

National Textile University, Faisalabad

Academic Rules (MS & PHD)

Note (updated as on February 16, 2022):

(These Academic Rules are contained on 10 pages and are not ultimate, these rules/any clause may be modified partially or wholly, or replaced completely time to time. Students will be required to follow update guidelines)

1. MS Programs (All)

1.1 Course/Research Project Registration

Students shall be required to register for the courses/research projects before the start of each semester as announced by the university. Any change in course registration shall be allowed only in the first two weeks of the semester. A regular student is required to take 9 credit hours per semester. However, a student can take maximum 12 credit hours (except MBA & MSBA students who can take 15 Cr. Hrs /each semester), if she/he is graduating in that semester.

1.2 Deficiency Courses

Relevant Admission Committee will determine deficiency course/s (if any) at the time of admission interview, Deficiency course/s will be treated as non-credit and qualifying course/s for which student will also pay extra dues as per fee policy. Those course/s will neither be mentioned in student's final transcript nor will be included for calculation of CGPA. However, the student may obtain his/her a separate transcript for completion of deficiency course/s.

1.3 Withdrawal of Course(s)

- 1.3.1 A Student, with the permission of the incharge graduate studies and research may be allowed to withdraw a course/s within 10 weeks of the commencement of semester.
- 1.3.2 Students shall be awarded grade "W" for the respective course/s if withdrawn within the 10 weeks of the semester with prior permission from the University.
- 1.3.3 Course/s withdrawn within 10 weeks shall be recorded on the transcript with a grade "W".
- 1.3.4 Non-attendance will not constitute an official withdrawal.

1.3 Attendance Requirement

Students shall be required to maintain a minimum of 75 % of class attendance in each course, adhere to the university academic calendar and attend regularly all lectures, seminars, discussions and field work as may be specified for a course in a semester. Failure to meet attendance requirement shall render the students ineligible for appearing in the final examination of the concerned course and "F" grade shall be awarded for the course.

1.4 Academic Evaluation

Formative feedback on coursework will be given on regular basis. In order to give appropriate feedback, all assignments submitted by deadlines, will be returned to the students within the specified period. The following shall be scheduled during a semester for the purpose of academic evaluation of students:

- | | |
|--------------------|--------------------------------------------------------------------------------------------------------|
| Quiz Tests: | Quiz tests shall be conducted at irregular intervals through the semester, with or without intimation. |
| Assignments: | Assignments relative to the course shall be given during the semester. |
| Mid Semester Exam: | A 2-hour written test shall be conducted during the semester after 8 week of studies. |
| End Semester Exam: | A 2-3-hour written test shall be conducted at the end of 16 weeks of studies. |

Projects: Project is a research work aimed at assessing the ability of a student to translate the theoretical knowledge acquired during the academic program into practical use to create new knowledge/product/process for the benefit of the mankind and economical development of the country.

The weightage of the examinations quizzes and assignments shall be as under:

- Quizzes/Assignments 30 %
- Mid-Semester Examination 30 %
- End-Semester Examination 40 %

End semester examination is mandatory, irrespective of the total marks obtained in quizzes, assignments and mid semester examination.

1.5 Unfair Means in Examination

Any student found cheating or using unfair means in the examination (mid/final exams, quizzes, assignments, practicals and research projects) will be dealt with following punishments:

Sr. No.	Nature of Offence / Guilt	Punishment
1	1 st UMC	Cancellation of Entire Course and Rs. 5,000/- Fine
2	2 nd UMC	Cancellation of Entire Course and Rs. 10,000/- Fine
3	3 rd UMC	Expulsion from University
4	Possession of mobile phone or any smart electronic gadget in Exam Room: either in ON or OFF mode	Cancellation of Paper

1.6 Repetition of Courses

Students may repeat the courses in which they obtained an F, D, D+ or C grade. In such case, all grades achieved by the student shall appear on the transcript. The cumulative grade point average for a semester shall be calculated by substituting old grades with the grades obtained after repetition of courses. The students are not allowed to repeat courses for improvement of grades except probationer students with D, D+ and C grades.

