

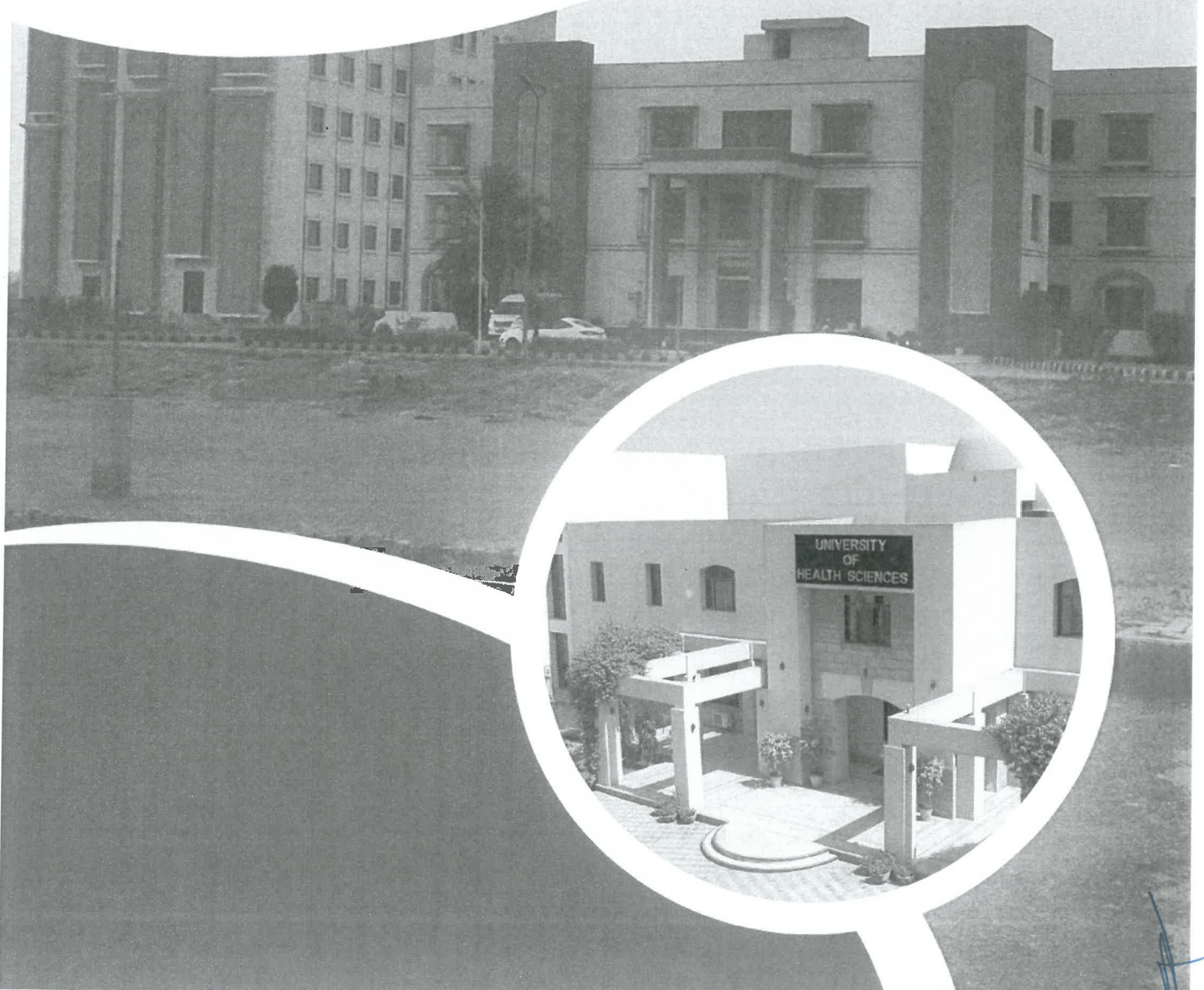


UNIVERSITY OF HEALTH SCIENCES LAHORE
For World Class Professionals

Statutes & Regulations

For

Doctor of Philosophy (Ph.D) 2023



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University of Health Sciences (UHS) Lahore



