



Greenwich University

Admission Policy

Vision:

Emerge as a premier institution producing thought-leadership committed to catalyze a better future for all

Mission:

Nurture the competence and character of future leaders through quality education and humane consciousness

ADMISSIONS

Role of the Admission Department

The Admission Department looks after and evaluates applicants for admission strictly based on the parameters of their past academic performance, University Placement Test, interview and Group Discussions. After completion of the Admission Process, the Admission Department evaluates the applicants based on their positions.

Admission Process

Admission Process for Undergraduate and Graduate Programs:

- **UPT:**

Applicants give an entry exam which comprises of three subjects i.e. English, Mathematics, and General Knowledge

- **Individual Interview**

The Interview Committee, comprised of both visiting and permanent faculty of Greenwich University, interviews candidates on a broad range of topics to assess their expression, exposure, attitude, knowledge, personality, etc.

Admission Process for M.Phil. and Ph.D. Programs:

- **UPT / GAT**

MPhil:

Applicants are given an entry exam which comprises of three parts for MPhil i.e., verbal reasoning, analytical reasoning, and quantitative reasoning.

PhD: Applicants are given an entry test that comprises of three components that are verbal reasoning, analytical reasoning and subjective reasoning.

- **Individual interview**

The Interview Committee, comprised of both visiting and permanent faculty of Greenwich University, interviews candidates on a broad range of topics to assess their expression, exposure, attitude, knowledge, personality, etc.

Undergraduate Program Admission Criteria

Eligibility:

At least Three (03) A levels subjects with grade “Passing Grade” or higher OR Intermediate (HSC) from recognized Board.

Classification of Admissions:

There are three classifications of admissions. **Regular Acceptance, Provisional Acceptance and Non-Degree Student Status (CC)**. Students may be allotted a Zero Semester if they are considered deficient in certain skills in their interviews. A placement evaluation is required for all students before being admitted. Places offered are valid for one term only; if not taken up, they are offered to applicants on the wait list.

Regular Acceptance:

Applicants who meet all admission requirements are admitted as degree candidates with a regular status.

Provisional Acceptance: (Visiting students)

Applicants who are accepted provisionally are those who do not submit official documents or submit incomplete documents and sign an undertaking form mentioning the time frame within which they will furnish the documents. Transfer students who do not submit official documents from the institution previously attended fall in this category. Conversely any applicant who does not meet minimum requirements may be denied regular admission to the University and its programs.

Non-Degree student status: (Certificate Course)

Applicants who desire to take courses without seeking degree candidacy are designated as Non-Degree Students or as Certificate students as they take one or few courses from our degree programs and get a certificate for it by the end of the semester.

Transfer of Credit / Advanced placement:

Students may apply for advanced placement keeping in view prior academic qualifications and experience.

Credits from other institutions: The Admission Office will evaluate credits from other institutions on a course-by-course basis in accordance with such agreements as may exist. The acceptability of each credit will depend on the appropriateness of the courses to the University curriculum, on their compatibility with courses offered by Greenwich University, the period since the course credits were earned, and the grade earned.

All passing grades of B or above in transfer courses are acceptable for students who leave their prior institution with good academic standing. Transfer credits will be awarded after the student has achieved good academic standing. However, a tentative evaluation of such transfer credits may be requested by the student upon admission. All transfer credit will be recorded as "TR" on the student's transcript.

Before graduating, transfer students must complete a minimum of 30 credit hours of university courses in order to be eligible for an associate degree and a minimum of 60 credit hours for the Undergraduate degree. A maximum of 60 credit hours can be transferred.

Undergraduates must be in residence for the final 60 hours of course work prior to receiving their degree.

Credit by Challenge Examinations: Students may obtain credit through successful performance on a challenge examination. A student seeking credit by examination must have an exceptional background in the subject and a minimum grade point average of 2.75. He or she must first secure written permission from the concerned Dean. If permission is granted the Dean will arrange for preparation of challenge exam and may also require written reports, related supplementary readings, or a term paper if appropriate. Forms for challenge examinations are available with the Registrar's Office/Communication Center. Students are limited to 9 credit hours by challenge examinations.

Admission of Transfer Students: Greenwich University accepts credits earned with a Grade B or above from other accredited universities and from foreign programs.

Placement Test:

English, General Knowledge and Mathematics proficiency, are measured by the results of the University Placement Test (UPT). All students must appear for an Interview with the panel as part of the selection process.

How to Apply:

Applicants for admission must follow the following procedure:

1. Application Form: Submit the complete Admission Form along with photocopies of all academic documents, CNIC copy, guardian's CNIC copy and two passport size photographs.

When to Apply:

Applications must be received on or before the due date as advertised and as mentioned in the academic calendar.

