INSTITUTE OF BUSINESS MANAGEMENT

IoBM-Karachi

MS/MPhil Policy Manual

OFFICE OF GRADUATE STUDIES (OGS)

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Preface

The major purpose of this document is to: facilitate the student and other stakeholders in understanding the procedural requirements for MS/MPhil completion, put together all the related forms in one document, and keep them synchronized. The objective of IoBM's MS/MPhil research program is to pursue leading-edge research, engage in the development of innovative ideas and analytical skills, and encourage both faculty and students to be independent and creative thinkers. The outcome of this research program is the production of a real and measurable impact on society and industry through quality research published in the research Journals of International repute and acknowledged by the industry.

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A. MS/MPhil PROGRAM ELIGIBILITY AND OTHER REQUIREMENT:

i. ELIGIBILITY CRITERIA

- Sixteen years of relevant schooling from HEC recognized Institutes/Universities in or outside Pakistan.
- 2.5 CGPA in the last degree (if under semester system) or high Second Division (Minimum 50 % marks) if under an annual system. And a minimum 50 % marks in overall Academic career.
- Minimum 50% cumulative Score in NTS General or 60% cumulative score in IoBM test.
- Pass an aptitude test and interview conducted by the IoBM Interview/Admission Committee.
- A student from the **relevant background** will be eligible for admission in MS/MPhil program. However, 03 members of interview/admission committee can recommend some deficiency courses, if required, which can vary depending upon the candidate's academic background.
- If a student from the **irrelevant academic background** is interested to register in MS/MPhil program, he/she is supposed to do at least 10 deficiency courses (30 to 36 credit hours) as foundation course and these courses should be from relevant discipline to be recommended by the Interview/Admission Committee. The number of deficiency courses varies depending upon the recommendations of the accreditation bodies. For example: in a business discipline, the requirement is 10 courses.

ii. DURATION OF DEGREE

- Minimum duration of the degree is 1.5 years and a maximum of 4 years *(including freezing period if any).*

iii. PROGRAM INSTRUCTIONS

- MS/MPhil degree requires completion of a minimum of total 30 credit hours consisting of: 8 courses (08*3=24 credit hours and a Thesis of 06 credit hours).
- There shall be two regular semesters, namely fall and spring semesters, and a summer semester will be allowed only for deficiency courses (if any) and for minimum research as per HEC criteria.
- Registration will only be allowed in a subject if the prerequisites/deficiency course/s (if any) of this subject has been completed successfully.
- In every semester a 03 credit hours options will be offered on Smartz for the registration of thesis and the student is supposed to register each semester and will pay the fees accordingly.
- A student can freeze maximum up to 03 semesters subject to the genuine problem, and recommended by the relevant program Coordinator/HoD and approved by the relevant HoD/Dean. This approval application is supposed to be kept in the student's record file).
- The supervisor is supposed to get the remuneration of thesis supervision at the end of each semester after the submission of students' progress report and meeting record. (Minimum ten meetings a semester).Remuneration will be paid as per the number of credit hours registered by the students.
- For MS/MPhil, CGPA required is 3.0 on a scale of 4.0 and the minimum passing grade is C+.
- If the student exceeds the maximum duration of the program then he/she will have to apply for the readmission.
- Readmission is not the right of students but it is the right of University/Institute based on the recommendation of the Interview/Admission Committee.
- In case of credit transfer from another university, IoBM policy will be followed. (link mentioned below)
- In the case of re-admission, IoBM re-admission policy will be followed**.**

https://ogs.iobm.edu.pk/wp-content/uploads/2018/09/Re-Admission-and-Credit-transfer-policy.pdf

iv. MS/MPhil PROGRAM REQUIREMENTS

An MS/MPhil student must complete the following requirements for the award of Degree:

- Pass deficiency courses (if any) recommended by the interview panel.
- Pass prescribed eight courses of 03 credit hours each.
- Supervisor selection as per HEC requirement from within the University.
- MPhil/MS Proposal Development as per IoBM Format with the help of a Supervisor.
- Pass MS/MPhil Proposal in an open Defense.
- BASR Approval of MPhil/MS Proposal.
- Submit satisfactory Research Progress Report semester wise.
- Completion of six credits MPhil/MS Thesis
- Selection of 02 External Evaluators out of at least 4, & 01 Defense Examiner out of 02 by BASR.
- Evaluation of Thesis by two Evaluators (external faculty members) with their positive reports.
- In case if the thesis is rejected by one of the evaluators, it should be sent for the third opinion.
- Thesis Finalization in the light of comments/changes (if any) by the evaluator/s.
- Open defense thesis by an external examiner along with the Committee members consisting of: a Supervisor (as an observer), relevant MS/PhD/ HoD/ program Coordinator/, Dean, one subject expert and OGS/R. If there is no HoD, it is obligatory to have the presence of Dean.
- Thesis Finalization in the light of comments/changes (if any) by the examiners and as per IoBM format.
- Final Thesis Submission to BASR for approval along with the completion certificate by the relevant people signed (Appendix -4.5).
- Submission of 02 soft copies in CDs and minimum 04 Hard copies as per IoBM Format Library, Supervisor and Student (format is already lying on the website).
- Completion of students files along with all required documents signed by the relevant authorities.
- The color of MS/MPhil Thesis is Burgundy.
- Degree Award after the completion of all HEC and IoBM requirements (Checklist: Appendix- 4.7).

B. DETAILS OF THE MS/M.Phil. ADMISSION PROCESS AND OTHER APPROVALS:

i. Admission Process:

Preliminary interview by the admission office for checking admission eligibility requirements and documents.

- Submit online application form; (Form 1.1 MPhil/MS student application Form)
- Submit all the Academics documents (Degree, Transcripts and others relevant)
- Pass IoBM written test *(if not submitted NTS)*
- Pass Formal panel interview by the committee. *(compulsory for all)*
- Payment of Fees
- Request for Credit Transfer (if any); (Form 1.2 Credit Transfer Form)

ii. Approvals and other Requirements:

- Course Registration Form Semester-wise (Form 2.1 Course Registration Form)
- Student Status and Progress Form (Form 2.2 MPhil/MS Status & Progress Tracing)
- Selection of Supervisor (Form 2.4 Supervisor Selection Form)
- Changing of Supervisor (Form 2.5 Supervisor change form for BASR & File)
- Research Proposal Template submission to BASR (Form 3.4 BASR Proposal Template)
- Appointment of Evaluators and Examiners by BASR (Form 4.1 Examiners/Evaluators form)

iii. Proposal Development:

- The student will prepare the proposal as per the standard guidelines. (Annexure 3.1)
- The template of MS/MPhil Proposal is also given. (Annexure 3.2)
- The supervisor will forward the proposal to MS/MPhil Coordinator/HoD using (3.3 MS. MPhil proposal Defense Requisition Form) along with hard & soft copies of the Proposal, after the Turnitin check and putting it into the repository system.
- If MS/MPhil proposal is in compliance with general guidelines and within the allowed limits of similarity index, format and other requirements, the relevant MS/MPhil program Coordinator/HoD will announce the date for the Proposal defense with the mutual consent of the relevant expert/panel.
- The review committee shall be recommended/formed as per the relevancy of the research area with the consent of Supervisor, HoD/Dean.
- At least one week before the proposal defense, an official notification shall be generated by the MS/MPhil Program Coordinator/HoD to the students, supervisor, Review committee, Dean and OGS-Office.

iv. MS/MPhil Proposal Defense:

- MS/MPhil candidate to submit the proposal requisition form to the Program Coordinator/HoD, with the approval of the Supervisor/s (3.3 MS/MPhil Proposal Defense).
- MS/MPhil program Coordinator/relevant HoD to propose a date for open defense on the convenience, and at least one-week prior information to be sent to the relevant committee.
- Proposal defense shall be only conducted on Saturdays from the timing of 12-2:00 for the maximum attendance of Faculty and students at CBM Academic Block, Room 308.
- Any changes recommended by the defense committee will require the candidate to incorporate and get its approval from the relevant HoD/Dean, after certifying the changes from the relevant supervisor and then submit to OGS-Office.
- Once the proposal is approved by the committee, it will be forwarded to BASR with the cover letter to be signed by the Supervisor. (BASR Template).

