

Pakistan Institute of Development Economic, Islamabad



STUDENT BOOKLET

Rules/Guidelines/SOPs

Spring 2023

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REVISED ACADEMIC CALENDAR SPRING 2023

S. No.	DESCRIPTION	DEADLINE
1.	Commencement of Spring Semester 2023 Classes	February 27, 2023 (Monday)
<u>Coursework Students</u>		
2.	Course Registration/ Fee Deposit	February 27-March 21, 2023
3.	Course Registration/Fee Deposit with Fine	March 22-28, 2023
4.	Last date of application submission for Semester Freeze	March 28, 2023 (Tuesday)
5.	Last date for Courses/thesis Add/Drop	March 28, 2023 (Tuesday)
6.	Submission of PIDE Student Registration Report (PSRR) to the Registrar Office	March 29, 2023 (Wednesday)
7.	Allocation of mentor to each student along with necessary guidelines	March 15, 2023 (Wednesday)
8.	Submission of Semester Registration Cards to the Controller of Examinations	March 17, 2023 (Friday)
9.	Submission of knowledge Brief topic to Department	March 17, 2023 (Friday)
10.	Submission of Knowledge Brief Progress Report Duly approved by mentor	April 10, 2023 (Monday)
11.	Intra-Departmental Book Competition and the submission of Book Review	May 04-05, 2023 (Thursday & Friday)
12.	Inter-Departmental Book Competition	May 11, 2023 (Thursday)
13.	Mid-term course evaluation	May 1-2, 2023 (Monday-Tuesday)
14.	Mid Term Examination	May 08-12, 2023 (Monday-Friday)
15.	Display of Mid Term/Assignment/Quizzes Results on PIDE notice board/ CMS	May 25, 2023 (Thursday)
16.	Intra-Departmental Knowledge Brief Competition	May 22-26, 2023
17.	Inter-Departmental Knowledge and Book Review Competition	May 22-26, 2023

S. No.	DESCRIPTION	DEADLINE
18.	Declaration of Departmental Activities Marks	June 20, 2023 (Tuesday)
19.	Course Evaluation by students	June 21-23 2023 (Wednesday-Friday)
20.	Submission of Attendance Evaluation Report to Controller of Examinations	June 26, 2023 (Monday)
21.	Last Day of Classes	June 27, 2023 (Tuesday)
22.	Final Examination	July 05 – July 14, 2023
23.	Submission of Final Examination Result to the Controller of Examinations	July 18, 2023 (Tuesday)
24.	Declaration of Result	July 21, 2023 (Friday)
<u>Research Students</u>		
25.	Research Registration/Fee Deposit	February 27-06 March, 2023
26.	Research Registration/Fee Deposit with Fine	March 07 – March 14, 2023
27.	Last date of application submission for Semester Extension.	March 14, 2023 (Tuesday)
28.	Last date of Supervisor Registration / Appointment	March 14, 2023 (Tuesday)
29.	Submission of PIDE Student Registration Report (PSRR) to the Registrar Office	March 15, 2023 (Wednesday)
30.	Submission of Semester Registration Cards to the Controller of Examinations	March 17, 2023 (Friday)
31.	Last date of Concept Note Submission to Department	March 27, 2023 (Monday)
32.	Concept Note Presentation in Department and VC	March 28-31, 2023
33.	Announcement of Accepted Concept Note	April 03, 2023 (Monday)
34.	Last date of Proposal Submission to Department	April 20, 2023 (Thursday)
35.	Proposal Presentation	April 27-28, 2023 (Thursday-Friday)
36.	Last date of Revised Proposal/ two Page summary/compliance sheet Submission to Department	May 04, 2023 (Thursday)
37.	Graduate and Research Management Council Meeting	May 15, 2023 (Monday)
38.	Research Progress Report Submission to Department	April 26, 2023 (Wednesday)
39.	Last date of Thesis and Policy Brief submission to Department <i>(Note: a student can submit thesis any time before deadline)</i>	June 20, 2023 (Tuesday)
40.	Thesis Plagiarism/ Formatting (only for Department)	June 23, 2023 (Friday)

S. No.	DESCRIPTION	DEADLINE
41.	Thesis/ Policy Brief submission to Department with QEC Signed Performa	June 27, 2023 (Tuesday)
42.	Dissemination of Internal Reviewer Comments on Thesis	July 11, 2023 (Tuesday)
43.	Submission of Revised Thesis with compliance sheet	July 14, 2023 (Friday)
44.	Submission of thesis to the Controller of Examinations	July 18 (Tuesday)
45.	Research Progress Report Submission to Department	July 21, 2023 (Friday)
<i>Second Round of Concept Note Submission to GRMC Dates</i>		
46.	Last date of Concept Note Submission to Department	May 25, 2023 (Thursday)
47.	Concept Note Presentation in Department	May 26, 2023 (Friday)
48.	Announcement of Accepted Concept Note	May 29, 2023 (Monday)
49.	Last date of Proposal Submission to Department	June 01, 2023 (Thursday)
50.	Proposal Presentation	June 05-08, 2023 (Monday-Thursday)
51.	Last date of Revised Proposal/ two Page summary/compliance sheet Submission to Department	June 15, 2023 (Thursday)
52.	Graduate and Research Management Council Meeting	July 07, 2023 (Friday)
Dates of important Conferences		
53.	One day Student's conference	July 04, 2023
Commencement of Fall Semester 2023 August 15, 2023 (Tuesday)		

