

MS THESIS HANDBOOK

Guidelines, Procedures & Regulations



Mohammad Ali Jinnah University

Approved from 12th BASR

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1. Introduction

For graduate MS programs, Thesis is a mandatory requirement for the award of degree. Thesis is completed in two separate parts, referred as Thesis-1 and Thesis-2 during the second last and last semester of respective programs. Research Project is also offered as one semester in the last semester of the degree program for those who want to do research on any research module published in any authentic research paper.

2. Eligibility

- 2.1.** The thesis candidate must complete all deficiency courses (if any) as defined by the department, then complete 18 credit hour courses of MS program. These 18-credit hours should include all core courses.
- 2.2.** A registered scholar can submit a thesis only if his/her registration in the program is active (registered).

3. Registration process and research ideas generation

- 3.1.** Research coordinators of respected departments provide list of available supervisors along with their area of research to the eligible MS thesis candidates along with registration form. It can help students to decide about research topic and desirable supervisor.
- 3.2.** Student can get registered through submitting prescribed registration form to respected department research coordinator. Students can review the research interests of different faculty members and interact with them before registration and achieve mutual consent of working on a specific topic.
- 3.3.** Research coordinators allocate supervisors according to desire of students and availability of supervisors. A supervisor can only supervise Five students at a time; therefore, students should consider multiple choices.

4. Role of Supervisor

- 4.1.** The Thesis student must work closely with his/her assigned supervisor and meet formally to consult about the progress of the thesis and take advice on different matters. Consultation with the supervisor carries significant weight in the evaluation process, and it includes 'attendance' in these meetings with the advisor.
- 4.2.** A thorough review by the supervisor and subsequent suggestions for improvements shall also help a student in improving his/her work as they progress along.

5. Charges

5.1. Thesis Formatting Service:

- 5.1.1.** Formatting of Thesis as per MAJU Guidelines is mandatory. Students facing difficulty in preparing the manuscript can avail Thesis Formatting Service before final submission.
- 5.1.2.** Supervisors can also recommend students for Thesis Formatting Service in case of violation with the guidelines.
- 5.1.3.** In case of major revision, student has to use the service again by paying the fee.
- 5.1.4.** The charges shall be Rs. 5000/- which can be revised from time to time.

5.2 Thesis Handling Service:

- 5.2.1.** Dissertation Reports must be published & binded by ORP for the sake of uniformity.
- 5.2.2.** Students must pay the charges at Accounts Department.
- 5.2.3.** Each student must pay an amount of Rs. 4,500/- (Rs.1,500/- per copy) as Thesis handling fee, covering processing, printing and binding charges.

6. Activities breakdown for MS Thesis – I

6.1. Thesis – I Activities as per weekly breakdown

Activity	Responsible	Due Date	Details
Registration	Student	As per Academic calendar	
Sharing: <ul style="list-style-type: none"> - Updated Approved Supervisors List with Interest Areas and Contact Details. - Thesis / Project Handbook [Shared with Supervisors Too] - Supervisor Allocation Form. - Deadline for Supervisor Allocation Form 	Coordinator		
Submission of Signed Supervisor Allocation Form with Topic	Student	10 days after the commencement of semester	A1 - Supervisor Allocation Form
Verification of forms with Supervisors	Coordinator	2 nd Week of Semester	
Acceptance of Supervisor Allocation	ORP		
Proposal Document Submission to Supervisor	Student / Supervisor	6 th Week of Semester	Soft Copy
Continuation of work with Supervisor	Student / Coordinator	7 th week of semester	A2 - Minutes of Meeting Form
Scheduling Interim Presentations (Mid-Review)	Coordinator	8 th week of semester	Evaluation Committee: Supervisor 2 Internal Evaluators
			A3 - Mid Review Form
Thesis – I Initial Report Submission to Supervisor	Student / Supervisor	14 th week of semester	Soft Copy
Plagiarism Checking and Recommending Corrections (if any)	Supervisor	14 th week of Semester	
Submission of Final Thesis – I Document with Supervisor Signature and Signed Plagiarism Report	Supervisor	15 th week of Semester	Soft Copy + Hard Copy (Without hard binding)

Proposal / Thesis – I Defense	Coordinator	16 th week of Semester	Evaluation Committee: Supervisor 1 Internal Evaluator 1 External Evaluator
Submission of Evaluation Forms, in case of successful Defense			A6 - Examiner Evaluation Form A7 - Final Evaluation Form
Informing the students about changes (if any)	Supervisor	17 th week of Semester	
Thesis – I Compliance check		01 week after viva	A9 - Thesis Compliance Form
Proposal / Thesis – I Re-defense	Coordinator	18 th week of Semester	Evaluation Committee: Supervisor 1 Internal Evaluator 1 External Evaluator
In case of successful Re-Defense, Submission of Grades along with Title and Supervisor's name to ORP for approval from BASR	Coordinator	20 th week of Semester	A6 - Examiner Evaluation Form A7 - Final Evaluation Form

- 6.2.** All Grades will be finalized before 20th week, after the conduct of Viva. If the supervisors do not send the cases before this time, then such students will be awarded an “I” Grade. An “I” Grade must be converted into regular grade within 01 month.

