

# REGULATIONS RELATING TO THE ADMISSION, REGISTRATION AND EXAMINATIONS FOR MPhil PROGRAMS

The Pakistan Institute of Development Economics (PIDE) shall offer courses leading to the degrees of Master of Philosophy, abbreviated as MPhil. Applications for admission for MPhil in various programs shall be invited and admission shall be made on the basis of entry test/GRE score, educational record and interview. Foreign students seeking admission to the Institute shall be required to submit their applications according to procedure given (and modified from time to time) by Higher Education Commission (HEC), Pakistan.

## DEFINITIONS

The terms used in these regulations shall deem to have the following meaning:

- a. Department shall mean a teaching department of PIDE.
- b. Head shall mean the head of a teaching department.
- c. A course of one credit shall mean one hour of teaching work per week.

## ADMISSION

Admissions to MPhil programs shall be made once in a year in the Fall-Semester through advertisement. The application forms can be downloaded from website of PIDE. The candidates are encouraged to apply online. However, applications shall be considered complete when a hard copy of the form is submitted to office of the Registrar, PIDE within the deadline announced. The admission shall be made on the basis of cumulative merit to be determined from previous academic record and performance in the written test and interview. Foreign students who cannot appear in admission test are required to submit their valid GRE (General) scores (60 percentile or better as per HEC prevailing criteria) along with their applications and the shortlisted candidates shall be interviewed through Skype (schedule shall be communicated). For compilation of merit the following scheme shall be adopted or as revised from time to time.

	Weightage
<b>Pakistani National</b>	
Academic Record	40 %
Admission Test	50 %
Interview	10 %
<b>Overseas / Foreign Students</b>	
Academic Record	40 %
GRE (General) Scores	50 %
Interview (through skype)	10 %

- The percentile score shall be considered as percentage (50 X percentage)



**a) Academic Record**

The marks for Academic Record regarding last degrees earned (i.e. 4 year BS or 2 years BA/BSc and 2 years Master degree) shall be allocated according to the following scheme:

CGPA (Semester System)	Percentage (Annual System)	Marks
2.50 – 2.59	45.00 – 46.49	5
2.60 – 2.69	46.50 – 47.99	6
2.70 – 2.79	48.00 – 49.49	7
2.80 – 2.89	49.50 – 50.99	8
2.90 – 2.99	51.00 – 52.49	9
3.00 – 3.09	52.50 – 53.99	10
3.10 – 3.19	54.00 – 55.49	11
3.20 – 3.29	55.50 – 56.99	12
3.30 – 3.39	57.00 – 58.49	13
3.40 – 3.49	58.50 – 59.99	14
3.50 – 3.59	60.00 – 61.49	15
3.60 – 3.69	61.50 – 62.99	16
3.70 – 3.79	63.00 – 64.49	17
3.80 – 3.89	64.50 – 65.99	18
3.90 – 3.99	66.00 – 67.49	19
4.00 – Above	67.5 and above	20

**Note:** In case of 4 years BS degree a double weight shall be assigned to marks listed in the relevant class. In case of two years BA/BSc and two years MA/MSc, single weight will be assigned to each degree.

**b) Admission Test**

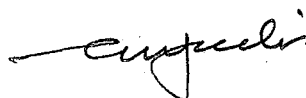
The admission test will be conducted by the institute following the guidelines of the Higher Education Commission (HEC) of Pakistan. The Admission Committee for each department shall be constituted by the Dean in consultation with the Head of the department and admissions shall be approved by the Dean on the recommendations of the Admission Committee of the department concerned.

**c) Interview**

Interview is the mandatory part of the admission and all short listed candidates must appear before the interview panel. The shortlisted foreign applicants may be interviewed through Skype.

**Eligibility Criteria**

Sixteen years of education i.e. 4 years Bachelor's degree or its equivalent (M.A/M.Sc. degree after a two years Bachelor's degree) in the relevant discipline from an HEC recognized



university or institute with at least a CGPA of 2.50 out of 4.00 (in the semester system) or at least a second division (45 % marks under the annual system).

### **Ineligibility**

Anyone who has been rusticated or expelled by any university or college for misconduct or for use of unfair means in the examinations or any offence involving moral turpitude shall not be eligible for admission. Anyone who ceased to be a student under institute's MPhil rules shall also be ineligible for admission in the same program.