1.7 Incomplete Research Project

An "I" grade is given to a student in a research project, if the student does not complete project requirements within the prescribed time-limits, and the supervisory committee is satisfied that it was because of the circumstances beyond the control of the student. Incomplete grade "I" shall not be considered in GPA/CGPA calculations. However, it is the responsibility of the student to complete the remaining work of the research project in the given time period, failing which the "I" grade shall be converted to "F" grade.

1.8 Make-up Examination

If a student fails to appear in the Mid Semester or End Semester Examination due to unavoidable circumstances that is the death of blood relations (Parents, Grandparents, brother or sister), Personal severe accident, or illness (hospitalization) (onus of proof entirely on the student) but otherwise complies with other course requirements such as attendance, completion of assessment activities, then on the recommendations of the course(s) teacher(s) and incharge of the program. The make-up examination may be arranged after the approval of make-up examination committee duly constituted by the competent authority of the university. Any such examination, if allowed, shall be held within three weeks of the examination of which the student is defaulter.

1.9 Semester Drop Rules

If a student drops a semester with the prior permission and approval of the university in the first week of the semester the tuition fee shall be refunded. Students dropping semester after the first week shall not be allowed to get any refund. If a student drops a semester without formal approval of the university, his/her admission shall stand cancelled.

1.10 Promotion Rules

The minimum requirement for promotion to the second semester of the program shall be SGPA of 1.00 in the first semester. If a student obtains SGPA less than 1.00 in the first semester, he/she shall be ceased to be on the roll of the university and shall not be eligible for the admission in the same program of the University in future.

1.11 Probation Rules

For graduation, the minimum qualifying CGPA is 2.50. Whenever a student's CGPA is below 2.50 in any semester, the student will be on 1st probation. If the student does not improve/maintain to CGPA 2.50 in any subsequent semester, he/she will be on final probation. If the student does not come out of the final probation by achieving the minimum CGPA of 2.50 in the next regular semester, the student shall be expelled and cannot be re-admitted in the program.

1.12 Synopsis Approval

A student shall prepare and submit his/her synopsis/research proposal according to the guidelines and will present in PPT form before following committee:

1. Concerned Dean / Director
2. Concerned HoD / Program Coordinator / Program Director
3. Supervisor
4. Senior Faculty Member of Department (in case Committee Member at Sr.No.1 or 2 is Supervisor)

The Committee will evaluate the submitted synopsis and will forward its recommendations (through Research Synopsis Summary Form) in a sealed envelope to Graduate Office. Synopsis of student will be placed before ASRB for final approval if his/her synopsis has been passed by majority of the committee members.

1.13 Publication Requirement

The student will submit his/her publication from his/her thesis research work and submit to his/her supervisor. Final defense will be held after the submitted publication of student will be notified as "Under Review" or "Under Consideration" by a journal. It will be compulsory for graduate students to include his/her Supervisor's name in his/her publication.

1.14 Thesis, Degree Requirements & Duration

The student will The student must obtain a minimum C+ letter grade to qualify / pass the final thesis. All MS programs students must have a minimum CGPA 2.50/4.00 to achieve the degree of their respective programs. The minimum duration for degree completion of all MS programs is 1.5 to 4 Years as per HEC.

2. PhD Programs

2.1 Course Work

2.1.1 Semester Schedule

Registration and orientation	1 day
Classes	8 weeks
Mid-Semester Examination	9 th week
Classes	8 weeks
Final Examination	18 th week
Semester Break	2 weeks

2.1.2 Medium of Instructions

- The medium of instructions as well as of examinations shall be English.
- The student should have good English reading, writing and speaking skills.

