

DUET REGULATIONS FOR MS PROGRAM 2024

1. Short Title:

In pursuance of the provisions contained in Section 32(1)(b) & (c) of the DUET Act, 2013 (Sindh Act No. XII of 2013) as amended by the Sindh Universities and Institutes Laws (Amendment) Act, 2018 (Sindh Act No. XV of 2018) and read with HEC's Notification # 15-54/C/2019/HEC(QAD)/560, dated: 10th July, 2023, these regulations shall be called the **"DUET Regulations for MS Program, 2024"**.

2. Commencement:

(1) These regulations shall come into force to students admitted in MS on or after 01- January 2024

3. Application:

(1) These regulations shall apply to students of Batch-2024 and onwards.

4. Definitions:

(1) In these regulations, unless the context otherwise requires, certain common expressions shall have the same meanings as assigned to them under Section 2 of the DUET Act, 2013 (Sindh Act No. XII of 2013) as amended by the Sindh Universities and Institutions Laws (Amendment) Act, 2018.

- i. "University" means the Dawood University of Engineering and Technology, Karachi.
- ii. "Act" means the Dawood University of Engineering and Technology Act, 2013 as amended by the Sindh Universities and Institutions Laws (Amendment) Act, 2018.
- iii. "Syndicate" means the Syndicate of the University.
- iv. "Academic Council" means the Academic Council of the University.
- v. Advanced Studies and Research Board means the Advanced Studies and Research Board (ASRB) of the University.
- vi. "Vice Chancellor" means the Vice Chancellor of the University.
- vii. "Pro Vice Chancellor" means the Pro Vice Chancellor of the University.
- viii. "Dean" means the Dean of faculty concerned.
- ix. "Director" means the Director of Postgraduate Studies.
- x. "Controller of Examinations" means Controller of Examinations of the University.
- xi. "Supervisor / Co-Supervisor" means a University teacher (holding MS degree in the relevant field) appointed by the ASRB of University as Supervisor / Co-Supervisor
- xii. "Chairperson" means the Chairperson of the Department where with a student is registered in MS program.
- xiii. "Board of Studies" means the Board of Studies (BoS) MS program where MS student is registered.

- xiv. "Semester" means a period of 16 weeks of academic teaching / activities.
- xv. "Regular Semester" means Spring or Fall semester.
- xvi. "Credit Hour" means three (03) hours of teaching for a particular course in a classroom per week in a semester.
- xvii. "Internal" means an expert having the degree of MS in the relevant field from inside the department or the University.
- xviii. "External" means an expert having the degree of MS in the relevant field from and who is not university employee/University Teacher.
- xix. "Foreign Expert" means an expert from technologically / academically advanced countries as prescribed by HEC, Pakistan.
- xx. "Similarity Index" means a report generated by a plagiarism checking through HEC's approved software for a particular piece of writing.
- xxi. "Thesis / Dissertation" means a piece of writing by a scholar involving original study of a subject through academic research.

5. **Minimum criteria for admission in MS programs**

- (1) **Completion of Prior Degree:** To be eligible for admission to the MS Degree Program, a candidate must possess his or her BE/BS/B.Arch/MSc (Engineering/Science/Technology) or equivalent degrees (i-e sixteen-year education in Engineering, Science or Technology).
- (2) **Testing requirement:** Applicants to MS programs shall be required to fulfill any one of following testing requirements.
 - (a) The Graduate Record Examination (GRE) International test administered by the Education Testing Service or the Higher Education Aptitude Test (HAT) administered by the Higher Education Commission with a passing score of 50%.
 - (b) An equivalent test mentioned at 'a' conducted by the other testing bodies
 - (c) An equivalent test developed by the university, for admissions to graduate programs. In the case of test developed by university, a minimum of 50% score is required to be eligible for admission in MS Program.
- (3) Subject tests at the discretion of the university.
- (4) If the applicant has a strong interest in pursuing a MS degree in a different discipline and The applicant has passed GRE-Subject/equivalent test with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 6.
- (5) Admissions committee is satisfied that the applicant's prior education has sufficiently prepared him or her to undertake the course of studies of the MS program (or, in the opinion of the admissions committee, the preparation can be deemed satisfactory by taking a few additional courses, 6-9 CH, after starting the program), the applicant shall be considered for admissions notwithstanding their prior qualification in a different discipline. **However, at the time of admission, the admission committee will identify the deficiency courses and along with their credit hours (6-9) which student must complete within one year of their regular studies.**

