



PhD Guidelines

Version 2

For PhD Batches from Fall 2023 Onwards

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The PhD Guidelines is a comprehensive guide to PhD Students at SZABIST. It provides the details of concerned statutory bodies, committees, focal persons and also give information related to basic rules, regulations and standard operating procedure necessary for completing PhD. The contents mentioned in the booklet are for the purpose of information and any rules, regulations and SOPs are subject to change at any point of time by the institute.

1. Admission Requirements

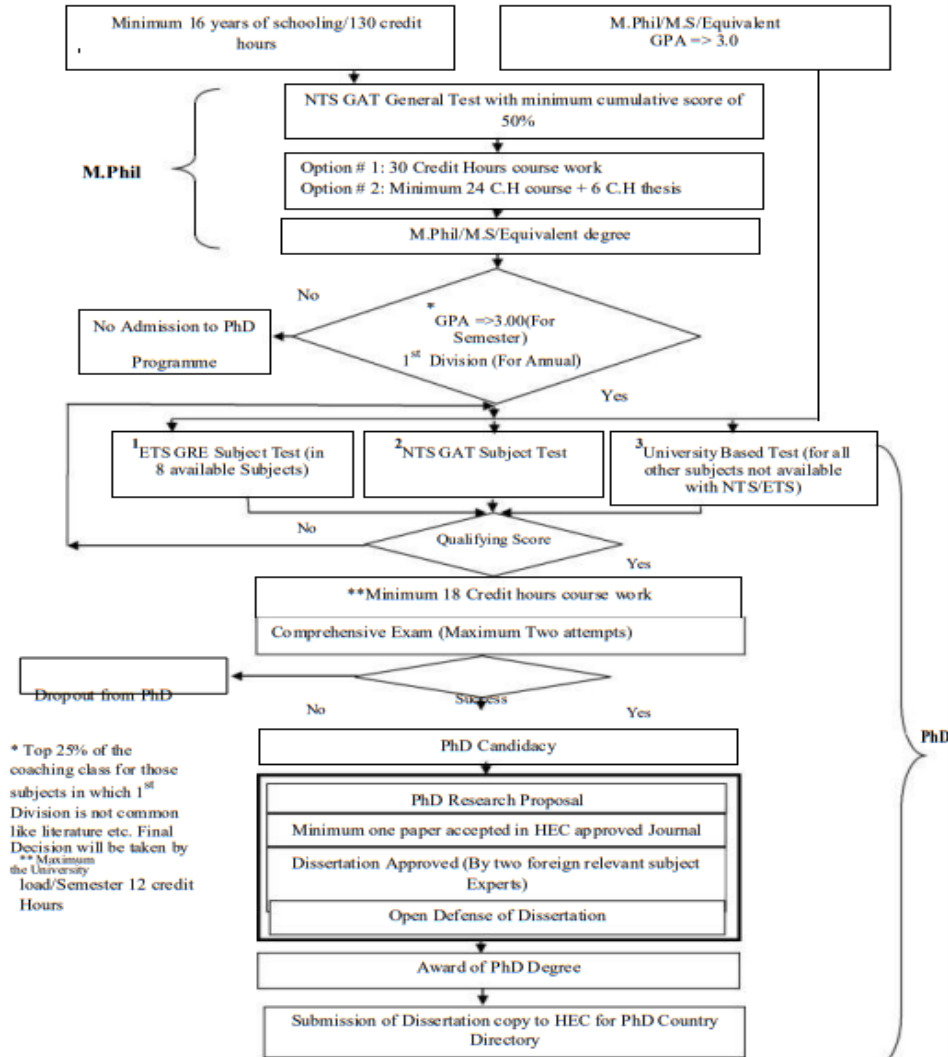
- I. SZABIST offers PhD degree in Management Sciences, Computing, Educational Leadership and Management, Social Sciences and Biosciences in strict adherence to the HEC guidelines.
- II. For admission to PhD Program, the candidate must have 17.5 years of education in a relevant field with minimum 60% marks/ CGPA 3.00 from an HEC recognized institution.
- III. GAT Subject/GRE with minimum 60% score is required before admission
- IV. For Ph.D. Biosciences, SZABIST's own GAT Subject test needs be cleared with 70% score at the time of admission.
- V. The Admission Committee may ask for Completion of Deficiency of Courses/ Pre-requisite Research thesis in addition to the regular courses of PhD. The candidate would also be required to pass GRE Subject/equivalent test with minimum 50% marks in the discipline of admission. The student would be required to submit statement of purpose to the admission department that 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 and iv. The prospective candidates shall demonstrate passion and enthusiasm for the area of research.
- VI. Last Degree verification from HEC is required
- VII. All other requirements of SZABIST Admission Policy must be adhered to get admission in PhD
- VIII. The Admission Requirement is subject to change in accordance with the criteria updated by HEC

