



MS Thesis Rules and Procedures

Roles:

- Department Coordinator: Miss Anam Aftab (anam@lums.edu.pk)

Overview

MS thesis comprises two semester-long registration phases called MS Thesis-I and MS Thesis-II.

- MS Thesis-I concludes with a proposal defense (Milestone 1).
- MS Thesis-II concludes with Thesis defense (Milestone 2).

Students planning to opt for MS Thesis should start preparing before the start of the semester in which they wish to take it. They should contact the faculty member willing to supervise their MS Thesis and collectively decide on a research topic. Alternatively, faculty members may also advertise MS Thesis topics.

Note that the maximum allowed duration for MS Thesis completion is three regular semesters (excluding the summer semester).



MS Thesis-I

Formation of MS Thesis Committee

The Advisor should make a Thesis Committee with at least one more faculty member from SBASSE in addition to Advisor and co-Advisor (if any).

Enrollment

In order to enroll in MS Thesis I, the students are required to submit the Online Directed Course Work application on Zambeel and enroll via Zambeel during the enrollment phases along with other courses. A sample of an online DCW application (Zambeel) is given as Appendix A. When an online application is submitted by the student, it is electronically forwarded to the student's major department coordinator and the specified supervisor for approval and finally to the RO for final verification. The following information will be added to the online DCW form:

Course Title	Credit hours	Course Code
MS Thesis I	3	EE 509A

* Please note that Zambeel/Transcript will show 0 credit hours for MS Thesis I and 6 for MS Thesis II.

In addition, students are also required to submit a one-page abstract of their general research for the thesis to the coordinator.

Milestone 1 - Proposal Defense:

Toward the end of the MS Thesis 1 semester, the student should plan for proposal defense. It is recommended to schedule the proposal defense during the teaching period (before the start of final exams). The final deadline for proposal defense is one week after the final exams.

Process:

- Student submits 'Proposal Defense Form' along with MS Thesis (literature review, system model, initial findings, bibliography, etc.) to the coordinator at least **10 days** prior to the planned proposed proposal defense.
- The coordinator will send the thesis to the evaluator(s).
- Upon acceptance by Thesis Committee, the coordinator will advise the student and then the student is required to schedule a proposal defense in consultation with the evaluation committee members. Once the proposal defense is planned, the student will reserve a suitable venue for the proposal defense and send an invitation e-mail to the SBASSE faculty and all graduate students for public defense with the help of the coordinator.



Grades:

At the end of the first semester of MS Thesis and proposal defense, the committee would assign one of the following grades:

Grades	Comments	Course of Action
IP (In-Progress)	Satisfactory performance in MS Thesis I	Students can enroll in MS Thesis II in the next semester.
I (Incomplete)	Incomplete work at the end of the first semester of MS Thesis	Students are allowed to enroll in MS Thesis II. However, four weeks of the next semester will be utilized to complete the MS Thesis I and achieve IP (satisfactory grade). In case of non-satisfactory performance, there is an option of conversion of MS Thesis into MS Project (tuition fee may be charged. Please contact the coordinator for further clarification).
F (Fail)	Unsatisfactory performance in MS Thesis I Missed Proposal Defense deadline	Students have the option to either register in MS Thesis I again or complete MS degree reqs. by course-work

In case of successful completion of MS Thesis I, the transcript will show MS Thesis grade against zero credit hours

MS Thesis-II:

Enrollment

After the successful completion of the proposal defense, the students may enroll in MS Thesis II through the same process at the start of the next semester.

An online DCW form submission along with enrollment on Zambeel during the enrollment phases will be required. The following information will be added to the form:

Course Title	Credit hours	Course Code



MS Thesis II	3	EE509B
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* Please note that Zambeel/Transcript will show 0 credit hours for MS Thesis I and 6 for MS Thesis II.

Milestone 2 - Thesis Defense:

Students after working for (at least) two semesters on their MS Thesis, should then plan for MS Thesis defense. It is recommended to schedule the thesis defense during the teaching period (before the final exams). The final deadline for thesis defense is one week after the final exams.

Process

- Submission of 'Provisional Thesis' to the coordinator and Thesis committee members at least **15 days** prior to the planned thesis defense.
- Committee members will be required to complete the evaluation/feedback form before the thesis defense and send it to the Coordinator. If the committee is satisfied with the 'provisional Thesis', the student in coordination with the advisor will arrange the date and time of the Thesis defense in consultation with the Committee members. An email confirmation (by the Advisor/Student) will then be sent to the Coordinator along with the 'thesis defense form'. The Coordinator will reserve an auditorium for the Thesis defense and send an invitation e-mail to SBASSE faculty and all graduate students for public defense.

Grades:

At the end of the second semester, the committee completes the evaluation form and assign one of the following grades:

Grades	Comments	Course of Action
P (Pass)	Satisfactory performance in MS Thesis II	MS Thesis gets P grade against six credit hours on Zambeel.
I (Incomplete)	Incomplete work at the end of the second semester of MS Thesis	There is no need of enrollment. However, the 4-6 weeks of the regular semester is allowed to the student to complete the work. In case of Non receipt of the grade within the six week(s) deadline "F" grades will be assigned by RO.