Note:

1. Fee slip must be annexed with registration card (For Course/Thesis Registration, fee submission is mandatory). **Without fee, registration process will be considered incomplete.**
2. "Rs.500/-" per day on account of late fee fine will be charged from March 22-28, 2023 for registration of courses/thesis. No fee installment/concession/waive off is allowed. No fee deposit will be accepted after **March 28, 2023** and the registration shall stand cancelled.
3. Students are required to follow deadlines strictly. In case, the student failed to complete the registration in due time as well as didn't apply for Semester Leave as per prescribed deadlines, the admission/registration of such student will be treated as cancelled.

(M Irfan Rafiq, PMP)

In-charge (Academics)

SPECIALIZATION IN ECONOMICS

Following are the five areas of specialization in Economics. PhD/ MPhil students have to opt for two optional courses (6 credit hours) with in one area of specialization.

Course Code	Course Title	Credit hours	Mode
i. SPECIALIZATION IN ENERGY ECONOMICS			
E-890	Energy Economics and Policy	1.5	Online/In-Person
E-891	Energy Markets	1.5	In-Person
E-892	Electricity Market Fundamentals	1.5	In-Person
E-893	Seminars on Energy and Development	1.5	In-Person
ii. SPECIALIZATION IN GROWTH AND INVESTMENT			
E-791	Investment, Debt and Growth	1.5	Online/In-Person
E-792	Economic Growth	1.5	In-Person
E-793	Theories on Investment	1.5	In-Person
E-794	Seminar on Growth and Investment Diagnostics	1.5	In-Person
iii. SPECIALIZATION IN AGRICULTURE ECONOMICS			
E-784	Understanding Value Chains of Agriculture Output	1.5	In-Person
E-785	Learning the Agriculture Input Markets	1.5	Online/In-Person
E-786	Agriculture Pricing Policy	1.5	In-Person
E-787	Fundamentals of Agriculture Economics	1.5	Online/In-Person
iv. SPECIALIZATION IN INTERNATIONAL TRADE			
E-735	Trade Theories	1.5	In person
E-736	Seminar in Trade Topics	1.5	Online/In person
E-737	Regulatory and Policy Framework for Trade	1.5	Online/In person
E-738	Hands on with Trade Data	1.5	In-person
v. SPECIALIZATION IN FISCAL POLICY			
E-754	Public Sector Economics	1.5	In person
E-755	Public Financial Management in Pakistan	1.5	Workshop
E-756	Fiscal Policy	1.5	In person
E-757	Topics in Fiscal Policy	1.5	In person

As approved in the 5th Board of Studies (BOS) Meeting, dated January 20, 202.

REGULATIONS RELATING TO THE ADMISSION, REGISTRATION AND EXAMINATIONS FOR PHD PROGRAM IN ECONOMICS AND ECONOMETRICS

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

Eligibility for PhD in Economics

Candidates possessing MPhil or equivalent degree in Economics, Agricultural Economics, Environmental Economics, Health Economics, Economics and Finance, Econometrics, Development Studies, Business Administration, Demography, Public Policy, Mathematics, Statistics or Computer Science from an HEC recognized university / institution with at least a first division (annual system) or CGPA of 3.00 out of 4.00 (in the semester system or equivalent) shall be eligible to apply for admission.

Eligibility for PhD in Econometrics

Candidates possessing MPhil or equivalent degree in Econometrics, Economics, Economics and Finance, Mathematics, Statistics or Computer Science or all other relevant disciplines from an HEC recognized university / institution with at least a First Division (annual system) or CGPA of 3.00 (out of 4.00 in the semester system) shall be eligible to apply for admission.

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 is ceased to be PhD student under institute's PhD rules shall also be ineligible for admission.

Application and Selection Procedures

The application forms can be downloaded from the website of PIDE (www.pide.org.pk). 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 along with a statement of purpose, research proposal, duly attested/verified/certified transcripts, proof of English proficiency, and two letters of recommendation by persons competent to recommend the candidacy, and payment of prescribed fee through advertised channels.

Candidates shall be selected on the basis of performance in the admission test and interview (as per schedule advertised), academic record, research publications, recommendation letters, research proposal and statement of purpose. 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).

The in-service applicants shall be required to submit the No Objection Certificate (NOC) is issued by their employers before the beginning of the academic session.

For compilation of merit, the following scheme shall be adopted or as revised from time to time.

	Weightage
Pakistani National	
Academic Record	40 %
Admission Test	50 %
Interview	10 %
Overseas / Foreign Students	
Academic Record	40 %
GRE (General) Score	50 %
Interview (through Skype)	10 %

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

For M.Phil/MS:

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

In case of 4years, BS degree a double weight shall be assigned to marks listed in the relevant class. In case of 2 years BA/BSc and 2 years MA/MSc , single weight will be assigned to each degree.

