

# **UNIVERSITY OF MANAGEMENT AND TECHNOLOGY**

## **THE PARTICIPANT’S HANDBOOK FOR ADVANCED STUDIES**

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**ACADEMIC RULES AND REGULATIONS FOR  
(MS/MPHIL/EQUIVALENT AND PhD DEGREE PROGRAMS)**

**2022-23**



**OFFICE OF DEAN RESEARCH  
&  
OFFICE OF THE REGISTRAR**

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## **Abbreviations (Alphabetical Order)**

**BASAR:** Board of Advanced Studies and Research  
**CGPA:** Cumulative Grade Point Average  
**Chairperson:** Chairperson of the concerned Academic Department  
**CLO:** Chief Library Officer  
**COD:** Chairperson of the Department  
**Cr. Hr.:** Credit Hour  
**DAI:** Degree Awarding Institution  
**Dean:** Dean of the concerned Faculty/School  
**DGC:** Department Graduate Committee  
**FT:** Final Transcript  
**HEC:** Higher Education Commission of Pakistan  
**ID:** UMT Identification of the participant  
**IPC:** Information Processing Center  
**NOC:** No Objection Certificate  
**OCE:** Office of Controller Examination  
**OCMS:** Office of Campus Management and Services  
**OCRIS:** Online Course Registration Information System  
**ORG:** Office of the Registrar  
**OSS&V:** Office of Safety, Security, and Vigilance  
**OTE:** Office of Technology Enablement  
**OTN:** Office of Transportation  
**Participant:** Student  
**Resource Person:** Teacher/Faculty Member  
**SDC:** Student Disciplinary Committee  
**SGC:** School Graduate Committee  
**SGPA:** Semester Grade Point Average  
**SSI:** Student Success Initiative  
**University:** University of Management and Technology  
**UMC:** Unfair Means committee  
**Website:** UMT website [www.umt.edu.pk](http://www.umt.edu.pk)

## List of Appendices

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# 1. PhD Key Information Flow Chart

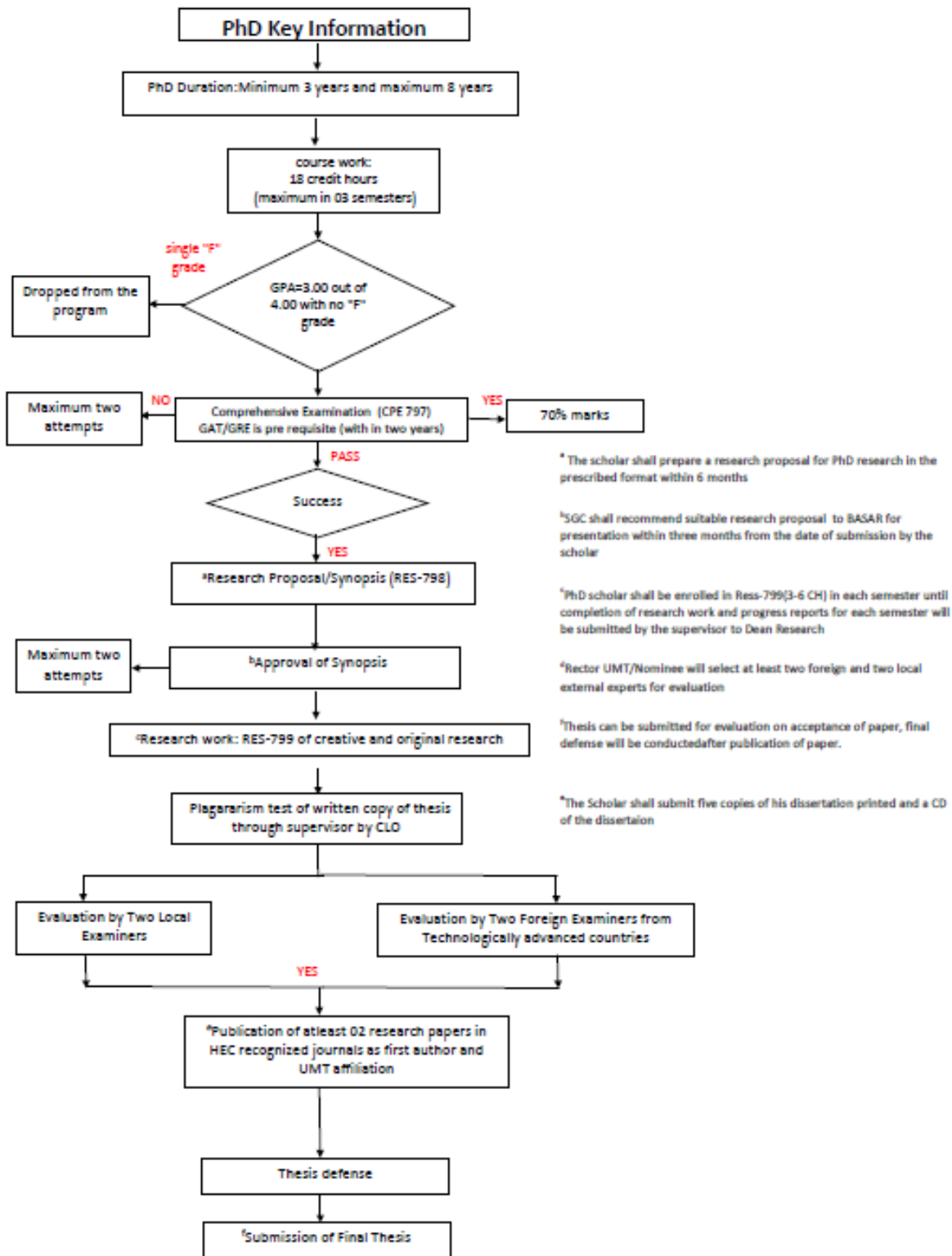


Figure 1 PhD Flow Chart

## **2. Introduction**

Your decision to pursue postgraduate education at UMT allows you to spearhead the demands and challenges of the twenty-first century. Educators, corporate executives, and technologists are experiencing tremendous social change. Innovative technologies and globalization are reshaping the framework of our thoughts and actions. These changes are driven by a knowledge-based economy that heavily relies on quality research and knowledge-based leadership. The demand for researchers and practitioners who can address the impact of these changes on academia has never been greater. Similarly, the need for faculty who can equip the next generation with the knowledge and skills to lead in a constantly changing environment can hardly be over-emphasized.

Since its inception in 2004, the University of Management and Technology (UMT) has been preparing professionals to create environments where lives can be transformed. Resource persons and participants at UMT, together, are actively involved in solving the most critical and immediate challenges facing educators, management executives, and technologists. We are eagerly breaking new scholarly grounds by pursuing emerging issues of teaching-learning endeavors, innovative technologies, and management practices by applying cutting-edge research tools and methods. This pursuit of knowledge is the backbone of all breakthroughs that change how we think, act, and live in our domains.

UMT aspires to become a learning institution and evolve as the leading community for the integrated development of society by actualizing strategic partnerships with stakeholders, harnessing leadership, generating useful knowledge, fostering enduring values, and projecting sustainable technologies and practices.

The graduate faculty at UMT comprises a group of internationally recognized and highly dedicated professionals engaged in a life-long quest for knowledge. UMT offers PhD in different disciplines through which you will be prepared to conduct scholarly research to transform you into a dynamic and vibrant leader in education and management. A collegial environment, adequate support, and a sustained emphasis on scholars' professional development for the world of academia and business make doctoral studies at UMT a rewarding and enjoyable experience.

Semester Regulations and Policies  
for  
MS/MPhil and Equivalent Programs

### **3. Semester Regulations and Policies for MS/MPhil and Equivalent Programs**

#### **3.1 Academic Calendar**

UMT publishes the complete schedule of the academic year (Fall, Spring, and Summer semesters) in advance for the convenience of the participant and faculty members with the following details:

- a. Semester starting date
- b. Registration dates
- c. Mid-term Exam dates
- d. Dues payment dates
- e. Semester end date
- f. Final exam week
- g. Grade notification date
- h. Holidays during the semester

Participants are responsible for meeting the requirements and deadlines published for each semester in the university's academic calendar. They are expected to know and adhere to the rules, regulations, course loads, prerequisites, and policies of the University and the departments/institutes and programs in which they are enrolled.

#### **3.2 Schedule of Semesters and MS/MPhil Program Duration**

- a. There are two regular semesters (Fall/Spring) in an academic year. Each semester will consist of 18 working weeks, 16 weeks for teaching, and 02 weeks for examinations. There will be one to two weeks of semester break at the end of each semester.
- b. The minimum and maximum duration of MS/MPhil and equivalent programs is **1.5 to 4 years**.

#### **3.3 Credit Hour**

A "CREDIT HOUR" is the unit of measuring educational CREDIT, usually based on the number of classroom hours per week throughout a term. For example, a theory course of 03 Credit hours will have 3 hours of class contact per week, and a lab course of 01 Credit hour will have 3 hours of lab contact per week.

#### **3.4 Supervisory Services (MS/MPhil)**

Participants are entitled to supervisory services from the respective Schools/ Institutions:

MS/MPhil participants are entitled to a supervisor for one year after the approval of the research proposal. If the participant requires a supervisor after the end of this period, they will be required to pay for the supervisory services.

#### **3.5 Course Categories**

Courses have been divided into the following categories:

- a. Compulsory
- b. Elective

### **3.6 Course Codes**

All courses offered in MS/MPhil or Equivalent programs will have designated course codes of 600 level and above.

### **3.7 Course Load**

- a. A participant can take a workload of nine credit hours but not exceed twelve credit hours in each semester.
- b. The participant can take a maximum twelve credit hours in a regular semester.

### **3.8 Probation/ Good Standing**

- a. Whenever MS/MPhil participants' CGPA falls below 2.25/4.00, they will be put on "probation" for the next semester. If the participant fails to attain a CGPA of at least 2.25/4.00 in the following semester, they will be put on "last probation." If the participant fails to attain a CGPA of at least 2.25/4.00 in the next semester, they will be dropped from the University.  
**Note:** The qualifying CGPA for the award of an MS/MPhil degree without a thesis is 2.5 and with a thesis is 3.0. It is the responsibility of the participant to make sure they attain the minimum required CGPA to attain MS/MPhil degree. A minimum CGPA of 3.0 is required for admission to the PhD program.
- b. The thesis should be offered to MS/MPhil participant who has completed at least six courses (18 credit hours) with a CGPA of 3.00 or above in the first two semesters and attended at least two research seminars/workshops/CPD seminars of HEIs approved by PEC having PCPs (Professional Credit Points).
- c. If participants improve their CGPA to 3.00 after the third semester, they can be offered a thesis.

### **3.9 Registration, Add/Drop, and Withdrawal**

Participants need to register for every semester they want to study. Course registration of continuing participants for the upcoming semester is done in advance, i.e., two weeks before the commencement of the semester (fresh participants can enroll on the day of orientation). Participants register for their courses through the online participant portal at [online.umt.edu.pk](http://online.umt.edu.pk). The registration in a particular course section is closed once it reaches the defined cap. Participants can check the status of their course registration along with information such as courses taken in a particular semester and sections along with timetable details through the online participant portal. The participant should contact the IPC lab for their login, password, and related issues. If participants observe an issue with course registration, they can coordinate with the respective Advisor/Department Coordinator.

### **3.10 Late Registration**

Once the deadline for registration of courses is passed, course registration will only be allowed till the last date of Add/Drop period, according to the Academic Calendar. After the Add/Drop period, no registration will be allowed for courses in that semester. However, fresh participants can enroll in the first week of their classes.

### **3.11 Add/Drop Course(s)**

Since participants pre-register for the courses before the commencement of the forthcoming semester, they are allowed to add/drop course(s) at the commencement of the semester. The time period to change (add or drop) a course is one week (according to the Academic Calendar). Participants cannot drop or change a course without approval from their advisor. For this purpose, participants must submit add/drop requests through the online student portal. The advisor/s will approve/disapprove the request according to the rules. In case of any query/issue with their course registration, participants must coordinate with their respective advisor/s.

### **3.12 Withdrawal of Course(s)**

With the consent of the concerned faculty member/s and Chairperson of the respective department, participants may be allowed to “*Withdraw*” a course(s) by the end of the 06<sup>th</sup> week of the semester. They will be awarded a ‘*W*’ in that particular course(s) in the transcript. However, the GPA/CGPA will not be affected. Participants have to pay the repeat fee when they repeat the course or the actual fee of the course taken in lieu of the withdrawn course.

### **3.13 Cross Campus Registration**

Cross campus registration is allowed. However, registration for a particular semester is subject to the approval of the respective Dean/ Director of the School/Institute and the availability of seating capacity in the requested course(s).

- a. Participants will submit a request for course(s) registration across the campus through the parent campus (where the participant is originally enrolled) on a specific form.
- b. A host ID may be issued to such cases without charging an ID issuance fee. However, participants ID card fee will be applicable as per University rules. In this regard, participants will be required to surrender their ID card issued by the other campus.
- c. The Resource Person shall forward grades to the parent campus. Participants’ record will be kept and managed by the parent campus.

### **3.14 Repeating a Course(s)**

The course(s) with “F,” “SA,” “W,” “C–” and C grade(s) to improve the CGPA may be repeated in a regular semester(s), subject to registration by the participants concerned within due dates. The participant must complete the normal semester assessment activities, e.g., mid-term and final examinations.

- a. A maximum of three courses can be repeated in the MS/MPhil program with 30-36 credit hours and four for the MBA programs with 66 credit hours. In such a case, both the courses and the



grades obtained will be recorded on the transcript. However, only the better grade will be calculated in the CGPA.

- b. In case of repeating the course(s), participants have to pay full dues without any financial benefits with the next installment.

### **3.15 Credit Transfer Policy for MS/MPhil and Equivalent Program**

#### **3.15.1 Policy for External Credit Transfer Case(s)**

- i. On the recommendations of the concerned Dean, the UMT Equivalence Committee may allow participants to transfer a maximum of one-third of the required courses of the MS/MPhil or equivalent to complete that program at UMT. However, the courses should have been completed in the last two years.
- ii. The Academic Council is authorized to allow the transfer of credit hours more than the aforesaid limit on exceptional grounds/cases examining the merit and genuineness of the case on the recommendations of the concerned Dean/BASAR. The Academic Council may allow any participant who has completed coursework of MS/MPhil or equivalent program in any other HEC-approved university for transfer credit hours. Such candidates should have at least a CGPA of 3.3 and must have taken almost the same courses or courses that can be substituted, provided each course does not have a B grade. However, the participant must earn a minimum of 15 credit hours at UMT for the entitlement of the respective program degree.
- iii. The degree duration will be counted from the starting date of the previous degree program based on which credit transfer is claimed. Thus, participants should have ample time to complete the degree requirements at UMT if considered for transfer of credits.
- iv. HEC Equivalence Certificate is mandatory to be submitted with a Credit Transfer form in case credit transfer is sought based on a foreign degree.
- v. 80% or more of the content of the course(s) for which credit transfer is sought should be similar to the course(s) offered by UMT, and the detailed course contents/outlines attached should be compatible with the depth and breadth of similar courses taught at UMT.
- vi. The Credit transferred will be counted towards the degree requirements of the applicant. However, grade points of transferred credits will not be counted towards the calculation of CGPA, and only “Transferred” will be displayed against those courses whose transfer of credits is allowed by the respective Dean. Moreover, the transferred courses’ grades will not be displayed on the transcript.

#### **3.15.2 Policy for Internal Credit Transfer Case(s)**

- i. Internal Credit Transfer is allowed to UMT participants only if the Program Change request fulfills the admission eligibility requirements of the new program.
- ii. The applicant must have a CGPA of at least 2.5 for MS/MPhil and equivalent programs.
- iii. The previous course grades and credits applicable to the new program will be counted towards calculating the CGPA of the new program. However, degree duration will be counted from the starting date of the previous degree.
- iv. Credit Transfer under Program change will not be allowed in case of dismissal on academic/disciplinary grounds, including expulsion from the University or a time-barred case (i.e., completed maximum duration of the program after first registration and unable to fulfill the requirements for the award of degree in the prescribed duration).

### **3.15.3 Cross Campus Credit Transfer Policy**

The internal credit transfer policy will apply to cross-campus credit transfer cases. However, the following additional documents will be required to be submitted with the credit transfer form:

- a. Credit transfer form with the concerned CoD and Dean of destination School and parent department approval.
- b. Clearance from Lab, Library, and accounts of parent campus
- c. Progress report signed by the Controller's office of parent campus
- d. If on probation, the transfer is not allowed

### **3.16 Class Attendance**

- a. Participants are expected to attend all classes, laboratories, tutorials, or other class meetings officially designated for a particular course. They are also expected to complete all assignments/assessments. Each three-credit hour course will have 48 contact hours (3 hours/week \*16 teaching weeks) in a semester. No one is allowed to attend a class without registration in the respective section of a particular course.
- b. Participants may check their attendance status from their respective attendance portal.
- c. The queries for attendance-related issues should be forwarded to the respective Advisor/Chairperson of the department.
- d. A minimum of 80% attendance is required for the participants to be eligible to sit in the final examination/assessment.
- e. Participants with less than 80% attendance in a course will be given a grade 'SA' (Short of Attendance) and will not be allowed to take end-term exams or assessments. They will have to repeat the course to get the required attendance to be eligible to sit in the exam when the course is offered next time, after paying the full course fee.

### **3.17 Semester Freeze/Leave**

- a.** Participants may freeze/leave their semester due to any plausible reason for a maximum period of one semester. However, freezing in the first semester is not allowed.
- b.** In order to freeze a semester, participants will apply before the beginning of that particular semester.
- c.** If participants need to freeze their semester after the add/drop period, the application will only be accepted for medical emergencies for an emergency of personal nature deemed critical enough by the PRS to justify a mid-semester freeze. All such applications will be submitted to PRS with supporting documents detailing and proving the emergency. Such participants will be charged a processing fee of Rs 5000. The Registrar's decision will be final in these cases.
- d.** During the "freeze period," the applicants will lose their participant status at UMT and will not be entitled to avail University facilities like hostel, medical, transport, library, and computer labs. They will have to render their University of Management and Technology participant ID Card.
- e.** Participants will rejoin the next semester after paying the semester fee. The right to use all university facilities will be resumed upon rejoining, and a UMT ID card will be available from PRS.
- f.** Freezing the semester(s) is a matter of choice, and such participants who opt for it will not qualify for any relaxation in the semester maximum credit hour limit or towards the maximum time specified for the completion of the degree. Therefore, leave from the semester will be counted towards the maximum permissible semesters to complete the degree.
- g.** For a prolonged/extraordinary leave of more than one semester, participants must apply for leave with a valid reason, which will be judged on a case-to-case basis by the Registrar. The clearance process for semester freeze will also be followed for this kind of semester freeze. The leave application will be submitted before the semester starts. Participants will not have to pay any charges during the semester freeze. Leave is valid for two semesters maximum. After two semesters, participants will rejoin, register for courses and continue studies, failing which their admission will be suspended automatically, without any prior information/intimation.
- h.** Leaving more than two semesters without official approval will lead to the suspension of admission. Participants can only resume the program by paying a re-admission fee, along with meeting the academic criteria/within a maximum duration of the degree program.
- i.** The first-semester freeze/leave is not allowed and the admission will be on hold (first-semester freeze). However, considering the unavoidable circumstances (upon provision of relevant evidence), a participant may be facilitated through admission on hold, where the participant account will be deactivated, and a new participant ID will be issued to the participant.
- j.** The fee deposited will be carried forward to the new participant ID. However, the participant has to rejoin the university within one year, failing which the fees deposited will be forfeited. The current fee package will be applicable according to the semester in which the participant will rejoin the university.

### **3.18 Inter-Schools/Institute Program Change**

- a.** Participants can change their program of study upon the acceptance of the Dean/Director of the School/Institute to which the participants wish to transfer by submitting a request on the student

portal/program change form and clearance form. Program change will only be allowed for the participants who meet the program's admission criteria to which they want to change.

- b.** The Dean/Director of the School/Institute accepting the program transfer will determine the road map to be completed. The previous course grades and credits applicable to the new program will be counted towards calculating the CGPA of the new program. After approval, the Office of the Registrar will issue a new ID after checking all documents and deactivate the previous ID.
- c.** The admission fee paid by the participants for the previous program will be fully adjusted in the admission fee of the new program. However, Rs 15000/- will be charged as a program change fee. If participants decide to change the program immediately after getting admission, Rs.1,000/- will be charged as a program change fee. All new policies and fee structure will apply to the new program, and the fee schedule and any previously paid fees will adjust in the new program.

### **3.19 Dismissal on Academic Grounds**

The participant of MS/MPhil and equivalent program will be dismissed from the University, and their admissions will be canceled on academic grounds if they have:

- a.** GPA/CGPA less than 2.25 in two consecutive semesters of MS/MPhil and equivalent program and fail to attain a CGPA of 2.25 in the third semester;
- b.** Completed the maximum program duration at the University after their first registration without being able to fulfill the requirements for the award of MS/MPhil and equivalent program
- c.** Have not met the admission criteria in case of provisional admission.

**Note:** The participant dismissed on academic grounds will be provided with an official transcript indicating the courses completed along with grades earned in the registered courses.

### **3.20 Re-Admission (Separation from Program on Academic Grounds)**

- a.** Re-admission should have to go through the entire admission process and is granted to only those participants who have been dismissed on academic grounds. Dismissal based on the expiration of the maximum degree duration from the date of first registration will render the participant inadmissible for re-admission.
- b.** The UMT Equivalence Committee may or may not transfer a course taken by the readmitted participants prior to re-admission, depending on the approved criteria being followed at the time of readmission. The new transcript will only show those courses that have been transferred towards the continuation of the degree by the participant. Then the participant will have to pay the readmission fee except for the library fee and will pay the fee under the new fee package.
- c.** The Registrar's decision regarding re-admission will be considered final.

### **3.21 Independent Study**

Independent study courses at the graduate level are not allowed, whether group, independent study, or otherwise.

