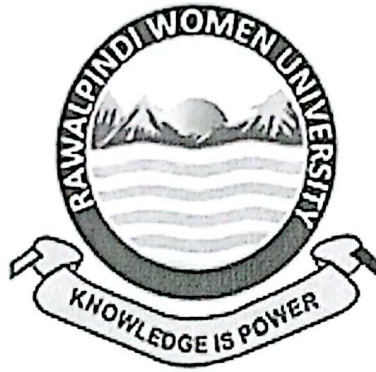


POSTGRADUATE RULES, REGULATIONS AND
PROCEDURES
RAWALPINDI WOMEN UNIVERSITY, RAWALPINDI



RAWALPINDI WOMEN UNIVERSITY, RAWALPINDI

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SCOPE

1. The Rules, Regulations, and Procedures for the Ph.D. Program document outline the comprehensive framework governing doctoral studies at Rawalpindi Women University. It is designed to ensure academic excellence, integrity, and fairness throughout the Ph.D. journey, from admission to graduation. The scope of this document includes Admission Requirements and Procedures (Eligibility criteria, Application process, Evaluation and selection procedures, Admission timelines), Coursework and Credit Requirements (Core and elective courses, Minimum credit hours, Transfer of credits, Grade requirements and academic standing), Research and Dissertation (Selection of research topics, Appointment of dissertation advisors and committees, Proposal submission and approval process, Conducting research and maintaining research ethics, Dissertation format, submission, and defense procedures), Progress Monitoring and Evaluation (Annual progress reports, Mid-term evaluations, Comprehensive examinations, Feedback and improvement mechanisms), Financial obligations and responsibilities of Ph.D. candidates), Code of Conduct and Academic Integrity (Expectations for ethical behavior, Policies on plagiarism, fabrication, and other forms of academic misconduct, Disciplinary actions and procedures).
2. This document serves as a guide for Ph.D. candidates, faculty members, and administrative staff to navigate the Ph.D. program efficiently and effectively, ensuring that all parties understand their roles, responsibilities, and the standards expected within the doctoral program.
3. In case of any doubt in the interpretation of these rules or hardship cases, the matter will be referred to the Post-Graduate Rules, Regulations, and Procedures Interpretation Committee (PRRPIC) by the Chairperson/Director of the Department/Institute concerned through the Dean. 'The recommendations made by PRRPIC after approval from the Vice Chancellor shall be implemented accordingly. The PRRPIC approved by the Vice-Chancellor and notified by the Registrar shall comprise the following:

- i. Professor/Dean-----Chairperson
- ii. BASR-----Member
- iii. Director QEC-----Member

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- iv. Chairperson of the Concerned Department-----Member
- v. Two faculty members (Associate Professor/Professor) one each from
Natural Sciences & Social Sciences-----Member
- vi. Registrar-----Member
- vii. Controller of Examinations-----Member
- viii. Deputy Registrar Admissions-----Secretary

The quorum for the committee shall be seven.

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AIMS

The Post-Graduate Rules, Regulations and Procedures relating to admission, Supervision and evaluation are designed to:

1. To establish a comprehensive framework that maintains the highest academic rigor and quality standards throughout the Ph.D. program.
2. To create transparent and equitable procedures for all aspects of the Ph.D. program, including admissions, evaluations, and degree conferral.
3. To provide guidelines that support the academic and professional development of Ph.D. candidates, Faculty members, and Administrative staff.
4. To ensure students have access to the necessary resources, mentorship, and support services to complete their programs successfully.
5. To uphold the highest standards of research ethics and integrity, ensure that all research is conducted responsibly and ethically by preventing and addressing academic misconduct, including plagiarism, fabrication, and data falsification.
6. Regularly review and update the rules, regulations, and procedures to reflect evolving academic standards, technological advancements, and stakeholder feedback.

By achieving these aims, the rules, regulations, and procedures for the Ph.D. program at Rawalpindi Women University will ensure a high-quality, equitable, and supportive environment for doctoral candidates, fostering their success and contributing to advancing knowledge and innovation.

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DEFINITIONS

In these regulations, unless there is anything unacceptable to the context and the RWU Act and Statutes, the following expressions shall have the meanings as assigned to them:

- i. The **“University”** means Rawalpindi Women University (RWU).
- ii. **“Academic Council”** means Academic Council of the University.
- iii. **“Board of Advanced Studies and Research” (BASR)** means Board of Advanced Studies and Research of the University.
- iv. **“Comprehensive examination”** means an examination held after the completion of 18 credit hours of **Ph.D.** coursework to be conducted and evaluated by the department concerned.
- v. **“Continuing student”** means a student already enrolled in a particular program depositing the fee and enrolling in the following semester in the courses offered by the department concerned.
- vi. **“Course”** means organized contents in which the instruction is offered within a given period and for which credit towards graduation is usually given and has been approved by the statutory bodies.
- vii. **“External Evaluator”** means a subject expert (outside the University) other than the Supervisor appointed to evaluate the dissertation of a student.
- viii. **“External Examiner”** means a subject expert (outside the University) other than the Supervisor appointed to take the viva-voce examination of a research student.
- ix. A **“research student”** means a student regularly conducting research under close supervision of her research supervisor / co-supervisor and after depositing the required fee each semester.
- x. **“International GRE-General”** means Graduate Record Examination (General) conducted by the US Educational Testing Service.
- xi. **“HAT”** means Higher Education Aptitude Test (HAT) conducted by HEC-Education Testing Council (ETC) Pakistan
- xii. **“Sessional/Assessment examination”** means an examination conducted by the tutor/department during the concerned semester.
- xiii. **“Program”** means a program of study that leads to the award of a degree to the student after successful completion of all its requirements.

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- xiv. **"Semester"** means RWU's Spring or Autumn Semester.
- xv. **"Supervisor"** means a member of graduate regular faculty member/ (Adjunct) faculty holding a **Ph.D.** degree in a related discipline, who guides the student in the conduct and completion of research.
- xvi. **"Co-supervisor"** means (in addition to a supervisor) a subject expert, who guides the student on part of **Ph.D.** research work or in the conduct of research experiments.
- xvii. **"Synopsis"** means the research proposal for **Ph.D.** dissertation submitted by a student.
- xviii. **"University Test"** means a University test will be conducted at the time of admission.

