



Ph.D. Manual

Eligibility, Procedures, Processes and Format Document

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Preface

The major objective of IoBM's PhD 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 impact factor journals and recognized by the industry.

The purpose for compiling this document/manual is to: facilitate the student in understanding the procedural requirements for PhD completion, formalize the procedures related to the requirements of PhD Degree, communicate the procedures for completing the PhD requirements to all stakeholders, have the uniformity in the preparation of Dissertations in all aspects at the Institute/ University and to put together all the PhD related forms in one document, and keep them synchronized. All students are expected to follow these guidelines when submitting their respective dissertation for evaluation.



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A. PHD PROGRAM ELIGIBILITY AND COMPLETION REQUIREMENTS:

1. Eligibility Criteria:

Following is the eligibility criteria for Admission in PhD program:

- A minimum 3.00 CGPA on a scale of 4.00 (or overall 60% marks) or equivalent
- A minimum of 18 years of relevant schooling that corresponds to MS / M.Phil. or equivalent degree from HEC recognized institutions. Students with MBA degree have to do at least four pre-requisite courses to be recommended by the admission committee.
- In the case of GAT Subject test (<http://www.nts.org.pk/GAT/GATSubject.asp>) a minimum of 60% marks is required to pass the test and in case of GRE subject, the minimum acceptable score will be 60% percentile : Valid for Admissions thereafter.
- In case university opt NTS subject test, then a University Committee consisting of at least 3 PhD faculty members in the subject area and approved by the HEC will conduct the Test at par with GRE Subject Test or equivalent and qualifying score for this will be 70% score.
- Pass interview conducted by the Admission Committee (Head of MS/MPhil & PhD program, relevant Dean and the OGS/Rep.
- Meet other HEC stipulated requirements if any announced by the HEC or IoBM.

2. PhD Program Duration:

- PhD requires completion of total 48 credit hours consisting of: 06 courses (6*3=18 credit hours) + 01 dissertation of total 30 credit hours.
- Minimum duration of the degree is 03 years and maximum 08 years (*including freezing period (if any)*).

3. PhD Program Completion Requirements:

A PhD student must additionally complete the following requirements for the award of degree:

- Pass Comprehensive Exam.
- Pass PhD Proposal/Synopsis Defense
- BASR Approval of PhD Proposal/Synopsis
- Evaluation of Dissertation by 02 Evaluators from technological advanced countries and approval by BASR.
- PhD students are supposed to submit the GAT score of a minimum 60% marks up to 1st semester of PhD.
- Student can freeze maximum up to 03 semesters subject to the genuine problem and an approval from the relevant PhD Coordinator/HOD and Dean. Application is supposed to be kept in students file for record
- As per HEC Policy, students are not allowed to register with a Supervisor from outside the university as a main supervisor



- Research student is supposed to register each semester in the required credit hours of Dissertation (3, 6, and 9) and will pay the fees accordingly.
- Students can take full load only in Fall and Spring semesters but in Summer semester, only deficiency or failed courses will be allowed.
- Student can register in 3, 6 and 9 credit Hours per semester. 09 credit hours once only in dissertation with the approval of Supervisor, HoD/Dean subject to the progress of the student in the previous semester/s.
- Supervisor is supposed to get the remuneration of dissertation supervision at the end of each semester after the submission of students' progress report and meeting record. (Atleast 10-12 meetings a semester). Remuneration will be paid as per number of credit hours registered by the students.
- Maximum number for supervising dissertation is 05.
- Dissertation open Defense conducted by the committee consisting of: relevant Program HoD/Coordinator PhD program (as Secretary), relevant Dean, one External Examiners, one Internal Examiners (as a subject Specialist) and OGS/Rep.
- Publication of at least one research paper based on the PhD research in an HEC approved "X" category journal is a requirement for the award of Ph.D. degree ("Y" in case of Social Sciences only).
- Final Dissertation Submission to BASR
- Passing grade for Ph.D. courses is 'B- 'and above.
- Color of Ph.D. Dissertation is Black
- Submission of 04 soft copies of Dissertation in CD with PDF format and 06 hard copies for HEC-PCD, Copy right, Department, Supervisors, IoBM Library & OGS-Office
- Completion of students file in all aspects, provided checklist in OGS website and manuals
- Notification of the award of PhD Degree should be published in local new paper as per HEC guidelines.
- Open defense should be publicized through new papers, IoBM website and IoBM notice Board.
- Submission of PCD and personal details proforma provided by HEC.

B. DETAILS OF THE PROCEDURE AND THE APPROVALS:

1. Admission Process:

- Checking admission eligibility requirements and documents,
- Preliminary interview by the admission office
- Admission process
 - Submit online application form (Form 1.1 PhD student Application Form)
 - Formal panel interview by the committee
 - Issuance of admission letter
 - Payment of fees
- If applicable, apply for any credit transfers (Form 1.2 Credit Transfer Form)
- Course Registration form (Form 1.3 Course Registration Form)
- PhD Students Status & Progress Tracking Form (Form 2.2 PhD status and Progress Tracking

2. Comprehensive Exam:

- The comprehensive exam will be conducted after completion of coursework with minimum 3.00 CGPA.
- Applications can be submitted any time during the year to PhD Program Coordinator/HoD using (Form Comprehensive Exam Guidelines (Form 3.1)
- Comprehensive Exam (Form 3.2)
- PhD Program Coordinator/HoD to formally send the form # 3.2 to the Examination Department with copy to Dean and Supervisor.
- On receipt of official notification from the PhD Program Coordinator, a Committee consisting of at least three PhD members: two from Internal Department and one may be opted from External will set the comprehensive exam paper as per the format given in 3.1 Comprehensive Exam.
- Comprehensive paper will be submitted to the Examination Department at least one week before the date.
- Institutions shall retain all the question papers in safe custody in their Examination record till as per IoBM discard policy.
- Formal emails and notifications from Examination department will be announced one week before the examination date and copies should be sent to Supervisor, HoD, Dean, OGS Office, Office of the Registrar, Office of the Rector and on Notices Board as well.
- Examination department will conduct the exam with the consent of the department and submit the answer sheets to subject expert/s for assessment.
- The answer copies will be checked with in one-week time and result to be submitted to the Examination department.
- Passing marks for comprehensive exam would be 60% marks out of total.
- The Notification of the results will be sent by the Exam department to the relevant Department, OGS -Office, Record Office and Registrar office.

- ❖ **Part A - Written Comprehensive Examination.** Question papers for the written comprehensive examination shall be prepared by the committee and test exam will be supervised by the Controller of Exam. The comprehensive examination shall be based on



the entire PhD coursework plus subjects considered essential for the intended area of research. It shall consist of two papers, one covering student's major area of research and the other covering the allied or supporting subjects. The minimum pass marks for each paper in Part A shall be 60%.

- ❖ **Part B - Oral Examination.** The Dean will chair the Oral Comprehensive Examination along with the following members: HoD/Dean, Subject Expert/s and OGS Office.

3. PhD Proposal Development:

- Student will prepare the proposal as per the standard guidelines (Annexure 4.1).
- Template of PhD Proposal is also given in Annexure 4.2.
- Supervisor will forward the proposal to PhD Program Coordinator using (4.3 PhD Proposal Defense Requisition) along with hard and soft copies of the proposal.
- PhD Program Coordinator/Head of Program will conduct the plagiarism check of Proposal by using required software (i.e. Turnitin).
- If PhD proposal is found in compliance with general guidelines and within the allowed limits of similarity index, format and other requirements, PhD Program Coordinator will announce the date for the PhD proposal defense with the mutual consent of the relevant people.
- At least one relevant expert in the field will be invited as a member by the consent of Supervisor and OGS.
- At least one week before the Proposal Defense, an official notification will be generated by the PhD program Coordinator to student, supervisor, subject expert, Dean and OGS.