### **3.22 Policy on Thesis IP (In process) Grade**

Participants of MS/MPhil and equivalent programs are required to register a thesis in the 3<sup>rd</sup> semester, subject to the approval of the respective CoD. However, the participants who fail to submit their thesis within the specified minimum duration, i.e., two consecutive regular semesters, may apply to the respective Dean/Director for extension through their supervisor. The School Graduate Committee, on the recommendation of the Department Graduate Committee, may initially give an extension for six months, which may be further extended. In case of extensions, the maximum duration of MS/MPhil/MBA programs will not be violated (i.e., 4 years).

The participants working on theses are required to register their thesis as IP, through the supervisor, in all semesters until the completion of their thesis. In case a participant cannot complete the thesis in three consecutive regular semesters, the thesis re-registration fee will be applicable on a semester basis for the use of university facilities during the extension period.

### **3.23 Allocation of Supervisor to MS/MPhil and Equivalent Program Participant**

The Department Graduate Committee (DGC) is entrusted with approving the supervisor to MS/MPhil and equivalent program participants after the preliminary selection made by the participants. The conditions for allocation are as follows:

- a. The participant will work on the approved research proposal after successfully completing the coursework.
- b. Each MS/MPhil thesis should be linked with one of the sustainable development goals (SDGs), and it should be clearly mentioned in the significance of the study in the proposal/synopsis and the abstract of the final thesis.
- c. MS/MPhil and equivalent program Research Proposals will be presented in the DGC. The DGC will be authorized to approve proposals.
- d. The participant load of the supervisor should not exceed the following limit as defined by UMT/HEC:
  - I. Faculty members with MS/MPhil or equivalent degree and at least 04 years of relevant teaching/research experience may supervise the participant in up to 5 MS/MPhil level programs.
  - II. Faculty members having a PhD degree may supervise up to 12 MS/MPhil/PhD participants. However, a faculty member cannot supervise more than 5 PhD participants at a given time.
- e. MS/MPhil participants have to sign a supervisory agreement form after the approval of the synopsis (Appendix A1)
- f. MS/MPhil participants have to submit a research progress report each semester (Appendix A2)

### **3.24 Department Graduate Committee (DGC)**

- |    |   |          |
|----|---|----------|
| a. | Chairperson of the Department                                   | Convener |
| b. | Professors and Associate Professors of the concerned Department | Member   |
| c. | All PhD faculty of the respective department                    | Member   |
| d. | Concerned Supervisor(s)   | Member   |

The quorum for a meeting shall be one-half of the total members.

### **Functions of DGC**

The following are the functions of the Department Graduate Committee:

- a. To approve the research proposal of MS/MPhil and equivalent program participant
- b. To approve supervisors to MS/MPhil and equivalent program participant
- c. To consider research proposal(s) for project funding
- d. To propose a list of external examiners, if required

Research Proposal Supervisor/Supervisory Agreement will be signed by the participant and the proposed supervisor (Appendix A1)

### **3.25 MS/MPhil and Equivalent Program Thesis Evaluation**

- a. The nominated External Examiner will evaluate the thesis. DGC will recommend the names of the panel of experts to the concerned School Dean. SGC (School Graduate Committee) and BASAR, which will then approve the panel or disapprove only specific names from the panel. From the approved panel, the DGC will appoint the External Examiner.
- b. The Plagiarism Test must be conducted on the thesis before its submission to external examiners. Plagiarism Policy is available at serial **4.26** of this document.
- c. The Board of Examiners will consist of the following:
  - i. Chairperson/DGC (moderator)/Convener
  - ii. Dean of the Concern School/nominee
  - iii. External Examiner
  - iv. Research Supervisor(s)
- d. The external examiner has to evaluate the thesis and submit an evaluation report (Appendix A3) before the viva examination.
- e. The candidates will appear before the Board of Examiners for the assessment of their thesis. The Board of Examiners will approve or defer approval pending the re-submission of the thesis with minor or major changes.
- f. Minimum criteria of HEC, if any, regarding the particular thesis will have to be fulfilled;
- g. Approval of the thesis by the Board of Examiners will be mandatory for awarding the degree.

### **3.26 Research Requirements from MS/MPhil Program Participants**

- I. Each MS/MPhil participant has to attend three research workshops and three research seminars and has to present his/her research work at a conference.
- II. Each MS/MPhil participant, who has opted to do a thesis, has to write a research paper from his/her thesis and submit it to their supervisors for publication in a Journal. It is a mandatory requirement for the completion of the degree.

Semester Regulations and Policies

For

PhD Programs

## **4. Semester Regulations and Policies for PhD Programs**

### **4.1 Academic Program**

- a.** PhD participants will take prescribed courses, as defined by the school/department but not less than 18 credit hours for completing coursework.
- b.** PhD participants will be required to pass a comprehensive examination as per the prescribed process after completing the coursework.
- c.** PhD participants will present the research proposal to the Department Graduate Committee and then the School Graduate Committee; after that, it will be submitted to the BASAR for approval.
- d.** PhD participants will give a seminar once a semester relevant to their field of research at their convenience and as per the department's directions within a year after the approval of the proposal from BASAR.
- e.** PhD supervisor/s is/are required to submit detailed biannual progress reports of each semester to the Dean Research with the endorsement of the COD and the Dean.
- f.** PhD program requires full-time engagement in the coursework/research.

### **4.2 PhD Time Duration**

The time period to complete a PhD program is usually 03 years; however, the total time should not exceed 08 years from the date of admission in the PhD program, including Semester Leave/Freeze.

### **4.3 Course Codes**

All courses offered in PhD programs will be designated course codes of 600 and above levels.

### **4.4 Course Load**

- a.** PhD participants have to complete at least 18 credit hours of coursework.
- b.** A PhD participant will generally be required to take a course load of 9 credit hours and a maximum of 12 credit hours in each semester.
- c.** Whenever PhD participants' SGPA falls below 3.00/4.00, they will be on "probation" for the next semester. If the participant fails to attain a CGPA of at least 3.00/4.00 in the next semester, they will be dropped from the University.
- d.** PhD participants who have earned an 'F' grade in a course in any semester will be dropped from the program.

### **4.5 Course Registration (Enrollment for a Semester)**

All participants need to register for every semester they want to study. Course registration of continuing participants for the upcoming semester is done in advance, i.e., in the 13<sup>th</sup> week of the current semester (fresh participants can enroll on the day of orientation). The participants will register online. They can check their registration status along with information such as a semester, all courses taken in that particular semester, and sections along with timetable details online through the student portal. The participants are advised to contact the IPC lab for login and password-related issues.



## **4.6 Late Registration**

After the first week of classes, no course registration will be allowed for that semester. However, fresh participants can enroll in the first week of their classes (specially allowed for registration after the first week).

## **4.7 Add/Drop Course(s)**

- a.** Since the participants register for courses before the end-term exams, they are allowed to add/drop a course after the declaration of results. The participants may add/drop elective courses with an option only to drop any core course (if required). The participants cannot drop or change a course without their advisor's approval.
- b.** The time period to change (add or drop) a course is one week, beginning from the commencement of the semester. For this purpose, the participant must submit a request in the online participant portal. The Advisor will approve/disapprove the request. The participant can drop a course with the approval of the concerned Advisor. However, such participants will have to complete their degree program in the maximum time allowed.
- c.** If the participants add repeat courses/additional courses, they will have to pay the repeat fee (100% fee will be charged without any discount) with the next installment.

## **4.8 Withdrawal of Course(s)**

PhD participants, with the consent of the concerned faculty member, may be allowed to “Withdraw” a course(s) by the end of the 06th week of the semester. They will be awarded a ‘W’ in that particular course(s) in the transcript. However, the GPA/CGPA will not be affected. The participant has to pay the repeat fee when they repeat the course, and a 100% fee will be charged; any discount allowed will not be applicable on repeat courses.

## **4.9 Credit Transfer Policy for PhD**

### **4.9.1 Policy for External Credit Transfer Case(s)**

- i.** On the recommendations of the concerned Dean, the UMT Equivalence Committee may allow a transfer of a maximum of two courses of the PhD to complete that program at UMT. However, the courses should have been completed in the last one year.
- ii.** The Academic Council is authorized to allow the transfer of credit hours more than the aforesaid limit on exceptional grounds/cases examining the merit and genuineness of the case on the recommendations of the concerned Dean/BASAR. The Academic Council may allow any participant who has completed coursework of a PhD program in any other HEC-approved university to transfer credit hours. Such candidates should have at least a CGPA of 3.3 and must have taken almost the same courses or courses which can be substituted, provided that each course does not have less than B grade.
- iii.** The degree duration will be counted from the starting date of the previous degree program based on which credit transfer is claimed. Thus, the participant should have ample time to complete the degree requirements at UMT if considered for transfer of credits.

- iv. HEC Equivalence Certificate is mandated to submit the Credit Transfer form in case credit transfer is being sought based on a foreign degree.
- v. 80% or more of the content of the course(s) for which credit transfer is sought are similar to the course(s) offered by UMT, and the detailed course contents/outlines attached are compatible in depth and breadth of similar courses taught at UMT.
- vi. The credits transferred will be counted towards the degree requirements of the applicant. However, grade points of transferred credits will not be counted towards the calculation of CGPA, and only “Transferred” will be displayed against those courses whose transfer of credits was allowed. Moreover, the transferred courses' grades will not be displayed on the transcript.
- vii. Participants will be charged half of the total fee of course work in addition to the prescribed thesis/thesis evaluation fee.
- viii. Participants have to fulfill the residency requirement of one year after transferring credit hours at UMT, even if the research work is at its final stage. Otherwise, the normal duration of the program will have to be followed for the completion of the degree.

#### **4.9.2 Policy for Internal Credit Transfer Case(s)**

- i. Internal Credit Transfer is allowed to UMT participants if the Program Change request fulfills the admission eligibility requirements of the new program.
- ii. The applicant must have a CGPA of at least 3.0 for PhD programs.
- iii. The previous course grades and credits applicable to the new program will be counted towards calculating the CGPA of the new program. However, degree duration will be counted from the starting date of the previous degree.
- iv. Credit Transfer under Program change will not be allowed in case of dismissal on academic/disciplinary grounds, including expulsion from the University or a time-barred case (i.e., completed maximum duration of the program after first registration and unable to fulfill the requirements for the award of degree in prescribed duration).

#### **4.9.3 Cross Campus Credit Transfer Policy**

The internal credit transfer policy will apply to cross-campus credit transfer cases. However, the following additional documents will be required to be submitted with the credit transfer form:

- i. Credit transfer form with approval of the concerned CoD and Dean of destination School and parent department.
- ii. Clearance from Lab, Library, and accounts of parent campus
- iii. Progress report signed by the examination office of the parent campus

#### **4.10 Independent Study**

Independent study courses at the graduate level are not allowed, whether group independent study or otherwise. There will be a doctoral seminar having a three-hour class every week by schools and institutes for the participant who is left out due to class size requirements. Doctoral Seminar I and Doctoral Seminar II can replace two courses. A senior faculty will be given the charge, and the participant can go through the readings and presentations.

#### **4.11 PhD Research Work**

- a.** PhD participants are entitled to a supervisor for a period of three years after passing the comprehensive examination. If the participants require a supervisor after the end of this time period, they will be required to pay for the supervisory services.
- b.** PhD participants, who fail to submit their thesis within 05 years effective from the date of admission, may apply to the respective Dean/Director for extension through the supervisor. The SGC may approve an extension of up to 8 years from the admission date. Afterward, the case will be time-barred, and admission will be canceled.

#### **4.12 Allocation of Supervisor**

The Department Graduate Committee (DGC) or School Graduate Committee (SGC) is entrusted with approving supervisors for PhD participants after the preliminary supervisor selection by the PhD participant. The conditions for approval are as follows:

- a.** The respective Department/School will appoint a supervisor at the start of the degree program.
- b.** The participant will work on the approved research proposal after the successful completion of coursework and a comprehensive exam of PhD.
- c.** PhD Research Proposal will be initially presented in the DGC and subsequently in the SGC. The recommendations will be placed in the meeting of the BASAR for approval.
- d.** Each PhD thesis should be linked with one of the sustainable development goals (SDGs), and it should be clearly mentioned in the significance of the study in the proposal/synopsis and the abstract of the final thesis.
- e.** The scholar and the proposed supervisor will sign the research Supervisor/Supervisory Agreement form (Appendix B1).
- f.** The supervisor should hold a PhD degree in the relevant field. The supervisor should not exceed the maximum limits as defined by the HEC and UMT, i.e., 05 theses of PhD program at a given time.
- g.** The approved proposals will be forwarded to BASAR through SGC.

#### **4.13 School Graduate Committee (SGC)**

The composition of SGC is as under:

- a.** Dean/Director of respective school/institute
- b.** Chairpersons of teaching departments of respective school/institute
- c.** Professors and Associate Professors of respective school/institute
- d.** Supervisor(s) concerned
- e.** Two external subject experts for each discipline with regard to PhD Research Proposal

The quorum for a meeting shall be one-half of the total members. The presence of the Subject Expert will be essential to convene the meeting, provided that a minimum of one subject expert of the respective discipline has attended the meeting of SGC.

#### **Functions of SGC**

- i. To assess the presentation of PhD research proposal(s) along with the recommendations of the Department Graduate committee.
- ii. To approve recommendations regarding the list of external examiners
- iii. To approve the recommendation of DGC for the final allocation of the supervisor
- iv. To revise/approve the research proposals at the school level. PhD research proposals recommended only by SGC will be considered in the BASAR.
- v. To incorporate/comply with observation/suggestions of BASAR regarding PhD research proposals
- vi. Any other issue related to PhD program

#### **4.14 Change of Supervisor/Topic**

- a. Any subsequent changes in the proposal, title, or topic shall also be routed through the same channel.
- b. The candidate may request for change in PhD supervisor, or a supervisor may opt to withdraw from the supervision of a candidate. The candidate or the supervisor will submit their request to the concerned chairperson. SGC/DGC will make a recommendation for a change of supervisor for approval by the BASAR. No relaxation in maximum time for the completion of a PhD degree will be granted to the candidates on the basis that their supervisor/s has/have changed.

#### **4.15 Cancellation of PhD Program Admission**

The Registrar will cancel PhD admission on the recommendations of the Dean if the participant:

- a. Earns two consecutive adverse progress reports from their supervisor(s) (Appendix B2);
- b. Is found guilty of academic misconduct such as plagiarism and cheating or found guilty by the Participant Disciplinary Committee;
- c. Earns a CGPA of less than 3.00 out of 4.00 in two consecutive semesters;
- d. Remains unsuccessful twice in the qualifying comprehensive examination;
- e. Remains unsuccessful in the qualifying comprehensive examination in first two years;
- f. Remains unsuccessful in qualifying PhD Synopsis in one year after passing a comprehensive examination;
- g. Completes 8 years at the University from the date of admission without being able to fulfill the requirements for the award of PhD degree;

The aggrieved participant may file an appeal against the cancellation of PhD admission to the Dean Research within a period of 30 days of the cancellation of admission. The Dean Research will allow them to be heard in person, and its decision will be final.

#### **4.16 Residency Requirement**

The minimum residency requirement is two calendar years at UMT. The primary purpose of the residency requirement is to ensure that the doctoral scholar has ample opportunity to benefit from the physical and academic environment of the university. The participants can benefit from laboratories, a library, and other facilities at the campus. Moreover, they can participate in seminars, lectures, and other academic and social events on campus. Another purpose is that the faculty can monitor their professional and academic development and regularly assess their competence in the area of research. It also allows the participants to improve their research capabilities by discussing the problems with their fellow participants and the faculty. All of this promotes a collaborative research culture.

## **4.17 Comprehensive Examination**

### **4.17.1 Introduction**

A PhD participant who has completed PhD coursework and has to appear in a comprehensive exam is required to register for the comprehensive examination (CPE797). A comprehensive examination aims to assess the participant's knowledge and scholarly qualifications for the PhD degree. It consists of written and oral parts.

The comprehensive examination committee for the doctoral participant consists of:

- a.** Department Chairperson or Director/Advisor PhD program
- b.** Other committee members and any other selected by the head of the Department (minimum of 3 members constitute the committee)
- c.** Other members of the PhD committee may be invited as observers

Before admission to candidacy for the doctoral degree, the participant must pass a written and oral doctoral comprehensive examination. This examination is intended to test the participant's comprehensive knowledge of the subject of study, both in breadth across the general field of study and in depth within the area of specialization. The comprehensive examination is considered a single examination, although it consists of written and oral parts. While the PhD committee sets general policies and guidelines for exams, each program is expected to have different ways of assessing the participant's knowledge of the field and their preparation to begin the thesis. The participant will pass the written portion before sitting for the oral exam. Programs will have written policies regarding the Comprehensive Examination scheduling format and administration of the written test part. The time between the written and oral portions is determined by individual programs. However, the oral portion should come early enough to allow the participant to advance to candidacy in a timely fashion. OCE must schedule the exact time and place of this examination.

Upon successful completion of the written examinations, the oral comprehensive examination is conducted before the department faculty. This is the occasion when faculty members have both the opportunity and obligation to require the participant to display a broad knowledge of the chosen field of study and sufficient depth of understanding in areas of specialization. The examining committee must attest that the participant has demonstrated the professional level of knowledge expected of a junior academic colleague. The quality of the Comprehensive Examination is the responsibility of the examining committee.

Following will be the pattern of Comprehensive Examination:

- a. The participant will select four courses out of all studied PhD courses for a Comprehensive Examination
- b. There will be two papers (consisting of two courses each) of four hours each in the comprehensive exam followed by viva-voce.
- c. The papers will be closed book and are required to be solved in a specified time and place.

#### **4.17.2 Guidelines for Setting up Comprehensive Examination**

- a. A list of readings for the examination will be issued to all candidates at the time of admission into doctoral programs. All of these books will be made available at the Library in the textbook section. All articles will be provided through digital resources.
- b. The date of the Comprehensive Exam will be announced at least one month in advance. It will be held only twice a year with at least six months in between.
- c. A three-member team of faculty will be responsible for finalizing the question paper.
- d. The comprehensive Exam will consist of two papers, each having four questions, and one hour per question will be provided. It will be a closed book environment.
- e. The Office of Controller Examinations will conduct a comprehensive Examination under the supervision of the Committee.
- f. The passing marks will be 70%. There will be no choice.
- g. All papers will be graded blindly by two faculty members, and an average of the two will provide the final marks.
- h. External examiners will be consulted in framing questions and grading, depending upon their availability.

#### **4.17.3 Comprehensive Examination Committee**

The examining committee must consist of a minimum of three members. The members must be pre-approved by the Chairperson and Dean.

#### **4.17.4 Successful Completion**

- a. For the comprehensive examination to be completed, the doctoral program committee must vote to pass the participant on the entire examination, both written and oral sections, with no more than one dissenting or abstaining vote.
- b. A report of this decision carrying the signatures of all committee members must be sent to the Chairperson of the Committee, Controller of Examination, Registrar, and all those who maintain the participant's file.

#### **4.17.5 Failure**

A failure of the written or oral section of the exam constitutes a failure of the comprehensive exam. If a failure is reported, the committee must include an outline of the general weaknesses or deficiencies of the participant's work in the result report. The participant and the committee members are encouraged to work together to identify steps the participant might take to become fully prepared for the subsequent examination.

#### **4.17.6 Request for Clarification**

If at any time the participant believes that the advice given by the Comprehensive Examination Committee is inadequate, the participant may send a written request for clarification to the committee. A copy of this request should also be sent to the committee members. The committee must respond to this request in writing within two weeks, and a copy must be filed with the relevant Dean/Chairperson.

#### **4.17.7 Retake**

The participant who fails may not take a second comprehensive examination for at least 12 weeks. Failure to pass the Comprehensive Examination in two attempts will lead to admission cancellation from the PhD program.

#### **4.18 Research Proposal**

After successfully completing the comprehensive examination, the participant has to register “PhD Synopsis RES-798”. The participant will prepare a research proposal for PhD research in the prescribed format within 03 months after passing the Comprehensive Examination. IF DGC and SGC find the research proposal suitable, SGC will recommend the research proposal to BASAR through PhD Committee for approval within three months from the date of submission by the participant.

##### **4.18.1 Guidelines for Preparing Summary of Research Proposal**

The candidate should circulate eight-page summaries to the members, which should include the following, the details of which are available at the website of Dean Research (<https://www.umt.edu.pk/odr/Downloads.aspx>):

- 1) Introduction (2-4 pages)
- 2) Literature Review (2-4 pages)
- 3) Statement of the Problem
- 4) Significance / Rationale of the Study
- 5) Objectives of the Study
- 6) Hypotheses / Research Questions
- 7) Methodology (2-3 pages)
- 8) Research Design
- 9) Sample
- 10) Operational Definitions of the Variables (optional)
- 11) Data Collection Techniques / Assessment Measures
- 12) Procedure
- 13) Ethical Considerations: consent/access/and participant’ protection
- 14) Proposed Analyses
- 15) Limitations/Delimitations (if Applicable)
- 16) Time Frame of Thesis
- 17) List of References

## 18) Appendices

### 4.19 PhD Participant Commitments

- a. Upon successful defense of the research proposal, participants will be required to enroll in **RES-799A Doctoral Thesis Work-I** (registered as zero credit hours), contributing 03 credit hours towards the total credit hours required for the thesis (if passed successfully).
- b. If completed successfully, participants will be required to re-register for the same course in the subsequent semesters with an advancement in the course code every time i.e. **RES-799B Doctoral Thesis Work-II**, then **RES-799C Doctoral Thesis Work-III**, and so on till the completion of the research work (submission to OCE for external review).
- c. If the participants earn unsatisfactory grade in two consecutive semesters, their admission will be canceled.
- d. In case participants do not register for Doctoral Thesis Work, their research advisor may not facilitate him in research work, and an unsatisfactory grade will be awarded to them.
- e. After the approval of the Research Proposal, PhD participants will be required to attend departmental and school seminars and present their research in progress, working papers, and thesis drafts at the said seminars each semester. They will also be required to provide their progress at the said seminars.
- f. The participants will also be required to meet their supervisors at least once per week after the approval of their research proposals and discuss their progress.

