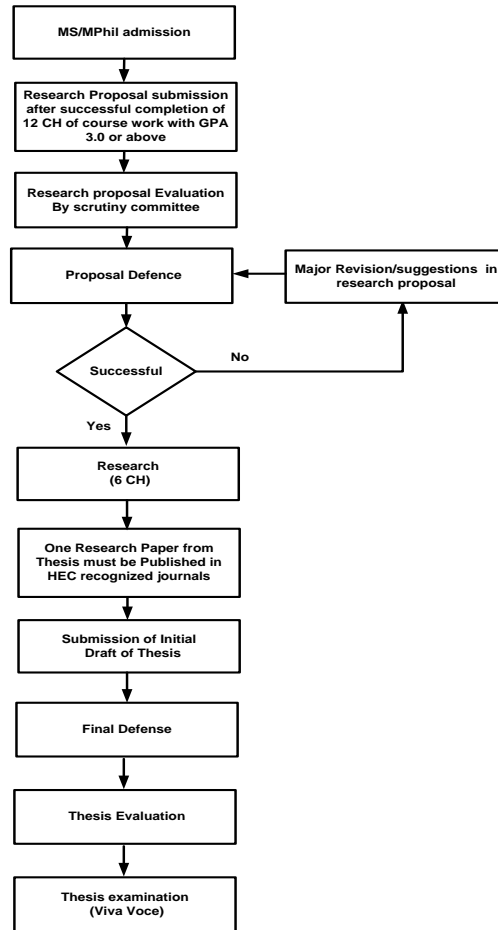


REVISED M.S. / M.Phil. RULES AND REGULATIONS

Process for M.S. / M.Phil. Degree



2. ADMISSION

- 2.1 HEC Rules and Regulations will be followed in letter and spirit approved by the Statutory Bodies of this University.
- 2.2 Graduates with holding degree of BS/BE may eligible to apply for MS program and graduates holding M.A/ MSc/MCS/Pharm-D or other 16-year degree may be eligible to apply for M.Phil. program.
- 2.3 Foreign degrees equivalent to BS / BE / M.A / M.Sc. / MCS / Pharm-D are also accepted for admission to M.Phil. /MS.
- 2.4 A prerequisite for admission to M.S. / M.Phil. programme is 130-136 credit hours in the respective subject from HEC recognized institutions.
- 2.5 A minimum CGPA of 2.40 on a scale of 4.00 in BS / BE / M.Sc. / MCS / Pharm-D on semester system, or 50% marks in M.A./M.Sc. in Annual System is required for admission to M.S. / M.Phil.
- 2.6 All faculty Deans and Departmental Chairmen / Chairpersons / Directors will be responsible for the development of entry tests in their respective Department/ Center/Institute for applicants.
- 2.7 Selection shall be made based on cumulative merit determined from previous academic degree(s) / certificate(s) CGPA/average (semester system/annual system), and marks obtained in the written entry test and Interview with following weights:
 - i. Written Entry test: 50%
 - ii. Academic Qualifications: 30%
 - iii. Interview: 20%

	Weight
Written Entry test	50%
Degree Certificates	20%
BS/BE/BBA/M.A., M.Sc. MCS, Pharm-D	

(16-years academic qualification)	
Intermediate (F.Sc/F.A/A Levels)	10%
Interview	20%
Total	100%

- 2.8 The entry tests for admission to M.S. / M.Phil. programs will be organized and conducted by the Sindh University Testing Service. The test will be on based on GRE (Subject) pattern and all questions will be in the form of MCQs. The test covers English (25%), Simple Mathematics (15%), and Subject (60%).
- 2.9 The students having NTS GRE test with a minimum 50% valid score will be exempted from appearing in pre-admission written entry test.
- 2.10 Interviews for admission to M.S. / M.Phil. programs of studies will be conducted through Departmental Admission Committee (DAC). The Department offering M.S. / M.Phil. is responsible for sorting and verifying documents, and suitability of the applicants.
- 2.11 If an applicant is a government servant, he/she needs to produce N.O.C. from the department concerned along with the study leave.

3. DURATION OF PROGRAM

The duration of the M.S. / M.Phil. program will be a minimum of two years (four semesters) and a maximum of three years.