2. PhD Degree Milestones

- I. Clearing admission requirements of HEC and SZABIST
- II. Completing 18 credit hours course work with required CGPA
- III. Passing comprehensive examination within Two attempts
- IV. Completing the required coursework, comprehensive exam, and defense of synopsis/research proposals within the 1st six semesters of the registration into a PhD program i.e. in 3 years from the date of admission.
- V. Appointment of Supervisor by the Program Manager in consultation with student with final confirmation from Doctoral Committee
- VI. Selection of Topic/ Area of Research
- VII. Registration for dissertation proposal (6 credit hrs)
- VIII. Submitting the **Initial Proposal** along with Departmental Ethical Review Committee (DERC) Form to Academic Department within due date
- IX. Approval of Topic from DERC and Institutional Ethical Review Board (IERB)
- X. Clearing Proposal Defense
- XI. Registering for next level of dissertation for 3, 6, 9 or 12 credit hrs.

- XII. Twelve credit hours can be registered only once in the entire PhD with prior approval of PM.
- XIII. Clearance of all end of semester evaluations
- XIV. Registration for next level of dissertation continues until 30 credit hrs for dissertation are complete
- XV. Completing publication requirements before registering last 3 credit hours of dissertation.
- XVI. Clearing Pre-Defense Seminar
- XVII. Submission of Compliance Report (if any)
- XVIII. Clearing Foreign Evaluation
- XIX. Submission of Compliance Report (if any)
- XX. Clearing Open Defense (Formerly known as Final Defense)
- XXI. Submission of Compliance Report (if any)
- XXII. Notification from Doctoral Committee
- XXIII. Clearance for Transcripts and Pass Certificate
- XXIV. Receiving Degree in the Convocation
- XXV. Name included in HEC PhD Country Directory

Flow Diagram for Minimum Quality Criteria for M.Phil/MS & PhD



3. Time Duration

- I. Minimum 3 and Maximum 8 years from time of admission to complete PhD
- II. Semester Freeze, if any, shall be counted towards the PhD duration
- III. The student is required to plan the completion of PhD in such a way that he / she submits the complete dissertation for foreign evaluation one year before the maximum time limit.
- IV. Extension of one year after time bar shall not be given if the remaining credit hours to complete are more than 18 credit hours.

4. Termination of Admission

Admission will be subject to cancellation in the following cases:

- I. Failure to clear Comprehensive Examination in Two attempts
- II. Failure to clear proposal defense within three years from the date of admission
- III. Failure to complete all degree requirements within the given time
- IV. Failure to clear dissertation proposal defense in two attempts
- V. If both the reports from two foreign evaluators are unsatisfactory
- VI. If a student does not register for more than 2 consecutive semesters, he/she will be placed in the list of dormant student and a warning letter will be issued. If the student does not register in the next semester, the admission will be subject to cancellation
- VII. The student may be expelled on disciplinary ground or any other ground as per the policy of SZABIST
- VIII. If a student fails to complete PhD, he/she may be issued a Provisional Transcript only.
- IX. All the rules of SZABIST pertaining to cancellation of admission are applicable. For further details, refer to Students' Handbook

5. Re-Admission in PhD

- I. Re-admission in the same program is not allowed in case of time barred dismissal, dismissal due to academic dishonesty, dismissal on disciplinary grounds or dismissal due to probation.
- II. If the student withdraws the admission before dismissal, re-admission is allowed. However, the student will be required to apply for a fresh admission and all the requirements of admission must be fulfilled as per the policy of SZABIST. Admission will be subject to availability of seats in the program and the institute is not bound to re-admit the student.
- III. In case of re-admission, all the rules of SZABIST pertaining to re-admission and course transfer are applicable. For further detail, refer to Students' Handbook / prospectus

6. Standard Operating Procedure

I. Registration in course work

- a) Before registration in a course, check the prospectus and see the list of courses with course codes
- b) Guidance may be taken from the Program Manager to select the courses
- c) Few courses have pre-requisite which must be completed before registering in such a course
- d) For students admitted prior to Fall 2019, registration in IRS / last three cr. hrs. is not allowed until GAT is cleared and all compulsory courses are cleared.
- e) All the SZABIST rules regarding registration are applicable and they can be obtained from the Students Handbook

II. Comprehensive Examination

- a) Having passed all the courses in PhD with required CGPA, the student is eligible for registering in the comprehensive examination.
- b) The student who wants to appear in Comprehensive Examination must get in touch with the PM to get timely information.
- c) The examinations dates are announced by the examination department and communicated by the PM.