IP (In-progress)	MS Thesis Defense not cleared.	Additional (3 rd) semester needed. A semester Registration fee will be charged. In-progress (IP) Grade will be assigned against Thesis II first enrollment and consecutively the student will be re-enrolled in MS Thesis II in the next term.
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Final Thesis Submission:

Once a 'P' grade is assigned, the student is required to take the following steps.

- Submit the evaluation forms to the coordinator.
- Make changes to the thesis recommended by the committee.
- Submit 2 copies of the recommendation certificate should be signed by the committee, each of which would appear as the first page of the MS Thesis document.
- After incorporating the suggested changes (if any), submit a soft copy to the library for plagiarism check. After this requisite certification from the LUMS library, 2 hard copies of the MS Thesis should be submitted to the coordinator.
- Upon reception of the soft and hard copies, the coordinator would forward the evaluation forms to RO.

Note: In case of a Spring Semester Defense, I grade may result in missing convocation deadlines. So, it is advised that students defend their thesis towards the end of the second semester (before the final exam period), particularly for the Spring semester.

IP Grade in MS Thesis II (second semester)

If the students get an IP grade, they will be re-enrolled in the next term for MS Thesis II (Semester Registration fee will be charged but no fee will be charged for credit hours).

A form (with zero credit hours) needs to be submitted to the coordinator. The following information will be added in the form:

Course Title	Credit hours	Course Code
MS Thesis II	0	EE509B

At the end of this (additional) semester, one of the following grades will be assigned:

Grades	Comments	Course of Action



P (Pass)	Satisfactory performance in MS Thesis II	MS Thesis gets P grade against six credit hours
F (Fail)	Unsatisfactory performance in MS Thesis II	<ul style="list-style-type: none">The students can complete MS Thesis "according to conditions specified by DGPC and within the specified tenure for the degree programme" by registering in MS Thesis II again (3 credit hours' tuition fee and semester registration will be charged).Or the students can complete MS degree reqs. by course-work (two graduate level courses totaling 6 credit hours).Their work in MS Thesis can also be converted into "MS Project" with an approval from Advisor. Students will need to give a public presentation on the work done and submit a formal project report (tuition fee along with the semester registration fee may be charged. Please contact the coordinator for further clarification).

Note: Students are responsible for Printing and binding of the Thesis according to the guidelines provided by the EE Department. The soft copy would be archived in the library and would be available online. The hard copies would be distributed in the following manner:

- ✓ 1 copy for the Advisor/EE Department
- ✓ 1 copy will be submitted to the Library



Frequently Asked Questions

Q: Student is required to submit the form to the coordinator in order to enroll in MS Thesis I or MS Thesis II. Is student also required to enroll via Zambeel during the regular enrolment phases?

A: Yes! In order to enroll in either MS Thesis I or MS Thesis II, the students are required to enroll via Zambeel during the enrollment phases along with other courses and submit the Online Directed Course Work application on Zambeel within the specified deadline shared by the Registrar office.

Q: Is it required to enroll in MS Thesis II in the consecutive semester?

A: No! It is not required to enroll in MS Thesis II in the consecutive semester. Since the maximum allowed duration for MS Thesis completion is three regular semesters, it is recommended to enroll in MS Thesis II in the consecutive semester to have a margin of one extra semester.

Q: If the student has received an IP grade in MS Thesis II, he/she will be required to enroll in the next semester. Is student required to enroll via Zambeel or complete any form for enrollment?

A: No! The Registrar's office (RO) will enroll student on the IP grade information received from the department. Semester Registration fee will be charged but no fee will be charged for thesis credits.



Appendix A – DCW/Enrollment Form on Zambeel for MS Thesis I / II

DCW Application

Directed Course Work Application Form Date: 11/24/22 11:38:48AM

Student Information			
ID:	28127	Application Number:	5431
Campus ID:	2021-06-0020	Term:	2202 Spring Semester 2022-23
Student Name:	Hussain Zafar	Major:	EE-MS Electrical Engineering
Academic Program:	M0301 Master of Science - MS	Academic Level:	Graduate
Academic Career:	GRDS Graduate Semester	Application Status:	Approved By Supervisor
<input checked="" type="checkbox"/> Active			
Directed Course Work Information			
Subject Area:	EE Electrical Engineering	Coordinators	anam
DCW:	669755-1 EE 509B Master's Thesis (6 CR)	Head of Department	momin.uppal
Description			
Area of Research/ Topic: Group ID:	Charging Infrastructure	Supervisor ID:	raheel.zafar Raheel Zafar
Co-Supervisor:			
Eligibility Criteria: Master's Thesis– Graduate level student are eligible to take Mater's Thesis. Please refer to Graduate Student Handbook for complete details.			
<input type="checkbox"/> I confirm that I have carefully read the eligibility criteria and fulfill all the mentioned requirements.			
Submit			

You can access the DCW application submission student Guide through the following link.

[Online DCW Application-Student Guide.pdf](#)