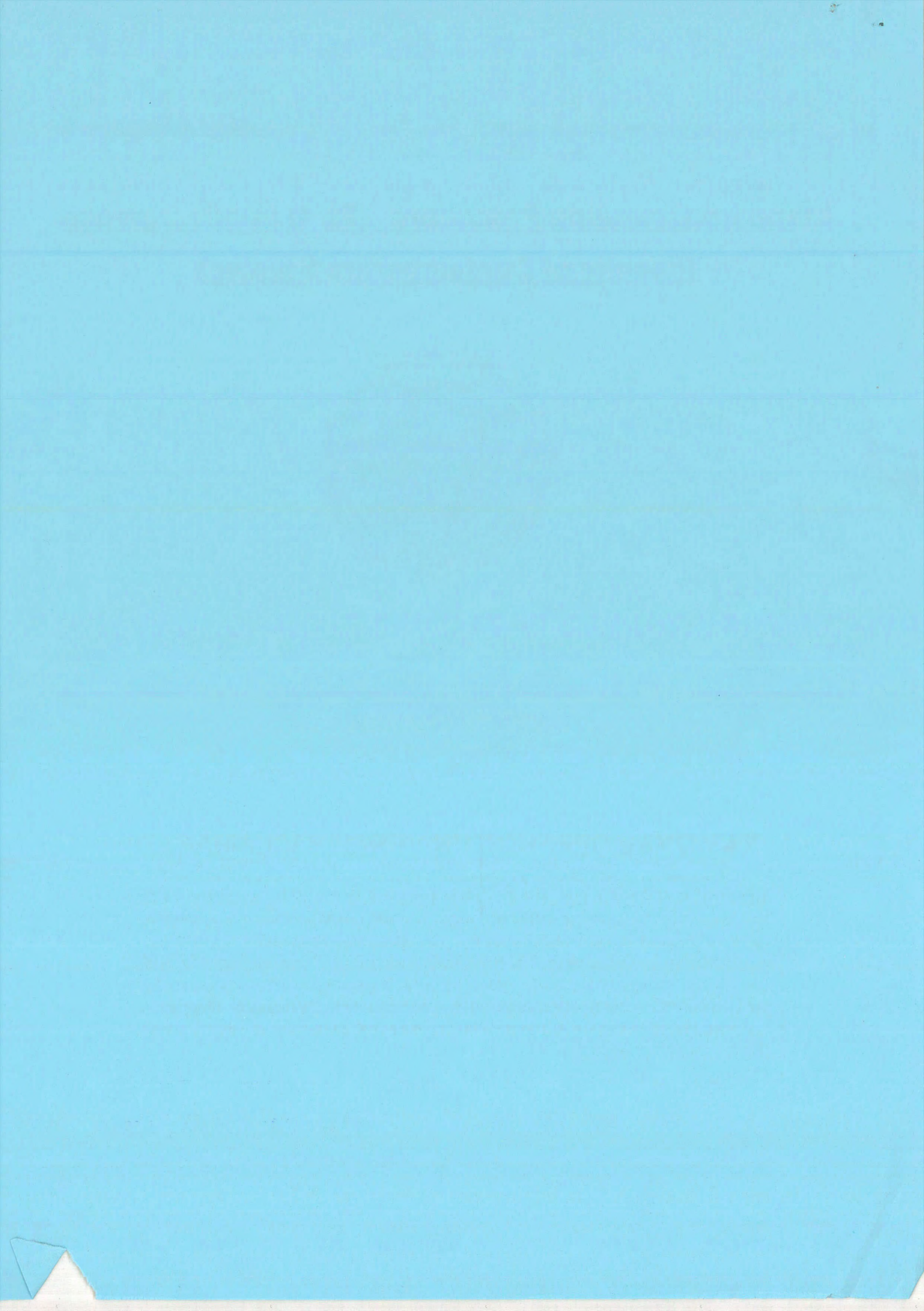
Standard Operating Procedure – Ph D Public Defence
(Faculty of Contemporary Studies)



EXAMS BRANCH
Version: 2.0

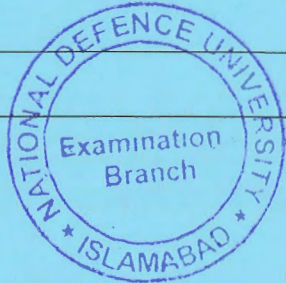
NATIONAL DEFENCE UNIVERSITY ISLAMABAD

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 PhD Public Defence 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

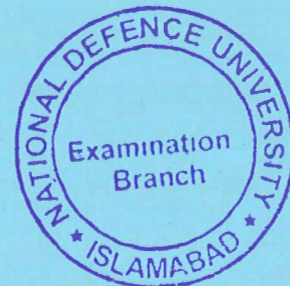
Ver	Approval Date	Effective Date	Approving Authority	Revision Details
1.0	7 Nov 2022	7 Nov 2022	<ul style="list-style-type: none">President NDUTo be approved by the Academic Council subsequently	New SOP
2.0	2024	2024	//	Revised to align with QEP of HEC



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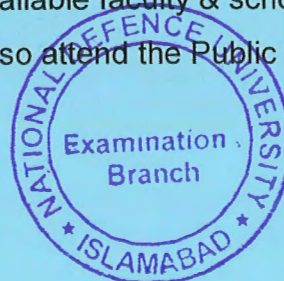
List of Acronyms

ASRB	Advanced Studies and Research Board
DRC	Departmental Review Committee
FCS	Faculty of Contemporary Studies
HEC	Higher Education Commission
HoD	Head of Department
NDU	National Defence University
SOP	Standard Operating Procedures
UERC	University Examinations and Review Committee



