



MS/MPhil Manual

Eligibility, Procedures, Process and Format Document

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Preface

The major purpose of this document is to: facilitate the student and other stake holders 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 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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1. MS/MPhil Program Eligibility and Other Requirement Summary

Eligibility Criteria

Following is the eligibility criteria for Admission in MS/MPhil program:

- Sixteen years of relevant schooling with high second division or equivalent from recognized Institutes/Universities in Pakistan or outside Pakistan.
- Student from relevant background will be eligible for admission in MS program. However, 03 members interview/admission committee can recommend some deficiency courses, if required, which can vary depending upon the background of the students degrees.
- 2.5 CGPA in last degree (if under semester system) or high Second Division (Minimum 50 % marks) if under annual system. And minimum 50 % marks in overall Academic career or minimum 5C's in O-Level and minimum 2C's in A-level exam excluding General Paper and Urdu or equivalent.
- Minimum 50% cumulative Score in NTS General /IoBM test as required by HEC
- Success an aptitude test and interview conducted by the IoBM Interview/Admission committee.
- If student from irrelevant academic background is interested to register in MS 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.

Program Requirements

MS degree requires completion of course work and a Thesis. Minimum duration of the degree is 1.5 years and maximum 4 years (including freezing period if any).

Following are the details:

- Course work requirements consist of eight post-graduate level courses (24 credit hours and a Thesis of six credit hours).
- Registration of MS Thesis will be semester-wise with minimum of 03 credit hours a semester.
- Every semester 03, credit hours options will be offered on people's-soft for the registration of Thesis.
- Student can freeze a semester and maximum up to 03 semesters subject to the genuine problem and an approval from the relevant MS/PhD Coordinator/HOD. (Students application is supposed to be kept in student's record file).
- Research student is supposed to register each semester and will pay the fees accordingly.
- 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 eight meetings a semester).Remuneration will be paid as per number of credit hours registered by the students.
- If the students have two supervisors, only main supervisor will get the remuneration.
- Maximum number for supervising thesis/dissertation is 05 which may be increased to 08 under special circumstances, subject to the prior approval of HEC.
- For MS, CGPA required is 3.0 and 'D' Grade is not acceptable.



Requirements to complete by the MS/MPhil students

- Pass prescribed eight courses of 03 credit hours each
- 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
- Completion of six credits MPhil/MS Thesis
- Selection of two External Evaluators by BASR
- Evaluation of Thesis by two Evaluators (external faculty members)
- Thesis Finalization in the light of comments/changes (if any) by the evaluators
- Open defense of thesis by an external examiner along with Committee members consisting of: a Supervisor (as an observer), relevant MS/PhD/ HoD/ program Coordinator/, Dean, one subject expert (if required) and OGS/R.
- Thesis Finalization in the light of comments/changes (if any) by the examiners and as per IoBM format.
- Color of MS Thesis is Burgundy
- Final Thesis Submission to BASR for approval along with the completion certificate by the relevant people signed (Appendix -4.7).
- Submission of 02 soft copies in CDs and 02 Hard copies as per IoBM Format.
- Completion of students file along with all required documents signed by the relevant authorities.
- Degree Award after the completion of all HEC and IoBM requirements.
(Check list: Appendix- 4.10).



Admission and Degree Completion Process

i. Admission Process:

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

& Admission process

1.1 Submit online application form (Form 1.1 MPhil/MS Students Application Form)

1.2 Documents Submission (Degree certificates and other relevant documents)

1.3 Pass IoBM written Test

1.4 Pass formal panel interview by the Committee

1.5 Issuance of admission letter

1.6 Payment of fees

1.7 Request for Credit Transfers (if any) (Form 1.2 Credit Transfer Form)

ii. Selection of Supervisor and Courses:

2.1 Supervisor Selection (*Form 2.1 Supervisor Selection Form*)

2.2 Students Status and Progress (*Form 2.2 MS/MPhil Students Status & Progress Tracking Form*)

2.3 Course Registration (*Form 2.3 Course Registration Form*)

2.4 Change of Supervisor (*Form 2.4 Supervisor Change Form*)



MS/MPhil Program Structure

A. College of Business Management (CBM)

Students are supposed to complete 30 credit hours with in minimum of one and 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	