- d) Comprehensive examination is conducted three times a year after the end of each semester i.e. Fall, Spring and Summer, generally on the last Saturday of January, last Saturday of June and last Saturday of August. However, final date is given by the examination department.
- e) All the students intending to appear in the comprehensive examination must register for the exams by submitting the registration form in hard copy to the examination within the deadline given by examination department. The registration form is available at the reception desk of all campuses.
- f) The Comprehensive Examination is of 3 hours and the concerned PM can provide the details on the composition of paper.

III. Registration in Dissertation

- a) After passing course work and comprehensive examination, the scholar is eligible for registering in the research work called Dissertation
- b) Student will register for first registration in dissertation for 3 credits hours through Zabdesk.
- c) All the rules regarding registration, withdrawal or de-registration will be applicable as per Students' Handbook. and the policies/decisions laid down by Doctoral Committee
- d) Students may select a supervisor from the SZABIST approved list of supervisors in consultation with the Program Manager and consent of the supervisor, with final confirmation from Doctoral Committee
- e) Students will download the **Proposal Form along with Departmental Ethical Review Committee (DERC) form** from the SZABIST's website. The same can be obtained from the reception.
- f) The students are required to submit Initial Proposal along with the following documents to Academic Department within due date in form of hard copy:
 - i. Proposal Form duly signed by the Supervisor/Co-Supervisor and Student
 - ii. Title Page of Initial proposal duly signed by the Supervisor/Co-Supervisor
 - iii. Properly filled DERC Form (If IERB Approval not received) duly signed by the Supervisor/ Co-Supervisor
- g) The Initial Proposal must contain the summary of the work from 500 to 1000 words.
- h) The plagiarism of initial proposal will not be taken. However, the plagiarism for complete proposal submitted at the end of semester will be duly verified by official forum of SZABIST. The plagiarism check must be done well before the deadline of submission.
- i) In case of failure to submit the required documents to academic department in due time, the student's case will be dismissed and he/she will be de-registered.
- j) In case of any deficiency in the initial proposal, the academic department will inform the students to re-submit the initial proposal.
- k) The student is required to follow the instructions within the given time and in case of non-compliance, the student will be advised and provided in writing. If the student fails to comply within given period of time, he/she will be de-registered.
- l) The students must receive an acknowledgement of submission in writing from academic department in order to avoid any inconvenience.
- m) In case of any objection from DERC/ IERB, the student will be informed by the PM to remove the objection if any, within the given period of time
- n) The DERC/IERB/DC has the right to reject the topic/area of research. In this case, the student will be de-registered/forced de-registered
- o) The student will get feedback from Program Manager in accordance with the approval given from the Institutional Ethical Review Board (IERB) generally in the 10th week of academic calendar. However, the final announcement is made by Program Manager

IV. Procedure for Withdrawal

- a) Withdrawal policy for all the semesters (including first semester) and for all the registrations is the same as mentioned in Students Handbook
- b) The request for withdrawal has to be made prior to the 12th week through ZabDesk's Online Course Withdrawal option.
- c) The request for withdrawal has to be approved by Academics department and Program Manager duly updated by records department.
- d) For further detail, please refer to Student Handbook

V. Working with Supervisor & End of Semester Evaluation

- a) The student must work with the supervisor and at least 8 meetings are required to be conducted with supervisor in each semester
- b) The Student should report to the supervisor regularly and submit the fortnightly/weekly work to him/her.
- c) The Supervisor will check the entire work at the end of semester and if he/she gives unsatisfactory report, the student is considered to be "Fail" and his end of semester evaluation will not be conducted.
- d) If there are two supervisors of the student i.e. Major Supervisor and Co-Supervisor, and the reports of both the supervisors are different, then the Dean/HoD will decide on the result by taking advice from the 3rd member of Advisory Committee
- e) At the end of semester, the student will submit the **Interim Progress Report** which is the part of dissertation completed by the student during the semester
- f) The **Interim Progress Report** must be duly signed by the supervisor / co-supervisor and submitted to the academic department within the given time period announced by academic department.
- g) The **Interim Progress Report** must be checked for plagiarism before submission
- h) The Hard Copy (Tape/Spiral binding) and Soft copy in Ms. word doc to be submitted via email to academic department.
- i) The Plagiarism Report will be submitted only on the following stages:
 - i. Proposal Submission
 - ii. Before Pre-Defense Seminar
 - iii. Before sending for Foreign Evaluation
 - iv. When dissertation is ready to be submitted to HEC
- j) The following documents must be submitted at the end of each semester on the due date.
 - i. **Interim Progress Report** (The part of dissertation completed by the student)
 - ii. **Title page** of Interim Progress Report with the signature of supervisor and co-supervisor
 - iii. **Certificate of Approval** duly signed by Supervisor/Co-Supervisor, HoD, PM
 - iv. **Declaration Form** signed by the Student
- k) End of Semester Evaluation is generally scheduled in the 18th week or 19th Week of academic calendar. However, the exact week is announced by Academic Department in each semester
- l) The academic department will announce the date for end of semester evaluation where the expert panel members shall evaluate the research work of the student