### 4.20 Progress Reports

Progress Reports are submitted on the PhD Progress Report Form (Appendix B2) in each semester through the concerned Department to Dean Research and contain the following:

- a. Report on the participant's achievements over the past six months
- b. Facilitate planning of upcoming milestones and aims
- c. Identify any issues for discussion (with Supervisors, Chairpersons, Dean / Director)

Its effectiveness depends on:

- a. Taking the process of reflection and planning seriously
- b. Candid responses from all the stakeholders
- c. A willingness to discuss and address any issues that arise through the process of reflection and planning

### 4.21 PhD Thesis Timeline

PhD participants, who fail to submit their thesis within five years effective from the date of admission, may apply on the prescribed application form (Appendix B3) to the respective Dean/Director for extension through the supervisor and the concerned department. The School Graduate Committee, on the recommendation of the Department Graduate Committee, may recommend an extension for consideration and approval by the BASAR.



#### **4.22 PhD Thesis Requirements**

The PhD thesis submitted by the candidate for PhD degree must comply with the following conditions (Appendix C1):

- a.** It must form a distinct contribution to the body of knowledge and afford evidence of originality by discovering new facts or exercising independent critical judgment.
- b.** Publications of at least two research papers are compulsory for a PhD degree in all disciplines. The requirement will apply to PhD participants who register for Doctoral Thesis-I in Spring 2021 or later. Dean Research will verify the publication and ensure its affiliation with UMT.
- c.** The degree will only be issued after the fulfillment of the thesis requirement. The Controller of Examination will ensure that the participant has published the research paper in accordance with the thesis requirement condition.
- d.** A PhD participant has to publish two papers in at least HJRS “Y” category in social sciences/humanities and HJRS “X” category or above in science/applied sciences disciplines as the first author with UMT affiliation. The supervisor should be the second author.
- e.** Each PhD participant has to attend five research workshops and five research seminars and has to present his/her research work at three conferences
- f.** Any part of the thesis that has been published before thesis submission must be appended at the end of the thesis.
- g.** The participants will submit through their supervisor one copy of the thesis, typed or printed, and a CD of the thesis after qualifying for the PhD (Appendix C3 & C4).

#### **4.23 Appointment of Examiners**

- a.** The DGC and SGC will ask for a recommendation from the BASAR to approve a panel of external examiners (foreign examiners from technologically advanced countries for thesis evaluation and local ones for thesis evaluation and defense) for the evaluation of the thesis before submission.
- b.** The BASAR will approve a consolidated list of external examiners.
- c.** The supervisor will then recommend four external (local) and five external (foreign) examiners through the Dean/Director of the respective school/institute (Appendix C2). The Dean/Director of the respective school/institute will then forward the list of external examiners to OCE (will be endorsed by Dean Research). The Rector/Nominee will appoint two international external experts from technologically advanced countries and two local experts from this list.
- d.** A fresh panel of external examiners will be appointed if nominated external evaluators do not respond within two months.

#### **4.24 Evaluation of Thesis**

- a.** The concerned supervisor will evaluate the thesis, which will be forwarded to the Office of Examination for further evaluation by external examiners.
- b.** The Plagiarism Test must be conducted on the thesis before its submission to the external examiners (Appendix C3). The Plagiarism Policy is available at serial **4.26** of this document.

- c. The Controller of Examinations will get the thesis evaluated (Appendix C5) within six months after the date of submission/resubmission of the thesis to his/her office. Any delay beyond six months will be brought to the notice of the Rector and Dean Research.
- d. No degree will be awarded unless all examiners recommend the award of the degree. While recommending the award of the degree, the examiners will also report whether the thesis is fit for publication both from the point of view of content and language.
- e. If both external examiners find the thesis inadequate, the candidate will be declared failed.
- f. If one of the external examiners approves the thesis and the other rejects it, then the evaluation of the 3<sup>rd</sup> examiner will be considered for the decision. If the 3<sup>rd</sup> examiner disapproves of the thesis, the candidate will be asked to do additional research work for a maximum of one year. In case of the approval of the thesis by the 3<sup>rd</sup> examiner, the case will be processed further for thesis defense.
- g. If any of the examiners adjudges the thesis inadequate and suggests major modification/revision of the thesis, the candidate will be required to resubmit a revised version of the thesis within one year. S/He will be required to pay 50% of the original thesis fee for the examination.
- h. The same examiner who suggested modification in the thesis, but did not recommend the award of a degree, will evaluate the revised version of the thesis.
- i. If an examiner suggests modification/corrections and recommends the award of a PhD degree, the candidate will make changes within six months. The corrections/modifications/changes in the revised version will be verified by the supervisor, COD, and the Dean (Appendix C6).

#### **4.25 Thesis Defense / Oral Examination**

- a. If the thesis is adjudged as adequate by the foreign examiners, the participant will be required to undergo a defense examination (Appendix C7 and C8) to be conducted by two external examiners (local), supervisor/s, and chairperson DGC/chairperson SGC.
- b. Two examiners for thesis defense will be appointed from within Pakistan from the approved panel.
- c. PhD thesis defense will be evaluated on a specific evaluation proforma (Appendix C9 and 10).
- d. The thesis defense will be open to the public, but only the examiners appointed for this purpose will do the evaluation, followed by viva-voce
- e. If the participant fails to satisfy the examiners in the defense, they may require the participant to defend the thesis for the second (and the final) time within six months.

#### **4.26 Plagiarism Policy**

UMT follows the HEC Plagiarism policy, which is available at:

<https://www.hec.gov.pk/english/services/faculty/Plagiarism/Pages/default.aspx>

#### **4.27 Award of Degree**

On completing PhD Degree requirements, the participants will be issued PhD Thesis Defense notification by the Controller of Examinations. The scholar will then apply for the Final Transcript and the degree.

#### **4.28 Copy of PhD Thesis to HEC**

OCE will email the prescribed HEC Proforma (PhD Country Directory) to the PhD Graduate after the issuance of the Final Transcript. The PhD Graduate will submit the duly filled PCD form and the required documents to OCE. OCE will send the PCD form to HEC (signed by CoE and the Rector) along with one hard copy and CD of the thesis.

General Guidelines  
for  
MS/MPhil & PhD participant

## **5. General Guidelines for MS/MPhil and PhD Participant**

### **5.1 Research Reward Policy**

#### **5.1.1 Introduction**

Publishing scientific research is deemed one of the essential jobs and anticipated tasks of faculty members and researchers at UMT. The Research Reward Program aims to reward and honor the efforts of outstanding researchers at UMT and encourage them to exert more to elevate academic and applied research at UMT to the highest levels. The program also aims to increase research productivity and quality, enhance UMT research culture, and uplift the University's academic rank.

#### **5.1.2 Objectives**

- a.** Encourage publication in leading international journals.
- b.** Contribute actively toward achieving internationally recognized research excellence.
- c.** Foster collaboration with international researchers worldwide.
- d.** Encourage the diversification of scholarly outcomes.

#### **5.1.3 Scope**

This Research Reward Policy applies to all full-time faculty members, research associates, and the participant of Schools/Institutes as well as non-faculty researchers, effective from July 1st, 2020

#### **5.1.4 Policy: Guidelines and General Eligibility Requirements:**

- a.** This policy will apply to research articles published by UMT authors in HEC-recognized international and national Journals.
- b.** Researchers must have UMT affiliation for all types of research manuscripts (articles, books, book chapters etc.)
- c.** The researcher having an account/profile on Google Scholar, Scopus, Mendeley, Publons, and ORCID will be eligible to apply for a reward for any category defined in this policy.
- d.** Conference papers will not come under the umbrella of this policy.
- e.** Research work published in a journal that is not a full-length research paper, i.e., Letter to Editor, Abstracts, Notes, Short Paper/Study, Correspondence, Discussion & Comments, Contribution, Erratum, and Corrigendum, will not be considered for the cash reward.
- f.** Publishing articles with a publishing fee paid by UMT will not be considered for a cash reward.
- g.** Full book/book chapter(s)/partial contribution in a book will be dealt with separately as per HEC policy.
- h.** Winning research grants, patents, models, and applied research, will be dealt as per policy available at: [www.umt.edu.pk/oric/Downloads.aspx](http://www.umt.edu.pk/oric/Downloads.aspx)
- i.** This reward will be given upon the online/print publication of the article.
- j.** For single author\* publication, a total reward amount will be given to the author; however multiple/co-authorship\* will be treated as per the following detail:

One co-author	60% for the first author 40% for the second author
Two co-authors	50% for the first author 30% for the second author 20% for the third author
Three co-authors	40% for the first author 30% for the second author 20% for the third author 10% for the fourth author
More than three co-authors	35% for the first author 25% for the second author 20% for the third author 20% is distributed among the other authors equally
Corresponding Author	The corresponding author, if not the first author, will be considered the second author, and the rest of the authors will be dealt with accordingly (this policy will not be applicable in case of more than one corresponding author).

**\*for authors with UMT affiliation only**

- k.** In the case of multiple authors, the reward will be divided among the number of UMT authors, and non-UMT authors will be excluded. The reward portion will be excluded from the total amount in the case of non-UMT authors.
- l.** The name/affiliation of UMT in the publication will be a prerequisite for availing of this reward.
- m.** UMT author(s) showing affiliation with two or more institutions will carry weight accordingly (e.g., for dual affiliation, weightage will be 50%).
- n.** Verification of the publication from the UMT Research Grant Committee (RGC) will be mandatory for this reward.

### **5.1.5 Type 1: Publication Categories and Amount of Cash Rewards:**

Categories of cash rewards will be as per HEC's new journal recognition criteria, without any differentiation of sciences/social sciences/humanities. The distribution will be as follows:

<b>HEC Recognized Category</b>	<b>Revised Cash Award (Pk Rs)</b>
Y - Null	30,000
X - Null	40,000
X - Clay	50,000
X - Honorable Mention	70,000
W - Honorable Mention	90,000
W - Bronze	100,000
W - Silver	125,000
W - Gold	150,000

W - Platinum	200,000
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### 5.1.6 Type 2: Publication in Nature Index Journals

<https://www.natureindex.com/faq#journals>):

The Nature Index is a database of author affiliation information collated from research articles published in an independently selected group of 82 high-quality science journals. The Nature Index provides a close to real-time proxy of high-quality research output and collaboration at the institutional, national, and regional levels. The Nature Index also provides institutions with an easy means to identify and highlight some of their best scientific research.

- A 50% extra reward for full-length Journal paper publication in Nature Index Journals will be given.

### 5.1.7 Process

The researcher will apply through an online form available on the web page of the Research Grant Committee (RGC) and also submit a signed copy of the form to the secretary Research Grant Committee. RGC shall review the reward cases in quarterly meetings and forward cases with the Rector's approval to the Accounts Office for further process.

## 6. Examinations/Participant Evaluation Rules

### 6.1 Assessment

The final standing of each participant in each course can be accessed through the midterm examination, sessional work (presentations, assignments, quizzes, term paper, class participation, practical(s), and a final examination at the end of each semester or according to the criteria agreed upon by the concerned Academic Department/ OCE.

- During a session, 25-40% of work will comprise a combination of assignments and quizzes or according to the criteria agreed upon by the concerned Academic Department/ COE. The number and nature of tests and assignments are at the discretion of the faculty members.
- In case the participant joins a course after it has started, they will be responsible for submitting any missed sessional evaluation. The marks in missed quizzes and other tests will be considered zero, while make-up tests, assignments, projects, and labs can be arranged in consultation with the teacher/ head of the concerned department.
- There is no supplementary/special examination in a semester system.
- The midterm examination is usually held during the 8-10<sup>th</sup> week of a semester, while the final examination is scheduled at the end of the semester.
- The midterm/final examination script will be shared with the participant for review.
- To pass a course, the participant must obtain 60% in all Master/MS/MPhil programs equivalent to 18 years of education and 60% for PhD.
- Rules and regulations of accredited bodies will be observed for the accredited degree programs.

## 6.2 Duration of Examinations

Besides home assignments, term papers, quizzes, projects etc., the duration for various examinations will be as follows:

<b>Midterm Examination</b>	1 hour during the class period
<b>Final Examination</b>	2-2.5 hours during the examination week

## 6.3 Grading System

The performance of the participant will be assessed based on the following grading criteria:

Letter Grade	Master/MS/MPhil/PhD (equivalent to 18 -years of education or above)
	Grade points
A+/A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
F (Fail)	0.0
P (Pass)	-
I (Incomplete)	-
W (Withdrawal)	-
S (Satisfactory)	-
U (Unsatisfactory)	-
NC (Non-Credit)	-
IP (In process)	-



The maximum grade point average is 4.00.

Grading will be based on the norms of the relative grading system.

#### **6.4 Award of Incomplete (I) Grade**

- a.** A participant, owing to an emergency or a plausible reason, may apply for the award of an 'I' (Incomplete) grade. Such application is acceptable upon recommendation of the Resource Person/COD followed by the approval of the Dean/ Director. Approval on the application form is mandatory. The approved application form will be submitted to the Controller of Examinations.
- b.** The participant has to take only the end-term exam for the course(s) graded 'I,' and the exam must be conducted on or before the end-term exam of the next semester.
- c.** The attendance, midterm, and sessional evaluation for such course(s) will be considered as it was at the time of awarding 'I' grade. If a participant fails to take the 'I' grade exam by the required time, the 'I' grade will be changed to 'F', and the participant will be required to repeat that course(s).

#### **6.5 Condition of I Grade**

- a.** The participant is required to attend a minimum of 80% of classes and attempt all assignments, projects, and midterm exams. Their class evaluation must be completed by the end-term exams.
- b.** Resource Person is responsible for the conduct of "I" grade exam with consultation/ consent of OCE.
- c.** The participant who misses a rescheduled exam will not be given a *second chance*.

#### **6.6 Award of Grades "P," "NC," and "S"**

- a.** In some courses, a "P" or "S" is awarded as the final grade. The credits of these courses are counted towards the completion of the degree, but these are not used for the computation of CGPA.
- b.** In some courses, a "P" or "S" is awarded as the final grade.
- c.** Non-Credit (NC) course(s) allow the participant to take regular classes with complete attendance. They will submit all quizzes, assignments, and mid-term and final-term exams to fulfill the course requirements. The course(s) will be evaluated with marks and regular grades. It will not be counted in Credit Hours and CGPA. The following conditions need to be followed:
  - I.** Certificate course(s)
  - II.** Graded Elective course(s), substitute of any other elective course(s)
  - III.** Core, compulsory, and 'F' grade course(s) will not be converted into 'NC.'

#### **6.7 Calculation of Grade Point Average (GPA) for a Semester**

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated using the following relationships:

$$\text{SGPA} = \frac{\text{Course Credit Hours} \times \text{Grade Point Earned}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum of GPA of All Courses Taken in All Semesters (Course Credit Hours} \times \text{Grade Point Earned)}}{\text{Total Credit Hours Taken in All Semesters}}$$

### 6.8 Degree Completion Requirement

The degree completion requirements in terms of CGPA (Cumulative Grade Point Average) at the Graduate Level are given below:

Sr. No.	Programs	Minimum CGPA requirement
1.	MS/M.Phil. and equivalent programs (without Thesis)	2.50
2.	MS/M.Phil. and equivalent programs (with Thesis)	3.00
3.	PhD	3.00

### 6.9 Report Based Results

Participants will have to stringently follow the rules and procedures regarding written assignments, class preparations, projects, quizzes, and examinations for a course.

- a. Participants will have to submit the plagiarism/similarity report to a resource person with the final report/project, thesis, and assignments.
- b. The Chief Library Officer (CLO) will sign the plagiarism/similarity report.
- c. A signed plagiarism/similarity report will be submitted to OCE with the final project/thesis result. Minimum and maximum percentages of plagiarism will be followed as per HEC policy.

### 6.10 Make-up of Midterm Examination Policy

- a. Absence from examinations is permissible only in extreme situations beyond the control of the participant. Serious illness/injury of the participant or death in the immediate family is regarded as a legitimate reason for rescheduling a make-up of midterm exams.
- b. The request for scheduling a make-up exam must be made by the participants or someone on their behalf through the make-up exam petition form, which must be submitted to COD, along with other required documents, within three working days of missing the exam.
- c. The course instructor will take the makeup exam within two weeks of the original exam. The participant who misses a scheduled make-up exam will not be given another chance to sit for the missed exam.
- d. The participants involved in extracurricular activities arranged by the societies or other institutions would get prior approval from the Resource Person and COD/Dean regarding their absence from a quiz or an exam.

**Note:** This policy does not apply to end-term exams.

## **6.11 Communication of Results**

The results of quizzes, midterms, and assignments are communicated to the participants during the semester and must be reviewed by them. The course instructor's responsibility is to keep the participants informed about their progress during the semester. The course instructor will inform the participants at least one week before the final examination related to their performance in the course. All observations of the participants regarding their performance must be addressed prior to the commencement of final examinations. The participants can view their final grades online on the participant portal by the result declaration date, as per the Academic Calendar. The resource person is responsible for regularly marking and updating the sessional evaluation marks.

## **6.12 Conduct of End Term Examinations**

Prior to End Term Examination, the concerned faculty members need to inform the OCE and the participants about the books, notes, or other material that the participants can refer to during the test or examinations. All other books, notes, papers, etc., cannot be used by examinees.

## **6.13 Examination Schedule**

- a. COD's office publishes a tentative examination schedule at least three weeks before the start of the final examination to remove clashes.
- b. The OCE publishes the final examination schedule at least two weeks before the beginning of the final examination on the OCE website.

## **6.14 Examination Rules**

- a. Participants should reach the examination room at least 10 minutes before the scheduled time. No additional time will be given to the participant arriving late.
- b. The participant who has short attendance in any of their course(s) will not be allowed to sit in the examination room.
- c. Participants are strictly prohibited from bringing their mobile phone and other unauthorized electronic gadgets. If they bring these items to an exam, they should be aware of the following:
  - I. The University of Management and Technology accepts no responsibility for any loss or damage to the participant's belongings.
  - II. The possession of an unauthorized electronic gadget/s can lead to an Unfair Means Case against the participant.
- d. The participant must maintain complete silence in the examination room. If the participant has any kind of query, they should raise their hand and wait for the invigilator to respond.
- e. Lending/borrowing a pen, pencil, ruler, or calculator is strictly prohibited in the examination room.
- f. The participant must display a UMT ID Card.
- g. No rough work is to be done on the question paper.
- h. Participants must mark their attendance on the attendance sheet during the examinations. In case their name is not listed, they need to report to an invigilator immediately.

- i. Participants found cheating, chatting, gesturing, or misbehaving in the examination room will be dealt with under the UMC rules.
- j. Any participant using abusive or obscene language in the answer sheet will be dealt with under disciplinary rules.
- k. Participants cannot leave the examination room without prior permission from the invigilator.
- l. In the case of an open book/open notes exam, participants must follow instructions given on the front page by the resource person and should not indulge themselves in conversation with one another.
- m. Participants are not allowed to leave their seats during the exam without getting permission from the invigilator.
- n. An attempt to gain access to a question paper before the examinations will be dealt with under the UMC rules.

## **6.15 Unfair Means**

- a. Any participant found using unfair means or assisting another participant during a class test/quiz, assignment, or examination will be liable to disciplinary action. The use of unfair means generally covers the following:
  - I. An attempt to access a question paper before the test or examination.
  - II. Use or possession of unauthorized reference material during a class test/quiz or examination.
  - III. Any form of communication among the examinees in or outside the examination room while the test or examination is in progress.
  - IV. Unauthorized entry into faculty member's office with the intention of accessing or tampering with official documents.
  - V. Plagiarism/similarity reported in assignments, projects, and thesis.
  - VI. In the case the invigilator finds any negligence on the participant's end, the participant will be allowed to complete the exam, but the exam is to be held in escrow until UMC is conducted and the final exam rendered.
- b. A participant found guilty of such an act by the relevant committee will be liable to one or more of the following disciplinary actions:
  - I. Grade "F" in the subject; and/or
  - II. Fine of up to 25,000 to be fixed by the committee and/or
  - III. Suspension from the semester and/or
  - IV. Expulsion from the university
  - V. Any other punishment recommended by the committee

## **7. Final Transcripts and Degrees**

### **7.1 Process of Final Clearance**

The participants who have completed all the degree requirements will apply for FT through their online participant portal as per the given process.

- a. Logging into the student Portal and clicking dashboard for FT Clearance
- b. Clicking on FT Clearance
- c. To start the clearance process, the participants will overview their documents & related departments and click on the start button.
- d. Clearance will start on the submission of the undertaking by clicking on the button: **YES, I am sure!**
- e. The participants will upload their educational documents by clicking on the drop-down button.
- f. They will then select their certificate/degree.
- g. They will browse their documents with JPG, and PNG formats.
- h. They will upload their documents and click on the next button.
- i. They will fill in mandatory\* required personal details.
- j. They will fill out the feedback form and click on submit.
- k. After the FT clearance request has been successfully submitted, they should click on the registration button for the alumni portal.
- l. Final FT can be collected by the participants after three weeks from the date of application. To collect the FT, the participants will have to bring their original CNIC along with its copy.

## **7.2 Guidelines for Issuance of Final Transcript and Degree**

- a. It is preferred that the participants who have graduated must receive their FT/degree personally from the Office of Controller Examinations (OCE) during office hours.
- b. The graduates are encouraged to receive their degrees in person on the eve of Convocation.
- c. However, if the participant cannot collect the FT/Degree personally, an authorized person can collect the FT/Degree on the participant' behalf by producing a letter of authority, a copy of their CNIC, and attested copies of the participant's CNIC.
- d. The participants living abroad will send their authority letter duly attested by Pakistan Embassy/Consulate General Office for the issuance of their FT/degree through a courier from Pakistan. The university will not be responsible for any damage/loss caused to the FT/Degree in transit.
- e. The university reserves the right not to issue the FT/Degree while investigating the applicants' identity and may ask them to produce further evidence for their identification.

## **7.3 Award of Degrees**

Degrees will be issued on the eve of the Convocation to those who have completed all degree requirements of a particular program and have been issued final transcripts. For the issuance of an urgent degree, the participant will apply through the prescribed urgent degree form, submitted to PRS along with a copy of CNIC, receipt of payment of urgent degree fee, and copy of FT. The urgent degree will normally be issued within one week of the application by the OCE.