7. Activities breakdown for MS Thesis – II

7.1. Thesis – II Activities as per weekly breakdown

Activity	Responsible	Due Date	Details
Registration	Student	As per Academic calendar	
Change of Supervisor (if, different from Thesis – I)	Coordinator	1 st Week of Semester	A4 - Change of Supervisor Form
Change of Thesis Title (if, different from Thesis – I)	Coordinator	1 st Week of Semester	A5 - Change of Thesis Title Form
Continuation of work with Supervisor	Student / Supervisor	1 st week of semester	A2 - Minutes of Meeting Form

Scheduling Interim Evaluations (Mid-Review)	Coordinator	8 th week of semester	Evaluation Committee: Supervisor 2 Internal Evaluators
			A3 - Mid Review Form
Thesis Report Formatting by Student	Student	9 th week of semester	As per MAJU Template
Verification of Thesis Formatting along with Checklist signed by Supervisor	Student / Supervisor	13 th week of semester	Soft Copy
Submission of Verified Thesis Report with Supervisor Signature to the coordinator	Supervisor / Coordinator	14 th Week of Semester	Soft Copy + Hard Copy (without hard binding) + A8 - Final Thesis Submission Form
Submission of Thesis Reports to ORP	Coordinator	14 th week of Semester	If not approved, resend it to supervisor through coordinator for correction and resubmission.
Verification of Thesis Reports for Formatting & Plagiarism Checking	ORP	01 week after submission	
Return of Report having violations to the department	ORP	01 week after submission	
Thesis – II Defense	Coordinator	01 week after the approval from ORP (in case of no approval, student has to submit the report again)	Evaluation Committee: Supervisor 1 Internal Evaluator 1 External Evaluator
Submission of Evaluation Forms, in case of successful Defense			A6 - Examiner Evaluation Form A7 - Final Evaluation Form
Informing the students about outcome and minor changes	Supervisor	01 week after viva	A9 - Thesis Compliance Form
Thesis – II Compliance check			
Thesis – II Re-defense	Coordinator	Student will follow the submission process again, within 04 weeks after viva	Evaluation Committee: Supervisor 1 Internal Evaluator 1 External Evaluator
Submission of Evaluation Forms, in case of successful Re-Defense			A6 - Examiner Evaluation Form A7 - Final Evaluation Form

- 7.2.** The Oral Examination for MS Thesis – 2 shall be conducted by the Office of Research & Project (ORP).
- 7.3.** For the Oral Examinations to occur, the Office of Research & Project (ORP) need approval from the Thesis Supervisor.
- 7.4.** The Supervisor must ensure that the final dissertation conforms to the degree program's standard, free from Plagiarism as per HEC's policy and fully formatted as per MAJU'S dissertation template.
- 7.5.** All Grades will be finalized before 20th week, after the conduct of Viva. If the supervisors do not send the cases before this time, then such students will be awarded an "I" Grade. An "I" Grade must be converted into regular grade within 01 month.
- 7.6.** Any cases going beyond this timeline will be dealt as "F" Grade.
- 7.7.** All students must have to submit Research Student Feedback Form (A10 – Research Student Feedback Form) before the conduct of Viva.

8. Evaluation of Thesis I and II

- 8.1.** MS thesis shall be examined in an open defense by the committee comprised of:
 - A. External examiner(s)
 - B. Internal examiner(s)
 - C. Supervisor
- 8.2.** Dean shall be the chair of the Evaluation Committee.
- 8.3.** Thesis – I proposals shall be evaluated by the Evaluation Committee, consisting of Supervisor and two Evaluators.
- 8.4.** Thesis – II interim evaluations are carried out by Supervisor and one Internal Evaluator.
- 8.5.** Thesis – II Defense will be evaluated by Supervisor, one Internal Evaluator and one External Evaluator.
- 8.6.** Evaluation Committee shall use the following grading standard guideline in scoring different activities:

A. Supervisor	-	60%
B. Internal Evaluator	-	10%
C. External Evaluator	-	30%
- 8.7.** Break up of marks between interim review and final defense would be on discretion of the department.

9. Final defense Evaluation

- 9.1. A thesis with minor revisions shall be submitted within 02 weeks from date of examination failing which it shall be treated as one grade reduction.
- 9.2. A thesis with major revisions shall be re-examined within one month after defense. Such students need to submit half of the Thesis handling Charges again. One grade reduction shall be made in such cases. In case of Absence in Re-Defense, he will be awarded “F” grade.
- 9.3. A thesis with rejection shall be awarded with “F” grade and require fresh registration.

10. Grading Standards

Advisors and Evaluation Committee shall use the following grading standard guideline in scoring different activities:

Undergraduate	Graduate	Doctoral	Grade Points	Marks
A	A	A	4.00	86-100
A-	A-	A-	3.67	82-85
B+	B+	B+	3.33	78-81
B	B	B	3.00	74-77
B-	B-	B-	2.67	70-73
C+	C+	C+	2.33	66-69
C	C	C	2.00	62-65
C-	C-	C-	1.67	58-61
D+	F	F	1.33*	54-57
D			1.00*	50-53
F			0.00	Below 50

*The Grade Point to be ZERO in case of Grade “F” for Graduate and Post Graduate Programs.

11. Penalties

Students must ensure that they meet all deadlines for various parts of the project.

Issue	Penalty
Non-Submission of Supervisor selection form before 2 weeks	1. Thesis – I shall be removed from the registered courses.
Plagiarism in any part(s) of Thesis / Project	1. “F” Grade. 2. Case shall be forwarded to disciplinary committee as per University’s regulations
Re-Defense	1. Up to one grade reduction in grade achieved after successful re-defense. 2. Re-submission of half of the Thesis Handling charges again.

12. Complaints and Issues related to Thesis

- 12.1. For any issues related to Thesis, students should consult their supervisor. In case of non-resolution, they may consult to their respective Research Coordinator / HoD / Dean.
- 12.2. Changing the supervisor is not allowed at any stage of Thesis. Thus, students are advised to select their supervisor very carefully from the beginning.
- 12.3. University highly discourages change of supervisor unless situation is beyond controlling means of university and student, such a change may be requested. Its acceptance or otherwise will depend on acceptance by initial supervisor, proposed supervisor, research coordinator and Head of Department. Any disruption in work and/or time wastage caused by change of supervisor will not be accorded any special treatment or relaxation.

