

**BAQAI MEDICAL UNIVERSITY**

**POSTGRADUATE  
POLICY  
&  
REGULATIONS**

**Version 2.0**

**2022**



**Baqai Medical University**

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## 1. SCOPE

This policy and regulations extend to all the departments/faculties of Baqai Medical University offering postgraduate program(s) (excluding MBA and E-MBA programs) and to the faculty, staff, and students involved therein.

## 2. PURPOSE

Based on the general guideline of the regulatory bodies issued for postgraduate programs, Baqai Medical University has formed this policy to ensure the uniform modus operandi of regulations related to the postgraduate programs (excluding MBA and E-MBA programs). The Board of Advanced Studies & Research (BASR) shall look into the matters of all such postgraduate programs under its umbrella. Any particular issue not covered in this policy shall be submitted to the BASR for necessary action.

## 3. DATE OF IMPLEMENTATION

This policy shall be effective from January 1, 2022, and shall apply to all enrolled students (where applicable).

With any change/amendment being approved in the BASR and Academic Council meetings, the change shall be immediately incorporated in this policy and the version number should be changed accordingly. The first digit of the version shall be changed for any initial revision being made in any year. At the same time, the decimal shall proceed after that for any further modifications in that particular year, e.g., if any other changes are being made in the year 2022, the version number shall change in decimal like 'Version 2.1' or Version 2.2 and so on. If any change is made in the next year (2023), the version number shall change as a whole, e.g., 'Version 3.0', and after that, only decimal will change in 2023.

## 4. ABBREVIATIONS

- i. BASR: Board of Advanced Studies & Research.
- ii. BDS: Bachelor of Dental Surgery
- iii. BMU: Baqai Medical University
- iv. DRRC: Departmental Research Review Committee
- v. FCE: Final Certifying/Comprehensive Exam
- vi. HEC: Higher Education Commission of Pakistan
- vii. HJRS: HEC Journal Recognition System
- viii. JCR: Journal Citation Report
- ix. M.Phil.: Master of Philosophy
- x. MBBS: Bachelor of Medicine, Bachelor of Surgery
- xi. MD: Doctor of Medicine
- xii. MDS: Master in Dental Sciences
- xiii. MLS: Medical Laboratory Sciences
- xiv. MPH: Master in Public Health

- xv. MS: Master of Science
- xvi. MS (Surgery): Master of Surgery
- xvii. PCD: Ph.D. Country Directory
- xviii. PG: Postgraduate
- xix. PGMI: Postgraduate Medical Institute
- xx. Ph.D.: Doctor of Philosophy
- xxi. Pharm.D.: Doctor of Pharmacy
- xxii. UAT: University Admission Test

## **5. POLICY STATEMENT**

### **5.1. Admissions**

- 5.1.1. The admissions shall be offered once a year (where applicable).
- 5.1.2. The university shall conduct a UAT for admission to any PG program (where applicable).
- 5.1.3. The BASR Secretariat and the Admission Cell shall arrange the UAT. However, the paper for the UAT of each program shall be the responsibility of the Examination Department of BMU.
- 5.1.4. The passing marks shall be 60% for master's programs (except MDS, MS (Surgery)/MD where passing marks are 50%) and 70% for Ph.D. programs or as directed by HEC.
- 5.1.5. In case a student has appeared and cleared the Graduate Assessment Test (GAT), or Graduate Record Examination (GRE) conducted by any HEC recognized testing service (e.g., NTS) with a minimum cumulative score as specified in the HEC criteria, the student shall have not to appear in the UAT. However, the student may appear in the UAT at their own will. Similarly, the university may ask any such candidate to appear in UAT despite clearing GAT.
- 5.1.6. The score of UAT shall remain valid for 01 year only, while the score of GAT/GRE by any HEC recognized testing service should remain valid for the recommended time duration (e.g., two years).
- 5.1.7. The format of the UAT shall be based on multiple-choice questions (MCQs) with no negative marking.
- 5.1.8. The questions in the UAT shall be relevant to the bachelor's degree for any master's program, while they should be subject-based for Ph.D. programs.
- 5.1.9. The BASR may call all or only selected passed candidates in UAT for interviews based on their UAT scores.
- 5.1.10. The BASR shall announce the names of successful candidates after approval from its members in a special meeting. The Secretary BASR, under exceptional

circumstances, may notify the results directly after approval from the Vice Chancellor.

- 5.1.11. The results shall be displayed on the university's website and other social media platforms, along with a hardcopy being displayed on the university notice board (if required).
- 5.1.12. The admission to any PG program shall be given according to the guideline provided by the HEC/concerned regulatory body following the minimum eligibility criteria.

**M. Phil.:**

- 5.1.13. The eligibility criteria shall be as per the relevant bachelor's degree such as MBBS/BDS/Pharm. D. or its equivalent relevant degree from a recognized institution OR M.Sc. in basic sciences from a recognized institution.
- 5.1.14. A minimum of 2.5 CGPA out of 4.0 or equivalent is required.

**MDS:**

- 5.1.15. The candidate must have a BDS degree from a PMC recognized institution.
- 5.1.16. The candidate must be registered with PMC.
- 5.1.17. At least 01-year of house job experience in a recognized institution.
- 5.1.18. Two years experience in a recognized institution in the relevant field/subject (the BASR may grant an exemption on special consideration).

**MS–MLS:**

- 5.1.19. The candidate must have a BS in subjects with Biological Sciences or Medical Laboratory Sciences or have a BS degree in Biochemistry or Microbiology from a recognized institution.

**MPH:**

- 5.1.20. The candidate must have a degree in MBBS, BDS, Pharm. D., Nursing, Physiotherapy, Veterinary Medicine, or MSc in Microbiology or Psychology from a recognized institution.
- 5.1.21. A minimum of two years of experience.

**MS/MD:**

- 5.1.22. The candidate must have a relevant bachelor's degree such as MBBS or its equivalent relevant degree from a PMC recognized institution.
- 5.1.23. The candidate must be registered with PMC.
- 5.1.24. House job experience in a recognized institution.

- 5.1.25. Two years experience in a recognized institution in the relevant field/subject (the BASR may grant an exemption on special consideration).

**Ph. D.:**

- 5.1.26. The eligibility criteria shall be as per the relevant master's degree such as M. Phil. or its equivalent relevant degree from a recognized institution with a minimum CGPA of 3.0 out of 4.0 or first division in the annual system.
- 5.1.27. A prior master's degree in the same field/subject is not mandatory. However, the final decision shall be made by the BASR depending on the candidate's relevant experience. Any such candidate may be asked to complete additional course(s) in this regard as suggested by the BASR.
- 5.1.28. The student must submit a 'Statement of Purpose' for admission into a Ph.D. program. The statement shall contain why the candidate wants to do a Ph.D. in a particular subject. The concerned faculty/admission committee/BASR shall consider this statement for admission and check the candidate's preparedness for the particular Ph.D. program.

**5.2. Duration and Course Work Requirements of the PG Degree Programs**

**5.2.1. M.Phil. / MS–MLS**

Duration	
Minimum	2 years
Maximum*	5 years
Semesters for Course Work	2 (first year)
Semester Duration	Minimum 16 weeks of teaching excluding examination
Total Credit Hours	30 (24 credit hours coursework + 6 hours thesis/dissertation)
Semester Load	9–12 credit hours per semester
Passing Criteria	
Passing Percentage	60% in each course
CGPA Requirement	Minimum 3.0
FCE Requirement	Yes
FCE Pass Percentage	60%

### 5.2.2. MS (Transfusion Medicine)

Duration	
Minimum	2 years
Maximum*	5 years
Modules for Course Work	04
Module Duration	Minimum 16 weeks of teaching excluding examination
Total Credit Hours	??
Module Load	??
Passing Criteria	
Passing Percentage	60% in each course
CGPA Requirement	Minimum
FCE Requirement	Yes
FCE Pass Percentage	60%

### 5.2.3. MDS

Duration	
Minimum	4 years
Maximum*	7 years
Semesters for Course Work	8
Semester Duration	Minimum 16 weeks of teaching excluding examination
Total Credit Hours	84 (75 credit hours coursework + 9 hours dissertation)
Semester Load	9–15 credit hours per semester
Passing Criteria	
Passing Percentage	60% in each course
CGPA Requirement	Minimum 3.0
FCE Requirement	No

### 5.2.4. MPH

Duration	
Minimum	2 years
Maximum*	4 years
Semesters for Course Work	4
Semester Duration	Minimum 16 weeks of teaching excluding examination
Total Credit Hours	63 (50 credit hours coursework + 13 credit hours dissertation)
Semester Load	10–24 credit hours per semester (including dissertation)
Passing Criteria	
Passing Percentage	50% in each course
CGPA Requirement	Minimum 2.5
FCE Requirement	No



### 5.2.5. MD / MS (Surgery)

Duration Minimum Maximum*	4 years ?? years
Clinical Training	<ul style="list-style-type: none"> <li>• 18 months in the respective department</li> <li>• 06 months in the assigned subspecialties (at least two rotations of ~03 months in each subspecialty)</li> <li>• 24 months in the individual department with a minimum of two more subspecialties with at least 02 rotations.</li> </ul>
Passing Criteria Passing Percentage CGPA Requirement	60% in each course Minimum
FCE Requirement	No

### 5.2.6. Ph.D.

Duration Minimum Maximum*	3 years 8 years
Semesters for Course Work	2 (first year)
Semester Duration	Minimum 16 weeks of teaching excluding examination
Total Credit Hours	18 credit hours coursework
Semester Load	9 credit hours per semester
Passing Criteria Passing Percentage CGPA Requirement	70% in each course Minimum 3.0
FCE Requirement	Yes
FCE Pass Percentage	70%
Residency Requirement	2 years

*\* The maximum duration of each program may exceed under exceptional circumstances or as decided by the competent authority.*

## 5.3. Enrollment Policy

- 5.3.1. Within three (03) months of admission/start of the semester of the first professional year, the student shall apply for enrollment on a prescribed form to the Examination Department of BMU on payment of a prescribed fee.
- 5.3.2. No student shall be eligible to appear in any examination unless enrolled with the university.
- 5.3.3. The Controller of Examination will issue the enrollment card containing the enrollment number that shall be their permanent number till the expiry of the enrollment card.

- 5.3.4. If an enrolment card is lost or destroyed, a duplicate copy will be issued on payment of the prescribed fee.
- 5.3.5. The students who are unable to complete their degree requirements within the validity of their enrollment (maximum duration as mentioned in Section 5.2) will have to revalidate/extend their registration by payment of the prescribed fee with the permission of the concerned Dean.
- 5.3.6. The re-enrollment shall be valid for one year only (where applicable).
- 5.3.7. On the expiry of the first re-enrollment, a further extension of one year can be made by the second re-enrollment on payment of the prescribed fee with the permission of the concerned Dean. It will be the last re-enrollment chance of the candidate as there will be no third re-enrollment unless otherwise decided by the Vice Chancellor, BMU (where applicable).
- 5.3.8. Further details related to enrollment card issuance, fees, and penalties can be obtained from the Examination Department of BMU.

#### **5.4. Internal Assessment**

- 5.4.1. An internal assessment shall be made as per the concerned faculty policy following the below criteria:
- Attendance: Minimum 75% (no marks for attendance).
  - Midterm Exams: Optional for each faculty (all departments under the same faculty have to follow a similar pattern for a particular PG degree program). No external examiner shall be involved at this stage.
  - Assignments/Presentations/Journal Club Participation: As per the faculty policy.
  - The total internal assessment should not be more than 50%.
- 5.4.2. There shall be no retake of any internal assessment exam.
- 5.4.3. The Assessment Unit of the Examination Department may issue guidelines for the internal assessment of the students in a particular PG degree program after approval of the competent authority/statutory body.

#### **5.5. Attendance Policy**

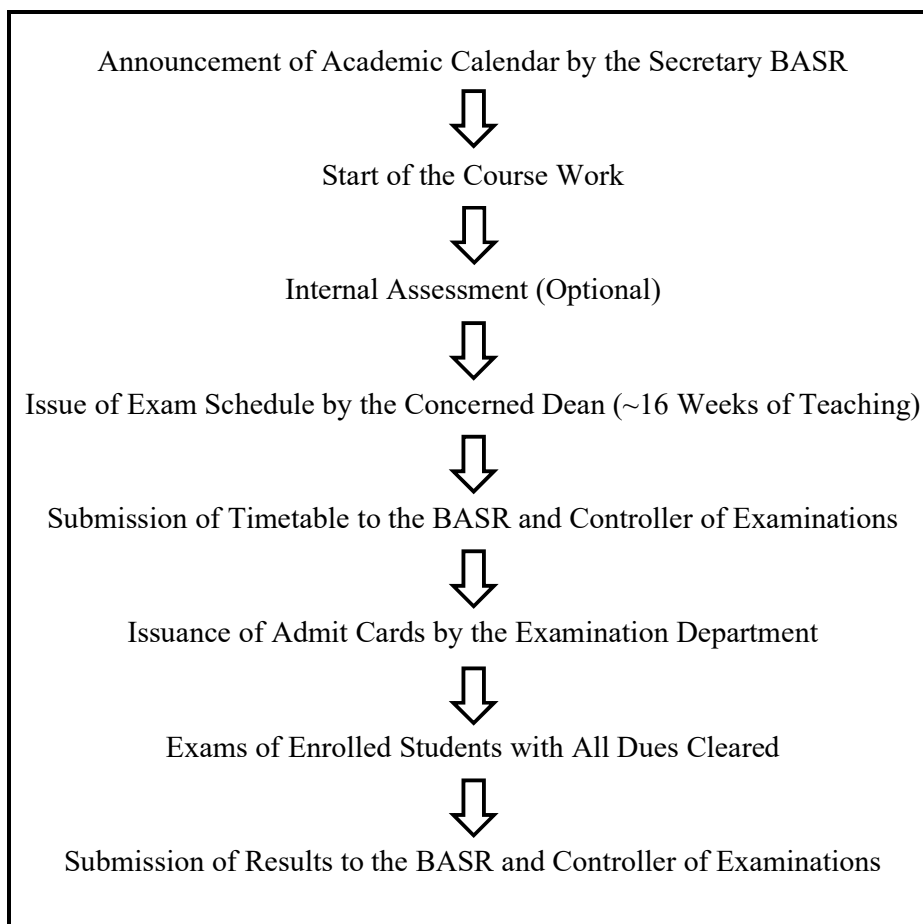
- 5.5.1. A minimum of 75% attendance per course is required to appear in the terminal examination.
- 5.5.2. Leaves for any particular reason shall only be considered if applied correctly in writing to the concerned Dean of the Faculty. However, the final decision to approve the leaves solely depends on the Dean.
- 5.5.3. It is always the responsibility of the student and parents/guardians to apply for a leave of absence in writing to the concerned Dean with supporting documents.

