

**KING EDWARD MEDICAL UNIVERSITY,  
LAHORE.**



**M. PHIL PROGRAM IN BASIC  
SCIENCES REGULATIONS (2015)  
TWO YEAR**



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## King Edward Medical University, LAHORE

No. \_\_\_\_\_/2015 dated \_\_\_\_\_

### **NOTIFICATION**

In exercise of the power conferred by Section 31 of the King Edward Medical University Act 2005, The Vice Chancellor, King Edward Medical University, Lahore on approval by the syndicate of King Edward Medical University in its \_\_\_\_\_ meeting on \_\_\_\_\_ is pleased to notify the following regulations namely.

### **THE KING EDWARD MEDICAL UNIVERSITY M. Phil TRAINING PROGRAM REGULATIONS 2015**

#### **1. SHORT TITLE, COMMENCEMENT AND APPLICATION:**

- a. These regulations may be called the KEMU M. Phil Program Regulations 2015.
- b. They shall come into force at once and shall apply to all students/ candidates who intend to enroll in M. Phil Program from King Edward Medical University (KEMU), Lahore.

#### **2. DEFINITIONS:**

In these regulations, unless the context otherwise requires, the following expression shall have the meaning hereby respectively assigned to them that is to say:

- a. “**Act**” means King Edward Medical University Act, 2005.
- b. “**Applicant**” means a person who applies for admission into M. Phil program.
- c. “**Assessment**” means a formally defined process within the curriculum in which the candidate’s progress in the training program is assessed and measured using a range of defined and validated assessment tools.
- d. “**Assessment Proforma**” means Program Director’s Assessment Proforma for Continuous Internal Assessment as given in Appendix G.
- e. “**Candidate**” means a person who will be selected for training in M. Phil program.
- f. “**Chairman M. Phil Program**” means a professor who will be responsible for coordination between all the program directors and controller of examinations to formulate academic

calendar, propose panel of examiners, fixation of date of examinations. Chairman will be responsible for overall quality assurance of the program. Chairman M. Phil Program will be a nominee of the Vice Chancellor.

- g. **“Contact Hour”** means any lecture or lab time when the lecturer is teaching the student or coaching the student while they apply the course information to an activity.
- h. **“Convener”** means senior amongst the internal examiners who will conduct, coordinate the clinical/Practical and Oral components of examination, and compile the results for onward submission to the examinations department.
- i. **“Core Curriculum”** means Course of study which is deemed central and usually made mandatory for all students of M. Phil Program.
- j. **“Credit Hour”** as per “HEC draft policy guidelines for the implementation of uniform semester examination system in Higher education institution of Pakistan” section 3 page 7 credit hour refers to teaching theory and lab/clinical work for a specific period for a certain number of contact hours. One Credit hour means 16 hours of theory course teaching session or 48 hours of lab / clinical work.
- k. **“Course”** means a component of training program comprising minimum of 02 months of training in a specific area.
- l. **“Curriculum”** means the set of courses, their contents & the details of teaching & training modalities directed to meet the defined learning objectives.
- m. **“M. Phil”** means a two-year M. Phil in the relevant subject awarded by the University as prescribed in the regulations of relevant subject.
- n. **“Module”** means a set of independent units of study that can be combined to make a course.
- o. **“Examination Regulations”** means KEMU conduct of examination regulations 2008 as amended in 2014
- p. **“Generic Competencies”** means the qualities or states of being functionally adequate or having sufficient knowledge, judgment, skills or strengths which are applicable to a whole class or group.
- q. **“Government”** means Government of the Punjab.

- r. **“Group A”** includes disciplines of Biochemistry, Community Medicine, Chemical Pathology, Hematology, Microbiology, Pharmacology, Physiology and others as approved by the Academic Council.
- s. **“Group B”** includes disciplines of Anatomy, Histopathology, Oral Biology, Oral Pathology and others as approved by the Academic Council.
- t. **“Group C”** includes disciplines of Forensic Medicine and others as approved by the Academic Council.
- u. **“Group D”** includes Visual and Allied Health Sciences (Optometry, Orthoptics, Investigative Ophthalmology & Physiotherapy) and others as approved by the Academic council.
- v. **“Hippocratic Oath”** means an oath historically taken by physicians and other healthcare professionals swearing to practice medicine honestly as available at **Appendix “A”**.
- w. **Internal Assessment”** means workplace based Assessments, calculated from Assessment proforma **“Appendix G”** submitted on regular basis.
- x. **“Program”** means each and every component of training of relevant M. Phil awarded by the King Edward Medical University.
- y. **“Program Director”** Program director will be the chairman / head of the concerned academic department and will be responsible for developing curriculum, syllabus, table of specifications and will coordinate with Chairman M. Phil Program for smooth running of the program. He / She is a specialist of specific subject of M. Phil discipline and may also act as a supervisor.
- z. **“Supervisor”** means an individual who is specialist of the field or subject in which M. Phil is offered and is responsible for the conduct of specific M. Phil program in the concerned specialty. He / She will be responsible for maintaining academic record, conduct internal evaluations from time to time and develop internal assessment and will also provide expertise to the students to develop, conduct and write the research thesis.
- aa. **“Co-Supervisor”** will be a specialist of relevant/specific subject / discipline in which M.Phil is being offered and will help the supervisor in conduction of responsibility and may act as one in his absence.
- bb. **“Program Format”** means the whole plan of training and assessment for M. Phil.
- cc. **“Rules”** means current rules invogue.
- dd. **“Semester”** as per “HEC draft policy guidelines for the implementation of uniform semester examination system in Higher education institution of Pakistan” semester means a 16-18 weeks long term, 4 in two years (16 weeks of study and 2 week for evaluation).

- ee. **“Specialty Specific Competency”** means the qualities or states of being functionally adequate or having sufficient knowledge, judgment, skills or strengths which are applicable to the relevant specialty of training.
  
- ff. **“Thesis”** means M. Phil thesis written as long essay or a manuscript based on university approved research project.
  
- gg. **“Training Program”** means training of medical graduates in achieving generic and specialty specific competencies of their chosen discipline.
  
- hh. **“University”** means the King Edward Medical University.
  
- ii. **“Workplace Based Assessments”** mean assessment of generic and specialty specific competencies, multisource feedback assessment and assessment of candidates’ training portfolio.