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1. GENERAL ADMISSION RULES

- 1.1 Admissions for all graduate degree programs at Rawalpindi Women University (RWU) will be handled in accordance with the advertisement, following the SEMESTER SYSTEM and OPEN MERIT CRITERIA.
- 1.2 Only Female/ Female Transgender candidates are eligible to apply at Rawalpindi Women University, Rawalpindi.
- 1.3 The candidates who are registered under 'The NADRA ID Card' as female under section (2(3.1 & 3.2)) of the Transgender Persons (Protection of Rights) Act 2018 can also apply for admission to the graduate degree program offered.
- 1.4 Only complete application(s) along with uploaded following compulsory required documents shall be processed:
 - a. Unless mentioned otherwise, Deposited Bank challan copy/Bank electronic transaction receipt.
 - b. Candidate's passport-size photograph.
 - c. Matric/Equivalence Certificate/IBCC attested duly verified by the board concerned.
 - d. Intermediate/Equivalence Certificate/ IBCC attested duly verified by the board concerned.
 - e. B.A/B.Sc. or equivalent to 14 years of education
 - f. Undergraduate Education BS/M.A/M.Sc. or equivalent to 16 years of education.
 - g. MS/M.Phil. or equivalent to 18 years of education.
- 1.5 A candidate shall have to pay a non-refundable admission processing fee as per university policy for one program within the stipulated time.
- 1.6 The university reserves the right to reduce or increase the number of allocated seats in any particular degree program.
- 1.7 The deposited semester dues shall be refunded as per RWU policy/rules if a degree program is not offered.
- 1.8 The merit list of selected candidates shall be displayed on the RWU website.
- 1.9 An applicant can upload the admission grievance(s) (if any) along with all the required

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documents for redress within three working days of the relevant merit list or 3 days which is earlier after the notification/display of the meritlist(s) through this email: agc@rwu.edu.pk

- 1.10 University may accept a test equivalent to GRE/HAT General, conducted by testing bodies accredited by HEC, with a passing score of 60%.or the university may conduct subject test for admission in PhD programs, if required.
- 1.11 All the selected candidates mentioned in any merit lists shall appear before the AdmissionCommittee along with:
 - a) All credentials (Matric/ Equivalent, Intermediate/ Equivalent, BS/ Equivalent Degree, MS/MPhil/ Equivalent degree.)
 - b) Original documents will be shown to the Committee.
 - c) Submitting a statement of purpose/research proposal is mandatory for admission.
- 1.12 Unless mentioned otherwise, the admission dues/fees shall be deposited during the stipulated period in the designated branches of the designated banks as per university practices.
- 1.13 Admission will be confirmed upon submission of the admission dues within the stipulated timeframe
- 1.14 Admission details of the graduate degree programs offered within the university along with allocated seats are as per HEC Policy.
- 1.15 The Course coding scheme for Ph.D. programs at RWU ranges from 801 to 899.
- 1.16 Admission to a Ph.D. program in any field will depend on the availability of resources and the willingness/commitment of supervisors to support the Ph.D. candidates while adhering to the university's eligibility criteria.
- 1.17 Student with less than 2.5 CGPA in MS/M.Phil. Degree programs is not eligible to apply for admission in Ph.D. program of RWU.
- 1.18 For admission in Ph.D. programs, a minimum CGPA of 3.0 (out of 4.0 in the semester system) or First Division (in the annual system) in the most recent degree obtained is required, whether such was a degree obtained from Pakistani or foreign universities. In case of a CGPA less than 3.0 out of 4.0 or 50% to 59.99% in annual system, the candidate shall pass the deficiency courses in zero semester (9 CH courses of level 7 for

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candidate having CGPA between 2.7 to 2.9 or 55% to 59.99% in annual system and 12 CH courses of level 7 for candidates with CGPA between 2.5 to 2.7) or 50% to 54.99% in annual system.

- 1.19 Only one 3rd division or E grade is allowed throughout an academic career except in the terminal degrees.
- 1.20 No objection certificate (NOC) for in-service (Government employees) candidates shall be mandatory for admission in Ph.D. program from the respective employer. The candidate shall submit the NOC at the time of admission.
- 1.21 CGPA on a scale other than 4.00 will be converted accordingly as per the HEC conversion policy.
- 1.22 In case the CGPA or percentage (%) obtained by the candidate is not mentioned on the transcript, the academic qualification marks shall be calculated as per HEC conversion policy.
- 1.23 If both CGPA and percentage (%) of marks are mentioned on the transcript, the preference shall be given to the highest score.
- 1.24 Applications received after the due date will not be entertained.
- 1.25 Candidates waiting for the final result of M.S/MPhil or equivalent can also apply, provided that the candidate produces a hope certificate from the department/institute concerned before the commencement of final examinations of 1st semester.

2 MERIT DETERMINATION CRITERIA FOR PH.D. DEGREE PROGRAMS (AFTER 18 YEARS OF EDUCATION)

GRE/HAT (General) test with a 60% score or university admission test with a minimum of 60% score and interview shall only be considered for qualifying for admission and shall not contribute to the final merit list. The division of marks out of 50 marks for the final merit list is as follows:

Degree/Certificates	Marks
Matric	5
FSc./FA/Equivalent	5
B.A/B.Sc. and M.A/M.Sc./or equivalent	10+10=20
OR	OR
BS/Equivalent	20
MS/MPhil./Equivalent	20

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Merit List (50 Marks)

M.Phil. = 20 Marks (*In case CGPA is 3 out of 4 or 60% marks 20 out of 20 while less than 3.0 out of 4.0 or percentage is less than 60%, then 16 out of 20*)

BS = 20 Marks (*In case CGPA is 3.0 out of 4.0 or 60% marks 20 out of 20 while less than 3.0 out of 4.0 or percentage is less than 60%, then 16 out of 20*)

OR

B.A/B.Sc. and M.A/M.Sc. = 10 +10 Marks (*In case CGPA is 3.0 out of 4.0 or 60% marks 10 out of 10 while less than 3.0 out of 4.0 or percentage is less than 60%, then 8 out of 10*)

F.Sc = 5 Marks (*In case the percentage is 60% or above 5 out of 5 while less than 60%, then 3 out of 5*)

Matric = 5 Marks (*In case the percentage is 60% or above 5 out of 5 while less than 60%, then 3 out of 5*)

Interview = 20 Marks

The successful candidates score 60% marks (30 out of 50) to secure admission in a Ph.D.

3 ADMISSION PROCEDURE

3.1 A candidate holding MS/MPhil. or equivalent degree shall apply for admission to Ph.D. on the prescribed admission form on the announcement of admission by the university.

