

UNIVERSITY OF THE PUNJAB

REVISED

Rules relating to Admission, Registration and Examination for MS / M. Phil/ MSc (Engg/Hons) / MBA/ M.Com/ LLM/ equivalent and Ph.D. Degrees

The following are the rules and regulations relating to Admission, Registration upto course work and comprehensive for MS / M. Phil/ MSc (Engg/Hons) / MBA/ M.Com/ LLM/ equivalent and Ph.D. Degrees in the Faculties of: -

1. Agricultural Sciences
2. Arts and Humanities
3. Behavioral and Social Sciences
4. Faculty of Business, Economics and Administrative Sciences
5. Faculty of Chemical and Materials Engineering
6. Commerce
7. Computing & Information Technology
8. Education
9. Electrical, Energy & Environmental Engineering
10. Geo sciences
11. Health Sciences
12. Islamic Studies
13. Information and Media Studies
14. Law
15. Life Sciences
16. Oriental Learning
17. Quality & Industrial System Engineering
18. Pharmacy
19. Science

I. ADVERTISEMENT

- i. Before the advertisement, the faculty of every Department/ Institute/ Centre / College / School should ascertain the number of seats/ programs/ facilities available.
- ii. The MS / M.Phil. / LL.M./M.Sc. (Engg/Hons) / MD / MS / MDS or equivalent degree and Ph.D and programs shall be advertised in the beginning of each academic session. The advertisement shall normally appear in the newspapers during July/August as per academic calendar.

II. ELIGIBILITY

1. MS/MPhil/Equivalent Programs

- i. Prior to admission into a MS/MPhil/equivalent program, the student shall have been awarded his or her M.A./ M.Sc./ LL.B./ BS(Hons.) 4 years/ B.Sc.(Hons.) 4 years, B.Sc. (Engineering)/ B. Pharmacy/ Pharm D/ MBBS/ BDS Degrees or its equivalent in the relevant subject from a recognized University.
- ii. Eligibility criteria for a relevant field/discipline (in accordance with the department's policy) shall be provided by the relevant Board of studies/DDPC of Department / Institute / College / Centre / School.

(a) MS/M.Phil/ M.Sc. (Engg/Hons.)/ MBA / M.Com/ L.L.M/ Equivalent:

- i. BS (Hons.) 4 years/ M.A. / M.Sc. / B.Sc (Hons.) 4 years / B.Sc. (Engg) /) / B. Pharmacy/ Pharm D/ MBBS/ BDS degree or equivalent in the relevant subject from a HEC recognized University (At least 16 years of education after HSSC/F.A./F.Sc/Grade 12 or Equivalent; 120 credit hours)
- ii. No third division in the whole career.
- iii. Qualifying marks in the admission test conducted by the University shall be 50%.
- iv. Qualifying marks in the interview shall be 50%.

(b) Eligibility for candidates from other disciplines (Intradisciplinary/ interdisciplinary)

- i. The requirements mentioned below shall be in addition to the requirements set already stated or mentioned above for admission in MS/M.Phil/ M.Sc. (Engg/Hons.)/ MBA / M.Com/ Equivalent
- ii. Eligibility criteria for other disciplines (in accordance with the department's policy) shall be provided by the relevant Board of studies/DDPC of Department / Institute / College / Centre / School.
- iii. GRE-Subject Test (conducted by the university in the discipline of admission) with minimum 50% marks.
 - i. 6-9 CH of deficiency courses of level 6 after starting the program in zero semester. To qualify zero semester as per PU rules shall be compulsory (Rules of promotion will be given in next meeting).
 - ii. (Rules of promotion will be given in next meeting)

2. PhD:

- i. Eligibility criteria for a specific field/discipline (in accordance with the department's policy) shall be provided by the relevant Board of studies/DDPC of Department / Institute / College / Centre / School before the admission.
- ii. Prior to admission into a PhD the student shall have been awarded his or her MS/MPhil/or its equivalent degree from a recognized University

(a) Category A

- i. MS / M.Phil. / LL.M./M.Sc. (Engg/Hons) / MD / MS / MDS or equivalent degree with minimum CGPA of 3.00 (out of 4.00) in the semester system or first division (60%) in the annual system
- ii. No third division in the whole career.
- iii. MS/MPhil/equivalent without thesis shall complete deficiency of 06 credit hours research thesis.
- iv. Qualifying marks in the admission test conducted by the University shall be 60%.
- v. Qualifying marks in the interview shall be 50%.