4. PhD Proposal Defense:

- PhD Candidate to submit the proposal requisition form to the PhD Program Coordinator. Supervisor approved dissertation proposal be attached with (4.4 PhD Proposal Defense) signed by the supervisor.
- HoD/Dean relevant PhD Program to recommend the defense committee members. Members consists of: two subject experts, relevant HoD/Dean and OGS/Rep to be the permanent member of defense committee.
- Head of PhD Program to have a sufficient list of subject experts to choose for defense committee
- PhD Program Coordinator/HoD to send request to committee members and wait for their confirmation for a week.
- External committee members, if required will be recommended by the supervisor and approved by the OGS or Dean.
- PhD Program Coordinator/relevant HoD to propose the date for open defense on the convenience and at least one-week prior information to be sent to the relevant people.
- Proposal defense evaluation form (4.4 Proposal Defense Form) to be used by the committee
- PhD Program Head/Coordinator to compile the results and announce the result preferably within a couple of days and inform the committee members, supervisor/s and the candidate.

- Any changes recommended by defense committee will require candidate to incorporate and get its approval from the relevant Dean/HoD, after certifying the changes from the relevant Supervisor and then submit to OGS Office.
- In case of research proposal, minimum 02 weeks are required for minor changes and 04 weeks for major changes. In case if the research proposal is rejected by the majority reviewer, in that case everything need to be revised and to re-submit in not less than 08 weeks.
- Once the proposal is approved by the committee, it will be forwarded to BASR. With the cover letter to be signed by Supervisor (4.5 PhD Proposal Defense Approval

5. Completion of PhD Research:

- The students must meet the expected deliverable for each such enrollment. It is expected that the student would complete the following tentatively in each such enrollment:
 - Proposal Defense
 - Related Research/Literature Review
 - Model/Theory Development and Finalizing of Methodology
 - Data Collection and Analysis
 - Dissertation writing
- Enrollment in Dissertation is necessary. At least five enrollments are required. Student is not supposed to register more than six credits in a regular semester and 03 credits in summer semester.
- Candidate and Supervisor are supposed to meet on regular basis (at least after every 15days)
- Supervisor is supposed to maintain the record of progress meetings (5.1 PhD Supervised Research Log).
- This log (form 5.1) is supposed to be submitted to the PhD Coordinator/HoD after every semester.
- During the research, if there is any misunderstanding/problem to the Supervisor or student, they should immediately inform in writing to the relevant PhD Coordinator/HoD.

C. General Regulations and Format of Dissertation:

1. General Regulations

- Include documentary evidence to show that the Thesis Evaluation Committee has approved the Dissertation.
- The Dissertation must be printed in black ink. Only highest quality of print and duplication will be accepted. Broken, uneven, blurred or light print will not be accepted.
- Copies which are disfigured by correcting fluid or correcting tape will not be accepted.
- Text should appear on one side of the paper only.
- All photographs and reproduction of photographs (if any) must be of excellent quality.
- The pages of the Dissertation should be complete, numbered and properly collated. If the Dissertation is with missing pages; it may delay in processing or will not be processed.
- The spelling, grammar and language of the Dissertation should be carefully checked and errors rectified. It should be noted that IoBM follows the American style of spelling.
- The paper selected for dissertation should be of international standard A- 4 size (i.e. 8.5 inches by 11 inches), white, acid free paper (of about 80 grams), and must be used throughout each copy of the Dissertation. Acid free paper is required to be used to preserve the quality of the manuscript.

2. Ordering of items for the Dissertation

- Title page [Annexure 6.A]
- Dedication (optional)
- Acknowledgement (Any special assistance given should be stated) [Annexure 6.B]
- Author's Declaration [see template in manual and OGS website]
- Plagiarism Undertaking [see template in the manual and OGS website]
- Forwarding Sheet [see template in the manual and OGS website]
- Certificate of Approval [see template in the manual and OGS website]
- Notification [see template in the manual and OGS website]
- Examination Report [see template in the manual and OGS website]
- Table of contents [see template in the manual and OGS website]
- List of tables (if any)
- List of figures (if any)
- List of terms, symbols or abbreviations (if any)
- Abstract
- Body of text [chapters 1 to Chapter 5/6]
- Endnotes (if any)
- References
- Bibliography, (if required)
- Annexures/Appendices (if any)

3. Abstract

- Every Thesis/Dissertation should have a structured abstract. Generally, for PhD dissertation, the abstract should be of approximately 500 words.



4. Font and Font Size (Times New Roman):

- Font size 12 for the text of Dissertation.
- Font size for title page 18-22
- Font size 12-14 for Headings and Subheadings
- Condensed type is not acceptable.

Chapter title, 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.

5. Citation/Reference Style:

- Reference should be made to the Publication Manual of the American Psychological Association (APA), 5th Edition and later, and for IT and Engineering departments IEEE referencing style is required.

6. Endnotes (if any):

- Each note should cite an authority for statement in the text. Endnotes should be placed at the end of dissertation before the references page.
- Separate endnotes from the text with a line, and leave one single line of space between the line and the first endnote.

7. References:

- The Reference List should cite all the literature referred to in the text of Dissertation. Individual entry should not be split over two pages. If an entire entry does not fit on one page, place the entire entry on the next page.

8. Line Spacing in the Text:

- The space between rows of text should be 1.5 lines. However, long quotations may be single line spaced and indented.

9. Chapter title heading and sub--headings:

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

10. 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 numbers should be printed at the bottom of the page and centered and should be approximately three quarters of an inch from the Paper'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 chapter pages, illustrations, figures, tables, references and appendices/annexures should be numbered in consecutive order in Arabic numerals (e.g. 1, 2, 3, 4, 5, etc.).

11. Declaration:



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

12. Dissertation Binding and Color:

- Supplementary material such as computer discs, folder maps and other large folded sheets (if any) can be placed in a pocket inside the back cover of the bound dissertation.
- The candidate's surname and initial, a short title, the title of the degree and the year should be printed on the spine. Lettering on the spine should read from top to bottom.
- Black Color with embossed gold lettering IoBM logo to be printed on the Dissertation front hand bound cover.

13. Length of PhD Dissertation:

- As far as the length of Dissertation is concerned, it varies from subject to subject and the policies of the universities. The word limit of PhD dissertation should be minimum of 60,000 words with approximately 150 pages with 1.5 spacing. Endnotes, references and text within tables are not to be counted within the word-limit. Appendices and bibliographies (if any) are also excluded.

14. Electronic Version:

- The Institute (IoBM) requires electronic submission of all dissertation in 5 CDs copies which should be kept by the relevant department, Central library, OGS Office, one for HEC-PCD and for one for Copyright.
- The document should be in PDF format. No compression or password protection should be employed. It is the Author's responsibility to ensure that the PDF version of the dissertation matches, for completeness and fidelity, with the print version of the dissertation.

15. Publication Requirement & Plagiarism check:

- List of publications in recognized journals with the affiliation to IoBM and their links to be available on IoBM website (or any other convenient location).
- After getting the Dissertation plagiarism checked, student will submit the PhD Dissertation defense requisition form to PhD coordinator (7.2 PhD Defense/ Viva Requisition).

16. Selection of External Evaluators by BASR:

- Supervisor will propose the names of at least 6 PhD experts - 2 local and 4 foreign (as per HEC policy) on the subject area and submit the same to BASR for approval BASR evaluators and Examiners Form
- Out of 6 PhD Evaluators on the subject area, 3 of them will be on the priority list while the rest will be substitute in case anyone from the priority list isn't available, OGS office is authorized to select an alternative evaluator from the submitted recommended list.