- m) The student is evaluated on the basis of the **Interim Progress Report** and the presentation given in front of the panel of experts as per the schedule of academic department.
- n) The presentation for proposal defense should be of 30 minutes followed by question and answers from the examiners
- o) The presentation for remaining *end of semester evaluation* should be of 20 minutes followed by question and answer
- p) In case of at least two satisfactory reports from the expert panel members, the student is considered “pass” in the semester and is eligible for next stage.
- q) In case of two unsatisfactory reports from the panel members, the student is considered to be “fail” and he/she is required to repeat the work
- r) The revisions/suggestions given by the panel members should be incorporated by the student under the guidance of the supervisor(s).
- s) The decision of Panel members is final and cannot be challenged by the student/supervisor(s)
- t) In every semester, the student is required to repeat the same practice until 30 credit hours of dissertation is complete.

VI. Pre-Defense and Final Evaluations

- a) After completion of 30 credits of dissertation, the student is required to submit the complete dissertation in hard copy and soft copy along with student declaration, certificate of approval, plagiarism check report, and verified publication from Research committee at SZABIST to proceed for Pre-Defense Seminar.
- b) In Pre-Defense Seminar, the student will submit his dissertation of entire 30 credits and present it before a panel of 3 experts.
- c) The presentation will be of around 45 minutes followed by question and answers session.
- d) The results of Pre-Defense Seminar will be shared with Doctoral Committee by the Controller Academics.
- e) At least Two Satisfactory Reports are required from panel members to proceed further.
- f) If at least 2 of the 3 reports are unsatisfactory from the panel members, the student will be given a chance to appear for next attempt of pre-defense seminar after making compliance of the observations.
- g) In case of failure in pre-defense, the student will register in the next semester in 3 credit hours and will submit his/her work again. If the student fails in pre-defense twice, student’s admission will be cancelled.
- h) After satisfactory results of Pre-Defense Seminar, the dissertation will be sent to the foreign evaluators by the Academic department with the approval of Doctoral Committee.
- i) After receiving the reports from the External Foreign Evaluators, this progress will be shared with DC.
- j) If the foreign evaluators recommend some minor changes, the reports are shared with the student and Supervisors for compliance of the required changes.
- k) If the foreign evaluators have asked for major revisions, the reports are shared with the student and Supervisors for compliance of the required changes. The revised dissertation Shall be sent to the same foreign evaluators again for their approval.
- l) After incorporation of the required changes, the Final dissertation will be submitted to Academics Department within the given time
- m) The Compliance Report will be verified by a 3-member Compliance Review Committee formed by Program Manager/HoD

- n) If the Compliance Review Committee gives positive report, the student will proceed for Open Defense after the approval of Doctoral Committee
- o) There will be two-member (1 external & 1 internal) panel for Open Defense duly approved by Doctoral Committee
- p) The presentation will be of 45 minutes followed by questions and answers session
- q) In case of tie in the decision of examiners, the matter will be referred to the Dean for final decision
- r) After successful completion of Open Defense, the notification will be issued by the DC

VII. Guidelines for Publication of Research Paper

- a) For award of PhD degree, a PhD researcher shall be required to publish research articles meeting the following criteria:
 - i. At least: a. One research article in W category journal or two research articles in X category journals, for Science disciplines OR b. One research article in X category journal or two research articles in Y category journals, for Social Science disciplines.
 - ii. The PhD researcher shall be the first author of these publications.
 - iii. The research article shall be relevant to the PhD research work of the PhD researcher.
- b) Paper must not be published/accepted before the results of proposal defense
- c) At least Acceptance of Publications must be produced before registering in last 3 credit hours of dissertation.
- d) Papers must be published before the Open Defense
- e) The acceptance/ publication of paper must be forwarded to academic department that will get it verified from Research Committee.
- f) The Publication must be made from the dissertation with the names of supervisor(s). This will be certified by the Supervisor(s).
- g) The paper must be published in an HEC recognized journal in required category. This will be certified by the Research Committee, of the respective campus, via Academic Department.
- h) The recognition of journal is based on HJRS portal. Only those journals and categories are considered which are recognized by HJRS in the year of publication.
- i) The article shall be published in a relevant research journal.
- j) The Student will be the first author, with SZABIST' affiliation, and Supervisor(s) will be the next author(s).
- k) For copyrights, patents, commercialization and other related matters, please refer to R&D policy.