(b) Category B

- i. MS / M.Phil. / LL.M./M.Sc. (Engg/Hons) / MD / MS / MDS or equivalent degree with minimum CGPA less than 3.00 (out of 4.0) in the semester system or first division (less than 60%) in the annual system.
- ii. No third division in the whole career.
- iii. Qualifying marks in the admission test conducted by the University shall be 60%.
- iv. Qualifying marks in the interview shall be 50%.
- v. Additional courses of 9-12 CH of level 7 in zero semester and shall score minimum 3.00 out of 4.00 GPA. (If both conditions are not fulfilled by the applicant the admission shall stand cancel)

- vi. MS/MPhil/equivalent without thesis shall complete deficiency of 06 credit hours research thesis.
- vii. If the CGPA/Percentage is not mentioned on the transcript, the candidate shall produce equivalent weightage from the parent university. Or
CGPA/Percentage will be equalized by the committee notified by the registrar office. In this case equivalence of HEC shall be required.
- viii. In the case of a foreign degree (from universities that award degrees without course work and where a CGPA is not available), after equivalence from HEC, applications shall be considered for admission to the PhD program as per the subject eligibility of the department/ institute/college/ center/or school. Other admission requirements must be fulfilled by the applicants

(c) Eligibility for candidates from other disciplines (Intradisciplinary/ interdisciplinary)

- i. Eligibility criteria for a specific field/discipline (in accordance with the department's policy) shall be provided by the relevant Board of studies/DDPC of Department / Institute / College / Centre / School before the admission.
- ii. The requirements mentioned below shall be in addition to the requirements set already stated or mentioned above for admission in and PhD
- iii. GRE-Subject Test (conducted by the university in the discipline of admission.) with minimum 60% marks
- iv. 6-9 CH of deficiency courses of level 7 after starting the program in zero semester. To qualify zero semester as per PU rules shall be compulsory (Rules of promotion will be given in next meeting)

III. ADMISSION TEST REQUIREMENTS:

(1) MS/MPhil/Equivalent Degree Programs

- i. A rigorous admission test as an eligibility condition for admission to MS/MPhil/Equivalent programs, developed at the university with a passing score of 50%.
OR
- ii. Accept the GRE/HAT General/Equivalent tests, with a passing score of 50%.
- iii. **Options (ii) will be opted by the permission of the worthy Vice Chancellor if needed in any case for whole session at the time of admission.**

(2) PhD

- i. The test equivalent to GRE/HAT General developed at the university with the passing score of 60% OR
- ii. Accept a test equivalent to GRE/HAT General, conducted by testing bodies accredited by HEC, with a passing score of 60%
- iii. Subject test for admission in PhD programs.

Options (ii) will be opted by the permission of the worthy Vice Chancellor if needed in any case for whole session at the time of admission. Test shall be on the basis of (i) and (iii)



IV. GRE/HAT committees

- i. Departmental committees shall be required for admission to MS/M.Phil/Equivalent and PhD programs. Departmental committees (GRE/HAT) shall be notified by the registrar office (same be intimated to the HEC).
- ii. Composition of GRE based committee shall be as guidelines provided by the HEC (2-3 faculty members of the relevant discipline and one preferably from outside the University). If required more faculty members may be added.

V. STATEMENT OF PURPOSE

Statement of Purpose shall be a part of the application for admission to PhD programs, applicants shall be required to submit a statement of purpose, which shall form an integral part of the application. The admissions committee shall use the information provided to ascertain the preparedness and interest of the candidate in pursuing doctoral studies, and whether the department has the requisite resources to train and supervise the doctoral candidate in the subspeciality in which the applicant is interested. A statement of purpose shall, at least, include the following

- i. Title of the potential research proposal
- ii. Clear articulation of the current understanding of the intended field and ideas for potential research
- iii. Explanation of the intended impact of the proposed research
- iv. The prospective candidates shall demonstrate passion and enthusiasm for the area of research.