4. COURSE WORK

- 4.1 The course work of 24 credit hours needs to be completed by each student during the first year of study, spread over two semesters, while 06 credit hours of research work/thesis is to be completed during the second/last year of the studies, spread over one or two semesters.
- 4.2 Every concerned Institute/Department/Centre is responsible for the design core and elective courses, and for obtaining approval for the same through the proper channel.
- 4.3 A credit hour of a theory/lecture is of one-hour duration (including 10-minute break) per week during a Semester. However, in the case of project/laboratory/research/ project work, one credit hour may require two to three contact hours per week during a semester.
- 4.4 The distribution of marks in a course are given in the table below:

Type of Assessment	Course with Laboratory	Courses without Laboratory
Mid Semester Exam	20%	30%
Assignment/Reports	10%	10%
Practical	10%	-
Terminal Examination	60%	60%

- 4.5 Faculty members having M.S. /M.Phil. degrees will be also eligible to teach the M.Phil. coursework.
- 4.6 75% attendance is mandatory for appearing in semesters' examinations for coursework.
- 4.7 The result of course work should be sent to the controller of examination (semester) for announcement and issuance of transcript.

5. M.S. / M.Phil. RESEARCH PROPOSAL

- 5.1 M.Phil. candidates will, on completion of 1st semester coursework with GPA 3.0 or above, submit their research proposal, using the prescribed template, consisting of not more than 700 words, with the topic approval application form, to the Director of Graduate Studies through the research supervisor, Director/Chairperson of the Institute/Department/Centre and concerned Dean, for processing and submission to Advanced Studies and Research Board through Scrutiny Committee concerned.
- 5.2 The scrutiny committee shall examine the viability of the topic of research, its scope and the facilities available. It shall also scrutinize applications for appointment/change of guide and co-guide, revision of topic, as well as M.Phil. leading to Ph.D. cases.
- 5.3 The scrutiny committee meeting shall be held during every last week of the calendar month.
- 5.4 The Scrutiny Committee may consist of:
- The Dean of the Faculty
 - Director/Chairperson of the Institutes / Departments / Centers concerned (wherever available).
 - One Professor other than Chairperson from the concerned Institute/ Department /Centre.
 - One Professor of any relevant field from outside the Institute /Department/Center, to be appointed by the Dean.
 - Supervisor
 - Director of Graduate Studies

6. M.S. / M.Phil. RESEARCH SUPERVISION

- 6.1 The Advanced Studies and Research Board shall appoint a Supervisor (and Co-supervisor if deemed necessary) for research.

- 6.2 Lecturers/Assistant professors of the University of Sindh with Ph.D. degree, but without having any prior M.Phil. supervision experience may supervise M.S. / M.Phil. research **OR** he/she may be recognized as a HEC approved supervisor.
- 6.3 The number of M.S. / M.Phil. students under the supervision of a single supervisor will not exceed 10 at any one time. However, the supervisor may be allowed to supervise extra scholars, if circumstances require.

7. PROPOSAL DEFENSE

- 7.1 Candidates for M.S. /M.Phil. will prepare a research proposal defense for the scrutiny Committee once their research topic is approved.
- 7.2 The proposal defense will be arranged at the Department / Institute / Centre where the candidate is registered for research, and shall be conducted publically.
- 7.3 Requests for the conduct of the proposal defense may be sent to the Dean of Faculty concerned.
- 7.4 The Dean of Faculty will nominate the person to preside over the proposal defense.

8. MODIFICATION/CHANGE OF RESEARCH TOPIC

- 8.1 A candidate may modify/change the topic of his/her research within one calendar year of the research topic approval, upon submitting an application duly supported by the Supervisor, the Chairperson /Director, the concerned Dean, and recommended by the Scrutiny Committee, for the approval of the Advanced Studies and Research Board.
- 8.2 The Advanced Studies and Research Board shall approve the final title of the thesis by not less than six months before the submission of thesis.

9. CHANGE OF RESEARCH SUPERVISOR/CO-SUPERVISOR

In the case of a candidate wishing to change his/her supervisor/guide, he/she shall apply through the Director/Chairperson of the Department/Institute/Centre and the Dean concerned. Written consent from the previous and the new supervisor must be attached with the application.

