



Beaconhouse National University

**REGULATIONS FOR M.PHIL./MS PROGRAMMES
2023-24**

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Beaconhouse National University, Lahore

BNU Regulations for M.Phil./MS Programmes

Regulations relating to admission, registration and examination for M.Phil./MS, according to HEC guidelines.

AIMS OF THE M.PHIL /MS PROGRAMMES:

1. To prepare students with adequate knowledge and research competence of an international level to fill positions in research organizations, industry, universities and public sector institutions.
2. To improve the qualification, skills, and expertise of teachers and thus provide competent teachers at all levels of education in universities, colleges and schools.

ADVERTISEMENT:

- i. Before the advertisement, the faculty of every School / Institute should ascertain the number of seats / programmes / facilities available.
- ii. The M.Phil./MS programmes shall be advertised in the beginning of each academic session. The advertisement shall normally appear in the newspapers during June/July as per academic calendar.

ELIGIBILITY:

MS/M.Phil.

- i. Sixteen years of schooling or 4 year education (**minimum 120 credit hours**) after HSSC/F.A./F.Sc/Grade 12 or Equivalent shall be required for admission in the MPhil/MS/Equivalent program.
- ii. Written test (designed on the pattern of GAT) General Test. Minimum requirement is a score of 50%.

PROCEDURE FOR APPLICATION, ADMISSION AND REGISTRATION:

- i. The applicants shall be required to complete an online admission form available on the BNU website and mail its hard copy along with required documents to the BNU admission office within the notified dates.
- ii. The admission to the programme shall be made on the basis of cumulative merit to be determined from the academic record, prescribed written test and interview.
- iii. Each school shall have a graduate admission committee for its programme (s). The committee shall suggest criteria for admission from time to time and determine

merit and recommend admissions for approval of the Dean for each intake. Admission in a programme shall be based only on criteria approved by the Academic Council

REGISTRATION AND ENROLLMENT

a. University Registration

- i. After issuance of a registration number the student shall register in his/her required courses by logging on to the university's online portal (CMS) within the notified dates.
- ii. The Registrar shall issue a University registration number to each student after the submission of dues.
- iii. A regular student shall register for a minimum of 9 credit hours and a maximum of 12 credit hours in a regular Fall/Spring semester and a maximum of 6 credit hours or 2 courses in a summer session, if offered by the department.
- iv. In a summer session only the remedial or courses with grade "C" or "F" may be allowed to register. However, a student may be allowed to undertake a course with "W" grade in a summer session only with the permission of the dean on recommendations of the academic advisor.
- v. The student shall deposit his/her semester dues within the due date. The student will only be able to register or enrol in any course provided he/she has paid his/her dues of the previous semester.
- vi. If a student fails to register on line in the courses of the semester, the Registrar may allow the student to register for courses after the commencement of the semester subject to the payment of late fees as prescribed by the Registrar from time to time.

Credit Hour

- i. A "CREDIT HOUR" is the unit of measuring educational CREDIT, usually based on the number of class room hours per week throughout a term. For example, a theory course of 3 credit hours will have 3 hours of class contact per week.
- ii. For practical, studio or laboratory work, 3 hours shall be considered equivalent to one credit hour.

PROGRAMME OF STUDIES:

- i. The minimum duration to complete the M.Phil./MS degree is two years / 1.5 years or 3 regular semesters and the maximum is 4 years. However, in special circumstances on request of the student and the consent of the respective Dean & Supervisor, the statutory bodies may allow an extension for up to one more year, but only on the recommendations of the relevant Board of Faculty.
- ii. There will be two semesters in each academic year, Fall and Spring. Each semester will usually consist of a total of 18 working weeks, 16 weeks of teaching and two

weeks of examination.

- iii. The minimum of 30 credit hours (including 24 credit hours of course work + 6 credit hours of research) are required for all M.Phil./MS degree programmes. The research work shall be mandatory for the research degree/awards.
- iv. To earn a M.Phil./MS degree a minimum of 30 credit hours and a 2.50 CGPA is required.

PROBATION:

- i. A regular student will normally be required to take a workload (for course work) of 9-12 credit hours in each semester.
- ii. If a student fails to maintain the minimum required CGPA of 2.50 in the case of M.Phil./MS programmes the student will be placed on academic probation.
- iii. In case of two consecutive academic probations in the first year, the student's name will be automatically dropped from the university rolls.