## **7.4 Duplicate/ Revised (FT/ Degree)**

- a. **Duplicate FT/ Degree**

In case FT/ Degree is lost or misplaced, the participant can apply for a duplicate FT/Degree by paying the fee of the duplicate FT/ Degree in the OTR. The word “Duplicate” will be written on the FT/ Degree. It is mandatory for the participant to provide the following documents:

- I. Photocopy of lost FT/ Degree
- II. Original copy of FIR lodged with police station regarding the loss of FT/ Degree
- III. An affidavit on a stamp paper of Rs 50/-
- IV. Original clipping of newspaper advertisement announcing the loss of FT/ Degree

#### **b. Revised FT/ Degree**

In case of any error/change in FT/ Degree, the participant can immediately apply for a revised FT/ Degree by paying the fee for revision to the OTR. The word “Revised” will be written on the FT/ Degree. It is mandatory for the participant to meet the following documents:

- I. Surrender the original FT/Degree
- II. Provide a copy of Matric certificate and CNIC

#### **8. OCE Service Charges**

The details of the OCE service charges can be obtained from the following link.

<https://www.umt.edu.pk/oce/Services.aspx>

**Note:** The above-mentioned charges may be revised without prior notice.

#### **9. Convocation**

##### **9.1 Code of Conduct**

The University of Management *and* Technology, Lahore, holds its Convocation twice a year to honor the graduating participant’s commitment and dedication to academic success. Rehearsal of the event is mandatory for all graduates. Registration fee for the convocation is charged. Keeping in view the decorum of the ceremony, participants are requested to observe the following rules during the Convocation proceedings. Failure to comply will result in the expulsion of the concerned from the ceremony.

- a. Only formal dressing is allowed on the day of Rehearsal and Convocation.
- b. The participant’s mobile phones, cameras, and other electronic devices should not disrupt the ceremony or disturb the audience.
- c. All graduates should wear their gowns properly ironed as approved by their respective schools.
- d. Unnecessary movements, gossip, and exchange of seats are not tolerated inside the convocation hall.
- e. Participants are discouraged from leaving the venue before the closing of the ceremony.
- f. Participants may come out of the hall only after the announcement for group photographs.
- g. Full cooperation from the participants in maintaining discipline and sobriety during the ceremony is expected.

## 9.2 Rector's Research Recognition Award (MS/MPhil Participants)

Rector's Research Recognition Award is given to the graduating participants of MS/MPhil on the Convocation Day, fulfilling the following conditions:

- a. The participant must have a minimum CGPA of 3.0/4.0.
- b. The participant must have completed his/her degree program within the stipulated period, i.e., a maximum of 3 Years.
- c. The Award shall be given to those who publish at least one paper in a HEC approved journal from thesis work.
- d. The participant's name should be in the first three authors with UMT affiliations.
- e. There should be no "F" grade.
- f. The participant should not have been penalized as a result of disciplinary and/or unfair means.
- g. A Research Reward Committee shall review and short-list the papers for this Award.
- h. Only the top three (3) participants from Sciences\Applied Sciences and three (3) participants from Social Sciences\Humanities will get this award.
- i. If more than three (3) participants have papers from the same Category (HJRS), then priority will be given to the participant with a higher CGPA.
- j. The participant will be awarded a souvenir.

## 10. The Scholarships and Financial Aid

Details of scholarships & financial aid can be obtained from the following link.

<https://www.umt.edu.pk/org/Scholarship-Financial-Assistance.aspx>

## 11. Fee Refund Policy

For fresh entrants in a semester, the tuition fee may be refunded in case of admission cancellation, provided the application for refund is submitted as per the following schedule:

During the first week after the commencement of classes:	100%
During the second week after the commencement of classes:	50%
After the second week of classes:	No Refund

**Note:** The admission fee and library fee are non-refundable and non-transferable.

## 12. Payment of Dues

- a. The participant may opt to deposit lump sum dues. A pre-payment discount of 15% is given on the total amount admissible for four years, 10% discount on the amount admissible for three years, and 05% discount on the amount admissible for two years. In case a participant who had deposited a lump sum or dues discontinue studies at UMT before the completion of the prepaid period, the accounts department will make the refund according to the Treasurer's prescribed policy.

- b. Regular semester dues are paid on the dates specified in the fee card issued by the accounts department each year for each participant. The annual fee amount is calculated based on the average course load of the participant incorporating all financial assistance committed to them.
- c. The annual fee estimate is payable in four equal installments **on or before the 1<sup>st</sup> day of March, June, September, and December every year**. Those who are unable to pay their dues by the deadline will be charged with a contribution to the ILM Fund (late payment charges) as per policy.
- d. Participants will be allowed to register for courses, attend classes, take examinations and receive degrees only if they have cleared all their dues. **Failure to pay the dues and late payment charges by the end of the grace period will result in participants' dismissal from the program.** Reinstatement is permitted only at the discretion of the Registrar and on payment of outstanding dues.
- e. The accounts department will issue supplementary fee bills to a participant for repeating courses, for studying pre-courses & additional courses.
- f. HEC participants will pay the dues as per the UMT fee package.
- g. **Payment of fee for MS/Bachelor courses by Bachelor/MS Participants**  
Bachelor participants who are taking courses in the MS/Master programs will be charged the per credit tuition fee of the bachelor program for these courses. MS participants registering for bachelor courses to fulfill their deficiencies or for fulfilling the degree requirements will be charged bachelor fee rates.

All participants are required to pay a learning investment on a quarterly basis. The due dates for quarterly installment of learning investment are:

- 1st of March
- 1st of June
- 1st of September
- 1st of December

The learning investment would be paid through challan forms that may be obtained from the Online Student Portal or Front Desk Admin Building.

#### **Payment Method:**

Payments method over bank counter

Payments can be made in any branch of HBL or Meezan Bank across Pakistan via submitting a fee voucher.

Please email a copy of your Fee Paid vouchers to [payments@umt.edu.pk](mailto:payments@umt.edu.pk) if you pay in any HBL Branch other than HBL UMT.

#### **Online payment methods:**

1. Go to "More"
2. Select "Bill payment"



3. Select "Education"
4. Select "University of Management and Technology"
5. Enter "Student ID" & "Pay"

### 12.1 Bank Details for Overseas Transfer

Banking Detail for Overseas Transfer:

#### For Overseas Students

Amount US\$ / \_\_\_\_\_

#### FAVORING:

Beneficiary: University of Management and Technology

Beneficiary address: C-II, Johar Town Lahore

#### 12.1.1 Inter-bankers Routing

##### HABIB BANK LIMITED

- **ACCOUNT TITLE** : UNIVERSITY OF MANAGEMENT AND TECHNOLOGY
- **ACCOUNT NUMBER**: 23497000000303
- **BRANCH CODE**. 2349
- **IBAN NO**: PK22 HABB 0023 4970 0000 0303
- **BANK ADDRESS** : UMT BRANCH, C-II, JOHAR TOWN LAHORE, PAKISTAN

##### ASKARI BANK LIMITED (Islamic Banking Branch)

- **ACCOUNT TITLE**: UNIVERSITY OF MANAGEMENT AND TECHNOLOGY
- **ACCOUNT NUMBER**: 0091 8020 0003 3801
- **BRANCH CODE** : 918
- **IBAN NO**: PK49 ASCM 0091 8020 0003 3801
- **BANK ADDRESS** : IBB PECO ROAD BLOCK D, FAISAL TOWN, PECO ROAD LAHORE-PAKISTAN

### 12.2 Banking Facilities

ATM is located on campus on the Ground floor at the main building

### 12.3 Method to pay the fee via Meezan Bank App

- Download the voucher from the participant portal.
- Open Meezan Bank App on your mobile.
- Go to **Bill Payment**, select **UMT Lahore**, carefully enter the **challan number** as appearing on the voucher, read **the participant name**, Add **“Biller”**
- Click on **“Pay now”**, select **earlier added biller**, verify your name, amount and challan number and **“Pay”**.

**Note:** Any payment made other than above-mentioned methods will not be entertained.

### **13. The participant ID Card Policy**

- a.** The University ID card identifies a participant as a current member of the UMT, the participant body. Provision of all UMT facilities shall be subject to the availability of a UMT ID Card. Therefore, the participant is encouraged to receive their ID cards from the Office of the Participant Relations Section, Office of the Registrar immediately after admission.
- b.** It is mandatory for the participant to properly display a UMT ID card while entering the premises of the University. If the participants misuses the ID card, they will be fined as per prescribed policy. In the above-mentioned cases, the participant will be allowed to enter UMT premises upon presenting CNIC to ensure that they do not miss any classes, quizzes, or exams, but they will not be allowed to make use of UMT facilities.
- c.** The UMT ID card is non-transferable, must be carried at all times, and must be presented upon demand by a University official or security guard; failure to do so may subject the participant to disciplinary action. Additionally, the presentation of an expired ID card to University officials will be considered a violation of University Policy and will be subject to fine, disciplinary action, or both.
- d.** If the ID card expires or becomes unusable due to wear and tear, it will be reported to the Office of Registrar immediately. Similarly, lost and stolen cards must also be reported promptly to the Office of Registrar. ORG will issue a new ID card upon the submission of an ID issuance application and a non-refundable ID card replacement fee payable by cash.
- e.** ID cards found by a non-owner should be returned to the Office of the Registrar as soon as possible. ORG shall send an email to the owner of the found ID card with a notification that the ID card was found and should be claimed as soon as possible.
- f.** Any transfer, alteration, falsification, or forgery of a participant ID card constitutes a violation of University policy and may result in an appropriate disciplinary action to be determined by the Office of Registrar. In addition, fraudulent or illegal use of the campus identification card may result in criminal charges and/or civil proceedings.
- g.** The card is void upon termination or interruption of enrollment.
- h.** The participant is supposed to surrender the ID card upon the request of a University official or in case of a breach of the university code of conduct.

### **14. Transport Card Policy**

The policy is designed to ensure the smooth and seamless provision of transport services to the University of Management and Technology participants.

- a.** It is mandatory for the participant using the University transport facility to renew their transport cards between 1<sup>st</sup> and 3<sup>rd</sup> of every month.
- b.** If the card is renewed after 3<sup>rd</sup> but before 10<sup>th</sup> of any month, Rs. 100/day shall be charged as a fine for each day.
- c.** The Office of Treasurer shall make cards (as per list) in advance for issuance on request (no cash payment).
- d.** It is mandatory for the participant to keep in possession a valid University transport card, University ID card, and CNIC while traveling through the University transport facility and show it to the relevant personnel whenever demanded.
- e.** If a participant is reported to enter the transport bus without a valid transport card or written prior approval, s/he shall be charged the full month's transport fee and an additional fine of Rs.

1,000/-, which shall be paid in cash. In case of non-payment of the fine within 07 days, the fine shall be increased to Rs. 1,200/- and shall be credited to the participant's fee.

## **15. Academic Guidance**

Participants are encouraged to meet faculty members during faculty members' scheduled counseling office hours to seek guidance and counseling.

## **16. Disciplinary System**

- . The UMT Disciplinary System provides for procedures under which alleged violations of the University's Code of Participant Conduct and Code of Academic Integrity and other policies, rules, and regulations are investigated.
- a. The Code of Participant Conduct sets forth the responsibility of all the participants at the University to exhibit responsible behavior and good conduct on university premises and wherever and whenever they are representing the university.
- b. The Code of Academic Integrity sets forth standards of integrity, honesty, and discipline that should be adhered to in all academic activities.
- c. The worthy Rector has constituted a Student Disciplinary Committee (SDC) to examine and decide, judiciously, the participants' cases of breach of discipline.

### **16.1 Disciplinary Actions**

Strict adherence to standards is expected from UMT participants at all levels. In case of breach of discipline by any participant, the SDC is authorized to take any one or more of the following actions in the best interest of the University's image, integrity, academic discipline, and quality of education.

- a. Recommend expulsion cases to the Rector
- b. Recommend temporary suspension from the program and/or course(s) to the Rector
- c. Recommend Dismissal from the university
- d. Recommend course repetition
- e. Recommend withdrawal of full or partial fee concessions
- f. Demand affidavit of apology
- g. Issue letters of warning and displeasure
- h. Ask for a parental guarantee for improved/correct behavior
- i. Levy fine up to Rs 100,000/-
- j. Any other action deemed appropriate and proportional to the proved offence.

### **16.2 Punishment or Penalty for Acts of Indiscipline**

Punishment or penalty for acts of indiscipline shall be proportionate to the gravity of the offence and may comprise any one or more of the following penalties/punishment:

#### **16.2.1 Minor Punishments**

- a. Warning: Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may lead to further disciplinary action.
- b. Probation: Probation for a specific period.
- c. Fine: Fine which may amount up to Rs. 20, 000/-
- d. Hostel Suspension: Expulsion from the hostel for a specified period.
- e. Withholding of Certificate: Withholding of a character certificate.
- f. Removal of Privileges: Deprivation from the privileges enjoyed by the participant for a specific time period.

### **16.2.2 Major Punishments**

- a. Expulsion: Expulsion from the class for a specific period with a maximum period of one semester.
- b. Removal of Privileges: Deprivation from the privileges enjoyed by the participant on a permanent basis.
- c. Dismissal: Exclusion from the University as a whole for a specified period with the right to reapply for admission at the end of that period. Readmission is not automatic or guaranteed.
- d. Hostel Permanent Removal: permanent removal from the hostel.
- e. Fine: Fine which may amount up to Rs. 100,000/-
- f. Exam Result: Cancellation of examination(s) result.
- g. Rustication: Expulsion or rustication from the institution for a specific period.
- h. Degree: Non-conferment of degree/transcript.
- i. Relegation/withdrawal from a course, program, or university.
- j. Other sanctions or a combination of the above-mentioned punishments as are deemed appropriate.

**Note:** The accused participants will be given full opportunity to present their stance and defend themselves in the participant Disciplinary Committee.

### **16.3 Code of Conduct for Disciplinary Hearings**

Abusing the Code of Conduct for Disciplinary Hearings includes:

- a. Failure to obey the notice from a University official to appear for a meeting or hearing as part of the participant conduct system.
- b. Falsification, distortion, or misrepresentation of information before a hearing body or designated hearing officer of the University.
- c. Disruption or interference with the orderly conduct of a hearing proceeding.
- d. Causing a violation of the University Code of Conduct hearing to convene in bad faith.
- e. Any action/statement deemed inappropriate.

### **16.4 Academic Culture**

UMT management strives to provide the participant with an academically congenial and culturally conducive learning environment. Hooliganism, agitation, or pressure tactics will not be tolerated. In

case of any problem, the participant will directly communicate with the concerned official or faculty member.

### **16.5 Respect of Teachers**

Participants are advised to give full respect to teachers. Any misbehavior or misconduct may lead to the cancellation of registration in that course by the teacher.

### **16.6 Eating/ Drinking**

Eating and drinking by the participants in the classrooms are strictly prohibited. In case of special occasions, permission should be sought from the concerned officials.

### **16.7 Abuse, Assault, Threatening Behavior**

Abuse, assault, and threatening behavior include intentional or reckless acts endangering, threatening or causing physical or mental harm to any person, including the perpetrator, on the University premises or at University-sponsored activities, or intentionally causing reasonable apprehension of such harm, including but not limited to, abusive language and/or physical or verbal intimidation, harassment, coercion, and all such acts are strictly prohibited.

### **16.8 Firearms, Explosives, and Other Weapons**

On UMT Campuses, there is a total ban on illegal or unauthorized use, possession, or storage of firearms, explosives (including, but not limited to, fireworks), other weapons, dangerous and toxic chemicals (except for those used in laboratories under the supervision of designated UMT officials), whether or not the possessor is duly licensed to hold that firearm or chemicals.

### **16.9 Alcohol/Drugs/Intoxicants**

- a.** UMT prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of alcohol or any drug by any of its participants on its premises or as part of any of its activities.
- b.** In case of recovery of drugs from any of the participants, strict disciplinary action will be taken to ensure compliance with this policy in the future, which can range from heavy fines, suspension, or even rustication/termination.
- c.** If necessary, criminal action will be taken according to the National law.
- d.** UMT campus is smoke-free; smoking is not allowed on UMT Campus.
- e.** Smoking is prohibited at all times in escort and shuttle buses.
- f.** Display of cigarette packs, cigarettes, and lighters is strictly prohibited in smoke-free areas of the University, as it gives motivation and encouragement to others as well.
- g.** The sale of tobacco is banned on University's premises.
- h.** Violation of this policy (either smoking or displaying cigarettes in a smoking-free area) is subject to a fine of Rs. 10,000/-.
- i.** Payment of this fine will be in cash. In case of non-payment, an additional charge of Rs. 200/- shall be added to the principal amount every day.
- j.** All the participants will be made aware of the policy during orientation.

- k. Visitors not adhering to the policy will be asked to comply or leave the premises.

### **16.10 Violation of Disciplinary Sanction**

It means knowingly violating the terms of any disciplinary sanction imposed in accordance with UMT statutes, rules, and regulations.

### **16.11 Inappropriate or Indecent Behavior**

Indecent and Inappropriate behavior is prohibited on campus and at University sponsored events and activities. Indecent and inappropriate behavior includes defying the norms of social, religious, and cultural decency by a participant or group of the participant.

Indecent and inappropriate behavior may also include the following:

- a. Damage to the university fixtures/furniture, scribbling/carving on desks, wall chalking, misuse of lab/university equipment.
- b. Use of mobile phones in classrooms, examination halls, labs, and the library, thus disrupting the calm of these places.
- c. Engaging in disorderly or indecent conduct, breach or attempt to breach the peace or aiding, abetting, or procuring another person to breach the peace on University premises or at University-sponsored functions/activities. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his or her prior knowledge and approval.

**Conduct and actions mentioned above are prohibited, and any participant found engaging in them may be subject to disciplinary proceedings.**

### **16.12 Provoking Others to Misconduct**

Intentionally using words or actions to incite or encourage others to be violent or retaliatory behavior or other acts of misconduct.

### **16.13 Non-Compliance with Official Direction**

Failure to comply with the reasonable direction of University officials acting in the performance of their duties.

### **16.14 Violation of University Regulations and Policies**

Violating University regulations or policies, including amendments and additions adopted since the date of publication.

### **16.15 Theft & Stolen Property**

Theft, attempted theft, or unauthorized use of the University or others' personal property is prohibited. Theft or attempted theft of property or services on University premises or at University-sponsored activities is prohibited. OSSV will be informed of all cases of stolen property. OSSV may choose to refer the participant to the Academic Disciplinary Committee and may file criminal charges.

### **16.16 Personal Property**

The University is not responsible for the loss or damage of any personal property.

### **16.17 Furnishing False Information, Forgery, or Unauthorized Use of Documents**

Intentionally furnishing false information to the University and its officials, misusing affiliation with the University to gain access to outside agency/services or using false information or University resources to affect the reputation of the University adversely. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, an instrument of identification, or academic and non-academic records, signatures, seals, or stamps thereof.

### **16.18 Unauthorized Access to Facilities**

Unauthorized possession, duplication, or use of keys to University premises, offices, facilities, or equipment or unauthorized entry to or use of University premises and offices is strictly prohibited.

### **16.19 Animals**

Bringing an animal into any University building with the exception of animals used for authorized laboratory purposes or animals being used for security purposes, for which express permission has been granted, or emotional support animals or use service animals for the disabled.

### **16.20 Demonstrations**

Demonstrations exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to a person or property infringes on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area, will not be tolerated.

### **16.21 Political Activities**

Unauthorized use of University facilities or equipment for political activities is not allowed.

### **16.22 Gambling**

Unauthorized and/or illegal exchange of money or services as a result of an organized or unorganized game or competition is strictly prohibited.

### **16.23 Off Campus Conduct**

Participants, as representatives of the University, are expected to conduct themselves off University premises in such a manner that it does not adversely affect the interests and image of the University.

#### **16.24 Environmental policy**

- a.** The Environmental Policy aims to express University's commitment to environmental protection, to provide instruments for the implementation of the policy, and to enhance the quality of the participant experience at the University.
- b.** The University will implement and promote initiatives to decrease the University's use of non-renewable resources, including fuel, paper, water, etc.; decrease waste generated by the University and planting plants.
- c.** The University will adopt a full-time, zero-tolerance policy for littering violations and will encourage everyone on campus to participate in the "Zero Tolerance for Litter" initiative.
- d.** The University discourages participants from harming plants, including but not limited to, plucking flowers and leaves.
- e.** The University will send a courtesy letter to people whose trash is identifiable.
- f.** The University will take necessary action against litterers.
- g.** The University will enforce litter control with existing and new programs.

The aforementioned policies shall be vigorously enforced through:

- I.** Reporting the participant violators to the Office of Campus Management and Services.
- II.** Reporting employee violators to the OHCM or an immediate supervisor.

#### **16.25 Greetings**

Participants are advised to adopt the habit of greeting others using culturally accepted methods. This is an essential aspect of civilian etiquette and obligation that the University likes to promote.

#### **16.26 Safe Driving**

Participants are required to avoid reckless driving on campus and abide by the laid down speed limits and sign postings to avoid penalties. Over speeding and dangerous driving on campus will result in the initiation of disciplinary action against the concerned participant.

#### **16.27 Good Conduct**

Participants are required to observe the following guidelines in their interactions at the Campus and University Sponsored Events/Activities:

- a.** Adhere to UMT rules, regulations, and disciplinary standards.
- b.** Regularly read, understand and comply with all notices displayed on the notice board, and seek clarification from the relevant department/office in case of query.
- c.** Meet all deadlines mentioned in any notice(s) displayed from time to time or given by University officials.



- d. Ask for an explanation and seek clarification of what has been communicated to them in writing only from the issuing authority, and do not assume or conclude anything from a procedure, rule, or regulation themselves.
- e. Contact and convey to chairpersons or Deans any grievance or vital suggestion for necessary action and appropriate measures.
- f. Attend all courses of instruction as per their respective program requirements and undertake all sessional work and examinations in true spirit.
- g. Inform the Office of the Registrar regarding any change in their addresses and contacts to ensure smooth and instant delivery of necessary messages and reports.
- h. Protect and safeguard their personal belongings, books, and other items at all times. In case of loss, UMT will not be responsible for loss or damage.
- i. Keep the UMT campus clean. Littering trash is highly undesirable and environmentally unfriendly.