# **PART-A**

**Two years M. Phil Program** in various specialties as available in the chart at **Appendix- “B”**.

## **1. OBJECTIVES**

- a. To provide training in cognitive, psychomotor and affective domains.
- b. To train in chosen Basic Sciences field through a competency based training system.
- c. To develop skills in conducting research and its application.
- d. To enable trainees to use modern techniques and technologies effectively.

## **2. ADMISSION CRITERIA**

a. Applications for admission in Two years M. Phil Training Programs in respective subject / specialty of King Edward Medical University will be invited **once** a year, through advertisement in print/electronic media mentioning closing date of applications and date of interview along with admission criteria on a prescribed application format (as available at **Appendix- “C”**) and fee as determined by the university from time to time.

b. **Eligibility:** The applicant on the last date of submission of applications for admission must possess the following:

**The applicant must fulfil minimum eligibility criteria as laid down by HEC (16 years of education in relevant subject)**

**The applicant must not be older than 58 years of age.**

**The applicant must have passed GAT C**

### **For Groups A, B and C:**

- i. Basic Medical Qualification would be MBBS/BDS or equivalent medical qualification recognized by Pakistan Medical & Dental Council as the case may be.
- ii. Certificate of one year’s House Job experience in institutions recognized by Pakistan Medical & Dental Council is essential at the time of interview; otherwise the applicant is required to submit Hope Certificate from the concerned Medical Superintendent that the House Job shall be completed before the interview.
- iii. Two reference letters from faculty members (Assistant Professor and above)
- iv. Valid certificate of permanent or provisional registration with Pakistan Medical & Dental Council.

### **For Group D**

- i. B.Sc. Allied Health Sciences in respective specialty for which admission is being sought.
- ii. Two reference letters- One from the dean of B.Sc. program and one from the head of the training institution. These reference letters may be verified by the University.



### 3. Academic Record:

- i. Result of GAT C Marks = 30, minimum 50% score will be considered as pass
- ii. Academic Record, Experience & Publications Marks = 60 subdivision as given below.
- iii. Interview Marks = 60

Subdivisions	1 <sup>st</sup> Professional Part I	1 <sup>st</sup> Professional Part II	2 <sup>nd</sup> Professional	3 <sup>rd</sup> Professional	Final Professional	Total Marks	% age
Professional Exams (20marks)							
No. of Attempts (10 marks*)							
Distinction (10marks**)							

- Credit of Professional Examination-20 Marks

%age	Credit	%age	Credit	%age	Credit	%age	Credit
50-52	10 Marks	53-55	11	56-58	12	59-60	13
61-63	14	64-66	15	67-70	16	71-73	17
74-76	18	77-79	19	80 & above	20		

- \*02 marks for each professional examination
- \*\*01 distinction - 02 marks to a max of 06
- (University position in any exam 02 marks
- College position in any exam) 02 marks

Publications (10marks*)							
Experiences (10marks**)							

- \*01 paper 02 marks to a max of 06 marks  
Book / copy contribution 02 marks  
Paper or poster presentation in Conference 02 Marks
- \*\*No of years spent in relevant specialty 02 marks / year to a max of 08 marks.  
Any post graduate qualification relevant to field. A max of 02 marks

#### **4. INTERVIEW**

- a. All applicants shall be required to present all their original academic credentials at the time of interview including certificate of completion of House Job by the Medical Superintendent and good conduct from the Head of Institution/MS otherwise they shall not be eligible for appearance for interview.
- b. The interview will be conducted by a board constituted by the Vice Chancellor, comprising minimum of three members and shall include a subject supervisor, dean & Vice Chancellor or his nominee.
- c. There will be separate interviews for applicants of each subject/ specialty.
- d. The candidates scoring a minimum of 50% marks in the interview will pass the interview.

#### **5. FINAL SELECTION OF CANDIDATES**

- a. The candidate must secure at least 50% in each component of selection criteria (i.e. academic and interview) and 60% in total to be declared to have passed the examination. 60% marks to be calculated by adding up secured marks of each component of the examination and then calculating its percentage.
- b. Final selection will be according to merit on no of seats available in each discipline. No selection can be done on a vacant seat of any other discipline.
- c. The pass percentage of written (GAT C) component of entry examination for candidates who claim exemption on the basis of possessing FCPS / MD / MS/ MDS / **MRCP/ Diplommat American Board or equivalent qualification** will be considered 60%.
- d. The result of “GAT C” will be valid for two years from the date of passing “GAT C” examination for the purpose of M.Phil admission.
- e. Passing the interview shall not automatically guarantee admission to training program which will be dependent on available slots.

#### **6. ADMISSION PROCESS.**

- a. All seats will be filled on open merit. However, graduates of KEMU will be given 10% weight-age while assigning merit
- b. The candidates selected as per admission criteria, will be notified and offered admission in to respective M. Phil training program.

- c. The slots available for each M. Phil Program will be decided by the university.
- d. The candidate will be allocated a specialty of training within the M. Phil programs according to the merit and available slots. The training slots in any specialty will be dependent upon the available Human Resource, infrastructure, track record of the program and other parameters as decided by the university. The ultimate decision for allocation of slots / continuation of M. Phil program in a particular specialty will depend on financial feasibility to be provided by the Treasurer in the month of November on yearly basis.
- e. The failure of a program as a result of poor track record will be referred to the appropriate forum for remediation / discontinuation of the program.
- f. The acceptance of offer of admission by the candidate is to be submitted to the Registrar within 07 days after which it will automatically stand invalid.
- g. The acceptance of offer of admission will be submitted to the registrar office by the candidate. The case will then be referred to the Human Resource Department (HRD). The candidate will be responsible to provide all necessary documents to the HRD. Failure on the part of candidate to do so within stipulated time will disqualify the candidate and the seat will be declared vacant. Department of Human Resource will check the documents and inform the Registrar office. After codal formalities, the Registrar office of the University will allocate a registration number to each candidate within 15 days.
- h. After registration, the candidate will submit certificate of acceptance from the Supervisor of the concerned department through the dean and submit to the Registrar office. Failure to do so within stipulated time will disqualify the candidate and the seat will be declared vacant.
- i. The candidate shall have to get the joining report proforma signed by the Supervisor / program director and the dean. Failure to do so within 07 days will result in declaration of seat being vacant. This will be filled in by the next available candidate on merit.
- j. In case of any grievances appeals can be filed before the Dean's committee whose decision shall be final.
- k. In case of ambiguity in interpretation of the rules, the matter will be referred to academic council for clarification.
- l. The Registrar shall maintain a record of registration of all candidates.
- m. The University will charge the fee (non-refundable) for the following components at the time of admission. The exact quantum of fee may be decided and adjusted from time to time by the university.
  - i. Registration Fee.
  - ii. Tuition fee to be deposited according to a schedule and SOP's to be developed by the academic council in consultation with Director Finance.
  - iii. Hostel fee & Utility Charges (Electricity, Gas and Water) if university accommodation is availed.
  - iv. On default of payment of any of the dues, the candidate will be expelled from the program.