6. Procedure for Admission:

- (1) The applicant will submit the application form duly completed in all respects along with the relevant documents by the last date fixed.
- (2) Each application for admission will be processed separately by the Admission Committee
- (3) Incomplete application forms or applications not accompanied by the relevant documents and / or processing fee, or applications received after the due date will not be considered.

7. Mode of Study in MS program

- (1) The language of the Study, medium of instructions, examination, thesis shall be English.
- (2) The official timing shall be observed from 9:00 am to 9:00 pm.
- (3) The student may be registered for a full time or part time program.
- (4) A full-time student, if employed, will have to obtain study leave from employer before registration.

8. Admission Committee

- (1) Admission Committee shall consist of:
 - (a) Convenor: A senior university teacher with PhD qualification (to be appointed by the Vice Chancellor).
 - (b) Members: Four Senior University Teachers (to be appointed by Vice Chancellor).
 - (c) Director: Ex-officio member.
 - (d) Assistant Director (Admissions): Ex-officio member/Secretary of the admission committee.
- (2) The **Admission Committee** reserves the right to refuse admission to any applicant without assigning any reason or cancel the admission of a student at any stage if his / her conduct or progress in studies is not found satisfactory.
- (3) Students seeking admission are required to pay the fees at the time of admission as approved by the University authorities.
- (4) Every candidate admitted in MS shall be enrolled in this University on payment of the prescribed fee.

9. Merit Policy

- (1) Admission in MS program shall be granted purely on merit basis. The candidate's merit shall only be calculated by the following criteria if the candidate qualifies by obtaining a minimum of 50% marks in the university test, GRE/HAT, or equivalent test.

S. No	Criteria	Marks
01	Percentage of marks (GPA) in Qualifying Degree	40
02	Test Score	50
03	Interview	10

10. Degree Completion Timeline.

- (1) The MS degree shall be awarded by the university after a minimum of (1.5) years and not more than three (3) years after the enrolment of the student, provided that for students who are unable to complete the program within three (3) years, ASRB may extend the period up to one (01) year on account of any special circumstances that are beyond the control of the student

provided further that in no event shall the MS degree be awarded more than five (4) years after the enrolment of the student in the program.

- (2) The duration starts from the date of the student's enrollment in the MS program.
- (3) The date of notification of the award of the MS degree after the MS defense shall be the date of the completion of MS studies.

11. Course Work and Credit for prior coursework and Residency Requirements.

Each student enrolled for MS program must complete the required coursework.

- (1) Each MS Degree Program shall carry a number of approved courses of defined Credit Hours.
- (2) MS Degree Program shall have a minimum of 30 Credit Hours, including 06 credit hours of research work/thesis.
- (3) The following details as been provided at **Annexure A**
 - i. The complete structure of MS program
 - ii. Distribution of Courses and Credit Hours
 - iii. Structure/Scheme of Study
 - iv. List of University Compulsory Courses:
 - v. Distribution of Marks:
 - vi. Grading Policy
 - vii. Computation of the GPA
 - viii. Semester Examination
 - ix. Course/Semester registration and Enrollment
 - x. Course Add/Drop
 - xi. Procedure of Conducting Examination and Declaration of Results:
 - xii. Migration of Student from other University/Institution:
 - xiii. Leaves of absence/ Freezing of Studies.
 - xiv. Reasons for Leaves of Absence
 - xv. Voluntary withdrawal.