ADD/DROP OF COURSES:

- i. A period of one week is allowed from the commencement of classes for add/drop of courses. A student adding a course is responsible for ascertaining the requirements of the course and for completing them. Students are strongly advised to consult their course supervisor/HoD before adding or dropping a course.
- ii. Courses dropped within one week after the commencement of classes are deleted from the record. The students will get "W" Grade (withdraw) on their transcripts if they apply to drop a course after one week from the commencement of the semester.
- iii. The Grade "W" will have no impact in the calculation of the student's CGPA.
- iv. However, if a student drops a course after the ninth week an "F" grade will be reflected on his/her transcript.

REPEATING A COURSE:

Two categories of students will be required to repeat a course.

- i. A student shall repeat all mandatory/ major courses in which he/she will obtain an 'F' grade.
- ii. In case of an elective course, the student may repeat the same elective or may take a new elective in place of the previous one in order to fulfil the degree requirements.
- iii. Students earning grade "C" can repeat the course if she/he desires to improve the

grade. In such a case both the previous and the new grade obtained will be recorded on the transcript. However, only the higher grade shall be used in the calculation of the CGPA.

- iv. A student may repeat up to 6 credit hours or two courses during their course of study of M.Phil./MS programmes.

CREDIT TRANSFER POLICY FOR M.PHIL./MS PROGRAMMES:

A student wishing to transfer from a recognized university or college to BNU will be considered for admission subject to the following BNU regulations:

- a. Transfer of credits will be allowed provided the CGPA was at least 2.50 in the last institution.
- b. Applications for transfer of credits to BNU from previous university must be submitted to the Registrar's Office to be reviewed by the Dean of the School concerned who, in consultation with the University Equivalence Committee, will determine the academic standing of the applicant.
- c. Courses for which credits have been awarded by the transferring institution will be accepted provided the courses being considered for credit must meet the programme requirements at BNU.
- d. The Credit of a course will only be transferred if a grade is "B" or with a minimum of 60% marks have been obtained in the annual system.
- e. Official records will be evaluated, and the notification will be forwarded from the Registrar's office concerning the student's position in the programme at BNU, including the number of credits awarded.
- f. At least 60% of the credits required for a degree must be earned at BNU.
- g. Transfer credits from other institutions shall not be counted towards the GPA and CGPA. However, transfer credits may be considered towards the fulfilment of the requirement for a degree after an evaluation by the University Equivalence Committee.

CLASS ATTENDANCE:

- i. Students will be expected to have 75% attendance in each theory course in which they are registered.
- ii. Studio/lab sessions require 100% attendance. Students who miss a class session will be expected to make up for the missed work on their own, failing which they will receive a failing grade. The acceptance of such work is at the discretion of the course supervisor.
- iii. Absence from studio at SVAD, SA and SMC cannot be made up outside the campus

or supervised. It is expected that a student's absence from classes may be resolved with the faculty member concerned.

- iv. If a student is absent from a class or a mid-semester examination due to sickness or some other unavoidable reason, the student must inform the course supervisor immediately through the email. Suitable documentation such as a doctor's certificate may be required if such confirmation is necessary.
- v. All schools should form a graduate committee comprising senior faculty members meeting the HEC criteria of qualifications to decide on matters related to exam/attendance/cases of the school.

SEMESTER FREEZE POLICY:

- i. A student who wishes to take a semester break must submit an application for semester freeze, approved by the Dean/Head of the Department, to the Registrar's office two weeks before the commencement of classes.
- ii. In special cases an application may be accepted after the semester has begun, but not later than two weeks after the commencement of classes.
- iii. Fee paid for a semester will only be carried forward if the student submits the semester freeze application within the prescribed period of time.
- iv. A student who absents himself/herself from an entire semester without permission may not be allowed to resume his/her study without formal permission of the respective Dean/ Head of the Department. Fee paid for that semester will be non-refundable and non-transferable in such cases and students must seek readmission and pay the admission fee.
- v. A student may apply for semester freeze during his/her degree programme for (a) one semester (b) two consecutive semesters only ONCE for either option with the prior approval of the respective Dean/Head of the Department.
- vi. For resuming study after semester freeze the student must submit an application for re-joining to the Registrar's office prior to the commencement of classes to activate her/his status at the university.
- vii. In the case of M.Phil./MS it will not be permissible to freeze.

DISMISSAL ON ACADEMIC GROUNDS:

The student of M.Phil./MS shall be dropped from the university and his/her admission will be cancelled from academic grounds if he/she has:

- i. CGPA less than 2.5 in two consecutive semesters of M.Phil./MS and has failed to obtain a CGPA of 2.5 in the third semester.
- ii. Completed maximum duration of programme at the university after his/her first registration without being able to fulfil the requirements for the M.Phil./MS and

equivalent program.