- v. Fee relaxation will be applicable to the candidates who are employees of the university as per decision of the academic council.

## **PART-B**

### **7. THE PROGRAM FORMAT**

- i. The candidate after grant of admission into M. Phil program will be trained according to the Program Format as listed (**Chart of program format available at Appendix D.**)
- ii. **The first year will consist of two and half semesters.**
- iii. **Each semester will consist of 16-18 weeks,**
- iv. **Each semester will consist of 02-03 modules.**
- v. **Each module will consist of 02-08 weeks.**
- vi. The candidate will spend the first ten (10) months in the chosen specialty. During this period the candidate shall be trained within the discipline and follow the training program, complete the modules as specified in the curriculum of the relevant specialty of basic sciences.
- vii. The candidate will attend four (04) mandatory workshops as given in **Appendix E**. The workshops should be completed preferably within six (06) months but no later than the date of completion of first year of training.
- viii. The candidate will submit synopsis for approval within the first six (06) months period according to the prescribed framework under the prevailing institutional regulatory requirements for submission of synopsis.
- ix. In case of failure to submit the synopsis for approval within the first six (06) months, after induction in the program, an additional grace period of fifteen (15) days may be granted by the Vice Chancellor.
- x. Any difficulty faced by the candidate to submit the synopsis should be brought to the notice of the Registrar for remediation before completion of 05 months from the time of induction. The Registrar would issue 02 fortnightly reminders to the appropriate person/ forum and in case of failure, shall bring it to the notice of Vice Chancellor and submit its report to the Academic Council.
- xi. In case of non-submission of synopsis within specified period, the candidate will not be allowed to continue in the training program. The stipend/ scholarship if any will be stopped and the post shall fall vacant.
- xii. The candidate will submit certificate of successful completion of mandatory workshops and certificate of submission of Synopsis to the Registrar according to the schedule.
- xiii. After 03 monthly intervals during training the supervisor will complete the supervisor's evaluation proforma as given in **Appendix G** and send a copy of this to the Registrar. The Registrar's office would recruit the candidate for the next phase of rotation program/ training while completing the codal formalities, within fifteen days.
- xiv. In case of non-submission of proforma, the candidate would request/remind his supervisor to submit the evaluation proforma and also intimate the Registrar about this fact.
- xv. In case of non-submission of supervisor's evaluation proforma, the Registrar would issue two fortnightly reminders and if the proforma is still not submitted, the matter will be brought to the next Academic Council, to seek solution.

- xvi. All the candidates in M. Phil Program in various specialties will rotate in various departments as specified in their respective curricula as given in **Appendix B**.
- xvii. During rotation relevant supervisor will submit evaluation proforma as per routine keeping in view the report from respective department, where students will be sent for rotation.
- xviii. It is the responsibility of the candidate through his/ her supervisor to get his Synopsis approved from AS & RB within one (01) year from the date of admission into training program. In case of failure in getting the Synopsis approved within this time period an additional grace period of 30 days may be granted at the discretion of the Vice Chancellor. If the candidate still fails to get his synopsis approved he/ she will be excluded from the training in the chosen program. His/her stipend / scholarship if any will be stopped and the post shall fall vacant.  
*Any difficulty faced by the candidate for completed submission of Synopsis must be brought to the notice of the Registrar for remediation before completion of six (06) months from the time of induction.* The Registrar would issue 02 fortnightly reminders to the appropriate person/ forum and in case of failure, shall submit its report to the Academic Council.
- xix. The training shall be competency based. There will be generic and specialty specific competencies for all programs and will be assessed with Continuous Internal Assessments.
- xx. All residents will be trained in the following 04 generic competencies to be reflected in internal assessments (**See Appendix F**)
  - a) Medical knowledge and Research.
  - b) Practice & System Based Learning.
  - c) Communication skills.
  - d) Professionalism as per Hippocratic Oath.
- xxi. The core curriculum must incorporate all four generic competencies.
- xxii. A log book will be maintained by the student for the clinical / basic sciences rotation.
- xxiii. The specialty specific competencies for training, as explained in **Appendix F**, will be identified by the respective Board of Studies and incorporated in to their curriculum.
- xxiv. There will be Continuous Internal Assessments of each candidate during the training period. These Continuous Internal Assessments will include Workplace Based Assessments and Program director's / supervisor's Review Report as per proforma for Continuous Internal Assessments given in **Appendix-F**.
- xxv. During the second year of training practical and theoretical work will continue for four (04) hours a day along with research work for four (04) hours a day. Thesis writing, thesis submission and evaluation of thesis will be completed. This practical and theoretical work will be in addition to 24 mandatory credit hours completed during the initial period of training.
- xxvi. Second year of training period will contribute 6 credit hours, for research work conduction and thesis writing.
- xxvii. The candidate shall submit the thesis for evaluation three (03) months before the completion date of training.
- xxviii. The candidate shall be allowed to sit in the final examination only after submission of thesis.
- xxix. Final examination cannot be taken without a minimum training of 02 years and without the completion of all the pre-requisites.