C. GENERAL REGULATIONS:

i. MS/MPhil Thesis Guidelines

- The word limit for MS/MPhil thesis should be a minimum of **25000** words approx. **65 pages** with **1.5 space**. Endnotes, references and text within tables are not counted within the word limit. *Appendices and Bibliographies are also excluded.*
- APA (Business Management and Social Sciences) and IEEE (IT and Engineering) Reference/Citation style to be followed.
- Font Style: Times New Roman
- Font Size: 12
- Spacing: 1.5
- Running Head: Left
- Paragraphs (Fist Line) Indented
- Page Number: Bottom Centre
- Short Title: Upper right
- Page Format: 1" (Bottom) 1.5" left and 1.0"Right
- 5 Levels of Heading (i.e. 1, 1a, 1b, 1c, 1.1, 1.2, 1.3 ....)
- Alignment: (Justified)
- Spine: Last name of the author with the first name initial and year
- Cover Color for MS/M.Phil. Thesis: Burgundy

ii. The ordering of items for the thesis

- Title Page [annexure 6.A]
- Dedication (optional)
- Acknowledgment (any special assistance given should be stated)
- Author 'declaration
- Plagiarism Undertaking
- Forwarding Sheet
- Certificate of Approval
- Notification
- Examination Report
- Table of Content
- List of Tables
- List of figures
- List of terms, symbols or abbreviations (if any)
- Abstracts
- The body of Text [chapter 1 to Chapter 5/6]
- Endnote (if any)
- References
- Bibliography,(if required)
- Annexures/Appendices (if any)

iii. Font and Font Size:

- Times New Roman font to be used
- Font size 12 for the text of the Thesis.

- Font size for title page 18-22
- Font size 12-14 for headings and subheadings
- Condensed type is not acceptable

Chapter title, a section of chapters heading and subheadings, may be in a different style and should stand out clearly from the text and should be consistent throughout the manuscript.

iv. Line spacing in the Text:

- The space between rows of text should be 1.5 lines.

v. Citation /Reference Style:

- Reference should be made to the publication manual of the America Psychological (APA), 6th Edition and later, and for IT and Engineering Departments IEEE referencing style is required**.**

vi. References:

- The references list should cite all the literature referred to in the text of the Thesis.

vii. Chapters Title heading and Subheading:

- Headings should be single line spaced.
- Each chapter should begin on a new page.

viii. Margins, Physical Layout and Pagination:

- For the purpose of Binding, a minimum of 1.5 inches of left margin is required for all pages. Other margins should be one inch all round. This is applicable for all pages.
- The page number should be printed at the bottom of the page and centered and should be approximately three-quarter of an inch from the page‘s edge.
- All pages shall be numbered in sequence. There should be no blank or duplicated pages.
- All sections before the main text, including the preface are numbered in small Roman numerals (i, ii, iii, etc.).
- The main text onwards including Abstract, Chapter pages, Illustration, Figures, Tables, Reference and Appendices/Annexures should be numbered in consecutive order in Arabic numerals (1, 2, 3)

ix. Declaration:

- The declaration should include if any material contained in the Thesis has been used before and that the main text of the Thesis is an original work. The declaration immediately follows the acknowledgment and must be signed by the candidate.

x. Thesis Binding Template:

- Burgundy color with embossed gold lettering IoBM logo to be printed on the Thesis. For more details please visit the link mention below: https://ogs.iobm.edu.pk/thesis-dissertation-binding-format/

xi. Electronic Version:

- The Institute of Business Management (IoBM) requires electronic submission of the thesis in 2 CD’s, to be kept by the relevant department/Library and for the copyright. The document should be in PDF format. No compression or password protection should be employed. It is

the author's responsibilities to ensure that the PDF version of the thesis matches for the completeness and fidelity with the print version of the Thesis.

xii. Plagiarism Check:

The thesis will be checked through the Turnitin by the IoBM focal person twice. First at the time of sending it for the evaluation, and second after the open defense before sending the case to BASR for the approval of Degree. For further details and guidelines, please visit OGS-website and follow the link:
https://ogs.iobm.edu.pk/wp-content/uploads/2018/09/SOP-Turnitin-OGS-Sept-25.pdf

xiii. Selection of External Evaluations and Defense Examiner by BASR:

- The supervisor and the HoD are supposed to propose the names of at least 6 PhD experts - Four Evaluators and 2 Defense Examiners (as per HEC Policy) on the subject area to be submitted to BASR for the Approval. (Form 2.6 Examiners/Evaluators form)

xiv. Evaluation of MS/MPhil Thesis:

- The evaluation expected time is 1.5 to 2 months. The remainders are supposed to go to the evaluators after 4 weeks.
- If the evaluators are not responding within the given time, In that case OGS is authorized by the BASR to send the thesis to the other evaluator for review from the provided list for approval.

xv. Open Defense of MS/MPhil thesis:

- A student could proceed for an open defense after submitting the changes (if any) suggested by the evaluators. These changes are supposed to be verified and certified by the relevant supervisor, HoD, Dean and submitted to OGS-Office for further process.
- After receiving the changes certificate and thesis (if any), OGS-Office then officially sent the thesis to the Defense Examiner for review and the invitation for the defense.
- The MS/MPhil thesis defense date to be decided with the availability of the defense examiner by communicating the IoBM defense conduct scheduled policy.
- The existing students of the relevant MS/MPhil & PhD programs are supposed to attend the defense and attendance should be maintained by the coordinators.
- MS/MPhil thesis open defense evaluation form (Form Open Defense Form) to be submitted to the Defense examiner by the relevant MS/MPhil Coordinator.
- The sealed defense examiner report will then be presented to the BASR for Degree approval, In-case of changes suggested by the defense examiner, then the student is supposed to incorporate the changes and get the verification from a relevant supervisor, HoD, Dean and submit to OGS-Office for resending the case to BASR for Degree Approval.
- Final thesis will be sent to IoBM Turnitin Focal Person for the official check of similarity.

xvi. Open Defense of MS/MPhil thesis Protocol:

- As per HEC Policy, the defense is supposed to be open
- Everyone should be informed well in time about the schedule of defense
- The floor should be under the control of HOD/relevant Dean or OGS/Rep.
- It will be mandatory for the relevant research students and faculty to attend the defense.
- The question should always be asked at the end of the presentation.

- Students should be given a chance first to ask the questions and they should be encouraged in this regard. (Each one with one question, if no questions with others, in that case 2nd and 3rd chances may be allowed.
- Then the faculty is supposed to ask the question.
- Everyone should be given a chance to ask the question if there is no question with other faculty members, in that case, those faculty members who are interested to ask more than one question be allowed by the moderator.
- In last, the examiner is supposed to ask the questions and he/she has no limit in terms of a number of questions and depending upon the time.
- There should not be any argument during the question and answer session.
- The role of the supervisor will only be as an observer during the defense.
- The defense proforma is supposed to be filled and signed by the relevant people individually by the committee members and be handed over to the MS/PhD Coordinator/HoD/OGS.

D. SUMMARY OF MS/MPhil PROGRAM REQUIREMENT:

- **Years of Schooling:** Sixteen years of relevant schooling with high second division or equivalent from recognized Institutes/Universities in Pakistan or outside Pakistan.

- **Eligibility Criteria**: 2.5 CGPA in the last degree (if under semester system) or high Second Division Minimum 50 % marks (if under an annual system). And a minimum 50 % marks in overall Academic career.

- **NTS/IoBM Test:** Minimum 50% cumulative Score in NTS General or Minimum 60% cumulative Score in University Test.

- **Time duration:** The minimum duration of MS/MPhil is 1.5 years and the maximum is 4 years.

- **Total Credit hours:** For the award of MS/MPhil /Equivalent degree, the candidate will need to complete 24 credit hours of course work along with a minimum of 6 credit hours for research work/Thesis.

- **Supervisors:** Students are not allowed to register with a supervisor outside the university but with a relevant, eligible inside the university.

- **Number of Supervision:** A PhD supervisor supervises a total of a maximum of 12 students which is (5 PhD+7 MS/MPhil) and non-PhD supervisors can supervise a total of 5 Thesis.

- **Research proposal**: After the completion of required course work a student is supposed to choose the supervisor and submit a proposal to the Doctoral Committee through Coordinator.

- **Research Proposal Defense:** A student is supposed to defend the proposal in front of the doctoral committee before sending it to BASR for approval.

- **Approval of Research Proposal by BASR:** The research proposal is recommended by the Doctoral Review Committee before its submission for approval of the Board of Advanced Studies &Research (BASR) in a prescribed format.