7. Presentation/Write-up of Reports/Dissertation

I. Proposed Range of Credit Hours for Each Chapter/ Topic (Tentative)

The following list is proposed for the guidance of students and supervisors. However, the Supervisors may adopt their own sequence or contents as per the requirements of the research work.

Chapter/ Topics	Proposed credit hours range
Proposal (First Registration Mandatory) Contents may include Introduction , Scope, Significance, Objectives, Literature Review, Methodology etc	6 credit hours
Introduction (Continuation)	(3,6,9,12)
Literature Review (Continuation)	(3,6,9,12)
Research Methodology (Continuation)	(3,6,9)
Data Analysis and Findings (Continuation)	(3,6,9,12)
Discussion, Conclusion and Recommendations (Continuation)	(3,6,9)
In Summer Semester registration is not allowed.	
Publishing one Research Paper from the dissertation in the aforementioned categories of journals before the completion of 30 Credit Hours Dissertation	After completion of 27 credit hrs of dissertation, students will not be allowed for further registration until they submit the proof of acceptance / publication of research paper in HEC approved journal.
Total Credit Hours (with different combinations)	30 Credit hours

II. Proposed Range of Word Limit

This range is provided for guidance only

Credit Hours Registered	Approximate Word Length
3	7000 – 10000
6	14000 – 20000
9	21000 – 30000
12	28000 – 40000
Total – 30 Credit Hours	75000 – 100000

III. Referencing Style

Different faculties/departments follow different Referencing Styles which may include IEEE or APA referencing. Since the referencing styles vary from faculty to faculty, the style must be confirmed from the relevant Program Manager and the Interim Progress Reports/Dissertation must be compiled in the format advised by the concerned department.

IV. Guidelines for structure and contents of Dissertation

The dissertation may be structured in the following way. However, this format is just a recommendation and it can be modified in accordance with the requirements of research work as per the advice of Supervisor and PM.

1 Chapter 1 Introduction

- 1.1 Background of the research / project
- 1.2 Objectives of research
- 1.3 Problem statement and research questions
- 1.4 Scope and delimitations of the Study
- 1.5 Research approach
- 1.6 Structure of the research / thesis

2 Chapter 2 Literature Review

- 2.1 Introduction
- 2.2 Detailed Literature on the Topic
- 2.3 Research Gaps
- 2.4 Theoretical/ Conceptual Framework

3 Chapter 3 Research Methodology

- 3.1 Research Hypothesis/Questions
- 3.2 Research Design and Operationalization of Variables
 - 3.2.1 Type of Research
 - 3.2.2 Type of Data
 - 3.2.3 Sources of Data
 - 3.2.4 Data collection Instruments
 - 3.2.5 Data Collection Procedure
 - 3.2.6 Hypothesis testing mechanism (if you have a hypothesis)
 - 3.2.7 Data analysis techniques
- 3.3 Limitations and expected problems in research
- 3.4 Time plan and budgeting (time and activity charge)

4 Chapter 4 Data Analysis/ Discussion

- 4.1 Introduction
- 4.2 Presentation of Data Analysis
- 4.3 Results of Data Analysis
- 4.4 Discussion and Interpretation

5 Chapter 5 Conclusion and Recommendations

- 5.1 Introduction
- 5.2 Major Findings
- 5.3 Policy Implications
- 5.4 Recommendations/ Guideline for Future Research

6 Bibliography / References

7 Appendices

Overall Layout of the dissertation

- Title page
- Table of contents
- Abstract / Executive summary
- Introduction
- Literature Review
- Conceptual Framework of Research
- Methodology / Research Strategy
- Results / Findings
- Conclusions
- Recommendations
- Bibliography / Reference
- Appendix

Sample of Title Page

Title of the Study

Name of Student

Name and Signature of Major Supervisor

Name and Signature of Co-Supervisor

Dissertation
Submitted to the
Faculty of Management Sciences
Shaheed Zulfikar Ali Bhutto Institute of Science and Technology, University
In partial fulfillment of the requirement for the degree of Doctor of Philosophy
Month / Year