17. Evaluation of PhD Dissertation:

- Dissertation submission to foreign faculty members and receiving of their evaluation +Expected evaluation time is 2 months,
- The reminders are supposed to go to the evaluators after 6 weeks, if delay in response
- If the evaluator is not responding with in given time, the new recommendation for evaluation is required.



- Minimum time required to incorporate the minor changes for PhD dissertation is 06 weeks and for the major changes 12 weeks

18. Open Defense of PhD Dissertation:

- 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, signed by the relevant HoD/Dean and submitted to OGS office.
- Defense committee members consist of: Supervisor (as an observer), HoD /Relevant Dean, 1 -2 Subject Expert/s, OGS/Rep and an External Examiner (*finalized by BASR*).
- The PhD Dissertation open defense date to be decided by the relevant HoD/Dean with the consent of Supervisor, Relevant External Examiners, and the OGS office.
- PhD dissertation open defense evaluation form to be submitted to the relevant members by the PhD Program Coordinator.
- In case of changes by Defense examiner, revised dissertation is supposed to be submitted with in due time as per policy for the BASR approval.
- Final dissertation will be sent to IoBM Turnitin Focal Person for the official check of similarity.

19. Final Dissertation submission:

- Dissertation copy
- Defense committee acceptance report (10.1 PhD dissertation Defense Certificate)
- Publication/acceptance letter of one paper at least in HEC recognized journal (Y in case of Management and Social Sciences and X in case of sciences).
- Open defense committee report.
- After the approval of BASR, degree notification will be issued



D.

PhD Program

The aim of PhD program at IoBM is to promote scholarship, research, and service at an academic level. The doctoral program is one of the highest degree of excellence at the Institute of Business Management for faculty and candidates alike to remain updated in the current research literature, and to conduct social relevant and intellectually competent research in the specialized area. This program will address research competencies with a range of courses in the relevant field.

1. College of Business Management (CBM)

(Human Resources, Management, Marketing and Finance)

PhD Program Structure

Students are supposed to complete a total of 48 credit hours as per HEC criteria in minimum 3 years with 6 courses (18 credit hours) and a dissertation of 30 credit hours. The maximum duration of PhD program is 8 years.

Year	Semester	PhD Work	Credit Hour	Total Cr Hrs.
1	1	3 Courses	9	18
	2	3 Courses	9	
2	1	Research	6	30
	2	Research	6	
	3	Research	3	
3	1	Research	6	
	2	Research	6	
	3	Research	3	

Pre-requisites:

- MPM601 Advanced Qualitative Research
- Research Methodology (those who are deficient or have not done before)
- MPM603 Advanced Quantitative Research
- MPM610 Supervised Research Study (IS/Individual based)
- MPM616 Econometrics

Semester One

- Directed Research Elective I
- Directed Research Elective II
- Exploratory Research Elective I

Semester Two

- Directed Research Elective III
- Directed Research Elective IV
- Exploratory Research Elective II

Semester Three

- Dissertation PBM901 (minimum 5 regular semesters)

Enrolment in dissertation is necessary to establish residency requirement at the institute. At least five enrollments are required.



Directed Research Elective in Area of Specialization:

The objective of these courses is to enable the PhD students to link their chosen areas of specialization with the philosophy and methodology of business research and to benchmark their proposed research with quality publications.

- PBM701 Philosophy of Business Management
- PBM703 Multivariate Analysis
- PBM705 Readings in Business Research
- PBM707 Replication of Business Research Design and Results
- PBM 708 Directed Study of a Business Research Problem

(Note: The course outlines of PBM703 (Multivariate Analysis) be different than MPM 603 (advance quantitative research). This will be a taught course instead of an IS. The load of three ISs supervision is equivalent to one full load course).

Exploratory Research Electives the Area of Specialization:

PhD students may select the following and/or other PhD level courses from other IoBM departments on the recommendation of the Supervisor or PhD Coordinator. Courses will be offered subject to the minimum enrolment.

- PBM801 Marketing Models
- PBM803 Marketing Theory
- PBM805 Advanced topics in Marketing Management
- PBM811 Advanced Topics in Strategic Management
- PBM813 Advanced Topics in Organizational Theory
- PBM815 Advance Topics in Human Behavior in an Organization
- PBM821 advance Topics in Operations Management and Research
- PBM825 Advanced Topics in Management Information Systems
- PBM831 Advanced topics in Finance
- PBM841 Advance Topics in Human Resources Management
- PBM842 Globalization Discourses of Ethics
- 0000000 International Business

Continuous Enrollment in PhD Dissertation:

- Enrollment in PBM 901 Supervised Research is necessary to establish residency requirement at the Institute.
- At least five enrollments are required. It is expected that the student would complete the following in each such enrollment:
 1. Proposal Defense
 2. Related Research/Literature Review
 3. Model Development and theory and Methodology
 4. Data Collection and Analysis
 5. Theses/Dissertation writing



1.1 Department of Environment and Energy Management

PhD Program Structure

Students are supposed to complete a total of 48 credit hours as per HEC criteria in minimum 3 years with 6 courses (18 credit hours) and a dissertation of 30 credit hours. The maximum duration of PhD program is 8 years.

Year	Semester	PhD Work	Credit Hour	Total Cr Hrs.
1	1	3 Courses	9	18
	2	3 Courses	9	
2	1	Research	6	30
	2	Research	6	
	3	Research	3	
3	1	Research	6	
	2	Research	6	
	3	Research	3	

Semester One

- EEM701 Methods and Issues in Advanced Qualitative Research
- EEM702 Methods and Issues in Advanced Quantitative Research

Semester two

- EEM 703 Current Advancement and Trends in Environment and Energy Management
- EEM 704 Independent Study in Environment and Renewable Energy Management

Semester Three

- Elective Courses (any two)
- EEM801 Advanced Environment Toxicology & Epidemiology
- EEM802 Advanced Pollution Control Technologies and Mitigation Options
- EEM803 Advances IN Green Technology Mechanism
- EEM804 Disaster Risk Management and Mitigation Strategies
- EEM805 Trade and Environment
- EEM806 Sustainability and Conservation of Major Ecosystems

Semester four to Nine

- EEM901 Research Thesis



2. College of Economics and Social Development (CESD)

(Psychology, Education & Economics)

PhD Program Structure

Students are supposed to complete a total of 48 credit hours as per HEC criteria in minimum 3 years with 6 courses (18 credit hours) and a dissertation of 30 credit hours. The maximum duration of PhD program is 8 years.