### **International Applicants**

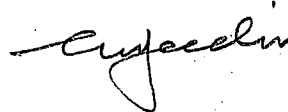
The overseas /international applicants must follow the procedure for application as per HEC / Ministry of Interior prevalent Policy. An overseas student seeking admission at PIDE has to first obtain the equivalence of Certificates/Degrees from the Higher Education Commission (HEC) of Pakistan. The Refugees (status recognized by the Government of Pakistan) will be considered as foreigners.

### **Deferment of Admission**

1. The student who secures the admission but cannot join the program in that semester due to unavoidable circumstances can apply for deferment of admission for one year. However, such requests need to be made prior to commencement of classes through concerned Head of Department (HoD).
2. The deferment of admission is subject to the approval of Dean on recommendation of the concerned HoD and payment of deferment fee @ Rs.10,000/- for national students (US\$ 300 for international students).
3. The maximum time period for completion of degree for such students shall be counted after their joining the respective program. In the case, student does not join the institute after one year his/her admission shall be treated as cancelled.

### **Freezing a Semester:**

1. The students are not allowed to freeze their first semester during coursework and any semester during dissertation / thesis research.
2. Students are not allowed to freeze semester more than twice during entire duration of the program. Frozen semester(s) shall be counted towards total duration of program and no extra time shall be given for completion of degree requirements. The students shall be required to complete all degree requirements within maximum period allowed for the program
3. Student can apply on prescribed form with payment of Rs. 10,000 (US\$ 300 for international students) for freezing of semester preferably prior to commencement of classes or within two weeks of the commencement of that semester. The deposited tuition fee (if any) shall be adjusted in the next semester.
4. However, under special circumstances students may apply for freeze of semester before the commencement date of midterm exams announced in the academic calendar. In such cases, the deposited fee shall not be reimbursed / adjusted and all of the registered courses for that semester shall be considered as withdrawn. The withdrawn courses shall appear on the result card with letter grade 'W' against each course. On the final transcript



freeze of semester shall be indicated without mentioning of registered courses. Such students have to resume their studies in the following semester. All rules regarding registration of courses (section B) shall apply.

## RULES/REGULATIONS

### A. General

1. An academic year of the Institute shall comprise of two semesters namely Fall and Spring semesters. However, summer semester can be offered subject to approval of the Academic Council, PIDE.
2. The requirements for the MPhil degree shall comprise prescribed coursework and research work. After completion of coursework requirement, the student has to write a thesis that demonstrates his/her capacity to pursue original research based upon a good understanding of the research techniques and concept appropriate to the discipline.
3. The courses of study and syllabi for MPhil degrees shall be approved by the Academic Council on recommendation of the respective Boards of Studies. Such courses and syllabi shall become effective from the date of approval by the Academic Council or such other date as the council may determine.
4. The normal duration for the completion of MPhil degree is **two** academic years. The maximum allowed time period for completion of all the requirements for MPhil degree (coursework and submission of final copy of thesis) shall be **three** academic years with the following tentative timelines of the activities.

Activities	Timeline
<b>a. Coursework</b> Completion of coursework with CGPA required for the degree i.e., CGPA 3.0/4.0	Within <b>two</b> years from date of commencement of 1 <sup>st</sup> registered Semester.
<b>b. Proposal defense</b>	Within <b>two</b> years
<b>c. Submission of initial draft of thesis</b>	Within maximum 2.5 years from date of 1 <sup>st</sup> registration in MPhil program
<b>d. Defense and Final Submission of thesis</b>	Within maximum 3 years from date of registration in MPhil program

*Signature*

5. The students failing in completion of activity 'd' within prescribed time period shall cease to student at PIDE.
6. English shall be the medium of instruction.