Formatting Style for Initial Proposal/Interim Progress Report/Dissertation

Main Headings	Center, Bold, Title Case Heading
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(Level 1 Heading)	Size 16 (example (Chapter 2 Literature Survey) Text begins as a new paragraph.
2 nd Level Headings	Flush Left, Bold, Title Case Heading Size 14 (example (2.1 Introduction) Text begins as a new paragraph.
3 rd Level heading	<i>Flush Left, Bold Italic, Title Case Heading</i> Size 13 (example <i>2.1.1 Market Situation</i>) Text begins as a new paragraph.
4 th Level Heading	Indented, Bold, Title Case Heading, Ending With a Period. Size 12 2.1.1.1. Market Situation. (Text) Text begins on the same line and continues as a regular paragraph.
5 th Level Heading	Indented, Bold Italic, Title Case Heading, Ending With a Period. Size 12 <i>2.1.1.1.1. Market Situation.</i> (Text) Text begins on the same line and continues as a regular paragraph.
Normal Text Font	Size 12
Margin	1.5 for left Mrgin and 1 for all other Margins
Font style	Times New Roman
Line space	Single -1.5
Page size	A4
Color	Black
Type of Binding	Spiral/Tape Binding
Final Approved Copy of Dissertation	Without Binding

8. Doctroal Dissertation:

As per HEC Graduate Education Policy 2023, the following guidelines are provided for compliance:

Each PhD researcher shall write a doctoral dissertation reflecting relevance, credibility, effectiveness, and legitimacy of the research. The dissertation must be an original and innovative contribution to knowledge that contributes to solving socioeconomic problems. To improve the quality of a doctoral dissertation, some regulations have been suggested in the following areas:

- I. **Selection of Research Area:**The research area of the PhD researchershall:

i. Correspond to the community needs at regional and local levels and comply with the priority national research agenda. ii. Reflect the basic and pure research. iii. Signify emerging areas of research that coincide preferably with sustainable development goals (SDGs)

II. **Quality in Reporting:** The quality of presentation and reporting in dissertation shall reflect the following characteristics:

- i. The document is well written.
- ii. The contents are balanced, well organized, appropriately styled; clearly structured, and well cohered; and
- iii. The document is free from grammatical and spelling errors and flawed terminology.
- iv. Minor shortcomings such as inaccurate use of acronyms and clumsy looking sentence structure have been addressed.
- v. Quantitative research proposals must include a valid statistical design for data analysis.
- vi. Formatting shall be compatible with international standards.

III. **Methodological Quality:** To produce PhD researchers capable of conducting research independently, ensuring the technical soundness of their PhD dissertations is integral. The following guidelines shall be useful in making the PhD research methodologically sound:

A. Guidelines ensuring the quality of Qualitative Research: A PhD research dissertation, based on the Qualitative Research methods should satisfy, at least, the following questions 8 :

- a. “Does the research, as reported, illuminate the subjective meaning, actions and contexts of those being researched?”
- b. “Is there evidence of the adaption and responsiveness of the research design to the circumstances and issues of real-life social settings met during the course of the study?”
- c. “Does the sample produce the type of knowledge necessary to understand the structures and processes within which the individuals or situations are located?”
- d. “Is the description provided detailed enough to allow the researcher or reader to interpret the meaning and context of what is being researched?”
- e. “How are the different sources of knowledge about the same issue compared and contrasted?”
- f. “Are subjective perceptions and experiences treated as knowledge in their own right?”
- g. “How does the research move from a description of the data through quotation or examples to an analysis and interpretation of the meaning and significance of it?”

B. Guidelines ensuring the quality of Quantitative Research: A PhD dissertation with Quantitative Research methods should satisfy, at least, the following questions:

- a. Reliability – are the results repeatable?
- b. Validity – does it measure what it says?
- c. Internal validity – do the research results indicate what they appear to be?
- d. External validity – can the results be generalized to other settings (ecological validity) and to other populations (population validity)?
- e. Replicability – are the results of the study reproducible?

IV. **Relevance to the Policy and Practice**

The research should have significantly answered questions related to policy and practice in that area, establishing its usefulness and usability. Accordingly, a PhD dissertation, at least, shall:

- a. Reflect judicious evaluation of study results in relation with policy related aims and goals undertaken while starting the research.
- b. Discuss the practical implications of the study results in association with the developing practices in that area.
- c. Establish usefulness of the study results for devising policy as stated in the beginning.
- d. Discuss how the resulting policy would be useful for the organization/society.

