

Version 1.0

# Ph.D Compendium



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## Ph.D. Compendium

### Summary of PhD Program:

Duration	3-8 Years*
Credit Hours	Min. 18 Cr. Hr. of coursework + Research Work
Semester Duration	16-18 Weeks per semester
Credit Hours in a Semester	9 Cr. Hr.

*\*In case a student is unable to complete the program within the set time frame, additional time may be granted with a maximum of 8 years.*

### 1. Admission Criteria

#### 1.1. Eligibility

1. Admission to various Ph.D. programs will be offered once a year, in the Fall semester.
2. The applicant must have HEC recognized M.Phil./MS or equivalent degrees, in the same<sup>1</sup> subject with a minimum **3 CGPA** (Out of 4.0 in the semester system). Whether such degrees was obtained from Pakistani or foreign universities.
3. In case an applicant has interest in pursuing a PhD degree in a different discipline and it is in accordance with the department's policy, the admissions committee is satisfied that the applicant's prior education has sufficiently prepared him or her to undertake the course of studies of the doctoral program or in admissions committed opinion the applicants preparation can be considered satisfactory by enrolling in additional courses after starting the program. Such applicant shall be considered for admission into the program regardless of previous qualification in different discipline.
4. The applicant must have passed GAT Subject (NTS) or GRE subject international (From ETS) with a minimum of 60% score or as laid down by the HEC.
5. If the subject is not available in the ETS and the NTS subject lists, then the university will itself conduct a test at par with NTS/GRE subject test, the qualifying score of which will be **70%**. A committee consisting of 3 relevant PhD faculty members in the subject area with the prior approval of the HEC will be constituted for preparing the subject test.
6. As a part of the application process, applicant shall be required to submit a statement of purpose, which shall be considered an integral part of the application. The statement shall ascertain the preparedness and interest of the candidate in pursuing doctoral studies.

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<sup>1</sup> Or as mentioned in the prospectus. M.Phil. International Relations can apply for PhD Political Science and M.Phil. Political Science can apply for PhD International Relations.

An applicant shall not be considered for admission if he/she fails to provide the statement of purpose.

7. The Admission shall be granted strictly on merit basis as per the criteria outlined in para.8

8. The merit of the prospective student will be calculated as per below

Criteria	Weightage
Academic Qualification (BS & M.Phil./MS)	50%
MUL Entry test	30%
Panel Interview	20%

9. Student will submit all educational documents to the admission office for assessment.

The weightage will be assigned based on the criteria set below:

**For Applicants holding MS/MPhil Degree**

Sr no.	Degree	Weightage		
	Level	1	2	3
	Educational Qualification Marks	60% & above	45%-59%	below 45%
A	Matric/O-Levels (Equivalence certificate to be provided by IBCC)	10	7	5
B	Intermediate / A-Levels (Equivalence certificate to be provided by IBCC)	10	7	5
C	BS (or equivalent) degree from HEC recognized institution or Equivalent Certificate in case of Foreign Degree.	10	7	5
D	MA/ MSc/ Equivalent Degree from HEC recognized institution or Equivalent Certificate in case of Foreign Degree.	10	7	5
E	MS/MPhil/ Equivalent Degree from HEC recognized institution or Equivalent Certificate in case of Foreign Degree.	10	7	5
<b>Total Weightage</b>		<b>A+B+C+D+E</b>		

10. The candidate should pass the entry test with a minimum of 50% marks. The test will be organized and supervised by the Directorate of Academics in collaboration with the Examination Department. The test will be prepared by the respective department and will be conducted in line with the standard operating procedure.

11. If successful in the test, the candidate will be called in for a panel interview. The panel will comprise of the Vice Chancellor, the Registrar, the Director Academics, Dean of the faculty, and head of the School.

12. After the interview, the final merit list of selected candidates will be displayed based on selection criteria set out in para 8.
13. A minimum of 5 and a maximum of 10 students per School will be selected for a Ph.D. Program per year. The number set can vary depending on the supervision capacity of the school, the number of previous students available, and the maximum capacity of the supervisors.
14. The Entry test shall be conducted twice subject to less number of candidates appearing in the first test due to late submission of application forms and incomplete documents at the time of submission.