- 5.5.4. The Dean may condone shortage of attendance up to 15% on compelling grounds supported by documentary evidence. The Vice Chancellor may condone a further lack only in unusual hardship.
- 5.5.5. Students called for participation in national or inter-university games or going for Hajj, or involved in any other curricular or extracurricular activity organized by BMU shall be given exemption in attendance for the required period.
- 5.5.6. Any student suffering from any traumatic or pathological condition can be considered for leaves/exemption in attendance based on concrete evidence (e.g., a medical certificate from a registered medical practitioner, lab/diagnostic reports, etc.).
- 5.5.7. Entire semester absence shall NOT be accepted in any case. A minimum of 50% attendance is mandatory for consideration to appear in the terminal/makeup examination in the relevant course.
- 5.5.8. In case of any ambiguity/dissatisfaction, the concerned Dean can ask for retesting or investigation by any medical practitioner of BMU or can ask for further evidence/proofs in this regard. However, the final decision for such exemptions solely lies with the discretion of the competent authority. The student will bear any charges involved therein.
- 5.5.9. A student's absence/detention due to a shortage of attendance shall be considered 'FAILED' in that particular course(s).
- 5.5.10. If a student misses out/skips the midterm or terminal examinations for any reason, the student shall only be allowed to appear in the terminal exam if the attendance requirement in each course is fulfilled as per the policy.
- 5.5.11. A reverted/failed student has to follow the same attendance rules as those of regular students for every course that needs to be cleared. Any previous year's attendance of such students shall not be counted once reverted.

## **5.6. Semester and Makeup Examinations**

- 5.6.1. The Secretary BASR shall announce the tentative academic calendar for each academic year with the approval of the Vice Chancellor. All faculties should follow the same in letter and spirit and complete their programs as per the scheduled timeline.
- 5.6.2. The course work shall preferably be started in the first year.
- 5.6.3. The examination will be held after each semester. Each semester exam will be conducted after about 16 weeks of teaching.
- 5.6.4. The concerned Dean shall send the semester examination timetable to the BASR and Controller of Examinations for information and records.
- 5.6.5. The Examination Department will issue the admit cards to the students whose all dues are cleared and who have done the enrollment.

- 5.6.6. A modest honorarium shall be paid to the internal examiners for paper setting, copy checking, hall in-charge, and invigilation for all postgraduate programs (Annexure 1).
- 5.6.7. The pattern of the semester examination papers shall be as per the internal policy of the concerned faculty.
- 5.6.8. The passing marks and CGPA requirement for each degree program shall remain the same as mentioned above in Section 5.2.
- 5.6.9. The CGPA will be calculated out of 4 on the results of all coursework semesters.
- 5.6.10. The grading scheme shall be the same as approved for the semester system for undergraduate programs by BMU.
- 5.6.11. If a candidate fails in the semester exam, they will appear in the makeup exam to be held preferably after one to four weeks of announcing the results.
- 5.6.12. If a student again fails to clear the course(s), they will appear with the next batch in the same course. The candidate has to fulfill all attendance and other requirements in such a case. The total duration of the degree program will remain the same.
- 5.6.13. The total number of attempts allowed in a particular course of any semester is three (i.e., one regular and two additional). If a PG student fails to clear a course in three attempts, he/she will be considered Dropped Out from that PG degree program.
- 5.6.14. After availing a maximum of two attempts, a failed student may be offered an alternate course, or the student may directly ask for permission from the concerned Dean for a change in an elective (non-compulsory) course only. In case of a change, the student has to take classes and fulfill the attendance requirement. The total duration of the degree program will remain the same.
- 5.6.15. A copy of the results of the successful candidates shall be forwarded to the BASR and Controller of Examinations by the concerned Dean.



### 5.7. Promotion Policy

- 5.7.1. A student of M.Phil. MS–MLS, MS (Transfusion Medicine), MPH, and Ph. D. who is failed in any number of courses in the first semester (ODD semester) can be conditionally promoted to the next semester (EVEN semester).
- 5.7.2. However, such student(s) has(ve) to clear all courses and attain the minimum CGPA, as mentioned in Section 5.2, to become eligible to appear in the FCE.

5.7.3. MDS, MD/MS ???

### 5.8. Final **Certifying/Comprehensive** Exam (Where Applicable)

- 5.8.1. There will be an FCE to be held after completing course work/semester exams (preferably within 1.5 years from the start of the first semester).
- 5.8.2. Only those students will be eligible to appear in the FCE who have cleared all courses in the semester exams with the desired passing marks and CGPA as mentioned in Section 5.2.
- 5.8.3. The Controller of Examination shall announce the date of FCE as per the tentative PG academic calendar.

- 5.8.4. The Examination Department shall be responsible for conducting the FCE of the eligible students of each faculty.
- 5.8.5. The FCE shall be of 200 marks with a similar passing percentage, i.e., 60% for M.Phil./MS–MLS, MS (Transfusion Medicine) and 70% for Ph.D.
- 5.8.6. There shall be a 100 marks theory paper and a separate 100 marks viva voce exam (with or without presentation).
- 5.8.7. The theory paper may comprise of course work completed in two semesters, which includes:
- 30% questions from 1<sup>st</sup> semester
  - 70% questions from 2<sup>nd</sup> semester
- 5.8.8. The distribution of the theory paper shall be made as per the following pattern:
- 60% External Examiner (outside BMU)
  - 40% Internal Examiner
- 5.8.9. The internal and external examiners (subject experts) shall be nominated by the Controller of Examinations on the recommendation of the concerned Dean.
- 5.8.10. The external examiner for the theory paper and viva voce examination can be the same or different persons.
- 5.8.11. A modest honorarium shall be paid to the external and internal examiners (Annexure 1). In addition, fuel/transport shall also be given to the examiners coming to BMU for the viva voce examination.
- 5.8.12. The theory paper shall be made as per the following prescribed format:
- Objectives 60%
  - SEQs 40%
  - There shall be NO LEQs
- 5.8.13. The paper finalized by the internal examiner should be sealed in front of the Controller of Examinations.
- 5.8.14. The total allotted time shall be 2 hours. There shall be no choice in the paper.
- 5.8.15. The answer script will be checked in the examination department.
- 5.8.16. The 100 marks of the viva voce exam shall be at the discretion of the external (90%) and internal (10%) examiners.
- 5.8.17. The result of the viva voce examination shall be submitted to the Controller office within 24 hours of completing the assessment.

- 5.8.18. The Controller of Examination shall declare the result after the Moderation Committee meeting and approval of the Vice-Chancellor.
- 5.8.19. If students fail to clear the FCE, they will be given the only makeup chance. The makeup exam shall be conducted preferably after a month from the declaration of the result.
- 5.8.20. There shall be NO second makeup chance for FCE, and if a student fails to clear in the makeup exam, the candidate shall be Dropped Out from the PG degree program.
- 5.8.21. Dropout candidate willing to continue his/her studies shall apply as a fresh candidate and appear in the postgraduate UAT after paying all prescribed fees.
- 5.8.22. Only those students will be eligible to move forward, i.e., submit the synopsis who have cleared the FCE.

### **5.9. Synopsis (Where Applicable)**

- 5.9.1. The candidate may start writing his/her research synopsis after completing the first semester; however, the same shall only be forwarded to the Ethics Committee after passing the 1<sup>st</sup> and 2<sup>nd</sup> semester examinations with the prerequisite CGPA and clearing the FCE.
- 5.9.2. The student shall write the synopsis as per the prescribed format of the university (Annexure 2).
- 5.9.3. The supervisor shall review the synopsis for appropriateness.
- 5.9.4. If satisfied, the supervisor shall forward the synopsis to the Departmental Research Review Committee (DRRC), which shall be comprised of the research supervisor, Chairperson, Dean of the faculty, one or more senior member(s) of the department, and one co-opted member related to the subject (if felt necessary).
- 5.9.5. The Dean of each faculty shall be responsible for constituting the DRRC.
- 5.9.6. The DRRC has been formed to scrutinize the synopses. With the groundwork being done by the DRRC, the task of the BASR for the review of all synopses shall become easy and fast. In this manner, the time of BASR will be saved that could be devoted to discussing policy matters, plans, quality enhancement measures, funds generation, and funds disposal. With the rapid advancements in every field, no expert can claim expertise in every aspect of science. It is, therefore, unreasonable to expect all members of the BASR to have the final words of wisdom in all spheres of scientific research. Thus the in-depth review of the synopses has been shifted to the DRRC with expertise in the proposed area of study.
- 5.9.7. The DRRC may approve/reject the synopsis or suggest changes as deemed appropriate.
- 5.9.8. The DRRC shall maintain the records of meetings and submit a copy of the meeting minutes with decisions being taken to the BASR secretariat.

- 5.9.9. The reviewed and corrected synopsis should be sent to the Chairperson of the Ethics Committee for evaluation and approval along with the duly filled prescribed proforma (Annexure 3).
- 5.9.10. After approval by the Ethics Committee, the final version of the synopsis shall be sent to the BASR for final review and approval along with the duly filled prescribed proforma (Annexure 4).

#### **5.10. Research Grant (Where Applicable)**

- 5.10.1. The students of selected PG programs are entitled to research grants from BASR (Annexure 1).
- 5.10.2. The grant can be utilized to purchase chemicals, glassware, instruments, expendables, laboratory tests, animal purchases, testing charges, etc. The funding can also be used in purchasing any software needed for the research.
- 5.10.3. The student may also request for the grant to be used for attending a workshop/training related to the project only on the supervisor's recommendation.
- 5.10.4. The student should submit the demand of the required items by filling the prescribed requisition proforma (Annexure 5) available at the BASR office after approval from the supervisor.
- 5.10.5. The designated committee of BASR shall verify and approve the requisition.
- 5.10.6. The BASR secretariat shall submit the requisition to the Accounts Department of BMU.
- 5.10.7. For any additional expenses like repair or calibration of any instrument, the student must seek permission from the BASR. For all such expenses to be made on the facility/instrument/equipment that is the property of BMU, the same amount shall not be deducted from the grant of the student.
- 5.10.8. If any additional expense exceeds the allotted grant, the student through the supervisor may contact the BASR for further assistance.
- 5.10.9. Once the student submits his/her thesis for review, the grant will be ceased despite the amount left in the grant. However, in case of any revision recommended by the reviewers/examiners that needs practical performance, the remaining grant may be utilized if required.
- 5.10.10. All payments shall be made directly to the vendors. However, in case of any approved cash purchase, the cheque may be issued to the supervisor or the student on the supervisor's recommendation (up to Rs. ~50,000/-).

#### **5.11. Plagiarism**

- 5.11.1. The plagiarism check is mandatory in every thesis/dissertation before its submission to the BASR for external review.



- 5.11.2. The similarity in the thesis/dissertation of any PG program should be less than 20%, with no single source exceeding a 5% match.
- 5.11.3. The plagiarism check and the final approval shall be made ONLY by the designated focal person of the university for plagiarism checking.
- 5.11.4. NO change can be made in the thesis by the student once a plagiarism check has been made, unless or until asked by the reviewers/examiners.
- 5.11.5. In case of any major change in the thesis on the recommendation of the examiners/reviewers/supervisor, the student shall submit the revised softcopy for a plagiarism check.
- 5.11.6. The Plagiarism Policy of BMU shall be followed in case of any plagiarism.

## **5.12. Thesis Submission and Appointment of Reviewers**

- 5.12.1. It is the responsibility of the student and supervisor to make sure all necessary certificates and undertakings are attached/included in the thesis (Annexures 6A to 6D) along with the plagiarism certificate duly verified by the focal person of BMU.
- 5.12.2. The supervisor would send two spiral-bound copies of the thesis to the BASR secretariat along with a covering letter (soft copies are also acceptable if allowed by the examiners).
- 5.12.3. The Secretary BASR shall be responsible for taking approval of the names of two reviewers out of the approved list of subject experts from the Vice Chancellor.
- 5.12.4. The concerned Dean shall be responsible for building up the list of examiners time-to-time by suggesting the names of subject experts to the Secretary BASR through the prescribed proforma (Annexure 7).
- 5.12.5. For M.Phil./MS–MLS/MDS/MS(Surgery)/MD/MPH, the thesis should be sent to two experts outside of BMU. For Ph.D., the thesis should be sent to two experts from technologically advanced countries as per the currently approved list of HEC (Annexure 8).
- 5.12.6. The list of HEC approved technologically advanced countries shall be updated whenever required or suggested by HEC or BASR, BMU.
- ~~5.12.7. If the Ph.D. candidate has published a research article in an HEC approved ‘W’ or ‘X’ category journal, the thesis may be sent to only one expert from a technologically advanced country (Annexure 8). However, even in such cases, the BASR may send it to two experts on the request/willingness of the supervisor.~~
- 5.12.8. The BASR secretariat would be responsible for taking the consent of the examiners before sending the theses. In case of decline for thesis review from the reviewer(s), the Secretary BASR shall seek permission from the VC for another person from the approved list.