13. Report Content

- 13.1. Details of the content will be provided by the supervisor.
- 13.2. In **Thesis – I**, following shall be included:
 - i. Introduction and Motivation
 - ii. Literature Review
 - iii. Methodology
 - iv. References
- 13.3. In **Thesis – II**, following shall be included:
 - i. Introduction and Motivation
 - ii. Literature Review
 - iii. Methodology
 - iv. Results and Discussion
 - v. Conclusion

14. Guidelines for Presentation

- 14.1.** The presentation must contain the following items:
- a.** Motivation/Background of the Idea
 - i. A diagram is good for explanation
 - b.** Assumptions and Limitations of the Thesis
 - c.** Thesis milestones with phase-wise distribution [3 phases]
 - i. The milestones must be measurable [It will benefit you in evaluation]
 - ii. It's better, if each milestone is further divided into tasks
 - d.** Status of the thesis in terms of milestones achieved
 - e.** Proofs must be provided showing the achievement of each milestone i.e., Literature Review, Proposed Methodology etc.
 - i. Presentation of the Efforts made in achieving the goals
 - ii. Discussion on issues faced and the solutions of these issues
 - iii. Distribution of tasks [under each milestone]
 - f.** What have you learned?
 - g.** What's left and the plan for its completion
- 14.2.** Students must keep cool and calm. Aggressiveness will not be tolerated.
- 14.3.** Students must keep respect for the Evaluators.
- 14.4.** Students must be ready to accept their lacking areas and misunderstandings regarding the thesis.
- 14.5.** Students don't have the right to make a contest or to make unnecessary arguments during/after evaluation.
- 14.6.** Students **MUST** come in proper dressing.
- 14.7.** Students **MUST** be available on the scheduled time.
- 14.8.** Students **MUST** carry with them hard copies of all the previous documents (Proposal/ Progress report/ Interim/ Final etc.).

15. Guidelines and deliverables for Final Thesis Submission:

- 15.1.** The final Thesis document must be conformed to the approved template attached as **Annex A**.
- 15.2.** The checklist must be completed and signed, before the publication of Thesis. It is attached as **Annex B**.

15.3. All the relevant forms are attached as **Annex C**.

15.4. The Flow chart of MS Thesis I & II activities is attached **as Annex D**.

16. Word Limit :

The following is the Approved word limit for MS Thesis :

S. #	Programs	Word Limit for MS Thesis
a.	MS (Management Sciences)	15,000 - 18,000 words
b.	MS (Economics and Finance)	15,000 - 18,000 words
c.	MS (Biotechnology)	15,000 - 18,000 words.
d.	MS (Bioinformatics)	15,000 - 18,000 words
e.	MS (Computer Science)	8,000 - 15,000 words
f.	MS (Software Engineering)	8,000 - 15,000 words
g.	MS (Electrical Engineering)	8,000 - 15,000 words

[TYPE TITLE OF THE THESIS HERE]

(Font size 14, All Caps, Times New Roman)

[TYPE YOUR NAME & (STUDENT ID) HERE]

(Font size 14, All Caps, Times New Roman)



[TYPE NAME OF THE DEPARTMENT

(for example DEPARTMENT OF COMPUTER SCIENCE)]

[TYPE NAME OF THE FACULTY

(for example FACULTY OF COMPUTING)]

MOHAMMAD ALI JINNAH UNIVERSITY

[TYPE SEMESTER HERE (for example SPRING 20__ / FALL 20 __)]

[TYPE TITLE OF THE THESIS HERE]

(Font size 14, All Caps, Times New Roman)

SUBMITTED BY

[TYPE YOUR NAME & (STUDENT ID) HERE]

(Font size 14, All Caps, Times New Roman)

SUPERVISED BY

[TYPE YOUR SUPERVISOR'S NAME HERE]

CO-SUPERVISOR (if any)

[TYPE YOUR CO-SUPERVISOR'S NAME HERE]



THESIS SUBMITTED TO THE [TYPE NAME OF THE FACULTY (for example FACULTY OF COMPUTING)], MOHAMMAD ALI JINNAH UNIVERSITY, IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF [TYPE NAME OF THE DEGREE HERE IN FULL FORM (for example MASTER OF SCIENCE IN COMPUTER SCIENCE)]

[TYPE SEMESTER HERE (for example SPRING 20__ / FALL 20 __)]

CERTIFICATE OF APPROVAL



It is certified that the research work presented in this thesis, titled [Place Title here] was conducted by [Place name of the student here] under the supervision of [Place the name of Supervisor].

No part of this thesis has been submitted anywhere else for any other degree.

This thesis is submitted to the Department of [Place name of Department here] in partial fulfilment of the requirements for the degree of

*[Place name of the degree here] in [Place name of the Semester with year here]
at the*

*Mohammad Ali Jinnah University
Karachi, Pakistan*

[Place Date of Thesis Defense here (for example Month DD, YYYY)]

Name of Candidate: _____

Signature: _____

Examination Committee Members:

a) Name of External Examiner: _____
Designation, Affiliation: _____

Signature: _____

b) Name of Internal Examiner: _____
Designation, Affiliation: _____

Signature: _____

c) Name of Supervisor: _____
Designation, Affiliation: _____

Signature: _____

Name : _____

Dean, (Name of the Faculty) [for example (Faculty of Computing)]

Mohammad Ali Jinnah University, Karachi

CERTIFICATE OF SUPERVISION



This is to certify that the thesis titled, “<title of the thesis>”, is submitted to the <name of the department (for example Department of Computer Science)>, <Semester (for example Spring 2022)> , by <name of student> for the award of the degree of <Title of the Degree (for example Master of Science)> in the discipline of <Subject (for example Computer Science/ Software Engineering/ Management Sciences/ Electrical Engineering/ Bioscience/ Biotechnology)>. The thesis has been carried out under my supervision. I certify that the work submitted is original and not plagiarized from any other source, except as specified in the references. Neither the thesis nor the work contained therein has been previously submitted to any other institution for a degree.