## **1.2. Ineligibility**

A student will be ineligible to be admitted to a Ph.D. program if;

1. He/she has been rusticated or expelled from any university or college for any misconduct or any use of unfair means in the examination or in any offense he/she was involved in.
2. His/her Ph.D. has been ceased by MUL.
3. Equivalence by HEC not available.

## **2. Admission Process**

1. Admission process will commence once the admission is open for Fall semester.
2. All the applications submitted by due date will be scrutinized by the respective Schools to check eligibility of the applicant for the test. The School shall focus on following to check eligibility:
  - a. Application is complete in all respects i.e. all required documents are submitted.
  - b. Applicant has passed GAT Test and scored the minimum score of 60% or as laid down by the HEC and attached the result card.
  - c. In case of no passed GAT result student must submit an affidavit to clear the GAT within one year of enrolment in the MUL.
  - d. MS/ M. Phil Degree with minimum of 3 CGPA.
  - e. The statement of purpose is highlighting the interest of the applicant in pursuing the doctoral degree.
3. The School shall then communicate the Test date and Venue to the eligible applicant and send the list to Directorate of Academics.
4. The test will comprise of all subjective type questions and each School will prepare 3 papers. There should be min 5 Questions in each test. The duration of the test will be 2 hours.



5. The School will prepare and submit the test to the Director Academics in a seal envelope by the date specified.
6. The test will be organized and supervised by the Directorate of Academics in collaboration with the office of Controller of Examination.
7. The test shall be marked on the same day and list of successful candidates shall be displayed on Notice board, University Website and Social Media maximum by next day till 5pm.
8. 2<sup>nd</sup> PhD admission test (if needed) shall be conducted one week after the 1<sup>st</sup> PhD test. This test will be conducted subject to in complete application and pending application cases that were ineligible for test due to incomplete documents. Test will be conducted subject to approval of the Vice- Chancellor. Those candidates who have failed the 1<sup>st</sup> PhD test will not be allowed to re-appear in this test.
9. Once successful in the test, candidates will be required to attend panel interview on scheduled day and time. It may held on the day of test.
10. After the interview process is complete, Final Merit of the successful candidates will be made by Directorate of Academics and it shall be displayed on Notice board, University Website and MUL social Media pages.
11. Candidates shall be given three days to submit their required documents. After the submission of required documents to admissions office, Challan form will be generated and candidate shall be given some days to submit the fee.

### **3. Course Work and Residency Requirement**

1. Students of PhD programs are required to complete at least 18 credit hours (6 courses). In case a student fails 1 additional semester shall be given to complete the course work.
2. Students are only allowed to enroll in 9 credit hours (3 courses) in each semester.
3. The core courses will be as per the instructions of HEC, if available.
4. A student of PhD program must score 70% marks in each course in order to pass the course.
5. The student will also complete 90 Days of PITMAN English language course to increase the English Communication Skills in the first semester.

### **4. Fees/ Scholarships**

A student enrolled in a PhD program will be required to pay full fee of the program as per the schedule outlined by the Accounts office.

1. All dues must be cleared before the dates mentioned in the academic calendar for both midterm and final term examinations. However, upon late submission of dues following amount(s) as 'Fine' will be charged:
  - a. Rs.100 per day for five days shall be charged after the due date.
  - b. Expulsions from the class after five days default with a fine of Rs.100 per day till he/she can re-join the classes after clearance of the dues.
  - c. After 15 days of the default, the name shall be struck off from the university rolls.
  - d. Students of the category c above may seek one-time re-admission by paying Rs.15000 within one week of striking off.
2. MUL does not offer fee waiver, concession or scholarships to a student enrolled in PhD programs.

## **5. Course Repeat/Grade Improvement**

1. A student of PhD program will have to repeat a course in which he/she has secured marks less than 70%.
2. The student can repeat a maximum of two (2) courses during the full program.
3. A student can repeat the course whenever offered provided his/her semester course load does not exceed a maximum of 9 credit hours.

## **6. Comprehensive Exam Policy**

In Minhaj University Lahore, a comprehensive examination is compulsory for all the graduate and postgraduate students. It is a qualifying exam to be passed before undertaking research and obtaining a degree after completion of course work. A comprehensive examination is conducted to assess the scholar's ability to integrate and assimilate the acquired knowledge through courses studied, seminars and independent studies.