2.1.3 Course Work Load

- The PhD candidate has to take PhD level course work of **18-24** credits.
- The course contents shall be proposed by the concerned Faculty Board of Studies, recommended by the Advanced Studies & Research Board (ASRB) and approved by the Academic Council.
- All courses given in PhD program will be designated by **700**.
- A course may range from one credit to four credits.
- One credit hour stands for at least one-hour class contact per week per semester. For practical/lab work, 3 contact hours shall be considered equivalent to one credit hour.
- Relevant Admission Committee will determine deficiency course/s (if any) at the time of admission interview, Deficiency course/s will be treated as non-credit and qualifying course/s for which student will also pay extra dues as per fee policy. Those course/s will neither be mentioned in student's final transcript nor will be included for calculation of CGPA. However, the student may obtain his/her a separate transcript for completion of deficiency course/s.

2.1.4 Attendance Requirement

- In order to be eligible to sit in the end semester exam, a student must have attended minimum **75%** of the lectures or lab work.

2.1.5 Residency Requirement

- PhD program comprises full-time course work and research work.

2.1.6 Examination, Grading and Evaluation of Course Work

- There shall be two examinations for each course (mid-semester and end-semester) along with quizzes /assignments/seminars, etc.
- The break-up of the marks in each course will be as follows:

• Mid-semester examination	30%
• Assignments/quizzes/seminars etc.	30%
• End-semester examination	40%
- The results of each course shall be submitted within one week of the examination.
- The results shall be notified by the Controller of Examination (COE) within one week of the examination.
- The student must obtain a minimum C+ letter grade in each subject throughout the course work and maintain a minimum CGPA of 2.50/4.00.
- If a student obtained less than C+ grade, he/she may be allowed to repeat the course(s) for onetime only.
- If a student still fails to obtain a grade point of C+, he/she will be removed from the roll of the university.

2.2 Grading Criteria

Student's performance is evaluated by following grading criteria.

Marks (%)	Grade Point	Letter Grade	Remarks
90 and	4.00	A+	Exceptional
85-89.9	4.00	A	Outstanding
80-84.9	3.66	A-	Excellent
75-79.9	3.33	B+	Very Good
71-74.9	3.00	B	Good
68-70.9	2.66	B-	Above Average
64-67.9	2.33	C+	Average
61-63.9	2.00	C	Satisfactory
58-60.9	1.66	C-	Pass
54-57.9	1.33	D+	Low Pass
50-53.9	1.00	D	Marginal Pass
Below	0.00	F	Fail
	--	I	Incomplete
	--	W	Course Withdrawn

- W” stands for withdrawn course and has no grade point equivalent and credit hours for withdrawn courses will not be count towards the credit hours taken in the semester.
- “I” stands for incomplete course.
- Fraction of marks in a course shall be upto 2 digits.

2.2.1 Comprehensive Examination

- On completion of course work in two semesters, comprehensive examination (1st attempt) will be conducted in next **8** weeks.
- It shall consist of Written and Oral Examinations (70%: 30%).
- Student shall choose three courses from the courses he/she has taken during course work, minimum one course shall be chosen from the core course and minimum one from the elective courses.
- The examination committee will consist of concerned Dean / HoD, concerned faculty Dean /Director, Dean / Director, Graduate Studies & Research and subject experts / teachers whose subjects have been chosen by the students.
- The written examination shall be of two hours containing three equal parts from the chosen subjects.
- Oral examination will be conducted by the examination committee within one month of qualifying written Exam.
- To pass the comprehensive examination minimum 70% marks are required.
- In case the student fails in the first attempt, **2nd** and last chance will be given to pass comprehensive examination in next **16** weeks. If a student does not qualify the comprehensive examination in the second attempt, he/she will be dropped out from PhD program.
- The course work and comprehensive exam must be completed within initial two years of the program.

