**Annex-III**

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| **SAMPLE adopted from HEC** | | **PhD Supervisor: Eligibility Assessment Checklist** **Name of Directorate of Advance Studies or Equivalent Body** Name of the University Contacts of the Focal Person**:** focalperson@hei.edu.pk; Landline: 000 00 000 000 | | | | | |  |
| **Guidelines:**  a. Eligibility of a PhD supervisor should be determined based on the nature of the institution, availability of teaching and research facilities, and the academic standing of a faculty member. b. The GEP-2023 provides broader guidelines and minimum standards. The HEIs are expected to set their standards above the minimum criteria provided by HEC.  c. The sample checklist may be used by HEIs to evaluate eligibility and authorize PhD supervision that need not be shared with HEC unless requested. | | | | | | **Date of Submission:** | | dd-mm-yyyy |
| **To be filled by the Departmental Head/Chair/Dean:** | | | | | | | | |
| **Sr.** | **GEP's Clause** | **Minium Criteria to a PhD Supervisor:** | **Evidence Required to Validate** | | | | | **Yes / No** |
| **The evaluator must ensure that the faculty member, under consideration to be a PhD supervisor:** | | | | | | | | |
| 1 | 4.2.1.i | holds Ph.D. or equivalent terminal degree | PCD Number/Attested copy of PhD degree | | | | | Ok (adopted as such) |
| 2 | 4.2.1.ii | is relevant to the student's PhD research field | As determined by following principle and procedure given at clause 7.1.2 of GEP-2023 | | | | | Ok (adopted as such) |
| 3 | 4.2.1.iii | does not have CONFLICT OF INTEREST with student in personal, financial, or professional stakes | Undertaking from the faculty member and judgement of the evaluator | | | | | Ok (adopted as such) |
| 4 | 4.2.1.iv | have the time and availability to supervise PhD dissertation and give clear and constructive feedback. | Students' Feedback Survey and supervisory and teaching workload of undergrad & graduate level | | | | | HOD/Convenor DDPC will generate google form for student Feedback survey as designed by QEC/ Submit the QEC report if evaluated.  HOD will calculate the supervision.  supervision as per HEC graduate Policy 2023.  Work load as per PU |
| 5 | 4.2.1.v | is capable of conducting themselves in a professional and respectful manner throughout the supervision process. | Professional judgement of the evaluator supported by Students' Feedback Survey | | | | | HOD/Convenor DDPC will generate google form for student Feedback survey as designed by QEC/ Submit the QEC report if evaluated |
| 6 | 4.2.1.vi | is capable of maintaining confidentiality and protecting the intellectual property of the dissertation. | Professional judgement of the evaluator supported by Students' Feedback Survey | | | | | HOD/Convenor DDPC will generate google form for student Feedback survey as designed by QEC/ Submit the QEC report if evaluated |
| 7 | 4.2.1.vii | is a regular/adjunct faculty member of the supervisee’s University/HEI/DAI | Notification from the Registrar/HR Department | | | | | Ok (adopted as such) |
| 8 | 4.2.1.ix OR | does not have more than 1 PhD student in 3rd year from obtaining PhD degree. | To be calculated from the date of PhD notification | | | | | Ok (adopted as such) |
| 9 | 4.2.1.ix OR | does not have more than 2 PhD student in 4th year from obtaining PhD degree. | To be calculated from the date of PhD notification | | | | | Ok (adopted as such) |
| 10 | 4.2.1.ix | does not have more than 5 PhD student in 5th year from obtaining PhD degree. | To be calculated from the date of PhD notification | | | | | Ok (adopted as such) |
| 11 | 4.2.2.i-a | holds a PhD degree from a recognized national/international university/degree awarding institute (DAI) | Copy of PhD degree attested by HEC | | | | | Ok (adopted as such) |
| 12 | 4.2.2.i-b | has qualified courses containing content on research ethics, publications, patents, etc. | Certificate by the HEI/NAHE or recognized MOOCs | | | | | 1.Courses arranged by the PU will be Mandatory for   1. On Fresh induction of teachers 2. Supervisors who have not supervised any PhD scholar. 3. Not fulfilling the requirement of specific Publications as required by the HEC for approved supervisors.   2.Supervisors are required to submit the certificates of online trainings/ MOOCs along with their Dossiers   1. Who has supervised (Notification issued) more than five PhDs 2. Requirement of specific Publication is fulfilled.   3. Senior teachers having age more than 55 and fulfills all other specific requirements are only required to attend the one training of Graduate Policy -2023 |
| 13 | 4.2.2.i-b.i | has qualified basic level courses to supervise students of MS/MPhil/equivalent degrees | Certificate by the HEI/NAHE or recognized MOOCs | | | | |
| 14 | 4.2.2.i-b.ii | has qualified advanced level courses to supervise students of doctoral level degrees | Certificate by the HEI/NAHE or recognized MOOCs | | | | |
| 15 | 4.2.2.ii | is an active researcher. | Publishing in reputed journal and participating conferences/research events regularly. | | | | | Ok (adopted as such) |
| 16 | 4.2.2.ii-A | fulfills the specific publication requirements for Science and Technology: | Check and verify research publications | | | | | Ok (adopted as such) |
| 17 | 4.2.2.ii-A.i | has published at least one research publications in W category journal within 3 years after PhD. OR | Check and verify research publications | | | | | Ok (adopted as such) |
| 18 | 4.2.2.ii-A.ii | has published at least five research publications in X category journal within last 5 years after PhD | Check and verify research publications | | | | | Ok (adopted as such) |
| 19 | 4.2.2.ii-B OR | fulfills the specific publication requirements for Social Science, Arts and Humanities and Business Education i.e., | Check and verify research publications | | | | | Ok (adopted as such) |
| 20 | 4.2.2.ii-B.i OR | has published at least one research publications in W category journal within 3 years after PhD. OR | Check and verify research publications | | | | | Ok (adopted as such) |
| 21 | 4.2.2.ii-B.ii | has published at least five research publications in X and Y category journal within last 5 years after PhD | Check and verify research publications | | | | | Ok (adopted as such) |
| 22 | 4.2.2.ii-C OR | fulfills the specific publication requirements for Regional and National Languages i.e., | Check and verify research publications | | | | | Ok (adopted as such) |
| 23 | 4.2.2.ii-C.i OR | has published at least one research publications in X category journal within 3 years after PhD. OR | Check and verify research publications | | | | | Ok (adopted as such) |
| 24 | 4.2.2.ii-C.ii | has published at least five research publications in X or Y category journal within last 5 years after PhD | Check and verify research publications | | | | | Ok (adopted as such) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair/DEAN | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director Advance Studies/ Equivalent Body | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DIRECTOR QUALITY | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VC/RECTOR/HEAD of HEI | |
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