1. The comprehensive examination shall be conducted by the examination department and shall be conducted within a month after the declaration of 2<sup>th</sup> semester's results.
2. The head of the concerned school/dept. shall constitute a committee of 3 PhD faculty members for a PhD comprehensive examination. One of the three shall be nominated as coordinator, who will act as Internal Examiner, by the head and same will be approved by the Vice Chancellor.
3. The question paper shall contain only the subjective type questions. No objective type of question shall be included. The question paper may carry one question from each

- subject taught during the coursework. The question paper shall be of 100 marks. The questions shall carry almost equal marks. No choice is allowed in the question paper.
4. Each member shall separately prepare one question paper. The coordinator, after merging all questions from the received question papers shall make two different question papers and shall send them to the examination department for further action.
  5. The head of the School shall submit three names of the external examiners to the Vice Chancellor for approval. One name out of the three shall be approved by the Vice Chancellor and shall be sent to the Controller of Examinations. The office of Controller of Examination shall keep the question papers and external names confidential.
  6. The Controller of Examinations shall send the question papers to the external examiner to finalize the paper after reviewing it.
  7. The external examiner may change 50% of the matter of the question paper proposed by the coordinator/internal examiner.
  8. The external examiner shall send the final question paperback to the Controller of Examination to conduct the examination.
  9. The duration of the comprehensive examination shall be 3 hours.
  10. After conducting the examination, the office of the Controller of Examination shall send the answer books to the external examiner for marking.
  11. The school shall have no role in conducting the exam, collection of the answer books, marking and declaring the results.
  12. The examination department is responsible for getting the papers marked from the external examiner and is bound to announce the resulting maximum after one month of the date of examination.
  13. After receipt of the marked answer books from the external examiner, the Controller of Examinations shall get these answer books re-evaluated by the internal examiner. If there is a dispute of more than five marks. The paper will be sent to the third examiner by the Controller of Examination. An average of internal and external granted marks will be worked out, and new result will be declared.
  14. A student can appear in the comprehensive examination after successful completion of the coursework with minimum **3 CGPA**.
  15. The qualifying marks of the comprehensive exam shall be 70 %.
  16. A student must pass his/her comprehensive examination in two attempts. If a student remains unsuccessful to pass the comprehensive examination in two attempts, he/she has no right to claim the continuity in PhD at MUL.



## **7. Research Work**

1. The students will be encouraged to start thinking on and may determine their area of research work and supervisors from the start of their PhD program.
2. The choice of the research area and supervisors will enable them to develop the aptitude of that area and a sense of learning from the concerned supervisor and by the termination of the coursework the researcher will be in a condition to prepare and submit synopsis within the third semester.
3. The research area should be a distinct contribution to the area of specialization in which research is conducted. It must not be a research work for which a degree has already been awarded in any university.
4. The students will submit their research proposals to their School within one semester from the date of passing the comprehensive examination.
5. However, the permission for late submission of the research proposal will be granted by the head of the School maximum for two months (first extension). After the first extension, the second extension will be given by the Board of the Faculty presided by the concerned Dean on the recommendations of the head of the school. The student will have to justify the circumstances under which he/she needs permission for late submission.
6. In case the student fails to submit his/her research proposal after two extensions, the student will be struck off from the university rolls by the School. The student will have to apply for readmission along with the submission of a research proposal, of which will be granted by the BOAS&R through proper channel (Board of Studies to Board of the faculty). The readmission fee for PhD will be Rs. 15000/-.
7. As soon as the readmission is granted by the BOAS&R, the School will process his/her research proposal for further necessary action.
8. The head of the Schools will be responsible for getting the research proposals evaluated internally by one of the faculty members (must be PhD).
9. After the research proposals are internally evaluated and considered fit for research, the students will be required to defend their research proposals in an open defence, conducted by the School.
10. After the successful open defence, the research proposal shall be presented to the Board of Studies of the School. BOS of the School shall discuss the research area and shall forward the proposal after incorporating the suggested changes/observations by the student, and names for supervisor and co-supervisor to the Board of the Faculty.