Year	Semester	PhD Work	Credit Hour	Total Cr Hrs.
1	1	3 Courses	9	18
	2	3 Courses	9	
2	1	Research	6	30
	2	Research	6	
	3	Research	3	
3	1	Research	6	
	2	Research	6	
	3	Research	3	

PhD in Psychology

Course Structure:

Semester One

- PSS701 Method and Issues in Advanced Qualitative Research
- PSS703 Method and Issues in Advanced Quantitative Research

Semester Two

- PSS705 Seminar in Multidisciplinary Studies
- PSS707 Independent Study

Semester Three

- PSS709 Measurement and Assessment
- PSS710 Psychology of Personality

Semester Four to Nine

- PSS850 Research Thesis

PhD in Education

Course Structure:

Core Courses

PED701 Method and Issues in Advanced Qualitative Research
 PED702 Advanced Educational Philosophy
 PED703 Method and Issues in Advanced Quantitative Research
 PED705 developing and Conducting Independent Research

Electives

PED810 Planning Developing and Evaluating Curriculum
 PED812 Educational Policies and Organizational Development
 PED814 Managing Educational Projects and Interventions
 PED820 Innovation and Pedagogies in Teachers Education
 PED990 Research Thesis



PhD in Economics

Required Courses

PDE701 Advance Research Methodology
PDE702 Advance Applied Econometrics
PDE703 Development Economics
PDE704 New Dimensions in Economics and Public Policies

Elective Courses

PDE711 Industrial Economics
PDE712 Public Finance
PDE713 International Trade
PDE714 Selected Topics in Monetary Economics
PDE715 Selected Topics in Islamic Economics

Political Economy and Economical Policy Analysis, and (ii) Discourses on Globalization

Course Structure:

Semester One

- PDE701 Advance Research Methodology
- PDE702 Advance Applied Econometrics

Semester Two

- PDE703 Development Economics
- PDE704 New Dimensions in Economics and Public Policies

Semester Three

- Elective I
- Elective II

Semester Four to Nine

- PSS850 Research Thesis



3. College of Computer Sciences and Information Systems (CCSIS)

(Computer Science, Mathematics & Scientific Computing, and Statistics & Scientific Computing)

PhD Program Structure

Students are supposed to complete a total of 48 credit hours as per HEC criteria in minimum 3 years with 6 courses (18 credit hours) and a dissertation of 30 credit hours. The maximum duration of PhD program is 8 years.

Year	Semester	PhD Work	Credit Hour	Total Cr Hrs.
1	1	3 Courses	9	18
	2	3 Courses	9	
2	1	Research	6	30
	2	Research	6	
	3	Research	3	
3	1	Research	6	
	2	Research	6	
	3	Research	3	

Course Structure:

Semester One to Nine (Select Six Courses).

PhD in Computer Science

PCS701 Big Data Analytics and Knowledge Discovery
 PCS703 Natural Language Processing Information Retrieval
 PCS705 Advance Theory of Computation
 PCS707 Advances in Machine Learning
 PCS709 Computational Intelligence
 PCS711 Heuristic Search theory & Methods
 PCS713 Advanced Neural Network
 PCS715 Intelligent Web Technologies
 PCS717 Parallel and Distributed Systems
 PCS719 Formal Research Methods
 PCS723 Computer Vision and Robotics
 PCS725 Temporal and Spatial Database Management System
 PCS731 Advanced Digital Signal Processing
 PCS733 Advance Decision Support System
 PCS739 Advances in Simulation and Modeling
 PCS743 Fuzzy Topologies with Human Centric Computing
 PCS745 Advanced Algorithm Analysis
 PCS749 Seminar on Logic and Scientific Computing
 PCS751 Seminar on Emerging Computing Technologies
 PCS850 Research The



PhD in Statistics & Scientific Computing

PST701 Advanced Statistical Computing and Graphics
PST703 Regression Modeling and Computing
PST705 Advanced Mathematical Statistics
PST707 Advanced Bayesian Inference and Stochastic Modeling
PST713 Nonlinear and Integer Programming
PST715 Advanced Design and Analysis of Experiments
PST717 Advances in Time Series Analysis

PST719 Advances in Bioinformatics & Biostatistics
PST721 Statistical Quality Control
PST723 Stochastic Modeling
PST850 Research Thesis

PhD in Mathematics & Scientific Computing

PMT701 Advanced Numerical Computing
PMT703 Linear Algebra and Lie Algebra
PMT705 Applied Matrix Theory
PMT707 Numerical Methods for PDEs
PMT709 Topics in Inverse Problems
PMT711 Topics in Numerical Differential Equations
PST 701 Advance Statistical Computing & Graphics
PST703 Regression Modeling & ComputationPST713
Nonlinear and Integer Programing
PMT850 Research Thesis



Annexures



1.1

PhD Student Application Form

Application date:

For Semester: ☐ Fall

☐ spring

Year: -----

Student Name:

Tel no: -----

Address:

Program: Status: ☐ Part time

☐ Full Time

Proposed Area/Topic of Research:

Sr#	Criteria	Year	Degree/Specialization	University/Institute	Years	Grade	Attached ?
	Intermediate/A-Level						<input type="checkbox"/> Y <input type="checkbox"/> N
1.	Bachelors		1.				<input type="checkbox"/> Y <input type="checkbox"/> N
			2.				<input type="checkbox"/> Y <input type="checkbox"/> N
2.	Masters:		1.				<input type="checkbox"/> Y <input type="checkbox"/> N
			2.				<input type="checkbox"/> Y <input type="checkbox"/> N
	Min 17.5/18 years			Total Years			

Entry Testing Requirements

3.	GAT General Test <input type="checkbox"/> Y <input type="checkbox"/> N	GAT Subject Test <input type="checkbox"/> Y <input type="checkbox"/> N	Statement of purpose	<input type="checkbox"/> Y <input type="checkbox"/> N
----	--	--	----------------------	---

Suggested Supervisor

4.	Suggested Supervisor(s)	Designation	Organization	Consent?
1.				<input type="checkbox"/> Y <input type="checkbox"/> N
2.				<input type="checkbox"/> Y <input type="checkbox"/> N

Letter of Recommendations

5.	Referees	Designation	Organization	Letter?
1.				<input type="checkbox"/> Y <input type="checkbox"/> N
2.				<input type="checkbox"/> Y <input type="checkbox"/> N

Publications:

Sr#	Title of the paper	Journal	Year	Vol /No
1.				
2.				
3.				

Employment History:

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

For Office Use only

Recommended by

Panel Member 1.....

Panel Member 2.....

Panel Member 3.....

Admission's Department

Dean Secretariat

Approved by

OGS

Rector



1.2

Credit Transfer Form

Date: _____

Student Name: _____ Reg. No _____

Field of Study: _____ Area of Research: _____

Previous Institute: _____ Previous Program: _____

No. of Courses Passed: _____ Passing Semester: _____

Previous Qualifications				IoBM Equivalence			Course Matched (Yes/No)
Course code	Course Title	Credit Hours	Grade	Course code	Course Title	Credit Hours	

Committee:

1. Coordinator/HoD PhD,
2. Dean.
3. OGS

HoD / PhD Coordinator

Admissions Office

Dean

OGS

Rector

Distribution:

- Student Registration File
- OGS office file
- Examination



1.3

Course Registration Form

Date: _____

Student Name: _____ Reg. No: _____

Field of Study: _____ Area of Research: _____

No. of courses passed: _____ CGPA: _____ Semester applied for: _____

Course Code	Course Title	Credit Hours	Approved

Admission Department

HoD /PhD Coordinator

Dean

OGS/R



2.1

Supervisor Selection Form

Date: _____

Student Name: _____

Reg. No.: _____

Field of Study: _____ Area of Research:

Research Title:

-

Supervisor/s:

Supervisor Name:

Last Degree:

Designation:

.....

Institute:

Area of Specialization:

Signature:

.....