- iii. Has not met the admission criteria, in case of provisional admission.
- iv. Students dropped from the program on academic grounds will, however, be provided with an official transcript indicating the courses completed along with grades earned in the registered courses.

EXAMINATION:

- i. There shall be two examinations for each course during each semester. These examinations shall be termed as mid semester (mid-term) and the final term.
- ii. The mid semester examination shall be held during the 8th/ 9th week of each semester. The final examination is to be held at the end of the semester. In addition to these examinations, the instructor shall give home assignments, term papers, quizzes etc.
- iii. A final examination is the requirement for all courses except for those in which the final examinations are not used to evaluate a student's achievement as in the case of media & mass communication, theatre, film & TV, architecture or fine arts.
- iv. The result of a course will be submitted by the instructor online within the first week of the examination and the final result will be notified to students in their logins after two weeks of the completion of the examination.

Cheating in Exams

A student caught cheating; chatting, gesturing or misbehaving in the examination hall shall be liable to one of the following penalties;

- i. Grade "F" in the course, and
- ii. Any other punishment recommended by the Disciplinary Committee constituted by the Vice Chancellor to investigate the matter.

GRADING SYSTEM:

Equivalence in numerical grades, letter grades and grade points will be as follows:

Per cent Marks	Letter Grade	Grade Point
85 – 100	A	4.00
81.50 – 84.99	A-	3.67
78.00 – 81.00	B+	3.33
74.50 – 77.99	B	3.00
71.50 – 74.49	B-	2.67
67.50 – 70.99	C+	2.33
64.00 – 67.49	C	2.00

60.50 – 63.99	C-	1.67
57.00 –60.49	D+	1.33
50.00-56.99	D	1.00
Below 50	F	0.00
Withdrawal	W	-
Short of Attendance	W*	-
Incomplete	I	-
Pass	P	-

- i. Maximum possible grade point average is 4.00.
- ii. In order to qualify in the examination of semester a student must obtain a GPA of at least 2.50.
- iii. If the GPA/CGPA of a student remains <2.50 (but >2.30) the student shall be given one chance (only once) to repeat two subjects (2-6 credit hours) in order to improve his/her CGPA in M.Phil./MS. If the GPA /CGPA of a student remains <2.50 he/ she shall be de enrolled.
- iv. Letter Grade and Grade Point for a course will be calculated as given above.
- v. Where the class sizes is 20 or above the final grades in that course are awarded to students on the basis of the marks obtained by the student and their relative position in that course.
- vi. Where the class size is below 20 students' grades will be awarded on the basis of an Absolute Grading System.
- vii. In order to calculate the GPA, multiply the grade point with the credit hours in each course to obtain total grade points, add up the cumulative grade points and divide by the total number of credit hours to get the GPA for a semester.

$$\text{GPA} = \frac{\sum (\text{GP} \times \text{credit hours}) \text{ course of semester}}{\text{Total credit hours of a semester}}$$

- viii. For calculating the CGPA, the sum total of GPs in a semester earned in different courses multiplied by respective credit hours of a course and divided by total numbers of credit hours.

$$= \frac{\sum (\text{GP} \times \text{credit hours}) \text{ of all courses in a programme}}{\text{Total credit hours of all courses in that programme}} \text{ CGPA}$$

RE-SIT EXAMINATION:

The students who cannot appear in an examination because of a genuine reason shall be allowed to appear in a re-sit examination, after the examination subject to the approval of the

Dean and the payment of a special examination fee of rupees **3000/-** for each course. If the number of courses is more than 2 then a lump sum amount of **Rs.10, 000/-** shall be paid as a special examination fee to the school.

RE-ADMISSION ON MEDICAL/ EMERGENCY GROUNDS:

A student who discontinues studies on medical/emergency grounds will be allowed to seek readmission in the same semester next year after paying the semester fees. During the period of discontinuation of studies, the hostel and transport facilities shall be withdrawn which are normally available to regular students.

WITHDRAWALS / ADDITIONS OF COURSES:

The enrolled students may drop or add other courses to their programme within two weeks after commencement of the semester with the permission of the Dean/ Head of Department/ Institute, provided such drop or additions do not impact the requirements on to minimum or maximum course workload conditions.

SUBMISSION OF RESULTS:

The instructors are required to upload their results on CMS within a week after the examination.

DEAN'S HONOUR LIST:

Students with excellent academic performance during a semester are placed on the Dean's Honours List. The eligibility criterion for which are:

- A 3.50 GPA in a semester.
- A workload for a semester as prescribed by a school/institute for graduate and undergraduate programme.