Co-Supervisor's Name and Signature (if any)

Supervisor's Name and Signature

MOHAMMAD ALI JINNAH UNIVERSITY
ORIGINAL LITERARY WORK DECLARATION

Faculty			
Program			
Student Name:			Reg. No:
Email: here@maju.edu.pk			Mobile No:

Research Title:

____<WRITE YOUR THESIS TITLE ON THESE LINES>_____

I do solemnly and sincerely declare that:

1. I am the author of this work.
2. This work is original.
3. Use of any work in which copyright exists was done by way of fair dealing and for permitted purposes and any excerpt or extract from, or reference to or reproduction of any copyright work has been disclosed expressly and sufficiently and the title of the Work and its authorship have been acknowledged in this Work; I do not have any actual knowledge nor do I ought reasonably to know that the making of this work constitutes an infringement of any copyright work.
4. I hereby assign all and every rights in the copyright to this work to Mohammad Ali Jinnah University (MAJU), who henceforth shall be owner of the copyright in this Work and that any reproduction or use in any form or by any means whatsoever is prohibited without the written consent of MAJU having been first had and obtained.
5. I am fully aware that if in the course of making this work I have infringed any copyright whether intentionally or otherwise, I may be subject to legal action or any other action as may be determined by MAJU.

Student's Signature: _____

Place: Karachi-Pakistan.

Acknowledgements

Abstract

[The abstract should be one paragraph of not more than 500 words. It is not indented. Section titles, such as the word *Abstract* above, is not considered heading so it does not use bold heading format. Instead, use the Section Title style. This style automatically starts your section on a new page, so you don't have to add page breaks.]

Keywords: [Add keywords here.]

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[HEADING LEVEL 1] (for example CHAPTER 1: Introduction)	1
[HEADING LEVEL 2] ¹	
[Heading level 3].	
[Heading level 4].	
<i>[Heading level 5].</i>	
References	
PLAGIARISM VERIFICATION (for Final Submission)	
PLAGIARISM REPORT	

List of Tables

Table 1 : Abc.....	00
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List of Figures

Figure 1 : Abc	00
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List of Abbreviations

Type Your Title Here

Type Your Name Here

Mohammad Ali Jinnah University

Author Note

[Include any grant/funding information and a complete corresponding address]

Department of [Computer Science], 22-E, Block-6, P.E.C.H.S., Lal Kothi Stop, Main

Shahrah-e-Faisal, Karachi, 75400, Sindh, Pakistan. Email ID: Type your Id

here@maju.edu.pk

TYPE TITLE OF YOUR THESIS HERE

[The body of your thesis uses a half-inch first line indent, double-spaced with the text size of 12. Text should be justified. APA style provides for up to five heading levels, shown in the paragraphs that follow. Please remove these Instructions.]

CHAPTER 1

[HEADING LEVEL 1]

[The first two heading levels get their own paragraph, as shown here. Headings 3, 4, and 5 are run-in headings used at the beginning of the paragraph.]

1.2 [HEADING LEVEL 2]¹

[To add a table of contents (TOC), apply the appropriate heading style to just the heading text at the start of a paragraph and it will show up in your TOC. To do this, select the text for your heading. Then, on the Home tab, in the Styles gallery, click the style you need.]

1.2.1 [Heading level 3]. [Include a period at the end of a run-in heading. Note that you can include consecutive paragraphs with their own headings, where appropriate.]

1.2.1.1 [Heading level 4]. [Include a period at the end of a run-in heading. Note that you can include consecutive paragraphs with their own headings, where appropriate.]

1.2.1.1.1 [Heading level 5]. [Include a period at the end of a run-in heading. Note that you can include consecutive paragraphs with their own headings, where appropriate.] Note that only three level of headings are recommended.

[Like all sections of your thesis, references start on their own page. The references page that follows is created using the Citations & Bibliography feature, available on the References tab. This feature includes a style option that formats your references for APA 6th Edition. You can also use this feature to add in-text citations that are linked to your source, such as those shown at the end of this paragraph and the preceding paragraph. To customize a citation, right-click it and then click Edit Citation.] (Last Name, Year)

CHAPTER 2

LITERATURE REVIEW

2.1 [HEADING 1 OF CHAPTER 2]

Type your text for the first heading of chapter 2 here.

2.1.1 [Heading 1 of first section of chapter 2]. Start your text here.

2.1.2 [Heading 2 of first section of chapter 2]. Start your text here.

2.2 [HEADING 2 OF CHAPTER 2]

Type your text for the second heading of chapter 2 here.

TYPE TITLE OF YOUR THESIS HERE

References

Last Name, F. M. (Year). Article Title. *Journal Title*, Pages From - To.

Last Name, F. M. (Year). *Book Title*. City Name: Publisher Name.