- **Progress Review Report:** Minimum number of the meeting are required to be conducted between supervisor and student i.e. 10-12 each semester and research log is maintained as well.

- **Expert Evaluation:** The MS/MPhil Thesis is evaluated by the two External Evaluators and a Defense Examiners approved by the Board of Advanced Studies & Research (BASR).

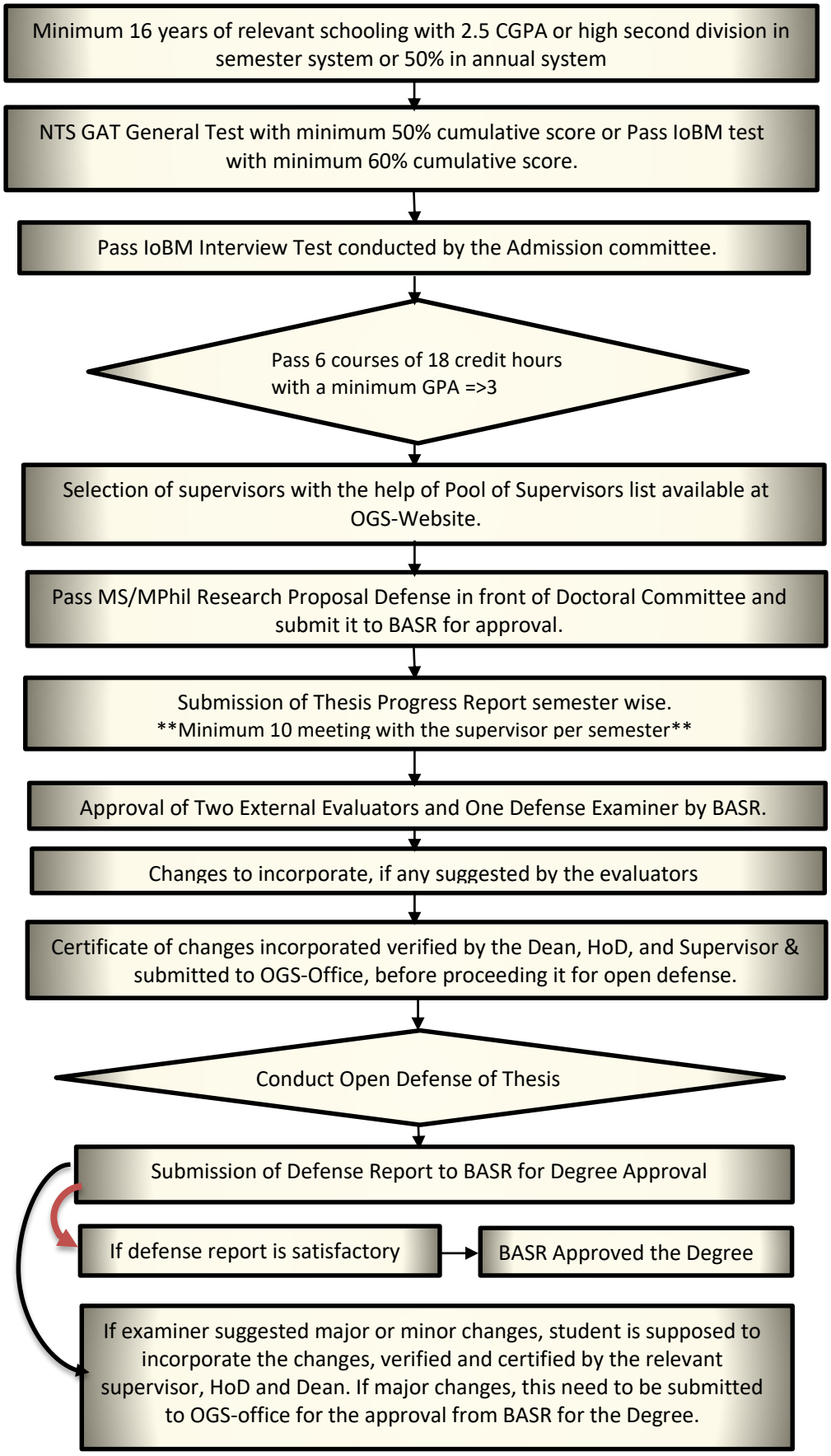
- **Open Defense:** An open defense of Thesis is held after positive comments of evaluation reports.

- **Plagiarism Test:** The document is checked through the Turnitin Software by a focal person and rate for similarity should be equivalent to or less than 19% and not more than 5% from a single source.

- **Copy of MPhil/MS Thesis to OGS:** Submission of 02 soft copies of the thesis in Pdf format and 04 hard copies on prescribed format for Department Office, IoBM Library, Supervisors & Student.

- **Degree Notification:** When all the requirement is complete, a notification for the award of the degree will be issued by the BASR Secretary.

E. **FLOW CHART FOR MS/MPhil PROGRAM**



F. MS/MPhil PROGRAM STRUCTURE

1. FACULTY/COLLEGE OF BUSINESS MANAGEMENT (CBM)

Students are supposed to complete 30 credit hours within a minimum of one and a half years with 8 courses (24 credit hours) and one thesis of 06 credit hours. The maximum duration of MS/MPhil program is 4 years.

Program Schedule

Year	Semester	MPhil/MS Work	Credit Hour	Total Cr Hrs
1	1	3 Courses	9	18
	2	3 Courses	9	
2	1	2 Courses	6	12
	2	Thesis	3	
	3	Thesis	3	

Programs offers:

- **MPhil in Business Management**

Course Structures:

- MPM601 Advance Qualitative Research
- MPM603 Advance Quantitative Research
- MPM605 Survey of Current Research Literature in B. Management
- MPM607 Corporate Governance and Strategy
- MPM609 Seminar in Human Resource Management
- MPM611 Advanced Corporate Finance
- MPM614 Advanced Marketing Strategy
- MPM616 Econometrics
- 0000000 Supervised Research/Independent Studies

Thesis (06 credit hours)

2. FACULTY/COLLEGE OF COMPUTER SCIENCES AND INFORMATION SYSTEM (CCSIS)

Students are supposed to complete a total of 30 credit hours as per HEC criteria in minimum one and a half years with 8 courses (24 credit hours) and one thesis of 06 credit hours.
The maximum duration of MS/MPhil program is 4 years.

Program Schedule

Year	Semester	MS/ Work	Credit Hour	Total Cr Hrs
1	1	3 Courses	9	18
	2	3 Courses	9	
2	1	2 Courses	6	12
	2	Thesis	3	
	3	Thesis	3	

Programs offers:

- **MS in Computer Science**

Core Courses

- CSC541 Advanced Research Methodology
- CSC543 Advanced Computer Architecture
- CSC543 Decision Theory
- CSC548 Advanced Analysis of Algorithms

Elective Courses (Any four)

- CSC456 Data Warehousing
- CSC562 Oriented Software Engineering
- CSC564 Software Requirement Engineering
- CSC571 Advanced Database Management Systems
- CSC574Distributed Systems
- CSC576 Parallel and Distributed Algorithms
- CSC467 Neutral Networks
- CSC466 Fuzzy Systems
- CSC561 Advanced Software Engineering
- CSC563 Software Quality Assurance
- CSC573 Data Mining
- CSC575 Parallel and Distributed Computing
- CSC578 Communication and Information Policy
- CSC582 Pattern Recognition

CSC591/592 Thesis (06 credit hours)

MS in Mathematics & Scientific Computations

Core Courses

- MTS614 Mathematics Statistics
- MTS615 Dynamical System
- MTS617 Advanced Numerical Analysis
- MTS618 Statistical Modeling and Computing

Elective Courses (Any four)

- MTS610 Calculus of Variation
- MTS612 Numerical Methods for ODEs and PDEs
- MTS620 Asymptotic Analysis
- MTS624 Advanced Fluid Dynamics
- MTS626 Advanced Convex Analysis
- MTS628 Advanced Numerical Optimization
- MTS630 Advanced Mathematical Physics
- MTS632 Advanced Variational Inequalities
- MTS634 Advanced Numerical Linear Algebra
- MTS636 Advanced Hilbert Space
- MTS640 Symmetry Methods for Differential Equations
- MTS641 Continuum Mechanics
- MTS642 Geometric Methods in Mechanics and Physics

Computation Concentration Research Thesis (06 credit hours)

MS in Statistics & Scientific Computations

Core Courses

- MTS611 Advanced Statistical Inference
- MTS614 Mathematical Statistics
- MTS617 Advanced Numerical Analysis
- MTS618 Statistical Modeling and Computing

Elective Courses (Any four)

- MTS647 Advanced Design of Experiments
- MTS648 Time Series Analysis
- MTS649 Stochastic Processes
- MTS650 Applied Regression Models
- MTS651 Theory and Practices of Forecasting
- MTS652 Statistical Quality Control

Computation Concentration Research Thesis (06 credit hours)

It is mandatory for research students of MPhil programs to attend research proposal /thesis defense/multi-disciplinary research seminars in each semester. Students must dedicate Saturdays (12:00 noon to 2:00 pm) for this attendance

3. FACULTY/COLLEGE OF ENGINEERING AND SCIENCES (CES)

Students are supposed to complete a total of 30 credit hours as per HEC criteria in minimum one and a half years with 8 courses (24 credit hours) and one thesis of 06 credit hours.
The maximum duration of MS/MPhil program is 4 years.