Semester One

- Two Core Courses
- One Elective/Specialization Course

Semester Two

- Two Core Courses
- One Elective/Specialization Course

Semester Three

- One Core and one Elective/Specialization Course

Semester Four to Five

- 0000000 Thesis (6 credits)

Core Courses:

- 000000 Advance Research Methodology
- MPM601 Advance Qualitative Research
- MPM603 Advance Quantitative Research
- MPM616 Econometrics
- 0000000 Supervised Research/Independent Studies

Specialization/Electives:

- MPM611 Advanced Corporate Finance
- MPM614 Advanced Marketing Strategy
- MPM609 Readings and Seminar in Human Resource Management
- MPM605 Survey of Current Research Literature in B. Management
- MPM607 Corporate Governance and Strategy
- 00000000 Financial Econometrics

Note: 1. For Thesis, students are supposed to register in 03 credit hours a semester only.

Note 2. For Health Professionals, Electives may be selected from the specialization areas of Business Management of MPM700 Series in lieu of any four of the above mentioned courses.



B. College of Computing Sciences and Information system (CCSIS)

Students are supposed to complete a total of 30 credit hours as per HEC criteria in minimum one and half year's 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	

Semester One

- Two Core Courses
- One Elective/Specialization Course

Semester Two

- Two Core Courses
- One Elective/Specialization Course

Semester Three

- One Core and one Elective/Specialization Course

Semester Four to Five

- 0000000 Thesis (6 credits)



C. College of Economics and Social Development (CESD)

Students are supposed to complete 30 credit hours as per HEC criteria with in minimum of one and 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	

Semester One

- Two Core Courses
- One Elective/Specialization Course

Semester Two

- Two Core Courses
- One Elective/Specialization Course

Semester Three

- One Core Course
- One Elective/Specialization Course

Semester Four to Five

- 0000000 Thesis (6 credits)



D. College of Engineering and Sciences (CES)

Students are supposed to complete 30 credit hours as per HEC criteria with in minimum of one 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	

Semester One

- Two Core Courses
- One Elective/Specialization Course

Semester Two

- Two Core Courses
- One Elective/Specialization Course

Semester Three

- One Core and one Elective/Specialization Course

Semester Four to Five

- 0000000 Thesis (6 credits).



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						<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 16 years			Total Years			

Entry Testing Requirements

3.	GAT General Test <input type="checkbox"/> Y <input type="checkbox"/> N	IoBM 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

Employment History (if any)

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

For Office Use Only

<i>Recommended by</i>
Panel Member _____
Panel Member _____
MPhil Coordinator/HoD

<i>Admission's Department</i>

Dean's Secretariat

<i>Approved by</i>
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

Supervisor Selection Form

Date: _____	
Student Name: _____	Reg. No. : _____
Area/ Field of Research:	
Research Title:	
.....	
Supervisor/s :	
Name :	Name :
Last Degree and Designation:	Last Degree and Designation:
Address:	Address:
Supervisor signature	Supervisor signature:
Student's Signature:	

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

_____ MS/MPhil Coordinator/HoD
--

<i>Dean</i>

OGS



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								
i.	Bachelors: Number of Years								
ii.	Masters: Number of Years								
iii.	HEC criteria for admission fulfilled								
iv.	Supervisor								
v.	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 thesis by BASR								
9	Submission of thesis to HEC								



Courses Registration: Planned vs Actual

	Course	Planned Term	Actual Term	Fee Paid	Registered	Remarks
1	Advance 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					

Student's Signature: _____

Date: _____

Supervisor/s:

Name: _____

Name: _____

Signature: _____

Signature: _____

MS/MPhil/PhD Coordinator/HoD:

Copy to:
Dean,
OGS



2.3

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



2.4

Supervisor Change Form

Date:		
Student Name:		Reg. No.:
Field of Study:		Area of Research:
Research Title:		
College and Department:		
Last Supervisor's Name:		Last Degree:.....
		Designation:
Address:		
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

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 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. **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" 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 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/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. **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 Master’s 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 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 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 minimum of 5000 words approx. 10 pages with single spacing. References and appendixes 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

MS Thesis Proposal Templet

Institute of Business Management (IoBM)

**Consumer Perception Towards Female Fashion Brands in Karachi.
(Topic)**

MPhil/MS Thesis Research Proposal

Student's Name
(Students ID #)

Supervisor/'s:

Dr. XYZ

Dr. ABC

College /Department of
Institute of Business Management (IoBM)

Karachi

January 2017



Consumer Perception Towards Female Fashion Brands in Karachi.