2.2.2 Computation of Semester GPA and CGPA

Computation of semester grade point average (GPA) and cumulative grade point average (CGPA)

$$\text{GPA} = \frac{\text{Sum over Courses in Semester (Course Credit Hours x Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPA) will be calculated using the following relationships:

$$\text{CGPA} = \frac{\text{Sum over all taken Courses in all Semesters (Course Credit Hours x Grade Point Earned)}}{\text{Total Credit Hours Taken in all Semester}}$$

2.3 Research Work

2.3.1 Synopsis

- a. After qualifying comprehensive examination, a student shall prepare and submit his/her synopsis/research proposal for PhD research work in next 6 months according to the guidelines for synopsis write up prepared by the university.
- b. Before beginning the practical research work, the student must successfully defend his/her synopsis through presentation before following committee (and approved by ASRB):
 - b. Concerned Dean / Director
 - c. Concerned HoD / Program Coordinator / Program Director
 - d. Supervisor
 - e. Senior Faculty Member of Department (in case Committee Member at Sr.No.1 or 2 is Supervisor)

The Committee will evaluate the submitted synopsis and will forward its recommendations (through Research Synopsis Summary Form) in a sealed envelope to Graduate Office. Synopsis of student will be placed before ASRB for final approval if his/her synopsis has been passed by majority of the committee members.

- a. In case of changes in the scope or title of the research during research work, approval shall be sought on the prescribed form from the ASRB.

2.3.2 Research

- a. The research work will be of 30 Credits.
- b. Minimum one research paper should have been published in HEC approved journal before submission of thesis/dissertation for defence.

2.3.3 Progress Report

It shall be mandatory for the researcher to submit detailed biannual progress report by the end of each semester through his/her supervisors to the Office of the Graduate Studies & Research for onward transmission to ASRB for approval / evaluation. A PhD student will mandatory present his/her progress (included published work) in form of presentation (progress seminar) once in a year (started from 1st week of January).

2.3.4 Thesis Writing

- a. The PhD thesis must be written in British English as per the recommended format.
- b. The thesis must afford evidence of originality and have a distinct contribution to knowledge, shown by the discovery of new facts/knowledge.
- c. It must not include research work for which degree has been conferred on anybody in this or any other university.

2.4 Sub Committee of ASRB

Following sub-committee acts on behalf of Advanced Studies & Research Board of NTU for proceedings of PhD students:

- | | |
|------------------------------|-------------------------------------|
| 1. Dean / Director GSR | (Convener) |
| 2. Dean / Director Concerned | (Member) |
| 3. Concerned HoD | (Member) |
| 4. Supervisor | (Member) |
| 5. Subject Expert | (Member by Invitation if necessary) |
| 6. Admission Officer | (Secretary) |

ToRs of Sub-Committee of ASRB

- a. This committee will review and recommend National and International Examiners for evaluation of PhD Thesis.
- b. Will open and recommend delivery of PhD Thesis Evaluation Reports to PhD student.

- c. Will recommend final Thesis defense of student.
- d. Proceedings of committee is presented before ASRB after defense.

2.4.1 Criteria for Appointment of External Examiners for PhD Thesis Evaluation

- a. Sub-Committee of ASRB recommends to Rector a panel of external examiners, **3** local and **3** foreign examiners from technologically advanced countries for evaluation of PhD thesis.
- b. The Rector appoints **2** national and **2** foreign external examiners out of the recommended panel for thesis evaluation.

2.4.2 Thesis Evaluation

- a. The Dean / Director GSR gets the thesis evaluated within maximum of **6** months after the date of submission to his office. Before forwarding the thesis to the examiner, the Dean / Director GSR arranges to conduct plagiarism test for the thesis.
- b. If any of the examiner suggests minor modifications/revision, this should be incorporated by the students within **3** months and certified by the supervisors.
- c. If any of the examiners finds that the thesis is wholly inadequate or requires major modifications, the candidate will be asked for additional research work for maximum one year.
- d. The same examiner, who suggests modification of the thesis, shall evaluate the revised version of the thesis.
- e. No viva voce is held unless all the examiners recommend the thesis for defense.