## **PART-C**

### **8. INTERNAL ASSESSMENT**

- a. Internal Assessment will consist of Workplace Based Assessments

These assessments will include the following:

- i) Generic competencies
- ii) Specialty Specific Competencies
- iii) Multisource Feedback Assessment

- b. The details of above assessments are available at Appendix-F.
- c. The Internal Assessment Proforma is available on Appendix-G.
- d. The 03 monthly Internal Assessments will commence from the date of admission and will consist of minimum of four assessment reports per year from the program director / supervisor.
- e. A candidate scoring less than 50% marks in two consecutive internal assessments will be issued a warning to improve in the subsequent assessments.
- f. A candidate failing to improve on three consecutive internal assessments to achieve a score of 50% will not be allowed to continue further in the program.
- g. The Internal Assessment Proformas (see Appendix-G) will be submitted by the program director/supervisor in sealed envelope / computer based proformas to the registrar office & also inform the Chairman M. Phil Program.
- h. The Program Director/supervisor will be responsible for providing the data for calculation of internal assessment. This will be done by adding together 03 monthly scores of all internal assessments and provide a final cumulative score for calculation of internal assessment and submit to the controller of examination through the chairman M.Phil program.
- i. The examination department shall calculate the internal assessment & add the 10% weightage of Cumulative Internal Assessments to the final examination as per university rules.
- On the basis of formula of 10% weight-age for Internal Assessment, 30 marks in the final examination would come from cumulative internal assessments which will be added to the total marks of the examination.

## **PART-D**

### **9. EVALUATION, ACCEPTANCE & DEFENCE OF THESIS**

- a. The candidate will submit his thesis with in last 03 month of the training.
- b. The thesis along with a certificate from the supervisor confirming approval and completion of thesis in accordance with KEMU approved format (Appendices-H & I) will be submitted to the controller's office that would record the date / time etc. and inform the Vice Chancellor within five (05) working days of receipt of Thesis.
- c. The Controller of Examination will ensure that Thesis is complete in every aspect before the receipt is issued to the candidate. The thesis must be evaluated after clearance from KEMU Plagiarism software & clearance from the research audit committee.
- d. The Controller of Examination will submit a panel of six (06) external examiners within seven (07) days for selection of two (02) examiners by the Vice Chancellor. The Vice Chancellor shall return the final panel within 05 working days to the controller of examination for processing and assessment. In case of any delay the controller of examination would bring the case personally to the Vice Chancellor.
- e. The responsibility of any delay of thesis evaluation lies on examination department, but if there is any delay in doing the recommended corrections by the student the student will be held responsible for this.
- f. The examiner evaluating the thesis will specify the time allocated for corrections in thesis evaluation proforma. Once specified corrections are made no further mistakes/corrections will be advised.
- g. The supervisor shall not act as an examiner of the candidate and will not take part in evaluation of Thesis.
- h. The Controller of Examination will make sure that the Thesis is submitted to four (4) examiners in appropriate fashion. Earliest two evaluation reports will be considered.
- i. The Thesis will be evaluated by the examiners within a period of 04 weeks.
- j. In case the examiners fail to complete the task within 06 weeks with 02 weekly reminders by the Controller of Examinations, the Controller of Examinations will bring it to the notice of Vice Chancellor in person, to seek solution, decision of VC will be final.
- k. There will be two external examiners for evaluation and defence of thesis
- l. The thesis will be evaluated & defended according to King Edward Medical University, Lahore. Research Proposal Evaluation Proforma as given in **Appendix – J & K** respectively.

- m. The total marks of thesis evaluation will be 100 and 70% marks will be required to pass the evaluation & Defence
- n. The thesis will be marked as follows:
- |                |             |
|----------------|-------------|
| Unsatisfactory | < 65% marks |
| Fair           | 70% marks   |
| Good           | 75% marks   |
| Very good      | 80% marks   |
| Excellent      | 85% marks   |
- o. The thesis will be considered accepted if the cumulative score of all the examiners is not less than 75%.
- p. If the cumulative score of all the examiners is less than 70%, the candidate will be given appropriate time as advised by evaluator to make appropriate corrections and makeup for the deficiencies and resubmit the Thesis. 50% of thesis submission fee will be charged, if candidate fails to resubmit the corrected thesis within the specified time.
- q. The training will end at completion of stipulated training period provided he has completed the minimum 75% attendance, but the candidate will become eligible to appear in the Final Examination at completion of training and after submission of Thesis. In case training ends earlier, the slot will fall vacant after stipulated training period.
- r. The candidate will be declared to have passed M.Phil examination and eligible to be issued degree only after passing all the components of exam i.e. comprehensive exam and successful evaluation and defence of thesis.



# **PART – E**

## **10. FINAL EXAMINATION**

### **a. Eligibility Criteria:**

To appear in the Final Examination the candidate shall be required:

- i. To have submitted the certificate of satisfactory completion of training issued by the program director/supervisor (Appendix L).
- ii. To have got the thesis submitted and will then be eligible to appear in Final Examination.
- iii. To have submitted no dues certificate from all relevant departments including library, hostel, cashier etc.
- iv. To have submitted evidence of submission of examination fee.

### **b. Final Examination Schedule and Fee**

- i. Final examination will be held twice a year.
- ii. Calendar for final examination will be notified by the controller of examinations as per Part I General Clauses 2 and 3 of the King Edward Medical University (Examination) Regulations, 2008.
- iii. The candidates have to satisfy eligibility criteria before permission is granted to take the examination.
- iv. Examination fee will be determined and varied at periodic intervals by the university.
- v. The examination fee once deposited cannot be refunded / carried over to the next examination under any circumstances.
- vi. The Controller of Examination will issue an Admittance Card with a photograph of the candidate on receipt of prescribed application form, documents satisfying eligibility criteria and evidence of payment of examination fee. This card will also show the Roll Number, date / time and venue of examination.

### **c. Components of Final Examination**

**Total Marks of final examination will be 400**

The Final Examination will consist of the following components:

- |   |                  |
|---|------------------|
| i. Written Part of Final Examination *                            | Total Marks=120  |
| ii. Practical Work Part of Final Examination (OSPE)               | Total Marks = 80 |
| iii. Oral Part of Final Examination (Viva)                        | Total Marks = 70 |
| iv. Contribution of Internal Assessments to the Final Examination | Total Marks = 30 |
| v. Thesis Evaluation  | Total Marks=100  |

### **Written Part of Final Examination**

- The written examination will consist of 60 single best answer type Multiple Choice Questions of 60 marks, in a duration of 1 hour & 10 short essay questions of 60 marks (6 marks each) in 2 hours duration. There will be no negative marking.
- In all university examinations, the candidate has to pass the theory examination before appearing in the clinical, oral or practical examinations.

### **Practical Work Part of Final Examination**

The practical work will consist of 10 stations with 08 marks for each station.