Program Schedule

Year	Semester	MS/ Work	Credit Hour	Total Cr Hrs
1	1	3 Courses	9	18
	2	3 Courses	9	
2	1	2 Courses	6	12
	2	Thesis	3	
	3	Thesis	3	

Programs offers:

MS in Engineering Management

Core Courses:

- MEM501 Project Management
- MEM502 Designs, Patents, Contract and Legal Engineering
- MEM503 Quality Processes for Design and Production
- MEM504 Research Methodology

Elective Courses (Any four)

- MEM505 Applied Engineering Analysis
- MEM506 Production System Design and Analysis
- MEM507 Operations Analysis & Resource Allocation
- MEM508 Operation Management
- MEM509 Simulation Modeling
- MEM510 Production Planning and Control
- MEM511 Advanced Practices in Engineering Management
- MEM512 Environmental and Safety Management
- MEM513 Industrial Costing Management
- MEM514 Technology Management
- MEM515 Lean Six Sigma & Lean Manufacturing
- MEM516 Marketing Management

MEM600 Research Thesis (06 credit hours)

It is mandatory for research students of MPhil programs to attend research proposal /thesis defense/multi-disciplinary research seminars in each semester. Students must dedicate Saturdays (12:00 noon to 2:00 pm) for this attendance

MS in Electrical Engineering

Core Courses:

- MEM504 Research Methodology
- MEM509 Simulation and Modeling
- MEM603 Independent Study
- EPE602 Power Engineering
- ELE602 Linear Control Theory
- ECE602 Wireless Communication

Electives Courses: (Any four)

Stream 1: Power System Engineering

- EPE611 Power System Analysis
- EPE612 Computer Methods in Power Systems Analysis
- EPE613 Power System Reliability
- CME602 Artificial Intelligence and Machine Learning
- EPE615 Renewable Energy Systems
- EPE616 Embedded Power Generations

Stream 2: Control Automation Engineering

- ELE612 Detection and Estimation
- ELE613 Adaptive Control Systems
- CME602 Artificial Intelligence and Machine Learning
- ELE615 Optimal Control Systems
- GSC601 Semiconductor Device Physics

Stream 3: Communication Systems & Networks

- ECE612 Information & Coding Theory
- MTH601 Stochastic System Process
- ECE614 Advanced Communication Systems
- ECE615 Advanced Computer Networks
- GSC601 Semiconductor Device Physics

MEM600 Research Thesis (06 credit hours)

It is mandatory for research students of MPhil programs to attend research proposal /thesis defense/multi-disciplinary research seminars each semester. Students must dedicate Saturdays (12:00 noon to 2:00 pm) for this attendance.

4. FACULTY/COLLEGE OF ECONOMICS AND SOCIAL DEVELOPMENT (CESD)

Students are supposed to complete 30 credit hours as per HEC criteria within a minimum of one and a half years with 8 courses (24 credit hours) and one thesis of 06 credit hours. The maximum duration of MS/MPhil program is 4 years.

Program Schedule

Year	Semester	MS/MPhil Work	Credit Hour	Total Cr Hrs
1	1	3 Courses	9	18
	2	3 Courses	9	
2	1	2 Courses	6	12
	2	Thesis	3	
	3	Thesis	3	

Programs offers:

- **MS in Economics**

Core Courses:

- ECO601 Microeconomics
- ECO602 Macroeconomics
- ECO603 Econometrics and Research Methods
- ECO607 Development Economics
- ECO606 Financial econometrics
- ECO608 Theory and Practice of Economic Policy

Elective Courses (Any four)

- ECO706 Monetary Economics
- ECO708 Mathematical Economics
- ECO709 Industrial Economics
- ECO710 Mergers, Acquisitions and Restructuring
- ECO711 Taxation and Business Strategy
- ECO712 Trade and Globalization

Research Thesis (06 credit hours)

- **MPhil in Organization Psychology**

Course Structure:

- MPP601 Qualitative research Methods in Psychology
- MPP603 Quantitative Research Methods in Psychology
- MPP605 Psychology Testing and Measurement
- MPP607 Independent Study in Organizational Psychology
- MPP609 Personnel Psychology at Workplace
- MPP611 Human Factors in Work Environment
- MPP613 Organizational Conflict & Management
- MPP615 Project Practicum in Organizational Psychology

MPP620 Research Thesis (06 credit hours)

MS in Education

Core Courses:

- MPE 604 Developing a research project
- MPE 608 Readings in education
- MPE 610 Philosophical Foundations in Education
- MPE 615 Qualitative research methods in education
- MPE 617 Statistical Testing and inferences in Education
- MPE 618 Policies and Education in Pakistan

Elective Courses:

- MPE702 Managing Higher Education Institutions
- MPE704 Strategic Management of School and Schools Systems
- MPE705 Economics of Education
- MPE706 Global Issues in Education

MPE790 Research Thesis (06 credit hours)

MS in English-Applied Linguistics

Core Courses

- MPL601 Qualitative Research Methods in Social Science
- MPL602 Contemporary Issues in Applied Linguistics Research
- Quantitative Research Methods in Social Science
- MPL604 Research Communication Skills

Elective Structures: Any Four

- MPL701 Language Assessment and Feedback
- MPL702 Research Perspectives on Social Language Acquisition
- MPL703 Language in Education and Development
- MPL704 Second Language Teacher Education
- MPL705 Teaching English in Difficult Circumstance
- MPL706 Psychology of Language Learning and Teaching
- MPL707 Directed Research Study
- MPL708 Research Colloquium

MPL715 Research Thesis (06 credit hours)

It is mandatory for research students of MPhil programs to attend research proposal /thesis defense/multi-disciplinary research seminars each semester. Students must dedicate Saturdays (12:00 noon to 2:00 pm) for this attendance.

Annexures

1.1 MS/MPhil Student Online Application Form

Application Date: ……..

For Semester: ☐Fall ☐Spring Year: _____

Student's Name: _____

Address: _____ Tel #_____

Proposed Area of Research: _____.

Qualifications

S#	Criteria	Year	Degree/Specialization	University/Institute	Years	Grade	Attached?
	Intermediate/A-Level						□ Y □ N
1.	Bachelors		1.				□ Y □ N
			2.				
2.	Masters		1.				□ Y □ N
			2.				
	Min 16 years			Total Years			

Entry Testing Requirements

3.	GAT General Test □ Y□N	IoBM Test □ Y □ N	**Statement of purpose**	□ Y □ N

Suggested Supervisor

4.	Suggested Supervisor(s)	Designation	Organization	Consent?
	1.			□ Y □ N
	2.			□ Y □ N

Letter of Recommendations

5.	Referees	Designation	Organization	Letter?
	1.			□ Y □ N
	2.			□ Y □ N

Employment History (if any)

Sr#	Designation	Organization	From	To
1.				
2.				
3.				

For Office Use Only

Recommended by

Panel Member-I

_____

Panel Member-II

_____

MPhil Coordinator/HoD

_____

Admission's Department

_____

Dean's Secretariat

_____

Approved by

OGS

Rector

1.2 Credit Transfer Form

Date: _____

Student Name: _____Reg. No_____

Field/Area of Research:_____

Previous Institute: _____ Previous Degree: _____

No. of Courses Passed: _____ Passing Semester: _____

Previous Courses Completed				IoBM Equivalence			Outline Matched (Yes/No)
Course Code	Course Title	Credit Hours	Grade	Course Code	Course Title	Credit Hours	

_____
MS/MPhil Coordinator/HOD

_____
Admissions Office

_____
Dean

_____
OGS

_____
Rector

Distribution:

- Student Registration File
- OGS Office
- Examination

2.1 Course Registration Form

Date: ……..