By ABC

1. Introduction

1.1 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.

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" 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 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.

1.4 Study Objectives

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 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.

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 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 references 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



3.4

MS/MPhil Proposal Defense Form

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

To be filled by the Defense Committee Members

Content	Good	Poor	Comments
Introduction: <ol style="list-style-type: none"> a. Student made a clear argument for need to conduct research on his/her proposed topic. b. Scope of student's research study is appropriate for project. c. Student addressed strengths and limitations of existing literature. d. The objectives of the study clearly stated. 			
Literature review <ol style="list-style-type: none"> a. Student provided a concise, well organized, and integrated review of relevant literature. b. Student identified an area of study that has relevance to subject area and in which an original contribution can be made. c. Hypotheses / research questions were appropriate and clearly articulated. 			
Methodology (where applicable) <ol style="list-style-type: none"> a. Research design is appropriate to address hypotheses / research questions. b. Student demonstrated understanding of relevant 			



constructs and variables to be utilized in his/her study. c. Sampling <ul style="list-style-type: none"> • Population • Sampling Method • Sample size appropriate d. Student identified and adequate statistical procedures to be used to analyze the data.			
Presentation <ul style="list-style-type: none"> a. Student's presentation material is informative b. Student's answer to question reflected knowledge of his/her area of study. 			

Note: At least three Pena lists should be there.

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: _____

Address: _____



3.5 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 but 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 Board of Advanced Studies & Research in its meeting held on _____

Secretary, BASR

Dean

OGS



4.1

MS/MPhil Thesis Guidelines

1. The word limit for MS/MPhil thesis should be minimum of 25000 words approx. 65 pages with 1.5 space .Endnotes, references and text within tables are not counted with in word limit. Appendices and Bibliographies are also excluded
2. APA (Business Management and Social Sciences) and IEEE (IT and Engineering) Reference/Citation style to be followed.
3. Font Style: Times New Roman
4. Font Size: 12.
5. Spacing : 1.5
6. Running Head: Left
7. Paragraphs(Fist Line) Indented
8. Page Number: Upper right
9. Short Title: Upper right
10. Page Format: 1" (Bottom) 1.5" left and 1.0"Right
11. 5 Levels of Heading (i.e. 1, 1a, 1b, 1c, 1.1, 1.2, 1.3)
12. Alignment: (Justified)
13. Spine: Last name of the author with the first name initial and year
14. Cover Color for MS/M.Phil. Thesis: Burgundy



4.2 Procedure and Process of MS/MPhil Degree

1. Students must pass IoBM test or submit a minimum 50% cumulative Score of GAT General by the National Testing Service (if any) at the time of admission in M.Phil./MS. The GAT-General (www.nts.org.pk/gat/gat.asp) conducted by the National Testing Service is valid for a period of two years.
2. Students must pass 08 courses (24 credit hours) with a minimum CGPA of 3.0 and D grade will not be considered.
3. Qualified students will inform MPhil program coordinator to decide on a specialized area for research
4. Students to suggest supervisor as per his/her choice and relevant area of interest
5. Student to submit proposal in consultation with the supervisor to the relevant program Coordinator/HoD.
6. There will be an open defense of proposal.
7. MS/PhD Coordinator/HoD to submit the proposal at BASR meeting for approval
8. BASR decision to be shared with the candidate and supervisor in writing
9. After Plagiarism/similarity index (19% acceptable) check, the student will submit four copies of final thesis as per IoBM format and a CD to the MS/MPhil coordinator/HoD for OGS office for evaluation.
10. MS/MPhil Supervisor to propose at least 4 relevant names along with their profile for evaluation and 2 for the defense of thesis. These names to be submitted through OGS office to BASR for approval.
11. BASR will finalize/approve the names: 2 for thesis evaluation; 1 for thesis defense
12. Reports from the Evaluators and Examiners will be directed to the OGS office directly
13. OGS office to submit the reports to BASR
14. Report will be shared with the relevant people specially Supervisor and the Student through the MPhil/MS Coordinator/HoD after the BASR meeting.
15. Final copy of the thesis (after changes if any) to be submitted to OGS office for defense through the MPhil/MS Coordinator/HoD for the approval of BASR.
16. Candidate will defend the thesis in an open seminar through PowerPoint Presentation.
17. Supervisor (as an observer), MS coordinator/HOD, respective dean, external examiner, OGS Office/R, relevant faculty expert (if required) will form the thesis open defense committee.
18. Defense Examiners report to be submitted to the OGS Office confidentially which will be having a high weightage and other member committee report will be treated as an observation.
19. OGS Office to forward the defense examiner's report to BASR for an approval.
20. Approval of degree by BASR if reports are positive or changes incorporated accordingly as directed by the Examiner.