For PhD:

The marks for academic record regarding last two degrees (i.e. 4 years BS/MA/MSc and MPhil degree) shall be allocated.

(Notified by Acad Section, dated June 20, 2022)

The marks for Academic Record (last two degrees including MPhil) 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	67.5 and above	20

Note: Student obtaining less than 60 percent marks in MPhil under annual system or CGPA less than 3.00 out of 4.00 (in case of semester system or equivalent) are not eligible for admission in PhD 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.

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 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.

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.

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, final transcript 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 C) 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. English shall be the medium of instruction.
3. A candidate for the degree of Doctor of Philosophy in Economics must pass coursework of 18* credit hours and comprehensive examinations in Microeconomics and Macroeconomics in the manner prescribed, and defend his/her thesis successfully.
4. A candidate for the degree of Doctor of Philosophy in Econometrics must pass coursework of 18* credit hours and comprehensive examinations in Econometric Theory and Applied Econometrics in the manner prescribed, and defend his/her thesis successfully.
5. The minimum time period allowed for the completion of PhD degree is three years. The maximum allowed time for completion of all requirements (coursework and submission of final copy of dissertation and publication) including final notification is eight years. The timeline of activities is as below:

*18 credit hours are the minimum PhD coursework requirement of the HEC, Pakistan. In addition to these 18 credit hours, a PhD student must pass the deficiency course (if any) as identified by the respective Department

(Approved in 2nd Joint BOS meeting held on December 23, 2021)

A student enrolled in PhD program has to submit his/her research proposal within the time period of 04 years. In case of failure to comply with the stipulated timelines:

- a. A first extension of 06 months can be granted by the office of HOD, PIDE, as requested by the student with sufficient justification, recommended by the Supervisor(s) and approved by the concerned HOD.

- b. A final extension of 06 months can be granted by the office of Dean, PIDE, as requested by the student with sufficient justification, recommended by the Supervisor(s) and HOD, and approved by the concerned Dean.
- c. In case of non-submission of proposal within 5 years, the Department will process the case for cancellation of admission.
- d. The above rule (as detailed in point i to iii) will be applicable from the students who registered in 2018 and onward. However, the maximum proposal submission time is 06 years for 2015 and 2016 batches and 5.5 years for 2017 batch. In case of non-submission of proposal within defined timelines, the Department will process the case for cancellation of admission.

Students enrolled in PhD program have to submit their Thesis within the time period of 06 years. In case they fail to comply with the timelines:

- a. A first extension of 03 months can be granted by the office of HOD, PIDE as requested by the student with enough justification, recommended by the Supervisor(s) and approved by the HOD.
- b. A final extension of 03 months can be granted by the office of Dean, PIDE, as requested by the student with enough justification, recommended by the Supervisor(s) and HOD, and approved by the Dean.
- c. In case of non-submission of Thesis within 6.5 years, the Department will process the case for cancellation of admission.

(Approved in 5th Joint BOS meeting held on January 20, 2023)

Following amendments are added in the existing rule (it shall be applicable from the batch enrolled in Fall 2019):

A student enrolled in PhD program has to submit his/her research proposal within the time period of 04 years. In case of failure to comply with the stipulated timelines:

- a. A first extension of 03 months can be granted by the office of Dean, PIDE, as requested by the student with sufficient justification, recommended by the Supervisor(s) and HOD, and approved by the concerned Dean.
- b. A final extension of 03 months can be granted by the office of Dean, PIDE, as requested by the student with sufficient justification, recommended by the Supervisor(s) and HOD, and approved by the concerned Dean.
- c. In case of non-submission of proposal within 4.5 years, the Department will process the case for cancellation of admission.

(Approved in 5th Joint BOS meeting held on January 20, 2023)

For PhD, the timelines are clearly defined where it is mentioned that a thesis requirement must be completed within 8 years. Since PIDE follows the semester system, therefore, a student has a maximum period of 16 semesters. Hence the time of 8 years will be considered to be completed on the basis of semester completion as mentioned in the bi-annual/annual Academic Calendar.

B. Coursework

Economics	Econometrics
Total Credit Hours: 18 Credit Hours Core Courses: 9 Credit Hours Elective Courses: 9 Credit Hours Core Courses (each of 3 credits) E-601: Microeconomic Theory-II E-611: Macroeconomic Theory-II E-641: Econometrics Methods-II Elective Courses: The elective courses must be chosen from the courses offered in such a way that at least two courses are taken from area of specialization. (list available with the department)	Total Credit Hours : 18 Credit Hours Core Courses : 9 Credit Hours Elective Courses : 9 Credit Hours Core Courses (each of 3 credits) ETS-840: Micro Econometrics ETS-845: Macro Econometrics ETS-771: Topics in Advance Econometrics Elective Courses: The elective courses must be chosen from the courses offered in such a way that at least two courses are taken from area of specialization. (list available with the department)