- 5.12.9. The BASR secretariat will send the theses to the reviewers with the instructions that the report be sent, either hardcopy or through an official email address, to the Secretary BASR on the prescribed proforma (Annexures 9A & 9B).
- 5.12.10. Upon receiving the reports, the BASR would forward the reports to the supervisors for necessary perusal.
- 5.12.11. For minor corrections, the supervisor would make these corrections. The thesis will be sent to the BASR secretariat along with a correction certificate duly signed by the candidate, supervisor, and Dean of the concerned faculty.
- 5.12.12. In the event of a major change, the thesis shall be again submitted to the reviewers after plagiarism check through the process mentioned above, except that the names of examiners will not be sent to the Vice-Chancellor.
- 5.12.13. A modest honorarium shall be paid to the reviewers (Annexure 1).

### **5.13. Defense of the Thesis (Viva Voce Examination)**

- 5.13.1. Once satisfactory reports from external reviewers are received, the viva voce exam for thesis defense may be arranged.
- 5.13.2. For Ph.D., open defense of the thesis should be made. However, the supervisor may call an open defense for other PG programs.
- 5.13.3. The defense of the thesis should be performed after making all suggested corrections/amendments in the thesis.
- 5.13.4. Two external examiners shall be invited to defend the thesis in a similar manner as applied for the selection of external reviewers (as mentioned above). The examiners for the viva voce examination should preferably be different from those who reviewed the thesis. Still, the same reviewer (both or single) could be invited again for thesis defense (particularly if a major revision has been made).
- 5.13.5. The viva voce examiners shall submit the reports on the prescribed proforma (Annexure 9A) soon after completing the viva to the Dean, who will send those directly to the BASR secretariat in a sealed envelope.
- 5.13.6. A modest honorarium shall be paid to the examiners (Annexure 1). In addition, fuel/transport shall also be given to the examiners coming to BMU for the viva voce examination.

### **5.14. Transcript and Award of the Degree**

- 5.14.1. Once the thesis defense has been made and all formalities have been completed, the student shall submit two hardbound copies of the thesis to the BASR as per the approved front title (Annexure 10) and color scheme (M.Phil.: Blue; Ph.D.: Black).
- 5.14.2. The BASR would make the final verdict on the degree. The BASR, if required, can call a special meeting anytime to announce the final result.

- 5.14.3. A summary of the case of the particular candidate shall be presented on the prescribed proforma to the members of the BASR (Annexure 11).
- 5.14.4. On successful completion, the BASR will intimate the Controller of Examination to announce the official result to the candidate and the supervisor.
- 5.14.5. The transcript shall be issued by the Controller of Examination in the prescribed format of the university on the security paper for all PG programs (where applicable). A sample format is provided in Annexure 12.
- 5.14.6. The leaving date/year on the transcript and the degree shall be the one on which the BASR meeting has taken place and the candidate has been announced successful (even if the meeting is being held on the last day of the calendar year, i.e., 31<sup>st</sup> December).
- 5.14.7. If a student needs a transcript before completing the postgraduate program, a course completion certificate can be issued in a prescribed format (Annexure 13) by the BASR on the student's written request.
- 5.14.8. The BASR shall maintain an Accounts Clearance Form for each PG student (Annexure 14).
- 5.14.9. It is the sole responsibility of the student to submit a copy of the Ph.D. thesis/dissertation (both hard and soft) to HEC for including in Ph.D. Country Directory (PCD) and for attestation of the Ph.D. degree by the HEC. Further details can be obtained from the website of HEC (<https://hec.gov.pk>). All necessary assistance in filling the HEC proforma shall be provided by the BASR and Examination Department of BMU.

### **5.15. Research Publication**

- 5.15.1. Publication of at least one original research article in an HEC approved 'W,' 'X' or 'Y' category journal is a mandatory requirement for the award of a Ph.D. degree.
- 5.15.2. For MD, a publication in any JCR, PMC, or HEC recognized journal is mandatory.
- 5.15.3. The student must be the first author in the publication(s) from his/her postgraduate work.
- 5.15.4. The accepted paper shall only be considered if a DOI (Digital Object Identifier) number has been issued to it or the paper or its abstract along with the names of authors and their affiliation is on the journal's website.
- 5.15.5. The recognition and category of the journal can be checked from the HEC Journal Recognition System (HJRS) at: <https://hjrs.hec.gov.pk/> or through Journal Citation Report (JCR) published by Thomson Reuters.
- 5.15.6. Any journal claiming to have an impact factor or universal impact factor that is not in the list of JCR or HEC shall be considered fake or dubious. It is, therefore, the responsibility of both the supervisor and the student to make sure the journal to which they are submitting an article is a recognized journal.

- 5.15.7. In case of award of a patent from a Ph.D. thesis, the HEC letter no. Ref 1-22 (NQAC)/QAD/2017/HEC/01-107, dated November 24, 2017, will be considered and followed (Annexure 15) provided all documentation and filing has been done as per the BMU Policy on Intellectual Property through ORIC.
- 5.15.8. In the case where a publication is accepted in a 'W' or 'X' category HEC recognized journal and the journal has a publication fee (other than open access fee), the supervisor may contact the Secretary BASR for consideration of the support of publication fee after approval from the competent authority.
- 5.15.9. It is the sole responsibility of the student and the supervisor to make sure that the name of BMU is cited correctly in a proper manner in affiliation.

#### **5.16. Policy for Supervisorship**

- 5.16.1. Any faculty member of BMU with relevant qualifications can act as the supervisor for a postgraduate student. Similarly, any full-time adjunct, visiting, guest, honorary faculty member can act as a co-supervisor, where required. The ToRs of all such faculty members are provided in Annexure 16.
- 5.16.2. A candidate's supervisor for any PG program should have an equivalent or higher degree in the relevant subject and have good post-degree experience.
- 5.16.3. Faculty members having M.Phil./MS or equivalent qualification (with or without thesis) along with a minimum of 04 years of relevant teaching/research/professional experience in an HEC recognized university or research/professional organization after getting M.Phil./MS, or equivalent degree can supervise the research of up to 05 M.Phil./MS or equivalent degree program students. While gaining four years of experience, the faculty member should co-supervise at least 02 M.Phil./MS or equivalent level theses along with a senior/HEC approved supervisor. However, the concerned Dean or BASR or the VC may allow any faculty member to act as a full supervisor under exceptional circumstances.
- 5.16.4. Faculty members having Ph.D. can act as a supervisor of Ph.D./M.Phil./MS or equivalent research work only after acquiring a minimum of 03 years of relevant teaching/research/professional experience in an HEC recognized university or research/professional organization after getting a Ph.D. While gaining three years of experience, the faculty member should co-supervise at least 02 M.Phil./MS or equivalent level theses along with a senior/HEC approved supervisor. However, the concerned Dean or BASR or the VC may allow any faculty member to act as a full supervisor under exceptional circumstances.
- 5.16.5. For Ph.D. supervision, the supervisor should be an active HEC Approved Supervisor.
- 5.16.6. It is the sole responsibility of the supervisors to get themselves HEC approved and maintain active validity throughout the tenure of supervisorship.
- 5.16.7. A supervisor can supervise a total of 12 Masters/Ph.D. students at a time, with no more than 5 of these being Ph.D. students.

- 5.16.8. Supervisors having an impact factor of over 100, as per the JCR, can supervise more than the allotted limit of students.
- 5.16.9. The supervisor of the selected PG program shall be paid a modest honorarium per student as per the approved amount only for the duration for which the fee is paid (Annexure 1).
- 5.16.10. The honorarium shall be split in a 60:40 ratio between the principal supervisor and the co-supervisor.
- 5.16.11. A supervisor can appoint one or more co-supervisors in a research project of any postgraduate program. However, the honorarium shall be paid to only one co-supervisor in a split manner (Annexure 1).
- 5.16.12. The primary responsibilities of a supervisor are, but not limited to the following:
- i. The supervisor must be familiar with and abide by the university's policies and rules relating to supervision and higher degrees by research.
  - ii. The supervisor must follow ethical practices and maintain the profession's integrity with honesty and devotion.
  - iii. The supervisor must provide academic guidance and practical support to the scholars.
  - iv. The supervisor is also expected to guide their scholars on moral and personal growth (patience, self-confidence, and civic responsibility).
  - v. The supervisor should provide awareness of the postgraduate policy, other relevant rules, and procedures/regulations of BMU.
  - vi. The supervisor should ensure that the research environment is safe, healthy, and free from harassment, discrimination, and conflict. When there is a conflict in advice or when there are different expectations for co-supervisor(s) or student, the supervisor is expected to endeavor to achieve consensus and resolve the differences.
  - vii. The supervisor must timely submit each student's progress report to the BASR.
  - viii. The supervisor should assist the students with selecting and planning a suitable and manageable research topic.
  - ix. The supervisor should be sufficiently familiar with the field of research to provide guidance and/or be willing to gain that familiarity before agreeing to act as a supervisor.
  - x. The supervisor should be accessible to the student for consultation and discussion of their academic progress and research. The frequency of meetings will vary according to the discipline, stage of work, nature of the project, student independence, full- or part-time status, etc. For many, weekly meetings are essential; for others, monthly or bimonthly meetings are satisfactory.

- xi. The supervisor must guide scholars for thesis/dissertation and paper writing.
- xii. The supervisor must guide scholars on all types of plagiarism.
- xiii. The supervisor must appropriately acknowledge the student's contributions in presentations and published material.
- xiv. The supervisor must ensure that the scholar attends university/laboratory regularly. They must report any significant inconsistencies to the concerned Dean and BASR.
- xv. The supervisor is responsible for reporting BASR when/if their student leaves the program for any reason.
- xvi. The supervisor is responsible for ensuring the timely completion of the scholar's postgraduate program. They should make a study plan with their students and complete major goals within the timeline. Any defiance or delay from the student shall be reported to the BASR for necessary action.
- xvii. The supervisor must inform the BASR of any changes in a scholar's proposed study plan that may extend his/her study time.
- xviii. Supervisors must endorse the grant requisition proforma for dispersal of funds (Annexure 5) and make sure that the research grant is utilized correctly with honesty.

5.16.13. Similarly, the postgraduate students are also expected to fulfill the following responsibilities:

- i. Must have dedication and commitment towards their studies.
- ii. Strictly follow the code of conduct and maintain ethical practices and good professional behavior with fellow workers, staff, and faculty members.
- iii. Must be aware of the postgraduate policy and other policies, rules of BMU, including the attendance policy, promotion policy, discipline policy, unfair means policy, etc.
- iv. Must be aware of plagiarism policy and should strictly follow it.
- v. Must be aware of good laboratory practices, ensure safety, cleanliness, and avoid health hazards.
- vi. Operate laboratory equipment effectively and safely.
- vii. Must not damage any of the property of the BMU.
- viii. Should maintain and improve quality and productivity of research and strictly avoid any kind of manipulation in the results.
- ix. Should follow the instructions of the supervisor(s) and maintain a liaison with them throughout the study period.

- x. Should be self-motivated and proactive.

### **5.17. Progress Reports**

- 5.17.1. It is the responsibility of the supervisor to submit a biannual/annual progress report of their students to the BASR secretariat through the concerned Dean.
- 5.17.2. The progress report's proforma (Annexure 17) can be obtained from the BASR secretariat.
- 5.17.3. It is recommended to submit two progress reports in the first year, and after that, at least one or preferably two reports per annum should be forwarded to the BASR secretariat.
- 5.17.4. It is the responsibility of the concerned Dean and the supervisor to inform the BASR of any uninformed continuous absentia, misconduct, or disciplinary action to be taken against any PG student.
- 5.17.5. In case of an unsatisfactory report, the student shall be asked for an explanation by the concerned Dean and BASR.
- 5.17.6. In case of persistent unsatisfactory performance, i.e., submission of up to 3 unsatisfactory progress reports, the BASR may take any action as per the Code of Conduct of PG students, which may result in penalizing the student or even canceling his/her admission from that particular program.

### **5.18. Degree Completion Timeline**

- 5.18.1. The degree completion timeline, minimum and maximum duration, shall be as mentioned under Section 5.2.
- 5.18.2. Any case of over maximum duration shall be dealt with as per the extension policy.

### **5.19. Extension Policy**

- 5.19.1. If a candidate fails to complete his/her postgraduate degree program within the stipulated time, the student has to apply to BASR in writing through the proper channel, giving the reason for the delay with justification.
- 5.19.2. If the delay is due to any justified hardship, the candidate needs to provide evidence to the BASR.
- 5.19.3. Hardships may include iddat, maternity/delivery issues, medical conditions requiring prolonged hospitalization/bed rest, death in the immediate family, any other subject to acceptance by the competent authority on the justified grounds.
- 5.19.4. If no such application is submitted within the stipulated time, the candidate shall be considered 'Dropout,' and the BASR will cancel the admission.
- 5.19.5. Dropout student if willing to continue studies, he/she has to reapply as a fresh student. As a new admission, the candidate has to fulfill all requirements of the postgraduate program, including the UAT, prescribed fees, course work, etc.

