

REGULATIONS RELATING TO MPhil PROGRAMME

1. Short title, commencement and application

- 1.1 These Regulations shall be known as Regulations pertaining to MPhil Programme, framed under Section 28(1) of Hazara University Act, 1997.
- 1.2 These Regulations shall come into force with immediate effect and shall be applicable to all students, registered for MPhil Programme.

2. Definitions:

- 2.1 In these Regulations, unless the context otherwise requires, the following expressions shall have been meanings hereby respectively assigned to them:
- (a) “Academic Council” means Academic Council of Hazara University.
 - (b) “Syndicate” means the Syndicate of Hazara University.
 - (c) “MPhil Programme” means a programme of study to be completed by taught courses and a visitation.
 - (d) “Department” means the departments of Hazara University.
 - (e) “Controller of Examinations” means Controller of Examinations of Hazara University.
 - (f) “Head of the Department” means the Head of Department in which the student has registered.
 - (g) “Board” means Board of Advanced Studies and Research.

3. Eligibility

- 3.1 To be eligible for admission to MPhil Programme, a candidate is required to have:
- (a) Good moral character.
 - (b) Obtained at least 2nd division or 45% marks in MA/MSc/DVM/MBBS, BA/BSc, FA/FSc.
 - (c) In case of a single 3rd division in FA/FSc or BA/BSc, the condition may be relaxed by the Vice Chancellor on the recommendation of the Admission Committee in case of the teachers of the University/College and employees of the Research Organizations engaged in research and recommended by these agencies.
 - (d) Selection shall be made on the basis of cumulative merit to be determined from previous academic record, written test and interview.

(e) The allocation of marks will be as follows:

i.	Academic Record	50
ii.	Admission tests	35
iii.	Interview	15

(f) Distribution of marks allocated for the academic record will be as under:

	1 st Div	2 nd Div	3 rd Div
MA/M.Sc/MBBS/DVM	20	10	0
BA/BSc	15	10	0
FA/FSc	15	10	0

(g) The admission of each candidate shall be required to be approved by the Advanced Studies & Research Board, Hazara University.

4. General

- 4.1 The requirement for completion of MPhil degree shall normally extend over a period of four consecutive semesters. This may, however, be extended by two more semesters with the permission of the Board of Advanced Studies.
- 4.2 The study programme for MPhil degree shall comprise of course work and dissertation. The courses (24 credits) shall normally be completed within the first two semesters.
- 4.3 After successful completion of two semesters, a student registered for MPhil degree may be transferred to PhD programme by the Board of Advanced Studies on the recommendations of the Admission Committee of the department, provided that the student has passed the MPhil course work required for the degree, obtaining an aggregate of 75%(B-grade) marks or more. The time spent by the candidate in the MPhil course work may be counted towards the residence requirement for PhD programme.
- 4.4 Dissertation of 26 credits based on research shall normally be completed by the end of the fourth semester.
- 4.5 English shall be the medium of instruction.
- 4.6 Each student shall follow the syllabi and courses of studies as may be prescribed by the Academic Council from time to time.
- 4.7 All semester examinations shall be held on the University Campus.

5. Registration of Courses

- 5.1 At the beginning of each semester the students shall register the courses of study on the prescribed registration card obtainable from the Office of the Head of the department.
- 5.2 The Head of each department shall forward within 7 days of the commencement of the semester, all these registration cards to the Controller of Examinations.
- 5.3 The student can change / drop course(s) within fifteen days from the date of commencement of the semester on the recommendations of teachers and the Head of the Department concerned.
- 5.4 A student must register at least 50% of the credit courses in the first semester and the remaining credits in the second semester.

6. Organization of Teaching

- 6.1 Teaching in various courses for MPhil shall be conducted in the University Departments or the constituent/affiliated Institutions through lectures, tutorials, discussions, seminars, field work and other methods of instruction as approved by the Academic Council.
- 6.2 Teaching shall be conducted by the University teachers or by such other persons who may be allowed by the Vice-Chancellor to teach.
- 6.3 Teaching shall be organized through courses prescribed by the Academic Council/Syndicate from time to time.

7. Examinations

- 7.1 Student shall be evaluated in each course on the basis of periodical test(s) assignments(s) during the semester and final examination at the end of the semester. Each course shall carry 100 marks of which 45% shall be reserved for class test(s) assignment(s) and 55% for the final examination.
- 7.2 There shall be a written examination for each course at the end of each semester on the dates fixed by the Controller of Examinations in consultation with the Chairman/Dean.
- 7.3 A student shall be allowed to appear in the examination provided that he has been on the rolls of the University during that semester, has registered himself for the courses of study and has attended at least 75% of the lectures/laboratory work and completed the course work to the satisfaction of the teacher and the Chairman of the Department concerned.