Ownership of Documents:

All application material (academic records, financial support documents, test scores, reference letters, translations, and other material) submitted in support of an application, become the property of the University and cannot be returned or forwarded elsewhere, except the original documents which will be returned after verification.

Graduate Program Admission Criteria**Eligibility:**

Bachelor's degree in the relevant discipline from any university recognized by the Higher Education Commission, or of a recognized foreign university. Graduates with no background of English may be required to do foundation courses.

Classification of Admissions:

There are two classifications of admissions for graduate students: Regular Acceptance and Provisional acceptance.

Regular Acceptance:

Applicants can be admitted to the graduate degree program if they satisfy the following:

Submission of transcripts and degrees showing that the applicant has received a bachelor's degree from an accredited university or college or an equivalent degree from a foreign university. Copies of all official documents and other admission material of these students must be submitted to the Admission Committee along with two letters of recommendation and a personal statement.

Provisional

Provisional Acceptance:

Applicants who apply with either result awaiting or have incomplete documents can apply on the basis of an undertaking that they will sign as an agreement that their documents will be provided to the university within the given time frame mentioned on the undertaking form till then they will be given a visiting student status. If the student is unable to submit his/her documents within a year, then he will not be allowed to take further courses till the submission of his documents.

Non-Degree student (CC) status:

Greenwich University welcomes those students who wish to take courses without any qualifications as non-degree students. These students, if they wish to change their status, must make a regular application to the University and meet all requirements for admission into the graduate degree program. Non-degree students may apply up to 9 credit hours that they have earned at Greenwich towards a graduate degree program.

Zero Semester Students

Zero Semester (ZP) Students are those who have received less than 45% marks in their Intermediate studies, those who score less marks in the U.P.T, and those who have been recommended to be registered in a Support Semester during their admission interview. These students have to register for 03 support courses spanning one semester prior to their admission in desired (regular) program. These three support courses are:

- Elementary English
- Oral Communication
- Personality Grooming

A-Level students having grades less than 'C' grade or Intermediate students having less than 50% will be offered the support semester, for courses determined after their written test and interview. Support Semester courses will not carry any additional credits on the official transcripts of the students. They will be issued a different acceptance letter stating that they will be given a support semester first which will provide the details such as the courses that the student will be doing in in order to start their journey as a regular student.

Re-admission at Graduate level:

Former graduate students, who were in good academic standing, do not owe money to the University, or were not dismissed, may re-enroll at any time during the one-year period following their initial enrollment at Greenwich. Applicants who were previously dismissed must petition the Admission Committee for re-admission. The Committee on the recommendation of the Program Director will take the decision as to re-admittance and will notify the petitioning student. If the student does not re-enroll within a year, application for re-admission must be made to the Admission Committee. Readmits must contact the Admission Office on time to meet registration requirements prior to the term of their intended return.

Placement Test:

English and Mathematics proficiency along with General Knowledge will be determined by the results of the Greenwich Placement Test (GPT). All students must appear for an Interview and with the board as a part of the selection process.

How to Apply:

Applicants for graduate programs at Greenwich University, should follow the procedure as mentioned below:

1. **Application Form:** Submit the Graduate Application Form along with photocopies of all academic documents, NIC copy and 2 passport size photographs.

Admission of Transfer Students:

Transcripts must be received prior to admissions for the purpose of evaluation.

When to Apply:

Applications must be received on or before the due date as advertised and as mentioned in the academic calendar.

Ownership of Documents:

All application material (academic records, financial support document, test scores, reference letters, translations, and other material) submitted in support of an application, become the property of the University and cannot be returned or forwarded elsewhere, except the original documents which will be returned after verification.

Post-Graduate Diploma / Short Course / Certificate Program Admission Criteria:

Classification of Admissions:

There are two classifications of admission. Regular Acceptance and Provisional Acceptance. A placement evaluation is required for all students before being admitted. Places offered are valid for one semester only; if not taken up they are offered to applicants on the wait list.

- **Regular Acceptance:**
Applicants who meet all admission requirements are admitted as regular students.
- **Provisional Acceptance:**
Applicants who are accepted provisionally are those who do not submit official documents or submit incomplete documents. Transfer students who do not submit official documents from the institution previously attended fall in this category.

How to Apply:

All applicants for admission must follow the following procedure:

1. **Application Form:** Submit Application Form along with photocopies of all academic documents, NIC copy, guardian's CNIC and 2 passport size photographs.
2. **Transcripts:** Applicant must have original or certified copies of transcripts of all previous examination results, and forward it directly to the Office of Admissions.

When to Apply:

Applications must be received on or before the due date as advertised and as mentioned in the academic calendar.