AWARD OF GOLD MEDAL:

- i. The student with an outstanding performance and with the highest CGPA in each degree programme, but not less than a CGPA of 3.80 (if the average CGPA of cohort for a degree programme is 3.25 or above) and not less than a CGPA 3.65 (if the average of cohort of a degree programme is less than 3.25).
- ii. There should be no repeat course and a "F" grade in the academic record of the student.
- iii. There should be no disciplinary case or warning against him/her in their record.
- iv. A certificate of distinction/honours will be awarded for the best thesis/film or project to students in the final semester.
- v. If two students attain the same highest grade point average, then each of them will receive a gold medal.

- vi. In case of less than 5 students in MS/M.Phil. program(s), all MS/M.Phil. programs of the same school/institute may be considered as ONE batch for the award of Gold Medal on the recommendation of the respective Dean/Director.
- vii. While considering a student for the award of the gold medal a student's attendance and disciplinary record may be considered.
- viii. Any matter not covered under this policy shall be forwarded to the Gold Medal Committee constituted by the Vice Chancellor

FACULTY AND SUPERVISORY REQUIREMENT

- a. At least **two (2) full** time faculty members holding PhD degrees in the relevant field shall be available/appointed to the department to launch an MS/MPhil/Equivalent program that may be increased up to three (3) if a PhD program is also to be launched in the same discipline and department 20.
- c. The teacher to student ratio shall be **1:12**, where a supervisor can supervise a total of **twelve (12) MS/MPhil/PhD students** at a time with **no more than five (5)** of these students being PhD students. Graduate teaching and supervision load shall be adjusted, accordingly.

ALLOCATION OF SUPERVISOR TO M.PHIL./MS AND EQUIVALENT PROGRAMME'S STUDENTS:

The Departmental Research Committee is entrusted to approve supervisors for MS theses/ research projects and equivalent programmes. The conditions for allocation of supervisors are as follows:

- i. The supervisor should hold a PhD degree in the relevant field or an M.Phil./MS with a minimum of 4 years teaching experience. The supervision load of the supervisor should not exceed the maximum limit as defined by HEC.
- ii. A co-supervisor may also be appointed by the Board of Advance Studies and Research if the research work involves or becomes interdisciplinary or other particular circumstances so desire. In either case the specific roles and responsibility of the co-supervisor shall be provided for the consideration of the BASAR.
- iii. The student will work on an approved research proposal after successful completion of the course work.

APPROVAL OF RESEARCH TOPIC:

- i. M.Phil./MS and equivalent programmes research proposal will initially be presented in the Department Research Committee and Board of Faculty of the respective school. Once approved by the Board of Faculty, the concerned school will present the recommendations in the meeting of Board of Advanced Studies and Research, for information, through the concerned dean/director.

- ii. Approval of the thesis by the Board of Examiners shall be mandatory for the award of the degree.

DEPARTMENT RESEARCH COMMITTEE

The Composition of Department Research Committee will be as follows:

- i. Dean/Director of the Department
Convener
- ii. Professors and Associate Professors of concerned department
Member
- iii. All faculty members with M.Phil./MS degree or equivalent degree with 4 years of post-teaching and thesis co-supervision experience of the respective department
Member
- iv. Concerned Supervisor
Member

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

FUNCTION OF DEPARTMENT RESEARCH COMMITTEE:

- I. To review, update curriculum and approve the research proposals of M.Phil./ MS and equivalent degree participants.
- II. To approve supervisors for MS and equivalent programme participants.
- III. To consider research proposal(s) for project funding.
- IV. To propose list of external examiners.

M.PHIL./MS Research Thesis Evaluation:

- a. Evaluation of M.Phil thesis will be carried out by an external examiner. The BASAR will approve the panel of examiners. The external examiner will be appointed from the approved panel.
- b. The plagiarism test must be conducted on the thesis before its submission to the external examiners.
- c. Evaluation of the thesis will be carried out by the Board of Examiners. The composition of the Board of Examiners will be as follows:
 - i. Dean/Director of the concerned school
 - ii. Research supervisor (from the university)
 - iii. External examiner
- d. The thesis will be dispatched to the external examiner for assessment.
- e. The candidate will have to appear before the Board of Examiners for the assessment of his/her thesis. The Board of Examiners shall approve the thesis or defer approval pending re-submission of thesis with minor or major changes.
- f. In case of deferred approval; the resubmission of the thesis will be made with minor or major changes.