B.1. Deficiency Courses

1. The students not having MPhil Economics/Econometrics from the respective department of PIDE shall have to qualify the deficiency course(s) of respective department. However, student can apply for deficiency course(s).
2. The students shall apply before the start of semester for removal of the deficiency course(s) if he/she has already qualified the course(s) [or equivalent course(s)] during his/her MS/MPhil coursework securing grade points of at least 3.0 out of 4.0 GPA or 65% marks (not more than 5 years ago). For making a decision in this regard, guidelines give below shall be followed:
 - 2.1. A course shall be considered equivalent to a deficiency course if 75% of the course contents are similar.
 - 2.2. This similarity shall be determined by the concerned Departmental Council.
3. The student applying for removal of deficiency course(s) shall have to pass exam(s) [conducted by the Departmental Council] by securing at least 65% marks. The Departmental Council can remove the deficiency in course(s) for which student has passed the exam.
4. If the student fails to qualify the deficiency course exam he/she shall have to study the course as a regular course. The deficiency in course(s) shall be regarded as compulsory courses and offered on Pass/Fail (65% /less) basis and not considered in calculation of CGPA. The student failed in a deficiency course shall be required to repeat that course. In the case student fails a repeated deficiency course he/she shall cease to be a student of the institute.
5. The coursework required to be followed by each student shall be communicated (through notification) by concerned department not later than the first week from start of classes.

6. A student having MPhil Economics/Econometrics from respective department of PIDE shall also have to study that (those) course(s) as the deficiency course(s) in which he/she has scored less than 65% marks.
7. The student can apply for removal of deficiency through prescribed form in any one or all the defined deficiency courses.

C. Registration of Courses

1. During the coursework a student registering at-least nine credit hours in each semester shall be considered a full time student. A PhD student can register maximum 12 credit hours in a semester. A student can register less than 9 credits if it completes the credit requirement of coursework for the program or under special circumstances with approval of the HoD concerned.
2. Within the 1st week from the date of commencement of a semester, students can make registration of courses / thesis with 'Normal Fee'.
3. During 2nd 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 PhD 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 PhD degree] on credit or non-credit 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)] and 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 4th 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 elective course (s) with approval of HoD. The student shall make a mention on course (s) 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.

C.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.

Timeline for restoration of registration:

(Approved in 2nd Joint BOS meeting held on December 23, 2021)

3.

S. No	Activities	Timelines
1.	During Course work	Before Midterm Examinations
2.	During Thesis/Research work	As per recommendations of the concerned supervisor before the deadline of thesis submission.

D. Organization of Teaching

1. Teaching in various courses for PhD shall be conducted in the Institute departments 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.

E. 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 preferably 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:
 5. He/she has been on the rolls of the Institute during that semester
 6. He/she has registered himself/herself for the courses of study
 7. 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
 8. He/she has paid all of the dues.
9. 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.
10. The student shall be required to re-register the incomplete course by paying fee when offered next.
11. 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.
12. 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.
13. 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.
14. For all courses the grades are classified as A+, A, A-, B+, B, B-, C+, C, C-, F (Fail), and I (Incomplete for students with less than 75 % attendance). The performance of candidates in course work shall be graded as in the following:

Marks	Grades
Less Than 50	F
50-54	C-
55-59	C
60-64	C+
65-69	B-
70-74	B
75-79	B+
80-84	A-
85-89	A
90 and above	A+

15. To obtain credit for a core course a student must obtain at least B- or better grade. If a student does not obtain at least B- grade in a core course, he/she shall have to register the course once again whenever offered next. A student who fails to

- obtain B- or better grade in second attempt shall cease to be a student of PhD program.
16. To obtain credit for an elective course a student must obtain at least C grade.
 17. A student is allowed to re-register (for improvement) such elective course in which he/she has obtained a C grade.
 18. A student has to maintain a GPA of at least 2.50 in the registered courses during each semester. Student whose GPA falls short of the minimum required level in a semester shall be deemed to have failed in the semester.
 19. If GPA of a student falls short of 2.00 in any semester, he/she shall cease to be a student of PhD program.
 20. A student, who has failed under clause E-14, may be given one chance as a concession to continue his/her studies. Such a concession shall be granted ONLY ONCE during the entire program. A student failing TWICE under clause E-14 shall cease to be a student of PhD program.
 21. A student who obtains 'F' grade twice in a course shall cease to be a student of PhD program.
 22. A student must complete the coursework with a minimum CGPA of 3.00 out of 4.00.
 23. 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 student 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.
 24. Grade Point Average (GPA) shall be calculated in accordance with the following formula:
 25. $GPA = \frac{\text{Sum of (GPE} \times \text{Cr)}}{\text{Total Credit Hours registered in a semester}}$, where
 26. 'GPE' represents Grade points earned in a course and 'Cr' indicates credit hours of the corresponding course.
 27. 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 hours passed.
 28. 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 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 / presentation 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.
 29. 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 PhD Program.
 - b. Suspension from the PhD 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.