- 7.4 A student who has completed the following requirements shall be eligible for admission to MPhil final examination:
- (a) That he has been a student on a regular basis in a teaching Department of the University for the prescribed period, or allowed necessary extension as provided under clause 3.3.
 - (b) That he has successfully completed the prescribed courses, guided reading and class assignment, including seminars, colloquia and tutorials to the satisfaction of the teacher and the Chairman of the Department concerned.
 - (c) That has completed a dissertation on research topic approved by the Advanced Studies and Research Board.
- 7.5 A student who has completed the requirement stated above shall submit an application in a prescribed form to the Controller of Examinations for admission to the final examination for MPhil.
- 7.6 The supervisor shall inform the Controller of Examination through the Head of the Department concerned about the date on which the viva-voce examination is to be held. The Vice-Chancellor shall on the advice of the Supervisor/Chairman, appoint an External Examiner from the panel of Examiners approved by the Advanced Studies and Research Board.
- 7.7 The examination shall be held on the University Campus on such dates as may be notified by the Controller of Examinations in consultation with the Supervisor/Head of the Department concerned.
- 7.8 The Viva-Voce Examination in defense of the Dissertation shall be conducted by a committee consisting of the Head of the Department concerned, Supervisor of the MPhil student and the External Examiner.

8. Dissertation and appointment of Supervisors

- 8.1 Each MPhil student shall work under the supervision of a person appointed for the purpose by the Advanced Studies and Research Board on the recommendations of the Chairman of the Department and the Dean of the Faculty concerned.
- 8.2 A Supervisor appointed for the MPhil degree must hold a Doctorate degree unless otherwise permitted by the Advanced Studies and Research Board.
- 8.3 Each student shall select a topic of dissertation, which will be recommended by the Supervisor and the Chairman of the Department concerned to the Advanced Studies and Research Board for approval within 15 days of the commencements of the third semester.

- 8.4 Each student submit four copies of the dissertation (each will be bound) Approved by the supervisor to the controller of Examinations before the viva-voce examination. One bound copy will be deposited by the controller of Examinations in the Library of the concerned Department.

9. Grades, Promotions and Merit

- 9.1 The minimum pass marks for each course shall be 45%. Candidates securing 80% marks or above shall be placed in grade "A+", those securing 70% or above but less than 80% marks in grade "A". Those securing 60% or more but less than 70% marks in grade "B" and those securing less than 60% but up to 50% will be in grade "C".
- 9.2 If a student fails to appear in final examination in a course(s) on Medical or any other reason, he /she be treated as absent and failed.
- 9.3 In each of the first and second semester a student will be required to obtain minimum marks of 45% failing which he shall be deemed to have failed in that semester.
- 9.4 A student who has failed in any semester under Clause 9.3 may be given one chance as a concession to continue his studies. Such a concession shall be granted ONLY ONCE during the entire period of study for MPhil degree.
- 9.5 A student failing twice under Clause 9.3 shall cease to be student of the University.
- 9.6 The supervisor shall submit two progress reports (first in the middle and the second towards the end of the semester) to the Controller of Examinations during the third semester. If both reports are unsatisfactory, he /she shall cease to be an MPhil student.
- 9.7 A student who fails to complete the requirements of the MPhil degree in the normal period of four semesters, he/she cease to be a MPhil student unless provided the benefit of Clause 9.8.
- 9.8 In case a student fails to complete the MPhil requirements within the normal period of four semesters the Advanced Studies and Research Board may allow him/her extension for one semester on the recommendation of the supervisor duly endorsed by the Chairman. Extension for another semester may be allowed by the Advanced Studies and Research Board, provided the supervisor justifies the extension to the satisfaction of the Board by indicating the circumstances which led to non-completion of MPhil Programme within five semesters provided that no fellowship or any type of assistance ship shall be provided during the extended period of 5th or 6th semester.
- 9.9 No extension beyond six semesters shall be granted under any circumstances.

- 9.10 An MPhil student who is granted the benefit of Clause 9.8 of the regulations shall be allowed to submit his dissertation within the extended period. He shall be made to pay such charges for use of facilities as the University may prescribe from time to time.
- 9.11 A student obtaining first position shall be awarded a Certificate of Merit provided that he/she obtains marks up to and has not failed in, or has not repeated any course and has completed the entire requirements for MPhil degree within four consecutive semesters.
- 9.12 The result of a student in each course whether passed or failed shall be indicated on the transcript given by the examination department. A separate transcript shall however, be issued to each student showing percentage of marks, total marks.

TABLE FOR GRADE RANGE OF NUMERICAL VALUE

Percentage of Marks	Grade	Remarks	Division
80% and above	A+	Exceptional	1 st
70% and above but below 80%	A	Excellent	1 st
60% and above but below 70%	B	Very Good	1 st
50% and above but below 60%	C	Good	2 nd
45% and above but below 50%	D	Satisfactory	Pass
Below 45	E	Fail	--

10. Fee

- 10.1 Each Student shall be required to pay tuition fee and such other dues as may be determined by the University from time to time. The current rates of dues are listed in the Appendix to these regulations.

MPhil Dues

i.	Admission	Rs. 3600/- (once)
ii.	Registration Fee	Rs. 2000/- (once)
iii.	Tuition Fee	Rs. 5500/-
iv.	Identity Card Charges	Rs. 100/- (once)
v	Laboratory Charges	Rs. 1200/- (Last two semesters)
vi.	Library Charges	Rs. 600/-
vii	Security (refundable)	Rs. 2000/- (once)
viii	Library Security refundable	<u>Rs. 1000/- (once)</u>
TOTAL		Rs. 16000/-

i.	Degree Fee with submission of thesis	Rs. 3000/-
ii.	Degree in Absentia	Rs. 3000/-
iii.	Duplicate Degree	Rs. 3000/-