## **B. Registration of Courses**

1. During the coursework a student registering at-least 12 credit hours in each semester shall be considered a full time student. A student can register less than 12 credits if it completes the credit requirement of coursework for the program or under special circumstances with approval of the HoD concerned. In exceptional cases, the student can register more than 12 credit hours with approval of the respective HoD.
2. Within the 1<sup>st</sup> week from the date of commencement of a semester, students can make registration of courses / thesis with 'Normal Fee'.
3. During 2<sup>nd</sup> week from the date of commencement of a semester, students can make registration of courses / thesis by paying 'Normal Fee' along with 'Fine at the rate imposed by PIDE'.
4. There shall be NO registration of courses / thesis after second week from the commencement of the semester.
5. The students can add/drop a course within two weeks from the commencement of the semester. After two weeks no such requests shall be entertained on any grounds.
6. A non-credit course can be converted into credit course or vice versa within three weeks from the commencement of semester. Courses registered as non-credit courses shall not be counted towards calculation of GPA/CGPA.
7. The MPhil students may register elective course(s) in other department(s) of PIDE if the course(s) is (are) accepted by Departmental Council as equivalent to some course(s) that fall within an area of specialization of parent department. However, student has to seek permission from both the departments.
8. The students are allowed to register additional course(s) [over and above the requirements of the MPhil degree] on non-credit/audit basis with due permission of the instructor and payment of dues. If registered in another department, such additional elective courses need not fall in any area of specialization of the parent department. Such additional course(s) registered on non-credit/audit basis shall appear on the final transcript of the students [by mentioning Pass or Fail for non-credit and AU for audit course(s)] shall not be counted towards calculation of GPA / CGPA.
9. The Head of each department shall forward all the registration cards (duly completed) to the Controller of Examinations during 4<sup>th</sup> week from the commencement of semester.
10. If a student is required to repeat or wish to improve some elective course(s), he/she can replace such course(s) with other offered elective course(s) with approval of concerned



HoD. The student shall make a mention on course registration card about replacement of course(s) by writing Course Code(s) being replaced.

11. A core course without passing its pre-requisite(s) cannot be registered in any case. However, an elective course can be registered even if a student has not passed its pre-requisite course by submitting the consent form duly signed by course instructor and HoD concerned at the time of registration.
12. The courses attracting a registration of less than five students shall be dropped or be offered as reading courses with approval of the Dean on recommendation of the concerned HoD. In case of the later all relevant rules shall apply.

### **B-1 Suspension of Registration:**

1. If a student fails to register courses/research or does not apply for freeze of semester or remains absent from classes for two weeks or more, Department Council can recommend suspension of registration for such students during that semester. Suspended registration can be restored at his/her joining the relevant department subject to the following:
  - a. The student justifies by extending solid reason(s).
  - b. Absent semester / suspended time period shall be considered as freeze semester / time period.
  - c. Students shall be required to pay prescribed fee including semester freeze fee and any other penalty as imposed by Department Council.
2. \*A second time suspension of registration shall lead to cancellation of his/her admission.

### **C. Organization of Teaching**

1. Teaching in various courses for MPhil shall be conducted in the Institute through lectures, tutorials, discussions, seminars and other methods of instruction as approved by the Academic Council on recommendation of Board of Studies.
2. Teaching shall be conducted by the faculty of PIDE or by such other persons who may be allowed by the Head of department to teach.
3. Teaching shall be organized through courses prescribed by the concerned authorities from time to time.
4. Teaching shall be entrusted to a person who possesses a doctorate degree.
5. In special cases, the faculty members having MS/MPhil or equivalent qualification along with minimum FOUR years of relevant teaching/Research/professional experience in an HEC recognized University or Research/Professional organization after getting MS/MPhil or equivalent degree can act as a co-teacher.

### **D. Examinations**

1. A student shall be evaluated in each course on the basis of sessional tests, class assignments and terminal examinations. Each course shall carry 100 marks and the written terminal examination shall be allocated at least 50% marks.
2. All mid-term examinations are to be conducted at the PIDE premises as per time



stipulated in PIDE Academic Calendar and in the manner decided by the teacher concerned.