11. After incorporation of necessary changes highlighted in the Board of the Faculty, the proposal shall be sent to the Mentoring Committee for further evaluation/guidance.
12. BOAS&R shall approve the appointment of a supervisor and co-supervisor from the relevant field and approve the research/title.
13. The supervisor and co-supervisor shall be allocated on approval from The Vice Chancellor.
14. After the approvals, the students shall work on their thesis and shall submit their complete thesis in all respects by the end of their sixth semester to the School.
15. A supervisor and co-supervisor must hold a doctoral degree. The supervisor must be regular faculty member of MUL. The school shall allocate at the time of the registration in the first semester an advisor to each PhD student to guide him/her in his/her studies.
16. PhD faculty member can act as a supervisor of PhD/MS/MPhil/Equivalent research work only after he/she has acquired a minimum three (03) years of relevant teaching/research/professional experience in an HEC recognized university or research /professional organization after getting PhD degree. However, while gaining three (03) years' experience, the faculty member should co-supervise at least two (02) MS/MPhil/Equivalent level thesis along with a senior HEC approved PhD supervisor.
17. The supervisors shall submit a quarterly progress report on the progress of research work of the student to the head of the school, Dean of the faculty, Controller of Examination and Director Academics. The head of the school will issue warning to the student after two consecutive adverse reports to improve. However, after four successive adverse reports from the supervisor, the School shall cancel his/her enrollment.
18. The presentation and formatting of the research proposal and thesis should be standardized and in compliance with the approved MUL format.
19. The Student will have to get one of his research papers published from his PhD thesis in HEC approved 'Y' category (or above). Without getting a research paper published, the PhD thesis will not be submitted.

## **8. Submission of Thesis**

1. The student will submit six copies of his/her thesis in spiral binding along with six soft copy of the thesis on six separate CDs<sup>2</sup> and, an application on the prescribed format for the evaluation of his/her completed thesis. The student will also have to clear all his outstanding dues before submitting the thesis.

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<sup>2</sup> CDs must not be rewriteable.

2. The thesis should be duly signed by the student, the supervisor(s), Head of the concerned School and the Dean of the relevant faculty.
3. The head of the School will send the thesis for evaluation as described in the section “Evaluation of Thesis”.
4. The student will be responsible for proofreading/checking his/her thesis thoroughly before submission.

## **9. Late Submission of Thesis**

1. In case a student remains unable to submit his/her thesis before completion of his/her regular duration for PhD which is three- eight years. In case the student is unable to complete within 8 years, caused by circumstances beyond the student’s control, extension may be granted based provided further that in no event shall the PhD degree be awarded more than ten (10) years after the enrolment of the student in the program.
2. If he/she remains unable to submit his/her thesis in the stipulated time, he/she will apply for an extension to the Vice Chancellor for a specific semester(s) upon the recommendations of the supervisor(s), head of the School through dean of the faculty. He/she will have to pay fee for the extended semesters.

## **10. Evaluation of the Thesis**

1. There shall be a list of foreign external examiners for each School duly approved by the departmental BOS and shall be forwarded to the BOAS&R for final approval.
2. Before sending the thesis for foreign evaluation, the head shall constitute a committee comprising 2 to 3 PhD faculty members and shall get it approved by the Vice Chancellor to review the dissertation in accordance with the approval of the research area granted by BOAS&R. They will evaluate the thesis within a month and will submit the report to the Controller of Examinations for further necessary action.
3. The head shall present six names for foreign examiners to the Vice Chancellor in consultation with the supervisor(s) by strictly following the list of countries provided by HEC<sup>3</sup>. The list should be signed by the concerned head and the supervisor(s). The Vice Chancellor will approve the preference order of four foreign examiners from the list.
4. The approved preference order of four foreign evaluators will be sent to the Controller of Examinations. However, the Controller of Examination shall send the hard and soft copies of the thesis along with Plagiarism report<sup>4</sup> duly signed by the Plagiarism Standing

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<sup>3</sup> The list of countries is annexed in Annexure – A.

<sup>4</sup> As described in Heading 6.

Committee to the top 2 foreign examiners after getting their consent through email. If the permission from senior two foreign examiners is granted within seven working days, the Controller of Examinations shall write for permission from in line with order of preference.