F. Comprehensive Examination

1. The comprehensive examination(s) must be taken soon after completion of required core courses (Microeconomic Theory I & II and Macroeconomic Theory I & II in case of PhD Economics and Micro-Econometrics, Macro-Econometrics and Topic in Advance Econometrics for PhD Econometrics). The eligible candidates for comprehensive examination(s) must attempt any two of three consecutive schedule comprehensive examinations (for each theoretical area) duly notified by Controller of Examinations in consultation with Head of the concerned department.
2. For each comprehensive Examination, the Vice Chancellor shall appoint a PhD comprehensive examination committee to be headed by the concerned HoD and comprising two faculty members. At least one faculty member of the committee must be taken from the permanent PIDE-PhD faculty.
3. The comprehensive examinations shall be composed of two parts – a written examination and an oral examination. The oral examination shall be taken after one week of written examination. The marks distribution shall be:

Written (Marks)	Viva-Voce (Marks)	Total Marks	Passing Marks
85	15	100	65

4. A student has to pass each comprehensive examination within two attempts.
5. If a student fails any of the comprehensive examinations in the second attempt, he/she shall cease to be a student of PhD program. Similarly, if a student fails to attempt any of comprehensive examinations in the three consecutive schedule comprehensive examinations, he/she shall cease to be a PhD student at PIDE.
6. The students who are unable to continue their PhD degree due to failure in comprehensive examinations may opt for an MPhil degree as per provision given in section 'H' of these regulations.

G. Dissertation / Thesis/Supervisor/Cosupervisor

1. The students need to pass all the comprehensive exams before registration for PhD dissertation as partial fulfillment of the requirement of the degree.
2. The PhD candidates must register for dissertation during all the semesters subsequent to passing of comprehensive examinations under the supervision of a supervisor and co-supervisor appointed by the Dean on the recommendations of the HoD. Where necessary and desirable, only supervisor may be appointed. Both supervisor and co-supervisor must hold a doctorate degree and at least one of them should be from regular faculty of PIDE. However, department shall allocate (at the time of registration in the first semester) an advisor to each PhD student to guide his/her studies.

(Approved in 5th Joint BOS meeting held on January 20, 2023)

If a student has completed at least 70% of the thesis work with a supervisor, the same person would act as the Supervisor subject to that the Supervisor is available to the student. The Department will take consent from the Supervisor.

3. Each PhD candidate is required to submit a formal research proposal to the HoD within six months of the passing of comprehensive examinations. Permission for late submission (up to maximum of six months) can be granted by the HoD under special circumstances. The research proposal must be defended in a seminar and approved by the Graduate and Research Management Council (GRMC).
4. The thesis must be written in English following the thesis guidelines of the Institute.
5. The thesis must demonstrate a student's capacity to pursue original research based upon good understanding of research techniques and concepts appropriate to the research area. It must represent a distinct and significant contribution to the subject, whether through the discovery of new knowledge, the connection of previously unrelated facts, development of new theory or the revision of older views. It should show the exercise of critical judgment with regard to both the candidate's own work and that of other scholars in the field.
6. A candidate shall be permitted to incorporate his/her own published work in his/her thesis. A candidate shall not, however, be permitted to incorporate in his/her thesis the material that has been included in a thesis submitted in support of successful application for a degree from any other university or a degree-awarding institute without proper referencing.
7. A PhD candidate shall be required to submit progress report (duly signed by supervisor and co-supervisor) to HoD at the end of each semester.
8. **Non-Submission/Unsatisfactory Thesis Progress Report:**

(Approved in 2nd Joint BOS meeting held on December 23, 2021)

- a. Prior to submitting the first unsatisfactory report, the supervisor will send a warning letter to the student, keeping the department in loop (for both MPhil and PhD programs)
 - b. After the first unsatisfactory report, the department will issue a warning letter to the student.
 - c. In case of 2nd consecutive unsatisfactory report, the department will process the case for the cancellation of admission to the GRMC.
9. When the supervisor decides that a candidate has completed the thesis, the candidate shall submit initial draft of thesis in the concerned department along with submission fee of Rs. 10,000/- (\$ 250 for international students), certificate of completion from his/her supervisor and plagiarism report (as per prevailing plagiarism policy of HEC) duly signed by the supervisor and Quality Enhancement Cell (QEC), PIDE.
10. The candidate is required to present the draft thesis in an open seminar within PIDE premises and incorporate the comments of the Thesis Committee notified by concerned HoD. The revised thesis need to be submitted for certification by the Thesis Committee that the suggested changes/improvements have been made by the candidate and the thesis is ready for evaluation by the foreign evaluators.

It shall be applicable from the batch enrolled in Fall 2017.