Statutes & Regulations

For

Doctor of Philosophy (Ph.D) 2023

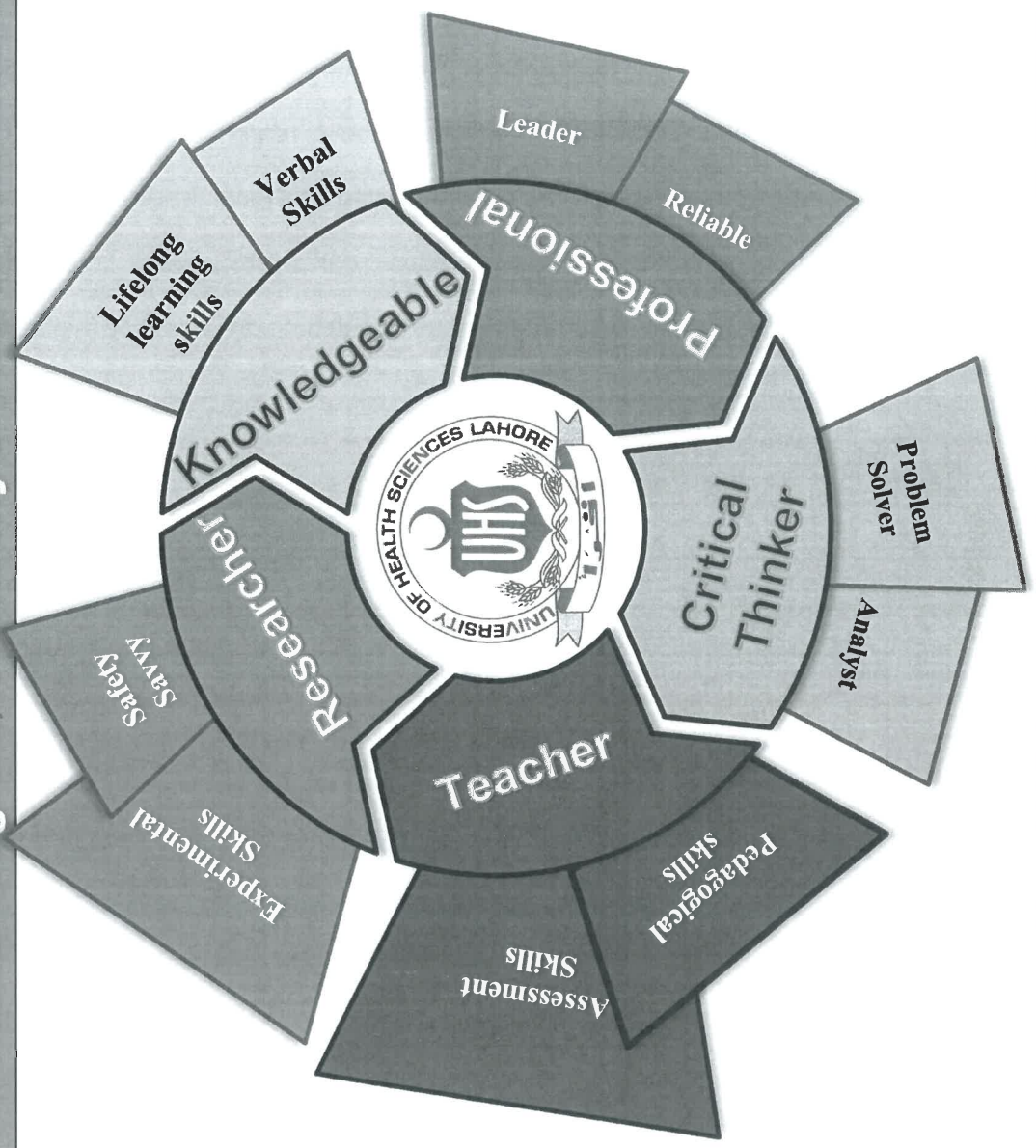
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The University of Health Sciences Lahore strives for academic excellence and research advancement in the field of medical, dental, and allied health sciences at the national level. To further strengthen our commitment to cultivating knowledgeable professionals, transformative teachers, and skilled researchers, we aim to introduce the **Statutes & Regulations for Ph.D.** Our initiative empowers aspiring scholars to delve into specialized research areas, contribute to scientific knowledge, and develop critical thinking and analytical skills.

Based on a meticulous collaboration, our distinguished faculty members and academic experts have crafted these regulations to meet the highest standards of academic rigor and research excellence. The **Statutes & Regulations** are as follows.

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**Competencies & Sub-competencies:
Ph.D Program, University of Health Sciences**



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Learning Outcomes Ph.D

Doctor

of Philosophy in Medical, Dental and Allied Health Sciences is a well pursued lead program for healthcare professionals in Punjab. Ph.D Scholars in Medical, Dental and Allied Health Sciences will undergo structured training to achieve professional outcomes.

At the end of three years of structured Ph.D training, the graduates will be able to:

- Demonstrate subject specific **core knowledge**, design research initiatives, teach professionally, and lead educational paradigms.
- Undertake **research** initiatives that are relevant to emerging health issues, primarily for the community and in accordance with the global health challenges.
- Serve their respective field by possessing instructional strategies, educational methodologies, assessment techniques, and classroom **teaching** competence along with broad-based, relevant, practical, and advancing **knowledge**.
- Fulfill the scientific and specialty related **professional** requirements at the institutional level.
- Comprehend and **analyze** information to design experiments, test hypothesis and derive a solution.
- Demonstrate **leadership** and **professional** skills that are required to ensure the provision of high-quality education and steer research initiatives.
- **Lead** projects with sound interpersonal skills and effectively **mentor** subordinates, **motivate** learners and influence peers for scientific advancements.
- Acquire skills in **medical writing**, and scientific communications.