5. These foreign external examiners shall evaluate the thesis for its suitability to award a Ph.D. degree and will opt for any of the following options:
  1. Fully Accepted
  2. Accepted with minor corrections – the supervisor shall ensure the revisions.
  3. Accepted with major corrections:
    - a. *The revised thesis shall be sent to the foreign examiner(s) for approval if desired by the foreign examiner.*
    - b. *The supervisor and head of the School shall ensure the corrections and the concerned Dean shall ensure the major revisions have been incorporated.*
  4. Rejected (Action will be taken as per the table below)
  5. If there will be a difference in the evaluation of foreign examiners, the decision will be made as per the following scenarios:

Table. 1

Sr. #	Foreign Examiner I	Foreign Examiner II	Foreign Examiner III	Decision
1	Accepted/Accepted with suggested corrections	Accepted/Accepted with suggested corrections	N/A	Accepted for the final defense
2	Accepted/Accepted with suggested corrections	Rejected	N/A	The thesis will be sent to the 3 <sup>rd</sup> foreign examiner
3	Accepted/Accepted with suggested corrections	Rejected	Accepted/Accepted with suggested corrections	Accepted for the final defense
4	Accepted/Accepted with suggested corrections	Rejected	Rejected	Rejected/Ceased to be a PhD student
5	Rejected	Accepted/Accepted with suggested corrections	N/A	The thesis will be sent to the 3 <sup>rd</sup> foreign examiner



6	Rejected	Accepted/Accepted with suggested corrections	Accepted/Accepted with suggested corrections	Accepted for the final defense
7	Rejected	Accepted/Accepted with suggested corrections	Rejected	Rejected/Ceased to be a PhD student
8	Rejected	Rejected	NA	Rejected/Ceased to be a PhD student

6. The Controller of Examinations will be solely responsible for communication with external examiners (foreign) and maintenance of secrecy. Reports from foreign examiners received or presented by anyone else will not be considered authentic and will not be used for any further action.
7. In case of corrections suggested by the examiners, the revised version will be submitted within an additional semester.
8. After foreign evaluation and acceptance, the candidate will be eligible for defense.

## **11. Defence of Thesis**

1. If the thesis is approved by foreign examiners as per the options, are given in table 1, the student will be eligible to defend his thesis.
2. The viva examination shall be open to the public. However, only the examiner will evaluate the thesis. The student will be required to satisfy the examiner that his/her thesis contains original work of merit, worthy of publication in full or in part and to meet the examiner of his/her competence in doing independent research both in terms of critical use of the existing literature and new contribution to literature.
3. In case the PhD Scholar does not defend in the first attempt, he/she may be given a second and final chance to defend within one month without charging any extra fee.

## **12. Requirements for Completion/Award of Degree**

On successful defence:

1. The School will send the final defence result to the Controller of Examination within one working day duly signed by the external examiner, supervisor, co-supervisor, and head of the School.

2. The student will have to incorporate all the necessary revisions suggested by the examiner(s) and the supervisor will ensure that the student includes all the required revisions.
3. The student will submit six hard copies and a soft copy on CD, 2 in number of the final thesis in the concerned School which will be distributed to concerned head of the School, supervisor, co-supervisor, MUL Library, then the office of the Controller of Examination and HEC.
4. The Controller of Examinations will issue a transcript to the student after receiving the result of final defence from the School, hard and soft copy of the thesis and one copy of the publication in HEC recognized journal and clearance of dues from the Accounts department.
5. The Controller of Examination will forward one hard copy, and soft copy of the thesis to HEC along with duly signed proforma for HEC PhD Country Directory and a copy of publication submitted by the Scholar.

### **13. Change of Research Supervisor**

1. In case of unavoidable circumstances, a student can request the change of supervisor.
2. The supervisor can only be changed by the BOAS&R.
3. The Vice Chancellor will constitute a committee to study the case.
4. The committee shall comprise the following persons;
  - a. Dean of the concerned faculty (Convener)
  - b. Head of the relevant School
  - c. Director Academics
  - d. One representative from the 'Office of the Controller of Examination'.

*The supervisor cannot be a member of this committee.*

5. The committee will deliberate the whole case and figure out the need for the change of the supervisor.
6. After its working, the committee will forward its recommendations to the BOAS&R.
7. After considering the suggestions made by the committee, BOAS&R shall decide whether to allow the change of supervisor.
8. The student will have to pay the extra semester fee if his/her stipulated time of the degree is over.

