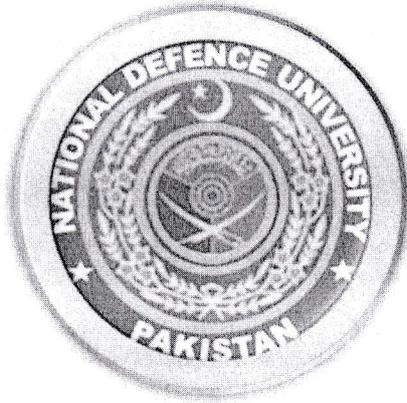


Standard Operating Procedure
MPhil University Examination & Research
Committee (MPhil-UERC FCS Only)



Version: 2.0

NATIONAL DEFENCE UNIVERSITY ISLAMABAD

This SOP contains 04 pages and it has been prepared in line with the provisions of NDU Academic Regulations/ NDU Statutes & HEC guidelines, and will remain enforced till amended, cancelled or suspended. It shall be revised / amended after approval of any changes in the NDU Academic Regulations/ Statutes, HEC guidelines, after the statutory bodies' decision or as and when considered necessary by the Competent Authority. No provision of this document shall supersede information / direction contained in the NDU Academic Regulations/ NDU Statutes, HEC guidelines or other superior documents on the subject.



List of Abbreviations

ASRB	Advanced Studies and Research Board
CoE	Controller of Examinations
Dept	Department
FCS	Faculty of Contemporary Studies
HEC	Higher Education Commission
HoD	Head of Department
NDU	National Defence University
QEC	Quality Enhancement Cell
Req	Required
SOP	Standard Operating Procedures
Subj	Subject
UERC	University Examination and Research Committee



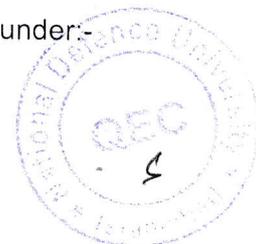
SOP- MPhil University Examination & Research Committee (MPhil-UERC FCS Only)

1. **General.** Research degree programs (MPhil & PhD) are considered hallmark of any university. It has been observed that MPhil degree processes should also be regulated like PhD degree program through UERC. It is imperative to have a process where a research proposal of MPhil, thoroughly debated by the subject experts, should be approved and progress of research properly monitored / documented. Only those, measuring up to threshold research output requirements should be allowed to continue further within given timeline. MPhil-UERC is proposed to provide a documented process of monitoring and evaluation of MPhil scholars to enhance quality of scholars as well as the degree. In 24th ASRB mtg following decisions have been approved:-
 - a. The role of UERC be extended to MPhil
 - b. Existing DRC be assigned the role of UERC
 - c. For critical cases (last year) the MPhil-UERC meeting should be conducted in presence of QEC rep
 - d. In case of two negative / adverse reports, the admission of student should be cancelled

2. **The MPhil-UERC Composition.** Following will be the composition of committee for each department:-
 - a. Concerned HoD (Chair)
 - b. Thesis Supervisor (*Appointed after successfully completion of course work*)
 - c. Co-supervisor (if any)
 - d. Expert on the particular subject area
 - e. Rep of QEC (*Only for students in last yr*)

3. **Supervisor.** The committee will ensure that the supervisor / co-supervisor should be eligible to supervise MPhil theses as per HEC guidelines and active in his / her focused research area which is relevant and overlaps the broad contours of scholar's research proposal. The supervisor should conform to the following:-
 - a. Supervisor must be a regular faculty member of NDU.
 - b. Faculty member should have relevant teaching and research experience as per HEC guidelines (**Annex-A & B**).