### **Oral Part of Final Examination**

Viva will be conducted by 01 internal & 01 external examiner

2 faculty member/ supervisor 02 external

One of them will act as be supervisor convener

### **Contribution of Internal Assessments to the Final Examination**

The marks for internal assessment as per 10% weightage formula will be 30 and will be added to other components of the Final Examination.

- i. The candidates scoring 50 % marks in written and 50% marks in practical work & oral part of examination will be considered for calculation of cumulative score.
- ii. The cumulative (written, oral, practical & internal assessment) score of 60% will be taken as pass percentage.
- iii. A candidate may be given four consecutive attempts availed or unveiled to pass the final exam, which are to be counted after the candidate is eligible.
- iv. Chairman / Head of department will be the convener of the examination, candidate will be examined by the panel of 04 examiners, 02 from KEMU and 02 from outside the KEMU. In case of non availability of examiners from KEMU examiners from outside the university may be appointed by the Vice Chancellor, KEMU
- v. The candidates scoring 50% marks in the Practical & Oral Examination will pass this part of the Final Examination only.
- vi. The candidates will have two attempts to pass the final examination with normal fee. A special administration fee of Rs.10,000 in addition to normal fee or the amount determined by the university from time to time shall be charged for further attempts

## **DECLARATION OF RESULT**

- i. The candidate must have passed the written component of final examination with 50% marks and the practical and oral examination securing 50% marks. The cumulative passing score from the written and practical, oral examination and internal assessment shall be 60%. Cumulative score of 60% marks to be calculated by adding up secured marks of each component of the examination i.e. written and practical, oral and internal assessment and then calculating its percentage.
- ii. The final result will be tabulated after addition of Thesis Evaluation marks.
- iii. The M. Phil shall be awarded after passing all the components of examination.
- iv. On completion of stipulated training period, irrespective of the result (pass or fail) the training slot of the candidate shall be declared vacant.
- v. The controller exam may hold the result unless the candidate writes an article bearing names of supervisor, co-supervisor and place of work

## **PART-F**

### **11. DISCIPLINARY ACTION**

- i. For all such offences that occur in the institution, attached hospitals and hostel premises, the Vice Chancellor may at his discretion refer the case to the Disciplinary Committee of the institution, which shall be appointed by the Vice Chancellor approved by the Academic Council from time to time. This Disciplinary Committee shall have the power to hear any student or students or any member of the staff or any member of public and is empowered to send its recommendations to the Vice Chancellor who may or may not seek the ratification of these recommendations by the Academic Council.
- ii. The Disciplinary Committee will consist of at least 2-4 professors / senior associate professors.
- iii. After considering the recommendations of the Disciplinary Committee, disciplinary action by the Vice Chancellor against the students committing an offence might take one or more of the following forms depending upon severity of the offence:
  - a. The student may be asked to tender an apology, verbal or written. This shall be placed on the student's record.
  - b. A student may be placed on probation with monthly report from the supervisor for a period up to one year. If during the period of probation he / she fail to improve his / her conduct, he / she may be expelled from the institution.
  - c. A student may be fined up to Rs.10,000/- or an amount which may be decided and adjusted from time to time by the University.
  - d. Stipend may be suspended or stopped.

- e. A student may be suspended from the institution roll for a period determined by the Vice Chancellor.
  - f. The student may be expelled from the institution for a period determined by the Vice Chancellor on the recommendation of the Disciplinary Committee.
- iv. Regulations related to expulsion.
- a. Expulsion whenever imposed on a student shall mean the loss of a specific duration of studies and training as determined by the Vice Chancellor and will mean his / her being debarred from the University Examination during the period of his / her expulsion.
  - b. A student expelled from an institution shall not be readmitted before the expiry of the period of his / her expulsion.
  - c. Cases of expulsion shall be reported to the Pakistan Medical and Dental Council by the Vice Chancellor for registration and notification.
  - d. A student shall continue to be under the disciplinary jurisdiction of the Vice Chancellor till the declaration of the result of final examination of the program.
  - e. The student shall not keep in their possession firearms, other weapons of offence and narcotics, involvement in sectarian or anti Pakistan activities in the premises of the institution, attached hospitals and hostels. Disciplinary action shall be taken against the students found guilty of contravening this rule.
  - f. The Vice Chancellor is competent to impose and remit fines.
  - g. The Vice Chancellor is competent to impose punishment as deemed necessary.
  - h. The decision of the Vice Chancellor in all cases shall be considered as final.
  - i. The above disciplinary rules may be amended by the Vice Chancellor on recommendation of the Academic Council.

## **12. GENERAL CLAUSES**

- i. No M. Phil program will start or continue without provision of relevant curriculum, table of specification, detailed procedure of assessments and examination, availability of appropriate human resource and physical infrastructure. All the M. Phil programs will be approved and may be amended from time to time by the academic council.
- ii. Fee for application form, prospectus and processing charges can be revised periodically by the university.
- iii. The standard fee and other charges from induction till completion of M. Phil program will be applicable as per decision of the academic council.
  
- iv. The Entry Examination as prescribed can be revised from time to time by the university.
- v. Cumulative score of 60 % shall mean 60 % marks to be calculated by adding up secured marks of each component of the examination.
- vi. The seats for M. Phil training program in each discipline will be allocated according to the number of available training slots, trainers / supervisors and the availability of relevant equipment as well as infrastructure and others within the training units of this institution. These parameters will be subject to annual audit and review by the University.
- vii. In all university examinations, the candidate has to pass the theory examination before appearing in the clinical, oral or practical examinations.
- viii. Maximum number of attempts for the final examination will be limited to four attempts, availed or un-availed to be counted once the candidate is eligible. After which the candidate will be eliminated from the program.
- ix. The leave rules will be adopted as per directives of the Government for postgraduate trainees or as issued by competent authority would be applicable to the trainees.
- x. The program director and the examiner should hold the equivalent or higher qualification for which he has been appointed as examiner.
- xi. In case of any ambiguity in interpretation or difficulty in implementation of these regulations, the Vice Chancellor will use his / her authority to decide the issue. The decision of the Vice Chancellor will be final and cannot be challenged, even in a court of law.
- xii. All previous M. Phil Training Programs rules are hereby repealed.

