No: CIIT-Reg/Notif-191/ 13 /288

February 12, 2013

Notification

It is hereby notified that the implementation of Graduate Programs Grading Policy notified vide this office Notification No: CIIT-Reg/Notif-90/12/117 dated January 18, 2012, shall be effective from Fall 2013 admissions.

Nadeem Uddin Qureshi
Additional Registrar

Distribution:

1. All Campus Directors, CIIT System
2. All Deans, CIIT System
3. Incharge, CIIT, Islamabad Campus.
4. All Chairpersons, CIIT System
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9. Internal Distribution at Registrar Set up, PS

CC:

1. PS to Rector
2. PS to Pro-Rector
3. PA to Registrar

COMSATS Institute of Information Technology
Registrar Office Principal Seat, Islamabad
*****

No: CIIT-Reg/Notif-90/12/117

January 18, 2012

NOTIFICATION

The Academic Council in its 12th meeting, held on December 12, 2011 approved the Revised Graduate Rules & Regulations and Policy decisions on the recommendations of the Board of Advanced Studies and Research, effective from Fall 2012 admissions and onwards at CIIT system.

The respective portions of the Graduate Handbook 2006-07 would stand amended to the above effect.

This issue with approval of the Competent Authority.

Nadeem Uddin Qureshi
Additional Registrar

Encl: (pages 06 in all including this page)

Distribution:

1. Director External Campuses, CIIT.
2. All Campus Directors, CIIT.
3. All Deans, CIIT System.
4. All Incharges, Academic Sections, CIIT Campuses.
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8. Director P, D & HRD, CIIT.
9. Additional Registrar (Academics) CIIT, Islamabad Campus.
10. G.M (I.T) CIIT Islamabad campus for uploading on Web under "Graduate Hand Book" Portal.
11. Deputy Registrar (Students Affairs).
12. AR (Exams) for coordination with GM (IT), AR (Sc-II) for update in Graduate Hand Book.
13. Internal distribution in Academic Unit of Registrar setup.

CC:

1. Registrar CIIT
2. PS to Rector

Revised Graduate Rules & Regulations and Policy decisions effective from Fall 2012 admissions at CIIT System.

<u>MS Degree Program</u>

i. Eligibility Criteria

a) A 16 years degree in the relevant field from an accredited educational institution with First Division (annual system) or CGPA 2.5/4.0 (semester system)
b) No third division or D grade throughout the academic career.
c) GAT (General) with 50% marks minimum.

ii. Duration of MS Degree

a) The duration of studies for the MS degree shall normally be not less than one and a half years or two years and not more than four years.
b) The minimum duration of studies for MS degree programs of the Faculty of Science shall be of two years (four semesters) at CIIT.
c) The BASAR on the recommendation of Supervisory Committee/Graduate Advisory Committee may allow extension in the time limit for a maximum of two semesters/one year beyond maximum permissible time of four years for completion of MS degree.
d) Normally, the scholar may be allowed leave of absence up to two semesters during the entire study, on the written request of the scholar duly recommended by the respective Supervisor, HoD and Chairman and approved by the concerned Dean. However, leave of absence in the first semester or of two consecutive semesters will not be allowed. The registration fee will be charged for the semester(s) during the leave of absence.
e) In extraordinary circumstances, the leave of absence can be granted by Registrar on the recommendation of Supervisor, HoD, Chairman and the Dean of concerned Faculty, for a maximum period of one year.

iii. MS Course Work Requirement

a) The scholar has to complete a minimum of 30 credit hours for MS degree, out of which he/she has to undertake minimum 24 credit hours of course work and 06 credit hours of MS thesis/Research Project.
b) The scholar can register a minimum of 03 credit hours and maximum of 12 credit hours in a semester.
c) The scholar can register an alternate elective course from the approved list of elective

courses of the program in case the failed elective course is not being offered by the respective department.

d) The scholar can register for research thesis after completion of 12 credit hours of course work, on the advice of the Supervisor/Supervisory Committee/Graduate Advisory Committee.

iv. Supervisor and Co-supervisor for MS

a) The appointment of supervisor/co-supervisor will be approved by the respective Dean of the faculty, on the recommendation of the Supervisory Committee/Graduate Advisory Committee of the Department. A co-supervisor, however, will only be appointed wherever essentially warranted.

b) The supervisor will be from CIIT. However, a co-supervisor can also be appointed from outside the CIIT.

c) An adjunct faculty of CIIT can be appointed as a co-supervisor by BASAR.

d) The supervisor should hold a PhD degree in the relevant field and should not be below the rank of an Assistant Professor.

V. Grading Policy

If a scholar obtains a 'C' grade or below, he/she will be placed on probation. The scholar will be dropped automatically from the graduate program if he/she obtains two 'C' grades or below during the entire study.