4.4 MS/MPhil Thesis Evaluation Report Form

Student's Registration No.: _____

Field of Study: _____ Area of Research: _____

Research Title: _____

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

To be filled by the Thesis Evaluator

Observations	Yes	No	N/A
Student identified an area of study that has relevance to subject area and in which an original contribution can be made.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student placed his/her study in the context of previous work in the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student made a clear argument for need to conduct research on his/her topic.	<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"/>
Student described in detail how the study would be executed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed data collection procedures are in accordance with APA's Ethical Principles and Code of Conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student provided a more extensive review of research related to the project in an extended Literature Review.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scope of student's research study is appropriate for project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student's level of independence in developing dissertation research project was appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student stated theoretical implications of his/her study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student provided a concise, well organized, and integrated review of relevant literature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student provided a structured documents that introduces major and sub- headings that guide the review).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The student demonstrated a thorough understanding of, and critical approach to the literature in his/her area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student addressed strengths and limitations of existing literature.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student cited and referenced works pertinent to the area of study.	<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"/>
Supporting literature was provided for hypotheses / research questions	<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"/>
Student demonstrated understanding of relevant constructs and variables to be utilized in his/her study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analysis to estimate sample size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimated number of participants is appropriate for the study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measures, if utilized, are appropriate for the study (i.e., valid measures of target constructs).	<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"/>
Relevant forms of reliability and validity studies are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed data collection procedures are appropriate and clearly articulated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Data collection procedures are in accordance with research guidelines.	<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"/>
Procedures for handling missing data are described (when appropriate).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student addressed need to test most important assumptions of statistical tests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student adhered to guidelines set forth by the APA Publication Manual).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dissertation is well organized, written in a clear, concise, and grammatically correct manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student's answers to questions reflected knowledge of his/her area of research.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student's answers to questions reflected knowledge of the statistical procedures used in the research.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student's presentation material was organized and informative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tick (√) the appropriate:

- Yes, student meets the minimum expected level of competency for subject thesis
- No, 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 MPhil/MS degree.
- The Thesis merits the award of MPhil/MS degree after minor changes as suggested.
- The Thesis does not merit the award of MPhil/MS degree and is rejected.
- The dissertation merits the award of PhD degree after major revision as suggested.

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

- a. 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

Other comments (please use additional sheet if required):

.....

.....

.....

Full Name of Evaluator:

Address.....

.....

Signature:



4.5 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 is less than 19 % Y N	

Proposed Examiners

External Faculty along with their profile (at least 2 proposed names required and only one will be called):

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

Internal Defense Committee Members:

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

Supervisor/s

MS/MPhil Coordinator/HoD

Relevant Dean



4.6 MS/MPhil Thesis Open Defense Form

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

To be filled by Examiner and Defense Committee Members

Content	Good	Poor	Comments
The abstract It is self-contained and unambiguous, contained statement of problem, explanation of approach and principal results.			
Introduction: <ol style="list-style-type: none"> 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. 4. The purpose of the study was clearly stated. 			
Literature review <ol style="list-style-type: none"> 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 / research questions 			
Methodology (where applicable) <ol style="list-style-type: none"> 1. Research design is appropriate to address hypotheses / research questions. 2. Student demonstrated 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. 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:

- Yes, student meets the minimum expected level of competency for subject thesis
- No, 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 MPhil degree.
- The dissertation merits the award of PhD degree after major revision as suggested.