# **PART-G**

## **APPENDIX “A”**

### **HIPPOCRATIC OATH**

1. Respect your teachers
2. Pledge your life to the services of others
3. Place your patient’s interests before you
4. Protect your patients from harm and injustice
5. Treat all patients equally
6. Respect patient’s right to make decisions
7. Continue to improve the care you give
8. Do not become intimate with patients
9. Try to prevent as well as cure disease
10. Protect your patient’s confidentiality
11. Impart your medical knowledge to other

## APPENDIX “B”

### LIST AND GROUPING OF PROGRAMS & SCHEDULE OF ROTATIONS

#### GROUP A

Sr. No	Discipline	Rotation
1	Biochemistry	Chemical Pathology 08 weeks
2	Community Medicine	Hospital Management and Administration (Mayo Hospital) 02 weeks Preventive Paeds 02 weeks Surgery 01 week Medicine 01 week Gynae 01 week Field Demonstration Area 1 week
3	Chemical Pathology	Hematology 03 weeks Microbiology 03 weeks Histopathology 02 weeks
4	Hematology	Chemical Pathology 03 weeks Microbiology 03 weeks Histopathology 02 weeks
5	Microbiology	Hematology 03 weeks Chemical Pathology 03 weeks Histopathology 02 weeks
6	Pharmacology	General Medicine 04 weeks Psychiatry Ward 01 week Neurology Ward 01 week Anesthesia Unit 01 week Dermatology 01 week
7	Physiology	Experimental Physiology 04 weeks Hematology Lab 04 weeks (Physiology Department)
<b>Any other specialty in the M.Phil program as proposed by the Academic Council</b>		

#### GROUP B

Sr. No	Discipline	Clinical Rotation
1	Anatomy	Histology 04weeks Embryology 04 weeks
2	Histopathology	Chemical Pathology 03 weeks Microbiology 02 weeks Hematology 03 weeks
3	Oral Biology	Anatomy 04weeks Biomedical Sciences 04 weeks
4	Oral Pathology	Histopathology 04 weeks Biomedical Sciences 04 weeks
<b>Any other specialty in the M.Phil program as proposed by the Academic Council</b>		

### **GROUP C**

<b>Sr. No</b>	<b>Discipline</b>	<b>Clinical Rotation</b>
1	Forensic Medicine	Histopathology 02 weeks Hematology 02 weeks Anatomy 02 weeks Pharmacology 02 weeks
<b>Any other specialty in the M.Phil program as proposed by the Academic Council</b>		

### **GROUP D**

Visual & Allied Health sciences

<b>Sr. No</b>	<b>Discipline</b>	<b>Clinical Rotation</b>
1	Optometry	Diabetic clinic 01 week Eye operation theatre 01 week Low vision clinic 02 weeks Vitreoretinal Clinic 01 week Orthoptic Clinic 01 week Contact Lens & dispensing clinic 02 weeks
2	Orthoptics	Eye operation theatre 03 weeks Pediatrics ophthalmology clinic 03 weeks Low vision clinic 01 week Vitreoretinal clinic 01 week
3	Investigative Ophthalmology	Diabetic clinic 02 weeks Operation theatre 01 week Vitreoretinal clinic 03 weeks Corneal bank 02 weeks
4	Physiotherapy	Orthopedics 04 weeks Neurology 04 weeks
<b>Any other specialty in the M.Phil program as proposed by the Academic Council</b>		



## APPENDIX "C"

Diary No. \_\_\_\_\_

### APPLICATION FORM FOR ADMISSION INTO M. PHIL PROGRAMS

KING EDWARD MEDICAL UNIVERSITY, LAHORE

#### Result of GAT C

	GROUP A PROGRAMS		GROUP B PROGRAMS		GROUP C PROGRAMS		GROUP D PROGRAMS
1	Biochemistry	1	Anatomy	1	Forensic Medicine	1	Optometry
2	Community Medicine	2	Histopathology			2	Orthoptics
3	Chemical Pathology	3	Oral Biology			3	Investigative Ophthalmology
4	Hematology	4	Oral Pathology			4	Physiotherapy
5	Microbiology						
6	Pharmacology						
7	Physiology						

**THE ALLOCATION OF SEATS WILL BE ON MERIT AND FIRST COME FIRST SERVE BASIS.**

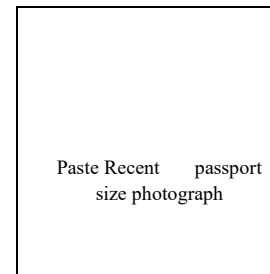
1. Name of Applicant: \_\_\_\_\_

2. Father's Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_

4. CNIC No. \_\_\_\_\_

5. Present Address \_\_\_\_\_



\_\_\_\_\_ City \_\_\_\_\_

Tel: \_\_\_\_\_ Mob: \_\_\_\_\_ Email: \_\_\_\_\_

6. Permanent Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Mob: \_\_\_\_\_

NAME AND CONTACT NUMBER OF CLOSE RELATIVE / NEXT OF KIN

Name: \_\_\_\_\_

Tel/Mobile: \_\_\_\_\_

1. Permanent Address for Overseas Applicants

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Country: \_\_\_\_\_

Tel: \_\_\_\_\_

Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

2. MBBS Degree:

Year Obtained \_\_\_\_\_ Institution Where Studied \_\_\_\_\_

\_\_\_\_\_

Degree Awarding University \_\_\_\_\_

(Please enclose a certified copy of degree)

3. PMDC Registration Certificate:

Registration No. \_\_\_\_\_ Date of Expiry: \_\_\_\_\_

(Please enclose a certified copy of **valid** certificate of Registration)

4. **Employment:**

Government \_\_\_\_\_ Private \_\_\_\_\_ Self Employed \_\_\_\_\_

**Two Training Programs of the University or CPSP of the same or different Specialties are not permissible**

**DOCUMENTS TO ATTACHED (ATTESTED PHOTOCOPIES)**

1. Three Photographs Passport Size
2. Matric Certificate
3. F.Sc Certificate
4. MBBS Degree / Relevant Graduate degree
5. Result Cards (All Professionals)
6. PM&DC (Valid Date)
7. One year House Job Certificate.
8. CNIC
9. Domicile Certificate
10. Bank Receipts Rs.2500/- (Original)
11. Certificates of distinction or position in university/college (if any)
12. Experience certificates,
13. Publications (if any)