4. **MPhil-UERC Guidelines:** Working guidelines of MPhil-UERC are as under:-



- a. **Course work Completion.** After the successful completion of course work with a minimum cumulative CGPA of 3.00 out of 4.00, the student shall be eligible for thesis as per NDU Academic Regulations.
 - b. **Monitoring the Supervisory Limit.** While assigning a supervisor to the scholar, the committee will also ensure that the supervision load of the supervisor remains within the HEC prescribed limits (**Annex-A & B**).
 - c. **Meeting:** MPhil-UERC will be formed at the earliest after successful completion of course work (3.00 out of 4.00 CGPA) but not later than 1 x month of student's start of research phase. The committee will meet minimum once in a semester (or as needed) to check and document the scholar's progress after completion of his/her course work before sending research topics to ASRB.
 - d. **Approval of Topic(s) and Supervisor.** Topics to be sent to ASRB where research proposal will be thoroughly evaluated on the basis of newness and relevant to contemporary topics of academic and national interest.
 - e. **Holding of 1st MPhil-UERC.** A departmental MPhil-UERC should be formed for each M.Phil scholar and same may be notified within first month after result declaration of course work (only for those scholars with 3.00 CGPA). MPhil-UERC will forward the progress review proformae to exam branch on quantified evaluation proformae. The committee will debate each and every aspect of the proposal including hypothesis, research questions, conceptual model, framework and validity of data collection instruments, choice of data analysis tools, expected results or contribution to the body of knowledge. MPhil-UERC reviews the progress of thesis in each semester and assess the progress of the thesis through quantified review proformae.
5. **Evaluation of Scholar's Research in MPHIL-UERC.**
- a. MPhil scholar will formally present the research / thesis progress in every semester to this committee, which will critically examine the direction, regular progress and quality of research completed till that MPHIL-UERC review (format of the presentation is attached at **Annex-C**).



- b. In first MPHIL-UERC meeting, the committee may approve the scholar research proposal straight away or approve with advice of improvements. Student should submit proposal after incorporating changes on the given date agreed in the meeting. Proceedings of the committee will be recorded (in hard & soft form) and kept with the respective HoD for use in the next meeting. While defending the research proposal scholar will submit a time line of his work, clearly identifying targets of research to be presented / reported in the next meeting of the committee.
- c. In any MPhil-UERC, performance of the scholar is found unsatisfactory/ below required standard, the scholar will be informed in the committee meeting and a written report also sent at scholars' e-mail / last working address.
- d. The scholar's progress shall be graded in a quantified way by all members; a uniform methodology has been prep and is attached at **Annex-D**.
- e. There will be progress report of the scholar in each semester and presented / discussed in university ASRB and documented by the concerned HoD.
- f. The report will be unambiguous, quantified and conclusive. It will have explicit remarks about the progress of the scholar (satisfactory/ unsatisfactory). As per 24th ASRB, if a scholar gets 02 x successive negative / adverse (not satisfactory) reports, the admission of student should be cancelled. However, the student may be allowed to appear in a special UERC under extenuating circumstances on case to case basis.
- g. If a scholar is absent without any verifiable reason or fails to present his/her work before the committee on the pre-announced date will be considered as **fail** by default.
- h. For last year (4th year) critical cases the UERC meeting should be conducted in presence of QEC rep.
- i. While conveying negative report to the scholar, extract from relevant rules should be reproduced on the report e.g. "If you earn 02 x successive or 02 x negative assessment reports out of 03, your candidature as MPhil scholar will automatically be cancelled"
- j. This report will be maintained both in soft & hard form by the respective dept.



6. **Evaluation of the Research Thesis**. The MPhil thesis shall be evaluated by 01 x Local external evaluator as mentioned in NDU regulation. The Viva-Voce examination shall be held on the University Campus as may be notified by the Controller of Examinations in consultation with the Supervisor/ HoD concerned.
7. **Research Ethics**. To provide guidance and ensure security to MPhil students for conduct of field work during research work, MPhil-UERC will be mandated to sensitize the candidate on ethical considerations during the conduct of research. The candidate must convince the MPhil-UERC in the first review that research poses no physical, emotional, psychological risk to the participants, the implementing institution (NDU) and the candidate. If there are any risks, the student must demonstrate a workable plan to manage and minimize the risks.
8. **Plagiarism / Similarity Index / Cert**. A cert duly signed by concerned student/ supervisor may be provided alongwith final thesis draft to Exam Branch as mentioned in university plagiarism SOP.
9. **Viva Voce**.
- a. A research scholar must attend up to 05 x PhD doctoral seminars, public defense or MPhil defense/Viva Voce (if allowed by concerned department) in different public / private universities preferably in the scholar's discipline of knowledge/ research.
- b. The Viva Voce Exam Committee shall comprise of:-
- (1) Concerned HoD (Chair)
 - (2) Supervisor/Co-Supervisor
 - (3) External Examiner
 - (4) Rep of CoE
- c. The draft MPhil thesis duly signed by concerned HoD shall be finally evaluated and certified by the supervisor before sending it to Controller of Exam with certificate of changes incorporated as suggested by external evaluator.
10. This SOP will come into effect immediately for all MPhil (research phase) scholars of FCS only.