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

- a. 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

Other Comments if any (attach a sheet if required):-----

Name & Full Address of the Examiner:

Signature:

Names and Signatures of:

Supervisor/s

MS/MPhil Coordinator/HoD

Dean

OGS



4.7 MS/MPhil Thesis Defense Certificate

Student Name: _____ Reg. No: _____

Field of Study: _____ Area of Research: _____

Research Title: _____

Supervisor/s:

Name: _____

Name: _____

Signature: _____

Signature: _____

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

Supervisor/s

MS/MPhil Coordinator/HoD

Dean

OGS

Approved by 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

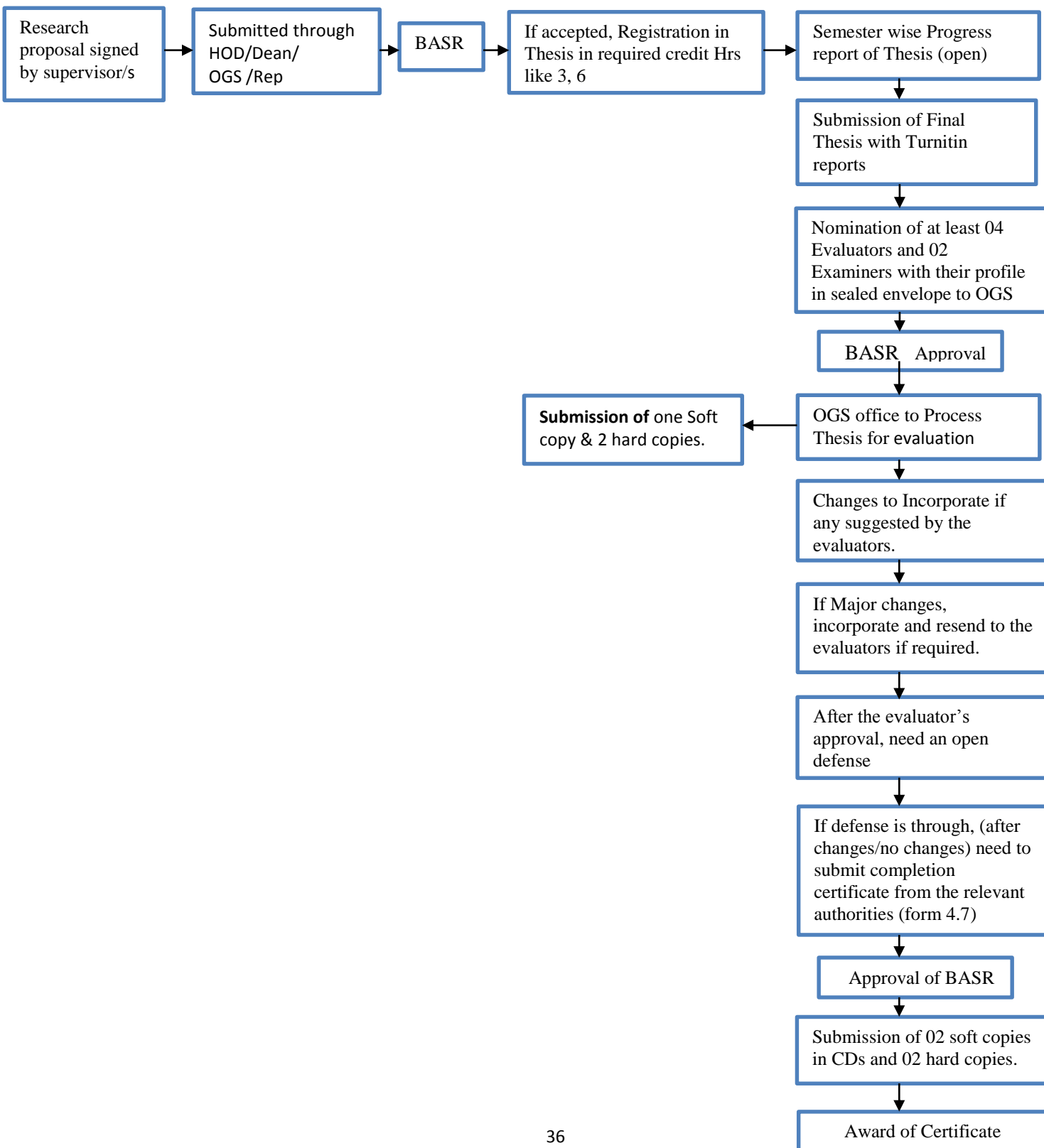
OGS

Rector



4.8

MS/MPhil Thesis Process Protocol





4.9

MS/MPhil Thesis Defense Protocol

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 by the moderator.
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.



4.10 Check list 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 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/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	

Supervisor/s

MPhil/PhD Coordinator/HoD

Dean

OGS