- 5.19.6. The BASR shall review the application for extension. In case of a valid reason for the delay, an extension of up to one year may be granted to the student.
- 5.19.7. According to the current fee structure, the student shall pay the prescribed fee for the extension year. However, the BASR may partially or entirely waive the fees depending on the case-to-case situation.
- 5.19.8. If a student fails to complete his/her studies even after extension, the student shall be considered a 'Dropout.' However, under exceptional circumstances/ hardships during the extension period, the BASR may allow additional time to complete work. At the same time, the HEC shall also be intimated by the BASR for such a particular case of delay.
- 5.19.9. The BASR, BMU reserves the right to reject any extension application or request more evidence supporting the application.
- 5.19.10. All postgraduate students are expected to complete their studies well within the stipulated time. In cases where two years of Master's studies enter the fifth year, and four-year Master's and Ph. D. extends to the seventh year, the candidate has to pay the prescribed annual tuition fee for the fifth and seventh year, respectively. However, the additional tuition fees may be reduced or waived for valid delays and on the supervisor's recommendation.

## **5.20. Fee Policy**

- 5.20.1. Upon admission, the university shall charge the fees as per the structure finalized by the BASR/competent authority.
- 5.20.2. There shall be a special waiver/discount in the fees for the faculty members. Similarly, there shall be a discount/waiver in the fees for the children of the faculty members getting admitted in any PG program as per the approved Financial Assistance Policy of the BMU.
- 5.20.3. The fee has to be submitted yearly. However, a student can apply for installments to the Secretary BASR by submitting the duly filled prescribed proforma (Annexure 18).
- 5.20.4. The admission fees (non-refundable) must be paid within ten days of the grant of admission; otherwise, the admission will be canceled and the seat will be offered to the next candidate on the merit list.
- 5.20.5. There shall be a penalty for late payment of tuition and other fees.
- 5.20.6. No student will be allowed to appear in any examination unless he/she has cleared all university dues, including the enrolment and examination fees.
- 5.20.7. The university may revise the fee rules and regulations during the course of the study.
- 5.20.8. The refund policy for a fee is as described by HEC (vide letter No. 10-1/HEC/A&C/2015/6542, dated December 07, 2015) and approved by BMU:



Percentage of Fee <sup>a</sup>	Timeline <sup>b</sup> for Semester System	Timeline for Annual System
<b>Full (100%) Fee Refund</b>	Up to 7 <sup>th</sup> day of commencement of classes	Up to 15 <sup>th</sup> day of commencement of classes
<b>Half (50%) Fee Refund</b>	From 8 <sup>th</sup> – 15 <sup>th</sup> day of commencement of classes	From 16 <sup>th</sup> – 30 <sup>th</sup> day of commencement of classes
<b>No Fee (0%) Refund</b>	From the 16 <sup>th</sup> day of commencement of classes	From 31 <sup>st</sup> day of commencement of classes
<sup>a</sup> % of the fee shall apply to all fee components, except for security and admission charges.		
<sup>b</sup> The timeline shall be calculated continuously, covering both weekdays and weekends.		

5.20.9. Any other amendment/addition as approved by the competent authority or BASR.

## 5.21. Cancellation of Admission

- 5.21.1. A student of the first semester who shows indifference to his/her studies by continuous absence for 30 days from the date of admission/start of the semester shall cease to be the student of BMU without any notification or as decided by the concerned Dean and Secretary BASR.
- 5.21.2. If a student is unable to attend classes continuously for 30 days or more without informing the concerned Dean, the admission of such a student is liable to be canceled without any notification. However, it is at the discretion of the concerned Dean/BASR that a warning letter may be issued to such a student before the cancellation of the admission. In case of no response or non-receiving of the letter for 15 days from the date of issue, the admission may be considered canceled.
- 5.21.3. It is always the responsibility of the student or the parents/guardians to provide a complete address and contact information at the time of admission and update in case of any change.
- 5.21.4. A student who wishes to cancel his/her admission due to personal reasons may apply to the Secretary BASR through the concerned Dean. Any dues in such regard from either side have to be cleared before the cancellation of the admission. In the case of the first semester, the HEC fee refund policy should be followed.
- 5.21.5. A student whose admission has been canceled and who wishes to continue the studies can take fresh admission after paying full admission, tuition, and other fees in the next academic session if there is any vacant seat.
- 5.21.6. Admission may also be canceled on account of non-payment of fees and clearance of dues within the prescribed time.
- 5.21.7. Admission may also be canceled due to unfair means or violation of the disciplinary policy of BMU.

## 5.22. Unfair Means Policy

- 5.22.1. Any student, if found involved in any unfair means during the examinations, his/her paper will be canceled, and the candidate shall be considered FAIL in that particular course.

5.22.2. The unfair means during the examination may include but are not limited to the following:

- i. Possession of any kind of material, which may be helpful in the examination.
- ii. Copying from any paper, book, or notes.
- iii. Removal of a leaf from the answer copy.
- iv. Exchange of answer copies or question papers with class fellows.
- v. Submission of forged or fake documents in connection with the examination.
- vi. Impersonation in the examination.
- vii. Mutilation of the answer copy.
- viii. Refusal to obey the invigilation staff or refuse to follow the instructions issued by the university in connection with the examination.
- ix. Misbehavior or any kind of disturbance in the examination hall.
- x. Use of abusive or obscene language on the answer script.
- xi. Possession of any kind of weapon in the examination center.
- xii. Possession of any kind of electronic device/gadget which may be helpful in the examination.
- xiii. Doing anything immoral or illegal in connection with the examination that may be helpful to him/her in the examination.
- xiv. Any other matter as decided by the competent authority of BMU.

5.22.3. Any student, if found involved using any electronic gadget in the examination hall (e.g., cell phone, smart watch, etc.), the item(s) will be confiscated by the authorities and will not be returned to the student under any circumstances.

5.22.4. All the cases of unfair means may be forwarded to the “Unfair Means Committee.” The unfair means committee of the institute/university may comprise of the following:

- i. Controller of Examinations
- ii. Concerned Dean
- iii. Concerned Course In-charge/Supervisor
- iv. Director/Deputy Director QEC
- v. Any other senior faculty member of the university on special invitation by Dean (if required)

- 5.22.5. The university reserves the right to take any action as per its rules and regulations, which shall be considered final.
- 5.22.6. An approach made by any relative, guardian, or friend of a candidate will be considered by the candidate, who will be liable to be punished, as mentioned above.
- 5.22.7. If a student is not satisfied with the decision of the Unfair Means Committee, he/she can submit his/her appeal within a week to the Chancellor, BMU.

### **5.23. Discipline Policy**

- 5.23.1. Any relevant matter of discipline will be dealt according to the rules and regulations of BMU by the Discipline Committee.
- 5.23.2. The Discipline Committee shall be comprised of the following members:
  - i. Secretary BASR
  - ii. Controller of Examinations
  - iii. Concerned Dean
  - iv. Director/Deputy Director QEC
  - v. Concerned Supervisor (if any)
  - vi. Any other member(s) on special invitation by Secretary BASR, if required.
- 5.23.3. The action against the act of indiscipline depends on the nature and gravity of indiscipline. The action may include fines, debarring from attending classes or entering the lab for a particular period, expulsion from the university, etc.
- 5.23.4. All students must carry their valid University ID Cards when present in the university. They shall not be allowed to enter the library, cafeteria, class, transport, or even inside the university premises without valid University ID Cards.
- 5.23.5. The following shall constitute acts of indiscipline for which action may be taken against the student(s):
  - i. Breach of any rule of BMU.
  - ii. Participation/involvement in politics.
  - iii. Defiance to authority.
  - iv. Use of indecent or filthy language.
  - v. Any type of discrimination with faculty, staff, and fellow students based on gender, religion, sect, ethnicity, language, physical disability.
  - vi. Use of immodest dress.
  - vii. Use of undesirable remarks or gestures.

- viii. Disorderly behavior (e.g., shouting, abusing, quarreling/fighting, disrespect, bullying/harassment, ragging, etc.).
- ix. Possession of a gun or weapon in the university.
- x. Action, defamatory, and derogatory to Islam and its Prophets.
- xi. Immorality.
- xii. Smoking, chewing of gum, tobacco, gutka, or other material in the classroom or at places representing the BMU.
- xiii. Drug/alcohol addiction or the use of any intoxicant.
- xiv. Littering and spitting within the premises of the university.
- xv. Intentional mishandling/debauching of any of the property of the university or its personnel.
- xvi. False personation or giving incorrect information or willful suppression of information.
- xvii. Cheating or deceiving and all matters as explained under Unfair Means Policy.
- xviii. Inciting or staging a walkout, a strike, or an unauthorized procession.
- xix. Shouting of slogans derogatory to the prestige/reputation of the Institute, Faculty, and University or its personnel.
- xx. Posting comments on social media that are derogatory to the prestige/reputation of the Institute, Faculty, and University or its personnel.
- xxi. Visiting places that are declared out of bounds for students.
- xxii. Visiting any place without a pass that needs to be visited with a valid pass.
- xxiii. Any other matter as decided by the competent authority of BMU.

#### **5.24. Grievance Policy**

- 5.24.1. A grievance and whistle-blowing policy of BMU is available for its employees and students. This policy applies principally to students and all employees of BMU, including faculty, staff, and those who interact with the BMU or its affiliated programs.
- 5.24.2. BASR recognizes that problems, complaints, or grievances might arise in the daily relationships between faculty, staff, and students. Therefore, the approved grievance policy of BMU should be followed.
- 5.24.3. The grievance policy is an umbrella that covers the interest of all students and employees of BMU and provides a forum to bring forward problems, complaints, or grievances.

- 5.24.4. Consistent treatment in the handling of grievances can be achieved through this policy.

#### **5.25. Freezing of Semester**

- 5.25.1. Freezing of semester(s) will only be allowed after completing the first professional year's first semester as a prerequisite. Anyhow, the competent authority can consider the individual case under exceptional circumstances.
- 5.25.2. All applications should be submitted through the proper channel to the BASR.
- 5.25.3. If a student has not done the enrollment in the concerned program, the candidate will not be considered a regular student of BMU in that period, and hence freezing of semester(s) cannot be allowed.
- 5.25.4. Freezing of any semester(s) shall only be considered on justified hardships with documented evidence and after approval of the competent authority.
- 5.25.5. Hardships may include iddat, maternity/delivery issues, medical conditions requiring prolonged hospitalization/bed rest, death in the immediate family, any other subject to acceptance by the competent authority on the justified grounds.
- 5.25.6. The university has the right to perform/re-perform any medical test/examination for confirmation for suspicious cases or ask for further proof/evidence. In such a case, the candidate must bear all expenses (if involved) for any medical examination.
- 5.25.7. The freezing period should not be more than one year. However, the competent authority can further consider a case under exceptional hardship.
- 5.25.8. The maximum duration of the degree program shall remain the same, and the frozen time will be counted in the enrollment period.
- 5.25.9. If a student freezes a semester(s), he/she will resume his/her studies from the same stage where left (froze) with any other junior batch.
- 5.25.10. No freezing during the semester shall be allowed. If a student has left the semester in the end due to any reason/circumstances, he/she will resume it from the start whenever rejoined. Whereas, if any student has frozen the semester during the examination, he/she will NOT have to repeat those courses that have already been cleared by him/her.
- 5.25.11. Any absentia for more than 30 days without proper application and approval will NOT be considered a 'freeze of the semester.' The student's admission shall be deemed CANCELED automatically without any notification as per the policy of BMU.

#### **5.26. Migration Policy**

- 5.26.1. A student desirous of leaving BMU before completing the postgraduate degree course shall apply to the Controller of Examinations, BMU, to issue a migration certificate.

- 5.26.2. The application shall contain full particulars of the candidate, including the roll number, enrollment number, and reason for leaving the university. The request should be forwarded through the concerned Dean.
- 5.26.3. The application must include the receipt for the prescribed migration fee (non-refundable) and a clearance certificate for any outstanding dues.
- 5.26.4. Migration certificate shall not be issued to a student who has been debarred from appearing in an examination or expelled from the university for misconduct or due to any disciplinary action until the period of punishment lapses or as decided by the competent authority.
- 5.26.5. If a student, after taking a migration certificate, does not take admission to any other institution/university and wishes to rejoin BMU, the candidate shall have to surrender the original migration certificate, apply for readmission and pay the full admission fee.
- 5.26.6. In case of loss of any substantial time (i.e., more than 50% courses have been completed), the Equivalence Committee of BMU, on the suggestion of the concerned Dean, shall decide for the rejoining of the student either from the batch left or from any subsequent junior batch of that particular postgraduate program.
- 5.26.7. The university reserves the right to decline the readmission once a migration certificate has been issued and canceled the enrollment.
- 5.26.8. A transcript shall be provided for the courses completed and cleared at BMU.
- 5.26.9. A character certificate shall be issued at the request of the candidate. However, in case of any disciplinary action, debarring, etc., the same shall be mentioned on the certificate.

### **5.27. Transfer Policy**

- 5.27.1. After completing the necessary formalities, including submitting relevant documents and NOC from the parent university, a student may request a transfer from any HEC/concerned regulatory body recognized institute/university to BMU.
- 5.27.2. In the case of transfer to Baqai Medical College (BMC) and Baqai Dental College (BDC), the transfer policy of PMC (PM&DC) shall be followed. Similarly, other regulatory bodies' policies shall be considered (if available) for other constituent institutions of BMU.
- 5.27.3. The student has to provide a reason for transfer in writing through proper application to the concerned Dean.
- 5.27.4. The transfer of a student to any class is subject to the availability of a seat in that particular year/class at BMU.
- 5.27.5. Credit hours shall only be transferred to any program at BMU if HEC/concerned regulatory body duly recognizes the program and institute/college/university from where the student seeks a transfer.