Dir QEC
(Dr Farrukh Idrees)





HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan) Phone: (051) 90802750, Fax: (051) 90802753
E-mail: ismaeel@hec.gov.pk

Ref. 1-1 (NQF)/QAD/2017/HEC/501
Date: July 21, 2017

Muhammad Ismail

Consultant (Quality Assurance Division)

Subject: Supervision of MS/MPhil/Equivalent Research Theses by MS/MPhil/Equivalent Qualified Faculty Members

1. Reference is made to HEC letter no. 1-22(NQAC)/QAD/2017/HEC/05-362 dated March 24, 2017.
2. Some universities and faculty members have approached HEC for seeking clarification about the implementation of the policy enunciated vide above referred letter. It is clarified that:
 - a. The National Quality Assurance Committee (NQAC) in its 22nd meeting held on January 09, 2017 approved that the faculty members having MS/MPhil or equivalent qualification (with/without thesis) along with minimum four (04) years of relevant teaching/research/professional experience in an HEC recognized university or research/professional organization after getting MS/MPhil or equivalent degree can supervise the research of up to five (05) MS/MPhil or equivalent program students. However, while gaining the four (04) year experience, the faculty member should co-supervise at least two (02) MS/MPhil/Equivalent level theses along with a senior/HEC approved supervisor. The criteria to evaluate the research/professional experience in this regard are to be developed by the universities themselves and get them approved from their statutory bodies before implementation.
 - b. If an MS/MPhil (with/without thesis) faculty member, having less than 04 year experience, has already been assigned some students who are being supervised by him/her as "Supervisor" then he/she can continue with them but cannot take new students for supervision as a supervisor/co-supervisor till the time he/she has completed four (04) year experience.
3. The policies mentioned at clause (a) & (b) are effective from March 24, 2017.
4. This letter supersedes the HEC letter no. 1-3/AD-QA/HEC/NQAC(21)/2016/51 dated March 18, 2016 and letter no. 1-22(NQAC)/QAD/2017/HEC/05-362 dated March 24, 2017 and any other previous letter issued in this regard.
5. This issues with the approval of the Competent Authority

With kind regards,

Muhammad Ismail
(Muhammad Ismail)

Distribution:-

Vice Chancellors/Rectors/Presidents of all Public & Private Sector Universities

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- Director General (Academics), HEC Islamabad
- Office Copy





HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan) Phone: (051) 90802750, Fax: (051) 90802753
E-mail: ismaeel@hec.gov.pk

Ref. 1-1 (NQF)/QAD/2017/HEC/ *502*
Date: July 21, 2017

Muhammad Ismail

Consultant (Quality Assurance Division)

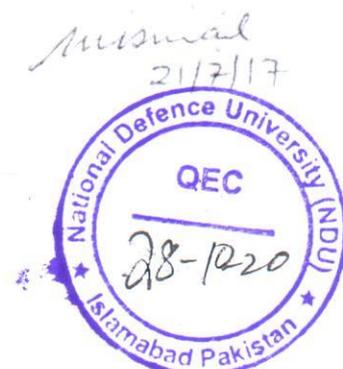
Subject: Minimum Experience of a PhD Faculty Member to Supervise Research Theses

1. Reference is made to HEC letter no. 1-22(NQAC)/QAD/2017/HEC/06-363 dated March 24, 2017.
2. Some universities and PhD faculty members have approached HEC for seeking clarification about the implementation of the policy enunciated vide above referred letter. It is clarified that:
 - a. The National Quality Assurance Committee (NQAC) in its 22nd meeting held on January 09, 2017 approved that Universities should appoint a PhD faculty member as supervisor of PhD/MS/MPhil/Equivalent research work only after he/she has acquired minimum three (03) years of relevant teaching/research/professional experience in an HEC recognized university or research/professional organization after getting PhD degree. However, while gaining the three (03) years' experience, the faculty member should co-supervise at least two (02) PhD/MS/MPhil/Equivalent level theses along with a senior/ HEC approved PhD supervisor. The criteria to evaluate the teaching/research/professional experience in this regard are to be developed by the universities themselves and get them approved from their statutory bodies before implementation.
 - b. If a PhD faculty member has already been assigned some students who are being supervised by him/her as "Supervisor" then he/she can continue with them but cannot take new students for supervision as a "supervisor" till the time he/she has completed three (03) years' experience. Besides, a PhD faculty member who got his MS/MPhil/Equivalent degree four years ago can supervise the MS/MPhil/Equivalent program students as per policy given in HEC letter No. 1-1 (NQF)/QAD/2017/HEC/501 dated 21 July, 2017.

