



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
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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

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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
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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:

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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

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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)

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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



4.4 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



4.10 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