Learning Outcomes

Ph.D

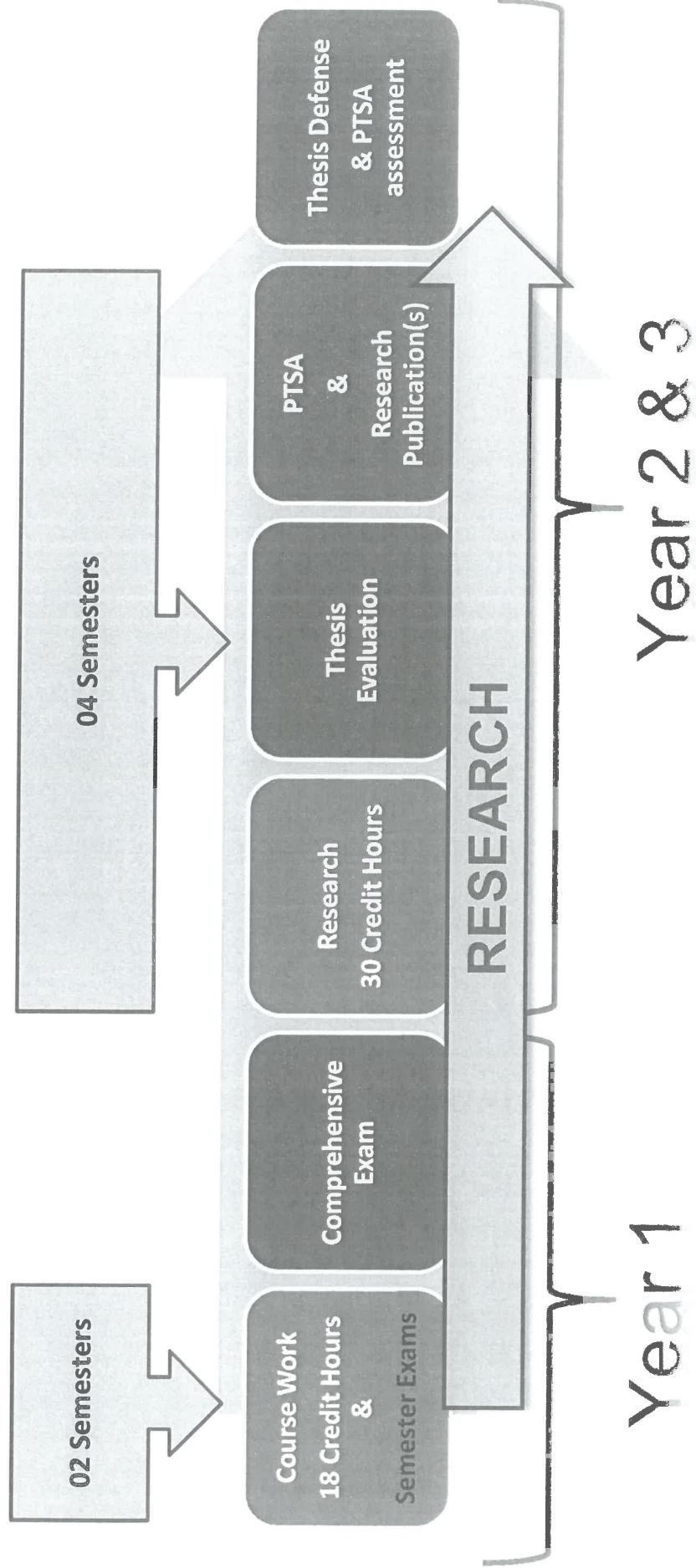
A structured Ph.D program will enhance critical thinking, problem-solving, research mindset, communication skills, & critical thinking which are valuable for a professional approach and scientific advancements.

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Prospects: Ph.D graduates may find opportunities to work at Research & Development organizations and institutions, consulting firms, or think tanks, where their research and analytical skills will be well-respected assets for teaching, research and policy making.