12. Approval of Supervisor

- (1) To select a research supervisor, the student should talk to faculty members in potential areas of research interest.
- (2) Every MS student must apply for the appointment of research supervisor, with consent Letter from Supervisor before the start of third semester.
- (3) ASRB shall approve appointment of research supervisor.
- (4) At the time of appointment as supervisor, the faculty member shall be a full-time faculty member of the university in which the student is enrolled. ASBR shall ensure that appointment of supervisor is in line with the policy of HEC.
- (5) The Supervisor shall also be responsible for guiding the candidate in development of the research proposal and for working on the research plan.

13. **Approval of Research Proposal**

- (1) The minimum duration of MS degree research project/ thesis will be 06 months with effective from the date of conduct of the Initial Seminar.
- (2) Each student will work on a project individually. Students will not be allowed to work in groups.
- (3) Student will fill up the Research Proposal Proforma and pay the required processing fees through bank challan available in the office of the Chairperson.
- (4) The Research Proposal Proforma will be signed by the student himself / herself, his / her supervisor and co-supervisor(s) and Chairperson.
- (5) The Research Proposal proforma will be submitted in the office of the Chairperson with the following documents:
 - (a) Research Proposal: each page of the research proposal will be signed by the student and his / her supervisor and co-supervisor(s).
 - (b) A copy of the Bank Challan after the payment of the processing fees.
 - (c) The Similarity index of the scanning report (Plagiarism). It must be less than or equal to 19% and no single source should have a similarity index more than or equal to 5%.
 - (d) Attested copy of the Enrolment Card.
- (1) The Chairperson will forward the application to the Director for placement and discussion in the ASRB.
- (2) Student shall be eligible for initial seminar of his/her project after completion of first year.
- (3) The faculty member will not supervise or co-supervise his/her real closed relative.
- (4) The term 'close relation' includes spouse, children, sister, brother, grandchildren, nephew, niece, grandnephew, grandniece, uncle, aunt, first cousin, son-in-law and daughter-in-law of supervisor or supervisor's spouse.
- (5) The supervisor/Co-Supervisor will scan the research proposal of the student through Higher Education Commission (HEC) approved software for plagiarism and will submit the duly signed and stamped hard copy containing similarity index to Chairperson.
- (6) A candidate ordinarily shall not be permitted to modify his research objectives during study. If an occasion arises due to technical difficulties, the Vice Chancellor may on the recommendation of the ASRP permit any modification of the research objectives.
- (7) The candidate shall pursue his research work in this University. However, the candidate shall also be permitted to carry out his research work at another Institute or a Centre of repute provided the candidate's Co-supervisor belongs to that Department/Institute/Centre.
- (8) The supervisor and co-supervisor shall guide and supervise the research work seriously and a periodic assessment of the work should be done accordingly.
- (9) Supervisor will be allowed to register/supervise maximum number of students according to HEC guidelines.

14. Conduct of Initial Seminar:

- (1) After approval of his / her research proposal by the ASRB, the student will be required to deliver initial seminar before the **Graduate Evaluation Committee** in presence of his/her supervisor and co-supervisor.
- (2) The student will prepare a presentation of 15-20 minutes duration under the guidance of his / her supervisor / co-supervisor(s).
- (3) The Director will submit the evaluations of **Graduate Evaluation Committee** to ASRB for final approval.
- (4) In case the Initial Seminar is not approved by the ASRB, the student will be asked to deliver another seminar by incorporating the suggestions and observations of the **Graduate Evaluation Committee**.

