

Standard Operating Procedure

Ph D Thesis Submission – FCS



EXAMS BRANCH

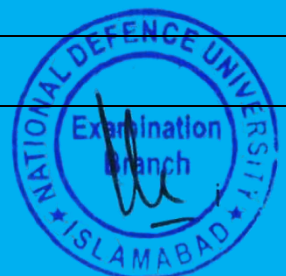
Version: 5.0

NATIONAL DEFENCE UNIVERSITY ISLAMABAD

This SOP contains 6 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 Thesis Submission 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.

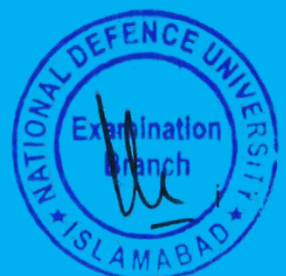
Record of Approvals/Revisions

Ver	Approval Date	Effective Date	Approving Authority	Revision Details
1.0	28 Nov 2014	28 Nov 2014	13 TH ASRB	New SoP was approved
2.0	9 Dec 2015	9 Dec 2015	15 th ASRB	Word limit with 10% variation incl
3.0	April 2017	April 2017	18 TH ASRB	Changing procedure for extension of PhD
4.0	10 July 2018	10 July 2018	6 th NDU Senate	<ul style="list-style-type: none"> • Thesis submission by the end of 12th sem • Extn of 11th and 12th sem given in SOP removed
5.0	7 Nov 2022	7 Nov 2022	<ul style="list-style-type: none"> • President NDU • To be approved by the Academic Council subsequently 	<ul style="list-style-type: none"> • SoP Revised for PhD Programme in the light of PhD Review Committee recommendations • For other programmes (MPhil & BS) SOP dated 10 July 2018 will continue to be followed until amended / superceded



List of Acronyms

ASRB	Advanced Studies and Research Board
COE	Controller of Examination
DRC	Departmental Review Committee
EE	External Examiners
FCS	Faculty of Contemporary Studies
GAT	Graduate Assessment Test
HoD	Head of Department
NDU	National Defence University
QEC	Quality Enhancement Cell
SOP	Standard Operating Procedure
UERC	University Examinations and Review Committee



SOP: PHD THESIS SUBMISSION

1. **General.** Scholars of PhD programme may submit thesis complete in all respects along with thesis submission form, duly certified by DRC of respective depts. Dept concerned shall send thesis through an ION signed by HoD concerned on or before following deadlines to Exams Branch:-

- a. Spring Semester : 31 August
- b. Fall Semester : 31 January

2. **Aim.** To laydown procedures and requirements for final Ph D thesis submission in Exams Branch for foreign evaluation.

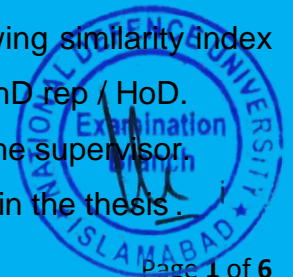
3. **Timely Submission of Thesis.** Submission of thesis after deadlines shall not be allowed unless extended by the Competent Authority. Date of thesis submission in Exams Branch (provided all specified requirements are fulfilled) shall be the date of thesis submission for all practical purposes. An incomplete thesis shall be returned back to the dept and scholar concerned shall be responsible to pay fee of next semester (if required) and re-submit the thesis complete in all respect.

4. PhD candidates should not submit a thesis:

- a. Which is being/ has been submitted for a degree in another university.
- b. For which a degree has already been conferred by NDU or any other university.

5. **Requirements for Thesis Submission.** Depts & PhD Representatives or Focal persons to ensure completion and send following along with thesis to Exams Branch for foreign evaluation:-

- a. Research Topic, Supervisor and Co-supervisor (if any) as approved by ASRB.
- b. Certificate by HoD for successful delivery and conduct of Doctoral Seminar
- c. Publishing of min one research based article in min 'Y' category journal as first author.
- d. QEC vetting regarding details of published article / journal and endorsed by Dept regarding relevance of article with the thesis.
- e. Detailed evaluation report by the supervisor and certificate regarding incorporation of changes suggested during Doctoral Seminar.
- f. Recommendations of the UERC / special UERC for thesis submission.
- g. Similarity Index report from Turnitin account of the supervisor showing similarity index within limits, duly signed by supervisor and countersigned by dept PhD rep / HoD.
- h. The word count min 75000 or certificate of justification provided by the supervisor.
- i. Footnotes/End notes and bibliography have been correctly included in the thesis.



j. Certificate by HoD for attendance of min 10 public defences on following format:

Name of Scholar	Dept	Approved Topic	Venue of Public Defence	Date
-----------------	------	----------------	-------------------------	------

k. Thesis Submission Form (as per Anx 'A') complete in all respect duly signed by all concerned.

l. Original Authorship Certificate duly signed by the Scholar and counter signed by Supervisor and HoD (as per para 10).

m. Certificate by the supervisor and countersigned by the HoD that research on this topic has not been performed earlier.

n. DRC certificate after thesis evaluation that thesis meets the international standards of PhD and recommended to the HoD for foreign evaluation on a form duly signed by all members.

o. Two spiral bound copies of thesis and one soft copy in word format through email (attach copy).

p. Panel of 6 x Foreign Experts duly consented.