1. In case of minor revision, a student will submit the revised copy within a period of one month; however, in the case of a major revision, the student must submit the revised thesis within a period of three months.
 2. In case of non-fulfillment of the above timelines, a maximum one-time extension for two months is allowed with a fine of PKR.05, 000 for 15 days, PKR10, 000 for one month and PKR20, 000 for 1-2 months. No further extension is allowed.
 3. In case of inability of thesis submission after availing the extension, the department will:
 - a. Process the case to the GRMC for cancelation of admission if student has completed 07 years.
 - b. The department will impose a daily fine of PKR 500 and student can avail the extension up to a maximum of 07 years period.
11. The lists of foreign evaluators and (local) external examiners (based on academic staff of recognized universities or well reputed research institutions) for the evaluation of PhD thesis must be prepared by the concerned department for approval of the Vice Chancellor.
12. The Vice Chancellor shall approve the preference order of four foreign evaluators from technically advanced countries as per HEC criteria on the recommendation of concerned HoD from the list prepared for the purpose. However, the thesis shall be sent to the top two foreign evaluators for the purpose of evaluation. They shall opt any of the following options.
- a) Fully Accepted
 - b) Accepted with minor corrections – the supervisor shall ensure the corrections.
 - c) Accepted with major corrections – the revised thesis shall be sent to the foreign evaluator(s) for approval.
 - d) Rejected
13. In case of a difference of opinion between foreign evaluators, the decision of acceptance / rejection shall be made on the basis of comments from the next available foreign evaluator (from the approved preference). A summary of possible decisions under various scenarios is as below:

Foreign Evaluator-I	Foreign Evaluator-II	Foreign Evaluator-III	Decision
Accepted / Accepted with suggested corrections	Accepted / Accepted with suggested corrections	-	Accepted for Final defense
Accepted / Accepted with suggested corrections	Rejected	-	Thesis shall be sent to third evaluator
Accepted / Accepted with suggested corrections	Rejected	Accepted / Accepted with suggested corrections	Accepted for Final defense

Foreign Evaluator-I	Foreign Evaluator-II	Foreign Evaluator-III	Decision
Accepted / Accepted with suggested corrections	Rejected	Rejected	Rejected / Ceased to be a PhD student however, candidate may opt for option of MPhil
Rejected	Accepted / Accepted with suggested corrections	-	Thesis shall be sent to third evaluator
Rejected	Accepted / Accepted with suggested corrections	Accepted / Accepted with suggested corrections	Accepted for Final defense
Rejected	Accepted / Accepted with suggested corrections	Rejected	Rejected / Ceased to be a PhD student however, Candidate may opt for option of MPhil
Rejected	Rejected	-	Rejected / Ceased to be a PhD student however, Candidate may opt for option of MPhil

14. After acceptance in the foreign evaluation, the final defense of the thesis shall be arranged at the premises of PIDE. The student shall be required to submit an application for arrangement of final defense along with examination fee of Rs. 20,000/- (US\$ 500 for international students). The concerned HoD shall recommend three names (from approved list of examiners) and forward it through the Dean for approval/appoint of an external examiner by the Vice Chancellor. The candidate shall be required to satisfy the examiner that his/her thesis contains original work of merit, worthy of publication in full or in part and to satisfy the examiner of his/her competence in doing independent research both in terms of critical use of the existing literature and new contribution to literature.
15. The external examiner shall make one of the following recommendations:
 - a. Accepted:
The Degree of Doctor of Philosophy may be awarded.
 - b. Accepted with minor corrections:
The Degree of Doctor of Philosophy may be awarded, subject to the condition that the candidate makes minor corrections in the thesis with approval of the supervisor (without any requirement of re-evaluation by the external examiner).
 - c. Accepted with major corrections:
The Degree of Doctor of Philosophy may be awarded, subject to the condition that the candidate makes major corrections in the thesis which would be verified by the external examiner within a maximum period of six months.
16. The oral examination shall be open to public.
17. On successful completion, the supervisor of the thesis is to ensure that the candidate has made all the necessary revisions in the light of the external examiner's reports.

External Evaluation:

(Approved in 2nd Joint BOS meeting held on December 23, 2021)

- a. In case of minor revision, the student must submit the thesis within three months; however, in case of major revision, the student must submit the thesis within six months (for the PhD. Program).
- b. In case of non-fulfilment of the above timelines, a maximum one-time extension for one month is allowed with a fine of PKR.200 per day for the first 15 days, and PKR. 300 per day for the next 15 days as applied by the student, recommended by the supervisor and approved by the Head of Department.
- c. No second extension is allowed. In case of inability of thesis submission even after availing one-time extension, the degree will not be awarded, and the department will process the case for the cancellation of admission to the GRMC.

After thesis defense:

- a. In case of any revision, the student must submit the thesis within three months, however (for PhD. Thesis).
 - b. In case of non-fulfillment of the above timelines, a maximum one-time extension for 15 days is allowed with a fine of PKR. 200 per day as applied by the student, recommended by the supervisor and approved by the Head of Department.
 - c. No second extension is allowed. In case of inability of thesis submission, even after availing one-time extension, the degree will not be awarded.
The department will process the case for the cancellation of admission to the GRMC.
18. On successful completion, the candidate shall submit six (06) hard copies and soft copy (on CD/USB) of final thesis in concerned department which shall be distributed to concerned HoD, Supervisor, Co-supervisor (if any), PIDE Library, office of Controller of Examinations and HEC.
 19. Controller of Examinations shall issue the candidate final transcript and degree completion certificate after receiving the result of final defense, hard and soft copy of thesis and one copy of publication in HEC recognized journal (at least Y or better category).
 20. Controller of Examinations shall forward one hard copy and soft copy of thesis to HEC along with duly signed proforma for HEC Country Directory and copy of publication submitted by the candidate.