Student Name: …… Reg. No: ……

College/Department: ……

Field of Study……. Area of Research: ……

No. of courses passed: ……. CGPA: ….……

Semester applied for: ……

Course Code	Course Title	Credit hours	Approved

_____

MS/MPhil Coordinator/HoD

Dean

_____

OGS/R

2.2 MS/MPhil Students Status & Progress Tracking Form

To be updated every semester to track and document the changes in the scheduled commitments by the student

Personal Details (To be filled by student)

Date: _____

Student Name: _____

Reg. No.: _____

Field of Study: _____ Program: _____

Contact No: (Mobile) _____ Permanent: _____

Previous Qualification:

Bachelor: _____ Masters: _____ Years of Qualification: ____

Date of Admission / Semester: _____

Full / Part Time: _____ Research Group: _____

Supervisor/s:

Name: ……. Name…….

Signature……. Signature……..

MS/MPhil Milestones

Sr #	Milestone	Planned Term	Annex #	Remarks	Review-1	Review-2	Review-3	Review-4	Review-5
1	**GAT General Test**								
	Bachelors: No of Years								
	Masters: No of Years								
	HEC criteria for admission fulfilled								
	Supervisor								
	Co-Supervisor								
2	**Proposal Defense**								
3	**Submission to BASR for approval**								
4	**Thesis document completed**								
5	**Thesis checked against plagiarism**								
6	**Thesis evaluated by two experts**								
7	**Open Defense**								
8	**Approval of the thesis by BASR**								
9	**Submission of the thesis to OGS**								

Courses Registration: Planned vs Actual

	Business Management Course	Planned Term	Actual Term	Fee Paid	Registered	Remarks
1	Advanced Qualitative Research					
2	Advance Quantity Research					
3	Survey of Current Research Literature in Management					
4	Corporate Governance and Strategy					
5	Seminar in Human Resource Management					
6	Advanced Corporate Finance					
7	Advanced Marketing Strategy					
8	Econometrics					
9	Supervised Research					
10	Supervised Research					

	Others MS/MPhil Program Course	Planned Term	Actual Term	Fee Paid	Registered	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9	Supervised Research					
10	Supervised Research					

Student's Signature: _____ Date: _____

Supervisor/s:

Name: _____ Name: _____

Signature: _____ Signature: _____

MS/MPhil/PhD Coordinator/HoD: ……..

Copy to:
Dean,
OGS

2.3 Supervisor Selection Form

Date: _____

Student Name: _____ Reg. No. : _____

Area/ Field of Research: ……..…

Research Title: ……..

……..

Supervisor/s :

Name…

Last Degree and Designation: ……

Address: ……

Supervisor signature ……

Name: …….

Last Degree and Designation: …….

Address: ……

Supervisor signature: ……

Student's Signature: ……..

(Note: Supervisor's C V should be attached with this form)

_____

MS/MPhil Coordinator/HoD

_____

Dean

_____

OGS

2.4 Thesis Registration Form

Date: ……..

Student Name: …… Reg. No: ……

College/Department: ……

Field of Study……. Area of Research: ……

No. of courses passed: ……. CGPA: ….……

Semester applied for: ……

Course Code	Course Title	Credit hours	Approved

_____

MS/MPhil Coordinator/HoD

Dean

_____

OGS/R

2.5 Supervisor Change Form (if any)

Date: ……..

Student Name: … …… Reg. No.: …….

Field of Study: ……. Area of Research: ……

Research Title: ……..

College and Department: ……

Last Supervisor's Name: …… Last Degree……. Designation: ……

Address: …… Signature: ……..

New Supervisor/s:

Name: …… Last Degree: ……. Designation: ……..

Name: …… Last Degree: ……. Designation: ……..

New Supervisor's Signature: ……

Student's Signature …….

(Note: Supervisor's CV should be attached with this form)

MPhil/MS Coordinator/HoD

Dean

OGS Office

Distribution:
Rector
OGS

3.1 Guidelines for MS/MPhil Proposal Writing

A research proposal is a statement of precisely what the researcher is going to investigate and why, and the method s/he is going to follow in answering the questions posed. It deals basically with: (a) What the proposed research is about; (b) What it is trying to find out or achieve'(c) How it will go about doing that; and (d) What we will learn from it and why that is worth learning?

There are no rules governing the form and content of a research proposal. This varies depending on the unique nature of the problem to be studied. Yet, it is advisable to pay attention to the following step-wise outline for preparing a research proposal.

TITLE: Research proposal title should demarcate the main focus/ or theme of the proposed study.

1. **Introduction and Background of the Study:** The background and history highlight empirical foundations of research. The purpose of a background/history section is to give the reader the relevant facts about the topic and/or research site so that they understand the material or case in the proposal and how it links to the questions posed.
2. **Statement of the Problem:** Logically, the first step in any research is to provide a clear statement of the problem. This step is indispensable in the writing process in that it governs the organization and flow of the thesis/thesis. The purpose statement should provide a synopsis of the purpose of the study, briefly define and delimit the specific area of the research, identify the unit of analysis in the study, and foreshadow the hypotheses to be tested or the questions to be raised. A problem may be stated in terms of a verbal statement, i.e., "The purpose of this research is to examine..." or "This study aims at ascertaining …." The problem could also be stated in the form of a question like: "Why are Muslims divided?" or "What are the factors associated with the rise of hate crime against Muslims in the West?
3. **Justification of the Study/Problem:** In stating the problem, it is also necessary to specify why it is important and what new insights may be found. What would be its net contribution to the body of knowledge in the field, and/or towards solving the problems of the Society and humanity at large?
4. **Study Objectives**
5. **Literature review and conceptual/ theoretical framework:** A review of relevant literature is the third step and is of great significance. The literature review helps relate the proposed study to the larger ongoing discourse in the literature about a phenomenon, filling in gaps in the literature and extending earlier studies. The literature review is neither a chronological summary of related works nor a mere catalog of previous studies published in the field. A literature review is a well-organized critical appreciation of related and relevant literature conceptually integrated within the logic of the proposed investigation. The student should show whether other researchers have studied the same or similar problems before, from what perspectives have these studies been conducted, and whether these researches have been theoretically or empirically adequate.

6. **Research Questions/Hypothesis:** Theories suggest R/Q and hypotheses be tested. A hypothesis is a conjectural, conditional (if-then) statement linking two or more variables. Hypothesis grows out of theoretical or Conceptual frameworks.
7. **Theoretical/Conceptual Framework:** A research problem should, where possible, be set within the framework of a theory. A "theory" is a collection of interrelated law-like statements or hypotheses aimed at explaining a phenomenon. The theoretical or conceptual framework and the resultant hypotheses will identify and name the important variables to be studied. The student must identify the variables and define the variables or terms conceptually and operationally.
8. **Research Methodology**

   Research Methods and Procedures: The methods or procedures section is undeniably the heart of the research proposal. Yet, this section of the proposal has received insufficient attention in most of the Masters or MPhil proposals submitted for approval. This section normally includes four main areas: the type of study being conducted, data collection procedures, the sample selection and data analysis.
9. **Organization of Study/Proposed Chapter Outline:** Research proposals also contain a tentative chapter outline. It indicates the number of chapters the thesis or thesis is expected to be composed of. It gives the tentative chapter headings with brief annotations of expected chapter content.
10. **References, Bibliography and Appendices (if any):** The research proposal must contain a thorough, focused succinct references and bibliography. The candidate should follow the APA style. This will not be counted in the total count of words.
11. **Appendices:** The need for complete documentation generally dictates the inclusion of appropriate appendixes in proposals (if any/required). The Appendix should contain a copy of the instrument and other documents.

Basic Technical Requirements: The proposal should be a minimum of 5000 words approx. 10 pages with single spacing. References and appendices are excluded from the count of total words. Nevertheless, the proposal must be of adequate length to describe, in fair detail, the nature of the proposed project as outlined above. For other basic technical requirements (i.e. footnoting style, quotations, reference format, transliteration, layout for tables and figures) students are advised to follow APA style and an American spelling method.