2.4.3 Final Thesis Defense

- a. The final defense may be open to the public.
- b. The scholar shall be required to undergo a viva-voce examination to be conducted by same national external examiner/s who evaluated the thesis.
- c. Supervisor of the student will confirm in writing that all the corrections recommended by external examiners on defense day have been incorporated and the same will be endorsed by HoD.
- d. If a scholar fails to satisfy the examiners in the viva-voce, they may direct the scholar to defend the thesis for the second time within a period of 6 months.
- e. If the scholar passes the viva-voce, the executive committee/syndicate, on the recommendations of the ASRB, will approve the reports of the examiners for the thesis and oral examination and award of the degree of DOCTOR OF PHILOSOPHY on the relevant subject to the candidate. However, the Rector, in anticipation to the approval by the executive committee/syndicate is authorized to approve the award of degree to a candidate who successfully defended thesis. However, action of the Rector shall be reported to the executive committee/syndicate in the next meeting for confirmation.

2.5 PhD Duration

- a. The minimum period for completion of PhD program shall be minimum **3** years (as per HEC), one year for **18** credit hours coursework and **two** years for research. The period shall be counted from the commencement of semester for 18 credit hours course work.
- b. The maximum permissible period for submission PhD thesis will be 8 years (as per HEC).

2.6 Cancellation of PhD Registration

- a. PhD registration shall be cancelled by the Controller of Examination on the recommendation of the ASRB followed by the approval of the Rector/Vice-Chancellor, if the scholar:
 - I. Earns two consecutive adverse feedbacks from the ASRB on his progress report.
 - II. Does not complete the course work with the required CGPA.
 - III. Does not qualify the comprehensive examinations even in the second attempt (HEC)
 - IV. Does not meet 75% attendance criteria.
 - V. Is guilty of misconduct.
- b. The aggrieved scholar may file an appeal against cancellation of PhD registration to the “Appellant Committee for Expelled PhD Students” within a period of **30** days. Appellant Committee will give him/her an opportunity to be heard in person. However, the decision of the Appellant Committee will be final.

Fee of Structure of All MS Programs

(Except MS & MBA Business Administration 1.5 Year)

Fee Type		Semester Wise Amount in PKR			
		1 st	2 nd	3 rd	4 th
Admission Fee	(Once)	20,000	-	-	-
Certificate Verification Fee	(Once)	2,000	-	-	-
Processing Fee	(Once)	-	5,000	-	-
University Security	(Refundable)	5,000	-	-	-
Red Crescent Donation	(Once)	100	-	-	-
University Card Fee	(Once)	300	-	-	-
Degree Fee	(Once)	-	-	-	5,000
Tuition Fee	(Per Semester)	27,000	27,000	18,000	18,000
Library Fee	(Per Semester)	3,000	3,000	3,000	3,000
Examination Fee	(Per Semester)	3,000	3,000	3,000	3,000
Medical Fee	(Per Semester)	2,000	2,000	2,000	2,000
Transport Fee for Non-Boarder	(Per Semester)	3,000	3,000	3,000	3,000
Student Activities Fund	(Per Semester)	2,000	2,000	2,000	2,000
Endowment Fund	(Per Semester)	1,000	1,000	1,000	1,000
Total		68,400	46,000	32,000	37,000

MSBA & MBA

Fee Type		Semester Wise Amount in PKR		
		1 st	2 nd	3 rd
Admission Fee	(Once)	20,000	-	-
Certificate Verification Fee	(Once)	2,000	-	-
Processing Fee	(Once)	-	5,000	-
University Security	(Refundable)	5,000	-	-
Red Crescent Donation	(Once)	100	-	-
University Card Fee	(Once)	300	-	-
Degree Fee	(Once)	-	-	5,000
Tuition Fee	(Per Semester)	36,000	36,000	36,000
Library Fee	(Per Semester)	3,000	3,000	3,000
Examination Fee	(Per Semester)	3,000	3,000	3,000
Medical Fee	(Per Semester)	2,000	2,000	2,000
Transport Fee (Non-Boarder)	(Per Semester)	3,000	3,000	3,000
Student Activities Fund	(Per Semester)	2,000	2,000	2,000
Endowment Fund	(Per Semester)	1,000	1,000	1,000
Total		77,400	55,000	55,000