Ownership of Documents:

All application material (academic records, financial support documents, test scores, reference letters, translations, and other material) submitted in support of an application become the property of the University and cannot be returned or forwarded elsewhere, except the original documents, which will be returned after verification.

M.Phil. Program Admissions:

Aims & Objectives

The main objective of this program of study will be to:

- Develop specialized knowledge of research skills that are necessary to conduct scholarly research and to become an effective professional.
- Develop philosophical, ethical, and humanitarian principles in a systematically organized manner.
- Develop deep understanding of analytical tools, which are used for quantitative and qualitative research.

Admission Criteria

Faculty of Management Sciences

- Candidates who have 16 years of education at their credit i.e., old MBA/MPA/M.com/ACMA/ACA **OR** having Four Years B. Com/BBA(125-136 credit hours)) (with minimum Second Class (50% or 2.5 CGPA) will be eligible for the Master Program of Business Administration. (Road map given by the HEC will be followed).
- If 16 years education is in non-business area, then 10 deficiency courses will be offered as given in road map by HEC in approved curriculum provided by HEC.

Faculty of Social Sciences and Humanities

- Candidates who have 16 years of education at their credit i.e. old Master **OR** having four years bachelor degree (125-136 credit hours) with minimum Second Class (45% or 2.5 CGPA) will be eligible for master Program of all related field. (Road map provided by HEC will be followed).
- If 16 years education is in non-related field area then 10 deficiency courses will be offered, or guidelines will be sought from road map approved curriculum provided by HEC.
- In case, if candidates who have already education of 18 years or equivalent in non-related field then 8 courses+ 2 independent studies (research work) will be offered as deficiency. Students will be allowed to appear in challenging exam and 100 marks paper may be given just like in annual system.
- It is a must for an applicant to clear a test designed on the pattern of International Princeton Graduate Record Exam (GRE) / NTS/University Placement test (UPT). In case of further guidelines issued by Higher Education Commission (HEC) will be followed.
- The applicant who has already passed HEC's MPhil/PhD Entry Test, will be eligible for admission, which will be valid for 2 years with following marks: 50 % marks in NTS is allowed till December 2011 and 60% marks are allowed hereafter. Greenwich University Placement Test (UPT) with 60% is also allowed.

Procedure for Admission

- Admission will be announced /advertised by registrar. An applicant for MS/ MPhil/equivalent Program shall submit prescribed application form issued by the admission office of the GU, clearly mentioning the proposed major subject of research work that he/she intends to undertake for master's degree.
- The Admissions Committee shall assess each applicant's suitability based on his/her:
 - Academic and professional qualifications
 - Convincing reasons for enrollment in the MPhil and equivalent programs.

Enrolment Conditions

- Once the student is admitted, he /she will be required to enroll himself/herself as per rules and regulations of GU.
- No student shall be allowed, without the prior permission of the BASR to join any other course of study or appear in an examination conducted by any other University or Public Institution.
- Within a year of his/her qualifying test, the student may modify module of his/her study with the approval of BASR, by submitting an application duly recommended by the Supervisor, and forwarded by the concerned DGS of GU. In such a case, BASR shall determine the minimum duration of study for submission of his/her thesis.
- On the recommendation of the Supervisor and the DGS, the Migrated Research scholars (MRS) of other Universities can be exempted for a maximum period of one-year term with the approval of BASR. In such cases, BASR will also determine the minimum duration after which the thesis can be submitted.
- After the registration the MRS has to submit a synopsis (preferably within six months of registration or after completion of courses), a Proforma will be filled in by the candidate; duly signed by the Supervisor.
- The qualifying marks in subjects should be 70% before working on the research thesis.

Study Schedule & Duration

- The PhD degree program consists of 3 modules of three to seven years' duration. Classes will be conducted as per the given study schedule. After the registration minimum period 18-24 months and maximum 7 years is required for in depth study. Classes will be conducted as per the given study schedule.
- If one is not able to complete it within 7 years, then one has to re-register. In this case courses previously completed will be counted for new registration but at least next six months are compulsory to complete the degree and maximum three years are allowed with this admission.
- If any student is absent in three consecutive semester, then admission will be cancelled and have to re-register.

Thesis Submission

After the completion of 18 months or 2 years (24 credit hours course) candidate will have to submit a Thesis to BASR, on the recommendation of his/her Supervisor through DGS of Faculty.

Grading Policies

Examination comprises of assignments of 10% marks, research report of 30% marks and final exam of 60% marks.