Footnotes

¹[Add footnotes, if any, on their own page following references. For APA formatting requirements, it's easy to just type your own footnote references and notes. To format a footnote reference, select the number and then, on the Home tab, in the Styles gallery, click Footnote Reference. The body of a footnote, such as this example, uses the Normal text style. *(Note: If you delete this sample footnote, don't forget to delete its in-text reference as well. That's at the end of the sample Heading 2 paragraph on the first page of body content in this template.)*]

Table 1

[Table Title]

Column Head	Column Head	Column Head	Column Head	Column Head
Row Head	123	123	123	123
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Row Head	789	789	789	789
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Note: [Place all tables in their own section, following references (and, if applicable, footnotes).

Start a new page for each table, include a table number and table title for each, as shown on this page. All explanatory text appears in a table note that follows the table, such as this one.

Use the Table/Figure style, available on the Home tab, in the Styles gallery, to get the spacing between table and note. Tables in APA format can use single or 1.5 line spacing. Include a heading for every row and column, even if the content seems obvious. A default table style has been setup for this template that fits APA guidelines. To insert a table, on the Insert tab, click Table.]

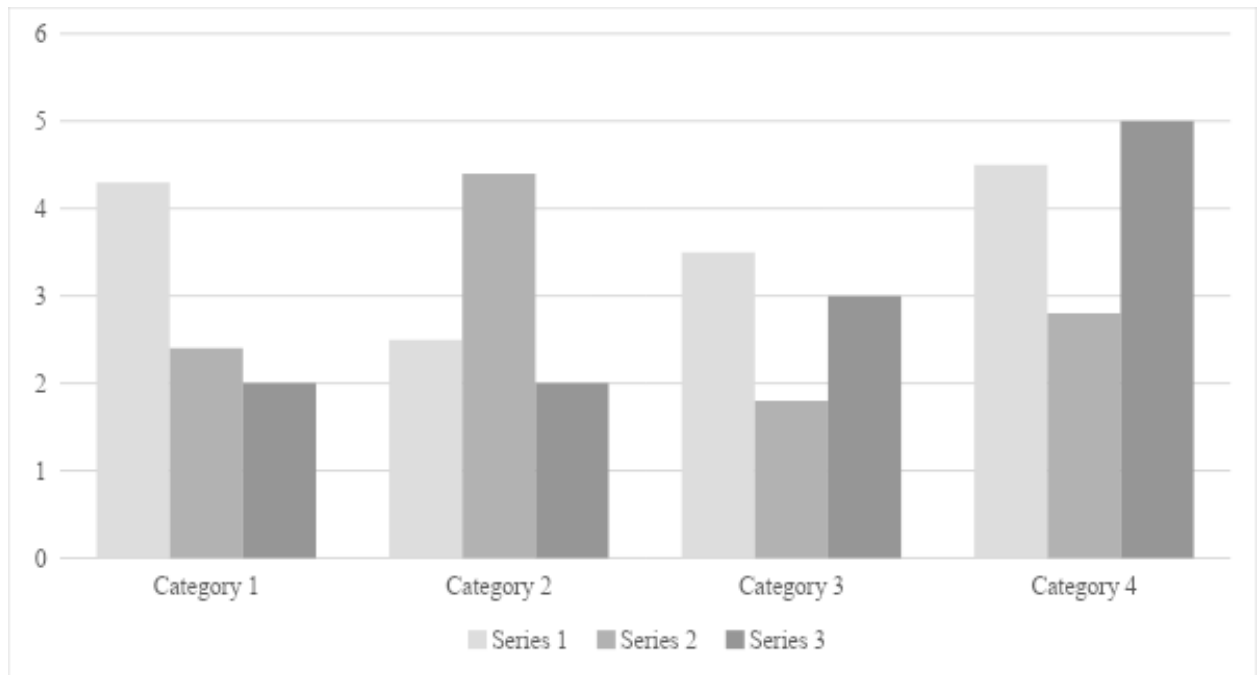


Figure 1. [Figure Title]

[Include all figures in their own section, following references (and footnotes and tables, if applicable). Include a numbered caption for each figure. Use the Table/Figure style for easy spacing between figure and caption.]

TYPE TITLE OF YOUR THESIS HERE

Appendix

For any supplementary material that supervisor considers important and should be included.
Examples include FORMS, CODING etc.

TYPE TITLE OF YOUR THESIS HERE

PLAGIARISM VERIFICATION (for Final Submission)

(Note: This form is filled at the final submission of Thesis/Research Project Reports for graduation.)

Title of Research Thesis:

Total Pages : _____

Student Name : _____

Registration ID : _____

Supervisor: _____

Program: _____

Faculty: _____

This is to report that the above document was scanned for similarity detection and has been submitted in turnitin repository. Process and outcome is given below:

Software used: Turnitin

Date : _____

Similarity Index: _____

Total word count : _____

File Name : _____

Digital Receipt No. _____

Signature and Stamp of the
Office of Research & Project

PLAGIARISM REPORT

The Plagiarism Report issued shall be attached here

CHECKLIST FOR FORMAT OF MS THESIS REPORTS

Please refer to APA 6.0 Manual for the Preparation of Research Thesis.