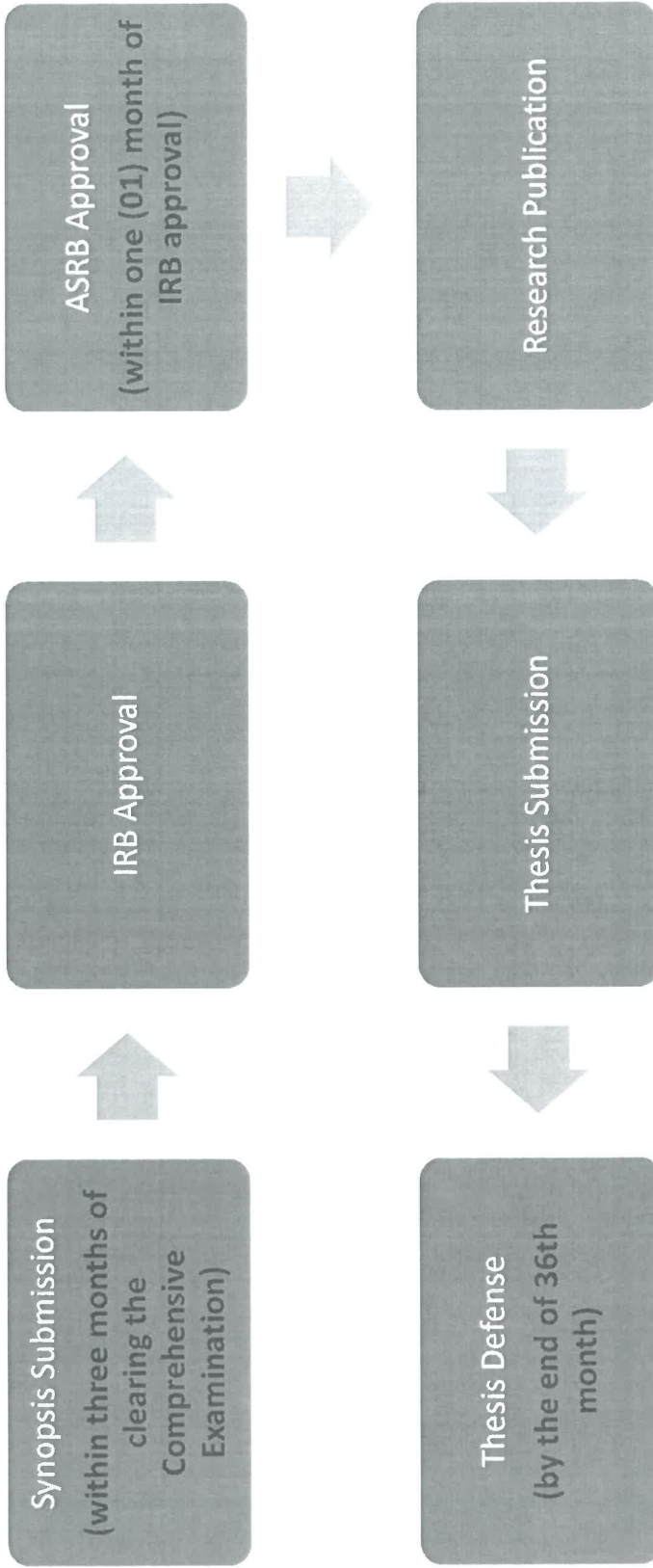
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Ph.D Program University of Health Sciences Lahore Timeline



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Ph.D Program University of Health Sciences Lahore
Ph.D Synopsis/Thesis Milestones



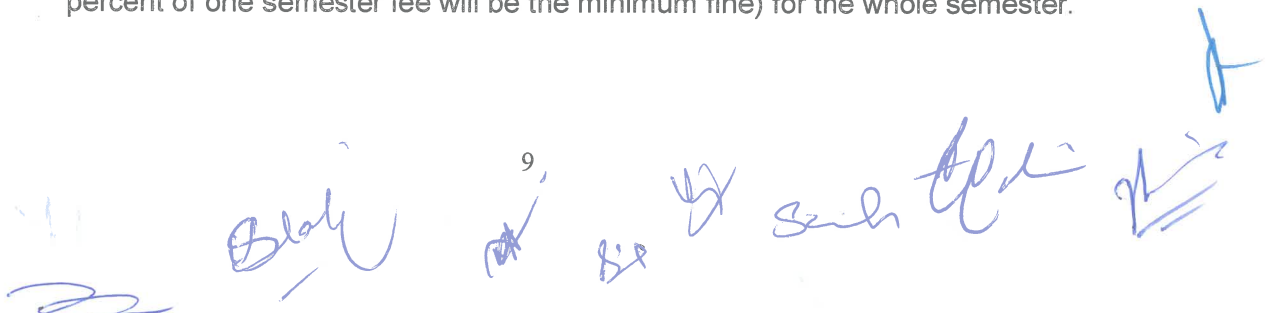
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1. STATUTES & GENERAL REGULATIONS

- i. The academic requirements for achieving the defined outcomes for Ph.D degree shall encompass, but not be limited to, designated course work, mandatory workshops, and a thesis founded on applied/clinically relevant research.
- ii. The admissions of Ph.D program shall be carried out in accordance with the University's prescribed procedure and criteria.
- iii. The duration of the Ph.D program shall be three years.
- iv. For the award of a Ph.D degree, students shall need to complete a minimum of 48 credit hours, including 18 credit hours of coursework along with a minimum of 30 credit hours for research work and thesis, in addition to other defined requirements.
- v. Each Ph.D student shall follow the Syllabi and Courses of Studies as may be approved by the Academic Council and the Syndicate from time to time.
- vi. The Ph.D student shall be awarded the Ph.D degree in the subject after successful completion of all courses of study, qualifying all examinations, and fulfilling all other requirements of the degree.