SOP: PHD PUBLIC DEFENCE

1. **General.** Open Public Defence of PhD dissertation after foreign evaluation is an essential requirement of PhD programme whereby the Scholar shall be required to make detailed presentation of his/her scholarly effort and answer questions of evaluators and public at large.
2. **Aim.** To laydown procedures for Public Defence.
3. **Eligibility.** A PhD scholar shall become eligible for Public Defence provided:-
 - a. Foreign Evaluators have positively evaluated his/her thesis.
 - b. ASRB has allowed the conduct of Public Defence on the recommendation of the Committee.
 - c. One departmental seminar before Public Defence.
4. **Evaluation of PhD Thesis by Local External Examiners.** After permission of ASRB for public defence, President NDU shall appoint 2 x local external examiners and mark two reserves out of the panel proposed by HoD concerned. On receipt of local evaluation reports HoD concerned shall ensure compliance through appropriate forum and share compliance reports along with soft and hard copy of thesis with Exams Branch. In case supervisor considers suggested changes to be beyond the scope of current study, he will be required to explain his view point to HoD and Dean FCS for appropriate disposal.
5. On confirmation from both Local External Examiners regarding incorporation of changes, department concerned shall be asked by Exams Branch to coordinate and forward proposed schedule of Public Defence (min 15 days before the suggested date) after ensuring availability of Dy President and President NDU.
6. **Wide Publicity of Public Defence.** Exams Branch shall ensure advertisement in local newspapers/ NDU website and issue notification / instructions for the Public defence after approval of President NDU.
7. **Attendance.** Physical / online attendance (with permission of Competent Authority under extenuating circumstances only) by Dean FCS, HoD concerned, Supervisor, Co supervisor, DRC and both External examiners shall be mandatory. Available faculty & scholars of concerned dept, UERC and Rep of Exams Branch shall also attend the Public Defence. HoD to



encourage attendance by interested scholars, officials, students and public at large from within and outside NDU through publicity on NDU website and other suitable places.

8. HoD concerned shall be required to forward proposed attendance to Exams Branch along with schedule of Public Defence.

9. Non availability for Physical / online attendance of Dean FCS, HoD concerned, Supervisor, Co supervisor or any of the External examiners shall result in postponement of the Public Defence.

10. **Conduct.** The viva-voce examination shall be conducted by the committee comprising of two external examiners, the Supervisor and the Head of the department/college concerned in /after the open defence. HoD concerned shall be responsible for smooth conduct of Public defence in coordination with Media Branch (for recording), PRSA&IT Branch (for online attendance), Admin Branch (for seating arrangements) and Exams Branch (for results). Following sequence shall be followed:-

- a. Presentation by the Scholar.
- b. Viva Voce by the committee including External Examiners.
- c. Questions by audience.
- d. Announcement of Result by External Examiners.
- e. Final Verdict by Dean FCS

11. **Time Limit for Public Defence.** Formally no time limit shall be fixed for completion of public defence.

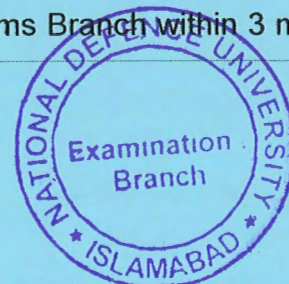
12. **Verdict of External Examiners after the Public Defence.** After completion of viva-voce and questions, External Examiners shall be asked to formally announce result out of any of the following:-

a. **Accepted.** Means that the public defence is successful. In this case the scholar to submit final hard bound copies of the Thesis in Exams Branch through dept concerned along with following:-

- (1) Scholar's certificate countersigned by the supervisor for same hard and soft copies.
- (2) Supervisor's signed Similarity index report from his/her account.

b. **Accepted with Amendments.** The public defence is successful however, scholar is required to incorporate changes as recommended by the external examiners. In this case:

- (1) Dept to forward scholar's resubmitted revised thesis duly certified by supervisor and endorsed by DRC to Exams Branch within 3 months of public



defence along with following:-

(a) Scholar's certificate countersigned by the supervisor for same hard and soft copies.

(b) Supervisor's signed Similarity index report from his/her account.

(2) Exams Branch will forward thesis to External Examiners.

(3) On receipt of their acceptance, the dept shall further process as per para 12.a.

c. **Repeat Public Defence (with amendments)** In case the scholar fails to satisfy the External Examiners, he /she will be given 6 months for re-defence of his/her dissertation. Process specified under para 12.a or 12.b. shall be followed.

d. **Rejected.** In case the Scholar fails to satisfy Local External Examiners, he / she shall be recommended to be dropped from PhD programme.

13. **Award of PhD Degree.** A candidate who successfully completes all the requirements shall be awarded PhD degree under the seal of the university with approval of:

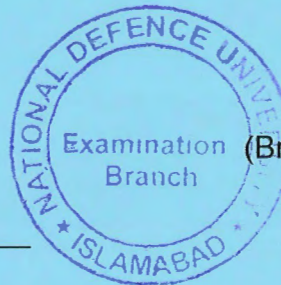
a. The ASRB.

b. The NDU Senate or President NDU on behalf of NDU Senate which shall be placed in next Senate meeting for concurrence.

14. **Notification of Result.** Final result of PhD shall be notified by Exams Branch as per the format specified by HEC, after approval of ASRB.

15. **Two** copies of final hardbound thesis to be submitted by the scholar through his/^{her}dept (after incorporation of all necessary changes suggested by local examiners) to Exams Branch with softcopies (on 2 x DVDs/CDs/USB) and through email.

16. 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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