H. Option for MPhil

1. A PhD candidate
 - a. who fails to submit thesis for evaluation within deadlines or
 - b. who fails to pass any of the comprehensive examinations in two attempts or
 - c. whose thesis is rejected by foreign evaluatorscan opt for an MPhil degree (within two months) provided that the student has earned the required coursework (for MPhil degree at PIDE).
2. In addition to the coursework, a student has to write and defend MPhil thesis that demonstrates his/her capacity to pursue original research based upon a good understanding of the research techniques and concepts appropriate to the discipline.

3. The maximum time for the completion of the degree shall be one (01) year which shall be counted after being dropped from PIDE PhD program.
4. In all other respects the relevant PIDE rules shall be applicable.

I. Payment of Dues

The students must pay all dues in time. Tuition fee must be paid prior to the start of classes of each semester. The transcript and degree shall be issued after clearance of all dues.

(Approved in 2nd Joint BOS meeting held on December 23, 2021)

1. Installments shall be discouraged and must only be allowed in very special circumstances, within 1st week of commencement of the semester and once in program tenure, by the Dean on recommendation of the HOD. In such cases no more than two fee installments shall be allowed in a semester and student shall be allowed for registration in the semester as per existing PIDE registration rules. If such student fails to comply with the installment deadlines a fine of Rs.5,000/- will be imposed.

J. Ready Recknor for Calculating Grade Point Based on Letter Grades and Corresponding Numerical Grades

(moving grade points scheme is adopted that changes grade point after every 0.5 marks increase in the marks obtained such that an increase of 1.5 marks shall increase GP by 0.1)

Percentage Marks	Grade Point (GP)
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.

Conversion from Ph. D to M.Phil

A PhD Candidate, who fails to produce proposal/thesis equivalent to the satisfaction level declared by the Internal Reviewer/ Reviewer Committee within the maximum allowed time shall be offered conversion in MPhil. However, in all other respects the relevant PIDE rules shall be applicable.

(As approved in the 4th joint Board of Studies (BOS) meeting dated: September 30, 2022)

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 term 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, application 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
Pakistani National	
Academic Record	40%
Admission Test	50%
Interview	10%
Overseas/Foreign Students	
Academic Record	40%
GRE (General) Scores	50%
Interview (through Skype)	10%

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

Academic Record

The marks for Academic Record regarding last degrees earned (i.e. 4 years 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	67.5and 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 BA/BSc and two years MA/MSc, single weight will be assigned to each degree.

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.

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).

(Approved in 2nd Joint BOS meeting held on December 23, 2021)

The students having 'B' grade (in semester system) in their last degree shall also be accommodated for admission in M Phil/MS programs at PIDE

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 (\$ 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. A 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 (final transcript) 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 degrees 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
a. Coursework Completion of coursework with CGPA required for the degree i.e., CGPA 3.0/4.0	Within two years from date of commencement of 1 st registered Semester.
b. Proposal defense	Within Two years
c. Submission of initial draft of thesis	Within maximum 2.5 years from date of 1 st registration in MPhil program
d. Defense and Final Submission of thesis	Within maximum 3 years from date of registration in MPhil program

(Approved in 5th Joint BOS meeting held on January 20, 2023)

MPhil Thesis must be submitted to the Department within 3 years as per the defined timelines in Academic Calendar. The word ‘*defense*’ should not be applicable.

5. The students failing in completion of activity ‘d’ within prescribed time period shall cease to be 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 1st week from the date of commencement of a semester, students can make registration of courses / thesis with 'Normal Fee'.
3. During 2nd 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 4th 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 per-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 latter 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:
- The student justifies by extending solid reason(s).
 - Absent semester / suspended time period shall be considered as freeze semester / time period.
 - Students shall be required to pay prescribed fee including semester freeze fee and any other penalty as imposed by Department Council.
- A second time suspension of registration shall lead to cancellation of his/her admission.

C. Timeline for restoration of registration:

(Approved in 2nd Joint BOS meeting held on December 23, 2021)

3.

S. No	Activities	Timelines
1.	During Course work	Before Midterm Examinations
2.	During Thesis/Research work	As per recommendations of the concerned supervisor before the deadline of thesis submission.

D. Organization of Teaching

- Teaching in various courses for MPhil shall be conducted in the Institute departments through lectures, tutorials, discussions, seminars and other methods of instruction as approved by the Academic Council on recommendation of Board of Studies.
- 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.
- Teaching shall be organized through courses prescribed by the concerned authorities from time to time.
- Teaching shall be entrusted to a person who possesses 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 co-teacher.

E. Examinations

- 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.
- 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.
- 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:
 5. He/she has been on the rolls of the Institute during that semester
 6. He/she has registered himself/herself for the courses of study
 7. 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
 8. He/she has paid all of the dues.
 9. 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.
 10. The student shall be required to re-register the incomplete course by paying fee when offered next.
 11. In case of a second time incomplete 'I' 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.
 12. 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.
 13. 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.
 14. For all courses the grads are classified as A+, A, A-, B+, B, B-, C+, C, C-, F (Fail), W and I (Incomplete for students with less than 75 % attendance).
 15. 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 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.
 16. 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.