Co-supervisor Name:

Last Degree:

Designation:

Institute:

Area of Specialization:

Signature

Student's Signature

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

HoD /PhD Coordinator

Dean

OGS

Distribution:

- Rector office
- OGS Office



2.2 PhD Students Status & Progress Tracking Form

To be “manually” updated every semester to track and document the changes in the schedule commitments by student

Personal Details (To be filled by student)

Date: _____

Student Name: _____

Reg. No.: _____ Program: _____ Field of Study: _____

Contact No: (Mobile) _____ Permanent: _____

Previous Qualification:

Bachelor: _____ Masters: _____ Years of Qualification: _____

Date of Admission / Semester: _____ GAT Subject: _____

Full / Part Time: _____ Research Group: _____

Supervisor/s:

Name:

Name:

Signature:

Signature:

PhD Milestones:

S . #	Milestone	Planned Term	Annex #	Remarks	Review-1	Review-2	Review-3	Review-4	Review-5
i	GAT General Test								
ii	Bachelors: Number of Years								
iii	Masters: Number of Years								
iv	HEC criteria for admission fulfilled								
v	GAT Subject Test								
vi	Supervisor								
vii	Co-Supervisor								
1	Comprehensive Exam								
2	Proposal Defense*								
3	Candidacy approved by BASR**								
4	Doctoral Committee			1					
				2					
				3					
5	Dissertation document completed								



6	Dissertation checked against plagiarism								
7	Dissertation evaluated by two foreign experts								
8	Journal Publication in HEC approved Journal								
9	Open Defense								
10	Approval of dissertation by BASR								
11	Submission of dissertation to HEC								

Courses Registration: Planned Vs Actual

	Course	Planned Term	Actual Term	Fee Paid	Registered	Remarks
1	Readings in Business Research					
2	Multivariate Analysis					
3	Philosophy of Business Management					
4	Replication of Research					
5	Elective-1					
6	Electiv-2					
7	Supervised Research					
8	Supervised Research					
9	Supervised Research					
10	Supervised Research					
11	Supervised Research					
12	Supervised Research					
13	Supervised Research					

Student's Name:

Signature:

Date:

Supervisor/s:

Name:

Name:



Signature:

Signature:

HoD / PhD Coordinator:

Copy to:

Dean
OG

Allowed after first attempt of Comprehensive Exam

** Case will be *forwarded* to BASR after passing of comprehensive exam & successful proposal defense



2.3

HEC Research Student Progress Review Form

(To be filled out by Master/M.Phil. / Ph.D. Research Students on six monthly basis)

To be submitted by the HoD/Dept. Quality Officer to the QEC

For Research Student to Complete:

1. Date of admission to the department
2. Date of initiation of research
3. Date of completion of Course work
4. Number of credit hours completed
5. Date of synopsis Defense
6. Cumulative grade point Average (CPGA) secured
7. Please outline details of progress in your research since your last review (including any research publications)
8. Do you have any comments on the level of supervision received?
9. What do you plan to achieve over the next 6 months?
10. Do you have any comments on generic or subject –specialist training you may have received or would like to receive internally and /or externally?
11. Do you have easy access to sophisticated scientific equipment?
12. Do you have sufficient research material/commodities available?

Student Name:

Signature and Date:

.....

Supervisory Committee Comments

(Please comment on benchmark the student's progress against your university's internal and external HEC Quality Criteria for Master/PhD/MPhil Studies)

Supervisor:

Signature and Date:

Co-Supervisor:

Signature and Date:

Co-Supervisor:

Signature and Date:

Head of Department Comments:

Signature:

Date:

.....

Director, Board of Research Studies (or equivalent) Comments:

Signature:

Date:

.....

Dean/Director, QEC Action: (including monitoring of Follow-up action) Date _____



2.4

Supervisor Change Form

Date:

Student Name:

Reg.No:

Field of Study:

Area of Research:

Research Title:

Last Supervisor's:

Name:

Last Degree:

Designation:

Institute: Signature:

New Supervisor/s:

Supervisor Name:

Last Degree:

Designation:

Institute:

Signature:

Co-Supervisor Name:

Last Degree:

Designation:

Institute:

Signature:

Student's Signature

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

HoD / PhD Coordinator

Dean

OGS



3.1

Comprehensive Exam Guidelines

The purpose of comprehensive exam is not to test the memory recall of the concepts learned during the course work, but to evaluate the ability to analyze a given problem and be able to design solutions based on established theories and models.

Format:

- The format is designed to evaluate the ability of the students to apply the theories and models learned during the PhD coursework and would be communicated well in advance to the test.
- Paper would be based on the theories studied by the student at the PhD level.
- The paper may include question(s) regarding evaluation and application of theories of at least 10 given research papers to a problem.
- Comprehensive Exam will be open book and may last up to 5-8 hours depending up on the program.



3.2

Comprehensive Exam Form

Date: _____	
Student Name: _____	Reg. No: _____
Field of Study: _____	Area of Research: _____
No. of Courses Passed: _____	Passing Semester: _____
_____ Student's Signature	

Date Planned: _____	_____ Signature HoD/Dean
---------------------	-----------------------------

For Official Use

Compressive Committee is requested to prepare comprehensive examination within one week of receipt of this notification and submit it to Examination Department in a sealed envelope.

HoD / PhD Coordinator

Dean

To be filled by Examination Department

<i>Comprehensive exam will be held on</i> _____ <i>at</i> _____ <i>in</i> _____		
<small>Date</small>	<small>Time</small>	<small>Room#</small>
Invigilator: _____	Controller of Examination: _____	

To be filled after Comprehensive Examination

Comprehensive Examination		
Date & Time: _____	Total Marks: _____	
Venue: _____	Marks Obtained: _____	
_____ HoD / PhD Coordinator	_____ Dean	_____ OGS

Guidelines for PhD Proposal

A research proposal is a statement of precisely what the researcher is going to investigate and why, and the method he or she 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. They will vary 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. 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/dissertation. 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." 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?"
- 2. Background and History:** The background and history highlights 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.
- 3. Justification of the 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. Literature Review:** 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 catalogue of previous studies published in the field. 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.

- 5. Theoretical 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.

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

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.

- 6. 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 Master’s or Ph.D. 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.
- 7. Proposed Chapter Outline:** Research proposals also contain tentative chapter outline. It indicates the number of chapters the thesis or dissertation is expected to be composed of. It gives the tentative chapter headings with brief annotations of expected chapter content.
- 8. References/Bibliography and Appendix:** The research proposal must contain a thorough, focused succinct (at least 5 relevant) references and available bibliography. The candidate should follow the APA style. The need for complete documentation generally dictates the inclusion of appropriate appendixes in proposals. The Appendix should contain a copy of the instrument and other documents not readily available.
- 9. Basic technical requirements:** As a rule of thumb, the proposal should not exceed 5,000 words (about 20 typed, double-spaced pages). 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. Endnote/footnoting style, quotations, reference format, transliteration, layout for tables and figures) students are advised to follow APA style.

PhD Resercah Proposal Templet



Consumer Perception towards Female Fashion Brands in Karachi (Topic)

PhD Dissertation Research Proposal

Student's Name
(Student ID #)

Supervisor/s
Dr. XYZ
Dr XYZ

College/Department of
Institute of Business Management (IoBM)

Karachi

January 2018

Consumer Perception Towards Female Fashion Brands in Karachi.

By ABC

1. Introduction and background Study

The background and history highlights 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. 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/dissertation. 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" 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. Study Objectives

- i.
- ii.
- iii.....

4. 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?

5. 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 catalogue of previous studies published in the field. 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 and/or Hypothesis

Theories suggest R/Q and hypotheses to 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. Research Methodology/Research Design

The methods or procedures section is undeniably the heart of the research proposal. This section normally includes the following main areas:

7.1 Type of Research

7.2 Sampling Method

7.3 Sample Size

7.4 Data Collection and tools

7.5 Data Analyses (Model if any proposed)

8. Proposed Chapter Outline:

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

9. 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 total count of words. 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 like questionnaire etc. which are not supposed to go in the body of text.

10. 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.