And:

- e. The study output should be significant enough to be published or patented.
- f. The assessment of the results performed by the author must not be superficial and lacking substance.

9. Academic Integrity, Plagiarism and Similarity Index

SZABIST has a very strong culture of academic integrity, and zero tolerance for plagiarism. Any student who commits plagiarism will be awarded an ‘F’ grade in the course/research work. The important points that need to be noted regarding plagiarism policy are as follows:

- a) Maximum 19% similarity index is allowed and it should be less than 5% from a single source
- b) a) The Plagiarism Report will be submitted only on the following stages:
 - i. Proposal Submission
 - ii. Before Pre-Defense Seminar
 - iii. Before sending for Foreign Evaluation
 - iv. When dissertation is ready to be submitted to HEC
- c) If a material submitted to Academics is found plagiarized, the student may be asked by the academics to remove the plagiarism and re-submit the material within a given period of time.
- d) Only one attempt is given for removal of Plagiarism of submitted material
- e) The student will be awarded an “F” grade if the plagiarism is not removed by the student
- f) Plagiarism must be checked through Academic Department
- g) For detailed guidelines, kindly refer to anti plagiarism policy of SZABIST

10.Important Officials/Committees

I. Program Manager (PM)

- a) The focal person for PhD Program is the Program Manager.
- b) The guidance related to all PhD matters should be taken from the PM including registration, selection of course(s), withdrawal from the course(s), comprehensive examination, selection of supervisor, revision of topic through PM, time barred issue etc.
- c) PM is responsible to take the students cases to DERC, IERB, DC, BASR, Academic Council or any other forum under the guidelines of HoD/Dean
- d) Supervisor is also assigned by the PM under the guidelines of HoD/Dean
- e) Any complaint pertaining to Supervisors may also be forwarded to PM
- f) For further detail, please refer to Students’ Handbook

II. Supervisor

- a) To be a Supervisor, the conditions laid down by HEC must be fulfilled
- b) Supervisor is expected to facilitate the student in guiding, advising, correcting and monitoring all the research work of the PhD Student
- c) The ethical concerns related to the topic, instrument and entire research must be duly verified by the Supervisor.
- d) The supervisor will be responsible for submitting the required documents before deadline such as meeting record form, student progress report, assigning of grade i.e. Unsatisfactory / Satisfactory etc.
- e) Minimum 8 meetings are required to be held with the supervisors in each semester
- f) The Co-supervisor may also be appointed with prior approval of Doctoral Committee by the PM

III. The Academic department is responsible for the following:

- a) Announcement for various deadlines such as registration, submission of initial proposal, end of semester evaluation, pre-defense seminar, open defense etc.
- b) Dealing with registration, withdrawal, de-registration related issues
- c) Receiving initial proposal, interim reports, compliance report, final dissertation, publication, plagiarism check etc.
- d) Holding end of semester evaluation, Pre-Defense Seminar and Open Defense in coordination with PMs
- e) Conducting foreign evaluation
- f) Sharing the reports of examiners / evaluators with the PMs, Supervisors and Students.
- g) Reporting progress of PhD students in the Doctoral Committee / BASR
- h) All the rules related to Academic Department are mentioned in the Student's Handbook

IV. Departmental Ethical Review Committee

- a) The Committee is responsible for evaluating the ethical concerns related to topic, instruments for data collection, consent from the respondents and overall research in strict compliance with the guidelines of HEC and DC
- b) The students are required to submit the DERC form along with the proposal to Academic Department at the time of registration in dissertation.
- c) The DERC form must be filled with care and the instrument of data collection, consent from and other documents must be attached if applicable.
- d) The DERC may ask to change/ amend the topic if there is any ethical concern
- e) If the case is rejected by DERC, the student will be de-registered by the PM and he/she will submit the case again in the next semester with the required changes advised by DERC
- f) DERC may give two types of recommendations i.e. Interim Approval and Final Approval.
- g) The Interim approval means that the student is allowed to carry on his work but he/she is required to submit the case to DERC again after completing all the requirements.
- h) All the cases from DERC are forwarded to IERB for further approval.
- i) The information pertaining to the decisions/concerns of DERC is communicated by the PM
- j) DERC is generally held in Fall and Spring in 7th-8th week of academic calendar, however, the dates are tentative.