Signature of the applicant: \_\_\_\_\_

# **APPENDIX “D”**

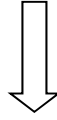
## **POSTGRADUATE M. PHIL PROGRAM FORMAT OF K. E. MEDICAL UNIVERSITY**

**GAT C**

**Applications**

**Interviews**

**Admission**



Completion of 04 mandatory workshops

Specialty Specific Training  
Completion of course work of 24 Cr.H



Synopsis writing & submission within 06 months



Rotation



Makeup deficiencies in 12 months curriculum, specialty specific competencies, research and thesis writing

Thesis Submission 03 month BEFORE the final examination

Final examination, Thesis evaluation & defense



**AWARD OF POST GRADUATE M. PHIL DEGREE**

## **APPENDIX “ E ”**

### **MANDATORY WORKSHOPS**

1. Each candidate of M.Phil program would attend the 04 mandatory workshops and any other workshop as required by the university.
2. The four mandatory workshops will include the following
  - a. Research Methodology and Biostatistics**
  - b. Synopsis Writing**
  - c. Communication Skills**
  - d. Introduction to Computer / Information Technology and Software programs/ ‘IT skills’**
3. The workshops will be held on 03 monthly basis.
4. An appropriate fee for each workshop will be charged.
5. Each workshop will be of 03-05 days duration.
6. Certificates of participation will be issued upon satisfactory completion of workshops.

## **APPENDIX “F”**

### **Internal Assessments**

#### **Workplace Based Assessments**

Workplace based assessments will consist of Generic and Specialty Specific Competency Assessments, Procedure Based Assessments and Multisource Feedback Assessment, Compliance Report on Personal Development Plan Goals.

#### **Generic Competency Training & Assessments**

Residents of all Postgraduate M. Phil Programs will be trained and assessed in the following five generic competencies.

##### **i. General competencies**

- (a) The candidate will be assessed through technical grasp on routine responsibilities, working with colleagues & in a team, participation in attaining departmental objectives
- (b) The candidate shall learn the subject through departmental conferences, core curriculum lectures and training in procedures and practical work.
- (c) The candidate will be assessed by the supervisor through multi-source feedback assessment, Direct Observation of Procedures (DOPS) and Laboratory work assessments & teaching skills.
- (d) These methods of assessments will have equal weightage.

##### **ii. Medical Knowledge**

- a. The candidate will be given lectures on topics selected from the syllabus. These lectures will be based on a principle text book.
- b. The medical knowledge will be assessed through oral & practical examinations.

##### **iii. Practice and System Based Learning**

- (a) This competency will be learnt from Journal Clubs, Review of literature, policies and guidelines on medical educations, Audit Projects, teaching & guidance of medical students.
- (b) The assessment methods will include participation & presentations in small group discussion & seminars, assessment of teaching capabilities and presentation of audit projects if any.
- (c) These methods of assessment shall have equal weight-age.

##### **iv. Communication Skills**

- (a) These will be learnt from role models and supervisors.
- (b) They will be assessed by direct observation of the candidate whilst interacting with students, patients, relatives, colleagues and with multi-source feedback assessment as and when applicable.

v. **Professionalism as per Hippocratic Oath**

- a) This competency is learnt from supervisor acting as a role model, ethical case conferences and lectures on ethical issues such as confidentiality, informed consent, conflict of interest, harassment and use of human subjects in research.
- b) The assessment of residents will be through 360 degrees global assessment according to proformas of assessment and its scoring method.

**Multisource Feedback Assessment**

The program director would ensure multisource feedback to collect peer assessments in medical knowledge, clinical skills, communication skills, professionalism, integrity, and responsibility.

## APPENDIX “ G ”

### Assessment Proforma I:

### Workplace Base Assessment by Program Director / Supervisor

Name \_\_\_\_\_ Date \_\_\_\_\_ Department \_\_\_\_\_

Curriculum Content	Competence	Marks	Marks obtained
General competencies  Total Marks 40	Technical grasp on routine procedures	20	
	Working With colleagues & in a team	10	
	Participation in attaining departmental objectives	10	
Student Centered Care  Total Marks 10	Communication and Counseling Skills	10	
Specific Problem Solving Skills  Total Marks 15	Practical work Interpretation	10	
	Making Decision	5	
Comprehensive Approach  Total Marks 5	Managing subject Complexity	5	
Holistic Approach  Total Marks 5	Critical appraisal and recommendations	10	
Attitude  Total marks 10	Maintaining Ethical Approach in teaching and assessment	5	
	Fitness for teaching	5	
Continuing Medical Education  Total Marks 10	Maintaining Performance, learning & Teaching	10	
Total Marks		100	

Total marks obtained \_\_\_\_\_ Signature \_\_\_\_\_ Name & Stamp \_\_\_\_\_

Formula: Cumulative Marks obtained = Marks obtained / 100 X 20 =



## Assessment Proforma II:

### Psychomotor Skills Assessment by multi source feedback

Name \_\_\_\_\_ Date \_\_\_\_\_ Unit/Ward \_\_\_\_\_

Areas Assessed	Competence	Marks	Marks obtained
Personal Attributes Total Marks 25	Behavior and Emotional Stability	5	
	Motivation and Initiative	5	
	Honesty and Integrity	5	
	Interpersonal Skills and Leadership Quality	10	
Practical Work Total Marks 50	Availability/Presence	10	
	Diligence	10	
	Theoretical academic knowledge	10	
	Practical Performance	20	
Academic Activity Total Marks 25	Departmental Presentation	10	
	Up-to-date with recent advancements	5	
	Departmental academic Discussion	10	
Total Marks		100	

Total Marks obtained \_\_\_\_\_

Marks obtained out of 20 = (Marks obtained / Total Marks) X 20 =

Signature \_\_\_\_\_

Name & Stamp \_\_\_\_\_

**Appendix -H**

**Certificate by the Program Director for Research Completion**

This is to certify that the research work described in this thesis is the original work of the author and has been carried out under my direct supervision. I have personally gone through all the data/results/materials reported in the manuscript and certify their correctness/authenticity. I further certify that the material included in this thesis has not been used in part or full in a manuscript already submitted or in the process of submission in partial/complete fulfillment of any other degree from any other institution, up to the best of my knowledge. I also certify that the thesis has been prepared under my supervision according to the prescribed format and I endorse its evaluation & defense for the award of M. Phil. diploma through the official procedure of the University.

Signed .....

Date .....