2. DURATION OF THE PROGRAM

- i. Ph.D programs shall be full time and no exceptions to this rule will be granted under any circumstances.
- ii. The duration of the Ph.D program at UHS shall be three (03) years, i.e. six (06) semesters. This period will be counted from the date of student's enrollment in the program until the date of completion notification of the Ph.D degree.
- iii. The students are strongly desired to complete their degree requirements within the stipulated time period.
- iv. In case of any request for extension by a student recommended by his/her supervisor and Head of the Department, the case shall be referred to the M.Phil/Ph.D committee of the university, which shall decide the request on case to case basis.
- v. If any extension is granted beyond a period of six regular semesters, the student shall be required to deposit the prescribed tuition fee and fine (100 percent of one semester fee will be the minimum fine) for the whole semester.

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- vi. If the Ph.D degree is not completed within the stipulated timeframe, the candidate's name shall be removed from the university's register. This period shall be calculated from the date of joining of the candidate in Ph.D program.

3. ADMISSION PROCESS

- i. All the admission process shall be coordinated and organized by the 'Directorate of Postgraduate Studies'.
- ii. The M.Phil/Ph.D Committee will recommend the number of seats for each department according to the criteria laid down by HEC.
- iii. Admissions shall be advertised in the newspapers and on the UHS website.
- iv. Application for admission to the Ph.D shall be made on the official application form available on UHS website along with requisite documents.
- v. As part of the application for admission to Ph.D programs, applicants shall be required to submit a statement of purpose, which shall form an integral part of the application.
- vi. A candidate who is in Government service shall apply through the proper channel.
- vii. All candidates who fulfill the prescribed qualifications requirements shall be eligible to take the Admission Test conducted by the university on the given schedule.
- viii. The candidates having qualified GRE Subject Test in the specific discipline with the prescribed score shall be exempted from the university Admission Test.
- ix. The candidates who pass/qualify the subject test shall be invited by the Directorate of Postgraduate Studies for interview by the Admission Committee/s.
- x. During the selection process for Ph.D, the following elements shall be considered:
 - Academic record of relevant M.Phil/Master/Equivalent
 - Relevant experience
 - Research publications
 - Demonstration of the ability to pursue doctoral-level research based on the "statement of purpose" at the time of admission.
- xi. Names of the candidates recommended by the Admission Committee/s shall be forwarded for final approval by the Vice Chancellor.
- xii. The list of selected candidates shall be displayed on the UHS website.

- xiii. Admission letters to the selected candidates shall be issued by the Directorate of Postgraduate Studies with a copy sent to the Head of the concerned Department.
- xiv. The selected candidates shall be required to join in a prescribed manner on or before the date given in the offer letter; and the failure to do so shall result in cancellation of the admission.

4. ELIGIBILITY FOR ADMISSION

- i. For admission to the Ph.D program, the candidate shall possess at least 18 years of education with the following qualifications:

- Primary Qualification:
 - MBBS for Ph.D in Basic Medical Sciences
 - BDS for Ph.D in Basic Dental Sciences
 - BS (Hons.) in Allied Health Sciences for Ph.D in Allied Health Sciences
 - BS (Nursing) for Ph.D in Nursing
- Postgraduate Qualification: M.Phil/Master/FCPS or equivalent qualification in the relevant subject, recognized by HEC/concerned Federal regulatory authority.
- A minimum CGPA of 3.0 (out of 4.0 in the semester system) or First Division (in the annual system) in the most recent relevant degree obtained, whether from a Pakistani or foreign university.
- In case of a foreign degree, if the CGPA/Grade is not mentioned on the transcript, the candidate must provide equivalent weightage from the degree-awarding university.

- ii. Eligibility criteria for admission for the candidates fulfilling the above qualifications requirement shall be:

Percentile score of 60%* in the GRE Subject Test in the subjects in which the test has been available in the country

or

Minimum score of 75%* in an Admission Test conducted by the university, at par with the GRE Subject Test

(*The above criteria is subject to revision by HEC &/or the university from time to time.)

5. FEE AND OTHER DUES

Each student shall be required to pay registration fee, tuition fee, thesis processing fee, examination fee and such other charges as may be prescribed by the University from time to time.

6. ENROLLMENT/ PH.D CANDIDATURE

- i. Selected candidates shall be offered enrollment as Ph.D students for the Ph.D degree program.
- ii. If a student fails to attend any class without a valid reason during the first two weeks after the commencement of the semester as per the announced schedule, his/her admission shall stand cancelled automatically without any notification.

7. ATTENDANCE

- i. Biometric attendance is mandatory in classes to fulfill the requirements of all the courses. Each student must maintain a minimum of 85% attendance in a course.

8. EXAMINATION/ASSESSMENT

- i. An examination or assessment will be conducted at the conclusion of each semester for all courses.
- ii. The following framework shall be followed for the assessment of courses:

i. Attendance (Total Marks – 2%) ≥95 % - 2 Marks 90-94 % - 1 Mark	10%
ii. Quizzes/ Assignments/Presentations (8 %)	
iii. Mid Semester Examinations	10%
iv. Final Semester Examination	80%

- ii. The Ph.D coursework examination shall be based on semester system. A student shall be declared "Passed the examination" if s/he obtains a minimum of CGPA 2.5.
- iii. A minimum GPA 2.0 shall be required to pass the theory, practical and viva - voce Examination, separately and concomitantly.