3.2 Admission to Ph.D. will be Processed and finalized by the Departmental Admission Committee duly approved by the Vice Chancellor consisting of the following:

- | | | |
|------|---|-------------------|
| i. | Chairperson/Director of the Department | Chairperson |
| ii. | One faculty member from the Department concerned with Ph.D. qualification nominated by the Dean | Member |
| iii. | One Psychologist from the Department of Psychology recommended by the Chairperson through the Dean. | Member (Optional) |
| iv. | Supervisor/s | Member/s |

3.3 The quorum for the committee meeting shall be at least two-third of the members including the Chairperson of the department.

3.4 The concerned Ph.D. Admission Committee shall:

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- i. Determine the eligibility of the candidates for admission to Ph.D. on the prescribed criteria.
 - ii. Check the original documents of the candidate at the time of the interview.
- 3.5** The Chairperson of the department concerned shall send the approved lists of the selected candidates along with the admission forms through the Dean to the Chairperson BASR.
- 3.6** A candidate will become a student of the Ph.D. program upon depositing the prescribed semester-based fee for the 1st semester of coursework. In case of failure to deposit the fee within the specified period, the admission shall automatically stand canceled after the due date.
- 3.7** A student admitted to Ph.D. programs and a specialization within the discipline thereof, whichever, is applicable, shall only be allowed to change her program or specialization on the recommendation of the admission committee of the department concerned.
- 3.8** An appeal by a candidate against the decision of the Ph.D. Admission Committee regarding admission to the Ph.D. Program shall be decided by the Admission Grievance Committee of RWU.

4 EVALUATION

a) Coursework Evaluation

- i. The Controller of Examinations will evaluate of the 18 credit hours of Ph.D. coursework will be conducted by appointing teachers (who taught the course in that particular semester) as Examiners recommended by the department concerned.
- ii. The distribution of marks of each 3 credit hours course work of Ph.D. shall be as follows:

• Sessional Assessment (Quiz, Assignment, Presentations, and Projects)	50%
• Final Examination	50%
Total:	100%
- iii. The pass percentage overall will be 60%, and it is mandatory to maintain the class attendance as per university policy.



GRADING CHART

Marks in Percentage	Letter Grade	Numerical Value of Grade (Grade Point)	
81-100	A	4.00	Excellent
76-80	B+	3.50	Very Good
71-75	B	3.00	Good
66-70	C+	2.50	Average
60-65	C	2.00	Below Average
0-59	F	0.00	Fail
	I	Incomplete	
	IMP	CGPA Improvement	
	IP	In Progress	
	R	Repeat	
	W	Withdrawal	

- iv. The department shall ensure to completion of the evaluation process towards the end of the semester and submit the results to the Controller of Examinations in the prescribed format as per the university schedule.
- v. Withdrawal from the registered courses will be dealt as per the University's policy.

b) Comprehensive Examination

- i. The students completing the Ph.D. coursework shall be allowed to appear in the Comprehensive Examination (written and oral) arranged and conducted by the department concerned as per the rules of the HEC. The pass percentage in the Comprehensive Examination shall be 60%, however, no grades will be awarded to the candidate. Only "Pass" or "Fail" will be reflected in the result proforma exhibited (**Appendix A**).
- ii. Each Ph.D. candidate will be given a maximum of two chances to clear the Comprehensive Examination within 3 years.
- iii. Each department is required to constitute a comprehensive examination committee in order to conduct the examination. The constitution of the committee is as under:
 - i. Chairperson/In charge

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- ii. Supervisor/ Co-supervisor
- iii. Faculty member
- iv. One external expert on the recommendation of the Supervisor
- v. The Department will inform the Controller of Examination through Dean regarding the schedule of the comprehensive examination and the result.

5 RESEARCH PROPOSAL DEFENSE (Synopsis Evaluation)

5.1 Research Candidacy

- 5.1.1 After completing 18 credit hours of Ph.D. coursework and passing the comprehensive examination, the student shall apply to the Chairperson/Director for her admission to research dissertation on prescribed proforma (**Appendix-B**).

5.2 Research Proposal Committee (RPC)

There shall be a "Research Proposal Committee" (RPC) in each Department, comprising of following members:

- 5.2.1 The Chairperson/In charge of the Department shall be the Convener of the committee. In case of no full-time Chairperson in the department, the Dean concerned shall be the Convener of the committee.
- 5.2.2 Two Ph.D. faculty members from the Department concerned to be appointed on the recommendation of a supervisor by the Chairperson/In-charge. In case the department doesn't have two Ph.D. level faculty members other than supervisor and chairperson, the required number can be completed by including the faculty members from other Department with the recommendation of the Dean concerned.
- 5.2.3 One external expert in the relevant field. The Chairperson/In-charge shall propose a panel of four external experts from the approved list of examiners for the approval of the Vice Chancellor through the Dean concerned.
- 5.2.4 Supervisor(s)/Co-Supervisor concerned.
- The quorum of the committee shall be three members. (Including the external member).

5.3 Functions of the Committee

- 5.3.1 Ph.D. student shall present her synopsis to the RPC. The student will prepare the

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synopsis under the supervision of her supervisor.

- 5.3.2 After the successful defense of the synopsis by the student, the committee shall issue a certificate and send it to the BASR for final approval.
- 5.3.3 The Chairperson/In-charge shall ensure that all corrections/suggestions of the committee have been incorporated by the student before sending the synopsis title to the BASR for final approval.
- 5.3.4 The Committee shall ensure that changes, amendments, or any suggestions made by the BASR are fully incorporated in the synopsis.
- 5.3.5 After the approval of the synopsis, the Supervisor/Co-Supervisor shall monitor the progress of students regarding their dissertation and shall make sure that the dissertations are of high quality.
- 5.3.6 Once the dissertation is completed, the committee, through the supervisor concerned, shall arrange the evaluation of the Ph.D. dissertation as per the university guidelines and policies.
- 5.3.7 Any other function approved by the BASR to be performed by the RPC.
- 5.3.8 To enroll in each semester after completion of course work, student must submit a six-month progress report to her supervisor, forwarded by Chairperson/In Charge through the Dean to BASR for approval.