### **16.28 Gender Mixing**

Participants are strictly reminded to follow society's accepted social and cultural norms regarding gender relations. The participants engaged in sexual harassment and obscene behavior (as per social norms) will face strict disciplinary action,

### **16.29 Harassment**

It covers the following:

- a. Sexual harassment is prohibited and is constituted as a punishable offence.
- b. Sexual harassment is demeaning to human dignity and is unacceptable in a healthy work environment, and sexual harassment of any participant will not be tolerated.
- c. Reprisals and threats against any person who makes use of this policy or participates in proceedings held under its jurisdiction to hold the participant accountable for prohibited acts are prohibited. Any individual or body found to be making such reprisals or threats will be subject to disciplinary action and appropriate legal action.
- d. This policy and its procedures intended to prevent sexual harassment from taking place and, where necessary, to act upon complaints of sexual harassment promptly, fairly, judiciously, and with due regard to confidentiality for all parties concerned.
- e. All the actions categorized as sexual harassment when done physically or verbally will also be considered as sexual harassment when done using electronic media such as computers, mobiles, the internet, e-mails etc.

### **16.30 Enforcement of Code of Conduct**

Matters falling under breach of the University Code of Conduct, rules, and regulations will be referred to the relevant UMT authorities authorized to investigate such matters. Parents/guardians of those participants, subject to such investigation, will be informed. Participants who are charged with violations of this Code are subject to disciplinary action in accordance with UMT rules/regulations/statutes.

### **16.31 Accountability for Guests**

The participant may be held accountable for acts of misconduct of guests while on University premises or at University-sponsored activities.

### **16.32 Dress Code**

In order to maintain the academic dignity and sanctity of the institution, participants are required to dress in culturally and socially accepted clothes. In compliance with the dress code, the participants will avoid the following:

#### **16.32.1 For Males**

- a.** Wearing a see-through dress.
- b.** Wearing shorts, sleeveless shirts, and clothes bearing language or art, which is indecent, racist, and religiously insensitive.
- c.** Wearing shabby or torn clothing.
- d.** Wearing jogging or exercise clothing during classes.
- e.** Wearing an untidy and immodest dress in classrooms, cafeterias, and university offices.
- f.** Wearing unprofessional attire in formal programs and interviews.

#### **16.32.2 For Females**

- a.** Wearing a tight or see-through dress.
- b.** Wearing shorts, sleeveless shirts, and clothes bearing language or art, which is indecent, racist, and religiously insensitive
- c.** Wearing shabby or torn clothing.
- d.** Wearing jogging or exercise clothing during classes.
- e.** Wearing an untidy or immodest dress in classrooms, cafeteria, and University offices.
- f.** Wearing unprofessional attire in formal programs and interviews

**Participants are advised not to wear expensive accessories. If they do, they will do so at their own risk.**

All faculty members, administrative staff, support staff, and the participant are expected to monitor this code of conduct and report any disregard or violations thereof for taking appropriate corrective action/remedial measures.

## **17. Hostel**

UMT Hostels, with a capacity to house 1302 boarders, 626 boys, and 676 girls, are situated at WAPDA Town, Mustafa Town, LDA Avenue, and Iqbal Avenue, Lahore. Female participants are strongly advised to take up accommodation in UMT provided hostels only.

### **17.1 Availability of Rooms**

Rooms are available on a double, triple, and quad occupancy, first come, first served basis. However, single occupancy may also be provided, subject to availability.

## **17.2 Room Facilities**

All rooms are provided with the necessary furnishings. The bathrooms are detached.

## **17.3 Dining and Laundry Services**

Dining and laundry services are provided by contractors. Participants may avail of these services on a monthly payment basis. The participants are required to pay their dining and laundry bills regularly to the respective contractors directly. In case they do not pay their monthly bills on time, their names will be reported to PSD for necessary recovery action.

(For detailed information about the hostel, contact Superintendent Hostel/Head Environment and Services Department).

## **17.4 Payment of Hostel Dues**

Hostel rent for a semester and security (refundable) will be paid in advance to the accounts department to get accommodation at UMT Lodges. After that, only rent will be paid on a semester basis.

## **17.5 Transportation Facilities**

The University has a fleet of buses that are used for transporting participants from the hostel to campus according to the schedule provided by OCMS.

## **17.6 Cafeteria**

Contracted canteen facilities are provided at the UMT campus and hostels, where snacks and meals can be purchased on cash payment.

## **18. Parking**

The policy is designed to establish rules and regulations under which the parking of motor vehicles by participants will be governed.

- a.** Parking timings will be from 7 am till 10 pm. Parking before and after official timings will not be allowed.
- b.** All the participants must have a valid parking permit. The participants of all vehicles parked within the premises of the University will be required to display a valid University parking permit/sticker.
- c.** The permit renewal will be done between the 1<sup>st</sup> and 5<sup>th</sup> of every month.
- d.** The facility will be availed at the vehicle owner's/operator's risk. The owner/operator of a vehicle will be responsible for checking the vehicle's security system and windows and taking

all such precautionary measures. The University will not be liable for any inconvenience, loss, or damage caused to the vehicles on University premises.

- e. In case of any damage caused to the University premises due to the negligence of the vehicle's owner or operator, they will be liable for the caused damage/loss.
- f. Violation of parking lines is subject to a fine of Rs. 500/-

## 19. Extra/Co-Curricular Activities

The Office of Participant Affairs (OPA) deals with the Participant Affairs related to Sports, Clubs, and Societies and organizes co-curricular events, including internal and external participant body proceedings. Our creed is to create a dynamic and pragmatic setup that caters to every participant's needs.

### 19.1 Clubs and Societies at UMT

UMT ACM Club	UMT Drama Club	UMT Media Club
UMT Adventure Club	UMT Fine Arts Club	UMT Nutrient Club
UMT Astronomy Club	UMT Film-Making Club	UMT Nazria Pakistan Club
UMT Bio Verse Society	UMT Gamer's Lounge	UMT Overseas Participants Club
UMT Calligraphy Club	UMT Girls Club	UMT Psychology Club
UMT Debating Club	UMT Guinness World Record Forum	UMT Photography Club
UMT Diversity Club	UMT Happiness Club	UMT Scouts Club
UMT Talks	UMT Blood Donors Society	UMT Symphony Club
UMT CSS Forum	UMT Cyber Security Society	UMT Character Building Society
UMT Freelancers	UMT English Speaking Union	UMT Computer Science Society
UMT Islamic Society	UMT IQBALIAN Society	UMT Environmental Protection Society
UMT Literary Society	UMT Leadership Skills Club	UMT Model United Nations
UMT Marshals	UMT Rotaract Club	UMT Motor Sports Society
UMT Pakistan Forum	UMT Quick Response Force	UMT Muscular Rehabilitation Society
UMT Ushers Club	UMT Urban Planning Club	UMT Social Welfare Society
UMT Community of Political Science and International Relations society	UMT Publications Club	UMT Health Club

### 19.2 Sports at UMT

Athletics	Archery	Badminton
Bodybuilding	Boxing	Chess
Cricket	Football	Hockey

Judo	Ju-Jitsu	Karate
Handball	Cycling	Basketball
Netball	Rowing	Rugby
Table Tennis	Taekwondo	Tennis
Volleyball	Wushu	Wrestling

## **Sports Rules and Regulations**

- a. All individuals and teams involved in sports are expected to show sportsmanship, respect, consideration, and appreciation towards their opponents, team-mates, officials, and university staff at all times
- b. Under no circumstances should a player or sports person react in a violent manner nor use any form of foul or abusive language, whether it is directed at a member of the staff, match official, opponent, playing colleague, team official, or spectator
- c. Persons under the influence of drugs are not permitted to participate in sports activities at the university, and as such, the defaulters will be liable to disciplinary action by UMT
- d. Note, please remember that no referee, umpire, or official is perfect. You may not agree with every decision that is made, and, just like players, the umpires and sports officials too may make mistakes

## **20. Trips and Tours**

### **20.1 Educational Field Trips**

Field trips provide excellent opportunities to enhance and reinforce knowledge gained in the classroom and laboratory. When planning such a field trip, the following requirements must be met:

- a. All field trips must be approved by the concerned department Chairperson prior to scheduling. The department must be advised, in writing, of the date, time, place, and purpose of each field trip. Courses complemented (if any) must be recorded.
- b. The maximum duration of the field trip will be half a day. Field trips requiring more time will be planned separately for boys and girls.
- c. At least one faculty member must accompany such a field trip. In case of an all-girls field trip, one female faculty member must accompany the trip.
- d. The department Chairperson will keep a file of all documents related to the field trip for a period of three years.

### **20.2 Recreational Trips**

Combined girls' and boys' trips of any duration for recreational purposes are prohibited. However, separate all-girls trips and all-boys trips may be arranged through approval from the Chairperson of the department. At least two faculty members will accompany any planned recreational trip. At least one female faculty member must accompany an all-girls trip.

## **21. Advertisement Policy**

The policy is designed to establish rules and regulations that govern advertisements and publicity acts, in the form of posters, signs, flyers, banners, etc., in the University of Management and Technology. Such advertisements and publicity acts will be permitted to the participant subject to prior approval from the Head Office of Campus Management and Services,

- . All such items must be restricted to Advertisement Points as designated by ‘The Office of Campus Management and Services and affixed in such a way so as not to damage the wall or surface to which they are affixed.
- a. Upon approval from the Head Office of Campus Management and Services and consent of that Department’s Chairperson/Office’s Head, such items may be affixed within an Academic Department or Support Office. In such a situation, the Department’s Chairperson or Office Head assumes responsibility for any damages that may occur thereafter.
- b. All the departments, clubs, groups and/or individuals responsible for the affixation of such items are also responsible for ensuring their removal and the removal of all items used in affixing those postings/items. Damage resulting from the removal of improperly affixed such items will be repaired at the expense of the party responsible for the placement of such items.
- c. The content of such items must not promote any political, religious, racial, or cultural hatred. The content of such items must not promote and/or encourage the use of tobacco or other illegal and recreational drugs.
- d. If any party or individual feels any concerns regarding the contents of any such item, the ‘Office of Campus Management and Services should be contacted for further guidance.
- e. Office of Campus Management and Services and Security personnel reserve the right to refuse to display such items or remove any such items that do not comply with this policy or any applicable University policy. Moreover, the Head Office of Campus Management and Services is also authorized to take any disciplinary action in case of non-compliance with this policy.

## **22. Information Processing Center (IPC)**

**The Information Processing Center (IPC)** provides ultra-modern computing facilities to its participants. IPC facilitates more than 30,000+ participants and serves 2500-3000 participants daily. Our standards meet the international requirements of highly advanced IT equipment and services. The participants of the university are being served with the latest IT facilities, in an ideal working environment, by a highly skilled & professional team.

IPC is equipped with the latest 1800+ computer resources, including 1400+ **i7, 400+ i5, and Apple Mac** which comprises 2 General Computing Centers with 400+ PCs, 19 computer-based classrooms with 51 PCs each, and a separate project labs, High Performance Lab, HEC Lab, Graduate Lab, DLD Lab, Robotics Lab, LRC Research Lab, DRC Lab and SLP Lab with required software and printing services.

Participants of the University are provided with the latest IT facilities and support. These services include:

### **22.1 Login Accounts**

Each participant is issued a unique login ID to avail domain, email, and help desk facilities. Login accounts are necessary to access domain resources for secure data storage, email correspondence, and online access to results, registration, and the participant account history.

## **22.2 Internet Access**

The participant is being facilitated with high-speed unlimited Internet access of 400Mbps CIR Internet Bandwidth.

## **22.3 Access to HEC Digital Resources**

The participant can access digital resources managed and provided by Higher Education Commission (HEC) via the UMT website at IPC, as HEC allows access to these resources in their recognized institutions.

## **22.4 300MB Secure Data Storage**

300MB Secure Data Storage has been allocated per participant for their assignments, projects, and other research work. The participant can access this data from any networked computer. The Lab Administration schedules the data backup on a regular basis.

## **22.5 Software Applications and Development Tools**

IPC facilitates all types of software recommended by resource persons. These soft-wares include graphics, web development tools, programming languages, office applications, databases, documentation, project management, accounting, and other advanced software.

## **22.6 Wi-Fi (Wireless Connectivity)**

The IPC team facilitates the participant for wireless connectivity (Wi-Fi), which they can use across the campus. The participant can avail of the wireless facility on their Laptops and I-phones using their login credentials.

Participants, from all schools and institutes of the university, are being served with the latest operating systems and technologies like Windows 10 enterprise (Mac OS) and Open Source Linux OS. A vast line of software, development, documentation, designing, engineering, accounting, research, and security is installed and properly configured in all systems.

## **22.7 Low Cost Laser Printing**

IPC supervises the latest printing facilities, including 4 heavy duty **HP 9050DN, M806DN** Laser Printers having the capability of 50ppm (pages per minute) and automatic two-sided printing (duplex printing) with a 100-sheet multipurpose tray.

## **22.8 IPC Rules and Policies**

Information Processing Center (IPC) users are expected to behave in a responsible and courteous manner and observe the following rules while using IPC Computer Center.

- a. For entry to IPC Computer Center, possession of an ID card by each participant is mandatory.
- b. IPC users must log into their own accounts. Account login/password sharing is strictly prohibited. The participant is expected to protect their and the University's privacy.
- c. IPC users must log out after finishing their work.
- d. Unauthorized visitors are not allowed.
- e. One person per workstation is allowed.
- f. NETSEND utility/command is not allowed in the computer lab.
- g. Mishandling of the Internet: Access to pornographic material and material banned in Pakistan and playing games and watching videos for recreational purposes is not allowed in IPC.
- h. Food or drink is not allowed in IPC at any time.
- i. Smoking is not permitted in IPC.
- j. Disruptive behavior, such as loud talking and using mobile phones, is not allowed in IPC.
- k. The participant found responsible for causing damage to the IPC equipment will be liable for such damages.
- l. The participant is not allowed to reboot, turn off or move any workstation, PC, or other devices. The participant is not allowed to download/install any software on any IPC computer. Only IPC operators and technical support personnel are authorized to carry out these tasks.
- m. Everyone, including the participant and staff, is informed that no personal devices can be brought in or taken out of IPC. You should get a gate pass for it.
- n. Personal systems (laptops) and headphones are not permitted in IPC. Only final project presentation systems are allowed in IPC. The violation of any of the above-mentioned rules may incur a fine of up to Rs. 5000/-.

## **22.9 Web Browsing Policy**

### **22.9.1 Purpose**

UMT encourages its community (faculty, participants, and staff) to use the Web as a useful repository of information and an effective medium of communication and learning. The purpose of this section is to make members of our community aware of the type of unacceptable Web-related activities and of the repercussions of not following this policy.

### **22.9.2 Policy**

The UMT community should use the Web for work-related activities only because any other activity on the Web adversely affects academic use of the Internet bandwidth. Whereas some non-academic activities, such as browsing web-based daily newspapers, are understandable, they should be kept to a minimum. The following e-activities are not permitted on campus:

- a. Downloading or streaming movies
- b. Downloading or streaming music
- c. Online trading of shares in local or international financial markets (stock exchanges)



- d. Excessive browsing of sports websites, in particular, those whose content is updated periodically (e.g., cricinfo.com)
- e. Browsing sites with pornographic, obscene material, browsing banned sites (in Pakistan) or downloading pornographic material

### **22.9.3 Browsing Log**

UMT maintains a log of all internet activity done through the use of the University's IT resources. This log contains relevant information about Web activity, including user name, the computer used (IP address of the machine), date and time of activity, duration of the activity, and URL (Universal Resource Locator or Web address) of the web page browsed.

### **22.9.4 Penalty for Abuse**

The University expects a high degree of responsibility on the part of the users of this facility. Violation of this policy may lead to disciplinary action, including expulsion from the University. Note that it is the responsibility of users to protect their password and not share it with others. Users will be held responsible for any activity done with their username.

### **22.9.5 Unauthorized Use of Computer or Electronic Communication Devices**

Theft or other abuse of computer facilities and resources, including but not limited to:

- a. Unauthorized access to a file with the intention of using, reading, or changing the contents or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Use of another individual's identification and/or password.
- d. Interference with the work of another participant, faculty member, or University official.
- e. Sending obscene, abusive, or threatening messages.
- f. Transmission of computer viruses.
- g. Interfering with the normal operation of the University computing system.
- h. Unauthorized duplication of software or other violation of copyright laws.
- i. Unauthorized access to or unauthorized, mischievous or malicious use of University computer equipment or networks or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to and/or use of off-campus computer equipment.

### **22.9.6 The Participant Moodle Account**

UMT-LMS (Moodle) is an Open Source Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). Participant and Faculty members will have access to Moodle and are expected to utilize it.

If you are facing any problems using Moodle, visit [lms.support@umt.edu.pk](mailto:lms.support@umt.edu.pk)

## **23. Learning Resource Centre (LRC)**

UMT supports its academic programs and research initiatives through a fully automated library, on-site collections, and various online services. UMT library is an indispensable source of information and is one of the finest working libraries in Pakistan. Experienced library professionals and support staff always assist the users with the library's comprehensive information and research materials. The integrated library system facilitates lending, reference, and information services and offers a comprehensive service portfolio for participants, faculty, and researchers.

### **23.1 Information and Orientation Sessions**

Regular library orientation sessions are held to enhance the information-handling skills of library users, effective utilization of library resources and to increase the effectiveness of research.

### **23.2 Timing and Access**

Except for official holidays, the library opens seven days a week from 08:00 am to 10:00pm (10:00 am to 05:00 pm on Sundays) for the participants with a valid UMT Identification Card.

### **23.3 General Library Rules**

Library participants are expected to observe the following rules while using the library facilities. Any violation may incur disciplinary action.

- a. Leave your personal belongings (bags, briefcases, handbags etc.) at the library entrance.
- b. Take care of your belongings, as the library disclaims any responsibility for loss or damage.
- c. Keep your cell phones on silent mode/switch them off within library premises.
- d. To make the library environment more conducive for reading and research, gossiping, cell phone calls, voice messaging, playing audio/video without hand-free, sleeping, eating, drinking (only plain water allowed), smoking, chatting, and disturbing the order of library furniture is strictly prohibited.
- e. Submit library material(s) for inspection, if requested.
- f. Underlining, marking, folding, and tearing pages of library materials are prohibited.
- g. Leave the library materials on tables after consulting/reading.
- h. Observe IPC rules while using library computing facilities.
- i. Library membership could be suspended or canceled along with a penalty in the following cases:
  - Nonpayment of library fine(s)
  - Theft of library material(s)
  - Nonpayment of damage fine
  - Non-returning of the temporarily issued material within due time
  - Any kind of disturbance in the library
  - Misconduct with the library staff
  - Breaching established library rules and norms

### **23.4 Borrowing Rules**

All registered members with valid UMT ID are entitled to borrow library materials. The borrowing privileges may differ depending on the membership category. The borrowing privileges for different membership categories are:

Category	Borrowing Privileges	Time Period
<b>Undergraduates (BS, BBA, B Com, DPT, LLB)</b>	4 books	14 days
<b>Graduates (MBA, MA, M Com, LLM)</b>	6 books	14 days
<b>Postgraduate (MS/ M Phil/ PhD)</b>	10 books	14 days
<b>Faculty</b>	20 books	90 days

- . A valid UMT identification card is necessary to borrow library materials.
- a. In case users find their desired book as already borrowed by someone else, they can make it reserved. Upon receiving back that book the LRC circulation staff will put it on reserve and intimate the user who was in need of this book.
- b. Reserved book(s) may be collected within 03 days from the circulation desk.
- c. Book(s) borrowed by any individual can be renewed for a period of 14 days as long as the same is not reserved by another patron.
- d. Non-circulating materials such as reference books, CD-ROMs, annual reports, journals and newspapers, audio/video materials, textbooks, and research projects cannot be borrowed.
- e. Non-circulating materials can only be used within the library.
- f. Any of the borrowed library material is subject to recall as and when needed by the library.
- g. If a participant misplaces any library material and is unable to find it, it is recommended to immediately report at the circulation desk to avoid overdue fines.

### 23.5 Library Fines

Certain fines are charged for overdue (not returned on time) library materials. This is an effort to provide the participants an equal opportunity to use library materials and maximize sharing of library collections.

- a. An overdue fine is charged from the first overdue date/day.
- b. The overdue fine on general books will be PKR 20 per book per day.
- c. The overdue fine on temporarily issued materials (textbooks) will be PKR 50 per hour.
- d. Loss of library materials will be charged three times the current price OR replacement of the material(s) with PKR 100 additional as processing charges.
- e. Up to PKR 5000, in addition to the current price, will be charged in the case of stealing library materials and the case may also be referred to the disciplinary committee. Fine may be waved-off if found innocent while investigation.
- f. In case of disciplinary violations, PKR 500 will be charged on the first and PKR 1000 on the second. The issue may be referred to the concerned disciplinary committee in case of repeated violations.

### 24. ORG Services Fee Structure

Details of the ORG service fee structure are available at:

<https://admin.umt.edu.pk/Media/Site/UMT/SubSites/ORG/FileManager/2021/ourservices/Letters.pdf>

It is the participant's responsibility to remain up to date about all rules and regulations of the University. They must carefully read the Participant Handbook that is available on the following web link: <http://umt.edu.pk/org/Academics-and-Academic-Affairs/TheParticipantHandbook.aspx>. The University reserves the right to alter, add and/or withdraw any policy without prior information. However, all such changes will be posted on the website in the relevant section of the Participant's Handbook.

## **25. The Participant Grievance Procedure**

Participant Grievance Procedure is available to any UMT participant(s) who seek/s to resolve any grievance involving an alleged violation directly affecting the participant by any member of the University community while acting in an official capacity (e.g., faculty member, administrator, staff member), of any of the written policies of the University or the school in which participant is enrolled.