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- iv. There shall be no Supplementary/Special Examination in a Semester System; if a student fails in a course, s/he is required to repeat it in upcoming regular semester, on payment of full fee of the semester.
- v. A student shall be allowed to appear in the examination, provided that s/he has been registered/enrolled in the University during the session and has attended at least 85% of the classes, laboratory, clinical work and completed the course work to the satisfaction of the concerned Department.

9. COMPREHENSIVE EXAMINATION

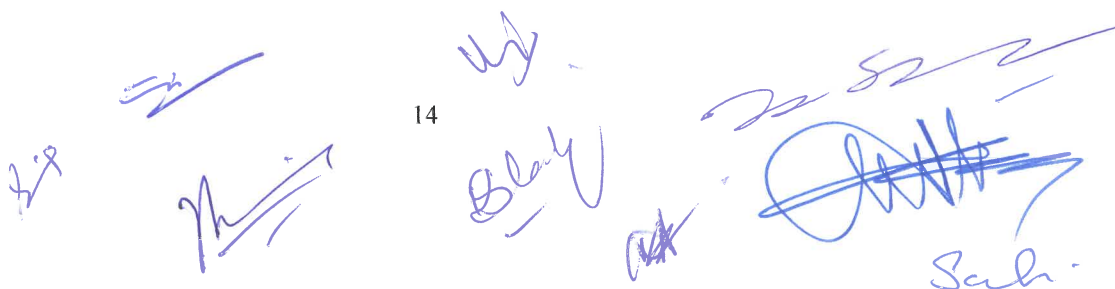
- i. Following the completion of coursework, every Ph.D student shall be required to appear in the Comprehensive Examination, on payment of the prescribed fee, to be granted candidacy as a 'Ph.D Scholar'.
- ii. Passing marks for Ph.D Comprehensive Examination shall be 65%.
- iii. Ph.D Students must pass the comprehensive examination in two attempts.
- iv. Second comprehensive examination will be conducted after 03 months of declaration of the result of the 1st comprehensive examination.
- v. The successful candidates shall be issued a transcript for the examination.
- vi. In the case of not qualifying the comprehensive examination in two (02) attempts, the student shall no longer retain the status of 'Ph.D student' at the university and his/her admission shall be cancelled.

10. SYNOPSIS/RESEARCH PROPOSAL APPROVAL

- i. The students shall submit their synopses to the Directorate of Postgraduate Studies for placement in Institutional Review Board (IRB) of the university, within three (03) months of completion of Course Work and clearing the Comprehensive Examination.
- ii. Synopses shall be prepared on the prescribed university format, and shall be duly recommended by the supervisors of the candidates and forwarded by the Heads of the concerned Departments.
- iii. Institutional Review Board shall ensure the research topic to have translational potential and its alignment with research agenda and vision and mission of the university.
- iv. The synopsis shall be submitted to the Advanced Studies & Research Board (ASRB) for final approval, within one (01) month of its recommendation by Institutional Review Board.

11. THESIS SUPERVISION

- i. For Ph.D degrees in Medical/Dental Sciences including Medical Education, registerable with PM&DC, the principal supervisors shall be from amongst the full time medical/dental faculty members of the university having Ph.D qualification in the particular discipline, duly registered with PM&DC &/or HEC. However, for the disciplines outside the jurisdiction of PM&DC, criteria for supervisors prescribed by the concerned Regulatory Authority and HEC shall be followed.
- ii. In case of non-availability of such faculty in the department, the case shall be referred to the Directorate of Postgraduate Studies to place the matter to the 'Equivalence/Relevance Committee' of the university. Recommendations of the committee shall be presented to the 'University Supervisors Allocation Committee' (USAC). Recommendations of the USAC shall be presented to the Advanced Studies & Research Board for final decision.
- iii. Post-Ph.D experience requirements for supervisors/co-supervisors shall be in line with those prescribed by HEC from time to time.
- iv. Supervisors shall be allocated by the 'University Supervisors Allocation Committee (USAC)' after verification of eligibility and requisite experience.
- v. University Supervisory Allocation Committee and Institutional Review Board may also nominate a co-supervisor keeping in case of inter-disciplinary nature of the proposal or if the research is being undertaken in collaboration with another institution/research organization.
- vi. Advanced Studies & Research Board shall appoint the supervisors and co-supervisors on the recommendation of the USAC.
- vii. Supervisor(s) shall have to take mandatory supervisory workshop(s) prescribed by UHS from time to time.
- viii. All supervisors and co-supervisors shall submit an undertaking of 'No Conflict of Interest' to be neither closely related to a student by consanguinity or marriage up to the third degree relative nor maintaining a dual relationship with the student, or any other personal/professional/financial interest that may influence his/her role as a supervisor/co-supervisor.



