

COMSATS Institute of Information Technology

REGULATIONS RELATING TO THE GRADUATE STUDIES AND RESEARCH PROGRAM, LEADING TO THE DEGREES OF MASTER OF SCIENCE AND DOCTOR OF PHILOSOPHY, 2007

TITLE

1. These Regulations, framed in pursuance of Section 18 (2) (g) of COMSATS Institute of Information Technology Ordinance No. XXXVIII of 2000, shall be called ‘COMSATS Institute of Information Technology Regulations Relating to the Graduate Studies and Research Program, Leading to the Degrees of Master of Science and Doctor of philosophy, 2007.’

COMMENCEMENT

2. These Regulations shall come into force with immediate effect.

DEFINITIONS

3. In these Regulations, unless there is anything contrary to the context, the following expressions shall have the meanings hereby respectively assigned to them as under:
 - (a) “Board of Advanced Studies and Research (BASAR)” means the Board of Advanced Studies and Research of the Institute;
 - (b) “Advisory Committee” means a departmental advisory committee constituted for each department to monitor the graduate studies and research program;
 - (c) “Campus” means a constituent campus of the Institute;
 - (d) “Dean” means the Dean of a Faculty;
 - (e) “Dean Graduate Studies and Research (Dean GSR)” means the Dean of Graduate Studies and Research Program of the Institute;
 - (f) “Director” means the Director of a constituent campus of the Institute;
 - (g) “Departmental Admission Committee” means the graduate admission committee constituted for each department for recommending candidates for admission into its graduate studies and research program;
 - (h) “Graduate Studies and Research Program” means program of studies leading to the Master of Science (MS) and/or Doctor of Philosophy (Ph D) degree;
 - (i) “Institute” means the COMSATS Institute of Information Technology;
 - (j) “Rector” means the Rector of the Institute;
 - (k) “Registrar” means the Registrar of the Institute;

- (l) “Supervisory Committee” means a supervisory committee constituted for each doctoral student.

All other terms and expressions used in these Regulations shall have the same meanings as assigned to them under Section 2 of the COMSATS Institute of Information Technology Ordinance 2000.

QUALIFICATIONS FOR ADMISSION AND REGISTRATION

4. The minimum qualifications for admission and registration into the graduate studies and research program shall be as follows:

MS

- (a) A 16-year degree in the relevant field from an accredited educational institution for admission into MS program with no third division or D grade throughout the academic career,
- (b) Satisfactory performance in the written test and interview conducted by the Departmental Admission Committee.

PhD

- (c) An MS/ M Phil or its equivalent degree in the relevant field from an accredited educational institution for admission into doctoral program with no third division or D grade throughout the academic career,
- (d) Satisfactory performance in the international subject GRE (wherever available), or in a written test conducted by the Departmental Admission Committee, together with an interview conducted by the same Committee before admission in PhD.

ADMISSION COMMITTEES

5. (a) The Departmental Admission Committee of a department shall be appointed by the Chairman/ Head of the concerned department and shall normally consist of the following:

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| - Chairman/Head of the Concerned Department | Convener |
| - At least three senior faculty members of the concerned Department | Members |
| - Incharge Graduate Program | Member/Secretary |

- (b) The Graduate Admission Committee shall be appointed by the Dean GSR for each campus. This committee shall be responsible for scrutiny of the recommendations of Departmental Admission Committees of the respective campuses and final approval of admission.

DURATION OF THE PROGRAM

6. (a) The duration of studies for the MS degree shall normally be not less than one and a half years and not more than three years, for full time students, after first registration, and not more than five years, for part time students, after first registration.
- (b) The duration of studies for the Ph D degree shall be not less than three years and not

more than five years for full time students, after first registration. In exceptional cases, BASAR may allow extension in the duration for completion of PhD degree.

ADVISORY COMMITTEE

7. (a) The departmental Advisory Committee shall normally comprise the following:

Chairman/Head of the concerned department	Convener
Five or more senior faculty members of the concerned/ allied department(s) to be appointed by Dean of the concerned Faculty	Members

Note: One member of the Advisory Committee shall be designated as Secretary
Of the Committee.

- (b) The Advisory Committee shall be responsible to oversee the graduate studies program of the department.

COURSE WORK REQUIREMENT

MS

8. (a) A student admitted to the MS program shall be normally required to complete graduate level courses of at least 24 credit hours.
- (c) A student after successful completion of the course work requirements shall have the option to culminate the studies with an MS degree, after writing a thesis of at least six credit hours. Alternatively, he/she may study additional courses of at least six credit hours in lieu of thesis, where a non-thesis option is available, and earn an MS degree.

PhD

- (c) A student allowed admission into the PhD degree program shall be required to complete 18 credit hours of graduate level course work. However, he/she may be exempted from part of the course work requirement by the Board of Advanced Studies and Research, on the recommendation of his/her Supervisory Committee.