Supervisor -----

**Appendix – I**

**Title of Thesis**

**Submitted to King Edward Medical University Lahore in partial fulfillment of the  
requirements for the award of Degree of**

**M.Phil**

**In**

\_\_\_\_\_

**By**

**Name of student**\_\_\_\_\_

**Session**\_\_\_\_\_

**Roll Number**\_\_\_\_\_

**Department**\_\_\_\_\_

**King Edward Medical University, Lahore**

## Title of Thesis / Declaration

### Declaration

The form of declaration is as follows. It is compulsory requirement for every thesis or research manuscript

Dr/Mr/Mrs/Miss \_\_\_\_\_ Roll Number \_\_\_\_\_

Student of \_\_\_\_\_ in the subject of  
\_\_\_\_\_

Session \_\_\_\_\_ hereby declare that the matter printed in the thesis.  
titled \_\_\_\_\_  
\_\_\_\_\_

Is my own and original work which has not been printed, published or submitted as research work, thesis or publication in any form in any University / Research Institution etc. in Pakistan or abroad. Further the work is clean from any plagiarism or copying from any other sources.

Dated \_\_\_\_\_ Signature of the student \_\_\_\_\_

King Edward Medical University, Lahore

***\* The thesis must be evaluated after clearance from KEMU Plagiarism software.***

## APPENDIX-J

### THESIS EVALUATION REPORT

Name of Candidate: \_\_\_\_\_

Name of Degree: \_\_\_\_\_

Title of Thesis: \_\_\_\_\_

Please answer each of the following questions by marking (□) in appropriate box:

Sr. #	Items	Yes	No
1	The abstract summarizes the study effectively?		
2	The objectives / Purpose of study are clearly stated?		
3	Research design is appropriate for the study?		
4	The material & methods used for the study are appropriate?		
5	Sample size of the study is adequate?		
6	Data collection procedure is clearly described?		
7	Data collected is sufficient?		
8	Statistical analysis of the data is satisfactory?		
9	Results of the study have been adequately explained?		
10	Table / Figures are properly captioned & numbered?		
11	Literature review (including local literature) on the subject is adequate?		
12	Discussion covers all the debatable aspects of study?		
13	Conclusion (s) drawn are logical?		
14	References cited are adequate and according to Vancouver style?		
15	References cited follow an acceptable order?		
16	Spelling / Grammatical errors are not more than one in every 03 pages?		
17	Each section is separate with proper contents?		
18	Writing style is clear?		
19	Layout of the Thesis is acceptable?		

If answer of any question(s) is “No”, please give suggestion for candidate to make appropriate corrections / amendments (attach additional sheet if necessary).

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Specify time in which corrections / amendments are to be made.

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RESULT OF EVALUATION

Accepted as such

Returned for Correction / Amendments

Rejected

Please enter the reasons below, if the thesis is rejected (attached additional sheet if necessary)

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Name & Designation of Evaluator

Signature & Stamp

## APPENDIX-K

### Thesis Evaluation Proforma at The Time of Defense

(To be completed by external examiner)

Name of the student \_\_\_\_\_ Department \_\_\_\_\_

Name of supervisor \_\_\_\_\_ Co-supervisor \_\_\_\_\_

Title of Thesis \_\_\_\_\_

---

#### Section I

Please evaluate the student's thesis by marking the number that corresponds to your rating in each of the following areas

1. Research Topic

(Relevance of concept, relationship to theoretical base of existing body of knowledge: significance of topic; contribution to the student's development

1.                      2.                      3.                      4.                      5.

---

Unsatisfactory      Fair                  Good                  Very good          Excellent

2. Statement of Problem

(Clearly stated research questions and purpose: How much improvement does the proposed activity bring to advance knowledge and understanding within its own field or across different field, how the patients are benefited with the outcome

1.                      2.                      3.                      4.                      5.

---

Unsatisfactory      Fair                  Good                  Very good          Excellent

3. Originality of work

(To what extent does the proposed activity suggests and explores creative and original concept)

1.                      2.                      3.                      4.                      5.

---

Unsatisfactory      Fair                  Good                  Very good          Excellent

4. Soundness of approach and organization of the research plan

1.                      2.                      3.                      4.                      5.

---

Unsatisfactory      Fair                  Good                  Very good          Excellent

5. Review of literature

(Student has reviewed the literature sufficiently and it was focused and comprehensive).

1.                      2.                      3.                      4.                      5.

Unsatisfactory	Fair	Good	Very good	Excellent
6. Methodology (Design and procedure is adequate to support the study's objectives; Scope of project is feasible with regard to time and resource limits)				
1.	2.	3.	4.	5.

Unsatisfactory	Fair	Good	Very good	Excellent
7. Overall quality of the work				
1.	2.	3.	4.	5.

Unsatisfactory	Fair	Good	Very good	Excellent
8. Final recommendations				
1.	2.	3.	4.	5.

Unsatisfactory	Fair	Good	Very good	Excellent

### Section II

Please suggest changes or amendments which you think would improve this Research Thesis

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Write additional comments which may further enhance the quality of research thesis for future submission

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Name of the referee evaluator: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## APPENDIX – L

### Certificate by Program Director / Supervisor for Completion of Training

Name of the Candidate	<input style="width: 95%;" type="text"/>	Father's Name	<input style="width: 95%;" type="text"/>
University Reg. No.	<input style="width: 95%;" type="text"/>	CNIC No.	<input style="width: 95%;" type="text"/>
Year of Admission	<input style="width: 95%;" type="text"/>	Year of completion of training	<input style="width: 95%;" type="text"/>
Program of Training	<input style="width: 95%;" type="text"/>	Name of the Supervisor	<input style="width: 95%;" type="text"/>

Phase of Training	Components of Training	Completed	Not Completed	Comments	Signature
Initial phase (06 Months)	• Completion of Workshops				
	• Completion of 1st semester				
	• Synopsis submission				
<b>Move to the next segment only on completion of above mentioned phase</b>					
06-12 months in relevant discipline	• Completion of 2 <sup>nd</sup> semester				
	• Completion of initial half of 3 <sup>rd</sup> semester				
	• Approval of synopsis				
<b>Move to the next segment only on completion of above mentioned phase</b>					
2 <sup>nd</sup> Year	• Completion of 3 <sup>rd</sup> semester				
	• Making up of deficiencies, if any				
	• Research conduction				
	• Thesis submission				