4.3

PhD Proposal Defense Requisition Form

Date: _____	
Student Name: _____	Reg. No.: _____
Field of Study: _____	Area of Research: _____
Research Title: _____	
Student's Signature:	
Supervisor/s:	
Name:	Name:
Signature:	Signature:

<i>Recommended by</i>	
<input type="checkbox"/> Plagiarism checked by Turnitin and similarity index is less than 19%	
<input type="checkbox"/> I confirm that the student is ready for proposal defense and Overall Research Proposal is Satisfactory to my Knowledge.	
Supervisor/s:	
Name:	Name:
Signature:	Signature:

For Official Use

PhD proposal defense will be held on _____ at _____ in _____		
<small>Date</small>	<small>Time</small>	<small>Venue</small>
Proposal Defense Panel Members are:		
1. Subject Expert: Dr:		
2. Head of PhD Program/Coordinator:		
3. Dean:		
4. OGS/R:		
HoD /PhD Coordinator	Dean	OGS



4.4

Phd Proposal Defense Form

Student details:

Name:

Reg. No:

Field of Study:

Area of Research:

Research Title:

Signature:

Supervisors Details:

Supervisors 1:

Name:

Signature:

Supervisors 2 (if any)

Name:

Signature:

HoD/Phd coordinator

Name:

Signature:

To be filled in by Defense Committee Members & Examiner(s)

Observations	Excellent	Good	Average	Below Average	Poor
Introduction: a. Area of study has relevance to subject and original contribution can be made. b. Student has placed his/her study in the context of previous work in the area c. The purpose of the study is clearly stated Comments: ----- -----					
Literature Review: a. Well organized and integrated review of literature. b. The student demonstrated a thorough understanding and critical approach to the literature. c. Theoretical framework supported by literature is included d. Hypotheses/Research Questions are appropriate and clearly articulated Comments: ----- -----					



<p>Methodology:</p> <ol style="list-style-type: none"> Research design was appropriate to address hypotheses/research questions Sampling: <ul style="list-style-type: none"> Population Sampling Method Sampling size appropriate Student has identified adequate procedures to be used to analyze the data. Student adhered to APA guidelines pertaining to ethics, organization, and language <p>Comments:</p> <p>-----</p> <p>-----</p>					
<p>Research Plan:</p> <p>A tentative research plan is available in the report and discussed by student in his/her presentation which shows overall research targets and how researcher would achieve those within given timeframe. For instance, using Gantt Chart (or any other relevant tool) monthly/quarterly/annual research targets should be presented and number of activities completed at each stage of research.</p> <p>Comments:</p> <p>-----</p> <p>-----</p>					
<p>Presentation:</p> <ol style="list-style-type: none"> Student's presentation material is informative Student's answers to questions reflected knowledge of his/her area of study Student clearly explained his/her research work and his communication skills are acceptable <p>Comments:</p> <p>-----</p> <p>-----</p>					
<p>Academic Writing:</p> <ol style="list-style-type: none"> The report meets PhD level academic writing standards Student clearly expressed his/her views when it comes to writing The overall quality of report is acceptable and does not require any proof-reading <p>Comments:</p> <p>-----</p> <p>-----</p>					
<p><i>Note: This proposal evaluation form will be filled individually by the relevant panelists and quorum is 3 members out of 4.</i></p>					



Please Tick the appropriate: (√)

Accept the Research Proposal	<input type="checkbox"/>
Accept with minor changes.....	<input type="checkbox"/>
Accept with major changes.....	<input type="checkbox"/>
Research Proposal rejected	<input type="checkbox"/>

Time limit for accepting changes:

Minor – 2 weeks to 1 month (to improve after receiving list of comments from panelists/examiners)

Major – 1 to 2 months (to improve after receiving list of comments from panelists/examiners)

Rejected – The research topic needs to be changed/improved further as it is not enough to obtain PhD level qualification through this research work. Please consult with your supervisor to receive guidance.

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

.....

.....

.....

.....

.....

Examiner Name: -----

Signature: -----

HoD /PhD Coordinator: -----

Signature: -----

Relevant Dean: -----

Signature: -----

OGS /Rep: -----

Signature: -----



4.5

PhD Proposal Defense Approval

Date: _____

Student Name: _____ Registration No: _____

Field of Study: _____ Area of Research: _____

Research Title: _____

Supervisor/s:

Name:

Signature:

Name:

Signature:

For Official Use

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

Supervisor/s:

Name:

Name:

Signature:

Signature:

HoD / PhD Coordinator

Dean

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

Under the resolution/item no:

Secretary BASR

OGS

Rector



5.1

PhD Supervised Research Log

Student Name: _____ Reg. No. _____ Registration Year: _____			
Department: _____ Area of Research: _____			
Semester: _____ Credit Hours Registered in: _____			
Date & Duration of Meeting	Assignment Details Discussed	Progress (Satisfactory/un-satisfactory)	Signature of Supervisor

Please Tick the appropriate: (✓) Overall Comments

Satisfactory: ☐

Unsatisfactory: ☐

Supervisor/s

HoD / PhD Coordinator

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 office of OGS.



6.1

Publication Details

Student Name: _____

Reg. No.: _____

Field of Study: _____

Area of Research: _____

No. of Courses Passed: _____

Passing Semester: _____

Publication Details:

Title of Research Paper	Title of Journal and its category	Year	Volume/Issue

Student's Signature

For Official Use

The details of the publications mentioned above are correct and fulfills the HEC's /IoBM's requirements for PhD.

Supervisor/s

HoD / PhD Coordinator

Dean



7.1

PhD Dissertation (Title Page)



By
XYZ (Name of the Student)

Supervisor/s:
ABC
XYZ

A dissertation submitted in partial fulfillment of the requirement for the degree of PhD.

Institute of Business Management (IoBM)
College/Department of

Karachi

2018



DEDICATION

(Not obligatory-purely at the discretion of the researcher (student)).



ACKNOWLEDGEMENT

This is the prerogative of the researcher (student) to whosoever he/she wants to acknowledge for thanks.



AUTHOR'S DECLARATION

I (name of student/scholar) ID #
hereby state that my PhD dissertation titled: “.....
.....” is my own
original work and has not been submitted previously by me in any version for taking any degree from anywhere
else in the country/outside including IoBM and shall not in future be submitted by me for obtaining any
degree/diploma from other University/Institution.

At any time if my statement is found to be incorrect even after my Graduation, the University has the right to
withdraw my degree

Student's Name:

Signature and Date:



PLAGIARISM UNDERTAKING

I solemnly declare that the research work presented in the dissertation titled:”

.....

” is solely my research work with no significant contribution from any other person/source. Small contribution/help whatever taken has been duly acknowledged and that complete dissertation has been written by me.

I understand the zero tolerance policy of the HEC and Institute of Business Management (IoBM) towards the plagiarism. Therefore, I as an Author of the above titled dissertation declare that no portion of my dissertation has been plagiarized and any material used as reference is properly referred/cited.

I understand that if I am found guilty of any plagiarism in the above titled dissertation even after the award of PhD degree, the university reserves the right to withdraw/revoke my degree and that HEC and the University has the right to publish my name on the HEC/University Website on which names of students are placed who submitted plagiarized dissertation.

Plagiarism includes copying published work without referencing, copying coursework essays /assignment/term report or submitting assignment done through hiring of ghost writer(s) for writing/solving the assignment(s) or submitting borrowed/copied or stolen assignment and claiming to be my own assignment/work including falsifying the results will be liable for penalization under the “IOBM POLICY ON PLAGIARISM”

I confirm that I have read and understood the ‘IOBM POLICY ON PLAGIARISM’ and have fully understood what plagiarism is and equally important how to avoid it.

Author’s/Student’s Signature and date:

Author’s/Student’s name in full:



FORWARDING SHEET

This is to certify that this PhD dissertation titled,”
.....” submitted by MS, / Mr. / Mrs.
.....ID number towards the partial fulfillment of the requirements
for the degree of PhD in the department of.....at the Institute of Business
Management has been completed under my supervision. I have gone through whole the dissertation and
found satisfactory research work done in all aspects.