- 5.27.6. NO student shall be admitted to BMU who has been debarred by any institute/university unless otherwise recommended by the competent authority. The student must submit a Character Certificate from the parent institute/university.
- 5.27.7. The admission criteria for any postgraduate program at BMU will remain the same for the transfer cases.
- 5.27.8. If the applicant has not appeared in the entry test of the parent institution, he/she has to appear in the University Admission Test (UAT) of BMU or clear the GRE. The candidate should not be considered for transfer unless he or she clears this test. The passing criteria and eligibility for admission will remain the same as per the policy of HEC.
- 5.27.9. The transfer case to any postgraduate program at BMU from any other institute/university shall only be entertained from the second semester of the first professional year based on the similarity of courses.
- 5.27.10. The Equivalence Committee shall assess the credibility of the cleared courses and their equivalence. The student shall either immediately join the subsequent session or wait for its commencement depending on the recommendation of the Equivalence Committee and the competent authority's decision.
- 5.27.11. For first-semester transfer cases, the candidate must seek a new admission following BMU admission criteria (e.g., UAT, etc.).
- 5.27.12. Transfer to second or later professional years will only be accepted at the discretion of the competent authority and on the recommendation of the Equivalence Committee.
- 5.27.13. NO improvement in any transferred course shall be allowed at BMU. However, a transferred student may do additional/prerequisite courses at BMU, as recommended by the Equivalence Committee. Any particular subject that the student is studying for the first time; will NOT be classified as a repeated subject for the student.
- 5.27.14. Credits are transferred on course to course basis, i.e., a person taking course 1 at University X is allowed to transfer his/her credits to BMU provided that course 1 is equivalent to course 2 taught at the BMU.
- 5.27.15. The policy of BMU for grades and passing marks should strictly be followed in each course. Any lesser grade (i.e., less than C for M. Phil. and less than B for Ph.D.) or percentage (i.e., minimum 60% for M. Phil. and 70% for Ph. D.) in any course(s) shall not be considered for transfer. In such a case, the student has to repeat the course at the parent institute/university or complete the course and CGPA requirements by doing additional courses at BMU.
- 5.27.16. A student must have a CGPR of at least 2.50 out of 4.00. Lower CGPR cases shall not be considered for transfer unless otherwise decided by the competent authority.
- 5.27.17. In any case, FAILED students in any course(s) will not be considered for transfer unless otherwise recommended by the Equivalence Committee and approved by the competent authority.

- 5.27.18. The transferred student has to appear in the final certifying exam (FCE) at BMU if he/she has not appeared/cleared at the parent institute/university.
- 5.27.19. The transcript to the transferred student shall only be issued for the courses undertaken and completed at BMU.
- 5.27.20. The transfer student has to pay the prescribed (non-refundable) fee, the full annual fee including admission, tuition, and other charges specified by BMU.
- 5.27.21. Keeping in view the variations related to educational systems (i.e., semester and annual) and CGPA calculations in institutions/universities, the following equivalence of GPA/CGPA and percentage is recommended for adoption as per the approved policy of BMU:

<b>Numerical Grade (NG)</b>	<b>Alphabetical Grade (AG)</b>	<b>Grade Point (GP)</b>
90% and above	A <sup>++</sup>	4.0
85% – 89%	A <sup>+</sup>	4.0
80% – 84%	A	4.0
70% – 79%	B	3.0 – 3.9
60% – 69%	C	2.0 – 2.9
50% – 59%	D	1.0 – 1.9
Below 50%	F	0.0

- 5.27.22. The percentage calculations from the GPA obtained from any institute/university following different CGPA calculation criteria, the minimum of the corresponding percentage shall be selected. For example, if a student gets a CGPA of 3.00, the percentage associated will be 71%.

A <sup>-</sup>	3.34 – 3.66	80 – 84
B <sup>+</sup>	3.01 – 3.33	75 – 79
B	2.67 – 3.00	71 – 74

- 5.27.23. The credits transferred shall be counted towards the completion of degree requirements. The word ‘Transferred’ or only ‘T’ shall be written on the Final Transcript in such case(s). If only the alphabet ‘T’ is used, the full abbreviation should be explained on the transcript.
- 5.27.24. The competent authority shall approve the request for credit transfer on the recommendation of the Equivalence Committee.
- 5.27.25. The transferred students have to follow all rules and regulations of BMU for attendance, examination, discipline, etc.
- 5.27.26. The research project (synopsis) and thesis are NOT transferable.
- 5.27.27. BMU reserves the right to reject any transfer case without explanation despite being eligible for transfer.



### **5.28. Change of Specialty**

- 5.28.1. Change of specialty is usually not recommended, especially in programs where a subject/specialty-based UAT has been conducted, e.g., Ph.D.
- 5.28.2. A candidate who has taken admission in a particular subject/field may apply to the BASR through the concerned Dean for necessary perusal and consideration at the start of the semester/program.
- 5.28.3. Based on the degree program, UAT, time duration, courses, and other relevant factors, the BASR shall take the final decision.

### **5.29. Award of Master's Degree Based on Ph. D. Studies**

- ~~5.29.1. If a student successfully completes the full set of requirements for the award of an MS/M.Phil. (or equivalent) degree during their Ph.D. studies, the university may award the applicable degree instead of a Ph.D. degree to such students upon completion of the relevant requirements.~~
- ~~5.29.2. The BASR shall decide on the recommendation of the supervisor, concerned Dean, and the reviewers/examiners on whatsoever the reason.~~
- ~~5.29.3. However, the candidate has to fulfill all requirements in such a case, particularly the number of courses and credit hours.~~

### **5.30. Service Bond for Internal Candidates**

- 5.30.1. The university pays full salary and permits relaxation in working hours for the faculty members enrolled in a postgraduate program at BMU. In addition, the university allows a concessional fee structure for the faculty members of BMU.
- 5.30.2. The faculty member (internal candidate) has to sign a service bond (Annexure 19) for at least the equivalent period, e.g., 2 years for Masters and 3 years for Ph.D.
- 5.30.3. The duly signed bond on official stamp paper (Rs. 50 or Rs. 100), verified by Notary Public, must be submitted at the time of admission in any PG program to the BASR.
- 5.30.4. Until the bond duration lapses, the degree shall not be issued to the internal candidate. However, the date on the degree will remain the same as per the approval and announcement of the result by BASR.
- 5.30.5. The degree (original or its copy), if required, shall only be given for a short duration to the internal candidate for degree attestation and entry into the country directory (PCD) on deposit of a security cross cheque of Rs. 500,000/- in favor of BMU to the Secretary BASR.
- 5.30.6. The BASR/Examination Department may send the original degree directly to the regulatory body if required instead of issuing it to the candidate.
- 5.30.7. On return of the original degree, the cross cheque shall be returned to the faculty member.

- 5.30.8. In case a faculty member after obtaining the PG degree wants to leave BMU for any reason, he/she can break the bond by paying the penalty for the total or remaining bonded time duration (in years or months), i.e.,
- Rs. 300,000/- for any Master's program (Rs. 150,000/- per year)
  - Rs. 600,000/- for MD and Ph.D. programs (Rs. 200,000/- per year)
- 5.30.9. If a faculty member resigns from the job during the PG study and his/her status changes to an external student, he/she has to pay the full fee and the amount of the tuition and other fees that were waived as an internal candidate. In such a case, if the candidate submits the thesis within 18 months of resignation, he/she will also have to pay the 50% penalty for the service bond. For cases beyond 18 months, no additional service bond penalty will be applied.
- 5.30.10. If a PG student (external candidate) joins BMU as a faculty member and becomes an internal candidate during the studies, no refund will be made in the fee already submitted for the past year(s).
- 5.30.11. The faculty member who completes his/her Ph.D. degree from BMU shall only be considered for Ph.D. allowance if the documentation/proforma for the Ph.D. country directory (PCD) and degree attestation have been submitted to the HEC. The candidate and the concerned Principal/Director/Dean shall ensure that this clause is followed in the whole spirit, which is eventually for the candidate's benefit.

### **5.31. Code of Conduct and Code of Ethics**

- 5.31.1. This code applies to all PG students. They must follow this code as a guideline for their routine professional research and ethical responsibilities. All other policies of BMU (such as Grievance Policy, Sexual Harassment Policy, etc.) are also applicable and shall be consulted whenever required.
- 5.31.2. In case of any breach of this code, the leadership/competent authority may take action as per the discipline policy and the disclosure policy of COC and COI.
- 5.31.3. The PG students must comply with all the rules, notifications, and applicable policies of BMU and protection of disclosure of privacy and information of the university.
- 5.31.4. The PG student must be regular to the university and should have devotion towards their studies with integrity.
- 5.31.5. The PG student should always come to university in an appropriate/modest dressing and always wear a lab coat with other safety garbing when working in a lab.
- 5.31.6. The PG student should be a role model for fellow workers and junior students through exemplary behavior, attitude, and discipline. The use of indecent or filthy language against anyone or any discrimination with faculty, staff, and students based on gender, religion, sect, ethnicity, language, physical disability shall be considered a severe act of indiscipline.

- 5.31.7. The university resources (including logo, letterhead, stamps, chemicals, equipment, consumables, etc.) should not be used for personal gain and may not be used for personal use.
- 5.31.8. The PG student should not perform any act responsible for any manipulation or fabrication or falsification of data/results/write-up related to his/her work or of someone else work.
- 5.31.9. The PG student should avoid plagiarism at every research stage and strictly adhere to the HEC and BMU Plagiarism Policy.
- 5.31.10. It is the sole responsibility of the PG research student to handle with extreme care the instruments, expandable, and all other supplies/property of BMU. In case of any intentional/unintentional damage or mishandling, the higher management of the institute/university may take any suitable action such as penalizing for the cost of damage, etc.
- 5.31.11. The PG research student must not misuse the research funds.
- 5.31.12. The PG student must maintain legal and ethical standards.
- 5.31.13. The PG student must meet and fulfill the legal, professional, and ethical obligations for animal and human studies and the protection of the environment.
- 5.31.14. The PG student should always follow and practice all safety measures.
- 5.31.15. The PG student must not misuse or mishandle any personal data or someone else studies.
- 5.31.16. For the ownership of all PG work, including the dissertation, publications, patent, etc., the BMU Policy on Intellectual Property shall always be consulted and followed.
- 5.31.17. It is the sole responsibility of the PG research student to always mention the name of BMU in affiliation for any work that is related to the PG study, even though the degree program was completed long ago.
- 5.31.18. The mismanagement or inadequate preservation of data and/or primary materials that could significantly impact the research or research outputs shall be considered serious misconduct.
- 5.31.19. Deliberately preventing the publication of research, such as withholding data or inappropriately withholding permissions due to any reason, shall be considered misconduct.
- 5.31.20. Poor research practice includes, but is not limited to, the following:
  - i. Failure to give appropriate recognition to others involved in research activity;
  - ii. Deviation from current accepted ethical practice in carrying out research;
  - iii. Mismanagement or inadequate preservation of data and/or primary materials.

# ANNEXURES

## ANNEXURE 1

### HONORARIUMS/STIPENDS AND RESEARCH GRANTS

1.	External Examiners for FCE Theory Paper Viva Voce	Rs. 5,000/- each Rs. 5,000/- + 10 liters fuel each
2.	Internal Examiners for FCE Theory Paper	Rs. 3,000/- each
3.	PG Thesis Reviewers (Local)	Rs. 5,000/- each
4.	PG Thesis Reviewer (International)	USD 300/- each
5.	PG Viva Voce Examiners	Rs. 5,000/- + 10 liters fuel each
6.	Honorarium for M.Phil. Supervisor	Rs. 3,000/- per month <sup>1</sup>
7.	Honorarium for Ph.D. Supervisor	Rs. 4,000/- per month <sup>2</sup>
8.	Honorarium for: Paper Setting Copy Checking Hall In-charge Invigilation	Rs. 1,000/- Rs. 100/- per student Rs. 1,500/- Rs. 1,000/-
9.	Thesis Completion Honorarium (Adjunct Faculty Only – to be paid after awarding of degree) <sup>3</sup>	Masters: Rs. 50,000/- Doctorate: Rs. 150,000/-
10.	Stipend for the Visiting Faculty <sup>4</sup>	a) Rs. 5,000/- per day (or lecture) for a person equivalent to a Professor of BMU. b) Rs. 4,000/- per day (or lecture) for a person equivalent to an Associate Professor of BMU. c) Rs. 3,000/- per day (or lecture) for a person equivalent to an Assistant Professor of BMU. d) Rs. 2,500/- per day (or lecture) for a person equivalent to a Lecturer of BMU. e) Rs. 2,000–2,500/- per day for a person equivalent to a Senior Technician/Engineer/Others.
11.	Stipend for the Guest Faculty	As decided by the competent authority depending on the nature of the session/event.
12.	Research Grant for: M.Phil./MS–MLS/MS(T.M) Ph.D.	Rs. 200,000/- Rs. 300,000/-

<sup>1</sup> Applicable for first 02 years only and there shall be a split of 60:40 (Rs. 1800/-: Rs. 1200/-) in case of a co-supervisor.

<sup>2</sup> Applicable for first 03 years only and there shall be a split of 60:40 (Rs. 2400/-: Rs. 1600/-) in case of a co-supervisor.

<sup>3</sup> Applicable only if the adjunct faculty member is the main supervisor. Nothing will be paid on award of the degree in case of co-supervision.

<sup>4</sup> To be paid monthly or at the end of the contract. The stipend shall be calculated on per lecture (or per day) basis or a lump sum amount to be paid as per the given scale.