CHECKLIST	Verified by the Candidate	Verified by the Supervisor														
<div>1. TITLE</div> <div>Front hard cover and title page of the research (including MAJU logo) is according to the guidelines.</div>																
<div>2. ABSTRACT</div> <div>For MS Thesis: not more than 500 words</div>																
<div>3. HARDCOVER BINDING</div> <div>Three (03) printed hardcover binding in Rexene in the following color:</div> <table><tr><th>Program</th><th>Color</th></tr><tr><td>16 year Program</td><td>Black</td></tr><tr><td>18 year Program, 6 Cr. Hours (Thesis)</td><td>Blue</td></tr><tr><td>18 year Program, 3 Cr. Hours (Projects)</td><td>Green</td></tr></table>	Program	Color	16 year Program	Black	18 year Program, 6 Cr. Hours (Thesis)	Blue	18 year Program, 3 Cr. Hours (Projects)	Green	To be signed by Office of Research & Project (ORP).							
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16 year Program	Black															
18 year Program, 6 Cr. Hours (Thesis)	Blue															
18 year Program, 3 Cr. Hours (Projects)	Green															
<div>4. FORMAT: APA 6.0 (primarily)</div> <div>a) Double-spacing for all sections. Single-spacing can be used for footnote, appendices, tables and diagrams.</div> <div>b) Font type: Times New Roman</div> <div>c) Font size 12 for all text and font size 8 for footnotes.</div>																
<div>5. WORD LIMIT</div> <table><tr><td>• MS Thesis (Management Science)</td><td>15,000 - 18,000 words</td></tr><tr><td>• MS Thesis (Economics and Finance)</td><td>15,000 - 18,000 words</td></tr><tr><td>• MS Thesis (Biotechnology)</td><td>15,000 - 18,000 words</td></tr><tr><td>• MS Thesis (Bioinformatics)</td><td>15,000 - 18,000 words</td></tr><tr><td>• MS Thesis (Computer Science)</td><td>8,000 - 15,000 words</td></tr><tr><td>• MS Thesis (Software Engineering)</td><td>8,000 - 15,000 words</td></tr><tr><td>• MS Thesis (Electrical Engineering)</td><td>8,000 - 15,000 words</td></tr></table>	• MS Thesis (Management Science)	15,000 - 18,000 words	• MS Thesis (Economics and Finance)	15,000 - 18,000 words	• MS Thesis (Biotechnology)	15,000 - 18,000 words	• MS Thesis (Bioinformatics)	15,000 - 18,000 words	• MS Thesis (Computer Science)	8,000 - 15,000 words	• MS Thesis (Software Engineering)	8,000 - 15,000 words	• MS Thesis (Electrical Engineering)	8,000 - 15,000 words		
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• MS Thesis (Software Engineering)	8,000 - 15,000 words															
• MS Thesis (Electrical Engineering)	8,000 - 15,000 words															
<div>6. FORM SEQUENCES</div> <div>The Forms should be placed in the following sequences:</div> <div>1. Title</div> <div>2. Student Declaration</div> <div>3. Supervisor Declaration</div> <div>4. Original Literary Work Declaration</div> <div>5. Acknowledgements</div>																

6. Abstract 7. Table of Contents 8. List of Tables 9. List of Figures 10. List of Abbreviations 11. Author Note 12. Chapter No. 1 – Chapter No. 5 (Introduction to Conclusion) 13. References (Endnote, Mendeley etc.) 14. Plagiarism Verification (for Final Submission) 15. Plagiarism Report 16. Check List		
7. MARGINS The indents of pages are as follows: <ul style="list-style-type: none"> • Top: 2.0 cm / 0.79 inch • Right: 2.0 cm / 0.79 inch • Bottom: 2.0 cm / 0.79 inch • Left : 4.0 cm / 1.57 inch 		
8. PAGE NUMBERING a) Font size 12. b) All page numbers should be printed 1.0 cm from the bottom margin and placed on the right-hand side. c) Roman numerals (i, ii, iii etc.) should be used in the Preface section. d) The Title Page and the Declaration Pages should not be numbered. Numbering begins from the page of Acknowledgements with 'v'.		
9. Turnitin Must be less than or equal to 19% with no more than 6% from single source.		

DECLARATION OF SUPERVISOR / (TO BE COMPLETED BY THE SUPERVISOR)

Candidate is required to get the verification by the Supervisor

I have checked the candidate's thesis / dissertation and hereby confirm that the candidate may proceed for defense.

Name of Supervisor: _____

Signature of Supervisor with Date: _____



Mohammad Ali Jinnah University

MS THESIS - I SUPERVISOR ALLOCATION FORM

Student Name:	Student ID:
Faculty:	Program:
Department:	Specialization:
Semester:	Credit hours completed:
Email:	Contact :

Proposed Thesis Title: (Mention Topic if, Title is not decided): _____

Proposed Supervisor:

Name: _____

Department/Faculty: _____

Supervisor Acceptance: "I have gone through the idea of this student, and agree to take this student under my supervision for SP/FA 20____"

Signature (for consent): _____ **Date:** _____

1. I understand that the ORP shall be the final authority in assigning the Supervisor.
2. I understand that University has Zero Tolerance policy towards plagiarism and will be awarded F.
3. I understand that I will be solely responsible for meeting and coordinating with Supervisor and Department.
4. The work will be done by myself and has not been submitted anywhere.

Student Signature: _____ **Date:** _____

(TO BE FILLED BY DEPARTMENT)

Approved Supervisor (if different from proposed): _____

Approved Title (if different from proposed): _____

Name of HoD: _____ Signature with Date: _____

Name of Dean: _____ Dean's Approval _____



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☐ MS THESIS - I ☐ MS THESIS - II

MINUTES OF MEETING

Student Name:	Student ID:
Faculty:	Program:
Department:	Specialization:
Semester:	Date of Discussion:
Supervisor Name:	
Mode of Discussion: (Physical Meeting / Email/ Online Meeting / WhatsApp chat)	

Thesis Title: _____

MEETING # _____	
Discussion Agenda	
Confirmation about the previous task, (if any)	
Decisions (Point wise Bulleted) OR Suggestions and Tasks Assigned	<ul style="list-style-type: none">•

Student Signature: _____

Supervisor Signature: _____



Mohammad Ali Jinnah University

MS THESIS I / II MID-REVIEW FORM

The objective of Mid-term Evaluation is to Evaluate whether the student has made sufficient progress to be able to meet the final thesis requirements.