6 SUPERVISOR ALLOCATION

Every student enrolled for Ph.D. dissertation will have a qualified supervisor to be mutually identified by the department and the student and finally appointed by BASR on the recommendation of the Chairperson and the Dean. To be a Ph.D. research supervisor, an individual shall meet the following requirements:

6.1 General Requirements

- a) A Ph.D. degree from an HEC-recognized national/international university/degree awarding institute (DAI).
- b) The research supervisor shall be given opportunities to attend and qualify for course(s) on MS/MPhil/Ph.D. Supervision which should also have content on research ethics, publications, patents, etc. Such courses may include certified self-

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paced MOOCS, or a course designed/offered by the National Academy of Higher Education (NAHE) or by a university in the following manner:

- i. Basic level course: to supervise students of MS/MPhil/equivalent degrees.
 - ii. Advanced level course: to supervise Ph.D. researchers.
- c) A regular/adjunct faculty member or researcher at a public or private university or DAI, or position of researcher or scientist at any R&D or public/private sector organization. However, in the case of a non-faculty Ph.D. supervisor, who otherwise meets the criteria of being a Ph.D. supervisor, shall be taken as an adjunct faculty member, for a period not less than the minimum time required to complete the student's Ph.D. research, before assigning a Ph.D. supervision.

It is encouraged to constitute a supervisory committee for each doctoral researcher to supervise the Ph.D. researcher.

The committee has the following composition:

- | | |
|--|----------|
| i. Supervisor | Convener |
| ii. Co-supervisor (if any) | Member |
| iii. One expert from the field of research
(from approved list) | Member |

- d) The Supervisor will be expected to:
- i. Guide in planning and conducting research.
 - ii. Supervise the student in research work.
 - iii. Certify the acceptability and adequacy of the dissertation for external evaluation by subject experts from technologically advanced countries.
 - iv. Submit a report at the end of each semester on the progress of the student to the Department/Institute.
- e) There may be a **Co-Supervisor** in the multi-disciplinary field of research recommended by the Research Proposal Committee and subsequently approved by the Vice Chancellor through recommendation by the Dean.
- f) The **Co-Supervisor** (if appointed) shall be expected to:
- i. Assist the supervisor in the area of his/her specialization.
 - ii. Guide the student in the conduct of some experiments and develop part of her dissertation in the area of her specialization /expertise.



- iii. Have close collaboration with the supervisor and the student.
- g) The change of Supervisor or Co-Supervisor shall only be allowed under the following circumstances:
 - i. On written regret with recorded reasons by the Supervisor/Co-supervisor.
 - ii. Migration abroad or in case of death of the Supervisor or Co-supervisor.
 - iii. Any severe misunderstanding/difference of opinion creates real hardship in the research program.
 - iv. Mutual consent from both the current and prospective supervisor is necessary.
- h) The change of supervisor or co-supervisor shall be made by the Vice-Chancellor on the recommendation of the concerned Chairperson through the Dean. Conflict of interest of a candidate shall not be the supervisor, external evaluator, or member of the Viva Voce Committee. In case the Supervisor or the examiner or a member of the viva voce committee is found to be a close relative, the Vice-Chancellor shall make the substitution.

6.2 Publication Requirements

In addition to fulfilling the General Requirements, a PhD supervisor must publish research articles in the HEC's recognized research journals and the category specified in the HJRS for the publication year subject to revision with HEC. These conditions are different for different disciplines and aim to ensure that the potential PhD supervisor is an active researcher:

A. Specific Requirements for Science and Technology

For indigenous and foreign PhDs:

- i. Within the last 3 years after PhD: at least one research publications in W category journal. OR
- ii. Within last 5 years after PhD: at least five research publications in X category journal.

B. Specific Requirements for Social Science, Arts and Humanities and Business Education

For indigenous and foreign PhDs:

- i. Within the last 3 years after PhD: at least one research publication in W category journal. OR
- ii. Within the last 5 years after PhD: at least five research publications in X and Y category journal.

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C. Specific Requirements for Regional and National Languages

For indigenous and foreign PhDs:

- i. Within the last 3 years after PhD: at least one research publication in X category journal. OR
- ii. Within the last 5 years after PhD: at least five research publications in X or Y category journal.

7 DEGREE COMPLETION TIMELINE

The Ph.D. degree shall be awarded by the universities not before the completion of three years or six regular semesters and not after the completion of eight years or 16 regular semesters, save exceptions mentioned in the HEC Graduate Education Policy.

- i. The completion date of Ph.D. degree shall be reckoned with the date of notification of the award of Ph.D. degree
- ii. The maximum duration shall be determined from the date of student enrollment until the date of the completion notification of the Ph.D. degree.
- iii. In case a student is unable to secure a Ph.D. degree within the prescribed timeframe and claims for an extension in duration, the university may refer the case to BASR to determine the causes for delay. In the event of force majeure i.e., delay on account of circumstances beyond the control of the student, the university may grant an extension in the period of award of Ph.D. degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused due to process or administrative reasons.
- iv. There shall be no time limit on freezing during coursework and research. Additionally, two consecutive freezes are allowed and will be counted in the maximum duration of the degree program.

7.1 Credits Transfer, Evaluation and Grading

- 7.1.1 HEC's Policy Guidelines for the Implementation of Uniform Semester System shall also be applicable to Level-8 programs for credit transfer of coursework from one university to another, students' assessment, awards of grades, etc.
- 7.1.2 The transfer of research work is permissible, provided that the host university accepts the research conducted at the parent university before the credit transfer.

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8 CANCELLATION OF PH.D. ADMISSION

8.1 General Rules

The BASR may decide to cancel a Ph.D. student admission on one or more than one of the following reasons:

- 8.1.1 In case of unethical conduct, a research scholar is proven guilty through departmental inquiry or the University Discipline Committee.
- 8.1.2 In case the dues for the two consecutive semester(s) have not been paid.
- 8.1.3 Research scholar who did not improve her CGPA during probation.
 - i. In case of two unsatisfactory reports
 - ii. If the progress report is not submitted.
- 8.1.4 On the request of Ph.D. scholar.
- 8.1.5 A student shall be placed on probation in the 1st semester if her CGPA is less than 2.5. If her CGPA is less than 2.5 at the end of the 2nd semester she shall automatically dropped from the roll of the University and shall not be allowed to be readmitted in the same discipline in the University.

9 DISSERTATION EVALUATION AND EXAMINATION

9.1 General Points

- a. It shall not include research work (except references) for which a degree has already been conferred by this or any other university of the world and it shall be certified that there is no plagiarism in the research work as per HEC policy.
- b. The student shall be required to give a declaration that the research work she is submitting has not been submitted before, nor shall it be used in the future for obtaining any degree.
- c. The dissertation shall be written in English, except in case of a research program in any other language and the presentation must be satisfactory for publication.
- d. For the dissertation, the approved format of the university or department shall be followed.

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- e. All rights of publication of the complete dissertation in book form are reserved with the student and supervisor and will be published after written permission from the student and supervisor. Any violation to this effect shall be charged under the Copyright Act.