Supervisor/s Name

Signature

Date

Note: Before signing this document, it is incumbent upon the supervisor to obtain a plagiarism check through plagiarism software prescribed by the IOBM. Prior to forwarding the thesis/dissertation to the External Examiner, the Supervisor must officially forward a copy of the plagiarism result (with less than 19%) and document on “IoBM Policy on Plagiarism” duly signed by the student to the relevant Dean, OGS, Examination Department and Registrar Office. The supervisor must ensure that these documents become a part of the official record in his/her Department, Library, and HEC Office. In this regard, the supervisor should make sure that s/he has gone through the whole thesis/dissertation and student has followed the IoBM guidelines and policies in all aspects including format and the language.



CERTIFICATE OF APPROVAL

This is to certify that research work presented in this dissertation titled: “.....” was
.....” was
conducted by Mr./Mrs. under the supervision of

No part of the dissertation has been submitted anywhere else for any other degree as per the declaration
submitted by the student/scholar.

This dissertation is submitted to the (Institute/University)in partial fulfillment of the
requirements for the degree of Doctor of Philosophy in the field of

Department of

Scholar's/Students Name: Signature and date:

Examination Committee

- a. External Examiner 1. Name: Signature and date:
Designation & Official Address:
.....
.....
- b. External Examiner 2. Name: Signature and date:
Designation & Official Address:
.....
.....
- c. Internal Examiner. Name: Signature and date:
Designation & Official Address:
.....
.....

Supervisors:

Supervisor -1 Name: Signature and date:
Supervisor -2 (if any) Name: Signature and date:

Relevant Heads:

PhD Program Coordinator/HoD: Signature and date:
Dean/s Faculty: Signature and date:
Head of Graduate Studies: Signature and date:



NOTIFICATION

No:

Date:

It is notified for the information of all the concerned that Mr. /MS

PhD scholar of of

(Name of Department)

(Name of University)

has completed all the requirements for the award of PhD degree in the discipline

(Name of subject/program)

as per detail given hereunder:

PhD in Education			Cumulative Result			
Registration No.	Scholar's Name	Father's Name	Credit Hours			Cumulative Grade Point Average CGPA
			Course Work	Research Work	Total	

Research Topic:

.....

Supervisor- I. Name:

Supervisor- 2 (if any) Name:

External Examiners:

a. Name:
University:
Address:

b. Name:
University:
Address:

Note: This result is declaration as notice only. Errors and Omissions, if any, are subject to subsequent rectification.

Signed and Stamped:

Controller of Examination

Dean

Office of Graduate Studies



7.2 PhD Dissertation Evaluation Requisition Form

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

Supervisor/s:

Name:
Signature:

Name:
Signature:

Program Starting Semester: _____ Suggested Time Frame: From: _____ To: _____

- ☐ Plagiarism Checked through Turnitin
- ☐ PhD Dissertation document checked/finalized
- ☐ Copies of finalized PhD Dissertation document submitted to Office of Graduate Studies(OGS)

HoD/ PhD Coordinator

Proposed Evaluators and Examiners to BASR

Dissertation Evaluators Full Name and Designations:

(Please use additional sheet for the brief profile of each Evaluator/Examiner. This includes: designation, area of specialization and affiliation (university and country with full address etc.).

1.
2.
3.
4.
5.

Defense Examiner:

1.
2.

Supervisor/s

HoD / PhD Coordinator

Dean

OGS (Office)



8.1

PhD Dissertation Evaluation Report Form

Student's Name:	Registration No.:
Department:	Faculty/College:
Research Title:	
.....	

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

Observations	Good	Fair	Poor	N/A
Student identified an area of study in which an original contribution can be made.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title of dissertation is relevant and appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student made a clear argument for need to conduct research on his/her topic/Justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hypotheses / Research Questions were appropriate and clearly articulated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scope of research study is appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theoretical implications of study is appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dissertation is structured that introduces main and sub-headings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting literature was provided for hypotheses / research questions (if any)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A thorough and critical approach to the literature is demonstrated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The purpose of the study was clearly stated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research design is appropriate to address hypotheses / research questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimated number of participants /Sample is appropriate for the study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of measures to be used in the study is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data collection procedures are appropriate and clearly articulated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student identified and adequately described statistical procedures used to analyze the data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dissertation is well organized, written in a clear, concise, and grammatically correct in all aspects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusion drawn is based on the question raised/hypothesis developed and discussed in results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Full Name of Evaluator:

Designation:

Signature:

Cont. to Pg.2



Student does not meet the minimum expected level of competency for subject dissertation -----

☐ The dissertation merits the award of the PhD degree.

☐ The dissertation merits the award of PhD degree after minor changes as suggested.

☐ The dissertation merits the award of PhD degree after major revision as suggested.

☐ The dissertation does not merit the award of PhD degree and is rejected.

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

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

Please use additional sheet if required

[illegible]

Signature:



9.1

PhD Dissertation Open Defense (Viva) Form

Student Name: _____		Reg. No.: _____	
Field of Study: _____		Area of Research: _____	
Research Title: _____			
Supervisor/s:			
Name:		Name:	
Signature:		Signature:	

Note: This part is supposed to be filled by the relevant Head of /PhD Program/ PhD Coordinator or relevant Academic Office.

To be filled by the Defense Committee Members

(Examiner and Subject Expert separately)

Content	Good	Fair	Poor	General
The abstract 1. It is self-contained and unambiguous, contained statement of problem,				
Introduction: 1. Student made a clear argument for need to conduct research on his/her proposed topic. 2. Scope of student's research study is appropriate for project. 3. Student addressed strengths and limitations of existing literature.				
Literature review 1. Student identified an area of study that has relevance to subject area and in which an original contribution can be made. 2. 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				
1. Methodology (where applicable) 2. Research design is appropriate to address hypotheses /research questions. 3. Student demonstrated understanding of relevant constructs and variables to be utilized in his/her				

4. Analysis to estimate sample size. 5. Estimated number of participants is appropriate for the study. 6. Description of measures to be used in the study is provided. 7. Relevant forms of reliability and validity studies are provided. 8. 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 significance of work 2. Conclusion relates with earlier studies and objectives of the research				

Please tick (✓) the appropriate:

Student meets the minimum expected level of competency for subject dissertation -----

Student does not meet the minimum expected level of competency for subject dissertation -----

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

- ☐ The dissertation merits the award of the PhD degree.
- ☐ The dissertation merits the award of PhD degree after minor changes as suggested.
- ☐ The dissertation merits the award of PhD degree after major revision as suggested.

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

- c) Document is supposed to be sent back for re-evaluation after incorporating the major changes suggested. ☐
- d) Subject expert is authorized to review the changes incorporated ☐
- ☐ The dissertation does not merit the award of PhD degree and is rejected.

1.Over all Comments in General:

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

D. **Major Weakness** (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:

Signature:



10.1

PhD Dissertation Defense Certificate

Student Name: _____ Reg No: _____

Field of Study: _____ Area of Research: _____

Research Title: _____

Supervisor/s:

Name:

Name:

Signature:

Signature:

This is to certify that the above mentioned student has successfully defended his/her PhD dissertation in an open defense and his/her name is recommended to Board of Advanced Studies & Research for approval.

Supervisor/s

HoD /PhD Coordinator

Dean

OGS

Approved by Board of Advanced Studies & Research in its meeting held on date:

With reference to the resolution no/item no

Student Name: _____ Reg No: _____

Field of Study: _____ Area of Research: _____

Research Title: _____

Secretary BASR

Dean

OGS

Rector

1. As per HEC Policy, defense is supposed to be open
2. Everyone should be informed well in time about the schedule of defense
3. The floor should be under the control of HOD/Relevant Dean or OGS/Rep.
4. It will be mandatory for the relevant research students and faculty to attend the defense.
5. Question should always be asked at the end of the presentation.
6. 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.
7. Then the faculty is supposed to ask the question.
8. Everyone should be given a chance to ask the question if there are no question with other faculty members, in that case, those faculty members who are interested to ask more than one question be allowed.
9. In last, examiner is supposed to ask the questions and he/she has no limit in terms of number of questions and depending up on the time.
10. There should not be any argument during question and answer session.
11. The role of supervisor will only be as an observer during the defense.
12. 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.