Effective 24 May 2018

c. It is however re-iterated that a PhD supervisor can supervise (as a supervisor or co-supervisor) a total of twelve (12) PhD/MS/MPhil/Equivalent program students at a time with no more than five (05) of these being PhD students. The universities are to ensure that

- PhD (05)
- 3x year (after getting PhD Degree)
- PhD mand
- $5+7=12$
- Co-supervisor 2x PhD/MPhil/MS thesis
- Lec
- 4x years after getting MPhil/MS degree



no PhD faculty member takes more than prescribed number of students as supervisor / co-supervisor in his/her own or any other university.

3. The policies mentioned at clause (a) & (b) are effective from March 24, 2017 while clause (c) is effective from March 16, 2015.
4. This letter supersedes the HEC letters No. DD-QA/HEC/NQAC/2015/125 dated February 27, 2015 and 1-22(NQAC)/QAD/2017/HEC/06-363 dated March 24, 2017.
5. This issues with the approval of the Competent Authority.

With kind regards,

Muhammad Ismail
(Muhammad Ismail)

21/7/17

Distribution:-

Vice Chancellors, Rectors/Presidents of all Public & Private Sector Universities

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- Director General (Academies), HEC Islamabad
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Topic

(Scholar's Proposed/ Approved Thesis Topic)

1



Student's Particulars



Name of Student _____ Reg # _____ Cell # _____
 Mailing Address _____

Report No	Report Period	From	To	Date
Father'/ Guardian Name/ cell #		Email Address		
Father/ Guardian Address				
Permanent Address		Institute		
Dept		Date of Admission in Master		
Date of Admission in M.Phil		Degree Requirement Completion Date		
Employed at		Designation		

Note: It is the entire responsibility of the scholar to inform the HOD, about any change in his/her contact details such as cell #, email address etc to ensure receipt of correspondence from the University.

2





Supervisor Particulars

Name		Institute/Dept	
Cell #		Email	
UERC Members	Dr---		
	Dr----		
	Dr----- (External)		

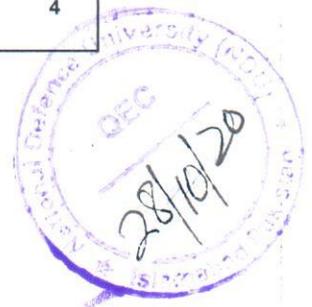
3



M.Phil Course Work

Sr	Code	Courses	Sem	Grade	Dept
1					
2					
3					
4					
5					
6					
Credit Hours Completed in M.Phil		Overall CGPA in M.Phil			

4



2



Rules/regulations Awareness



The scholar must carefully read the questions ask below & gave the appropriate response in the last column

Are you aware of the last date to complete thesis(without President's Extension)? Please Mention date	*Date
Are you aware of the regulations and schedule of the University for M.Phil programs	Yes
Are you aware of Plagiarism policy?	Yes
Have you received a copy of the PG Handbook?	Yes
Did you attend any M.Phil Viva Voce?	Yes
If yes(mention no of Thesis Seminars Attended)	4

* Supposed values are entered in this column for demo only.

Name _____ Sign of Scholar with date _____

5



Tentative Roadmap-M.Phil Study

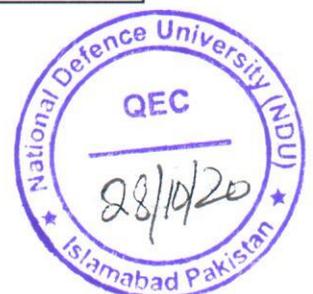


S. No	Activity	Target Date	Remarks
1	Thematic Analysis	31 Jan 2017	Done
2	Chapter writing (intro)	01 Mar 2017	In Process
3	Deposit paper for publication	05 April 2017	
4	Chapter writing (Theoretical framework)	31 May 2017	
5	Chapter writing (Analysis)	01 June 2017	
6	Chapter writing (topic)	05 July 2017	
7	Deposit paper for publication	13 Aug 2017	
8	Chapter writing (topic)	5 Sep 2017	
9	Concluding Chapter	22 Oct 2017	

Supposed values are entered in the table for demo only.

The scholar should provide a time line of research activities in the above table.

6





Research Progress



Title of Research		
Progress of Research	Tasks planned for next 6 Months	
<ol style="list-style-type: none"> 1. Topic Finalized 2. Thematic analysis including content Analysis and Textual Analysis 3. Attended 4 Viva 	<ol style="list-style-type: none"> 1. Complete Chapter on theme---- 2. Pilot Study 3. Complete chapter on Theoretical framework 	

7



Summary of research Work Completed



Summary of research Work Completed (Update)

Topic finalized
 Proposal Finalized
 Thematic Analysis
 Relevant themes short listed by supervisor
 Writing chapter on ---





Supervisor

Natioanl Defence University
Islamabad, Pakistan

M.Phil University Examination & Research Committee (M.Phil-UERC)

Quantified Progress Report Semester Spring / Fall – 20

To be used by the department for monitoring of theses / dissertations of M.Phil scholars (info to be filled by concerned Dept).