VI. EQUIVALENCE

- i. **Equivalence from PU is required** (Qualification from Institutions other than the University of the Punjab will be equalized by the Equivalence Committee of the University of the Punjab). Candidates shall apply for equivalence well in time to the Equivalence Cell, PU and shall provide the same before the interview.
- ii. Equivalence of Degrees Awarded by Chartered Foreign Universities will also be required from HEC Pakistan. PU equivalence is also required.

VII. PROCEDURE FOR APPLICATION, ADMISSION AND REGISTRATION

- i. An applicant seeking admission to MS / M.Phil. / LL.M./M.Sc. (Engg/Hons) / MD / MS / MDS /equivalent /Ph.D. programs award shall apply on a prescribed online form within the due date given in the advertisement for admission.
- ii. Application submission shall be submitted only online. DDPC shall scrutinize the applications received for eligibility.
- iii. **Composition of the DDPC:** The Departmental Doctoral Programme Committee shall be notified by the registrar office and composition shall be:

Chainman/Chairperson/Director (DDPC convenor), All Professors & Associate Professors, 2-3 senior most Assistant Professor/Lecturer, holding Ph.D. degree). In departments where there

is no Professor/Associate Professor, Departmental Doctoral Program Committee (DDPC) will be constituted by the Vice-Chancellor on the recommendations of the Dean of the Faculty/Chairperson DPCC. In such cases for the evaluation of synopsis, 2-3 experts will be co-opted.

- iv. An applicant shall be judged on the basis of the following criteria for admission/ merit calculations
- Academic qualifications*- 40 Marks (as given in the table of merit calculator already)
 - Publications in HEC approved journals - (1 Mark per publication)-05 Marks
 - Professional experience in relevant field – 05 Marks (One Mark for each year for job in the relevant field / as per Departmental preference)
 - Departmental written/entry test (40 Marks)
 - Interview –10 Marks (In interview qualifying marks are 50%)
- v. NOTE: Different universities grading system different- for those universities departmental committees should calculate GPA/CGPA as per HEC grading system guidelines. As decided by the NQAD, in its 22nd meeting held on January 09, 2017, the HEIs should preferably use four (04) grade point system (Ref. 1-22/NQAC/QAD/2017/HEC/03-360, dated March 24, 2017). However, the HEIs using other grade point scales shall refer to HEC's Policy Guidelines, issued from time to time, for Implementation of Uniform Semester Examination System in Higher Education Institutes of Pakistan)
- vi. Only those candidates who qualify the departmental written/entry test as per PU policy [designed by the respective department] will be called for an interview.
- vii. The Doctoral Program Committee shall recommend to the Dean of Faculty concerned for approval of the names of applicants, who are found eligible. Same shall be forward to Chairperson DPCC. The selected candidates shall pay their dues within stipulated time, failing which their admission shall be liable to be cancelled.

*** Break up of 40 marks for academic qualifications:**

M.S / M.Phil.

Course/ Degree	%age marks						
		45%	50%	55%	60%	70%	≥80%
Matric	Marks	2	4	5	7.5	8.5	10
F.A./F.Sc.	Marks	2	4	5	7.5	8.5	10
B.A./BSc.	Marks	2	4	5	7.5	8.5	10
M.A.M.Sc. (Annual System)	Marks	2	4	5	7.5	8.5	10
M.A. M.Sc. (Semester System)	CGPA						
		2.5	2.7	3.0	3.4	≥3.8	
	Marks	5	6	7.5	8.5	10	
BS (Hons.) 4 years / B.Sc (Hons) 4 years (16 years edu.)	Marks	10	12	15	17	20	