PhD Degree Program

i. Eligibility Criteria

a) An MS/M.Phil with Thesis/Research Project or its equivalent degree with Thesis/Research Project in the relevant field from an accredited educational institution with minimum CGPA of 3.0/4.0 (under semester system) or 70% marks (under conventional system) with no third division or D grade through out the academic career.

b) The requirement of GRE (subject) as per HEC policy or GAT (subject) with at least 60% marks.

c) For admission in PhD Electrical Engineering Program, any one of the existing GAT (subject) tests in Electrical, Computer, Telecom or Electronics Engineering will be acceptable with a minimum score of 60% marks.

ii. Duration of PhD Degree

a) The duration of studies for PhD degree shall be not less than three years and normally not more than five years.

b) The BASAR on the recommendation of Supervisory Committee/Graduate Advisory Committee may allow extension in the time limit for a maximum of four semesters/two years beyond maximum permissible time of 05 years for completion of PhD degree.

c) Normally, the scholar may be allowed leave of absence up to two semesters during the entire study, on the written request of the scholar duly recommended by the respective Supervisor, HoD and Chairman and approved by the concerned Dean. However, leave of absence in the first semester or of two consecutive semesters will not be allowed. The registration fee will be charged for the semester(s) during the leave of absence.

d) In extraordinary circumstances, the leave of absence can be granted by Registrar on the recommendation of Supervisor, HoD, Chairman and the Dean of concerned Faculty, for a maximum period of one year.

iii. PhD Course Work Requirement

a) A PhD scholar shall be required to complete 18 credit hours of graduate level course work. However, the scholar may be given exemption of up to two courses by BASAR on the recommendation of the scholar's supervisory committee.

b) The scholar can register a minimum of 03 credit hours and maximum of 12 credit hours in a semester at PhD level.

c) The scholar can register an alternate elective course from the approved list of elective courses of the program in case the failed elective course is not being offered by the respective department.

d) The registration of PhD thesis of 09 credit hours will be after the completion of coursework of PhD.

iv. Supervisor and Co-supervisor for PhD

a) The appointment of supervisor/co-supervisor will be approved by the respective Dean of the faculty, on the recommendation of the Supervisory Committee/Graduate Advisory Committee of the Department. A co-supervisor, however, will only be appointed wherever essentially warranted.

b) The supervisor will be from CIIT. However, a co-supervisor can also be appointed from outside the CIIT.

c) An adjunct faculty of CIIT can be appointed as a co-supervisor by BASAR.

d) The supervisor should hold a PhD degree in the relevant field and should not be below the rank of an Assistant Professor.

v.   Evaluation of PhD Thesis

a) The PhD thesis will be evaluated by three external examiners (foreign) and one external examiner (local). Out of four, three positive reports shall be considered as adequate.

b) There will be two external examiners (local) for the defense of PhD thesis.

c) The reports of the external examiners may be evaluated by a committee comprising:
   - The respective Dean
   - The Dean of Research, Innovation &Commercialization (ORIC)
   - Chairperson of the respective department
   - HoD of the respective department

d) Further, processing of the thesis will be on the recommendation of the above committee.

vi. Comprehensive Examination

a) The comprehensive examination will be after the completion of course work.

b) The PhD candidature of the scholar will be confirmed after passing the comprehensive examination.

c) Comprehensive examination should be completed within 06 semesters of registration for PhD.

d) Maximum attempts to pass comprehensive examination will be three.

e) The passing percentage in the Comprehensive Examination will be 60 percent.

vii. Grading Policy

If a scholar obtains a 'C' grade or below, he/she will be placed on probation. The scholar will be dropped automatically from the graduate program if he/she obtains two 'C' grades or below during the study.

General Matters

i.   Interpretation and discrepancy in Graduate Rules.

In case of any discrepancy regarding the Graduate Rules and Regulations, a committee consisting of the Registrar, Deans and Controller of Examination will make a decision. However, the decision of the above committee will be presented in BASAR for endorsement.

ii. Maximum Number of Graduate Students

The maximum number of graduate students under the supervision of one supervisor shall be as per HEC policy.   (5)

iii. Policy for Honorarium to Supervisors

The honorarium for research supervisor for MS and PhD degrees shall be as follows:
MS degree: Rs. 10,000 (For both HEC and Non-HEC Scholars).
PhD degrees Rs. 100,000 (For CIIT Scholars only).

iv. Ph.D Thesis Submission Time

The house approved that the last date for the submission of the PhD thesis shall be one week before the commencement of the following semester.

v. Refund of GRE (subject) Fee

Students who qualify GRE test with the required score will be refunded the amount of GRE fee.