9.2 Approval of Dissertation and Pre-evaluation Committee

- 9.2.1 A dissertation must be a distinct contribution to knowledge and offer evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical judgment
- 9.2.2 The supervisor(s) shall thoroughly scrutinize the Ph.D. dissertation and forward it to the Chairperson/Chairperson/In-charge with a certificate that the dissertation is in line with the approved format of the university/department and meets the minimum standards/requirements laid down for the purpose. The plagiarism must be checked as per guidelines provided in HEC Graduate Education Policy GEP 2023.
- 9.2.3 The supervisor or co-supervisor (if applicable) shall certify and sign the prescribed declaration (**Appendix C**) and checklist (**Appendix D**) that the contents mentioned are intact to the maximum level.
- 9.2.4 The dissertation shall not be considered as submitted if any of the evidence mentioned above is missing.
- 9.2.5 A minor change or rewording in the topic of the dissertation, if needed without changing the main theme, shall be approved by the BASR on the recommendation of the Dean.
- 9.2.6 The student will be required to observe the guidelines regarding format, writing, referencing, paper, and other related matters as given in **Appendix E**, **Appendix F**, and as per specimen given in the latest Publication Manual of American Psychological Association (APA)/MLA.
- 9.2.7 The student will also submit an undertaking in **Appendix-G (a)** declaration as given in **Appendix-G (b)** that the dissertation she is submitting has not already been submitted or published and shall not in future be submitted by her for obtaining any degree from any other university or institution.
- 9.2.8 The pre-evaluation committee approved by the chairperson on the recommendations of the supervisor concerned shall comprise the supervisor and two faculty members of the relevant subject. The committee shall be chaired by the chairperson of the concerned department.

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9.2.9 Ph.D. scholar will deliver a seminar before submission of the final copy of the dissertation in the department.

9.2.10 The committee shall decide by majority vote and in clear terms as to whether to

- i. Recommended or
- ii. Recommended with minor changes or
- iii. Recommended with major changes or
- iv. Re-seminar

9.2.11 The dissertation must be submitted at least one day before the last day of that semester and it is recommended to submit the dissertation maximum by the end of 6th year so that notification of the completion of Ph.D. degree may be issued within the prescribed period. The chairperson, before forwarding the dissertation for evaluation, will check plagiarism through QEC and ensure that the dissertation has been written according to the approved format of the university/department.

9.3 Evaluation of the Ph.D. Dissertation

9.3.1 The Controller of Examination shall be responsible for the processing of Ph.D. dissertation for evaluation according to prescribed requirements and may complete the evaluation process within three to six months.

9.3.2 After fulfilling all the requirements, the Ph.D. dissertation along with six names of external evaluators proposed by the supervisor will be forwarded through Chairperson/In charge to the controller of examination. Any two names from the list will be approved by the dean of the concerned faculty and submitted to the controller of the examination.

9.3.3 The controller of examination will send the evaluation reports to the department concerned through the Dean. In case any referee declines or does not respond within three months then a new name from the proposed list will be considered by the dean of concerned faculty.

9.3.4 Thesis shall be sent to two (02) evaluators; if one evaluation is positive and one is negative, then it shall be sent to a third evaluator. In case of major revisions, a local committee shall be constituted, including the Supervisor's, Head of the Department/In charge, and Dean.

9.3.5 The supervisor will be responsible for ensuring the incorporation of all the

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recommended changes by the external experts. In case of major revisions the following committee will be constituted to ensure the incorporation of recommended revisions:

- i. Dean
- ii. Chairperson
- iii. Supervisor
- iv. One Faculty Member

In case the decision is to rewrite the dissertation the revised dissertation will be re-evaluated by the external evaluators. The case will be forwarded through the chairperson/in charge to the controller of Examinations for external evaluator.

9.3.6 After incorporation of the recommended changes, the supervisor will submit her report and revised dissertation to the Chairperson/In charge concerned along with the external evaluator reports which will be forwarded to BASR through the Dean for the conduction of public defense and viva voce examination.

9.3.7 The Ph.D. dissertation must be evaluated as per HEC guidelines given below:

- a. At least two external experts who shall be:
 - i. PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year OR
 - ii. Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or professors from any Pakistani University having a minimum H-Index 30 for Sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science. OR
- b. At least one external expert qualifying any one of the conditions mentioned at 'a' above if the PhD candidate publishes dissertation research in a peer-reviewed journal that is classified by the HEC in category W for Sciences and X or above for Social Sciences.

The following general guidelines shall, at least, be observed while selecting external evaluator:

- a. Relevance of Expertise: in the same or related fields as in the dissertation.
- b. No Conflict of Interest: in personal, financial, or professional stakes in a

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particular decision or outcome.

- c. Objectivity: capable of making unbiased evaluations.
- d. Diversity: in terms of geography, culture, professional backgrounds etc.
- e. Reputation: must be good in the field, with a track record of fair and thorough evaluations.
- f. Availability: should have the time and availability to review the dissertation.
- g. Professionalism: capable of conducting themselves in a professional and respectful manner throughout the evaluation and defense process (if applicable).
- h. Communication: capable of providing clear and constructive feedback on the dissertation.
- i. Confidentiality: capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
- j. Compatibility: well-versed with the research methodology, approach, and theories used in the dissertation.

10 RESEARCH PUBLICATION

For award of PhD degree, a PhD researcher shall be required to publish research articles meeting the following criteria:

- i. At least:
 - a. One research article in W category journal or two research articles in X category journals, for Science disciplines
 - b. One research article in X category journal or two research articles in Y category journals, for Social Science disciplines
- ii. The PhD researcher shall be the first author of these publications.
- iii. The research article shall be relevant to the PhD research work of the PhD researcher.
- iv. The article shall be published after approval of the research synopsis.
- v. The article shall be published in a relevant research journal.

11 VIVA VOCE EXAMINATION

11.1 The dissertation after incorporation of all recommendations should be forwarded to

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two local examiners approved by the Dean of concerned faculty for public defense and final viva examination.