Research Work for Award of Degree

Degree of MS/MPhil/Equivalent will be awarded to the scholars on the completion of:

- Qualifying the 8 courses of 24 credit hours
- Submission of Synopsis/ Research Proposal
- Supervisor assigned
- Minimum one Seminar
- One publication in any journal is preferred not compulsory
- Final Seminar and Dissertation defense
- Incorporation of suggestions in final seminar
- Favorable comments from at least one evaluator, out of two
- One external evaluator should be from another university and one internal evaluator from GU
- Final recommendation of viva voice and presentation of defense by the panel of examiners mentioning at least satisfactory

Areas of Specialization

Faculty of Management Sciences

Department of Economics

- Economics

Faculty of Social Sciences and Humanities

Department of Social Sciences and Humanities

- Sociology
- International Relations

Department of Education

- Education

Ph.D. Program Admissions:

Aims & Objectives

The main objective of this program of study will be to:

- Develop specialized knowledge of research skills that is necessary to conduct scholarly research and to become an effective professional.
- Develop philosophical, ethical and humanitarian principles in a systematically organized manner.
- Develop deep understanding of analytical tools, which are used for quantitative and qualitative research

Criteria for Admission

Business Administration

To get admission into a PhD program, an applicant must hold 18 years education at their credit with 70% or 3 CGPA, as:

- MBA (1.5 years- after 4 years BS- BA with 36 CH)
- MBA (3.5 years- after 14 years non-business education with 90 CH)
- MBA (2.5 years-after 16 years Non-business education along with 66-72 credit hours)
- 18 years education is in non-business area then 10 deficiency courses of master and 10 deficiency courses of MS will be offered (20 deficiency courses of master level)
- MS/ MPhil
- Business Education of 18 years from international universities after equivalence from HEC
- Permission letter from HEC in case of CGPA is below required level of 3.
- It is a must for an applicant to clear a test designed on the pattern of International Princeton Graduate Record Exam (GRE) NTS/ GMAT/ University Placement Test (UPT) before admission as per guidelines of HEC. However, provisional admission may be given till one semester and if the entire requirement will not be complete during this semester then admission will be cancelled, and courses may be exempted, if re-registers and qualifies admission criteria.
- If 18 years education is in non-business area, then 10 deficiency courses of masters and 10 deficiency courses of MS will be offered. They will not get degree of MPhil but because already they have 18 years education degree.
- Student will be allowed to appear in challenging examination and 100 marks paper may be given just like in annual system. Challenging exam means if number of scholars is short and after taking admission student is being taught by any GU assigned instructor as tutorial class and then that teacher will guide student as a tutor individually and prepare paper of 100 numbers.

Social Sciences and Humanities

- Candidates who have earned 18 years of education at their credit (Master **OR** having four years bachelor degree, 125-136 credit hours with minimum first Class, 70% or 3 CGPA) will be eligible for PhD Program of all related field. (Road map given by HEC will be).

- If 18 years education is in non-field area then 10 deficiency courses of master and 10 deficiency courses of MS will be offered. They will not get degree of MPhil, because already they have 18 years education degree.
- It is must for an applicant to clear a test designed on the pattern of International Princeton Graduate Record Exam (GRE) / NTS/ UPT. In case of further guidelines, if issued by HEC will be followed.

Procedure for Admission

An applicant shall submit institute's duly filled-in prescribed Application Form for admission to the PhD Program, with proposed major subject of research work to be undertaken by him/her, for assessment by Admissions Committee of the GU. The Admissions Committee shall assess each candidate on the basis of:

- Academic and professional qualifications
- Professional experience, if any.
- Reasons for desiring to enroll in the Program

Enrolment Condition

- Once the student is admitted, he /she will be required to enroll him/herself as per rules and regulation of the University.
- No student shall be allowed, without the prior permission of the BASR, to join any other course of study or appear in an examination conducted by any other University or Public Institution.
- Within a year of his /her qualifying the required test, the student may modify module of his/her Research study, with the approval of the BASR, by submitting an application duly recommended by the Supervisor, and forwarded by the concerned DGS of GU. In such a case, BASR shall determine the minimum duration of study for submission of his/her thesis.
- On the recommendation of the Supervisor and the DGS, the MRS of other Universities can be exempted for a maximum period of one-year term with the approval of BASR. In such cases, BASR will also determine the minimum duration after which the thesis can be submitted.
- After the registration the scholar has to submit a synopsis (preferably within 12 months of registration), a Performa will be filled in by the candidate; duly signed by the supervisor.
- Candidacy letter will be issued after completion of courses and comprehensive examinations. Student may work with supervisor provisionally recommended by DGS, but final approval authority is BASR.
- The qualifying marks in subjects are 70 % before working on the research dissertation.

Study Schedule & Duration

The PhD degree program consists of 3 modules of two to seven years' duration. Classes will be conducted as per given study schedule.