3.2 Proposal Template

MS/MPhil Thesis Proposal Template (Front Page)

CONSUMER PERCEPTION TOWARDS FEMALE FASHION BRANDS IN KARACHI (Topic)

Student's Name
(Students ID #)

Supervisor/'s:
Dr. XYZ
Dr. ABC

DEPARTMENT OF ……..
COLLEGE OF …….
INSTITUTE OF BUSINESS MANAGEMENT (IoBM)
KARACHI, PAKISTAN

March, 2019

Consumer Perception Towards Female Fashion Brands in Karachi.

By ABC

1. Introduction

1.1 Introduction and Background Study

The background and history highlight the empirical foundations of research. The purpose of a background/history section is to give the reader the relevant facts about the topic and/or research site so that they understand the material or case in the proposal and how it links to the questions posed.

1.2 Problem Statement

Logically, the first step in any research is to provide a clear statement of the problem. This step is indispensable in the writing process in that it governs the organization and flow of the thesis/thesis. The purpose statement should provide a synopsis of the purpose of the study, briefly define and delimit the specific area of the research, identify the unit of analysis in the study, and foreshadow the hypotheses to be tested or the questions to be raised. A problem may be stated in terms of a verbal statement, i.e., "The purpose of this research is to examine..." or "This study aims at ascertaining …." The problem could also be stated in the form of a question like: "Why are Muslims divided?" or "What are the factors associated with the rise of hate crime against Muslims in the West?

1.3 Research Questions/Hypothesis

Theories suggest R/Q and hypotheses be tested. A hypothesis is a conjectural, conditional (if-then) statement linking two or more variables. Hypothesis grows out of theoretical or conceptual frameworks.

1.4 Study Objectives

1.4.1 ……..

1.4.2 …….

1.4.3 …….

2. Research Methodology/Research Design

The methods or procedures section is undeniably the heart of the research proposal. Yet, this section of the proposal has received insufficient attention in most of the Master's proposals submitted for approval. This section normally includes the following main areas:

2.1 Research Design

2.2 Sampling Method

2.3 Sample Size

2.4 Data Collection and tools

2.5 Data Analyses (Model if any proposed)

3. Literature Review and Theoretical Framework/Conceptual Framework

A review of relevant literature is the third step and is of great significance. The literature review helps relate the proposed study to the larger ongoing discourse in the literature about a phenomenon, filling in gaps in the literature

and extending earlier studies. The literature review is neither a chronological summary of related works nor a mere catalog of previous studies published in the field. A literature review is a well-organized critical appreciation of related and relevant literature conceptually integrated within the logic of the proposed investigation. The student should show whether other researchers have studied the same or similar problems before, from what perspectives have these studies been conducted, and whether these researches have been theoretically or empirically adequate.

3.1 Justification/importance of Study

In stating the problem, it is also necessary to specify why it is important and what new insights may be found. What would be its net contribution to the body of knowledge in the field, and/or towards solving the problems of the Society and humanity at large?

4. Organization of Study (Proposed Chapter Outline):

Research proposals also contain a tentative chapter outline. It indicates the number of chapters the thesis or thesis is expected to be composed of. It gives the tentative chapter headings with brief annotations of expected chapter content.

5. Research schedule:

Identify the major tasks involved in your proposed study and place and identify the length of time to complete the tasks and the order in which they will be done

6. References

7. Bibliography:

The research proposal must contain a thorough, focused succinct reference and bibliography. Business Management and Social Sciences Faculty is supposed to follow the APA referencing style whereas the IT and Engineering Faculty is supposed to follow the IEEE referencing style. The need for complete documentation generally dictates the inclusion of appropriate appendices in proposals (if any/required). The Appendix should contain a copy of the instrument and other documents like questionnaire etc. which are not supposed to go in the body of text.

8. Appendices (if any):

8.1 Questionnaire

3.3 MS/MPhil Thesis Proposal Defense Requisition Form

Date: _____

Student Name:_____ Reg. No.: _____

Field of Study: _____ Area of Research: _____

Research Title: _____

Student's Signature ----------

Supervisor/s :

Principle supervisor Name:_____ Co-supervisor Name: _____(if any)

Signature: _____ Signature: _____

MPhil/MS proposal defense will be held on _____ at_____ in _____
Date Time Venue

Proposal Defense Panel Members are:

1. _____
2. _____
3. _____
4. _____

_____ _____ _____
MS/MPhil Coordinator /HoD **Dean** **OGS**

3.4 BASR Proposal Sample

MS/MPhil Proposal Form for BASR

Date: ……	Program: ……
Name of Student: ……	Reg No…….
Name of Supervisor/s: ……	
Title of Thesis: ……	

Note: Font Size: 10 Times New Roman to be used and approximately 2500 word count.

Broad Area of Research

Study Objectives

The Problem Statement

Research Questions/Hypothesis

Research Methodology? (*Quantitative/Qualitative/Mix)*

MS/MPhil Research Proposal Review Form

S.NO	Experts/Members	Name	Signature
1.	Member -1		
2.	Member -2		
3.	Member -3		
4.	Program Coordinator (Observer)		
5.	Supervisor (Observer)		

- *The Research Thesis Proposal was reviewed through the presentation and found satisfactory.*

S.NO	Experts/Members	Major Comment's /Remarks if any	Signature
1.	Member -1 Name		
2.	Member -2 Name		
3.	Member -3 Name		

Note: This is to certify that the changes suggested by the Doctoral/Review Committee are incorporated.

Signature by:

Supervisor…… Head of Department: ..... Dean: .....

3.5 MS/MPhil Proposal Open Defense Form

Student details:

Name: …….. **Reg. No: …….**

Field of Study: …….. Area of Research: ……..

Research Title: ……

Student's Signature: ……..

Supervisor/s Details:

Supervisor 1: **Supervisor : 2 (If any)**

Name: …….. Name: ……..

Signature: …….. Signature: ……..

MS/MPhil Coordinator/HoD:

Name: …….. Signature: ……..

To be filled by the Defense Committee Members

Content	Good	Average	poor	Comments
Introduction: **a.** The student made a clear argument for the need to conduct research on his/her proposed topic. **b.** The scope of the student's research study is appropriate for the project. **c.** Student addressed the strengths and limitations of existing literature. **d.** The objectives of the study clearly stated.				
Literature review: **a.** Student provided a concise, well organized, and integrated review of relevant literature. **b.** A student identified an area of study that has relevance to the subject area and in which an original contribution can be made. **c.** Hypotheses/research questions were appropriate and clearly articulated.				
Methodology (where applicable): **a.** The research design is appropriate to address hypotheses/research questions.				

b. Student demonstrated an understanding of relevant constructs and variables to be utilized in his/her study. **c.** Sampling • Population • Sampling Method • Sample size appropriate **d.** A student identified and adequate statistical procedures to be used to analyze the data.				
Presentation: **a.** Student's presentation material is informative **b.** Student's answer to question reflected knowledge of his/her area of study**.**				
Academic Writing: **a.** The proposal meets MS/MPhil level academic writing standards **b.** Student clearly expressed his/her views when it comes to writing **c.** The overall quality of the proposal is acceptable.				

Note: This proposal evaluation form will be filled individually by the relevant panelists

Please Tick the appropriate: (√)

Accept the Research Proposal ☐

Accept with Minor Changes ☐

Accept with Major changes ☐

Research Proposal Rejected ☐

Other Comments if any (Please use additional sheet if required):----------
---

Panelist/Examiner Name: …… **Signature: …….**

HoD/MS/MPhil Coordinator: ……. **Signature: ……**

Relevant Dean: …….. **Signature: ……**

OGS/Rep: ……. **Signature: ……**

3.6 MS/MPhil Proposal Defense Approval

Date: _____

Student Name: _____ Registration No: _____

Field of Study: _____ Area of Research: _____

Research Title: ----------

Supervisor/s Name:---------- Signature:----------

Committee:

MS Coordinator/HoD: Name:_____ Signature:----------

Dean: Name: _____ Signature:----------

Subject Expert (if any): Name:---------- Designation:---------- Signature:----------

OGS Office /Rep: Name:---------- Designation:---------- Signature:----------

Note: Though it will be an open defense the quorum is at least three members from above

For Official Use

The above mentioned student has successfully defended his/her MPhil proposal and his/her name is recommended to Board of Advanced Studies & Research for approval._____

Supervisor/s:

Name: …… Signature: …….