15. Conduct of Final Seminar/ Open defense:

A student will be eligible to deliver final seminar when:

- (1) He / She has Completed all Courses work (including deficiency courses) with CGPA 3.0.
- (2) Initial seminar has already been approved by the ASRB.
- (3) His / her final version of thesis book (loose bound) has been submitted for evaluation.
- (4) student presented his/her original research work in International Conference (His/her name should be in first three authors).
- (5) The student will inform the Director in written through his / her supervisor / co-supervisor(s) that he / she is ready for the final seminar.
- (6) The Director will announce the date for the conduct of the Final Seminar/ Open defense after taking the approval from Vice Chancellor.
- (7) The student will deliver presentation of 30-45 minutes duration before the **Graduate Evaluation Committee**, in presence of his/her Supervisor and co-supervisor.
- (8) Presentation prepared under the guidance of his / her supervisor / co-supervisor(s) will discuss the research objectives that he / she achieved.
- (9) The Director will submit the evaluations to ASRB for final approval.
- (10) If ASRB does not approve the final seminar, the student will be asked, to deliver another final seminar by incorporating suggestions and observations of the ASRB members and experts.
- (11) The final seminar of MS should be an open defense.

16. Graduate Evaluation Committee.

The **Graduate Evaluation Committee** shall consist of

- (a) Pro Vice Chancellor (Convenor)
- (b) Dean of concerned faculty.
- (c) Chairperson of concerned department/program
- (d) All members of ASRB (Presence of At least two members of ASRB other than Pro Vice Chancellor and Dean of concerned faculty is mandatory).
- (e) One internal expert in relevant field appointed by the Vice Chancellor.

- (f) One external expert in relevant field appointed by the Vice Chancellor.
- (g) Director (member/secretary).

17. Submission of Thesis Book and Scanning for finding authenticity.

- (1) The student will submit one hard copy (loose bound) and one soft copy of the thesis book to the Director along with the processing fees of the thesis evaluation through his / her supervisor.
- (2) Student will also submit the fees for anti-plagiarism services.
- (3) The Director will send the softcopy of the thesis to the focal person of the Anti-Plagiarism Cell of the University to scan it for finding authenticity of the thesis through HEC approved software for plagiarism.
- (4) If the scanning report has similarity index less than or equal to 19% and no single source has a similarity index greater than or equal to 5% the thesis will be accepted for viva voce examination. In case of failure, it will be returned to the student. This procedure will be repeated until minimum similarity index as defined above is fulfilled.
- (5) The student will submit required number of hard copies (loose bound) along with softcopy of the thesis to the Director through his / her supervisor for expert evaluators.

18. Conduct of Viva-Voce Examination

- (1) Once final seminar has been approved by the ASRB, the student will be allowed to appear in the viva voce examination to defend his / her thesis.
- (2) However, if the research work is not considered satisfactory by the evaluators, the student will incorporate suggestions given by evaluators and resubmit the modified thesis through his / her supervisor.
- (3) The student will submit two hard copies (loose bound) of the thesis book to the Director through his / her supervisor for viva voce.
- (4) The Chairperson of concerned program shall suggest the list of panel of external and internal experts for the conduct of the viva voce examination to the Director PGS who shall forward this list of panel of experts to the Vice Chancellor for approval of one External and one Internal Examiner.
- (5) The Director will send the names of the approved examiners to the Controller of examinations along with two hard copies of the thesis book and the scanning report of the thesis.
- (6) The Controller of Examinations will send copies of the thesis to the approved examiners for their evaluation and conduct of final viva voce examinations.
- (7) The final viva voce examination will be conducted by the external and internal examiners in presence of the Director, Supervisor / Co-Supervisor(s) and Chairperson.
- (8) If the examiners recommend that the student is successful at the viva-voce examination, he / she may be declared to have passed the Master of Studies by research work.
- (9) In case there is divergence of opinion between the two viva-voce examiners, the candidate shall then be asked to appear in the second viva-voce examination.

- (10) No student shall be permitted a third examination of viva voce, instead he/she shall be awarded Postgraduate Diploma (PGD).
- (11) In case the Supervisor is not available, the Vice Chancellor shall appoint any other suitable faculty member of University as the Supervisor, nominated by the Chairperson concerned and on the recommendation by ASRB.

19. Announcement of the Result

- (1) Successful student shall submit six hard-bound copies prepared on guidelines and approved by University Authorities and evaluation report of the examiners duly signed by all concerned will be submitted to the Controller of Examination for announcement of the result.
- (2) A duly signed 'No Dues' certificate shall be required to be submitted along with the Thesis.