Student Name:	Student ID:
Faculty:	Program:
Department:	Specialization:
Semester:	<input type="checkbox"/> Thesis - I <input type="checkbox"/> Thesis - II

Thesis Title: _____

Supervisor Name: _____

Co-Supervisor's Name _____

No of Meetings attended with Supervisor: _____

**Note: Attach the documented Minutes of Meetings including the meeting content.*

Thesis Handling Fee Paid: ☐ Yes ☐ No

Mid-Review Assessment		SUPERVISOR		INTERNAL EXAMINER	
S. No	CHAPTERS	SATISFACTORY	UNSATISFACTORY	SATISFACTORY	UNSATISFACTORY
1.	Title				
2.	Introduction				
3.	Literature review / scope and goals / description				
4.	Research methodology				
5.	Objectives				
6.	Significance / impact on industry				
7.	Overall student progress				
MARKS (Out of 20)		/10		/10	

COMMENTS:

Internal Evaluator:

Supervisor:

Internal Evaluator's Name	Signature with Date
Supervisor's Name	Signature with Date



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MS THESIS - II CHANGE OF SUPERVISOR FORM

Student Name:	Student ID:
Faculty:	Program:
Department:	Specialization:
Semester:	Credit hours completed:
Email:	Contact :

Thesis Title: _____

Previous Supervisor's Name (Same as Thesis-I): _____

New Supervisor's Name: _____

Reason for Change of Supervisor: _____

Student Signature: _____ **Date:** _____

Approved Thesis Supervisor:

Name: _____

Designation: _____

Signature (for consent): _____ **Date:** _____

(TO BE FILLED BY DEPARTMENT)	
Verified by Research Coordinator	Name: _____ Do you support this Change? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Comment, if Yes: _____ Signature: _____ Date: _____
Recommended by Head of Department	Name: _____ Signature: _____ Date: _____
Dean's Approval	Name: _____ Signature: _____ Date: _____



Mohammad Ali Jinnah University

MS-THESIS II CHANGE OF THESIS TITLE FORM

Student Name:	Student ID:
Faculty:	Program:
Department:	Specialization:
Semester:	Credit hours completed:
Email:	Contact :

Previous Thesis Title (Same as Thesis-I): _____

New Thesis Title: _____

Reason for Change of Thesis Title: _____

Student Signature: _____ **Date:** _____

Thesis Supervisor's Approval:

Name: _____

Designation: _____

Do you support this Change? Yes: ☐ No: ☐

Comment if Yes: _____

Signature (for consent): _____ **Date:** _____

(TO BE FILLED BY DEPARTMENT)	
Verified by Research Coordinator	Name: _____ Signature: _____ Date: _____
Recommended by Head of Department	Name: _____ Signature: _____ Date: _____
Dean's Approval	Name: _____ Signature: _____ Date: _____



Mohammad Ali Jinnah University

MS THESIS EVALUATION FORM

☐ Supervisor ☐ Internal Examiner ☐ External Examiner

Student Name:	Student ID:
Faculty:	Program:
Department:	Specialization:
Semester:	<input type="checkbox"/> MS Thesis - I <input type="checkbox"/> MS Thesis - II

Thesis Title: _____

Criteria for Evaluation: Quality and Novelty of the Research work, command of the candidate over the topic, design of the study and analytical skills of the candidate.

Recommendations (Kindly Tick) :

- ☐ Satisfactory and proceed with submission of Thesis as it is.
☐ Satisfactory and proceed with submission of Thesis with minor changes.
☐ Satisfactory and proceed with submission of Thesis with major changes (Re-Defense).
☐ Unsatisfactory, require to resubmit Thesis in next semester.

Total Marks (Out of 100) :	
----------------------------	--

Supervisor's Comments:

1. Research Scope and problem statement
2. Research gap and objective

3. Literature review
4. Conceptual / Theoretical framework & Methodology
5. Findings and empirical applications
6. Overall quality of research work

Supervisor's Name:	Signature with Date:



Mohammad Ali Jinnah University

MS THESIS I / II FINAL EVALUATION FORM

Student Name:	Student ID:
Faculty:	Program:
Department:	Specialization:
Semester:	<input type="checkbox"/> MS Thesis - I <input type="checkbox"/> MS Thesis - II
Title:	

To be filled by the Department (as per Evaluation Results) :				
Name of Evaluators		Marks (X) Out of 100	Weight (Y)	Weight Marks (X * Y Points)
External Examiner			30%	
Internal Examiner			10%	
Supervisor			60%	
Overall Total Marks				
Overall Grade				
Grade Point (GP)				

Instructions:

1. Submit this Form along with Evaluation Forms.
2. Please make sure that all the relevant fields are filled correctly.

Submission date: _____

Defense date: _____

	Concerned Department	Concerned HoD / Dean	Office of Research & Project
Name :			
Signature with Date :			



Mohammad Ali Jinnah University

Research Thesis (MS Thesis-II) Submission Form

This form must reach to the Office of Research & Project along with the submission of the Thesis through respective Coordinators. **This should be at least two weeks before any date set for the oral examination.**

• Section A: Student details

Name of Student:

Student ID:

Degree Program:

Semester:

Date of Thesis submission:

Title of Thesis:

Suggested Date of Viva
(if known):

• Section B: Declaration of Conformance

Name of Supervisor:

Approximate word length of Thesis:

Please tick the boxes:

- ☐ I confirm that the thesis contains the original work with quality content that is fit for examination.
- ☐ I confirm that the thesis is free from Plagiarism as per MAJU policy for Plagiarism
- ☐ I confirm that the thesis is completely formatted as per the MAJU Guidelines for Dissertation preparation.