V. Institutional Ethical Review Board(IERB)

- a) The Board is responsible to take the final decision on the recommendations forwarded by DERC

- b) The Board may revise or revert the decision of DERC
- c) The IERB may also give Interim or Final Approval as mentioned above.
- d) In case of interim approval, the student is required to submit the case again in the next registration to DERC.
- e) In case of final approval, a letter is issued by IERB to the student via PM/PSO
- f) Any information for IERB decisions are communicated by the PM to the students

VI. PhD Advisory Committee

- a) For every student enrolled in dissertation, PhD Advisory Committee is formed by the PM that consists of three members i.e. Supervisor, Co-Supervisor/PhD Faculty and one PhD faculty of relevant area.
- b) The committee is duly approved by Doctoral Committee
- c) The student may seek guidance from the advisory committee regarding its PhD research work

VII. Compliance Committee

- a) In case of any revision suggested by the examiners/evaluators in Pre-Defense Seminar, Open Defense or foreign evaluation report, the Academic Department will forward the comments to the student by keeping the supervisor and co-supervisor (if any) and PM in the loop.
- b) The Compliance Committee will consist of 3 PhD members who are the subject expert in the domain of research work under observation.
- c) If the department does not have sufficient number of PhD Expert in the relevant field, an expert from other campuses may be appointed. In case of non-availability, an approved examiner from DC may also be opted outside SZABIST.
- d) The Academic Support Office will notify the Compliance Committee as finalized by PM and HoD.
- e) After the formation of the compliance committee Focal person would be the PM to deal with the compliance committee.
- f) The student will do the compliance within the given time and submit the revised work along with compliance report in the prescribed format to the ASO duly signed by Student, PM, Supervisor and Co-Supervisor (if any).
- g) The Compliance Committee is limited to review the revised work and see if the compliance of changes recommended by the evaluators/examiners is done or not.
- h) If the committee is satisfied that the compliance has been done, it will submit the report in the prescribed format to the Academic Support Office within the given time duly signed by all the members.
- i) If there is a difference of opinion in the Compliance Committee, the majority decision will prevail.
- j) In case the committee observes that compliance has not been fully incorporated, the research work will be sent back to the student and supervisor through PM with intimation to ASO.
- k) Once the PM receives the compliance report it will be forwarded to academic support office duly signed by committee members, PM and HOD .
- l) The report will be presented to DC and it will become the part of student's file after approval of DC.

VIII. Grievance Committee

- a) If a PhD student has any complaint or problem, the first focal person is PM/HoD/Dean of the department.

- b) If the problem remains unaddressed, the student may submit a request in the Grievance Committee by means of PM/HoD
- c) The Dean of the concerned department will form the Grievance Committee as per the approved ToRs of the Committee to address the concerns of the students
- d) The student cannot request to re-consider the results of research work evaluation in this committee
- e) The recommendations of Grievance Committee are forwarded to Doctoral Committee for Endorsement or further necessary action.

IX. Anti-Plagiarism Standing Committee

- a) The students must adhere to SZABIST anti-plagiarism policy available on website
- b) The plagiarism related matters are referred to Anti Plagiarism Standing Committee via PM/HoD
- c) For detail, please refer to the ToRs of Anti Plagiarism Standing Committee

X. Doctoral Committee (DC)

- a) Approve the admission criteria for MS and PhD programs
- b) Approve new supervisors for Independent Research Study, Thesis and Dissertations
- c) Approve supervisor for MS and PhD Independent Research Study
- d) Approve examiners for MS and PhD Independent Research Study
- e) Approve supervisor for MS Thesis and PhD Dissertation
- f) Approve local and international examiners for MS Thesis and PhD Dissertation
- g) Approve the title and supervisor for Theses / Dissertation
- h) Approve proposal defense for PhD Dissertations
- i) Approve internal defense of students completing necessary requirements
- j) Approve open defense of PhD dissertations
- k) Take decisions for time bar students
- l) Take decisions for dismissal students on CGPA / probation basis
- m) Take decisions for students not continuing with the program
- n) Take decisions for cancellation of admission in all categories for MS/PhD
- o) Take decision for awarding of the degree on basis of completing all necessary requirements set by the University and HEC.
- p) Take other necessary decisions that are asked by BASR.

XI. Board of Advanced Studies and Research (BASR)

- a) All the approved cases of RC and DC are brought to BASR for final approval
- b) BASR has the right to amend or disapprove any decisions taken in Research Committee or Doctoral Committee
- c) BASR is more focused on policy making and planning at strategic level to facilitate smooth function of MS/PhD Programs

XII. Academic Council

- a) This is the apex body and all the decision taken in BASR require approval at this forum
- b) It is more focused on curriculum and program related issues.