- 11.2 After completion of all requirements as mentioned in this document, the controller of examination shall send the provisional letter to the chairperson/In-charge for confirmation of the final date of public defense and viva voce in consultation with the supervisor(s), external examiner, and research scholar.
- 11.3 The Controller of Examination shall announce public defense and viva voce examination at least two weeks before the date of public defense and viva voce examination.
- 11.4 The Viva Voce Committee shall consist of the following members
- | | |
|---|----------|
| a. Chairperson/In-charge | Convener |
| b. Two local examiners | Member |
| c. Supervisor | Member |
| d. Ph.D. Coordinator from the same faculty of a relevant department | Member |
- 11.5 Any amendments/suggestions/comments proposed during the viva voce examination shall be recorded by Ph.D. coordinator and communicated to the research scholar for incorporation by the Chairperson/Chairperson/In-charge.
- 11.6 For public defense and viva voce examination, the research scholar shall be required to present in person at the place on the date(s) and time in the University premises.
- 11.7 If the research scholar cannot attend the public defense and viva voce examination in person due to any hardship/genuine problem, the public defense and viva voce can also be done by Skype/Teams/Zoom or by any other video conferencing software. The online public defense and viva voce shall be approved by the Vice Chancellor on the recommendations of the Dean.
- 11.8 If the candidate fails to satisfy the examiners in the viva voce examination, she may be given another chance to defend the dissertation for the second and final time within six months.

12 COMPLETION AND AWARD OF PH.D. DEGREE

The below-mentioned steps shall be followed after the successful defense by the research scholar.

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- 12.1 The supervisor shall certify the incorporation of amendments proposed in the viva voce examination.
- 12.2 The research scholar shall submit four hardbound/soft copies of the dissertation to the Chairperson/In-charge of the Department for further processing.
- 12.3 The chairperson/In-charge shall inform BASR about the completion of all requirements by the research scholar.
- 12.4 The BASR shall forward the complete case to the Controller of Examinations (along with a signed hard copy of the dissertation) after getting approval from the Vice-Chancellor for FINAL NOTIFICATION within two weeks.
- 12.5 The Media Cell of the University shall be responsible for public announcement of the award of a Ph.D. degree.
- 12.6 The formal degree shall be awarded to the Ph.D. research scholar in the convocation following the announcement of the Ph.D. degree provided a minimum of six months (relaxable) have lapsed between such an announcement and the date of convocation.

13 QUALITY ASSURANCE

In order to ensure the quality standards at Rawalpindi Women University (RWU) the following minimum standards shall be followed in true letter & spirit:

13.1 Minimum Requirement for Academic HR

13.1.1 Faculty and supervisory requirement

- a. At least two (2) full time faculty members holding Ph.D. degrees in the relevant field shall be available/appointed to the department to launch an MS/MPhil/Equivalent program that may be increased up to three (3) if a Ph.D. program is also to be launched in the same discipline and department .
- b. The minimum appointment tenure for full-time faculty members must not be less than the duration of the intended degree program.
- c. The teacher to student ratio shall be 1:12, where a supervisor can supervise a total of twelve (12) MS/MPhil/ Ph.D. students at a time with no more than five (5) of these students being Ph.D. students. Graduate teaching and supervision load shall be adjusted, accordingly.



13.2 Determining relevance of faculty with subject/degree program

- a) Wherever required, the subject and supervisory relevance of faculty members shall be determined based on:
 - i. Qualifications including bachelor, master, and doctoral degrees.
 - ii. The research includes thesis/dissertation and published articles.
 - iii. Experience consisting of teaching and administrative domains.
- b) To ascertain the relevance of the faculty in the related discipline to the program and supervision of theses, the university shall:
 - i. Constitute a Relevance Assessment Committee (RAC)/equivalent body, with the approval of the Vice Chancellor/Rector/Head of the HEI.
 - ii. The RAC shall consist of at least five (5) members:
 - a) Respective Dean of the university
 - b) Director QEC of the university
 - c) Two External subject expert not less than a professor /Associate Professor level
 - d) Program Team/Assessment Team member who was involved in preparing self-assessment report of the program.
 - e) The RAC shall submit a report with detailed reasons and rationale for the assessment decision.
 - f) The Report shall be effective with the approval of relevant statutory bodies.

13.3 Continuing compliance with HEC's policies

The Rawalpindi Women University shall comply with all the requirements given in the HEC Graduate Education Policy during the entire period in which it offers the Ph.D. program.

13.4 Requirements for Entering PhD Country Directory (PCD)

The graduates and University (RWU) shall submit an online application for inclusion in PCD by following the HEC prescribed procedure.

★♣.....♣★



APPENDIX-A

Rawalpindi Women University, Rawalpindi
Department of -----

Dated: -----

Result Proforma of Comprehensive Examination Conducted by the Department

A.

1. **Name of Program:** -----
2. **Name of Student:** -----
3. **Address of the Student:** -----
4. **Email:** -----
5. **Registration No:** -----

B.

1. **Date Holding the Examination:** -----
2. **Chance in which student cleared the exam:**

1 st

2 nd

3. **Status of Result:** **Pass** ----- **Fail** ----- (Tick the appropriate).

C.

Name and Signature of the faculty member preparing report:

1. -----
2. -----
3. -----

Name and Signature of the Chairperson-----

APPENDIX-B

Rawalpindi Women University, Rawalpindi
Department of -----

APPLICATION PROFORMA FOR ADMISSION CONFIRMATION OF RESEARCH CANDIDACY IN PHD

PROGRAM: -----
SEMESTER: -----

Name of Student:-----

Registration No: -----

Date of Admission in PhD: -----

Date of Completion of PhD Course work: -----

Please give titles of PhD Courses along with codes, which you have passed.

i) -----

--	--	--	--

ii) -----

--	--	--	--

iii) -----

--	--	--	--

iv) -----

--	--	--	--

v) -----

--	--	--	--

vi) -----

--	--	--	--

Comprehensive Examination: -----

Supervisor/Co-Supervisor Signature

Student Signature

APPENDIX-C

DECLARATION BY THE SUPERVISOR AT THE TIME OF FORWARDING THE RESEARCH DISSERTATION TO THE CHAIRPERSON OF THE DEPARTMENT FOR EXTERNAL EVALUATION

DECLARATION

I Prof. /Dr. ----- Supervisor of RWU research
student Mr./Ms. ----- do hereby solemnly declare
that the dissertation entitled -----

-----being submitted as partial fulfillment of PhD degree in the discipline of -----

-- has been completed under my guidance and supervision and is an original work of the student
except where otherwise acknowledged in the text. It has not been submitted or published earlier
for obtaining any degree from this or any other University or Institution.

The dissertation is completed in all aspects and I am fully satisfied with the quality of student's
research work. Now it is ready to be evaluated by external subject experts.