Thesis Delay Fine Policy for All MS Programs

1. If a student submits his/her thesis after minimum duration of degree period / submitting all regular semester dues following thesis delay fine will be charged:
 - i. Rs. 5,000/- only will be charged as thesis delay fine in 4th semester* (for MS Business Administration students only)

All Other MS Programs:

- ii. Rs. 5,000/- only will be charged as thesis delay fine in 5th semester*
- iii. Rs. 6,000/- only will be charged as thesis delay fine in 6th semester*

**Examination Fee will be charged separately*

2. While if a student who will register / repeat any previous subject/s along with thesis, 1/3rd of tuition fee of last regular semester will also be charged other than above fine.

Fee Structure for all PhD Programs

Fee Type	Semester Wise Amount in PKR					
	1 st	2 nd	3 rd	4 th	5 th	6 th
Admission Fee	20,000	-	-	-	-	-
Certificate Verification Fee	2,000	-	-	-	-	-
Processing Fee (Once)	-	5,000	-	-	-	-
University Security (Refundable)	5,000	-	-	-	-	-
Red Crescent Donation (Once)	100	-	-	-	-	-
University Card Fee	300	-	-	-	-	-
Degree Fee (Once)	-	-	-	5,000	-	-
Tuition Fee (Per	27,000	27,000	18,000	18,000	18,000	18,000
Library Fee (Per	3,000	3,000	3,000	3,000	3,000	3,000
Examination Fee (Per	3,000	3,000	3,000	3,000	3,000	3,000
Medical Fee (Per	2,000	2,000	2,000	2,000	2,000	2,000
Transport Fee (Non-Boarder)(Per	3,000	3,000	3,000	3,000	3,000	3,000
Student Activities Fund (Per	-	-	-	-	-	-
Endowment Fund (Per	-	-	-	-	-	-
Total	65,400	43,000	29,000	34,000	29,000	29,000

Thesis Delay Fine Policy for PhD Programs

- i. One year (02 semesters) as extra period after regular / minimum period of PhD program (3 Years / 6 Semesters) to encounter unforeseen conditions (whatsoever) in the way of thesis completion without dues.
- ii. After expiry of one-year grace period, Rs. 12,000/- each semester will be charged as thesis delay fine (double to MS fine) and Rs. 3,000/- as examination charges (Total Rs. 15,000/- each semester).
- iii. PhD student who have submitted his/her final thesis in Graduate Office for internal / external evaluation, will not be charged any dues.

Refund Policy

Students who desire to leave their studies from the university will be refunded the dues as per existing refund policy of HEC, Islamabad according to the following rules:

1. If any student applies for the refund of university dues paid by him/her up to 7th day of commencement of classes, he/she will be refunded full (100 %) deposited dues except the admission fee of Rs.20,000/- (Subject to clearance from all the departments).
2. If any student applies for the refund of deposited university dues from 8th to 15th day of commencement of classes, then he/she will be refunded security deposited and half (50%) fee (Subject to clearance from all the departments).
3. If any student applies for the refund of paid university dues from 16th day of the commencement of classes, only his/ her amount of security will be refunded (Subject to clearance from all the departments).

Note:

% age of fee shall be applicable on all components of fee, except for security and admission charges.

Time line shall be calculated continuously, covering both weekdays and weekend.

Security Refund:

1. The above fee structure is subject to change from time to time
2. The security deposit is against brakeage and / any other damage caused by the student
3. All the securities are payable only once at the time of admission.
4. The security amount is refundable within two years after the completion of degree or leaving the University without complete or expulsion. After two years, all the unclaimed securities will be forfeited.