6. **Checks By Exams Branch.** Upon receipt of PhD thesis, Exams Branch shall check/counter check following:-

a. Title of thesis to be exactly as per approval of ASRB.

b. Supervisor and Co-supervisor to be as approved by ASRB.

c. That scholar is not submitting thesis before completion of 3rd and after 6th year of registration.

d. Similarity index through Turnitin to be $\leq 19\%$ and single source $\leq 5\%$ and that the report has been signed by the Supervisor and countersigned by dept PhD rep / HoD.

e. Word count of the thesis to be min 75,000. In case of a difference, justification has been provided by the supervisor and counter signed by the dept PhD rep / HoD.

f. A panel of 6 x foreign examiners is duly consented and out of approved list by ASRB.

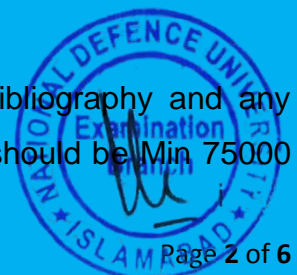
g. Footnotes/End notes and bibliography have been included in the thesis.

7. Exams Branch shall be bound to complete these checks within 15 days and shall either confirm thesis submission to the dept through an ION or return the thesis along with observations to the Dept under intimation to Dean FCS.

8. **Length and Format of Thesis .** Details regarding length & format of PhD thesis are given below:

a. **Length of PhD Thesis**

(1) The length of a PhD thesis, including citations, the bibliography and any bibliographical material contained within the footnotes, should be Min 75000



which may be considered as guidelines, whereas the exact number of words for thesis shall be decided by the supervisor concerned.

- (2) In case the length of thesis is not within the above specified limit, a certificate of supervisor for justification of length should be attached.

b. **Format of Thesis**

- (1) It shall form a distinct contribution to existing body of knowledge and afford evidence of originality, shown by the discovery of new facts, by the exercise of independent critical judgment, and/or new interpretation.
- (2) It shall be written in English and the presentation must be satisfactory for publication.
- (3) The thesis shall be typed on A4 size (11.69"x8.27") paper with margins of 1-1/2" on the left and 1" to the right, top and bottom of each page.
- (4) The thesis shall be hard bound with sky-blue cloth cover and golden lettering on the front and the spine.

9. **Note of Caution.** In the absence of Exams Branch Thesis Submission ION, thesis shall be considered as not submitted for all practical and legal purposes.

10. **Original Authorship Declaration.** The candidate is required to include in each copy of the thesis, signed declaration of original authorship below:

ORIGINAL AUTHORSHIP DECLARATION

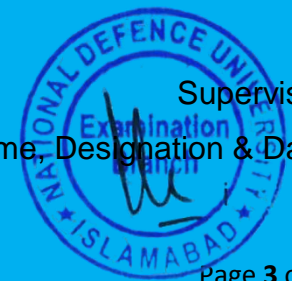
I confirm that it is my own work and the use of all material from other sources has been properly cited and fully documented. Furthermore, the copies submitted are exactly the same which have been processed through 'Turnitin' for Plagiarism checking.

I am fully aware of the consequences of any breach to this declaration and research ethics, which may result in cancellation of the Degree.

Student
Name, Registration No & Date

COUNTERSIGNED

Supervisor
Name, Designation & Date



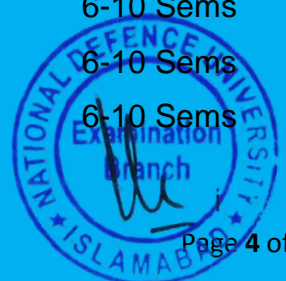
11. **Responsibilities.** Following shall be responsible (As per the existing NDU Academic Regulations) for different actions as mentioned against each:

- | | | |
|---|---|----------------------------|
| a. Completion of degree requirements | : | Student Concerned. |
| b. Completion of Thesis Submission Form | : | Student Concerned. |
| c. Submission of Thesis in the Dept | : | Student Concerned. |
| d. Turnitin Checking | : | Supervisor/Dept Concerned |
| e. Internal Review | : | Dept Concerned |
| f. Processing of Thesis to Exam Branch | : | Student / Dept Concerned |
| g. Submission of Panel of External Examiners | : | Dept Concerned |
| h. Processing of Thesis for approval of EE | : | Examinations Branch |
| i. Dispatch of Thesis to Approved EE | : | Examinations Branch |
| j. Evaluation of Thesis | : | External Examiner |
| k. Submission of Evaluation Report | : | External Examiner |
| l. Incorporation of suggested changes by EE | : | Student concerned. |
| m. Confirmation of EE's suggested changes | : | Dept Concerned. |
| n. Turnitin certificate | : | Supervisor/Dept Concerned |
| o. Date of Viva Voce | : | Supervisor / HOD concerned |
| p. Notification of Viva Voce date and conduct | : | Exams Br / Dept Concerned |
| q. Award of Grade | : | EE, Supervisor and HOD |
| r. Submission of Hard Copies | : | Student / Dept concerned |
| s. Notification of Results | : | Examinations Branch |