3. Terminal examinations of all courses are to be conducted at the PIDE premises and within the period stipulated in academic calendar. The Controller of Examinations shall finalize date sheet in consultation with the relevant HoDs and shall ensure the conduct of examinations in a smooth manner.
4. A student shall be eligible to appear in the terminal examinations provided that:
  - a) He/she has been on the rolls of the Institute during that semester
  - b) He/she has registered himself/herself for the courses of study
  - c) He/she has attended at least 75% of the lectures/seminars delivered to his/her class in each course. Date-wise record of the attendance of students shall be maintained by the concerned departments, and
  - d) He/she has paid all of the dues.
5. The student falling short of the required percentage of attendance of lectures and seminars etc. shall be awarded an incomplete (I) grade in the respective course. The rule for maintaining minimum GPA in a semester shall apply.
6. The student shall be required to re-register the incomplete course by paying fee when offered next.
7. In case of a second time incomplete in a course or an 'F' grade in an incomplete course or an incomplete in a repeated course, the candidate shall cease to be student.
8. Candidates unable to appear in the terminal examination of a course due to any reason shall be considered fail in that course and no retake of terminal examinations shall be permitted on any grounds.
9. In case of open book examination, the students shall be permitted hard copies of books/notes/lectures only. Use of electronic devices and/or internet shall not be permitted during open book examination.
10. For all courses the grads are classified as A<sup>+</sup>, A, A<sup>-</sup>, B<sup>+</sup>, B, B<sup>-</sup>, C<sup>+</sup>, C, C<sup>-</sup>, F (Fail), W and I (Incomplete for students with less than 75 % attendance).
11. There is no provision of re-evaluation of any examination once the results are submitted to the Examinations Office. However, within one week of the announcement of the results a student can request for the rechecking of his/her answer sheet making payment of rechecking fee @ Rs. 500/- per paper (\$15 for international students) or as prescribed from time to time. The rechecking shall be restricted to confirm whether all the questions have been marked and the marks in individual questions add-up exactly to the recorded aggregate marks. The re-totalling shall be restricted to the marks of terminal examinations only and it shall not consider marks of quizzes / assignments / term paper / presentations etc. Errors found shall be rectified as recommended by the re-evaluation committee comprising of Controller of Examinations, Head of Department and the teacher concerned.



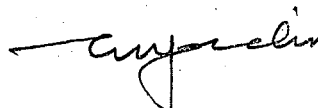
12. Any misconduct or use of unfair means in an examination by a candidate shall be reported by the invigilator to Controller of Examinations who shall arrange meeting of Unfair Means Committee (consisting of Dean, concerned HOD and Controller of Examinations) at the earliest to decide one or more of the following penalties.
  - a. Cancellation of registration from the MPhil Program.
  - b. Suspension from the MPhil program for one or two semesters (counted toward total allowable period for the degree).
  - c. Cancellation of the related exam and awarding an 'F' grade in that course along with a warning letter issued by the Registrar.
  - d. A penalty of Rs. 5,000 (\$150 for international students) along with 'c' above.

### **E. Dissertation and Appointment of Supervisor**

1. The students need to complete the required coursework by securing at least a CGPA of 3.00 out of 4.00 before registration for MPhil dissertation. However, Dean of Faculty on recommendation of concerned HoD can allow a conditional registration of thesis provided that the student has secured a CGPA of 3.00 or better in the completed courses and his/her incomplete coursework does not exceed by 6 credit hours.
2. The students are required to register for dissertation in all the subsequent semesters.
3. Each student shall perform research work as partial fulfillment of the requirement of the degree under the supervision of a person appointed for the purpose by the Dean on the recommendations of the Head of the concerned department.
4. Where necessary and desirable a co-supervisor may also be appointed.
5. A supervisor appointed for MPhil research must hold a doctorate degree. In special cases, the faculty members having MS/MPhil or equivalent qualification along with minimum FOUR years of relevant teaching/Research/professional experience in an HEC recognized University or Research/Professional organization after getting MS/MPhil or equivalent degree can act as a supervisor of up to five MS/MPhil or equivalent program students. However, while getting the Four years' experience the faculty member should co-supervise at least two MS/MPhil or equivalent level thesis along with a senior /HEC approved supervisor.<sup>1</sup>
6. A student shall select a topic of dissertation which shall be recommended by the supervisor to the Head of the department concerned for approval within the semester in which thesis research is registered.
7. The supervisor shall submit progress reports towards the end of each semester in which research is registered to the Head of the concerned department.
8. The student has to defend his/her proposal in a seminar and it is mandatory for every MPhil students to attend the seminar.
9. Thesis committee comprising of supervisor, discussant and HoD shall decide the acceptance / rejection of the proposal. All accepted proposals shall be presented in Graduate Research and Management Council (GRMC) for approval/endorsement.