10. FINAL DEFENSE

- 10.1 The candidate shall be eligible to submit his/her thesis at the end of the fourth semester/within two years.
- 10.2 The candidate shall be eligible for final defense after submission of thesis.
- 10.4 The date of final defense will be issued from the concerned Dean of faculty and shall be conducted publically
- 10.5 M.S. / M.Phil. final defense committee may comprise of:
 - i. The Supervisor/Co-supervisor(s)
 - ii. Dean

11. THESIS EVALUATION AND EXAMINATION

- 11.1 All the requirements of M.S. /M.Phil. including course work and thesis, should be complete within two years or a maximum of three years.
- 11.2 M.S. / M.Phil. candidates will submit their thesis along with one research paper published in any recognized journals of HEC from their thesis. The candidates must be the first author of the research paper, with names of supervisor(s) as co-author.
- 11.3 Four copies of the thesis with spiral binding, along with a softcopy on CD, shall be submitted to the Controller of Examinations (Annual) through the Office of the Director of Graduate Research Studies.
- 11.4 A plagiarism test report of the thesis is necessary and must be submitted along with the submission of thesis.
- 11.5 The thesis shall be referred for evaluation to one (01) External Examiner (from within Country) to be appointed by the Vice Chancellor, from the duly approved list of examiners approved by the concerned board of studies through Controller of Examinations(Annual) and Internal Examiner (Supervisor).
- 11.6 In the case of adverse remarks by the External Examiner, the thesis will be sent (after making necessary corrections and suggestions) to another Examiner whose evaluation will be considered as final.
- 11.7 If both evaluation reports (Internal and External) of the thesis are positive, then the candidate proceeds for viva voce.
- 11.8 The Controller of Examinations shall write to the supervisor and co-supervisor(s) to set the date for the viva voce.
- 11.9 The viva voce committee may comprise of:
 - i. The Supervisor/ Co-supervisor/s (Internal)
 - ii. External examiner/expert

12. AWARD OF DEGREE

- 12.1 The Controller of Examinations shall submit the evaluation reports of the examiners, and the report of the viva-voce examination (to be conducted after the receipt of external and internal examiner's report) to the Advanced Studies and Research Board.
- 12.2 In order to obtain approval of award of M.S. /M.Phil. Degree both evaluation reports of the thesis must be positive.
- 12.3 On the basis of the submitted reports the Advanced Studies and Research Board will decide whether to award the M.S. /M.Phil. Degree to the candidate.
- 12.4 Four hard bound copies of the final thesis, after incorporating all changes, along with the softcopy on CD, shall be submitted to the Controller of Examinations (Annual) through the Office of the Director of Graduate Research Studies.

13. M.S. /M.Phil. THESIS PREPARATION GUIDELINE

- 13.1 The language of the thesis in the case of disciplines within the Faculties of Natural Sciences, Arts, Education, Commerce and Business Administration, Social Sciences and Law shall be English language only. In the case of Islamic Studies and Languages, the thesis may however be written in a language approved by the Advanced Studies and Research Board.
- 13.2 The final M.S. / M.Phil. thesis should not exceed 30,000 words (including Appendix) in the case of Natural Sciences disciplines, and 80,000 in the case of Social Sciences, Humanities, and Languages.
- 13.3 Any thesis submitted in a language other than English, e.g. in Islamic Culture and Religion etc., must have a summary of the thesis written in English as well.
- 13.4 Structure of M.S. /M.Phil. Thesis:
 - i. Title page
 - ii. Second Page (Intellectual Property and Publication Statements)
 - iii. Acknowledgement page
 - iv. Abstract
 - v. Table of Contents
 - vi. Lists of Tables
 - vii. List of Figures
 - viii. Abbreviations
 - ix. Chapters
 - x. References
 - xi. Appendices
- 13.5 Referencing styles:
 - i. APA (American Psychologists Association): For social science and Business.
 - ii. IEEE (Institute of Electronics and Electrical Engineers): For Engineering, Science and IT.
- 13.6 Formatting:
 - **Page Margins:** The page with 1.5" margin on the left and 1" margin on the other three sides
 - **Page Numbers:** Page numbers must appear at the bottom of each page preferably in the centre.
 - **Maximum three heading levels:** Main Heading 1 should be 16 in size and Bold, Main Heading 2 should be 14 in size and bold and Main Heading 3 should be 12 in size and bold.
 - **Paragraphs:** Times New Roman, size 12 with 1.5-line spacing.
 - **Figures:** Should be aligned in the centre with caption below the figure in Times New Roman, size 12. Example: Figure 1. Map of Indus valley
 - **Tables:** Should be aligned in the centre and labeled on or above the table in Times New Roman, size 12. Example: Table 1. Comparison of technologies.