Dissertation Submission

Candidate will have to submit a dissertation to controller of examination after the completion of 2 years with the recommendation of his/her Supervisor through DGS of Faculty.

Grading Policies

Examination comprises of assignments of 10% marks, research report of 30% marks and final exam of 60% marks

Research Work for Award of Degree

Research work shall consist of the following programs:

- Qualifying the 6 courses of 18 credit hours
- Qualifying comprehensive exam
- Submission of Synopsis/ Research Proposal

- Supervisor assigned
- Minimum one Seminar for synopsis defense if DGS thinks possible
- One publication in HEC recognized journal / ISI indexed journal
- Final Seminar and Dissertation defense
- Incorporation of suggestions in final seminar
- Favorable comments from at least two evaluators, out of three included supervisors
- Two evaluators should be from technologically /academically advanced countries
- Final recommendation of viva voice and presentation of defense by the panel of examiners mentioning at least satisfactory

Areas of Specialization

Faculty of Management Sciences

Department of Business Administration

- Finance
- Human Resources Management
- Management
- Marketing
- Supply Chain Management

Department of Economics and Finance

- Economics
- Finance

Faculty of Social Sciences and Humanities

Department of Social Sciences and Humanities

- Sociology
- International Relations

Education

- Education

Policies for Qualifying Examinations and Onward process

Admission policy

Admission will be announced by registrar. All criteria as specified by HEC and approved by the statutory bodies of GU will be followed.

An applicant shall submit institutes duly filled in prescribed Application Form for admission to the MPhil / PhD Program, with proposed major subject of research work to be undertaken by him/her, for assessment by Admissions Committee of the GU. The Admissions Committee shall assess each candidate on the basis of:

- Academic and professional qualifications
- Professional experience, if any
- Reasons for desiring to enroll in the Program
- NOC from government employees (in case scholar joins regular program in duty times)

Certification verification Policy

Admission committee will be responsible for sorting and verifying certificates and all required document.

Entry test policy

Notification from registration office will be issued for entry test and interview date for admission.

Admission confirmation policy

List of successful candidates will be displayed on notice board and, website and emailed to candidates and to appear in interview and document verification. After verification letter of confirmation will be issued to candidates for provisional enrolment. This list of enrolment will be sent to BASR for approval of confirmation and candidates will be informed to attend orientation and class schedule will be given to every candidate along with full kit of admission.

Orientation policy

All enrolled scholars in orientation ceremony. GU will be introduced by GRDC representative through multimedia. All faculty members will be introduced. All concerned HoDs and faculty members may be present in this orientation. An admission kit will be providing to students along with time table.

Completion of Course Duration

- MPhil scholars may complete 8 courses within one-year duration. Maximum 4 courses may be allocated per semester.
- PhD scholars may complete 6 courses within one-year duration. Maximum 3 courses may be allocated per semester.
- In some special cases, DGS may allow an extra course.

PhD Admission Announcement

It may be announced in every semester from office of registrar. DGS will monitor and make sure that classes are running properly and may submit progress report to Vice Chancellor.

Qualifying Examination Policy

Before starting the research work, all MPhil/PhD scholars must pass the Qualifying Examination, which may consist of written exam from subjects of specialization. If any candidate is failed in the qualifying exam, he will be given only one more chance to pass the qualifying exam after 6 months.

Thesis Proposal Seminar policy

The research proposal must be written in the light of guidelines provided by the Supervisor. In order to forward Thesis/Dissertation proposal to BASR a seminar is may be arranged under supervision of DGS, if DGS thinks possible (not compulsory).

Supervision policy

The Principal Supervisor shall be responsible for guiding the candidate in developing the research proposal and for working on the research study. The candidate must meet the Principal Supervisor at least twice a month. If the Principal Supervisor is unable to continue supervision, then a co-supervisor/s will provide supervision until another Principal Supervisor is appointed by BASR. The new Supervisor will be appointed, on the recommendation of the DGS in agreement with the candidate, within three months of the departure of original Supervisor.

Policy of Supervision Load at MPhil Level

A PhD degree holder supervisor may supervise 8-10 scholars with subject to 3 years' experience after completion of PhD degree. However, extra scholars may be accepted with consent of supervisor. Years of supervisory will be counted from date of result declaration. Supervisor should be at least once listed in Higher Education Commission (HEC) directory as a Registered Supervisor. HEC scholarship holders' scholar may only be supervised by HEC recognized supervisor.

MPhil degree holder may supervise 3-5 scholars of MPhil level scholars with subject to experience of at least 3 years with at least 2 research papers published in any journal.