Date: -----

Signature: -----

Name in full: -----

Address:-----

Phone:-----

Email: -----

APPENDIX-D

CHECKLIST

Title of the dissertation: -----

Name of Student: -----

Name of Supervisor/Co-Supervisor: -----

Level/Program: -----

Yes No N/A

1. Student has observed format of the Faculty.
2. Student has observed APA/MLA style.
3. This dissertation is an original piece of work.
4. Content given is relevant to the statement of the problem.
5. Scientific style of the presentation has been adopted.
6. Proper methodology has been adopted for research.
7. Population and samples are consistent throughout the dissertation.
8. Related researches have been included in relevant chapters.
9. Data is presented in tabular form of the faculty.
10. Discussion on tables has been made adequately.
11. Findings are based on analysis.
12. Conclusions are based on analysis.
13. Appropriate Statistical methods have been applied in support of reliability & validity of the data collected.
14. Recommendations are based on conclusions.
15. Annexure are placed properly.
16. All the authors given inside are included in the reference list.
17. Spellings and names of authors given in the reference list are Same as are in the list.
18. The dissertation is free of language errors.
19. Proper editing has been made.
20. Every part of the dissertation is free of plagiarism and plagiarism report has been obtained by QEC.
21. This dissertation adds to the existing stock of knowledge.

Dated: ----- **Name/Sign of Supervisor/Co-Supervisor:** -----

APPENDIX-E-I

(Title Cover Specimen)

(Hard Bound, Royal Blue Color)

(2.5 cm from top edge (18 pt. Time New Roman, Bold))

**STUDY OF DEVIANT WORKPLACE BEHAVIOUR
AND IT'S IMPACT ON LOW PRODUCTIVITY OF
PUBLIC SECTOR OF PAKISTAN**

(14.5 cm from top edge (16 pt. Time New Roman, Bold))

**NAME OF SCHOLAR
REGISTRATION NO.**



(2.5 cm from bottom edge (18 pt. Time New Roman, Bold))

**RAWALPINDI WOMEN UNIVERISTY,
RAWALPINDI**

5cm from bottom

APPENDIX-E-II

(Specimen of Inner Title)

(Start at 4th line from top margin of the sheet in 18 pt. Time New Roman, Bold)

STUDY OF DEVIANT WORKPLACE BEHAVIOUR AND ITS IMPACT ON LOW PRODUCTIVITY OF PUBLIC SECTOR OF PAKISTAN

(Start at 27th line from top of the sheet in 6 pt. Time New Roman, Hold in Upper and Lower case)

**NAME OF SCHOLAR
REGISTRATION NO.**



(Start at 16th line from the bottom edge of the sheet and go upto 10th line in 12 pt. Time New Roman, Normal)

Submitted in Partial fulfillment of the requirement for the Doctor of Philosophy degree in
discipline -----With specialization in -----
----- (where applicable) at the faculty of -----

Rawalpindi Women University, Rawalpindi

(At the 7th line from the bottom of the edge of the sheet in 12 pt. Time New Roman, Normal)

APPENDIX-E-III

**IN THE NAME OF ALLAH, THE MOST MERCIFUL AND BENEFICIENT
(Preferably in Arabic)**

APPENDIX-E-IV

Rawalpindi Women University, Rawalpindi

Department: -----

(Acceptance by the Viva Voce Committee)

Title of the dissertation: -----

Name of Student: -----

Accepted by the faculty of ----- Rawalpindi
Women University in partial fulfillment of the requirements for the Doctor of
Philosophy Degree in the (Discipline) with specialization in (where applicable).

Co-supervisor

Supervisor

Viva Voce Committee

External Examiner

Internal Examiner

Chairperson/Director

Dean

Members: -----
(Day, Month, Year)

APPENDIX-E-V

**Abstract containing Objectives, Methods,
Findings and, or Conclusion**

APPENDIX-E-VI

ACKNOWLEDGEMENT

Note: Since it is an official document acknowledgements should be made only those who have academically helped in accomplishment of the research work/dissertation instead of relatives/friends.

(Name in full)

APPENDIX-E-VII

TABLE OF CONTENTS

APPENDIX-E-VIII

**TABLE OF TABLES
(If required)**

APPENDIX-E-IX

TABLE OF FIGURES
(If required)

APPENDIX-F

GENERAL INSTRUCTIONS

1. Paper Size A4 size/22cm × 28cm/ 8¹/₂"×11"
except for drawings and maps
90 gms. Photocopying paper
2. Paper weight
3. Margin (for English)
 - i) Left hand margin 3.8 cm
 - ii) Right hand margin 2.5 cm
 - iii) Bottom margin 2.5 cm
 - iv) Top margin 3.2 cm
4. Text 12 points
 - Headings 14 points
 - Chapter Number and its Titles 16 points
 - Typeface Time New Roman
5. The dissertation must be error free. No correction in ink shall be acceptable.
6. Binding:
 - (i) Rexine/Cloth: Rexine/Cloth edges uncut, royal blue color
 - (ii) Letter boldly up back in gold.
 - (iii) Points Time New Roman bold (As per specimen of title Cover).
7. Only one side of the paper should be used.
8. Double space all lines except block quotations and references.
9. Leave three spaces above and below the center heading and three spaces above the freestanding side heading and double space below it.
10. Indent five spaces for all running lines, paragraphs and block quotations.
11. Leave a space after a full stop (.), a colon (:), and a sign of interrogation (?) in the body of the text.
12. Preliminary pages to be numbered in Lower Case Roman Numerical e.g., i, ii, iii, etc. 25mm from the bottom edge of the paper.
13. Page number of the actual pages of the dissertation from page 1 of Chapter 1 to the end including appendices etc. be given in English Numerals (1,2,3,) in the upper right hand corner 30 mm (1% inch) from top and right edge of paper without into the margin.
14. Each chapter should be started on a new page.
15. Page number of a chapter page should be skipped but counted.
16. Chapter number should be like this: CHAPTER 2 (16 New Time Roman Bold) and placed at four space below the top margin and centered between margins.
17. Chapter titles and center headings, if too long for one line, be divided into two or more lines in inverted pyramid.
18. Chapter title should be three single spaces below the chapter number and should be all in capital (upper case on 16 point), TIMES NEW ROMAN, Bold) and single spaced. First line of chapter should begin three single spaces below the title.

(Reference Chapter 10: "dissertation Requirements" Clause-5)

19. TABLE OF CONTENTS, LIST OF TABLES and LIST OF FIGURES, CHAPTER NUMBER, REFERENCES should begin on a separate page and are typed in upper case (capital), 16 pt. Time New Roman Bold and be placed at fourth line below the top margin and centered between margins.