### **25.1 Phase One: Attempt to Resolve the Matter through Informal Resolution**

- **Direct Discussion:** The participant wishing to report an alleged violation of the University's policies will first contact, within twenty (20) working days of any occurrence giving rise to the grievance or the time they could reasonably have learned of such occurrence, the person responsible for the matter being grieved (the respondent) and attempt to resolve the grievance informally.
- a. **Informal Mediation:** At the request of the grievant or respondent, the concerned Chairperson or Dean/Director will arrange for a meeting of the parties, attend such meeting(s), and attempt to aid in the resolution of the grievance.
- b. **Advise:** The participant, uncertain about how to proceed, may consult the Student Success Initiative (SSI) department and their Advisors, who will identify the appropriate person.

### **25.2 Phase Two: Formal Review**

(If the matter is not resolved in Phase One)

- a. **Filing of a Written Complaint:** If the grievance is not resolved informally within fifteen (15) working days after the grievant directly contacted the appropriate person to attempt an informal resolution, the participant may obtain review by submitting a written complaint to the Office of the Rector, the Student Success Initiative, Office of Registrar and the respondent. The letter must be sent within twenty (20) working days of the first direct contact that the grievant had with the respondent (person/s they felt to be responsible for the situation). In their letter of complaint, the grievant must include the following:
  - I.** The specific written University policy that allegedly has been violated
  - II.** A description of the facts and evidence supporting the alleged violation
  - III.** A description of the redress that the grievant seeks

- b. Appointment of the Ombudsman and the Dispute Resolution Board:** The Board will be convened by the Rector in conjunction with the Registrar and will be chaired by the Ombudsman (appointed by the Rector). The Board will include the Dean or Director of the concerned school or institution, the Chairperson of the Department which offers the program participant is enrolled in, the participant(s) faculty advisor(s), a representative of the participant Success Initiative department (SSI), and one other faculty member as appointed by the Rector.

The Dispute Resolution Board will:

- I.** Meet with the complainant
- II.** Meet with other persons as it deems appropriate for the purpose of ascertaining the facts and attempting to resolve the complaint
- III.** Render a written report on the merits of the matter to the grievant, the respondent, and the Rector.

### **25.3 Phase Three: Decision by the Rector**

Based on the written report by the Dispute Resolution Board the Rector will take appropriate action concerning the dispute.

### **26. Notice of Non-Discrimination**

UMT is committed to providing a working, learning, and living environment free from discrimination and harassment and fostering a nurturing and vibrant community founded upon all its members' fundamental dignity and worth.

### **27. Disability Services**

Disability Services facilitates equal access for the participant with disabilities by coordinating accommodations and support services, cultivating a campus culture that is sensitive and responsive to the participant's needs. The participant seeking accommodations or support services from Disability Services is required to register with the office.

### **28. TA/RA Code of Conduct**

The participant appointed as Teacher Assistant (TA) or Research Assistant (RA) should act in an ethical and professional manner. They should not by any means abuse their position and indulge in unfair activities. TA/RAs should:

- Mark and grade with consistent and transparent standards
- Respond to emails in a timely manner and keep copies of the communication
- Be aware of ethics of behavior outside of the classroom
- Give constructive criticism on sensitive matters or sensitize the participant professionally
- Ensure discussion groups are inclusive
- Show up to all lectures and take notes, if appropriate

- Maintain professional distance
- Respect the confidentiality of the participant
- Have integrity
- Respect diversity
- Treat the participant with respect
- Acknowledge boundaries
- Be fair and equitable, and must not practice favoritism

## **29. Relationship between the Participant and Faculty/Staff**

The University considers that close, intimate and/or exclusive relationships between staff and participants whom they teach, assess, or are otherwise is responsible for raising serious questions of conflict of interest, trust and confidence, and dependency in working relationships and equal treatment in teaching, learning, selection, assessment, and research. There is a danger that such relationships exploit the relationship of authority and trust inherent in the relationship between members of staff and the participant. Amorous relationships and relationships which demonstrate disrespect for others or lack of professionalism in interpersonal conduct between faculty/staff members and the participants are strictly prohibited. Although there is inevitably a subjective element in witnessing or experiencing such behaviors, certain actions are inappropriate and will not be tolerated by the university. These include, but are not limited to, the following:

- Unwanted physical contact (e.g., hitting, slapping, kicking, pushing) or the threat of the same
- After meeting hours in the office, inviting the participant(s) to the office without any academic reasons
- Exchange of personal information, such as Phone numbers, pictures, personal email IDs
- Befriending on social media (including but not limited to: Facebook, Twitter, Instagram, Snapchat, Messengers, Myspace, Google+, WhatsApp, and Viber);
- Communications done via any means other than the university-issued email IDs or designated Class Representatives (CRs) are strictly prohibited;
- Social gatherings outside university premises, at homes, hostels, cafes, restaurants, parks.
- Sexual harassment (including romantic relationships between teachers and learners in which the teacher has authority over the learner's academic progress) or harassment based on age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation;
- Loss of personal civility, including shouting, personal attacks or insults, and displays of temper (such as throwing objects)
- Discrimination of any form, including in teaching and assessment, based on age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation
- Requests for others to perform inappropriate personal errands unrelated to the didactic, investigational, or clinical situation at hand
- Grading/evaluation on factors unrelated to performance, effort, or level of achievement
- Unnecessary delay in the posting of grades or evaluation of assessment

## **30. Sexual Misconduct**

In case Sexual Misconduct occurs, the participant can follow the instructions given below:

### **30.1 If an assault occurs**

- a. Exit the situation and seek safety. If needed, call OSSV or the police to assist by dialing the OSSV contact number or 15.
- b. Seek prompt medical attention, preferably at On-campus clinic Hospital or the closest hospital to you if you are outside of the UMT area. It is essential that survivors of sexual assault receive medical treatment and support as soon as possible. The sooner a sexual assault is reported, the easier it is to collect valuable evidence, regardless of the desire to use the evidence to pursue any legal or judicial action.
- c. Evidence collection is most effective within 72 hours. To facilitate evidence collection, the survivor:
  - Should not bathe
  - Should not urinate
  - Should not drink any liquids
  - If oral contact has occurred, the victim should not smoke, eat or brush teeth
  - The survivor should not change clothes. If clothes have been changed, soiled clothes should be placed in a paper bag (plastic destroys crucial evidence), separating items to prevent contamination.

### **30.2 If harassment occurs**

- a. Exit the situation and seek safety. If needed, call OSSV or police to assist by dialing the OSSV contact number or 15.
- b. If possible, clearly explain to the person causing the harassment that the conduct ceases immediately.
- c. Participants may resolve their grievances via the participant Grievance Procedure.

### **31. On-Campus Participant Counselling Service**

The Counselling Services staff provides the participant with a safe place to express their thoughts and feelings and manage the stress of university life. All sessions are entirely confidential. At the same time, going through mental stress or any personal issue which causes trouble in your life and disturbs your lifestyle. So, do not worry, UMT's happy coach is there to help you.

### **32. Social Media Policy**

Although UMT does not officially monitor the participant's online activity, violations of the participant Code of Conduct or official UMT policy that are brought to the administration's attention will be acted on accordingly.

### **33. Career Services (OCLP)**

The Office of Corporate Linkages and Placements (**OCLP**) supports current participants, prospective participants, and alumni through a wide array of career-oriented services and resources. Address and Contact information is:

2nd Floor, Admin Block, HBL Building,  
University of Management & Technology  
C-II, Johar Town, Lahore - 54770 Pakistan

9:00 a.m - 5:00 p.m (Monday - Friday)  
9:00 a.m - 1:00 p.m (Saturday)  
UAN: 042-111-300-200 ext: 3722-3723  
[oclp@umt.edu.pk](mailto:oclp@umt.edu.pk)

OCLP strives to provide the participant with support, resources, and opportunities with a view to brush up on required skills and to give Industry Perspective so that the participant can make optimal and informed career decisions. OCLP facilitates the participants and alumni in terms of career exploration, career counseling, internship/job searching, and soft skills training.

Following are the few OCLP activities for the participant/ alumnus:

Career portal	Psychometric assessment	Internships, jobs, and other career opportunities
Career counseling	Career preparation workshops	CV building and review sessions
Interviewing skills workshops	Soft skills training	Virtual career weeks
Induction session	Mega career fair	Mock interview sessions
Recruitments Drives	Incubation centers tours	Overseas education expos
Corporate linkages	Guest speaker sessions	Industry orientation tours
Conferences and seminars	Career oriented competitions	Multiple advocacy and advisory services

### **34. Emergency Communications**

UMT uses an emergency response communications system to immediately inform the campus community of emergency situations, cancellations, and closures caused by severe weather. participants will receive text messages, phone calls, and/or e-mails immediately as news pertaining to any form of emergency situation is issued. In order to receive these updates, the participants must provide up-to-date emergency contact information to ensure they are notified.

#### **34.1 Emergency Phone Numbers/Hotlines**

Emergency Phone Numbers/Hotlines are displayed in every classroom, lab, and common room on campus. In addition, they are displayed in corridors and halls. A list of emergency numbers is also annexed to this handbook.



## **34.2 Terrorism or Suspicious Activity On-Campus**

### **a. Report Suspicious Activity**

If you see something suspicious or if you receive information that may indicate that the campus may be targeted for terrorist activity, notify OSSV immediately. Please note that your safety comes first; therefore, DO NOT:

- Ignore your instincts
- Take direct action or pursue
- Confront the individual

If you become aware of suspicious activity, DO:

- Call 15 and 1122 if there is a life-threatening situation.
- When reporting suspicious activity, it helps to give the most accurate description possible.
- Notify the OSSV at **+92 42 35212801-10, Ext: 3894**, as soon as possible and describe the events you observed:
  - Brief description of the activity
  - Date, time, and location of the activity
  - Physical identifiers of anyone you observed
  - Descriptions of vehicles
  - Information about where people involved in suspicious activities may have gone
  - Your name and contact information (optional)

## **35. Lockdown Procedures**

In the event of a severe threat to safety, it may be necessary to “Lockdown” the Campus to protect occupants and minimize overall exposure to danger. Notice of a “Lockdown” will be broadcast over the Campus Alerting System, consisting of Public Address speakers in the hallways, Desktop Alerts, and SMS Text Alerts. If you hear a Lockdown Message take the following immediate action:

- Get to a safe place out of hallways or common areas.
- Close and lock the door.
- Move away from doors and windows.
- Sit on the floor or crouch behind desks and be quiet.
- Silence cell phones or devices that generate noise.
- Do NOT answer the door.
- Do not evacuate until contacted by Lahore Police or until you receive specific directions over the P/A system.
- In case of a medical or another emergency during the Lockdown, call 15 or 1122.

## **36. Healthcare Information**

A physician or nurse practitioner is available on-campus to provide clinical evaluation, treatment of minor illnesses and injuries, and evaluation and referral for more serious illnesses and injuries. The participants do not incur any additional costs for their visits.

### **36.1 Disclosure of Contagious Disease**

Participants suffering from a contagious disease need to inform the Registrar's Office immediately of the disease once they are diagnosed. They will also need to provide details of every person they may have come in contact with of a sufficient degree to pass the disease at UMT premises. The information thus provided will be confidential and only be disclosed for medical purposes, and as far as possible, such participants' identity will be protected.

The following diseases are considered contagious under this rule. The list may be amended.

- Tuberculosis (TB)
- Hepatitis
- Malaria
- Dengue
- COVID-19

A list of infectious diseases is provided on the WHO website:

[http://www.who.int/topics/infectious\\_diseases/factsheets/en/index.html](http://www.who.int/topics/infectious_diseases/factsheets/en/index.html).

### **36.2 Submission of Health Records**

All newly admitted participants need to complete the health records form, available at Appendix G, and submit the information to the Office of the Registrar before the start of classes.

### **36.3 Submission of Immunization Records**

All newly admitted participants (graduate, undergraduate, and transfers): must provide evidence of vaccination with two doses of the combined MEASLES (RUBEOLA), MUMPS, RUBELLA (MMR) vaccine if not immune to the history of disease or laboratory titer. They also need to provide evidence of immunization of the following: POLIO; DIPHTHERIA (DPT), Whooping Cough, Tetanus; MENINGOCOCCAL MENINGITIS; TETANUS BOOSTER (Most Recent). The evidence needs to be provided to the Office of the Registrar before the start of classes

## **37. On-Campus Services**

### **37.1 Dining/Cafeteria Services**

A café operates at the Main Building, offering tea, coffee, meals, snacks, and more from 9 am to 9 pm. In addition, tuck shops are operative on the 2nd Floor, Library Building, Parking Lot near the Mosque, and a Juice Corner behind the main Building, near photocopy Shops.

### **37.2 Bookstore/Photocopying Services**

Multiple Photocopy shops operate in UMT. They provide photocopy, printing, binding, and services to the participant, throughout the semester, at affordable rates.

### **37.3 Banking Facilities**

ATM is located at main building ground floor (Northside). In addition, a branch of Habib Bank Limited (HBL) is operational on campus (Admin Block Ground Floor).

### **37.4 Religious and Spiritual Life**

A Jamia Mosque is established on campus, where Jumma prayers, Eid Prayers and Jammata prayers are held five times a day. UMT welcomes participants from all religious backgrounds; participants from different religious backgrounds are free to follow their religious practices on campus.

### **37.5 Confidentiality of the Participant Records**

With the exception of limitations herein stated, UMT permits the participant, currently or previously enrolled, access to their official records created during their period of enrolment. The creation and maintenance of the participant records are based upon recommended practices, and, except for the permanent academic transcript, records are destroyed periodically.

### **37.6 Missing Participant Procedure and Notification**

If a member of UMT has reason to believe that a participant is missing, they should immediately notify OSSV and the concerned program director. All possible efforts will be made to locate the participant to determine his/her state of health and well-being through collaboration with the OSSV, the Registrar's Office, and other offices as appropriate. UMT officials will endeavor to determine the participant's whereabouts through contact with friends, associates, and/or employers of the participant. If not located within 24 hours of receiving the initial report, notification of the missing participant's biological and physical information will also be provided to other law enforcement agencies to help locate the participant. In accordance with the UMT's Missing participant procedure and notification policy, each participant is required to identify the specific person whom the UMT should contact within 24 hours of determining that participant is missing.

## 38. Academic Calendar 2022-23

### 38.1 Existing batches

**University of Management and Technology**  
**Academic Calendar 2022-23 (Existing Batches) Exclusive of SHS & SPH**

Description	Calendar Dates for Certificate Courses / Deficiency Removal Courses / Zero semester	Fall, 2022 Semester	Spring, 2023 Semester	Summer 2023 session
Start of Classes	July 25, 2022	October 3, 2022 (Monday)	February 20, 2023 (Monday)	July 10, 2023 (Monday)
Add/Drop Week for Elective Courses	.....	October 7, 2022	February 24, 2023	July 12, 2023
Declaration of Final Class Roster	.....	October 10, 2022	February 27, 2023	July 14, 2023
<b>Dr. Hasan Sohaib Murad Day October 22, 2022</b>				
Ph.D. Comprehensive Examination	.....	October 26 - 27, 2022	April 6 - 7, 2023	.....
Convocation	.....	November, 2022	March, 2023	.....
Mid-Term Examinations	August 22 - 27, 2022	November 28, 2022 - December 3, 2022 (To be Conducted in Class)	April 17 - 22, 2023 (To be Conducted in Class)	August 7 - 12, 2023 (To be Conducted in Class)
Eid ul Fitar Holidays	.....	.....	As per announcement of the Govt.	.....
Last Date of Withdrawal	.....	November 11, 2022	March 31, 2023	August 18, 2023
Deadline to Declare Results of Sessional Evaluation	.....	January 16, 2023	June 5, 2023	August 28, 2023
Semester End	September 17, 2022	January 22, 2023	June 11, 2023	September 3, 2023
Final Examination	September 19 - 24, 2022	January 23, 2023 - February 4, 2023	June 12 - 24, 2023	September 4 - 9, 2023
Registration for Next Semester & Students Feedback Activity	September 19 - 28, 2022	January 30 - February 10, 2023	June 19 - 30, 2023	September 11 - 29, 2023
Submission of Results to the Controller of Examinations	September 27, 2022	February 10, 2023	June 3, 2023	September 13, 2023
Declaration of Results by the Controller of Examinations	September 30, 2022	February 17, 2023	July 7, 2023	September 20, 2023
Semester Break for Participants	September 25, 2022 - October 2, 2022 (1 week)	February 5 - 19, 2023 (2 weeks)	June 25 - July 9, 2023 (2 weeks)	September 10 - Oct 1, 2023 (3 weeks)

**Due dates for Quarterly Fee**

1st March	<b>Note: If a participant fails to pay the fee within due time, PKR 3000/- shall be applied instantly + PKR 100/- per day will be added (as contribution for ILM fund scholarships) till the due amount is paid.</b>
1st June	
1st September	
1st December	

**Public Holidays**

Eid Milad-un-Nabi (PBUH)**	October 9, 2022 (Sunday)	Eid ul Fitar**	April 22 - 24, 2023 (Saturday - Monday)
Quaid-e-Azam Day	December 25, 2022 (Sunday)	Eid ul Edha**	June 28 - July 1, 2023 (Wednesday - Saturday)
Kashmir Day	February 05, 2023 (Sunday)	Yaum e Aushura**	July 27 - 28, 2023 (Thursday - Friday)
Pakistan Day	March 23, 2023 (Thursday)	Independence Day	August 14, 2023 (Monday)
Labor Day	May 01, 2023 (Monday)		

*Note: The announcement of aforementioned holiday is subject to the announcement of federal govt.*

*\*\*Subject to the sighting of the moon.*

  
Engr. Saleem Ata  
Registrar

## 38.2 New Intake

### University of Management and Technology

Academic Calendar 2022-23 For New Intake of all Programs and Existing + New batches of SPH & SHS

Description	Calendar Dates for Certificate Courses/ Deficiency Removal Courses/Zero semester	Fall, 2022 Semester	Spring, 2023 Semester	Summer 2023 session
Orientation for New Intake		November 12–13, 2022		
Start of Classes	July 25, 2022	November 14, 2022 (Monday)	March 27, 2023 (Monday)	July 24, 2023 (Monday)
Add/Drop Week for Elective Courses	.....	November 18, 2022	March 31, 2023	July 26, 2023
Declaration of Final Class Roster	.....	November 21, 2022	April 3, 2023	July 28, 2023
<b>Dr. Hasan Sohaib Murad Day October 22, 2023</b>				
Ph.D. Comprehensive Examination	.....	.....	April 6 – 7, 2023	.....
Convocation	.....	November, 2022	March, 2023	.....
Mid-Term Examinations	August 22 - 27, 2022	January 9 – 14, 2022 (To be Conducted in Class)	May 22 - 27, 2023 (To be Conducted in Class)	August 21 - 26, 2023 (To be Conducted in Class)
Eid ul Fitar Holidays	.....	.....	As per announcement of the Govt.	.....
Last Date of Withdrawal	.....	December 23, 2022	May 5, 2023	September 1, 2023
Deadline to Declare Results of Sessional Evaluation	.....	February 27, 2023	July 3, 2023	September 11, 2023
Semester End	September 17, 2022	March 4, 2023	July 9, 2023	September 17, 2023
Final Examination	September 19 – 24, 2022	March 6 – 18, 2023	July 10 - 15, 2023	September 18 - 23, 2023
Registration for Next Semester & Students Feedback Activity	September 19 – 28, 2022	February 27 – March 24, 2023	July 3 – 21, 2023	September 11 - 29, 2023
Submission of Results to the Controller of Examinations	September 27, 2022	March 21, 2023	July 19, 2023	September 27, 2023
Declaration of Results by the Controller of Examinations	September 30, 2022	March 24, 2023	July 22, 2023	September 30, 2023
Semester Break for Participants	September 25, 2022 – October 2, 2022 (1 week)	March 19 - 26, 2023 (1 week)	July 17 – 23, 2023 (1 week)	September 25 – October 1, 2023 (1 week)

#### Due dates for Quarterly Fee

1st March	Note: If a participant fails to pay the fee within due time, PKR 3000/- shall be applied instantly + PKR 100/- per day will be added (as contribution for ILM fund scholarships) till the due amount is paid.
1st June	
1st September	
1st December	

#### Public Holidays

Eid Milad-un-Nabi (PBUH)**	October 9, 2022 (Sunday)	Eid ul Fitar**	April 22 - 24, 2023 (Saturday - Monday)
Quaid-e-Azam Day	December 25, 2022 (Sunday)	Eid ul Edha**	June 28 – July 1, 2023 (Wednesday - Saturday)
Kashmir Day	February 05, 2023 (Sunday)	Yaum e Aushura**	July 27 - 28, 2023 (Thursday – Friday)
Pakistan Day	March 23, 2023 (Thursday)	Independence Day	August 14, 2023 (Monday)
Labor Day	May 01, 2023 (Monday)		

Note: The announcement of aforementioned holiday is subject to the announcement of federal govt.

\*\*Subject to the sighting of the moon.

  
 Engr. Saleem Ata  
 Registrar

# **APPENDICES**

# Appendix A1



## PART A: CANDIDATE DETAILS

<b>School:</b>	
<b>Department:</b>	
<b>MS Program Title:</b>	
<b>Candidate Name:</b>	
<b>ID Number:</b>	
<b>Contact Number:</b>	
<b>Email ID (other than UMT)</b>	
<b>Address:</b>	
<b>Thesis Registration:</b>	Fall <input type="checkbox"/> Spring <input type="checkbox"/> Year: _____
<b>Nature of thesis:</b>	Applied <input type="checkbox"/> Theoretical <input type="checkbox"/>

**Tentative Thesis Title:**

---

**As the supervisee:**

1. I am responsible for submitting my proposal for defense within eight (8) weeks after the appointment of my supervisor(s).
2. I accept that principal responsibility for the research and its progress lies with me.
3. I am responsible for maintaining regular contact with my supervisor through supervision meetings as agreed to with my supervisor.
4. I am responsible for notifying my supervisor if I have to be absent from the university for an extended time and make suitable contact arrangements during my absence.
5. I am responsible for discussing the publication of the research with my supervisor(s) and coming to some agreement about the publication’s timing and authorship.