STUDENT'S RESEARCH SUPERVISOR

9. (a) The research supervisor for each MS/doctoral student shall be appointed by Dean Graduate Studies & Research on the recommendation of Chairman/ Head of the concerned department, which shall be forwarded through Dean of the concerned Faculty. Final approval of the supervisor shall, however, be obtained from Board of Advanced Studies and Research.
- (b) The research supervisor shall submit semester-wise progress of the student to Chairman/ Head of the concerned department for onward submission to the Dean Graduate Studies and Research, through Dean of the concerned Faculty, for placement before the Board of Advanced Studies and Research.
- (d) In case of two consecutive adverse reports, or a total of three negative reports, by

the research supervisor, the student's registration shall be liable to be cancelled by the Board of Advanced Studies and Research

RESEARCH PROPOSAL (SYNOPSIS)

10. The student, in consultation with the research supervisor, shall select a topic of _____ research, and submit an outline of the research proposal to the Supervisory _____ Committee for recommending it to the Board of Advanced Studies and _____ Research for approval.

EXAMINATION OF MS THESIS

11. The MS thesis, after submission, shall be defended by the student before a panel of examiners consisting of the Chairman/Head of the concerned department, research supervisor and at least one external examiner, who must be person of national eminence, to be appointed by the Rector.

SUPERVISORY COMMITTEE

12. The Supervisory Committee shall advise on matters related to each doctoral student's program. It shall be appointed by Dean of the concerned Faculty on the recommendation of the Chairman/Head of the department and shall normally comprise the following:

Research Supervisor of the student _____ Convener _____

Two senior faculty members of the concerned/allied Department(s) Members

Note: A co-supervisor from the department or outside the department/Institute may also be appointed and included in the Supervisory Committee, if deemed necessary.

COMPREHENSIVE EXAMINATION

13. (a) After completing the course work requirement, the student, shall have to qualify the comprehensive examination, consisting of written papers, within a time frame to be notified by the department. The student will have three chances to pass the comprehensive examination. If the student fails to qualify in three attempts, he/she shall be dropped from the PhD degree program. However, he/she may be recommended to complete an MS degree.
- (b) A Comprehensive Examination Committee shall be notified by the concerned department in consultation with the Dean of the concerned Faculty for conducting comprehensive examination every six months, and it shall normally consist of at least three examiners from the concerned/allied department(s).
- (c) In case of direct admission into the Ph D degree program, the student shall have to qualify the comprehensive examination within a time frame to be notified by the department, and within the provisions of section 6 above.

RESEARCH SEMINAR

14. Each PhD student shall deliver a seminar on his/her research findings before the final submission of the dissertation.

PhD DISSERTATION

15. The topic of research, and subsequently the PhD dissertation, shall be meaningful and representative of the subject matter. It shall form a distinct contribution to knowledge, and afford evidence of originality, either by discovery of new facts or by the exercise of independent judgment.

EVALUATION OF DISSERTATION

16. (a) The student who has completed all requirements for writing up the dissertation, shall be allowed to submit his/her dissertation to the department. The department after ensuring that the dissertation is of an acceptable standard shall forward it to the Controller Examinations, who in turn shall, after seeking approval from the Rector, send the dissertation for evaluation to three external examiners, two of them from outside the country and one from within, from a standing list of eminent scholars approved by the Board of Advance Studies and Research.
- (b) Each external examiner shall clearly state in the evaluation report whether or not the dissertation is of sufficient merit to justify the award of Ph D degree, or whether the student should revise the dissertation on the suggested lines.
- (c) Out of three, two positive reports on the standard of the dissertation shall be considered adequate.
- (d) If more than one examiner suggests revision in the dissertation, the student shall be required to resubmit the revised version within one year. The revised version shall be approved preferably by the same examiner(s) who had originally suggested the changes.
- (e) If the dissertation is evaluated as adequate, the student shall be allowed to appear for the oral examination to defend the dissertation before a panel of examiners, comprising the following:
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| - | Dean of Concerned Faculty | Convener |
| - | Student's Research Supervisor | Member |
| - | External examiner | Member |
| - | Chairman/Head of Concerned Department | Member/Secretary |
- (f) The external examiner must be a person of national eminence in the relevant field. For this purpose, a list of examiners shall be approved by the Board of Advanced Studies and Research. The Rector shall appoint the external examiners from this approved list.
- (g) The oral examination shall be open to public, but evaluation shall be done by the panel of examiners only.
- (h) If the student fails to satisfy the examiners in the oral, he/she shall be given one more chance to defend it within one year.

AWARD OF DEGREE

17. The Ph D degree shall be awarded to the student after fulfilling all the requirements and after publication of at least one research article in a refereed journal of international repute. A letter of acceptance from the journal may also be considered as having fulfilled the requirement.