- g. The final submission of the thesis must be made in the stipulated time determined by the School/Institute. Any extension regarding the submission must be approved by the Dean/Director and forwarded to the Vice Chancellor for approval.
- h. In case a major/entire change in the approved research topic is required the case shall be considered afresh. The reason of change shall be forwarded to the BASAR for consideration and approval following the due procedures. However, the time duration of the Programme shall not be changed.
- i. The minimum required grade to pass the thesis is C+.
- j. The minimum criteria of HEC, if any for the particular thesis, shall have to be fulfilled.
- k. Approval of the thesis by the Board of Examiners shall be mandatory for the award of the degree.

APPENDIX-I: GUIDELINES FOR PREPARATION OF SYNOPSIS

The applicants should organize the thesis synopsis to address the following points:

- a. **Title** : The title should be brief but informative and relevant to the discipline.
- b. **Table of Contents**
- c. **Introduction** : Should clearly manifest why the present work is undertaken. Importance and the goals of the topic of research should be highlighted. **The introduction may include literature review as per requirement of the subject.**
- d. **Literature review** : Place the project in an academic context by referring to the major work by others on the topic internationally and indigenously.
- e. **Objectives** : Define clearly the aims of the research proposal.
- f. **Significance** : The significance of the proposal for the field and the country.
- g. **Limitations** : The limitations to the proposal, if any.
- h. **Methodology** : Explain the approach and methods to be followed. Details pertaining to design of experiments and the data analysis should also be given.
- i. **Discussion & analysis** : Describe the discussion and analysis method e.g. SPSS, software tests
- j. **Main body** : Present your arguments on discussion of data and your major findings.
- k. **Conclusion** : Give a brief description of findings and recommendations if any. They may also point out what directions future research should follow to explore issues they could not for lack of time or resources.
- j. **Bibliography/ Literature cited/ References:** : Up to date references.

GUIDELINES FOcR THESIS FORMAT

M.Phil./MS Thesis

All theses presented in typescript for the degree of M.Phil./MS should comply with the following specifications unless permission to do otherwise is obtained from the relevant authority/ body

- **Size of paper**
A4 size be used, no restriction is placed on drawings and maps
- **Paper specification**
Six copies on good quality paper (minimum 80g) to be submitted.
- **Method of Production**

The text must be typewritten in acceptable typeface and the original typescript (or copy of equal quality) must normally be submitted as the first copy. The second and subsequent copies may be produced by means of other acceptable copying methods.

- **Layout of Script**

Guidelines of APA (6th Edition) must be followed, except for the margin on the left side which must be 1.5” providing ample room for binding of the thesis. The colour of the thesis hard binding should be black.

The spine of the thesis should show on top across the width or the spine, the name of the candidate in the middle along the length of spine, and the year of submission across the width at the bottom. The lettering on the spine should be in 18 pt. and may be in boldface.

Following is the preferable layout of the thesis

- Title Page
- Abstract / Summary
- Acknowledgements
- Abbreviations not described in the text
- Contents
- List of tables (where applicable)
- List of figures (where applicable)
- Introduction (including literature review) or
 - Introduction
 - Review of LiteratureAs separate chapters as per requirements of the subject
- Materials and methods
- Results

May comprise of one chapter or a number of chapters depending upon the Subject matter / requirements

- Discussion (including conclusion/s, recommendation/s where applicable)
- Reference / bibliography / literature cited appendices (where applicable)
- Any other information specific to the respective discipline

- **Title Page**

All theses must contain a title page giving the title of the thesis, the author's name, the name of the degree for which it is presented, the department in which the author has worked or the faculty of which the work is being presented, and the month and year of submission.

- **Length of Thesis**

Whilst the regulations do not contain a clause relating to the maximum length Of theses, it is expected that a work presented for the degree of M.Phil/MS should normally be between 40,000 - 120,000 words of text. Candidates wishing to greatly exceed theses sizes should discuss the matter with their supervisors/DPC

- **Published work**

Published work from the theses is included as appendix (reprints/ proof / preprint.)

- **Binding**

All final theses and published work presented for higher degrees must be bound in a permanent form or in a temporary (hard binding will be provided after defence of the thesis) form approved by the Advanced Studies and Research Board; where printed pamphlets or off-prints are submitted in support of a thesis, they must be bound in with the thesis, or bound in such a manner as binderies may advise. Front cover should give title of the thesis, name of the candidate and the name of the institute/ department/ centre/ college through which it is submitted, in the same order from top to bottom. The lettering may be in boldface and properly spaced. Their sizes should be: title 24 pt. name of the department/ institute/ centre/ college 18 pt. The colour of binding for different degrees in social sciences is as follows:

Social Sciences

PhD	Light Maroon
M.Phil.	Black

Note: Structure and format of the thesis write up must be in accordance with American Psychological Association (APA) guidelines for scientific writing.