11.1 List of Recommended External Evaluators and Defense Examiners for BASR

Name of student: Title of thesis/dissertation: Name of supervisor: Degree Program (PhD):	
External evaluator 1 Name: Designation Highest Degree: University: Area of Specialization: Postal Address: Email Address: Contact #: Consent sough: CNIC Number: Evaluator from Technology Advanced Country as per HEC:	External evaluator 2 Name: Designation Highest Degree: University: Area of Specialization: Postal Address: Email Address: Contact #: Consent sough: CNIC #: Evaluator from Technology Advanced Country as per HEC:
External evaluator 3 Name: Designation Highest Degree: University: Area of Specialization: Postal Address: Email Address: Contact #: Consent sough: CNIC #: Evaluator from Technology Advanced Country as per HEC:	External evaluator 4 Name: Designation Highest Degree: University: Area of Specialization: Postal Address: Email Address: Contact #: Consent sough: CNIC #: Evaluator from Technology Advanced Country as per HEC:
Defense Examiner 2: Name: Designation Highest Degree: University: Area of Specialization: Postal Address: Email Address: Contact #: Consent sough: CNIC #:	Defense Examiner 2: Name: Designation Highest Degree: University: Area of Specialization: Postal Address: Email Address: Contact #: Consent sough: CNIC #:

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



12.1 Check list as per HEC Requirements for PhD

Students Name: _____

Student ID: _____

Department/College: _____

Degree in area: _____

Eligibility Criteria for PhD Degree:		
1	A minimum CGPA of 3.00 on a scale of 4.00	
2	A Minimum of 18 Years of relevant schooling that corresponds to MS/M. Phil or equivalent degree from HEC recognized institutions in a relevant discipline. (with 06 credit hours	
3	GRE Subject or GAT test conducted by the NTS. A minimum of 60% marks is required.	
4	Passed interview conducted by the Admission Committee.	

Program Completion Requirement:		
1	Admission Offer Letter	
2	Pre-Requisites (if any) Completed	
3	Six graduate level Courses (18 credit hours)	
4	Comprehensive Exam	
	▪ Date Announced:	
	▪ Formation of Comprehensive committee	
	▪ Comprehensive Test Conducted:	
	▪ Comprehensive test paper (photocopy)	
	▪ Comprehensive Passed	
5	PhD Proposal open Defense	
	▪ Request For:	
	▪ MOCK presentation:	
	▪ Proposal Defence Conducted	
6	BASR approval of PhD proposal	
	▪ Date of Approval in BASR Meeting.	
7	Completion of 30 credits Hours PhD Dissertation along with semester wise progress report	
8	Publication of at least one research paper based on the PhD research in an HEC recognized "X" category journal in case of Sciences and "Y" category in case of Management & Social Sciences. An official acceptance of paper is also acceptable before the evaluation /process of Thesis.	
9	Plagiarism checked through Turnitin software and found less than 19% before dissertation evaluation process.	
10.	Selection of 02 External Evaluators and 01 Defense Examiner as per HEC requirement and approved by BASR for the evaluation of Dissertation (BASR Meeting Proof)	
11.	Inclusion of comments (if any) given by evaluators (certified by the Relevant HoD/Dean if any changes incorporated).	
12.	Open defense of PhD dissertation by External Examiner approval by BASR	
13	Finalization of Dissertation in the light of Examiners suggestion (certified by the relevant HoD/Dean if any changes incorporated).	



14.	Meet other HEC/IoBM requirement like: Plagiarism Undertaking, Certificate of Approval, Notification (Annexure 7.1) <i>Note : Plagiarism certificate will take from IoBM Focal person.</i>	
15.	Approval of Degree by BASR	
16.	Submission of 04 Dissertation copies as per IoBM format.(after completing all	
17.	Submission of 02 soft copies in CD with PDF format	
18.	Submission of PhD Country Directory Performa duly filled and signed	
19.	Degree Completion certificate by the relevant authorities (Annexure 10.1).	
20.	Degree award	

Supervisor/s

HoD / PhD Coordinator

Dean

OGS

12.2 HEC Proforma for PhD Country Directory

Details of PhD Graduate and his/her PhD Supervisor	
*Name of University/Degree awarding Institute.	
Sector	<input type="checkbox"/> Public <input type="checkbox"/> Private
Name of Department	
Name of Graduate	
CNIC Number	
Contact & E-mail of Graduate	
Gender:	
Graduate is HEC Scholar	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Subject:	
*Title of Dissertation	
*Date of Enrollment of PhD Scholar in	
Date of Submission of PhD Dissertation to University	
*Year of Passing (Date of Notification for the award of PhD Degree)	
*Name of Supervisor	
NIC of Supervisor	
*HEC approved Supervisor	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Subject of Specialization of PhD Supervisor	
Postal & Email Address of Supervisor(Professional/ official)	

Signed & stamp by:

PhD Coordinator/HoD

Controller of Examination

Office of Graduate Studies



Details of External Reviewers	
*Name of External Reviewer-1	
*Postal & Email Address (Professional/ official)	
*Name of External Reviewer-2	
*Postal & Email Address (Professional/ official)	

Details of Mandatory Research Paper(s) published by the PhD Graduate prior to award of PhD Degree	
*Name of Author(s)	
*Title of Paper	
*Name of Journal	
*Volume	
Page(s)	
Date	

Signed & stamp by:

PhD Coordinator/HoD

Controller of Examination

Office of Graduate Studies



Check List	Yes	No
Minimum CGPA score for admission into a PhD Program of scholar was 3.0 (out of 4.0 in the Semester System) or First Division (Annual System) in M. Phil/M.S/Equivalent.		
Acceptable GAT /GRE Subject Test score prior to admission in PhD Program as per HEC Minimum criteria of PhD		
Completed 18 Credit Hours of Course Work		
Conducted Open defense of Dissertation		
PhD Dissertation has been evaluated by two PhD experts from technologically/academically advanced foreign countries		
Less than 20% of similarity index (Plagiarism Test) on the Dissertation before its submission to the two foreign experts, of the discipline from technologically/academically advanced Foreign countries		
Copy of PhD Dissertation (both hard and soft) is submitted to HEC for record in PhD Country Directory		

Signed & stamp by:

PhD Coordinator/HoD

Controller of Examination

Office of Graduate Studies



12.3 Personal Detail Proforma of PhD Graduate

(HEC Requirement)

S.N. #	Name of Scholar	CNIC # of Scholar	Gender	Contact # of Scholar	Subject/ Discipline	Title of PhD Dissertation	Name of Supervisor	Date of enrollment in PhD Program	Year of Passing (Date of notification for the award of PhD Degree)	Name of external Reviewer -1	Postal & Email address of External Reviewer-1 (Professional/Official)	Name of External Reviewer -2	Postal & Email Address of External Reviewer-2

Signed and Stamped by:

PhD Coordinator/HoD

Controller of Examination

Office of Graduate Studies

*PCD Proforma attested all pages by the controller of examination is mandatory for inclusion of record in PCD.

** Hardcopy of Dissertation is mandatory for inclusion of record in PCD.

***Soft copy of Dissertation is mandatory for inclusion of record in PCD

****Detail of External Reviewer is mandatory.