## ANNEXURE 2

### FORMAT OF THE SYNOPSIS

1.	Suggested Font	<ol style="list-style-type: none"> <li>1. Times New Roman or Arial</li> <li>2. Headings: 14pt, bold</li> <li>3. Subheadings: 12pt, bold</li> <li>4. Text: 12pt</li> </ol>
2.	Title Page*	<ol style="list-style-type: none"> <li>1. Logo of BMU (preferable height 2 inches, length 3 inches)</li> <li>2. Title of the study (16 or 18pt, bold, UPPERCASE)</li> <li>3. Name of the candidate (14pt, bold, Title Case) and qualification (10pt, bold) with signature</li> <li>4. Title of the degree (14pt, bold, Title Case)</li> <li>5. Subject/specialty (14pt, bold, Title Case)</li> <li>6. Supervisor (and co-supervisor) name (14pt, bold, Title Case) and qualification (10pt, bold) with signature</li> <li>7. Faculty (14pt, bold, Title Case)</li> </ol>
3.	Summary/abstract	One page (single or 1.5 line spacing)
4.	Introduction	One to three pages (1.5 line spacing)
5.	Literature review	No page limit, preferably under 6 pages (1.5 line spacing)
6.	Object of the study	One page (1.5 line spacing)
7.	Plan of work	Preferably one to three pages (1.5 line spacing)
8.	Experimental/materials and methods	Preferably one to three pages (1.5 line spacing)
9.	Bibliography/referencing	Vancouver style (numbered consecutively) in a uniform pattern. A minimum of 20 references with half of them should preferably be of the last 10 years (single line spacing)

\* A template for the title page is provided on the next page.



## SYNOPSIS

### ON

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**Name:** **First Middle Last** signature  
MBBS (BMU), M. Phil. (BMU)

**Degree:** **Doctor of Philosophy (Ph.D.)**

**Subject:** **Pharmacology**

**Supervisor:** **First Middle Last Name** signature  
MBBS (BMU), M. Phil. (BMU), Ph.D. (BMU)

**Co-supervisor:** **First Middle Last Name** signature  
(if any) MBBS (UK), MD (USA)

**Faculty:** **Medicine**

## ANNEXURE 3

### PROFORMA FOR ETHICS COMMITTEE EVALUATION

#### A. PRINCIPAL INVESTIGATOR/APPLICANT DETAILS

1.	Name:	
2.	Qualification:	
3.	Institute:	
4.	Email:	
5.	Mobile:	

#### B. SUPERVISOR/CORRESPONDING AUTHOR DETAILS

6.	Name:	
7.	Qualification:	
8.	Institute:	
9.	Email:	
10.	Mobile:	

#### C. PROJECT/PAPER INFORMATION

11.	Project Title:	
12.	Study Type:	<input type="checkbox"/> Postgraduate <input type="checkbox"/> Publication <input type="checkbox"/> Grant <input type="checkbox"/> Commercial <input type="checkbox"/> Other
In case of other, please specify		
13.	Proposal Type:	<input type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Pilot <input type="checkbox"/> Other
In case of other, please specify		
14.	Study Subjects:	<input type="checkbox"/> Animals <input type="checkbox"/> Humans <input type="checkbox"/> Both <input type="checkbox"/> None (in-vitro/chemical work)

*In case of in-vitro/chemical study, write **Not Applicable** or **N/A** in Sections D and E*



## D. ANIMALS INFORMATION

**Note:** Animals should be used in research only when alternative means are not viable or adequate. Where possible, the use of animals in research should be replaced by other methods such as computer simulation or cellular or other model systems. If research involving animal sacrifice is necessary, the research design should reduce the number of animals used to obtain sufficient information, and no more than the minimum number of animals required to ensure scientific and statistical validity should be sacrificed. Harm or distress inflicted upon the animals must be outweighed by the benefits expected from the research, and measures should be taken to keep such damage or injury to a minimum.

15.	<b>Animals (Species) to be Used:</b>	
16.	<b>Age/Size(Weight)/Sex to be Used:</b>	
17.	<b>Reason for Such Selection:</b>	
18.	<b>Expected Duration of the Study:</b>	
19.	<b>Expected Number of Animals to be Used:</b>	
20.	<b>Give Explanation if Total Number of Animals to be Used is Not Known:</b>	
21.	<b>Where will the Animals be Housed?</b>	<input type="checkbox"/> BMU Animal House <input type="checkbox"/> Outside BMU (Provide details)
22.	<b>What Animals will be Fed? How Often?</b>	

23.	<b>Are the Animals Going to be Sacrificed:</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes (if Yes provide details)
24.	<b>Where the Procedures will be Performed</b>	<input type="checkbox"/> BMU Animal House <input type="checkbox"/> BMU Institute <input type="checkbox"/> Outside BMU (Provide details if the procedure will be performed outside BMU)
25.	<b>Sampling Technique:</b>	
26.	<b>Who will Handle the Animals during Procedure:</b>	
27.	<b>Any Post-operative/Post-study Care Required?</b>	
28.	<b>The Fate of Animals After Completion of the Study (if not sacrificed):</b>	
29.	<b>Any Chance of Transmission of Disease to Humans from Animals Under Research:</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes (if Yes provide details)

<b>30.</b>	<b>Any Other Information (if required):</b>	

### E. HUMAN INFORMATION

All human research subjects must be treated with care and respect. In the research design, sufficient provisions should be made to ensure the human participants' safety in data collection. Risks and distress to participants should be estimated and kept to a minimum. The community's safety, health, welfare, and all people relating to the research must be safeguarded.

<b>31.</b>	<b>Gender to be Used:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Both <input type="checkbox"/> Transgender <input type="checkbox"/> All
<b>32.</b>	<b>Age Group to be Used:</b>	
<b>33.</b>	<b>Volunteers to be Used:</b>	<input type="checkbox"/> Healthy <input type="checkbox"/> Unhealthy <input type="checkbox"/> Disabled <input type="checkbox"/> All
<b>34.</b>	<b>Expected Number of Volunteers to be Used:</b>	
<b>35.</b>	<b>Type of Study:</b>	<input type="checkbox"/> Survey-based <input type="checkbox"/> Experimental <input type="checkbox"/> Observational <input type="checkbox"/> Other
	In case of other, please specify	
<b>36.</b>	<b>Type of Sample Required:</b>	<input type="checkbox"/> Blood <input type="checkbox"/> Urine <input type="checkbox"/> Stool <input type="checkbox"/> Sputum <input type="checkbox"/> Saliva <input type="checkbox"/> Other Body Fluids (In case of other body fluids, please specify)
<b>37.</b>	<b>Amount of Sample Required:</b>	
<b>38.</b>	<b>Number of Samples Required from Each Volunteer:</b>	

39.	<b>Any Surgical Intervention Involved?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes (if Yes provide details)
40.	<b>Any Drug or Radiological Intervention Involved?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes (if Yes provide details)
41.	<b>Any Chance of Transmission of Disease to Others During the Study?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes (if Yes provide details)
42.	<b>Consent from Each Individual will be Taken Before the Start of the Study</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No provide details) <input type="checkbox"/> N/A
43.	<b>The Consent Form is Attached with this Proforma</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No provide details) <input type="checkbox"/> N/A
44.	<b>Will Participants be Informed about the Research?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

45.	<b>Whether Any Incentive will be Given to Test Subjects?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (In case of Yes, please specify)
46.	<b>Will the Participants be Offered the Opportunity to Withdraw at Any Stage without Giving a Reason?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
47.	<b>Will the Participants be Guaranteed Confidentiality?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
48.	<b>Any Other Information (if required):</b>	

### DECLARATION

I hereby declare that all the information given above is correct and will remain the same throughout the study. During data collection, I will follow the basic national and international ethics guidelines related to animal/human samples.

Date of Submission : \_\_\_\_\_

Signature of the Researcher : \_\_\_\_\_

Countersigned by the Supervisor : \_\_\_\_\_

Approved by the Dean : \_\_\_\_\_

## ANNEXURE 4

### SYNOPSIS PROFORMA FOR BASR EVALUATION

Scholar's Name : \_\_\_\_\_

Scholar's Qualifications : \_\_\_\_\_

BASR No. : \_\_\_\_\_

Title of the Project : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Department/Faculty : \_\_\_\_\_

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

Specialty : \_\_\_\_\_

Synopsis Submitted on : \_\_\_\_\_

Supervisor's Name : \_\_\_\_\_

Supervisor's Qualifications : \_\_\_\_\_

Supervisor's Designation : \_\_\_\_\_

Co-Supervisor Name (if any) : \_\_\_\_\_

Co-Supervisor's Qualifications : \_\_\_\_\_

Co-Supervisor's Designation : \_\_\_\_\_

\_\_\_\_\_

Research Scholar's Signature : \_\_\_\_\_

Supervisor's Signature : \_\_\_\_\_

## OBSERVATIONS OF THE DEPARTMENTAL RESEARCH REVIEW COMMITTEE (DRRC)

The committee is of the view that the:

1. format of the synopsis is as prescribed by the BASR of BMU.
2. synopsis is written in scientific English and there are no major typographical/grammatical mistakes.
3. research topic is worthy for the degree program.
4. plan of work and methodology is appropriately written.
5. project is feasible and doable.
6. information obtained from this research work is likely to be of theoretical and practical value, and the knowledge thus acquired shall help address the issues identified in the research proposal.
7. patients' consent form is included (where applicable).
8. approval by the ethics committee is attached (where indicated).

***The committee recommends that the research proposal be ACCEPTABLE for submission to the Ethics Committee and BASR.***

*[Synopsis that fails to satisfy the DRRC should not be sent to the BASR].*

**Name & signatures of the:**

- Supervisor : \_\_\_\_\_
- Co-supervisor (if any) : \_\_\_\_\_
- Chairperson : \_\_\_\_\_
- DRRC member (any 1) : \_\_\_\_\_
- Dean : \_\_\_\_\_

DRRC Meeting Held on: \_\_\_\_\_ Synopsis Submitted on: \_\_\_\_\_

## ANNEXURE 5

### REQUISITION PROFORMA FOR THE RESEARCH GRANT

Name of the Research Scholar: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

BASR No.: \_\_\_\_\_ PG Program: \_\_\_\_\_

Department: \_\_\_\_\_ Date of Admission: \_\_\_\_\_

#### A: Chemicals (Use extra sheet if required)

Description	Quantity	Supplier with Invoice	Amount

#### B: Instruments/Software (Use extra sheet if required)

Description	Quantity	Supplier with Invoice	Amount

#### C: Glassware/Expendables (Use extra sheet if required)

Description	Quantity	Supplier with Invoice	Amount

Total Amount: Rs. \_\_\_\_\_

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

Research Scholar Signature: \_\_\_\_\_

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

For Office Use Only	Signature 1	Signature 2	Signature 3
---------------------	-------------	-------------	-------------



## ANNEXURE 6A

### CERTIFICATES AND UNDERTAKINGS TO BE ATTACHED IN THE THESES

### AUTHOR'S DECLARATION

I \_\_\_\_\_ hereby state that my \_\_\_\_\_  
thesis titled \_\_\_\_\_

is my own work and has not been submitted previously by me for taking any degree from  
Baqai Medical University or anywhere else in the country/world.

If my statement is found to be incorrect even after my graduation, the university has the right  
to withdraw my \_\_\_\_\_ degree.

\_\_\_\_\_ (signature)

**Name of the Student**

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

## **ANNEXURE 6B**

### **CERTIFICATES AND UNDERTAKINGS TO BE ATTACHED IN THE THESES**

#### **PLAGIARISM UNDERTAKING**

I solemnly declare that the research work presented in the thesis titled  
“ \_\_\_\_\_ ”

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

I understand the zero-tolerance policy of the HEC and Baqai Medical University towards plagiarism. Therefore, as an author of the above-titled thesis, I declare that no portion of my thesis has been plagiarized and any material used as reference is properly referred/cited.

I undertake that if I am found guilty of any formal plagiarism in the above-titled thesis even after the award of \_\_\_\_\_ degree, the Baqai Medical University reserves the right to withdraw/revoke my \_\_\_\_\_ degree and that HEC and the Baqai Medical University have the rights to publish my name on the HEC/University website on which names of students are placed who submitted plagiarized thesis.