**Candidate Signature**

**Date**

**PART B: SUPERVISOR DETAILS**

<b>Supervisor Name:</b>	
<b>Co-Supervisor Name:</b> <i>(Leave blank if not applicable)</i>	

**As the supervisor (S) or co-supervisor (CS):**

- |   | <u>S</u>                 | <u>CS</u>                |
|---|--------------------------|--------------------------|
| 1. I agree to supervise the research work of the above-named candidate.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I confirm that I am appropriately qualified and experienced to supervise the research work of the candidate.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I agree to supervise the candidate for the duration of his/her candidacy, which may include a period of extension to the candidate's submission deadline and may also include supervision during a period of resubmission. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I agree to maintain a comprehensive file of relevant documents and correspondence relating to my candidate's supervision.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. I agree to discuss the research publication with the candidate and agree about the timing and authorship of the publication.   | <input type="checkbox"/> | <input type="checkbox"/> |

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PART C: APPROVAL FROM CHAIRPERSON OF DEPARTMENT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Official Stamp: \_\_\_\_\_  
\_\_\_\_\_

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**Note: Please submit copy of this form to the Office of Dean Research**



## Appendix A2

### For Research Participant to Complete:

1. Name of the participant:

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2. The participant ID:

---

3. Program:

---

4. Current Semester:

---

5. Name of the School:

---

6. Name of the Department:

---

7. Semester / Date of admission to the department:

---

8. Semester / Date of initiation of research:

---

9. Semester / Date of completion of course work:

---

10. Number of credit hours completed:

---

11. Date of Synopsis submission:

---

12. Cumulative Grade Point Average (CGPA) secured:

\_\_\_\_\_

13. Please outline details of progress in your research since your last review (including any research publications)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Do you have any comments on the level of supervision received?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. What do you plan to achieve over the next 6 months?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Do you have any comments on generic or subject-specialist training you may have received or would like to receive internally and / or externally?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Do you have easy access to sophisticated scientific equipment, if applicable? (Yes / No)

18. Do you have sufficient research material / commodities available? (Yes / No)

19. Mention the SDG to which research is linked:

\_\_\_\_\_

The participant: \_\_\_\_\_

Date: \_\_\_\_\_

**Supervisory Committee Comments**

(Please comment on and benchmark participant’s progress against your University’s internal and external HEC Quality Criteria for MS/MPhil/PhD Studies)

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Principal Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Comments from Chairperson of Department:**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Comments from Dean Research:**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director QEC Action: (including monitoring of Follow-up action) Date: \_\_\_\_\_

## Appendix A3

### MS/MPhil THESIS EVALUATION FORM

Name of participant					
The participant ID					
Department/School					
Title of Thesis					
<p><b><u>Basis of Thesis Evaluation: -</u></b>          Thesis has been evaluated with a view to ascertain that;              i) Thesis makes a distinct contribution to knowledge and          It shows ability on the part of candidate to conduct original investigations and to test ideas whether his own or others and to understand the relationship of his investigations with a wider field of knowledge.</p>					
<b>Observations by External Examiner:</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>
<b>Introduction &amp; Objectives</b> (Are the problem and objectives clearly stated? Does thesis have a testable research hypothesis?)					
<b>Literature Review and References</b> (Does the review comprehensive and major concepts identified and defined? Are references correctly cited both in the text and literature list)					
<b>Methodology</b> (Design and procedure adequate to support the study's objectives; Scope of project feasible with reference to time and resource limits)					
<b>Results &amp; Discussion</b>					
<b>Overall Quality of Thesis</b>					
<b>Are there aspects of thesis that you feel require further development or improvement?</b>					

<b>Major Essential Changes:</b>	1. 2. 3.
<b>Minor Essential Changes:</b>	1. 2. 3.
<b>Final Decision on Thesis (tick the relevant):</b>	
No change is needed	
Require minor changes	
Require major changes	
Non-defendable	
<b>Name of Examiner:</b>	<b>Signature:</b>
<b>Contact:</b>	<b>Email:</b>
<b>Department Address:</b>	<b>Date:</b>

## Appendix B1

### Research Proposal:

- ❖ After successfully completing the comprehensive examination, the scholar shall prepare a research proposal for PhD research in the prescribed format within the next six months. DGC and SGC, if finds suitable, shall recommend research proposal to the Board of Advanced Studies & Research (BASAR) for approval within a month from the date of submission by the scholar.
- ❖ PhD Scholar shall give a seminar once a semester within a year after the approval of the proposal from BASAR.

### Supervisory Agreement:

- ❖ Establishment of expectations:
  - Agreed timeline and schedule for work to be completed
  - Frequency of meetings
  - Expectations over publications

This form must be completed within six months after completing the comprehensive exam.

<b>PART A: PhD SCHOLAR DETAILS</b>	
The participant Full Name:	
The participant ID Number:	
Department/School:	
Thesis working title:	

<b>PART B: RESEARCH PROPOSAL</b>
----------------------------------

Please provide a summary of the intended project and progress to date. Please note that each department/school has different requirements for the structure of the research proposal and dates for its submission. Please ensure that you adhere to these departmental requirements.

*(this can be attached as a separate document)*

**PART C: SUPERVISORY TEAM**

*The regulations require the appointment of at least one principal supervisor or a supervisory team.*

Please list below the proposed members of the candidate’s supervisory team and summarize the intended contribution of each supervisor – for example, contribution to research design, methods, analysis, and feedback on drafts. It should include details regarding the expertise of the supervisor, involvement in supervisory meetings, and provision of feedback to the scholar.

*It is acknowledged that, in many cases, a scholar’s interaction will be more frequent with the principal supervisor than with other supervisors. However, regular meetings (at least every three months) involving all supervisory team members are strongly encouraged.*

	Name	Supervisory Contributions
Principal Supervisor		
Co-Supervisor (if applicable)		

**PART D: SUPERVISORY AGREEMENT**

*The scholar and supervisor(s) should discuss the items below and fill in the agreed details. It is expected that the scholar and supervisor(s) will review this agreement as part of the 6-monthly progress-reporting procedures. Please note that Departments/Schools may have additional documentation that needs to be completed by the participant and supervisor(s) regarding intellectual property, data management, and authorship. Please ensure that any such documents are also completed.*

- i. Formal supervision meetings will occur at intervals of \_\_\_\_ months.

*A standard expectation is that these meetings occur at intervals of one month. They should not be confused with other less formal and more frequent meetings. It is recommended that the participant and supervisors (s) record written summaries of all meetings.*

- ii. The scholar and supervisor(s) will establish an agreed timeline and schedule for work to be completed and submit it to BASAR for information.

- iii. Feedback will be provided on submitted work by (supervisors' names) \_\_\_\_\_ . This feedback will be provided within \_\_\_\_\_ weeks of the work being submitted.

*If a scholar cannot meet the deadline for submitting a piece of work, s/he should inform the supervisor(s) as soon as possible, and a revised timeline for submission be determined. If supervisor(s) is unable to give feedback within the expected time period, then s/he should inform the scholar as soon as possible and advise when the feedback will be provided.*

- iv. The candidate and principal supervisor should agree about the authorship of any published results of the research work. Matters to be considered include whether supervisor(s) are to be co-authors, and under what circumstances (such as failure of the candidate to prepare work for publication in an agreed timeframe) the supervisor(s) may publish any of the work, with the candidate as co-author. It is acknowledged that norms regarding co-publication differ across disciplines and, accordingly, the agreement required may vary between disciplines.
- v. The candidate and principal supervisor should agree about access to data, especially where the candidate's research is part of a broader research project.

*This agreement should be documented.*

- vi. If the candidate's research will involve the use of dangerous/hazardous materials/equipment, or will, at least in part, be conducted in a dangerous/hazardous environment (e.g., fieldwork in isolated terrains), the candidate has been (or will be) fully informed of the risks, provided with appropriate training, and informed about any necessary safety procedures, equipment.
- vii. The principal supervisor and scholar will familiarize themselves with the relevant degree regulations, including deadlines.
- viii. The principal supervisor will provide the candidate with information about relevant departmental/school handbooks, guides, websites about postgraduate studies, resources. The candidate undertakes to read the information provided in documents or on the website.
- ix. The candidate will fulfill departmental/school obligations to contribute a research seminar once a semester within a year after approval of the research proposal from BASAR.
- x. If the principal supervisor is absent or on leave, retiring, or resigning from the university, the department/school will take all reasonable steps to ensure continuity of supervision, having consulted the candidate about these arrangements.
- xi. If the principal supervisor deems the candidate's work unsatisfactory, the principal supervisor must inform the candidate in writing. If progress continues to be unsatisfactory, the Chairperson DGC, in consultation with the Chairperson SGC, may recommend to the Registrar that the scholar's candidature be terminated.



**PART E: SIGNATURES**

**Research Scholar**

- I understand and accept the arrangements specified above
- I would like to bring the following issue(s) to the attention of the Chairpersons DGC or SGC (if any)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Supervisor**

- I support the scholar's continued candidature and am happy with the arrangements specified above
- I do not support the scholar's continued candidature for the reasons specified below.
- I would like to bring the following issue(s) to the attention of the Chairpersons DGC or SGC (if any)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Chairperson Department Graduate Committee (or delegate)**

I support the scholar's continued candidature. Please complete the questions below.

I do not support the scholar's continued candidature

Is it feasible for the proposed research to be completed in the expected timeframe for the Ph.D.)?

Yes

No

The supervision arrangements specified above are satisfactory?

Yes

No

If the scholar has to meet any of the research costs, he or she must be formally informed of this. Please confirm here that this has been done.

Not applicable

Yes, the candidate has been informed

Please add any supporting comments below:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Chairperson School Graduate Committee (or delegate):**

Please tick the appropriate box below

I endorse the panel's recommendation above

I do not endorse the panel's recommendation but instead, suggest the following:

Please add any supporting comments below:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please now forward this form to the Office of Dean Research for approval of BASAR

## Appendix B 2

### PhD PROGRESS REPORTS (every Semester (Fall/Spring))

Submit biannual progress reports in Fall and Spring Semesters of each year.

- To report on achievements over past six months
- To facilitate planning of upcoming milestones and aims
- To identify any issues for discussion (with supervisors; Chairpersons DGC & SGC / Dean)

Effectiveness depends on:

- Taking seriously the process of reflection and planning
- Candid responses from all
- A willingness to discuss and address any issues that arise through the process of reflection and planning

Cancellation of PhD registration:

- PhD registration shall be cancelled through Registrar on the recommendations of DGC and SGC, if the scholar earns two consecutive adverse progress reports from his/her supervisor(s).
- The aggrieved scholar may file an appeal against cancellation of PhD registration to the PhD Committee within a period of 30 days.

#### PhD Progress Report Form

*This form is the means by which progress of PhD studies is periodically assessed by the scholar and supervisor(s). It is a means by which any problems or issues may be identified and appropriate action determined. The School Graduate Committee and Department Graduate Committee use this form to monitor scholar's progress and ensure that supervision is effective. The regular submission of progress reports is mandatory.*

This form has three parts:

**PART A:** Progress Report – to be completed by the PhD Scholar

**PART B:** Comments – to be completed by the Principal Supervisor

**PART C:** Recommendations and Signatures – to be completed by the Scholar, Principal Supervisor, Chairperson SGC and Chairperson DGC

#### PART A: PhD SCHOLAR COMMENTS

Name		Semester of Report submission	
ID Number		Department/School	
Title of thesis			

Principal Supervisor	
----------------------	--

Outline below your progress and achievements over the last 6 months. Indicate what milestones have been achieved, including detailing what chapters or sections of your thesis have been written in draft or final form (use extra sheets, if required).

Outline below your research goals for the next 6 months. Indicate what milestones have been set for the next 6 months, including detailing what chapters or sections of your thesis you plan to write in this period (use extra sheets, if required).

Summarize below your thesis completion status?

Chapter	% Completion Status	Remarks (if any)
Introduction		
Literature Review		
Methodology		
Analysis		
Findings		
Questionnaire / Survey <i>(if any)</i>		
<i>Any other chapter (please mention below)</i>		


1. I rate the **quality** of my work as:

- |              |                          |                          |                          |
|--------------|--------------------------|--------------------------|--------------------------|
| a. Very Good | <input type="checkbox"/> | c. Satisfactory          | <input type="checkbox"/> |
| b. Good      | <input type="checkbox"/> | d. Below my expectations | <input type="checkbox"/> |

If (d) what measures have you taken to address this?

2. I assess my **rate of progress** as:

- |              |                          |                          |                          |
|--------------|--------------------------|--------------------------|--------------------------|
| a. Very Good | <input type="checkbox"/> | c. Satisfactory          | <input type="checkbox"/> |
| b. Good      | <input type="checkbox"/> | d. Below my expectations | <input type="checkbox"/> |

If (d) what measures have you taken to address this?

3. In the past 6 months I have:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Given a departmental seminar?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Attended a conference(s)?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Given a presentation(s) based on my research?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Had research output(s) published<br>(E.g. journal articles; book chapters; conference proceedings; creative works)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If yes, please give details:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 4. I have submitted work to my supervisor(s) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I have received written feedback             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

5. I have outstanding resource issues concerning my research Yes  No

If Yes, please give details:

6. There any intellectual property issues related to my research that have not been resolved Yes  No

If Yes, please give details:

7. How often and by what means do you and your supervisor(s) maintain contact?

Detail the means of contact (e.g., face-to-face; email; Skype) and the frequency of each

8. Contact with my supervisor(s) could be improved? Yes  No

If Yes, please comment:

9. Please provide details below of any way that you think your supervisor(s) could improve their support for your studies

10. Do you have any concerns with your English language skills (e.g., reading, writing, speaking, listening) in respect to your PhD work?

Yes  No

If yes, please describe these concerns and indicate whether you have sought any support or advice for these concerns (e.g., from your supervisor)

11. Have you identified any Health and Safety issues during the past 6 months?

Yes  No

If Yes, please describe the issues and what actions, if any were taken:

12. Are there any issues that your Supervisor(s) or the DGC or SGC should be aware of?

Yes  No

If Yes, please comment:

**Please now forward the form to your principal supervisor.**

**(Date Forwarded: \_\_\_\_\_)**

**PART B: SUPERVISOR(S) COMMENTS**

Please provide comments on the scholar's progress and achievements in the last 6 months:



Please provide comments on the scholar's thesis goals and milestones for the next 6 months:

Please provide comments on thesis completion status:

Chapter	% Completion Status	Remarks (if any)
Introduction		
Literature Review		
Methodology		
Analysis		
Findings		
Questionnaire / Survey (if any)		
<i>Any other chapter (please mention below)</i>		

13. The **quality** of the scholar's work is:

- a. Very good                       c. Satisfactory   
 b. Good                                       d. Below acceptable standard

If (d) what measures have been taken to address this?

14. The scholar's **rate of progress** is:

- a. Very good                       c. Satisfactory   
 b. Good                                       d. Below acceptable standard

If (d) what measures have been taken to address this?

15. How often and by what means do the supervisor(s) and the scholar maintain contact?

Detail the means of contact (e.g., face-to-face; email; Skype) and the frequency of each

16. Is the supervisor(s) satisfied with the frequency and means of contact?

Yes  No

If No, please comment:

17. Do you have any concerns about the scholar's English language skills (e.g., reading, writing, speaking, listening) in respect to his/her PhD work?

Yes  No

If yes, please describe these concerns and indicate whether you have offered support or advice to the scholar and/or directed them to support services.

18. Are there any intellectual property issues which have not been resolved?

Yes  No

If Yes, please comment:

19. Are there any issues that the DGC or SGC should be aware of?  
Yes  No

If Yes, please comment:



**Please forward the form to the School Graduate Office.**

**C3: Chairperson Department Graduate Committee (or delegate) to complete**

Please comment below on the scholar's progress and goals and on the comments made by the scholar and by the supervisor(s). If any concerns have been raised by either the scholar or supervisor, please indicate what actions have been taken and any further action you recommend.

I recommend that the candidate's enrolment be:

- Continued
- Continued subject to specified conditions as outlined below
- Terminated

Specified conditions of continued enrolment:

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date

**C4: Chairperson School Graduate Committee (or delegate) to complete**

I have resolved that this progress report be:

- Approved
- Declined

I resolve that the candidate's enrolment be:

- Continued
- Continued subject to specified conditions as outlined below
- Terminated

Specified conditions of continued enrolment:

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
Date

Comments:

Please now submit the form to the Office of Dean  
Research

## Appendix B3

Application for An Extension to  
Final Thesis Submission (SGC)

Use this form if you require an extension to the final submission date for your PhD thesis. This form must be completed if you wish to submit your thesis on a date later than the final thesis submission date.

### Section 1 – to be completed by the scholar

Before applying for an extension please first discuss the matter with your supervisors.

Your application for an extension will be considered by the Chairperson DGC in consultation with your supervisor(s). You will be notified on the outcome of your request by the School Graduate Office as soon as possible.

*Please note that if you are granted an extension to your thesis submission date you will be liable for any additional fees for the period of the extension.*

Scholar's Full Name:	
ID number	
Department/School	
Principal Supervisor	
Current Thesis Submission Date	
Number of months of extension requested	
Reason for request of extension	

**PLEASE FORWARD THE FORM TO YOUR PRINCIPAL SUPERVISOR**

### Section 2 – to be completed by Principal Supervisor

Do you support the scholar's request for an extension to their thesis submission date?

Yes

No

Do you support the requested length of the requested extension?

Yes – I am confident that thesis will be completed within the timeframe of the requested extension.  
The scholar has a clear timeline to completion

No – I suggest a more appropriate length would be \_\_\_\_\_ months

Please add any further comments here	
Name/signature	
Date	

**Section 3 – to be completed by Chairperson Department Graduate Committee (or delegate)**

Do you support the scholar’s request for an extension to thesis submission date?

Yes

No

Please add any further comments here	
Name/signature	
Date	

**PLEASE FORWARD THE FORM TO YOUR DEAN / DIRECTOR**

Approved

Comments:

--

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
(Date)

**Please now submit the form to the Office of Dean Research**





## Appendix B4

**PROGRESS REPORT  
OF TIME BARRED  
STUDENTS &  
REQUEST FOR**

To be filled by PhD the participant who have crossed the maximum time limit (8 years) to complete their PhD studies.

This form has three parts:

**PART A:** Current State of Progress Report – to be completed by the PhD Scholar

**PART B:** Comments – to be completed by the his/her Supervisor

**PART C:** Recommendations – to be completed by the UMT Office of Dean Research.

**PART A: PhD SCHOLAR CURRENT PROGRESS STATEMENT**

Name			
ID Number		Department/School	
Title of thesis			
Date of PhD Enrolment		Date of Comprehensive Exam Passed	
Today's Date		Date of Research Proposal accepted by BASAR	

**Supervisory Support**

PhD Supervisor	
_____ Supervisor	
_____ Supervisor	

**Outline below your progress and achievements towards completion of PhD Thesis. Indicate what milestones have been achieved, including detailing what chapters or sections of your thesis have been written in draft or final form (use extra sheets, if required).**

**Summarize below your thesis completion status?**

<b>Chapter</b>	<b>% Completion Status</b>	<b>Date Completed</b>	<b>Feedback by Supervisor</b>	<b>Date Feedback Provided</b>
Introduction				
Literature Review				
Methodology				
Analysis				
Findings				
Questionnaire / Survey <i>(if any)</i>				
Any other chapter (please mention below)				

When was the complete 1 <sup>st</sup> draft of thesis submitted to OCE?	
Has the External Examiner appointed?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**1. Are any intellectual property issues related to my research that has not been resolved?**

Yes  No

If Yes, please give details:

**2. Please provide details below of any way that you think your supervisor(s) could still improve their support towards completing your studies**

**3. Do you have any concerns with your English language skills (e.g., reading, writing, speaking, listening) in respect to your PhD work?**

Yes  No

If yes, please describe these concerns and indicate whether you have sought any support or advice for these concerns (e.g., from your supervisor)

**PART B: SUPERVISOR(S) COMMENTS**

Please forward the form to your PhD supervisor and obtain his report/recommendation and then submit to Office of Dean Research.

**Please provide comments on the scholar's slow progress towards completion of his/her work during the prescribed timeline:**

**1. Please provide comments on the summary of thesis completion status as stated by the participant on page no 2:**

**2. Do you have any concerns about the scholar's English language skills (e.g., reading, writing, speaking, listening) in respect to his/her PhD work?**

Yes

No

If yes, please describe these concerns and indicate whether you have offered support or advice to the scholar and/or directed them to support services.

**RECOMMENDATIONS BY SUPERVISOR**

I recommend that the scholar's enrolment be:

- Extended for a maximum of 6 months
- Continued subject to specified conditions as outlined below
- Terminated

Specified conditions of continued enrolment:

**I have discussed our comments with the scholar:** Yes  No

Please outline any issues that emerged from the discussion with the scholar:

**PART C– to be completed by Chairperson Department Graduate Committee (or delegate)**

Do you support the scholar's request for an extension to thesis submission date?

Yes  No

Please add any further comments here	
Name/signature	

Date	
------	--

**PLEASE FORWARD THE FORM TO YOUR DEAN / DIRECTOR**

Approved

Comments:

\_\_\_\_\_  
Name/Signature

\_\_\_\_\_  
(Date)

**PART D: RECOMMENDATIONS BY UMT OFFICE OF DEAN RESEARCH**

**Please forward the form to the Office of Dean Research.**

I recommend that the candidate's enrolment be:

- Extended by 6 months beginning \_\_\_\_\_
- Continued subject to specified conditions as outlined below
- Terminated

Specified conditions of continued enrolment:

\_\_\_\_\_  
Dean Research

\_\_\_\_\_  
(Date)

**Form will be forwarded to BASAR for approval. Decision of BASAR be notified to PhD scholar/ his/her supervisor, DGC/SGC, Dean of School and Office of Dean Research**

- a. It must form a distinct contribution to the body of knowledge and afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical judgment;
- b. PhD scholar should publish at least two research papers, out of his/her research work during the doctoral studies, in an HEC recognized Journal as a thesis requirement. Dean ORIC will verify the publication and ensure its affiliation with UMT.
- c. Degree will only be issued after fulfillment of thesis requirement. The Controller of Examination will ensure that scholar has published the research paper in accordance with Thesis requirement condition.
- d. Any part of thesis that has been published before submission of thesis must be appended at the end of thesis.
- e. The candidate shall submit through his/her supervisor one copy of his Thesis typed or printed, along with one copy of a short abstract and a CD of thesis after qualifying for the Ph.D.