Form with fields for Supervisor/Co-supervisor Name, Student's Name, Registration Number of Student, Department, Course Work CGPA, Starting Date of Thesis, Thesis Title, Completion Date (minimum) of Thesis, and Thesis Credit Hrs.

Table with 3 columns: SUPERVISOR EVALUATION, Marking/Scoring, and Remarks. It contains two rows of evaluation questions regarding student interaction and theory triangulation.



3. Is the methodology relevant to the field of study and central questions that have been raised in introduction being addressed appropriately in research?	Yes <input type="checkbox"/> No <input type="checkbox"/> Total Marks = 10	
4. Are you satisfied that the agenda of research promotes new knowledge and is in accordance with Pakistan's national integrity?	Yes <input type="checkbox"/> No <input type="checkbox"/> Total Marks = 10	
5. Please mark the student on the basis of given criteria.	Commitment <input type="text"/> 02 Marks Interest <input type="text"/> 02 Marks Eng Proficiency <input type="text"/> 02 Marks Ability to work independently <input type="text"/> 02 Marks Passion for contribution <input type="text"/> 02 Marks Total Marks = 10	
6. Any other point / comment: ----- ----- ----- -----		

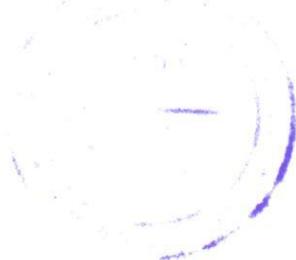
_____ % Score Obtained

Name & Signatures of Member of DRC

Date: _____

*Progress is **Satisfactory / Unsatisfactory**

* less than 50% Average Score is Unsatisfactory





Anx-D

MPHil
UERC Member

Natioanl Defence University Islamabad, Pakistan

M.Phil University Examination & Research Committee (M.Phil- UERC)

Quantified Progress Report Semester Spring / Fall – 20

To be used by the department for monitoring of theses / dissertations of M.Phil scholars (info to be filled by concerned Dept).

* Name: <input type="text"/>	* Student's Name <input type="text"/>
* Registration Number of Student: <input type="text"/>	* Department <input type="text"/>
* Course Work CGPA: _____	* Starting Date of Thesis <input type="text"/>
* Thesis Title: <input type="text"/>	* Completion Date (minimum) of Thesis: <input type="text"/>
	* Thesis Credit Hrs: <input type="text"/>

MEMBER EVALUATION	Marking/Scoring	Remarks
1. Has the student shown diligence at work? Completion of suggested task* _____	Excellent <input type="text" value="10 Marks"/> V.Good <input type="text" value="08 Marks"/> Good <input type="text" value="06 Marks"/> Fair <input type="text" value="04 Marks"/> Satisfactory <input type="text" value="02 Marks"/> Total Marks = 10	
2. Has the student shown consistent and satisfactory progress during the period of research? If the answer is NO, please indicate the nature of problems affecting progress of research work.	Excellent <input type="text" value="10 Marks"/> V.Good <input type="text" value="08 Marks"/> Good <input type="text" value="06 Marks"/> Fair <input type="text" value="04 Marks"/> Satisfactory <input type="text" value="02 Marks"/> Total Marks = 10	



3. Keeping in view student's previous work, do you anticipate that the scholar will be able to complete his/her work within stipulated timeline?	Yes <input type="checkbox"/> No <input type="checkbox"/> Total Marks = 10	
4. Are you satisfied that the agenda of research promotes new knowledge and is in accordance with Pakistan's national integrity?	Yes <input type="checkbox"/> No <input type="checkbox"/> Total Marks = 10	
5. Has student attended 5 x M.Phil viva voce or PhD seminar / public defense/?	Yes <input type="checkbox"/> No <input type="checkbox"/> Total Marks = 10	
6. Any other point / comment: ----- ----- ----- -----		

**As prepared by the scholar in his/her time line.*

_____ % Score Obtained

Name & Signatures of Member UERC

Date: _____

For Office Use Only

Average Score of UERC for the Scholar

**Progress is Satisfactory / Unsatisfactory

Name & Signatures of HoD

*** less than 50% Average Score is Unsatisfactory*