\_\_\_\_\_  
(signature)  
**Name of the Student**

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

## ANNEXURE 6C

### CERTIFICATES AND UNDERTAKINGS TO BE ATTACHED IN THE THESES

## PLAGIARISM CERTIFICATE\*

4/15/2020

Turnitin Originality Report



#### Turnitin Originality Report

TREATMENT OF OSTEOARTHRITIS OF LUMBAR SPINE (LOW BACK PAIN) BY DRUGS, PHYSIOTHERAPY, ENZYMES AND THEIR ESTIMATION IN HUMAN BLOOD by [REDACTED]

From PhD 2020 (Thesis)

Similarity Index

5%

#### Similarity by Source

Internet Sources:	2%
Publications:	1%
Student Papers:	5%

Processed on 15-Apr-2020 22:33 PKT

ID: 1298394545

Word Count: 29829

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1

3% match (student papers from 09-Oct-2015)

Class: Thesis

Assignment: M. Phil. Thesis 2015

Paper ID: [582372389](#)

2

1% match (Internet from 02-May-2012)

[http://ajp.physiotherapy.asn.au/AJP/vol\\_53/3/AustJPhysiother53i3Djavid.pdf](http://ajp.physiotherapy.asn.au/AJP/vol_53/3/AustJPhysiother53i3Djavid.pdf)

3

1% match (Internet from 19-Nov-2018)

[https://globalrph.com/old/labs\\_s.htm](https://globalrph.com/old/labs_s.htm)

4

1% match (student papers from 15-Jul-2015)

[Submitted to Higher Education Commission Pakistan on 2015-07-15](#)

#### paper text:

SUMMARY Arthritic erosion of joints is one of the utmost communal musculoskeletal ailment in which cartilage deterioration proceeds markedly. It restrains the range of motion in exaggerated joint which results in decrease in efficient capabilities of patient and ranked arthritis as one of the principal cause of expiries or

4deaths due to inactivity. Keeping an eye on this fact, this research project was intended to

discover the novel capacities concerning the supervision of this hostile infirmity. The beneficial link concerning drug (aceclofenac 100 mg/ b.i.d), exercise, enzyme supplement 250 mg/ b.i.d (bromelain and papain) and papaya fruit 250 mg/day was explored by this randomized control trial. In this clinical research work 100 patients with the history of low back pain were conscripted according to the inclusion criteria and further divided into 5 groups i: e control group group (placebo group), standard group (patients received aceclofenac 100 mg / b.i.d only), exercise group (patients received therapeutic exercise and standard drug), enzyme group (patients received bromelain and papain supplement 250 mg/ b.i.d and standard drug) and papaya group (patients received fresh papaya fruit 250 mg/day and standard drug). Various demographic parameters including body mass index, body temperature, blood pressure, pulse rate and respiratory rate were carefully noted before and after the start of the assigned treatment. Demographic data of all five groups were remain unaffected after the administration i: e no significant changes were seen after 6 weeks treatment with standard drug, exercise, proteolytic enzymes and papaya fruit ( $p > 0.05$ ). The outcomes were equated in various proportions,

[https://www.turnitin.com/newreport\\_printview.asp?eq=1&eb=1&esm=-1&oid=1298394545&sid=0&n=0&m=0&svr=56&r=97.920906405204&lang...](https://www.turnitin.com/newreport_printview.asp?eq=1&eb=1&esm=-1&oid=1298394545&sid=0&n=0&m=0&svr=56&r=97.920906405204&lang...) 1/53

\* Sample Certificate. Each certificate should be verified by the HEC Focal Person of Turnitin for BMU.

## ANNEXURE 6D

### CERTIFICATES AND UNDERTAKINGS TO BE ATTACHED IN THE THESES

## CERTIFICATE OF APPROVAL

This is to certify that the research work presented in this thesis, entitled “\_\_\_\_\_”

was conducted by Mr./Ms. \_\_\_\_\_  
under the supervision of \_\_\_\_\_.

No part of this thesis has been submitted anywhere else for any other degree. This thesis is submitted to the Department of \_\_\_\_\_, Faculty of \_\_\_\_\_, Baqai Medical University, Karachi in partial fulfillment of the requirements for the degree of \_\_\_\_\_ in the field of \_\_\_\_\_ (Subject Name).

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

#### EXAMINATION COMMITTEE:

**a) External Examiner 1:**

(Name, Designation & Office Address)

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

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

**b) External Examiner 2:**

(Name, Designation & Office Address)

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

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

**c) Internal Examiner:**

(Name, Designation & Office Address)

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

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

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Dean/HOD: \_\_\_\_\_ Signature: \_\_\_\_\_

**ANNEXURE 7****PROFORMA FOR RECOMMENDATION OF AN EXAMINER**

<b>Name:</b>			
<b>Qualifications:</b>			
<b>Year of Graduation:</b>		<b>Year(s) of PG(s):</b>	
<b>Present Position:</b>			
<b>Current Affiliation:</b>			
<b>Mailing Address:</b>			
<b>City:</b>		<b>Country:</b>	
<b>Email:</b>			
<b>Mobile:</b>		<b>Landline:</b>	
<b>Bank Name:</b>			
<b>Account Title:</b>			
<b>Account Number:</b>			
<b>Additional Information (if any):</b>			

**I certify that the examiner:**

1. Is not my direct relative.
2. Is not my currently enrolled student.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Name)

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

## **ANNEXURE 8**

### **LIST OF TECHNOLOGICALLY ADVANCED COUNTRIES FOR THE EVALUATION OF DOCTORATE THESES**

- |                   |                    |
|-------------------|--------------------|
| 1. Australia      | 19. Luxemburg      |
| 2. Austria        | 20. Malaysia       |
| 3. Belgium        | 21. Netherland     |
| 4. Bulgaria       | 22. New Zealand    |
| 5. Canada         | 23. Norway         |
| 6. China          | 24. Poland         |
| 7. Czech Republic | 25. Portugal       |
| 8. Denmark        | 26. Romania        |
| 9. Finland        | 27. Russia         |
| 10. France        | 28. Singapore      |
| 11. Germany       | 29. South Africa   |
| 12. Greece        | 30. South Korea    |
| 13. Hong Kong     | 31. Spain          |
| 14. Hungry        | 32. Sweden         |
| 15. Iceland       | 33. Switzerland    |
| 16. Ireland       | 34. Turkey         |
| 17. Italy         | 35. United Kingdom |
| 18. Japan         | 36. United States  |

**Last Updated on:** February 14, 2022

## ANNEXURE 9A

### PROFORMA FOR THESIS EVALUATION/VIVA VOCE-I

 Baqai Medical University	<b>BAQAI MEDICAL UNIVERSITY</b> <b>EXAMINATION DEPARTMENT</b>
---	--

### PROFORMA FOR THESIS EVALUATION/VIVA VOCE-I

#### EVALUATION OF M.Phil./MS-MLS/MPH/MDS/MS/MD/Ph.D. THESIS

<b>Student Name:</b>	
<b>Degree Program:</b>	
<b>Topic:</b>	
<b>Observations:</b> (Use additional sheet if required)	

#### **FINAL JUDGMENT**

Please tick/encircle ONLY  
ONE of the following:

- a) Degree be awarded.
- b) Degree be awarded after minor correction.
- c) Degree be awarded after major correction.
- d) Not recommended for the award of degree.

\_\_\_\_\_ (sign & stamp)

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

Designation: \_\_\_\_\_

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

**ANNEXURE 9B****PROFORMA FOR THESIS EVALUATION-II**

 Baqai Medical University	<b>BAQAI MEDICAL UNIVERSITY</b> <b>EXAMINATION DEPARTMENT</b>
---	--

**PROFORMA FOR THESIS EVALUATION-II****EVALUATION OF M.Phil./MS-MLS/MPH/MDS/MS/MD/Ph.D. THESIS**

Please answer each of the following questions by marking (✓) in the appropriate box:

S. No.	Items	Yes	No	N/A
1	The title of the study is appropriate?			
2	The abstract summarizes the study effectively?			
3	The objective/purpose of the study is clearly stated?			
4	Is the research design appropriate for the study?			
5	Materials and methods used for the study are appropriate?			
6	The sample size of the study is adequate?			
7	The data collection procedure is clearly described?			
8	Data collected is sufficient?			
9	Statistical analysis of the data is satisfactory?			
10	Results of the study have been adequately explained?			
11	Tables and figures are appropriately captioned & numbered?			
12	Literature review on the subject is adequate?			
13	Does the discussion cover all debatable aspects of the study?			
14	Conclusion(s) drawn is logical?			
15	References cited are adequate?			
16	Referencing is uniform in style?			
17	Is the language scientific and precise?			
18	Spelling/grammatical errors are minimum or acceptable?			
19	The layout of the thesis is acceptable?			
20	Overall the quality of the thesis is satisfactory?			

\_\_\_\_\_ (sign & stamp)

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

Designation: \_\_\_\_\_

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



**ANNEXURE 10**

**TEMPLATE FOR THESIS TITLE/COVER**

**TITLE**

---

---

---

**Thesis**

**Presented By**

**NAME OF STUDENT**

Bachelors (University), Masters (University)

**For the Degree of**

**Degree Title**

**in**

**Department of \_\_\_\_\_**

**Faculty of \_\_\_\_\_**

**Baqai Medical University, Karachi**



**Month, Year**

## ANNEXURE 11

### SUMMARY PROFORMA OF THE STUDENT FOR BASR MEETING

1. Name :
2. Department :
3. Faculty :
4. Admission Date :
5. Enrollment No. :
6. Supervisor :
7. Co-Supervisor :
8. Internal/External :
9. Fee Status :
10. Topic of Research :

#### 11. Check List for the Award of \_\_\_\_\_ Degree

- i. University Admission Test : \_\_\_\_\_
- ii. Course Work : \_\_\_\_\_
- iii. Plagiarism Test Performed (Score) : \_\_\_\_\_ (\_\_\_\_)
- iv. Paper Published in Recognized Journal : \_\_\_\_\_
- v. Thesis Evaluation by Two Experts : \_\_\_\_\_

**Name:**

**Qualification:**

**Designation:**

**Affiliation:**

**City/Country:**

**Recommendation:**

**Name:**

**Qualification:**

**Designation:**

**Affiliation:**

**City/Country:**

**Recommendation:**

- vi. Open Defense of Thesis : \_\_\_\_\_
- vii. Date of Defense of Thesis : \_\_\_\_\_
- viii. Viva Voce Examination by Two Experts : \_\_\_\_\_

**Name:**

**Qualification:**

**Designation:**

**Affiliation:**

**City/Country:**

**Recommendation:**

**Name:**

**Qualification:**

**Designation:**

**Affiliation:**

**City/Country:**

**Recommendation:**

## ANNEXURE 12

### TRANSCRIPT TEMPLATE

Type your Department Name Here in UPPERCASE

M. Phil. EXAMINATION – 20\_\_



Name: \_\_\_\_\_ Enrollment No.: \_\_\_\_\_  
 Father's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Mode of Study: Regular Medium of Instruction: English  
 Department: \_\_\_\_\_

FIRST SEMESTER				
Course No.	Title of Course	Credit Hours	Marks out of 100	Grade
		3		
		3		
		3		
		3		

SECOND SEMESTER				
Course No.	Title of Course	Credit Hours	Marks out of 100	Grade
		3		
		3		
		3		
		3		

Thesis Title:		6	-	-
---------------	--	---	---	---

Final Certifying Examination (FCE)			Total
			/ 200

Result: Qualified for the Degree of M. Phil. Position: \_\_\_\_\_  
 Prepared by: \_\_\_\_\_ CGPA: \_\_\_\_\_  
 Checked by: \_\_\_\_\_ Dated: \_\_\_\_\_

\_\_\_\_\_  
 Incharge, Semester Cell

\_\_\_\_\_  
 Controller of Examination

P.T.O.

**Note:** The transcript pattern shall remain the same for all PG programs. However, the irrelevant options for a particular program shall be omitted/modified (e.g., FCE for MPH).

Marks	Grade Point	Numerical Grade	Alphabetical Grade	Grade Point
60	2.0	90% – Above	A++	4
61	2.1			
62	2.2	85 – 89%	A+	4
63	2.3			
64	2.4	80 – 84%	A	4
65	2.5			
66	2.6	70 – 79%	B	3
67	2.7			
68	2.8	60 – 69%	C	2
69	2.9			
70	3.0	Below 60%	F	0
71	3.1			
72	3.2			
73	3.3			
74	3.4			
75	3.5			
76	3.6			
77	3.7			
78	3.8			
79	3.9			
80 & Above	4.0			

Roll No. \_\_\_\_\_

CNIC / Passport number \_\_\_\_\_

Previous degree / Institution name \_\_\_\_\_

Chartered date of the University \_\_\_\_\_ 26-05-1996 \_\_\_\_\_

Date of Admission \_\_\_\_\_

Date of Completion of degree \_\_\_\_\_

Prepared By: \_\_\_\_\_

Checked By: \_\_\_\_\_

Signature Incharge, Semester Cell \_\_\_\_\_

**Note:**

The University reserves the right to correct any inadvertent error that may be detected in the transcript. This transcript is issued by Baqai Medical University, Karachi, without amendments or corrections. If it shows sign of alteration it should be regarded as invalid.

**Note:** The grading points and marks will be given as per the approved passing marks of the particular degree program.

## ANNEXURE 13

### TEMPLATE FOR COURSE COMPLETION CERTIFICATE

#### COURSE COMPLETION CERTIFICATE

This is to certify that Mr./Ms. \_\_\_\_\_  
S/D/O Mr. \_\_\_\_\_ has been enrolled in  
the \_\_\_\_\_ program since \_\_\_\_\_ (date),  
with enrollment No. \_\_\_\_\_ under the supervision of  
\_\_\_\_\_, Baqai Medical University, Karachi.

He/She has completed the course work and passed the Final **Certifying/Comprehensive**  
Examination of the course work for the \_\_\_\_\_ program. His/Her research work is in  
progress.

This certificate is being issued at the request of the candidate.