20. Tables:

- i) For citation purposes only highlights of the table should be discussed. Discussion should follow the table.
- ii) Table number, and caption be flashed with left margins on the same line in New Time Roman, 12 pt., bold with first letter of each word in capital. Long caption should be in inverted pyramid. There shall be a single space between the caption and the content of the table.

Example:

Table 1. Mean of Correct Responses

- iii) There can be a note (author note, content footnote, copyright permission note or sources etc.,) at the bottom of the table.
 - iv) A table be separated from the text by three spaces both above and below.
 - v) All tables must be numbered consecutively throughout the dissertation including the ones that appear in an appendix.
 - vi) A table composed/typed in landscape format (lengthwise) may be so placed that the table title is on the spine/ binding site.
 - vii) Refer to the tables by their numbers e.g. ads shown in Table 5.
 - viii) Do not repeat the data in the table by using another means like figure or vice versa as it is unnecessary duplication.
21. Figures (line graphs, bar graphs, circles or pie graphs, scatter graphs, pictorial graphs, charts, maps, diagrams, drawings etc.)
- i) Figure captions should be brief but a descriptive phrase.
 - ii) Number all figures with English Numerals (1, 2, 3,.....) and number them consecutively throughout the dissertation.
 - iii) Figure number and caption be given at the bottom of the figure in upper case and lower case letters in 12 pt. Time New Roman, Bold.

Example:

Figure 1. Share of Income from Various Sources

- iv) Discussion should follow the figure.
 - v) A figure in landscape (broadside) format be so placed that the caption should be read from left side of dissertation and font thus on the spine/binding side.
22. Appendices
Label each appendix with a capital letter e.g. APPENDIX-A in 12 points Time New Roman, bold at four space below the top margin and flush with right hand margins.
23. Numerals
Use figures to show numbers 10 and above and words to express numbers below 10. Use the symbol for percent only where preceded by a number.
24. Quotation
- i) Use double quotation marks for a quotation of less than forty words.
 - ii) Do not use quotation marks for block quotation i.e. a quotation of 40 words or more.
 - iii) All quotations should be properly referred to (Author, Year, and Page).
25. Headings

- i) **Centre Heading:** Centered within margins, set off the centre heading in 14 pt. Time New Roman, bold, all in capitals and single spaced with three spaces above and below. It should not be numbered. Leave three spaces above and below the centre heading.
 - ii) **Side Heading:** Flush with left margin in 14 pt. Time New Roman bold, with first letters of words in upper case (capital). Leave three spaces above the side heading and two space below and there is no punctuation. If the side heading takes, more than 60 mm use a two space under a hung indentation and single space between the lines of the heading.
 - iii) **Paragraph Heading:** Insert five spaces from left margin with only first letter capital (rest in lower case) ending with a period in 14 pt. New Times Roman, Bold. Continue the text on the same line.
 - iv) Additional levels of headings can be introduced by underlining the heading. The underlined heading will be secondary to the one without underlining.
26. Alignment of Numerals
The right hand column of Roman or Arabic numerals is aligned.
27. Enumeration
When the items are enumerated, they may be distinguished by using the following format and bringing the second and succeeding lines of each item back even with the number or letter of the item.
 1. According to -----
 - A. According to ----- (i) According to -----
 - (1) According to ----- (a) According to -----
28. References
 - i) Cite the quoted source in parentheses after the punctuation mark.
 - ii) When a work has two or three authors, cite names every time.
 - iii) When a work has three or more authors cite all authors the first time the reference is used is subsequent citations include the surname of the first author followed by a comma and “et al.”
 - iv) The examples of various sources of materials used in a dissertation are as per specimen given in Publication Manual of APA.
29. Abbreviation
 - i) Use abbreviation sharing to maximize clarity and parentheses may be used to introduce an abbreviation.
 - ii) Never begin a sentence with a lower case abbreviation e.g. lb.
30. Anyone of the following manuals may be used for dissertation in English. Appropriate adjustments may be made for Urdu and other languages. However, any other manual approved by the Board of Advanced Studies and Research may also be used, if needed. In case of the use of manual other than the ones at (i) and (ii) below the application will be limited to the matters not covered in the examples given in the Publication Manual of APA.
 - i) Publication Manual of American Psychological Association.
 - ii) Modern Languages Association, Handbook for Writers of Research Papers, USA.

APPENDIX-G (a)

**DECLARATION BY THE STUDENT AT THE TIME OF
SUBMISSION OF DISSERTATION TO THE SUPERVISOR/CO-
SUPERVISOR FOR EXTERNAL EVALUATION
(To be retained by the Controller of Examination)**

DECLARATION

I ----- Son/Daughter of -----
Roll No. ----- Registration No. ----- a
student of PhD at Rawalpindi Women University do hereby solemnly declare that the dissertation
entitled ----- submitted by
me in partial fulfillment of PhD degree in (discipline)----- , is
my original work, except where otherwise acknowledged in the text and has not been submitted or
published earlier and shall not, in future, be submitted by me for obtaining my degree from this or
any other university or institution.

Signature: -----

Name in full: -----

Date. Day. Month. Year.

APPENDIX-G (b)

PLAGIARISM UNDERTAKING

I solemnly declare that research work presented in the dissertation titled -----

----- is solely my research work with no significant contribution from any other person.
Small contribution wherever taken has been duly acknowledged and that complete dissertation has
been written by me.

I understand the zero tolerance policy of HEC and University -----

(Name of University) -----
towards plagiarism. Therefore, I as an author of the above titled dissertation declare that no portion
of my dissertation has been plagiarized and material used as reference is properly referred/cited.

I understand that if I am found guilty of my formal plagiarism in the above titled dissertation even
after award of PhD degree, the university reserves the right to withdraw/revoke my PhD degree
and that the HEC and university has the right to publish my name on the HEC/University website
on which names of students are placed who submitted plagiarized dissertation.

Student/Author Signature: -----

Name: -----

APPENDIX-H

Rawalpindi Women University, Rawalpindi

Department of -----

Dated: -----

Progress Report of the Research Student

A.

1. **Name of Program:** -----
2. **Name of Student:** -----
3. **Address of the Student:** -----
4. **Email:** -----
5. **Registration No:** -----

B.

1. **Date Holding of the Synopsis:** -----
2. **1st/2nd/3rd/4th Progress report of the Scholar:**

Satisfactory -----

Not Satisfactory-----

C.

Comments of the Supervisor preparing report:

1. -----
2. -----
3. -----

Name and Signature of the Chairperson-----