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<sup>1</sup> HEC letter dated March 24, 2017 Ref. 1-22 (NQAC)/QAD/2017/HEC/05-362





## F. Dissertation Examinations

1. A student who has completed the following requirements shall be eligible for admission to MPhil Dissertation examination
  - a. That he/she has been a student on a regular basis in a teaching Department of the Institute for the period allowed.
  - b. That he/she has successfully completed the prescribed courses with a minimum CGPA of 3.00 out of 4.00.
  - c. That he/she has completed a dissertation on research topic endorsement by the GRMC.
2. A student who has completed the requirements stated above shall submit an application for conduct of final defense on a prescribed form along with plagiarism report duly signed by supervisor and Quality Enhancement Cell (QEC), PIDE.
3. The Dean shall on the advice of the Head of the department concerned, appoint an external examiner and the Controller of Examinations shall inform the supervisor and student through Head of the department concerned about the date on which the viva-voce examination is to be held.
4. The examination shall be held in the institute on such dates as may be notified by the Controller of Examinations in consultation with the Head of the department concerned.
5. The Viva-Voce examination in defense of the Dissertation shall be conducted by a Committee consisting of the Head of the Department concerned, supervisor of the student, external examiner and at least other two faculty members.
6. The external examiner shall make one of the following recommendations:
  - a. Accepted:  
The degree of MPhil may be awarded
  - b. Accepted with minor changes:  
The degree of MPhil may be awarded subject to the condition that candidate makes minor corrections in the thesis without requirement of re-evaluation
  - c. Accepted with major changes:  
The thesis is not acceptable in its present form and the candidate must make changes and submit the thesis within the time permitted by the Committee for re-evaluation / re-defense provided that the maximum allowed time is not exceeded.
  - d. Rejected:  
The thesis is rejected and it is not worth revision. MPhil degree and final transcript cannot be awarded however; the Controller of Examinations shall issue the result statement of completed coursework on request.
7. The thesis of the candidate shall be graded by the external examiner in consultation with HoD and supervisor (in case of 6a and 6b above). The candidate must secure at least 65% marks (at least B<sup>-</sup>) to pass the dissertation examination. However, in case of major changes (6c above), the thesis would be graded after re-evaluation/re-defense.
8. Each successful student shall be awarded the degree of Master of Philosophy on successful completion of all the requirements of MPhil.
9. On successful completion, the candidate shall submit four (04) hard copies and soft copy (on CD/USB) of final thesis in concerned department which shall be distributed to concerned HoD, Supervisor, PIDE Library, and office of Controller of Examinations.

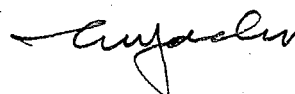


## G. Grades, Promotions and Merit

1. The minimum passing marks for each course shall be 50 percent. The performance of candidates in course work shall be graded as in the following:

Marks	Grades
Less than 50	F
50-54	C <sup>-</sup>
55-59	C
60-64	C <sup>+</sup>
64-69	B <sup>-</sup>
70-74	B
75-79	B <sup>+</sup>
80-84	A <sup>-</sup>
85-89	A
90 and above	A <sup>+</sup>

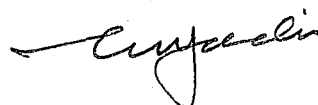
2. If a student fails to appear in the terminal examination of a course on any grounds, he/she shall be treated as absent and failed.
3. The student falling short of the required percentage of attendance of lectures and seminars etc. shall be awarded an incomplete (I) grade in the respective course.
4. A student must maintain a GPA of at least 2.50 in registered course work of each semester. Student whose GPA falls short of the minimum required level in a semester shall be deemed to have failed in the semester.
5. A student, who has failed under Clause G-4, may be given one chance as a concession to continue his/her studies. Such a concession shall be granted ONLY ONCE during the entire period of study for the degree.
6. A student failing TWICE under Clause G-4 shall cease to be a student of the Institute.
7. A student who obtains 'F', 'W' and 'I' grades twice in a course shall cease to be a student of the Institute.
8. A student who ceases to be a student of the Institute shall be given result statement of completed coursework by the Controller of Examinations.
9. A student may re-register a course (when offered next) to improve 'C' grade(s). In case of re-registration, no additional time shall be admissible beyond the maximum period provided under the rules.
10. A minimum CGPA of 3.00 out of 4.00 is required for an MPhil degree.
11. A student obtaining first position in the department shall be awarded a Certificate of Merit and Gold Medal provided that:
  - a) he/she has been a regular student of PIDE throughout the degree program and availed full course load during all semesters.
  - b) he/she secures the highest CGPA (not less than 3.75) in the degree program
  - c) he/she has completed the entire degree requirements (till submission of hard copies to Controller of Examinations) for MPhil degree within normal period.