\_\_\_\_\_  
(sign)

**Name**

Secretary BASR

Board of Advanced Studies & Research (BASR)

Baqai Medical University, Karachi

Date \_\_\_\_\_

## ANNEXURE 14

### BOARD OF ADVANCED STUDIES & RESEARCH (BASR) ACCOUNTS CLEARANCE FORM FOR PG STUDENT

Exam / Degree / Others \_\_\_\_\_

Student's Name: \_\_\_\_\_ BASR No.: \_\_\_\_\_

Program: \_\_\_\_\_ Enrollment No.: \_\_\_\_\_

Year: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

#### STATUS

- |                                    |   |                      |
|------------------------------------|---|----------------------|
| 1. Admission fee                   | : | No Dues / Dues _____ |
| 2. Enrolment fee                   | : | No Dues / Dues _____ |
| 3. Tuition fee                     | : | No Dues / Dues _____ |
| 4. Incidental charges              | : | No Dues / Dues _____ |
| 5. FCE / IMM / Exit Exam           | : | No Dues / Dues _____ |
| 6. Thesis evaluation fee           | : | No Dues / Dues _____ |
| 7. Document's processing fee       | : | No Dues / Dues _____ |
| 8. Postal charges                  | : | No Dues / Dues _____ |
| 9. Examiners fee for viva voce     | : | No Dues / Dues _____ |
| 10. Fee for plagiarism certificate | : | No Dues / Dues _____ |
| 11. Late Fee (if any)              | : | No Dues / Dues _____ |
| 12. Any other dues                 | : | No Dues / Dues _____ |


\_\_\_\_\_  
Office Assistant BASR  
BMU

\_\_\_\_\_  
Director Finance  
BMU

\_\_\_\_\_  
Registrar/Secretary BASR  
BMU

## ANNEXURE 15

### PATENT EQUIVALENCE WITH IMPACT FACTOR PUBLICATIONS



**HIGHER EDUCATION COMMISSION**  
H-9, Islamabad (Pakistan) Phone: (051) 90802750, Fax: (051) 90802753  
E-mail: ismaeel@hec.gov.pk

**Muhammad Ismail**  
Consultant (Quality Assurance Division)

Ref. 1-22 (NQAC)/QAD/2017/HEC/ 01467  
Date: November 24, 2017

Subject: Equivalence of the Crop Varieties/ Animal Breeds/ Patents/ Technologies etc. with Impact Factor Publications recognized by the HEC

My dear Vice Chancellor/ Rector,

1. In supersession to the letter No. DG/QA/HEC/Policy-Dec/2008/1140 dated November 04, 2008 (Annex-I); the National Quality Assurance Committee (NQAC) in its 22<sup>nd</sup> meeting held on January 09, 2017 reviewed the subject matter and decided as follow:

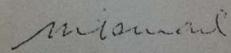
- One International (Technology related) Patent awarded/granted from technologically advanced countries will be equated to maximum of 2 Impact Factor (IF) publications and if there is evidence of commercialization then up to 5 publications in IF Journals.
- One Local/ National Patent awarded by the relevant body will be equated to maximum of 2 IF publications and if it has led to actual commercial production then up to 5 publications in IF Journals.

2. It is highlighted that the other terms of above referred letter will remain same and are reproduced below:

- Varieties Approved by the Variety Evaluation Committee (VEC) & Provincial Variety Evaluation Committees with evidence of field production covering 5% of the area up to 4 publications in Impact Factor Journals.
- Application based upon integration of existing technologies and new technologies developed which have not been used anywhere in the world before and are boosting commercial production in Pakistan (evidence to be provided) up to 2 publications in Impact Factor Journals.

3. The cases under consideration by the respective Universities in all the categories mentioned above would be required to be submitted to the Higher Education Commission for final evaluation and grant of equivalence level by the Expert Committee (s) to be notified by the HEC comprising well known and acclaimed academicians and researchers.

With kind regards.

  
(Muhammad Ismail)

The Vice Chancellors/ Rectors

All Public/ Private Sector Universities/ DAIs

Copy for information to:

- Registrars of all Public/ Private Sector Universities/ DAIs
- E.S to Chairman, HEC Islamabad
- E.S to Executive Director, HEC Islamabad
- Director General (SIU)
- Director General (Academics)
- Director General (QAA)
- Director General (A&A)

## **ANNEXURE 16**

### **TERMS OF REFERENCES (ToRs) OF ADJUNCT FACULTY, CO-SUPERVISOR, VISITING, GUEST AND HONORARY FACULTY**

#### **1. SCOPE**

Baqai Medical University (BMU) encourages collaborations with the faculty/professionals of other organizations to improve the quality of teaching and research activities in the country. The university should make every effort to appoint full-time faculty members. However, in case of a shortage of qualified and experienced academic staff, collaborations should be made to facilitate the students and support the ongoing programs. These terms of references (ToRs) extend to all the faculties, colleges, institutes, departments, and hospitals under the umbrella of BMU.

#### **2. PURPOSE**

These ToRs have been prepared to document the role of the Adjunct, Visiting, Guest, and Honorary Faculty at BMU and differentiate their role from that of a Co-supervisor. The primary purpose of these ToRs is to provide a basic job description/responsibilities for these outside faculty members at BMU to avoid any chances of developing conflicts or misunderstandings from either side.

#### **3. DEFINITIONS & APPOINTMENT CRITERIA**

##### **3.1. Adjunct Faculty**

An adjunct faculty member is a part-time faculty member, an expert in a specific field, preferably with a doctorate, whose role and responsibilities are different/limited compared to the full-time faculty members and are usually appointed for research projects/postgraduate programs. An adjunct faculty member can be contracted for a suitable tenure as decided by the university (e.g., 5 years) with an academic designation. An adjunct faculty member can be a principal supervisor of any postgraduate student of BMU.

##### **3.2. Visiting Faculty**

A visiting faculty member is a professional/qualified person appointed on a set term/contract for a particular duration, usually for a semester or academic year, to teach any topic(s)/course(s). The visiting faculty may or may not be eligible for an academic rank at BMU. A visiting faculty member cannot be a principal supervisor of any postgraduate student of BMU.

##### **3.3. Guest Faculty**

A guest faculty member is a professional/qualified person who visits any institution/university for a short duration of time for a particular session/event with or without a contract.



### 3.4. Honorary Faculty

The term 'honorary' is awarded to a professional/qualified person whom the university wishes to appoint, honor, and work voluntarily, i.e., without the promise of any payment. These individuals are not university permanent/contractual employees.

### 3.5. Co-supervisor

A co-supervisor is a professional/qualified person who assists the principal investigator/supervisor in any research project without an academic designation. The co-supervisor may or may not be a permanent faculty member of BMU. Similarly, the co-supervisor may or may not be an adjunct/visiting faculty member, i.e., he/she may collaborate/assist in a research project for a limited duration without any contract and defined terms and conditions that apply to a full-time/adjunct/visiting faculty member.

## 4. BASIC TERMS AND CONDITIONS

- 4.1. The appointed faculty shall complete the tasks with full dedication and devotion.
- 4.2. The appointed faculty shall work under the concerned institutional/faculty head of BMU.
- 4.3. The number of students to be supervised or the teaching load shall be as per the mutual consent of the adjunct/visiting/guest/honorary faculty member and the university.
- 4.4. All duties/responsibilities shall be assigned (physical, online, or both) on mutual agreement of the adjunct/visiting/guest/honorary faculty member and the university.
- 4.5. The agreed contract for a particular duration can be changed/extended/terminated on mutual agreement of the adjunct/visiting/guest/honorary faculty member and the university. In a case where the adjunct/visiting/guest/honorary faculty member wants to leave or end the contract before the completion of the tenure, he/she should complete the assigned duties or make necessary alternative arrangements for the completion of the assigned tasks or at least give substantial time to the university of at least 3 months to make alternative arrangements.
- 4.6. In case of any mutual paper/patent publication from work involved at BMU, it is at the discretion of the adjunct/visiting/guest/honorary faculty member to write either both or only their primary affiliation (where he/she is currently employed as a full-time faculty member).
- 4.7. BMU shall remain the primary authority for intellectual rights for any patent filing, and the BMU Policy on Intellectual Property shall be followed.
- 4.8. The various BMU policies shall be consulted and followed when needed, e.g., BMU Postgraduate Policy, Grievance Policy, Intellectual Property Policy, etc.
- 4.9. BMU shall pay the approved honorarium to the adjunct/visiting/guest faculty as outlined in **Annexure 1**. However, no honorarium shall be paid to the adjunct/visiting/guest faculty member for incomplete cases.

- 4.10. No administrative duties should be delegated to an adjunct, visiting, guest, or honorary faculty member.

## **5. MAJOR RESPONSIBILITIES**

### **5.1. Adjunct Faculty**

- i. Research consultancy.
- ii. Guide the student(s) in synopsis preparation and its review.
- iii. Guide the student(s) in thesis writing and its review.
- iv. Guide the student(s) in paper/patent writing and its review.
- v. Assist in postgraduate curriculum designing.
- vi. Visit the university as per the agreed schedule (if required).
- vii. Any other responsibility on mutual agreement.

### **5.2. Visiting Faculty**

- i. Teach/instruct any topic(s)/courses in a week/month/semester/academic year as per the mutual agreement (online or physical or both).
- ii. Visit the university as per the agreed schedule and complete the given tasks on time.
- iii. Any other responsibility on mutual agreement.

### **5.3. Guest Faculty:**

- i. Visit the university as per the agreed schedule and complete the given tasks on time.
- ii. Any other responsibility on mutual agreement.

### **5.4. Honorary Faculty:**

- i. Visit the university as per the agreed schedule and complete the given tasks on time.
- ii. Prepare and submit grant proposals for research funding.
- iii. Guide and facilitate the postgraduate student(s).
- iv. Guide the student(s) in thesis writing and its review, particularly for the part involved therein.
- v. Guide the student(s) in paper/patent writing and its review, particularly for the part involved therein.
- vi. Assist in undergraduate and postgraduate curriculum designing.
- vii. Assist in policy making.

- viii. Deliver lectures/presentations in seminars/conferences and represent BMU.
- ix. Provide training and mentorship to fellow faculty members.
- x. Periodically recommends (in writing) for improvements and faculty buildup to the Chair/Director/Dean.
- xi. Any other responsibility on mutual agreement.

#### **5.5. Co-supervisor**

- i. Guide and facilitate the postgraduate student(s).
- ii. Guide the student(s) in thesis writing and its review, particularly for the part involved therein.
- iii. Guide the student(s) in paper/patent writing and its review, particularly for the part involved therein.
- iv. Visit the university as per the agreed schedule (if required).
- v. Any other responsibility on mutual agreement.

## ANNEXURE 17

### PROGRESS REPORT PROFORMA

1.	Name:			
2.	PG Program:		3. Enrollment #:	
4.	Admission Date:		5. BASR #:	
6.	Department:		7. Faculty:	
8.	Supervisor:			
9.	Course Work:	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	10. CGPA:	
11.	FCE:	<input type="checkbox"/> Passed <input type="checkbox"/> Failed <input type="checkbox"/> N/A		
12.	Synopsis:	<input type="checkbox"/> Under Preparation/Revision <input type="checkbox"/> Submitted <input type="checkbox"/> Approved <input type="checkbox"/> N/A		

**Supervisor Remarks (Use Extra Sheet If Required):**


**Overall Performance of the Student:**

☐ Satisfactory

☐ Unsatisfactory

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of HOD: \_\_\_\_\_ Signature: \_\_\_\_\_

Progress Report Submitted on: \_\_\_\_\_

## ANNEXURE 18

### PG FEE INSTALLMENT PROFORMA

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

I am a postgraduate student at Baqai Medical University. Because of certain financial constraints, I am unable to pay my tuition fee in a lump sum amount. I shall be grateful if you could kindly approve my tuition fee payment in installments. Particulars of my postgraduate program are as follows:

1.	Name:		
2.	PG Program:		
3.	Department:		
4.	Faculty:		
5.	Supervisor:		
6.	Admission Date:		
7.	BASR No.:		
8.	Enrollment No.:		
9.	Installment Year:	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup>
10.	Total Fee:		
11.	Suggested Installment Amount and Payment Dates:		
a.	1 <sup>st</sup> Installment	Amount: <b>Rs.</b>	Date of Payment:
b.	2 <sup>nd</sup> Installment	Amount: <b>Rs.</b>	Date of Payment:
c.	3 <sup>rd</sup> Installment	Amount: <b>Rs.</b>	Date of Payment:

<b>Student Signature</b>	<b>Supervisor Signature</b>	<b>Dean Signature</b>
<b>VC Signature</b>	<b>Remarks (if any)</b>	

**P.S.** For the convenience of PG students, the university may accept a yearly tuition fee in 2 or 3 installments. The first installment shall be paid within two weeks of admission; the next installment should be paid within 04 months from the date of admission. Mutually agreed-upon dates must be honored; any non-compliance shall entail a late fee surcharge of Rs. 2,000/- per month that will not be condoned under any pretext. Dates for the yearly payment of dues (lump sum or installments) fall on the date of admission to the program.

## ANNEXURE 19

### BMU SERVICE BOND

I, \_\_\_\_\_, CNIC # \_\_\_\_\_, S/D of  
Mr. \_\_\_\_\_, CNIC # \_\_\_\_\_, BASR  
No. \_\_\_\_\_, resident of \_\_\_\_\_  
\_\_\_\_\_

hereby state that I am working as \_\_\_\_\_ in the Department of  
\_\_\_\_\_, Faculty of \_\_\_\_\_ at Baqai Medical  
University.

The university has provided me with an opportunity for postgraduation at Baqai Medical  
University with full pay and allowances and given me admission in a \_\_\_\_\_ years  
\_\_\_\_\_ degree program in the subject of \_\_\_\_\_.

I undertake that I shall serve Baqai Medical University after the award of my postgraduate  
degree as a faculty member for the prescribed minimum period of \_\_\_\_\_ years. I also  
undertake that I will not apply for the issuance of my postgraduate degree or any related  
documents/certificates till I have completed the stated period of compulsory service.

I understand that I can rescind the bond after paying the penalty prescribed by the university.  
The university will then have no claim on my service. If I fail to do so, the University has all  
the rights to take any appropriate action against me under the prevailing law of this country.

\_\_\_\_\_ (signature)

**Name of the Student**  
Designation  
Affiliation

Countersigned by:

\_\_\_\_\_ (signature)

**Name**  
Designation  
Affiliation

Dated: \_\_\_\_\_

To be verify/attest by Licensed Notary Public