20. Award of MS Degree by Research Work

- (1) The reports of the examiners (including those of the viva-voce) shall be placed before the Vice Chancellor through ASRB for approval.
- (2) The Thesis shall be the property of the University.
- (3) Prior to the actual award of the degree, the successful candidate, following the approval of the Vice Chancellor, will be issued a Provisional Certificate to the effect that the degree of the MS has been awarded in accordance with the provisions of University Regulations.

21. Requirements for the Award of Degree

- (1) For award of MS degree, candidate will need to complete 24 credit hours of course work along with a minimum of 6 credit hours for research work/thesis.
- (2) Student must secure CGPA 3.00 aggregate in coursework.

22. Cancellation of Admission.

Admission of any candidate enrolled in the MS program may be cancelled under the following circumstances:

- i. If the candidate is not regular in attending the University.
- ii. If the candidate is involved in any serious disciplinary action.
- iii. If the candidate fails to pass comprehensive examination after two attempts.
- iv. If the candidate fails to successfully defend the research proposal after two attempts.
- v. If the candidate fails to demonstrate satisfactory progress

23. MS Review Committee:

- (1) The Directorate of Postgraduate shall have a review committee comprising the following:
 - (a) Pro Vice Chancellor (**Convener**)
 - (b) All Deans
 - (c) Three University Teachers appointed by the Vice Chancellor.
 - (d) Director (Member/ Secretary)

- (2) The Committee shall be responsible to assess and monitor the progress of the students during the semester and the results of courses work.
- (3) In case of any discrepancy in the result, during scanning process, committee shall seek approval of the Vice Chancellor for re-totaling the scripts by committee.
- (4) The MS Review Committee shall regularly monitor the progress of the research scholar and submit progress report to ASRB.

24. Equivalence Committee of the University.

- (1) The Equivalence Committee of the University shall consist of.
 - i. Pro Vice Chancellor (convener).
 - ii. All Deans
 - iii. Chairperson of the concerned Program
 - iv. Director, Postgraduate studies
 - v. Controller of Examination
- (2) Equivalence Committee shall consider applications of course exemption/transfer of credit hour(s) on a case to case and course to course basis with reference to program specific study schemes and course outlines.

25. Transfer of Credits:

- (1) Transfer of credits earned in other HEC recognized institutions of Higher Education may be approved in individual cases up to a maximum determined by the Equivalence Committee of the University.
- (2) The transfer of credits is permissible for credits earned by the candidate before admission in University from HEC recognized institute of Higher Education.
- (3) The maximum number of credits that may be transferred shall not exceed 6 credit hours.

26. Academic dishonesty:

- (1) Falsification of data, misrepresentation of another's work as one's own (such as cheating on examinations, reports or quizzes, purchasing material from the web), plagiarism from the work of others, or the presentation of substantially similar work for different courses (unless authorized to do so), is academic dishonesty and is a serious offense. Knowingly helping other students cheat or plagiarize will also be considered academic dishonesty.
- (2) When an act of plagiarism, is found to have occurred, depending upon the seriousness of the proven offence, will advise the Competent Authority, shall take disciplinary action(s) against the teacher, researcher and / or staff found guilty of the offence in accordance with Plagiarism Policy of the University.

27. Compliance to Policies of the University:

All other regulations/policies for University students such as plagiarism policy of University, Policy on protection against sexual harassment, payment/refund of various fees, approval/change of topic of MS thesis, completion of course work, passing of comprehensive examination, delivery of seminar, submission of progress report, leave of absence, no objection certificate/study leave from

employer, preparation and evaluation of thesis, publication of research paper, conduct of thesis examination, declaration of result , award of degree etc. shall also apply to MS degree program.

28. Conflict Resolution.

In case of a conflict in the interpretation of MS Regulations at any stage, the matter may be resolved by ASRB.

29. Amendment to Regulations:

These Regulations may be amended from time to time as deemed fit by the authorities of University.