#### **14. Plagiarism Policy and SOPs**

Before sending their thesis for checking the 'Similarity Index', the students (BS/M.Phil. /PhD) need to make sure that their theses meet the following criteria:

1. The student MUST provide the soft copy of the Thesis burnt on CD/DVD on readable format only. Soft copy provided through any other source shall NOT be accepted.
2. The file MUST be in the 'MS Word' format containing text. The file with any other format, e.g. Pdf or In page shall NOT be accepted. The file MUST NOT have 'Images /Screenshots of Text'.
3. All the text MUST be in 'Black' and must not be in 'White' to hide the text.
4. The text MUST NOT many spelling mistakes.
5. Soft and Hard copies of the Thesis MUST match.
6. Soft Copy MUST include chapters from 'Introduction' to 'Policy Recommendations'.
7. The formatting of the Thesis MUST be as per the university's defined format.
8. A Thesis once declared 'Unfit' for 'Plagiarism Checking' shall NOT be resubmitted before one month from the date of declaring 'Unfit'. A thesis should be duly signed by the supervisor that he/she has made the corrections.
9. Thesis not in accordance with any/all of the above criteria shall NOT be considered for checking 'Similarity Index' and shall be declared as 'Unfit'. Hence the student him/herself shall be responsible for the delays (if any).
10. Each School will send the soft and loosely bound hard copy of the thesis to the Controller of Examinations along with proposed names of external examiners.
11. The Controller of Examinations will send the soft and hard copy of the thesis to the Plagiarism Standing Committee. The Plagiarism Standing Committee will submit duly vet and signed Plagiarism report to the Controller of Examinations for further necessary working.
12. If the major plagiarism (defined by HEC) is established in the thesis of MS/M.Phil. /PhD scholar then, the supervisor will also be held responsible for this act along with the scholar and will be blacklisted for five (05) years. A disciplinary action against such supervisor will be initiated on the recommendations of Plagiarism Standing Committee.
13. The student found guilty will be tackled as per the nature of the plagiarism on the recommendations of Plagiarism Standing Committee and HEC's Plagiarism Policy.
14. The format of the Plagiarism Report is annexed in Annexure, The student needs to fill in the Performa (Annexure B) and get it signed by all the concerned.

## ANNEXURES

### Annexure – A

#### HEC - Revised List of Technologically/Academically Advance Countries for Evaluation of PhD Thesis

(For all subjects unless noted)

1	Afghanistan <b>1&amp;7</b>	25	Japan
2	Australia	26	Luxemburg
3	Austria	27	Malaysia
4	Belgium	28	Netherland
5	Brunei <b>2</b>	29	New Zealand
6	Bulgaria	30	Nigeria <b>2</b>
7	Canada	31	Norway
8	China <b>3</b>	32	Oman <b>7</b>
9	Croatia <b>4</b>	33	Poland
10	Czech Republic	34	Portugal
11	Denmark	35	Romania
12	Estonia <b>4</b>	36	Singapore
13	Finland	37	Slovak Republic <b>4</b>
14	France	38	Slovenia <b>4</b>
15	Germany	39	South Africa
16	Georgia <b>4</b>	40	South Korea
17	Greece	41	Spain
18	Hong Kong	42	Sweden
19	Hungry	43	Switzerland
20	Iceland	44	Turkey
21	India <b>2*5</b>	45	United Kingdom
22	Iran <b>6*7</b>	46	United States
23	Ireland	47	All Arab Countries <b>2</b>
24	Italy		

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- 1- Pashto,  
2- Arabic, Islamiyat and Islamic Studies  
3- Sciences, Engineering & Technology  
4- Mathematics Only

- 5- Brahvi, Punjabi, Saraiki, Sindhi and Urdu  
6- Persian  
7- Baloch



Annexure – B

## Plagiarism Report

Name of the School: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Registration #: \_\_\_\_\_ Semester: \_\_\_\_\_

Title of Research Paper / Thesis \_\_\_\_\_

Approved from BOAS & R \_\_\_\_\_ BOAS & R Meeting Date \_\_\_\_\_

Reference ID. If already uploaded on Turnitin: \_\_\_\_\_

Reference of research paper if the above work is published already: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Ext: \_\_\_\_\_

Mobile No. \_\_\_\_\_ Email ID: \_\_\_\_\_

Time /Date of Submission \_\_\_\_\_ Time / Date of Issuance Report \_\_\_\_\_

Signature of the Student: \_\_\_\_\_

Similarity Index: \_\_\_\_\_

Signed by Head Plagiarism Standing Committee: \_\_\_\_\_