

## **GUIDELINES FOR FILLING Ph.D. REVIEW PROFORMA**

### **Guidelines for filling Form A**

#### **Ph.D. Scholars' Proforma**

The Ph.D. Scholars' Proforma is to be filled by each of the Ph.D. Scholar enrolled in Ph.D. Program of that university. The Proforma contains following information

Name of University (e:g ABC University)

Department (e:g Department of Management Sciences)

Name of Scholar (e:g Muhammad Ahmad)

Degree Working for (e:g Ph.D. in Management Sciences)

Area of Research (e:g Finance)

Title of Thesis (e:g techniques of financial analysis )

Date of Enrollment (the date of enrollment in Ph.D. Program e:g 1-1-2012)

Name of Supervisor & Co-Supervisor (have to mention name, designation of supervisor and institution in case of external co-supervisor)

The other part of the proforma is related to the Minimum criteria for M.Phil. & Ph.D.

#### **Part I M.Phil./MS/Equivalent 1. Completed 16 years of Schooling**

The Scholar will attach his/ her Degree and Transcript as evidence of completion of 16 year of schooling

##### **2. Cleared GRE test (NTS) or equivalent**

The Scholar will submit the copy of NTS or equivalent test scorecard or if the university has taken the NTS test by itself then the proof from NTS/ University

##### **3. Completed 30 credit hour (at least 24 credit course work) 4. GPA $\geq$ 3 in course work and thesis**

For 3 and 4 the scholar will attach the copy of transcript and Degree of MS/ MPhil duly attested by HEC. In case of equivalent degree the scholar will attach the copy of equivalence issued by HEC duly attested by the university in which he/she is currently enrolled for Ph.D.

#### **Part II Ph.D.**

##### **5. Cleared the subject GRE test (ETS) or equivalent**

If yes, the Scholar will submit the scorecard of NTS subject Test or GRE subject test. In case of university admission test, the university will submit the details of the test including the composition of the university committee for the test, score card and evidence that the test was at par with GRE subject test.

**6. Completed additional work of minimum 18 credit hours**

If yes, then the evidence that the scholar has completed the 18 credit hours course work in shape of transcript duly verified by the university along with details of the courses If no, then the current status of course work along with details of the courses that have to be studied

**7. Cleared the comprehensive exam**

If yes, then the evidence of clearing the comprehensive exam

**8. The dissertation examined or to be examined by at least two foreigner examiners** If the scholar has completed his/ her dissertation then the dissertation have to be examined by minimum of two foreigner examiners preferably from technologically advanced countries.

**9. Has the dissertation been defended**

If yes, then provide the details including date of defense, whether it was an open defense, notification of the defense etc.

**10. Submitted paper for publication in HEC approved journals**

The scholar has to publish at least 1 research paper in HEC approved journal for the purpose to attain Ph.D. Degree. For this purpose if the paper is published then the evidence of publication is to be submitted; if the paper is accepted for publication, then the documentary proof of acceptance from the journal will be submitted.

## **Guidelines for filling Form B**

### **Ph.D. Program Review “University’s Proforma”**

Form B is to be filled by each of the department of the university that is offering Ph.D. program. If a department is offering Ph.D. program in more than 1 discipline than the Form B is filled for each Ph.D. Program by the department. The university has to submit the same number of Form B documents in which the university is offering Ph.D. Program.

Each Form B will contain the same number of filled Form A proforma as the number of Ph.D. scholars enrolled.

#### **a) Students**

*Note: the below mentioned details is required for only those Scholars that are enrolled in Ph.D. Program only*

**1. Number of students who have completed 16 years of schooling/ 124-136 credit hour study**

The DAI will provide the numbers of those students who have completed 16 years of schooling before enrolling in MS/ MPhil program

**2. Number of students who have cleared GRE type test (NTS test)**

The DAI will provide the details of Ph.D. enrolled students who have cleared the NTS (General) test or equivalent, which is the requirement for MS/ M.Phil. degree.

**3. Number of students who have completed a minimum of 30 graduate level, post bachelor, credit hours (minimum of credit 24 course work)**

The DAI will provide the numbers of those students who have completed the minimum credit hours requirements for MS/ M.Phil. Degree.

**4. Number of students who have completed M.Phil. thesis**

The DAI will provide the numbers of those students who have done thesis in their MS/ M.Phil. Degree.

**5. Number of students who have GPA  $\geq 3$**

The DAI will provide the numbers of those students that are enrolled in Ph.D. Program and had CGPA greater than 3 in MS/ M.Phil. Degree

**6. Number of students who have cleared international GRE Subject test or equivalent**

To pass the GRE subject test or equivalent prior to the admission in Ph.D. program is mandatory. The DAI will provide the list along with evidence of those scholars who have cleared the test.

**7. Number of students who have completed course work of 18 credit hours beyond M. Phil.**

The DAI will provide the number of those students who have completed 18 credit hour course work which is mandatory for Ph.D. Scholars. The level of courses for Ph.D. Program is expected to be higher than the courses taught at MS/ M.Phil. level.

**8. Number of students who cleared the comprehensive exam**

As per the HEC criteria each scholar must have to clear comprehensive exam before commencing the dissertation. The comprehensive exam has to be conducted of those scholars who have cleared their 18 credit hour course work.

**9. Number of students whose thesis has been evaluated by minimum two foreign experts**

It is mandatory that the thesis of each Ph.D. Scholar has to be evaluated by at least two foreign experts of the same domain. (for further details HEC minimum criteria for MS/ M.Phil. and Ph.D. may be consulted)

**10. Number of students who have defended their thesis**

The DAI will provide the numbers of those scholars who have defended their Ph.D. thesis in open defense.

**11. Number of students who have published (accepted for publication) at least one paper in a HEC approved journal**

The DAI will provide the numbers of those scholars who have published one research paper or a paper is accepted in HEC approved journal.

**12. Number of students conferred or awaiting to be conferred the Ph.D. degree** The DAI will provide the number of those Ph.D. Students that have completed all the requirements of Ph.D. Degree and waiting for the issuance of the Degree

**13. Number of students who have submitted soft & hard copy of their thesis to HEC** The DAI will provide the number of those Ph.D. Students who have received the degree and as per HEC guidelines have submitted the soft and hard copy of their thesis to HEC for inclusion in Ph.D. Directory

**b) Faculty**

**1. Number of students being supervised by one full time faculty member**

The DAI should provide complete details of the faculty including

- Name of the Faculty
- Name/s of Ph.D. students being supervised by the faculty member with the title of their thesis

**2. Number of student who have a Ph.D. Advisory Committee according to HEC guidelines**

The DAI will provide the number of those students who have Ph.D. Advisory Committee for smooth proceedings of their dissertation work.

**3. Number of Ph.D. faculty members available for each department of the university offering a Ph.D. Program**

The DAI should provide complete details of the faculty including

- Name of the Faculty
- Title of his/ Her Ph.D. Degree
- Awarding University
- Year of Award
- Area of Specialization
- Name/s of Ph.D. students being supervised by each faculty with the title of their thesis