Progress Reports policy

After qualifying examination subjects, comprehensive and completion of parts of his/her research proposal, the candidate will have to present the progress report on his research work to BASR through DGS 4 times in a year. The BASR will assess the presentation and will advise whether his/her research progress conforms to the MS/ MPhil/PhD standard or not. Along with this progress attendance sheet of meetings should be provided.

Publication of Research Articles policy

All PhD scholars are required to write at least one article and that should be published in one of the HEC recognized Journals (in case of Policy changed by HEC, guidelines of HEC will be followed)

Plagiarism Policy

After completion of thesis signed by supervisor, student will submit thesis for plagiarism test and if, it is plagiarized then student will correct it as suggested by test report. Greenwich University has zero tolerance of plagiarism.

Similarity index will be checked from chapter first to last. All other pages will be excluded. Less than 20% of similarity will be accepted by GU. It will be tested on Turnitin from GU and it is mandatory to add these pages in preliminary pages of thesis before final submission

Policy of Submission of Thesis for Evaluation

Student will submit thesis in spiral 3 copies for evaluation to the office of DGS. DGS will require 10 names for evaluation suggested by supervisor and finally VC will approve 2 names of foreign evaluators in case of PhD and one name from national level.

In case of MPhil DGS will suggest one names of evaluators from approved list and that should be external. Supervisor will act as internal examiner.

Policy of Final Seminar (Defense)

After evaluation of thesis student has to submit final dissertation for final seminar (defense). Student has to defend it before Faculty, Guest Scholars and Evaluators the scholars, under the Chair of Chancellor, DGS and Supervisor (for PhD only). In case of Master degree DGS may chair. Scholars will be advised in the light of his presentation, whether his/her research dissertation be awarded degree or not.

Policy of Cancellation or Suspension of Research Work

In case, a candidate due to unavoidable circumstances intends to cancel or is not in a position to continue the work temporarily, he/she must apply to BASR through the Supervisor for suspension, but such leave should not exceed 12 months. On the expiry of suspension period he/she may continue the research work on the recommendation of Supervisor and approval by DGS under intimation to BASR.

Admission of any PhD candidate will be liable to cancellation by BASR under the circumstance given below:

- (i) When the candidate is not regular in his/her research work.
- (ii) When he/she is liable to serious disciplinary action
- (iii) When he/she fails to present satisfactory progress on his/her research work.

Policy of Modification in the Title of Thesis/ Dissertation

A candidate, within a year of his/her qualifying examination, may modify his/her Research Title with the approval of BASR on the recommendation of Supervisor, through DGS of the GU. In such a case, BASR shall determine the minimum duration, not exceeding 12 months, after which the thesis may be submitted of approval.

To a candidate, who has migrated from any other University, BASR can be given an exemption of time up to a maximum duration of one year, on the recommendation of Supervisor, through DGS. In such a case, BASR may determine the minimum duration within which Dissertation can be presented.

Policy of Submission of Thesis/ Dissertation

A candidate must submit his/her thesis/ dissertation within the prescribed time limit. BASR shall review all the inability of candidates to submit their thesis within the stipulated time. BASR is authorized to extend the date of submission of thesis by the deserving candidates, on the recommendation of the DGS.

Check List Evaluation of Thesis and Degree Awarding

- i. Plagiarism will be checked by university management
- ii. A candidate is required to submit his/her thesis in English and in prescribed structure approved by the GU and after fulfilling conditions of Scheme of Study, shall submit an application, on the prescribed form, for evaluation by BASR.
- iii. No thesis shall be considered eligible for awarding Degree unless it reflects evidences of original inquiry, capacity for development or application, and ability to presenting innovative ideas.
- iv. The result of the evaluation shall be declared in the following manner:
 - a. Requirements fulfilled without any correction
 - b. Requirements fulfilled with minor corrections
 - c. Deferred – Requirements fulfilled with major corrections suggested by the examiners
 - d. Failure rejected by the examiners on the basis of organization of his/her work.

In case of result with minor corrections, the Supervisor and DGS/ member appointed by DGS shall certify that the corrections have been carried out. In case of deferred decision, the examiners will advise modification in the material of the thesis. In case of failure result, the candidate will not be eligible for a Degree.

Policy of Evaluation of Thesis

Evaluation of Thesis for Master Degree

Master thesis will be evaluated by one external evaluator from within country and an internal evaluator (supervisor/any other). In case of adverse remarks by external evaluator the thesis will be re-sent (after making necessary improvements) to same or other evaluator, whose evaluation will be considered as final.

Evaluation of Thesis for Doctor of Philosophy

Doctor of Philosophy dissertation will be evaluated by two (2) external examiners from technologically advanced countries and an internal (supervisor or from within country). In case of adverse remarks by external examiners the thesis will be sent (after making necessary improvements) to other examiner whose evaluation will be considered as final.