- d) he/she has not repeated or improved any course during entire coursework.
  - e) he/she has not any 'I', 'W' or 'F' grade on his/her transcript.
  - f) he/she has not indulged in any cheating case or disciplinary action during entire course of study.
  - g) he/she has not outstanding dues.
  - h) If two or more students have same CGPA, Gold Medal and Certificate of Merit shall be awarded to the student with highest percentage of marks. In case of tie in marks percentage as well, Gold Medal and Certificate of Merit shall be awarded to all eligible candidates.
  - i) In case, a student has lost his/her Gold Medal and/or Certificate of Merit, he/she shall NOT be issued duplicate Gold Medal but the controller of Examination shall reissue the Certificate of Merit.
12. The result of a student in each course, whether passed or failed, shall be displayed on notice board. A separate result statement shall also be issued to each candidate showing the marks and letter grades obtained in each course as well as GPA/CGPA. Grade Point (GP) shall be determined on the basis of Numerical Grade in the manner shown in Appendix to these regulations.
13. Grade Point Average (GPA) shall be calculated in accordance with the following formula:  
GPA = Sum of (GPE x Cr)/Total Credit Hours registered in a semester, where  
GPE represents Grade points earned in a course and Cr indicates credit hours of the corresponding course.
14. The Cumulative Grade Point Average (CGPA) at the end of a semester shall be calculated by dividing the total grade points earned in courses passed up to that semester with total credits passed.

## H. Fee, Dues and Tuition

1. Each student shall be required to pay tuition fee and such other charges as may be determined by the Syndicate from time to time.
2. Top three students are eligible for tuition fee waiver in the next semester based on performance in 1<sup>st</sup> semester or in the 2<sup>nd</sup> semester provided they register for full credits required in these semesters and have obtained a GPA of 3.5 or better in these semesters.
3. The minimum class strength required for such a tuition fee waiver (performance scholarship) is ten that means one out ten students and a maximum of three students will be granted tuition fee waiver).
4. Three students with top CGPA at the end of 2<sup>nd</sup> semester (provided that they completed the course work required of MPhil in this semester) would be granted fee waiver during thesis research semester falling with normal duration of the degree and such waiver shall not exceed the next two semesters (the maximum limit).



**READY RECKNOR FOR CALCULATIONG GRADE POINT BASED ON LETTER GRADES AND CORRESPONDING NUMERICAL GRADES** (moving grade points are adopted that changes grade point after every 0.5 marks increase in the marks obtained such that an increase of 1.5 marks shall increases GP by 0.1)

<b>Percentage Marks</b>	<b>Grade Point (GP)</b>
50.0	2.00
51.5	2.10
53.0	2.20
54.5	2.30
56.0	2.40
57.5	2.50
59.0	2.60
60.5	2.70
62.0	2.80
63.5	2.90
65.0	3.00
66.5	3.10
68.0	3.20
69.5	3.30
71.0	3.40
72.5	3.50
74.0	3.60
75.5	3.70
77.0	3.80
78.5	3.90
80.0 and above	4.00

The CGPA shall be rounded to 2 decimal points in the following manners. If the third fraction after decimal is 4 or less, it shall be ignored. However, if the third fraction is 5 or more, it shall be taken into account by raising the second fraction to the next higher digit. The higher digits shall be ignored. Thus CGPA of 3.944 shall be 3.94 and CGPA of 2.745 shall be 2.75