## Appendix C2

Enter date (preferably in the format ‘26 June 2018’)

## List of Examiners for PhD Dissertation

The Rector  
University of Management and Technology  
Lahore, Pakistan

Subject: **List for Examiners for PhD** enter title of discipline **Thesis Evaluation**

Dear Sir,

PhD enter title of discipline Thesis titled enter thesis title here of Ms/Mr enter name of the PhD Scholar, bearing University ID: enter the participant ID conducted under the supervision of Dr: enter Supervisor name and Co-Supervised by enter Co-Supervisor name, is ready for examination. A list of international/external examiners is prepared as per rules for the evaluation of the said Thesis. Kindly review the following list to approve the relevant experts.

Foreign Examiners						
#	Name	Designation, Department, and Institution	Research Interest	Mailing Address & Contact No.		Consent
	Click or tap here to enter text.	Qualification & Discipline Enter designation Enter department Enter institute/university	Enter research interest	Official Email Address	Click or tap here to enter text.	<input type="checkbox"/>
				Personal Email Address:	Click or tap here to enter text.	
				Phone Number:	Click or tap here to enter text.	
				Postal Address	Click or tap here to enter text.	
				City & Country	Enter city, and country	
	Click or tap here to enter text.	Qualification & Discipline Enter designation Enter department Enter institute/university	Enter research interest	Official Email Address	Click or tap here to enter text.	<input type="checkbox"/>
				Personal Email Address:	Click or tap here to enter text.	
				Phone Number:	Click or tap here to enter text.	

				Postal Address	Click or tap here to enter text.	
				City & Country	Enter city, and country	
Click or tap here to enter text.	Qualification & Discipline Enter designation Enter department Enter institute/university	Enter research interest	Official Email Address	Click or tap here to enter text.	<input type="checkbox"/>	
			Personal Email Address:	Click or tap here to enter text.		
			Phone Number:	Click or tap here to enter text.		
			Postal Address	Click or tap here to enter text.		
			City & Country	Enter city, and country		
Click or tap here to enter text.	Qualification & Discipline Enter designation Enter department Enter institute/university	Enter research interest	Official Email Address	Click or tap here to enter text.	<input type="checkbox"/>	
			Personal Email Address:	Click or tap here to enter text.		
			Phone Number:	Click or tap here to enter text.		
			Postal Address	Click or tap here to enter text.		
			City & Country	Enter city, and country		
Click or tap here to enter text.	Qualification & Discipline Enter designation Enter department Enter institute/university	Enter research interest	Official Email Address	Click or tap here to enter text.	<input type="checkbox"/>	
			Personal Email Address:	Click or tap here to enter text.		
			Phone Number:	Click or tap here to enter text.		
			Postal Address	Click or tap here to enter text.		
			City & Country	Enter city, and country		

## Local Examiners

#	Name	Qualification, Designation, Department, and Institution	Research Interest	Mailing Address & Contact No.		Consent	
	Click or tap here to enter text.	Qualification & Discipline Enter designation Enter department Enter institute/university	Enter research interest	Official Address	Email Address	Click or tap here to enter text.	<input type="checkbox"/>
				Personal Address:	Email Address:	Click or tap here to enter text.	
				Phone Number:		Click or tap here to enter text.	
				Postal Address		Click or tap here to enter text.	
	Click or tap here to enter text.	Qualification & Discipline Enter designation Enter department Enter institute/university	Enter research interest	Official Address	Email Address	Click or tap here to enter text.	<input type="checkbox"/>
				Personal Address:	Email Address:	Click or tap here to enter text.	
				Phone Number:		Click or tap here to enter text.	
				Postal Address		Click or tap here to enter text.	
	Click or tap here to enter text.	Qualification & Discipline Enter designation Enter department Enter institute/university	Enter research interest	Official Address	Email Address	Click or tap here to enter text.	<input type="checkbox"/>
				Personal Address:	Email Address:	Click or tap here to enter text.	
				Phone Number:		Click or tap here to enter text.	
				Postal Address		Click or tap here to enter text.	
	Click or tap here to enter text.	Qualification & Discipline Enter designation Enter department Enter institute/university	Enter research interest	Official Address	Email Address	Click or tap here to enter text.	<input type="checkbox"/>
				Personal Address:	Email Address:	Click or tap here to enter text.	
				Phone Number:		Click or tap here to enter text.	

				Postal Address	Click or tap here to enter text.	
	Click or tap here to enter text.	Qualification & Discipline Enter designation Enter department Enter institute/university	Enter research interest	Official Email Address	Click or tap here to enter text.	□
				Personal Email Address:	Click or tap here to enter text.	
				Phone Number:	Click or tap here to enter text.	
				Postal Address	Click or tap here to enter text.	

**Attachments:** CV's of all examiners with necessary details mentioned in 'Criteria for the Selection of Doctoral Thesis Examiners'.

**Note:** If examiner(s) is/are of the rank less than Associate Professor, please state the reason for inclusion/selection.

[Click or tap here to enter remarks/comments \(if any\).](#)

Sincerely,

Enter name of the Supervisor, Enter Designation and Department of the Supervisor

(Note: Approval is required by Chairperson of the relevant Department and the relevant Dean before sending this document to the Office of Controller of Examination)

## Appendix C3

### Supervisor Declaration form

It is to certify that the research work described in this PhD Thesis entitled (Title) is the original work of the author and has been carried out under my direct supervision. I have personally gone through all its data, contents and results reported in the manuscript. Furthermore, to the best of my knowledge, all the data collected and analyzed are genuine and original. I further certify that the material included in this thesis has not been used partially or fully, in any manuscript already submitted or is in process of submission in partial or complete fulfillment of the award of another degree from any institution. I also certify that this thesis has been developed under my supervision according to the prescribed format and I endorse its evaluation for the award of PhD degree in accordance with the prescribed procedure of the university.

---

Supervisor

(Type Name here)

(Type Designation here)

(Type School Name here)

University of Management & technology Lahore,  
Pakistan

**CHECKLIST FOR PHD THESIS SUBMISSION TO OCE**



**University Of Management and Technology**  
Checklist for PhD Thesis Submission to OCE by the Supervisor

ID No. 

--	--	--	--	--	--	--	--	--	--

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Program: \_\_\_\_\_

Email: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Approved Title of Thesis: \_\_\_\_\_

Supervisor's Name and Designation: \_\_\_\_\_

No. of Credit Hours Completed \_\_\_\_\_ out of \_\_\_\_\_ Current CGPA: \_\_\_\_\_ required CGPA 3.00

Please ✓ the followings:

- Topic approval by BASAR.  Anti-Plagiarism report from Library duly signed by CLO
- 01 hard copy of thesis.  01 soft copy (CD) in PDF format of thesis.
- Declaration certificate from Supervisor.  Reference of Publications (Proof of Publication).
- Panel list of Local and Foreign Examiners.

Examiners' Checklist
Panel list must include 3 Foreign Examiners and 4 Local Examiners**
Foreign Examiners must be from Advanced countries List of HEC
Foreign Examiners must not be Expatriate Pakistani
Examiners must be Associate Professor and above
Examiners must have PhD degree in relevant subject
Examiners' consent must be attached
Examiners' full CV must be attached ***
Examiners' official email address be provided in Panel List
Only one Examiner be listed from one University
Panel list must be signed by concerned Supervisor, COD, Dean and Dean ORIC

FE	FE	FE	FE	FE	LE	LE	LE	LE
1	2	3	4	5	1	2	3	4

PhD Scholar's Signatures \_\_\_\_\_ Supervisor's Signatures \_\_\_\_\_ Controller of Examinations \_\_\_\_\_

FE = Foreign Examiner      LE = Local Examiner

\*\* The Panel list of Examiners must be prepared and provided by the concerned Supervisor. The consents from Examiners must be taken by the concerned supervisor only  
 \*\*\* CV must include Qualification, Research / Academic Experience, Publications in the relevant discipline, Present Designation, Employment History and official email address.

## Appendix C5

### PhD THESIS EVALUATION FORM (BY EXTERNAL EXAMINER)

General information	
Title of PhD Thesis	
Name of the Scholar	
Scholar ID	
Name, Designation and Institutional affiliation of the Examiner	

### RECOMMENDATION

- Please mark one box only and refer to Page 2 for the required Merit Criteria Scores –

PASS			
✈	The candidate should be awarded the degree without requirement of revision, further examination or modification (minor corrections and typographical errors only).		
✈	The candidate should be awarded the degree subject to minor nominated revisions being completed to the satisfaction of the Dean and the Principal Supervisor (see attached report).		
✈	The candidate should be awarded the degree following completion of the major nominated revisions to the satisfaction of the Dean and the Principal Supervisor (see attached report).		
RE-SUBMIT			
✈	Thesis be RE-SUBMITTED within the stipulated time for examination after completing the required extra work and revisions indicated in examiner's report. (a thesis which must be re-submitted requires alterations of such scale, complexity and/or conceptual significance that their adequacy should be appraised again by an external expert/s).  <i>- Please indicate if you are willing to re-examine this thesis -</i>		
✈	I am willing to re-examine this thesis.	✈	I am NOT willing to re-examine this thesis.
FAIL			
✈	Thesis be FAILED and the scholar NOT be awarded the degree of Doctor of Philosophy and NOT be permitted to resubmit thesis in a revised form.		

Please complete the following Merit Criteria Scores for this thesis on six criteria for the award of a Doctorate of Philosophy from the University of Management and Technology, Lahore, Pakistan.

Please indicate your scores next to each criterion (*Refer Merit Criteria Scoring Key given below*)

SCORE	CRITERIA FOR THE AWARD OF DOCTOR OF PHILOSOPHY BASED ON THIS THESIS
	Thesis as a whole is a substantial and original contribution to the existing body of knowledge in the respective discipline / subject.
	The scholar demonstrates familiarity with, and understanding of, the relevant body of knowledge and literature.
	Thesis provides a comprehensive synthesis of the research work done on the selected topic.
	The methodological techniques used are appropriate to the subject matter and are properly applied.
	The data has been analyzed using the most suitable analyses, and results are reported properly (linking them with objectives/Research questions / hypotheses).
SCORE	CRITERION FOR ADDITIONAL EXAMINABLE COMPONENT/S FOR AWARD OF DOCTOR OF PHILOSOPHY – (IF APPLICABLE)
	Additional examinable components demonstrate technical accomplishment and imaginative resource and/or advanced technical and interpretative accomplishment (as appropriate)

*Merit Criteria Scores Key*

SCORE	MERIT CRITERIA	DESCRIPTION
<b>1</b>	<b>Exceptional</b>	Of the highest merit, at the forefront of international PhDs in the field.
<b>2</b>	<b>Excellent</b>	Strongly competitive at international levels.
<b>3</b>	<b>Very good</b>	An interesting, sound and compelling thesis.
<b>4</b>	<b>Good</b>	A sound thesis but lacks a compelling element in some respect.
<b>5</b>	<b>Fair</b>	Thesis has potential but requires major revisions.
<b>6</b>	<b>Flawed</b>	Thesis does not meet the required standard for the award of PhD

Please attach your report (minimum length – 1 page).

I confirm that I have no relation with PhD scholar or that there is no actual or perceived conflict of interest arising from my examination of this thesis.

Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_



<b>General information</b>	
<b>Title of PhD Thesis</b>	
<b>Name of the Scholar</b>	
<b>Scholar ID</b>	
<b>Name, Designation and Institutional Affiliation of the Examiner</b>	

### **1. Introduction and Research Objectives**

Consideration should be given to: the suitability &, relevance of the background material and theoretical framework for the research in the Introduction Chapter; significance of research objectives and to what extent they have been achieved

**Suggestions for improvement (if any):**

### **2. Literature Review:**

*Whether the scholar has provided a synthesis of relevant and up to date researches (International & indigenous) in the Literature Review Chapter*

**Suggestions for improvement (if any):**

**3. Research methodology:**

*Consideration should be given to the methodological technique/s of research used and the extent of work involved in terms of fieldwork, experimentation, interviews, library research and so forth. Consideration should also be given to the authenticity of assessment procedures being used and ethical considerations.*

**Suggestions for improvement (if any):**

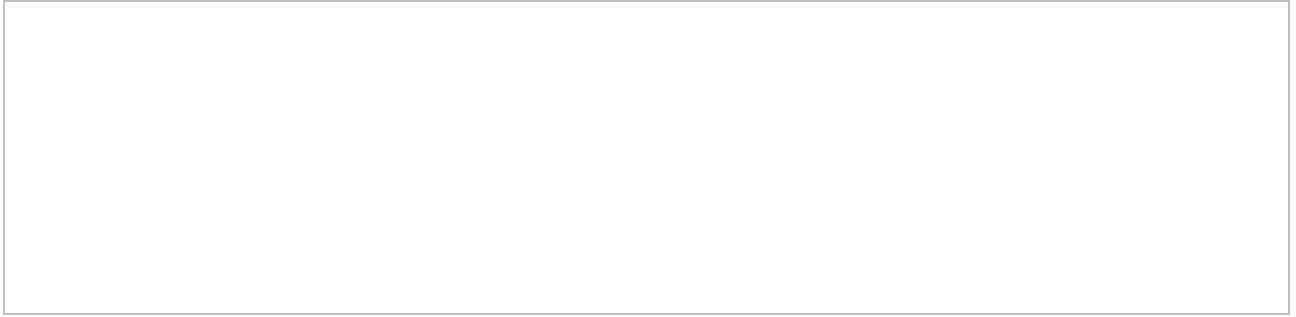
**4. Analysis of Data:**

*Comments should be given on the candidate's ability to: apply appropriate principles and practices to the research data; analyses research data using appropriate techniques/analyses; to report results in a coherent manner and relate them to the objectives, Research questions/ research hypotheses.*

**Suggestions for improvement (if any):**

**5. Significance /Implications of the findings:**

*Consideration should be given to the extent to which the objectives of the research have been achieved and in what way the findings are beneficial in terms of adding to the existing body of knowledge & policy making.*



**6. References**

*Consideration should be given to up-to-date, professionally legitimate and peer reviewed sources. The format of listing citations and references should be according to APA or any other format adopted by the field/faculty.*

**OVERALL STYLE AND ORGANIZATION**

**7. Suitability of the title:**

**8. Presentation:**

**9. Mechanical aspect (e.g. typos, grammar, spelling, numbering, punctuation)**

**Suggestions for improvement (if any):**

Name/Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix C6

**PHD THESIS  
Summary of Changes  
Form**

S. #.	Comments of the Reviewers	External Examiner (1) External Examiner (2)	Executed / Not Executed	Changes Made	Researchers Comments

Scholar's Signatures \_\_\_\_\_

Supervisor's Signatures \_\_\_\_\_

COD Signatures \_\_\_\_\_

Dean's / Director's Signatures \_\_\_\_\_

## Appendix C7

**Final Clearance Form**

Scholar's Details		Date	
Full name (As per Matric Certificate)		The participant ID	
Father Name (As per Matric Certificate)		Contact No.	
Program		CGPA	
Cr Hrs Completed		Cr Hrs Required	
Department		School	
Supervisor's Name		Supervisor's Designation	
Co-Supervisor's Name, if any			
Thesis Title (as per BASAR) with BASAR No.			
* Attach all required documents: including Matric, Inter, Graduation, Master, MPhil (FT and Degree), GAT Result copy, ID Card, BASAR approvals, and supervisor declaration.			
<b>Offices Use Only</b>			
<b>Office of the Registrar</b>			
Description	Yes/No	Details/comments	
1. Name of the Scholar (As per Matriculation)			
2. Father Name of Scholar (As per Matriculation)			
3. Any change in ID, Mention both IDs, if any			
4. Thesis Title as per BASAR			
5. BASAR No.			
6. Time Bar case, if any			
7. Any Extension from BASAR			
8. Change of Supervisor, if any			
9. Overlapping of MPhil and PhD Degrees			
10. Documents (Matric to MS/MPhil)			
11. Course work completed			
12. All Record Updated on System/ERP			
<b>Registrar</b>	<b>Name:</b> _____		<b>Signature with Date:</b> _____

**CHECKLIST FOR PHD THESIS  
DEFENSE**

<b>Office of Treasurer (OTR)</b>	<b>Yes/No</b>	<b>Office of Controller of Examinations (OCE)</b>	<b>Yes/No</b>
Financial Clearance		Clearance	
Description		Any comment	
Signature with date		Signature with date	
Stamp		Stamp	

**Appendix C8**



## University Of Management and Technology Checklist for PhD Thesis Defense

I.D. No.:

--	--	--	--	--	--	--	--	--	--

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Program: \_\_\_\_\_ Email: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Approved Title of Thesis: \_\_\_\_\_

Supervisor's Name and Designation: \_\_\_\_\_

Address: \_\_\_\_\_

No. of Credit Hours Completed \_\_\_\_\_ out of \_\_\_\_\_ Current CGPA: \_\_\_\_\_ required CGPA \_\_\_\_\_

Please ✓ the followings:

- Clearance Form for Defense of Thesis.
- Brief Profile / CV of PhD Scholar.
- MA / MSc / MPhil degree copy.
- CNIC copy
- Domicile copy
- Two copies of thesis abstract in English language less than two pages.
- 3 copies of thesis.
- A soft copy in PDF format must be bound in every copy of the thesis.
- Anti-Plagiarism report from Library duly signed by CLO.
- Declaration certificate from Supervisor/Co-Supervisor.
- Reference of Publications (Proof of Publication).

\_\_\_\_\_  
Student's  
Signatures

\_\_\_\_\_  
Supervisor's Name  
with Signatures

\_\_\_\_\_  
Controller of Examinations'  
Signatures



## Certificate of Approval

This is to certify that the research work presented in this thesis, entitled “” was conducted by .... under the supervision of by **Dr.....**

No part of this thesis has been submitted anywhere else for any other degree. This thesis is submitted to the **Department of** in partial fulfillment of the requirements for the degree of Doctor of Philosophy in Field of **Education, Department of, University of Management and Technology, Lahore.**

The participant Name:

Signature: \_\_\_\_\_

**Examination Committee:**

a) **External Examiner 1:**

Signature: \_\_\_\_\_

b) **External Examiner 2:**

Signature: \_\_\_\_\_

c) **Internal Examiner:**

Signature: \_\_\_\_\_

Supervisor Name: **Dr.**

Signature: \_\_\_\_\_

Name of Dean: **Dr.**

Signature: \_\_\_\_\_

## Appendix C10

### RUBRIC FOR EVALUATING PHD THESIS DEFENSE

<i>Candidate's Name:</i>		<i>Date of Defense:</i>	
<i>Thesis Title:</i>			

*(To be completed by each committee member. Please check boxes for all evaluation criteria that you feel are appropriate within each attribute category)*

Attribute	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Overall quality presentation  <input type="checkbox"/> Attribute not applicable	<input type="checkbox"/> Poorly organized <input type="checkbox"/> Poor presentation <input type="checkbox"/> Poor communication skills <input type="checkbox"/> Slides and handouts difficult to read	<input type="checkbox"/> Clearly organized <input type="checkbox"/> Clear presentation <input type="checkbox"/> Good communication skills <input type="checkbox"/> Slides and handouts clear	<input type="checkbox"/> Well organized <input type="checkbox"/> Professional presentation <input type="checkbox"/> Excellent communication skills <input type="checkbox"/> Slides and handouts outstanding
Overall breadth of knowledge  <input type="checkbox"/> Attribute not applicable	<input type="checkbox"/> Presentation unacceptable <input type="checkbox"/> Presentation reveals critical weaknesses in depth of knowledge in subject matter <input type="checkbox"/> Presentation does not reflect well developed critical thinking skills <input type="checkbox"/> Presentation is narrow in scope	<input type="checkbox"/> Presentation acceptable <input type="checkbox"/> Presentation reveals some depth of knowledge in subject matter <input type="checkbox"/> Presentation reveals above average critical thinking skills <input type="checkbox"/> Presentation reveals the ability to draw from knowledge in several disciplines	<input type="checkbox"/> Presentation superior <input type="checkbox"/> Presentation reveals exceptional depth of subject knowledge <input type="checkbox"/> Presentation reveals well developed critical thinking skills <input type="checkbox"/> Presentation reveals the ability to interconnect and extend knowledge from multiple disciplines
Quality of response to questions  <input type="checkbox"/> Attribute not applicable	<input type="checkbox"/> Responses are incomplete <input type="checkbox"/> Arguments are poorly presented <input type="checkbox"/> Respondent exhibits lack of knowledge in subject area <input type="checkbox"/> Responses do not meet level expected of a Ph.D. graduate	<input type="checkbox"/> Responses are complete <input type="checkbox"/> Arguments are well organized <input type="checkbox"/> Respondent exhibits adequate knowledge in subject area <input type="checkbox"/> Responses meet level expected of a Ph.D. graduate	<input type="checkbox"/> Responses are eloquent <input type="checkbox"/> Arguments are skillfully presented <input type="checkbox"/> Respondent exhibits superior knowledge in subject area <input type="checkbox"/> Responses exceed level expected of a Ph.D. graduate

Attribute	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
-----------	----------------------------	--------------------	----------------------

<p>Use of communication aids</p> <p><input type="checkbox"/> Attribute not applicable</p>	<p><input type="checkbox"/> Communication aids are poorly prepared</p> <p><input type="checkbox"/> Too much information included</p> <p><input type="checkbox"/> Listeners are confused</p> <p><input type="checkbox"/> Communication aids are used inappropriately</p>	<p><input type="checkbox"/> Communication aids contribute to the quality of the presentation</p> <p><input type="checkbox"/> Appropriate information is included</p> <p><input type="checkbox"/> Listeners can easily follow the presentation</p> <p><input type="checkbox"/> Some material is not supported by communication aids</p>	<p><input type="checkbox"/> Communication aids enhance the presentation</p> <p><input type="checkbox"/> Details are minimized so major points stand out</p> <p><input type="checkbox"/> Information is organized to maximize audience understanding</p> <p><input type="checkbox"/> Reliance on communication aids is minimal</p>
---	---	--	---

**Confidential Comments:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_