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12. REGISTRATION

- i. To be registered as a "Ph.D Scholar" with the University of Health Sciences, Lahore Pakistan, student must provide proof of the following:
 - a. Certificate for completion of 18 credit hours Ph.D Course Work, issued by the Directorate of Postgraduate Studies;
 - b. Transcript/Detailed Marks Certificate for passing the Comprehensive Examination, issued by Department of Examinations;
 - c. Approval of Research Synopsis by Advanced Studies & Research Board of the University;
 - d. Payment of the prescribed fee/s
- ii. Evidence for fulfillment of the above requirements shall be submitted by the Head of the concerned Department to the Directorate of Postgraduate Studies, with a cover letter.
- iii. The Directorate of Postgraduate Studies shall forward the case to the Registration Department for issuance of registration number to the Ph.D scholar.

13. FREEZING OF REGISTRATION/DISCONTINUATION OF PH.D RESEARCH

Freezing of registration/discontinuation of Ph.D Research shall be governed by UHS Policy on Freezing of Studies, as notified from time to time.

14. PERFORMANCE EVALUATION

- i. A logbook prescribed by the Directorate of Postgraduate Studies shall be maintained for performance evaluation of each student on the following parameters, with periodic review by the Pro-Vice Chancellor and Vice Chancellor:
 - a. Attendance
 - b. Class Participation
 - c. Formative Assessment
 - d. Research Log
 - e. Adherence to the prescribed timelines

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15. RESEARCH PUBLICATION

- i. In addition to the other requirements for the award of a Ph.D degree, each Ph.D scholar shall be required to publish research article/s, based on his/her Ph.D research work, fulfilling the prevailing criteria of HEC at the time of his/her admission.
- ii. The M.Phil/Ph.D Committee shall verify that the research article is published in the HEC prescribed 'HJRS' category of journals.
- iii. The Ph.D scholar shall be the first author of the publication.
- iv. The article shall be in accordance with the research parameters approved by the Advanced Studies & Research Board at the time of approval of the research synopsis.
- v. All the research material collected during the Ph.D research project shall be the property of the University.
- vi. Only the supervisor is authorized to handle research article correspondence.

16. THESIS SUBMISSION, EVALUATION & DEFENSE

- i. Thesis shall be prepared on the prescribed 'Thesis Format Guidelines' available at UHS website.
- ii. The thesis shall be submitted according to the prescribed timelines.
- iii. Thesis shall be submitted through the Head of the Department concerned.
- iv. The submitted thesis must include the plagiarism report, along with all other documents prescribed by the Examination Department of UHS.
- v. Advanced Studies & Research Board shall appoint four external examiners, including two foreign examiners from the Technologically Advanced Countries as per the list of such countries prescribed by the HEC from time to time.
- vi. Each examiner will be provided with a copy (electronic/hard) of the thesis and, acting independently, shall be required to provide the Controller of Examinations with a written report on the quality of the thesis. If there is no response from the examiner within three months, and after two reminders, each spaced fifteen days apart, the case for replacement of the examiner shall be submitted to the Advanced Studies & Research Board.
- vii. Each examiner will be provided with a copy (electronic/hard) of the thesis and, acting independently, is required to provide the Controller of Examinations with a written report on the quality of the thesis. If there is no response from examiner within three months, after two reminders of 15 days apart, the

- examiner shall be replaced.
- viii. The evaluation reports of the examiners shall be considered in the Advanced Studies & Research Board.
- ix. In case of recommendations of minor corrections by the examiners, the scholar would be asked to submit the updated thesis to the Department of Examinations within ten (10) working days of intimation of decision, alongwith annotated rectification report, duly certified by supervisor. The Vice Chancellor, on certification of supervisor, may approve the thesis on behalf of Advanced Studies & Research Board.
- x. In all such instances, where one of the thesis evaluators identifies major deficiencies in the thesis, while the other examiner either recommend its approval as such or with minor changes, a meeting of the candidate, his/her supervisor, and thesis evaluators will be conducted by a University Committee constituted under Directorate of Research & Development. The committee will, after conduct of such meeting, submit its recommendations to Vice Chancellor pertaining to re-evaluation of the thesis, who shall take appropriate decision on behalf of the Advanced Studies & Research Board.
- xi. However, in cases of major deficiencies identified in a thesis by more than one evaluator, prima facie reflecting poor quality of the thesis, a written explanation will be sought from the supervisor of the candidate within seven days. The explanation submitted by the supervisor shall be considered by the committee referred in the preceding paragraph. The Committee shall furnish its recommendations to the Vice Chancellor for taking appropriate decision pertaining to acceptance of explanation/otherwise and to proceed further with thesis evaluation process, on behalf of the Advanced Studies & Research Board.
- xii. After approval of thesis evaluation reports the Ph.D scholar shall be allowed to proceed to the Thesis Defense and Viva Voce Examination, subject to fulfillment of all other requirements.
- xiii. The Controller of Examinations shall arrange conduct of Thesis Defense and Viva Voce Examination within one month of approval of thesis evaluation reports.
- xiv. Before Thesis Defense and Viva Voce Examination, a public defense of the thesis shall be presented by the scholar, which shall be open to the entire faculty and students.
- xv. Thesis Defense and Viva Voce Examination must be attended by the student,