Policy of Re-Evaluation of Thesis

- The re-evaluation of thesis, if applied, will be re-evaluated only once.
- The thesis will be re-evaluated by the same examiners unless;

- If an examiner shows his/her inability to re-evaluate the thesis then the concerned DGS, in agreement with the Supervisor, will recommend to BASR for replacement of examiner(s).

Declaration of result of the re-evaluation

The result of the re-evaluation shall be declared in the following manner:

- Requirements fulfilled without any correction.
- Requirements fulfilled with minor corrections.
- Failure, rejected by the examiners.

Policy of Award of Degree

Degree of PhD will be awarded within two months of the approval of dissertation by the external examiners. The candidate will be asked to appear for the viva voce by the examiners, as per the procedure given below:

- The Supervisor, in consultation with the DGS will fix a date and time for viva voce.
- The panel of examiners will consist of one external examiner, the Supervisor, Head of Department and DGS of the concerned department.
- The DGS will act as the Chairman of the examiners' panel.
- The examiners panel will communicate the decision to the Controller of Examinations on a prescribed form.

Credit Transferee Policy

- Those scholars who have completed 8 courses (24 CH) of master program from any HEC recognized institute / University and scholar desires to get admission in GU in master program then all courses may be exempted with subject to area of study is same, no matter subjects taught are not same, which are being taught in GU.
- Those scholars who have completed 6 courses (18 CH) of PhD program from any HEC recognized institute / University and scholar desires to get admission in GU in PhD program then all courses may be exempted with subject to area of study is same, no matter subjects taught are not same, which are being taught in GU.
- If DGS feels some deficiency, then some deficiency courses may be offered in all above three cases.
- If DGS want to counter check the eligibly equivalent to GU standards, then all courses taught in other university may be examined as challenging papers. Each paper will be of 100 marks. Marks will be shown in transcript of GU with CGPA. Scholar should pass at least 50%-time duration of total duration of degree in GU.
- All the above three cases will be presented by DGS to BASR. BASR will finalize time duration of degree awarding and courses exempted and confirmation of enrolment.

Policy of Supervision Load at PhD Level

A PhD degree holder supervisor may supervise 5 PhD of relevant field which may extend 8 scholars with special permission of HEC with subject to 3 years' experience after completion of PhD degree. However, after two years of supervisory of scholar either scholar has finished thesis or not, will not be counted in total count in list of supervising scholars. Supervisor should be at least once listed in Higher Education Commission (HEC) directory as a Registered Supervisor. HEC scholarship holders' scholar may only be supervised by HEC recognized supervisor.

1. Role of the Admission Department

The Admission Department looks after and evaluates the applicants for the admission strictly based on their past academic performance, University Placement Test, interview and Group Discussions. After completion of the Admission Process, the Admission Department evaluates the applicants on the basis of their positions. The Admission Department does not admit more than 100 students per semester (4 months / tri-semester in a year), as per the following criteria:

- Associate Degree : 20
- Undergraduate : 50
- Graduate : 30
- Post Graduate : 10

2. Admission Requirements

The admission requirements should be as follows:

Program	Admission Requirements	Admission Policy (Basic Eligibility, Quota or nominations (if any))	Minimum Eligibility Requirements
UG (4 Year) AS (2 Year)	<ol style="list-style-type: none"> 1. 02 Passport Size Photograph (White Background) 2. Copy of CNIC and a copy of guardian's CNIC <p>In case of a Foreign National:</p> <ul style="list-style-type: none"> - Copy of Passport <ol style="list-style-type: none"> 3. Matriculation OR 08 Subjects in O Levels or equivalent Qualification (must be equated by the Secondary Board of Education) 4. Intermediate or 03 Subjects in A Levels or Equivalent Qualification (must be equated by the Inter Board Committee of Chairman (IBCC)) 	<p>Intermediate / A levels or equivalent</p> <p>Two Recommendations in admission form</p> <p>Entry Test</p> <ul style="list-style-type: none"> • English <p>Composition, Comprehension</p> <ul style="list-style-type: none"> • Mathematics • General Knowledge <p>Interview by Panel</p>	<p>50% or above in Intermediate or At least 3 A-Levels</p> <p>60% Score in Entry Tests & Interview</p>
MBA (1.5 Year)	<ol style="list-style-type: none"> 1. 02 Passport Size Photograph (White Background) 2. Copy of CNIC and a copy of guardian's CNIC <p>In case of a Foreign National:</p> <ul style="list-style-type: none"> - Copy of Passport 	<p>16-Year Bachelor or equivalent</p> <p>Two Recommendations in admission form</p> <p>Entry Test</p> <ul style="list-style-type: none"> • English <p>Composition, Comprehension</p> <ul style="list-style-type: none"> • Mathematics • General Knowledge <p>Interview by Panel</p>	<p>CGPA 2.5 on 4-Scale / 2nd Division or above in 16-Year Degree</p> <p>60% Score in Entry Tests & Interview</p>