Ph.D

Course/ Degree	%age Marks
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		45%	50%	55%	60%	70%	≥80%
Matric	Marks	2	4	5	6	7	8
F.A./F.Sc	Marks	2	4	5	6	7	8
B.A./BSc	Marks	2	4	5	6	7	8
M.A./MSc (Annual System)	Marks	2	4	5	6	7	8
BS Hons. 4 years / B.Sc Hons (16 years edu.)	CGPA						
		2.5	2.7	3.0	3.4	≥3.8	
	Marks	8	10	12	14	16	
M.A./MSc (Semester System)	Marks	4	5	6	7	8	
M.S / M.Phil / LLM (18 years edu.)	Marks	3.0 CGPA / 1st Div.		3.3	3.6	≥3.8	
		5		6	7	8	

Candidates having less than having 45% or CGPA 2.5 in any degree will get 0 scores for that degree

VIII.FOREIGN STUDENTS:

- i. Efforts be made to attract foreign students around the globe. The University should advertise both on World-Wide Web and through Embassies, posters etc. The admission of foreign students should be processed as under:
- ii. A foreign candidate should apply through his/her Home Country's Embassy and Pakistan Mission Abroad office (in case of overseas Pakistani).NOTE: Qualification from Institutions other than the University of the Punjab will be equalized by the Equivalence Committee of the University of the Punjab . Foreign students must provide NOC and HEC equivalence)
- iii. The concerned department/institute shall send a provisional admission letter to the Registrar and copy to Chairperson DPCC along with HEC proforma of foreign students for clearance of the vetting agencies before joining the program.
- iv. The candidate should also pass the entrance test of the concerned institution/admission on arrival or submit GRE International with admission form.
- v. After fulfilling all above requirements, the candidate will be allowed to attend classes with a valid visa.

IX.PROGRAME OF STUDIES.

(1) Course Work- MPhil/MS/equivalent

The following requirements shall be fulfilled before the award of MPhil/MS/equivalent degree

- i. Complete 30 credit hours of course work or
- ii. Complete 24 credit hours of coursework along with a minimum of six (6) credit hours for research work/thesis// internship / project (as the case may be).

- iii. The students shall complete the deficiency coursework of at least 9-12 credit hours of level 6, if they are from the other discipline in a zero semester, prior to start regular semesters.

(2) Course Work- PhD

The following requirements shall be fulfilled before the award of a PhD Degree:

- i. The students shall complete the coursework of at least 18 credit hours if they are from the same discipline.
- ii. The students shall complete the deficiency coursework of at least 9-12 credit hours of level 7, if they are from the other discipline in a zero semester, prior to start regular semesters of PhD.
- iii. The courses shall be offered through regular classes (i.e., classes taught on campus by full-time faculty members of the university)
- iv. The courses shall preferably be of 800 level. iv. PhD degree should be based on research, not only on credit hours.
- v. The research work submitted for M.Phil. will not be part of PhD thesis.

X. COMPREHENSIVE EXAMINATION:

- i. Students admitted to Ph.D., course shall take comprehensive examination after successful completion of 18 credit hours. The concerned Departments/ Institutes / Colleges / Centres / School shall hold the said examination. The Comprehensive Examination shall be held within one month after the completion of the course work.
- ii. The comprehensive examination will cover all course work and will consist of one composite paper (60% subjective and 40% objective), the objective part will be based on multiple choice questions. The examination will test the student's ability to integrate and assimilate the knowledge obtained from the courses, seminars and independent studies.
- iii. Examiners (3-5 including Internals) for the comprehensive examination shall be appointed by the Dean out of a panel of names recommended by the Departmental Doctoral Program Committee. At least 2 examiners will be from outside the University.
- iv. To pass the comprehensive examination, a student must get GP/GPA not less than 3.0.
- v. If the student does not pass the comprehensive examination or doesn't get at least GPA 3.0, in the first attempt he/ she may be given one more chance on the recommendation of departmental Doctoral Program Committee. Similarly, a student who remains absent during the comprehensive examination will only be given a second chance to sit in the examination subject to a condition that his/her circumstances of not being able to attend the examination are well justified and accepted by the concerned DDPC. On the recommendations of the concerned DDPC, the Dean/DPCC may allow such a student to reappear. The second Comprehensive Examination shall be held within one month of the first examination.

(NOTE: The benefit Sub-Clause (iv) may also be given to the students enrolled in previous sessions on the recommendations of DDPC and approval from ASRB)