Name: …….. Signature: ……

MS/PhD Coordinator/HoD: ……

Approved by the Board of Advanced Studies & Research in its meeting held on……

Secretary-BASR **Dean** **OGS**

3.7 MS/MPhil Supervised Research Log

Registration Year …….. **Semester:** (Spring/Fall) ***please tick (√)***

Student Name: ……..…. Reg. No: ……

Area of Research: …… Department/Subject: ……...

Supervisor's Name: ……..

Date & Duration	Assignment	Progress	Signature of Supervisor

Please tick the appropriate :***(√) Overall comments***

Satisfactory: …….. ☐

Unsatisfactory: ……... ☐

Supervisor **MPhil/MS Coordinator/HoD** **Dean**

Note: Supervisor is supposed to have at least 10-12 meetings in a semester and at the end of the semester, this log is supposed to be maintained and submitted to the relevant program coordinator and the OGS-office.

4.1 MS/MPhil Evaluators and Examiner Form for BASR

Name of student:
Name of supervisor/s:
Title of thesis:

External Evaluator -1 Name: ……. Designation: …… Highest Degree: …….. University: …… Area of Specialization: …… No of Years' Experience: Teaching…… others….. No of Stu Supervised: MS/MPhil…… PhD …… No of Publications: National ……. International …….. Postal Official Address: …….. Official Email: ……. Contact #: ……. Consent sought: CNIC Number: ……	**External Evaluator -2** Name: ……. Designation: ……. Highest Degree: ……. University: ……. Area of Specialization: …….. No of Years' Experience: Teaching…… others….. No of Stu Supervised: MS/MPhil…… PhD …… No of Publications: National ……. International …… Postal official Address: …… Official Email: …… Contact #: ……. Consent sought: …… CNIC #: …….
External Evaluator 3 Name: ……. Designation: …… Highest Degree: …….. University: …… Area of Specialization: …… No of Years' Experience: Teaching…… others….. No of Stu Supervised: MS/MPhil…… PhD …… No of Publications: National ……. International …….. Postal official Address: …….. Official Email: ……. Contact #: ……. Consent sought: CNIC Number: ……	**External Evaluator 4** Name: ……. Designation: …… Highest Degree: …….. University: …… Area of Specialization: …… No of Years' Experience: Teaching…… others….. No of Stu Supervised: MS/MPhil…… PhD …… No of Publications: National ……. International …… Postal official Address: …….. Official Email: ……. Contact #: ……. Consent sought: CNIC Number: ……
Defense Examiner 1 Name: ……. Designation: …… Highest Degree: …….. University: …… Area of Specialization: …… No of Years' Experience: Teaching…… others….. No of Stu Supervised: MS/MPhil…… PhD …… No of Publications: National ……. International …….. Postal official Address: …….. Official Email: ……. Contact #: ……. Consent sought: ……. CNIC Number: ……	**Defense Examiner 2:** Name: ……. Designation: …… Highest Degree: …….. University: …… Area of Specialization: …… No of Years' Experience: Teaching…… others….. No of Stu Supervised: MS/MPhil…… PhD …… No of Publications: National ……. International …… Postal Official Address: …….. Official Email: ……. Contact #: ……. Consent sought: ……. CNIC Number: …….

Note: A brief profile of the Evaluators and Examiners are to be submitted to OGS-Office while sending the names for approval to BASR

4.2 MS/MPhil Thesis Evaluation Report Form

Student's Name: **.....** Registration No: **…….**

Department**: …….……...** Faculty: **CESD/CBM./CES**

Research Title: **"…….**

To be filled by the Thesis Evaluator **(please tick (✓) the appropriate)**

Observations	Good	Fair	Poor	N/A
A student identified an area of study in which an original contribution can be made.	□	□	□	□
Title of the thesis is relevant and appropriate.	□	□	□	□
The student made a clear argument for the need to conduct research on his/her topic/Justification	□	□	□	□
Hypotheses / Research Questions were appropriate and clearly articulated.	□	□	□	□
The scope of the research study is appropriate.	□	□	□	□
Theoretical implications of the study are appropriate.	□	□	□	□
The thesis is structured that introduces main and subheadings	□	□	□	□
Supporting literature was provided for hypotheses/research questions (if any)	□	□	□	□
A thorough and critical approach to the literature is demonstrated.	□	□	□	□
The purpose of the study was clearly stated.	□	□	□	□
The research design is appropriate to address hypotheses/research questions	□	□	□	□
Estimated number of participants /Sample is appropriate for the study.	□	□	□	□
Description of measures to be used in the study is provided.	□	□	□	□
Data collection procedures are appropriate and clearly articulated.	□	□	□	□
A student identified and adequately described statistical procedures used to analyze the data.	□	□	□	□
Student adhered to guidelines set forth by the APA/IEEE. APA style in case of management and social sciences and IEEE in case of computer & Engineering.	□	□	□	□
The thesis is well organized, written in a clear, concise, and grammatically correct in all aspects.	□	□	□	□
The conclusion drawn is based on the question raised/hypothesis developed and discussed in results	□	□	□	□

Full Name of Evaluator: ….……

Designation: …….

University Address: ……

Signature: ……

Cont. to Pg. 2

Name: …….. Department: ……..

❖ **Please tick (√) the appropriate**

The Student meets the minimum expected level of competency for subject thesis ---------
The Student does not meet the minimum expected level of competency for subject thesis ---------

❖ **In the view of the above (Please tick (√) the appropriate):**

- ☐ The thesis merits the award of the MS/MPhil degree.
- ☐ The thesis merits the award of MS/MPhil degree after minor changes as suggested.
- ☐ The thesis merits the award of MS/MPhil degree after major revision as suggested.

Please Tick (√) the appropriate, if major changes required:

a) The document is supposed to be sent back for re-evaluation after incorporating the major changes suggested.

b) Subject expert is authorized to review the changes incorporated.

- ☐ The thesis does not merit the award of MS/MPhil degree and is rejected.

❖ **Overall Comments in General:**

A. **Major Strengths** (Please specify)

……
….
……
……
……
……..

B. **Major Weakness** (Please Specify)

……
……
……
……
…….

❖ **General Comments: (Please highlight the comments if any in the light on remarks on the previous page like Fair/Poor etc.**

Please use additional sheet if required

……
……
……
……
……
……
……
……

Full Name of Evaluator: ….……

Designation: …….

University Address: ……

Signature: …….

4.3 MS/MPhil Thesis Defense Requisition Form

Student Name: _____

Reg. No.: _____Program: _____

Field of Study: _____ Area of Research: _____

Research Title: _____

Supervisor/s:

Name: _____ Name: _____

Signature: _____ Signature: _____

Program Starting semester and Year: _____ Suggested Date for Defense: _____

Suggested Venue for Defense: _____

Similarity Index Checked which less than 19 % …Y ……. N

As approved by the BASR Examiners

1. _____

Internal Defense Committee Members:

1. MS/MPhil Program Coordinator /HoD
2. Relevant Dean
3. External Examiner
4. OGS/Rep

_____	_____	_____	_____
Supervisor/s	**MS/MPhil Coordinator/HoD**	**Relevant Dean**	**OGS**

4.4 MS/MPhil Thesis Open Defense Form

Student Name: ……. Reg. No……..
Field of Study: ……. Area of Research: ……
Research Title: …….

Supervisor/s:
Name: …….
Signature: …….

Note: This part is supposed to be filled by the relevant Head/Phd program/PhD coordinator or relevant Academic office.

To be filled by Examiner and Defense Committee Members

Content	Good	Fair	Poor	Comments
The abstract **1.** It is self-contained and unambiguous, contained a statement of the problem, explanation of approach and principal results.				
Introduction: **1.** The student made a clear argument for the need to conduct research on his/her proposed topic. **2.** The scope of the student's research study is appropriate for the project. **3.** Student addressed the strengths and limitations of existing literature. **4.** The purpose of the study was clearly stated.				
Literature review 1. A student identified an area of study that has relevance to the subject area and in which an original contribution can be made. 2. A student placed his/her study in the context of previous work in the area. 3. Hypotheses/research questions were appropriate and clearly articulated. 4. Student provided a concise, well organized, and integrated review of relevant literature. **5.** Supporting literature was provided for hypotheses/research questions				
Methodology (where applicable) 1. The research design is appropriate to address hypotheses/research questions. 2. Student demonstrated an understanding of relevant constructs and variables to be utilized in his/her study. 3. Analysis to estimate sample size. 4. Estimated number of participants is appropriate for the study. 5. Description of measures to be used in the study is provided. 6. Relevant forms of reliability and validity studies are provided.				