12. **Time Line.** Following Timeline will be followed:-

- | | | |
|--|---|---|
| a. Provisional Approval of Research Topic and supervisor by ASRB | : | 1 st Sem |
| b. Course Work Completion (18 Cr Hrs) | : | 1-2 Sems |
| c. Pass Comprehensive Exam (Max 2 Attempts) | : | 3-4 Sems |
| d. 1 st UERC Meeting | : | 3 – 4 Sems |
| e. Conduct of Research | : | 3 rd or 4 th Sems onwards |
| f. Doctoral Seminar (on completion of 90% Thesis) | : | 5-10 Sems |
| g. Publication of One Research Based Article in HEC Recognized Journal of Cat 'Y' (Certified by QEC) | : | 5-10 Sems |
| h. Submission of Thesis in Dept | : | 6-10 Sems |
| i. Review by DRC | : | 6-10 Sems |
| j. Submission of Thesis with Examinations Branch | : | 6-10 Sems |

(1) No Thesis Shall be accepted after 31 Jan/Aug of 12th Semester



k.	Evaluation by Foreign Evaluators (13 th Semester)	:	13-16 Sems
l.	Approval of Reports by ASRB / Committee (14 th Semester)	:	13-16 Sems
m.	Evaluation by Local External Examiners (14 th Semester)	:	13-16 Sems
n.	Public Defence (14 th Semester)	:	13-16 Sems
o.	Approval of Award of PhD Degree by ASRB (15 th Semester)	:	13-16 Sems
p.	Approval of Award of PhD Degree by NDU Senate (15/16 Semester):	:	13-16 Sems
q.	Award of PhD Degree		

Note:-

- (1) The time line specified above is subject to completion of all formalities by the scholar and dept concerned.
- (2) Time period shall be reduced considerably owing to submission of thesis i.e. 6-10 semesters. Timeline to complete PhD degree within minimum time (three years) is available in PhD Manual.
- (3) Completion of Deficiency requirements and all documentary requirements shall remain the scholar's responsibility.
- (4) Scholar Concerned shall be responsible for delay owing to non submission of fee/HEC attested documents etc.

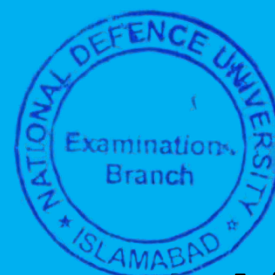
13. This issues with the approval of President, NDU and shall come into force with immediate effect.



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

Distribution:

(All Concerned)





PhD Thesis Submission Form

Semester: Spring /Fall
Deptt:
Date of Submission of Thesis to the deptt for final review by the departmental thesis review committee:

SECTION A: TO BE COMPLETED BY THE STUDENT

Form with fields: Name of Scholar, Registration no., Title of Dissertation, Date of Passing GAT (Subject) Test, Semester of Completion of PhD Course work (18 credit hrs), Semester of Completion of deficiency requirements for PhD (if any), Date of Conduct of Comprehensive Examination with result, Date of Doctoral Seminar, Date of Publication of research article in HEC recognize Journal, Name of Journal, Volume no, Date of Submission of Thesis Fee.

Signature of Scholar with Date

SECTION B: TO BE COMPLETED BY THE SUPERVISOR

This is to certify that the above scholar has completed his/her research work to my satisfaction. The thesis meets the standards of the University in content quality and presentation style, and is ready for submission. To the best of my satisfaction, the thesis has been checked through Turnitin software for plagiarism. The detailed evaluation report indicates that the thesis is ready for further evaluation/processing.

Signature Supervisor with Stamp

Date

SECTION C: TO BE COMPLETED BY DEPARTMENT

Certified that thesis has been reviewed by the PhD review committee of this deptt and declared satisfactory for further evaluation /processing. Furthermore it is certified that a/r scholar has completed all the following PhD Degree requirements before submission of this thesis.

- a. Passed GAT(Subject)Test
b. Passed PhD Course work of 18 credit hrs
c. Completed Deficiency requirements
d. Passed comprehensive Exams in attempt
e. Conducted Doctoral Seminar
f. Published research article in HEC recognized Journal

Table with 2 columns: Yes, No

Signature with Stamp

Date

Countersignatures

Dean FCS
Date:

For use by Finance Branch (HEC component)

It is certified that there is nothing outstanding against the student till sem

Signature of DD Finance (HEC component)

Date:

For use by Registration branch:

Certified that no deficiency /discrepancy exists in documents of a/r scholar.

Signature of Deputy Registrar

Date:

To be forwarded to Exams branch for further processing