In signing below, the supervisor certifies that the thesis presented is the student's own work and is suitable for examination.

Supervisor's signature:

Date:

Note: Supervisor should submit this form along with the Thesis to the respective Coordinator.



Mohammad Ali Jinnah University

MS THESIS I & II THESIS COMPLIANCE FORM

Student Name:	Student ID:
Faculty:	Program:
Department:	Specialization:
Semester:	Credit hours completed:
Email:	Contact :

Thesis Title: _____

S. No	Suggested Changes in Thesis	Reference of changes made	Verification of Compliance (to be filled by Supervisor)
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Co-Supervisor's Name	Signature with Date
Supervisor's Name	Signature with Date



Mohammad Ali Jinnah University

MS THESIS

RESEARCH STUDENT FEEDBACK FORM

NOTE: (To be filled out by MS and PhD Research Students at the time of submission of thesis final copy)

Student Name:	Student ID:
Faculty:	Program:
Department:	Specialization:
Semester:	Credit Hours Completed:

Supervisor's Name: _____

Please give your feedback on the following questions:

(1) Highly Dissatisfied (2) Dissatisfied (3) Uncertain (4) Satisfied (5) Highly Satisfied

	1	2	3	4	5
a) Level of supervision received from the supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Access to required scientific equipment/tools for research.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Accessibility of sufficient research material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Thesis coordination/administration provided by graduate office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

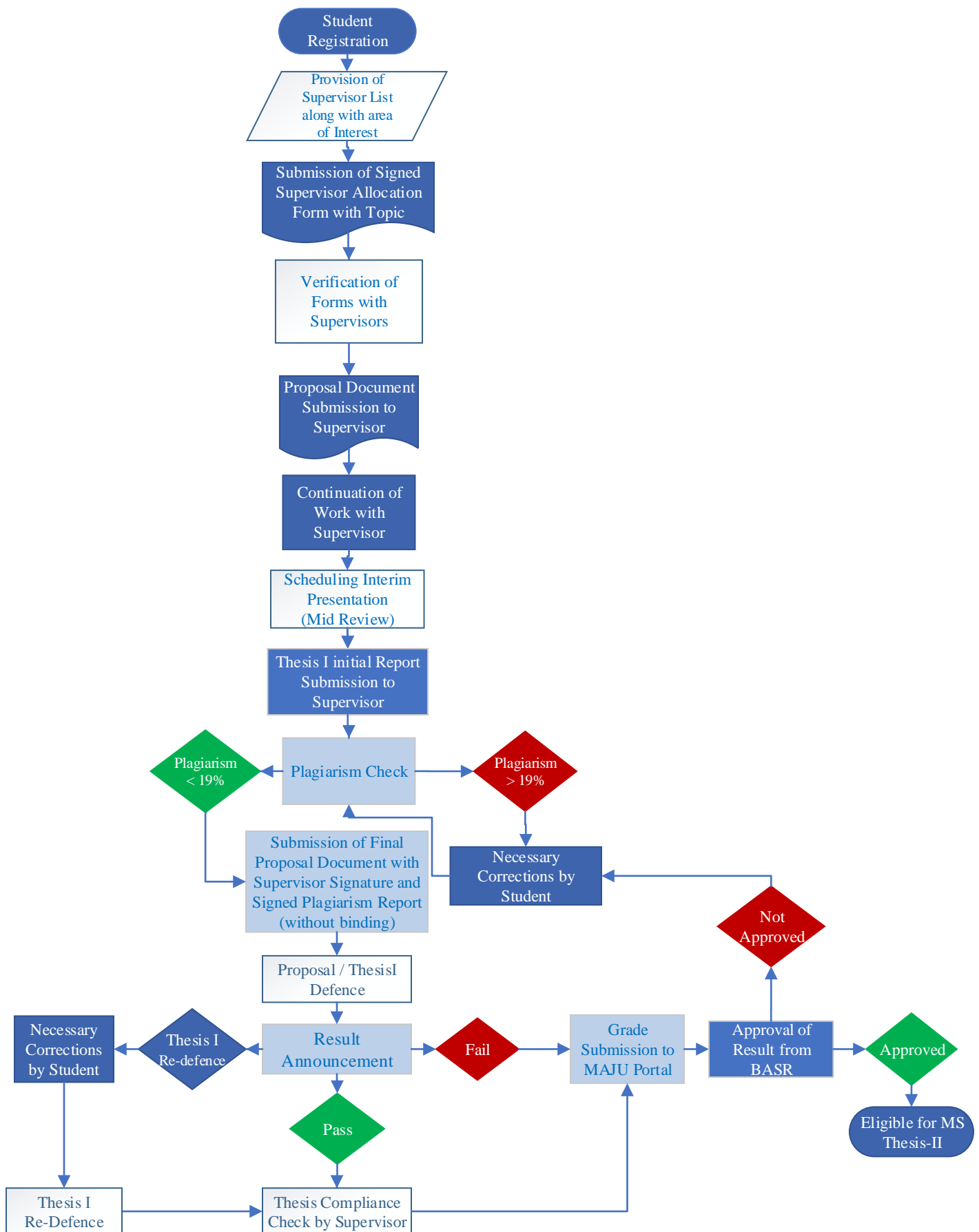
1. Any comments on generic or subject-specific training that you may have received/needed internally and / or externally?

2. Any other comment / suggestion for improvement:

Signature: _____

Date: _____

MS Thesis - I Process Flow Chart



MS Thesis - II Process Flow Chart