- examiners, and the Head of the Department or a nominee. The main supervisor or co-supervisor may attend but will not participate as an examiner.
- xvi. After successful completion of Thesis Defense and Viva Voce Examination, the student will provide the hard copies of the final thesis to the Department of Examinations, along with the certificate of completion, duly signed by the examiners, issued by the Department of Examinations within seven days. The Department shall issue result notification to the candidate.
- xvii. The librarian shall be responsible for archiving the physical and digital copies of all the theses.
- xviii. Regulations regarding intellectual property rights notified through '**Regulations on Intellectual Property Rights**' shall be followed.
- xix. Regulations regarding publications notified by UHS as '**Regulations for Research Publications**' shall be followed.
- xx. Regulations regarding research misconduct notified by UHS as '**Regulations for Research Misconduct**' shall be followed.
- xxi. Regulations regarding change of supervisors and co-supervisors notified as '**Regulations for change of supervisor and/or co-supervisor**' shall be followed.
- xxii. '**Regulations for Conduct & Discipline of Students**' as notified by the University from time to time shall be followed.

17. COLLABORATION WITH RESEARCH INSTITUTIONS

- i. The M.Phil/Ph.D Committee may allow students to undertake research in collaboration with research institutions other than the university if such collaboration shall:
- extend the student's own experience.
 - provide a wider range of expertise to assist in the development of research work.
 - enable the student to become a member of a wider research community.
 - involve essential access by the student to one or more of the following resources of the collaborating research institution: equipment, facilities, premises, and supervision by staff and/or data.
- ii. All collaborations shall be made as per the notified collaboration policy of UHS.

- iii. The supervisor must submit a fortnightly log book record of the student during his/her collaboration visits.

18. DEFINITIONS

In these Rules, unless otherwise specified, or unless there is anything repugnant to the Act and Statutes of UHS, the expressions used in these Rules shall have the meaning as elucidated in the ensuing clauses.

"Advance Studies & Research Board" means Advanced Studies and Research Board of the University.

"Candidate" means a person seeking admission in Ph.D program at UHS.

"Co-Supervisor" means a member of academic and/or research staff of a University/Research Organization/Industry, who may be appointed to provide academic/technical and/or administrative assistance whenever there is a requirement/need.

"Comprehensive Examination" An examination, in the field of study, conducted after the successful completion of the coursework of a Ph.D program, to ascertain the suitability of a scholar to undertake research work.

"Department" means a Department of a Constituent Unit/Faculty of the University in which a scholar is enrolled for his/her studies.

"Defense" means an oral examination of the scholar in the research work conducted usually in the form of presentation and/or demonstration, before the panel of examiners, entailing arguments and points supporting the fundamental concepts having been advanced within the thesis.

"External Examiner" means a Ph.D qualified person with a field of research similar to that of the scholar, appointed to conduct thesis defense of the scholar, but is not an employee of the UHS at the time of examination.

"Foreign Evaluator" means faculty member/researcher from technologically advanced countries, categorized by the HEC with Ph.D qualification with a field of research similar to that of the scholar, appointed to evaluate thesis of the scholar.

"HEC Journal Recognition System (HJRS)": A collection of research journals that are categorized into three different categories – W, X and Y -- within their respective knowledge areas on the basis of a number of internationally benchmarked and recognized parameters that measure the quality of a journal.
(<https://hjrs.hec.gov.pk/>)

“HJRS Categories”: HJRS categorizes a research journal into three categories – W, X and Y-- where W is the highest recognized category followed by X and Y within each subject area and its associated sub-categories.

“Principal Supervisor” means a person with Ph.D qualification with a field of research similar to that of the scholar, a member of the full time/adjunct faculty of UHS appointed to supervise the research work of a scholar who will be the signatory in all administrative matters related to supervision.

“Research Program” means an academic program in Ph.D studies being run at the UHS.

“Research” means the process leading to the production of original scholarly work in the form of a thesis for the purpose of obtaining Ph.D degree.

“Ph.D Student/Scholar/Researcher” means a person registered in a Ph.D program at the UHS.

“Statement of Purpose” means the detailed declarative version of topic of the research thesis which indicates objectives of the thesis and gives the reader a precise understanding what the thesis will cover. It is the statement of purpose around which the entire thesis revolves.

“Thesis” means a written description/document of the research work prepared in the format prescribed by UHS and submitted as partial requirement of the Ph.D degree.

“Viva Voce” means an oral examination of the scholar following his/her presentation at the thesis defense, conducted in the form of interview and discussion aimed at ascertaining evidence and sufficiency of knowledge of the scholar about the research work the scholar has worked on.

“UHS” means University of Health Sciences Lahore.

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- A signature that appears to read "W. Singh" with a long horizontal line underneath.
- A large, complex scribbled signature at the bottom right.