7. A student identified and adequately described proposed statistical procedures to be used to analyze data.				
Results (for quantitative study) 1. Provided major findings **2.** Results are convincing and support objectives/Research question				
Summary and Conclusion 1. Provided summary or conclusion regarding the significance of work **2.** Conclusion relates with earlier studies and objectives of the research				

Please tick (√) the appropriate:

-------- Yes, the student meets the minimum expected level of competency for subject thesis

-------- No, the student does not meet the minimum expected level of competency for subject thesis

In the view of the above (Please tick (√) the appropriate):

- ☐ The thesis does not merit the award and is rejected.
- ☐ The thesis needs minor modifications as suggested.
- ☐ The thesis merits the award of MS/MPhil degree after major revision as suggested.
  Please Tick (√) the appropriate, if major changes required:
  a. The document is supposed to be sent back for re-evaluation after incorporating the major changes suggested. ☐
  b. Subject expert is authorized to review the changes incorporated ☐
- ☐ The thesis doesn't merit the award of MS/MPhil and is rejected.

1. <u>Overall Comments in General:</u>

A. **<u>Major Strengths</u>** (Please specify) …… …….
……
……

B. **<u>Major Weakness</u>** (Please Specify) … ……
……
……

2. Specific Comments (Please highlight the comments if any Fair/Poor suggested above).
Please use additional sheet if required

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Full Name of Evaluator: ….……

Designation: ……..

University Address: ……

Signature: ……

Names and Signatures:

Supervisor/s	**MS/MPhil Coordinator/HoD**	**Dean**	**OGS**

4.5 MS/MPhil Thesis Defense Certificate

Student Name: _____ Reg. No: _____

Field of Study: _____ Area of Research: _____

Research Title: _____

Supervisor/s:

Name: _____ Name: _____

The above-mentioned student has successfully defended his/her MPhil/MS thesis in an open defense and his/her name is recommended to the Board of Advanced Studies & Research for approval.

_____	_____	_____	_____
Supervisor/s	**MS/MPhil Coordinator/HoD**	**Dean**	**OGS**

Approved by the Board of Advanced Studies & Research in its meeting held on _____

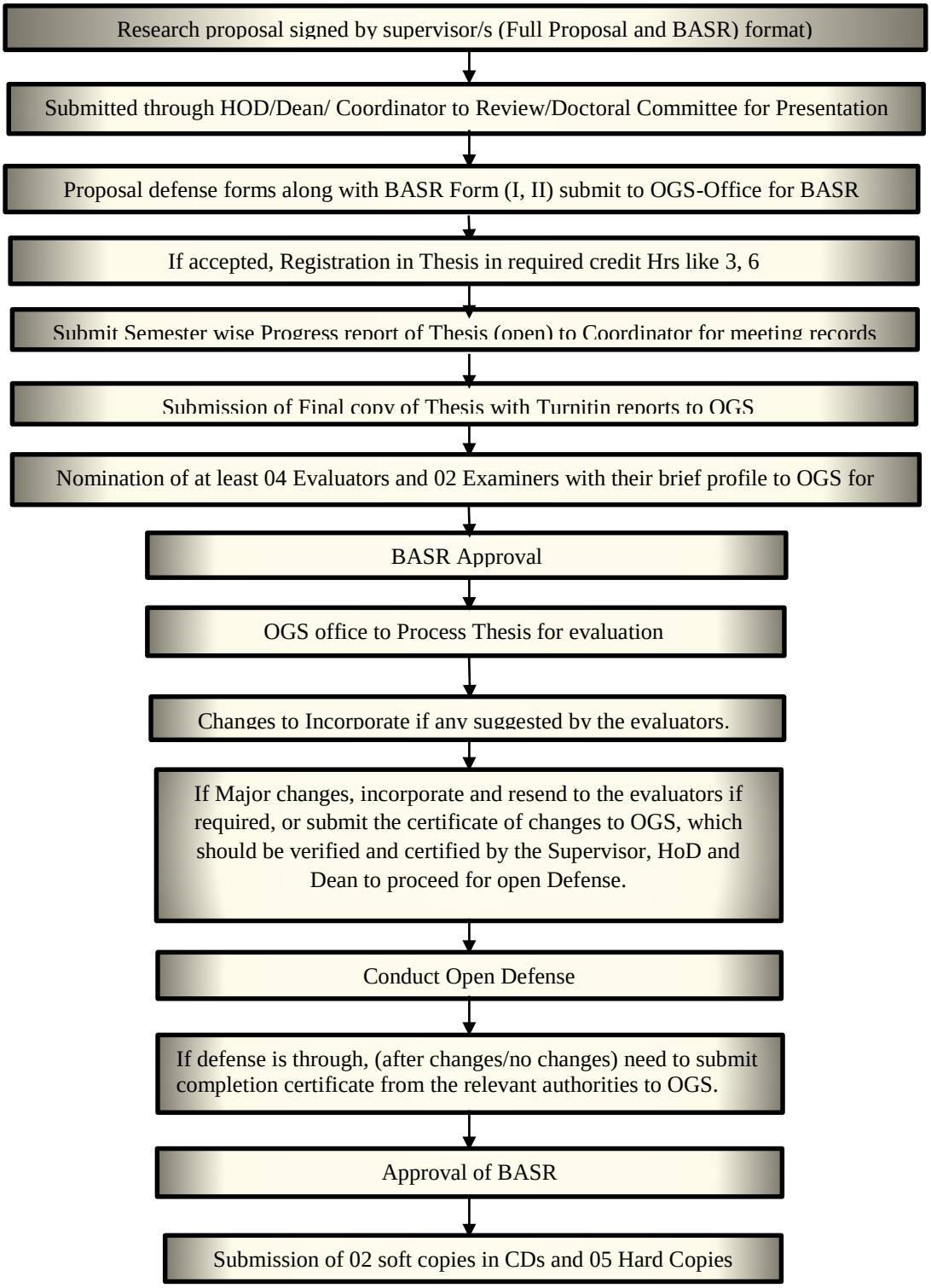
Student Name: _____ Reg. No: _____

Field of Study: _____ Area of Research: _____

Research Title: _____

_____	_____	_____	_____
Secretary BASR	**Dean**	**OGS**	**Rector**

4.6 MS/MPhil Thesis Process Protocol



4.7 Checklist as per HEC Requirements for MS/MPhil

Students Name: _____ Student ID: _____

Department/College: _____ Degree in area: _____

Please Tick (√) the appropriate:

Eligibility Criteria for MS/MPhil Degree:		
1.	16 Years of Relevant Education	
2.	Minimum 2.5 CGPA in the last degree under semester system or minimum 50% marks in overall Academic career (if under annual system), 5C' in O-Level and 2C's in A-Level exam excluding General paper and Urdu or equivalent.	
3.	Success in aptitude test and interview conducted by IoBM Admission committee.	
4.	Minimum 50% cumulative score in GAT general and 60% IoBM test as required by HEC	
5.	All relevant documents submitted	

Program Completion Requirement:		
1.	8 Courses completed and passed as per IoBM/HEC Policy (24 credit hours)	
2.	Pass MS/MPhil proposal/Synopsis Defense	
3.	BASR approval for MS/MPhil Proposal	
4.	Completion of MS/MPhil Thesis (6 credit hours)	
5.	Similarity/Plagiarism of Thesis checked through Turnitin software and found less than 19%	
6.	Two externals evaluated thesis (After the approval of BASR)	
7.	Changes if any incorporated	
8.	Selection of defense examiner by BASR	
9.	Open defense of Thesis	
10.	Finalization of Thesis in the light of Examiners comments if any	
11.	Completion of IoBM/HEC requirement (if any other than above)	
12.	Completion of Students file.	
13.	Finalization of Thesis as per IoBM format and BASR approval.	
14.	Submission of 02 Thesis copies in CD and Hard copies.	
15.	Thesis completion certificate by the Supervisor, Program Coordinator, Dean and OGS.	
16.	Award of Certificate/Degree	

Signed and stamped by:

_____	_____	_____	_____
Supervisor/s	**MPhil/PhD Coordinator/HoD**	**Dean**	**OGS**

OGS

Office of Graduate Studies

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