	<p>3. Matriculation OR 08 Subjects in O Levels or equivalent Qualification (must be equated by the Secondary Board of Education)</p> <p>4. Intermediate or 03 Subjects in A Levels or Equivalent Qualification (must be equated by the Inter Board Committee of Chairman (IBCC))</p> <p>Undergraduate Degree by a recognized University along with Official Transcript</p>		
<p>MBA (2.5 Year) For students from Irrelevant discipline</p>	<p>1. 02 Passport Size Photograph (<i>White Background</i>)</p> <p>2. Copy of CNIC and a copy of guardian's CNIC In case of a Foreign National: - Copy of Passport</p> <p>3. Matriculation OR 08 Subjects in O Levels or equivalent Qualification (must be equated by the Secondary Board of Education)</p> <p>4. Intermediate or 03 Subjects in A Levels or Equivalent Qualification (must be equated by the Inter Board Committee of Chairman (IBCC))</p> <p>5. Undergraduate Degree by a recognized University along with Official Transcript</p>	<p>16-Year of education with non-relevant discipline</p> <p>Detailed Curriculum Vitae</p> <p>Two Recommendations in admission form</p> <p>Entry Test</p> <ul style="list-style-type: none"> • English Composition, Comprehension • Mathematics • General Knowledge <p>Interview by Panel</p>	<p>CGPA 2.5 on 4-Scale / 2nd Division or above in 16-Year Degree</p> <p>60% Score in Entry Tests & Interview</p>

MPhil/ MS Eligibility Criteria:

1. The candidate seeking admission in M.Phil./ MS must have (16 Years of Qualification) by a recognized University (minimum 2.5 CGPA) in relevant discipline (Irrelevant Qualification will be assigned extra deficiency courses)
2. GU Test/GAT Subjective
3. Interview

Note: GAT GENERAL will be a requirement to clear for admission in MS/MPhil Program with Passing marks 50. If the applicant skips GAT GENERAL, in that case he/she will appear for University Placement Test being conducted at Greenwich, for which passing marks will be 60.

PhD. Requirements

Eligibility

1. 18 years of education MS / M. Phil Degree (18 Years of Qualification) by a recognized University (*Minimum 3 CGPA*) in relevant discipline with Official Transcript.

Admission Requirements

- GU Test/GAT Subjective
- Interview

Note: GAT SUBJECT will be a requirement to clear for admission in PhD Program with Passing marks 60 If the applicant skips GAT SUBECT, in that case he/she will appear for University Placement Test being conducted at Greenwich, for which passing marks will be 70.

ADMISSION PROCESS FOR M. PHIL AND PHD APPLICANTS- 'STEP BY STEP'

STEP 1: ONLINE REGISTRATION/ MANUAL REGISTRATION

STEP 2: ISSUANCE & PAYMENT OF APPLICATION PACKAGE

STEP 3: CANDIDATE REQUIRED TO SUBMIT HEC ATTESTED DOCUMENTS IN
SCANNED PDF

STEP 4: E-FILE / HARDCOPY OF CANDIDATE'S DOCUMENTS, APPLICATION FORM,
EQUIVALENCIES (IF ANY) AND REMARK FORM SENT FOR SCRUTINY

STEP 5: SCRUTINY OF DOCUMENTS BY DEPUTY REGISTRAR, MR. EMAD UL KARIM

STEP 6: FULFILMENT OF REMARK/SCRUTINY FORM BY MR. EMAD

STEP 7: REMARKS CONVEYED TO THE APPLICANT & NECESSARY ACTION TAKEN

STEP 8: IF APPLICANT IS MARKED ELIGIBLE UPT /GAT SUBJECT/ GAT GENERAL
RESULTS ARE TAKEN INTO ACCOUNT

STEP 9: APPLICANT UNDERGOES INTERVIEW WITH PANEL

STEP 10: ON APPROVAL CANDIDATE, THE FILE IS CHECKED AGAIN FOR ANY
MISSING DOCUMENTS. FINAL APPROVAL ON DOCUMENTATION WILL BE GIVEN BY
SIR NADEEM.

STEP 11: IF APPLICANT IS ELIGIBLE, PASSES TEST AND INTERVIEW PHASE, INVOICE
AND ACCEPTANCE IS ISSUED.

STEP 12: PAYMENT OF INVOICE

STEP 13: ORIENTATION