F. 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.

(Approved in 5th Joint BOS meeting held on January 20, 2023)

If a student has completed at least 70% of the thesis work, the same person would act as the Supervisor subject to that the Supervisor is available to the student. The Department will take consent from the Supervisor.

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.¹
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. **Non-Submission/Unsatisfactory Thesis Progress Report:**

(Approved in 2nd Joint BOS meeting held on December 23, 2021)

- a. Prior to submitting the first unsatisfactory report, the supervisor will send a warning letter to the student, keeping the department in loop (for both MPhil and PhD programs)
 - b. After the first unsatisfactory report, the department will issue a warning letter to the student.
 - c. In case of 2nd consecutive unsatisfactory report, the department will process the case for the cancellation of admission to the GRMC.
9. The student has to defend his/her proposal in a seminar and it is mandatory for every MPhil student to attend the seminar.
 10. 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.

Conditional Registration of Thesis

Students with CGPA 2.5 to 2.99 upon recommendation of HoD and approval by the Dean, can be allowed conditional registration for dissertation/thesis. However, such students have to provide undertaking that he/she will improve CGPA to its minimum level i.e. (3) failing which the case will be treated under PIDE rules with no financial liability on PIDE.

Furthermore, students having CGPA less than 2.5 will not be given this relaxation, whatsoever.)

(Approved in 4th Joint BOS meeting held on September 30, 2022)

Thesis Distribution Marks

- i. The marks will be allocated as per given details:
 - 0 marks if no report, 2 marks if 2-3 reports and 3 marks if 3 and above reports and
 - 0 marks if below 50% 3 marks if 50%-74% 7 marks if 75% and above.
- ii. The policy shall be applicable to new students of (Fall 2022) and onwards, however, students of Fall (2021) will be given option to opt this policy or otherwise.

F1. Internal Evaluation:

(Approved in 3rd Joint BOS meeting held on April 25, 2022)

After internal examiner review:

- a. In the case of a minor revision, the student must submit the thesis within 15 days; however, in the case of a major revision, the student must submit the thesis within 30 days.
- b. In case of major revision, the student will register him/herself in next semester given that student has not spent maximum time period for completion of degree that is 6 semesters (for the M.Phil program). The clause is applicable if a student submit thesis in the final days of academic calendar.
- c. In case of non-fulfilment of the above timelines **for those students who have spent maximum time period**, a maximum one-time extension for 15 days is allowed with a fine of PKR. 300 per day, recommended by the supervisor and approved by the Head of Department.
- d. No second extension is allowed. In case of inability of thesis submission even after availing one-time extension, the department will process the case for the cancellation of admission to the GRMC.

(Approved in 2nd Joint BOS meeting held on December 23, 2021)

- a. An Internal Reviewer will review the Concept Note (optional), Proposal, Final Thesis and Policy Brief. The Internal Reviewer will recommend whether the research work is in good quality shape and should be sent to External Examiner for review or whether it requires revision. The Internal Reviewer will also give recommendation on Policy brief whether it should be sent to PIDE's Policy Review Committee for publication or not.

- b. If an Internal Reviewer rejects the thesis/research work, then the concerned HOD will forward the Thesis to a second Internal Reviewer for a second opinion.
- c. In case the second reviewer accepts the research work then it shall be forwarded for external review. Rejection by second reviewer will lead to non-acceptance of thesis and case will be forwarded to controller of examinations for non-award of degree.
- d. In case if the concerned supervisor is serving at the position of HOD, the Dean will nominate the 2nd Internal Reviewer.

F2. External Evaluation:

(Approved in 2nd Joint BOS meeting held on December 23, 2021)

- a. In the case of minor revision, the student must submit the thesis within 15 days; however, in the case of major revision, the student must submit the thesis within 30 days (for MPhil program).
- b. In case of minor revision, the student must submit the thesis within three months; however, in case of major revision, the student must submit the thesis within six months (for the PhD. Program).
- c. In case of non-fulfilment of the above timelines, a maximum one-time extension for one month is allowed with a fine of PKR.200 per day for the first 15 days, and PKR. 300 per day for the next 15 days as applied by the student, recommended by the supervisor and approved by the Head of Department.
- d. No second extension is allowed. In case of inability of thesis submission even after availing one-time extension, the degree will not be awarded, and the department will process the case for the cancellation of admission to the GRMC.

F3. After thesis defense:

- a. In case of any revision, the student must submit the thesis within 15 days for the MPhil program.
 - b. In case of any revision, the student must submit the thesis within three months, however (for PhD. Thesis).
 - c. In case of non-fulfillment of the above timelines, a maximum one-time extension for 15 days is allowed with a fine of PKR. 200 per day as applied by the student, recommended by the supervisor and approved by the Head of Department.
 - d. No second extension is allowed. In case of inability of thesis submission, even after availing one-time extension, the degree will not be awarded.
The department will process the case for the cancellation of admission to the GRMC.
1. 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.
 2. 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 the Head of the department concerned about the date on which the viva-voce examination is to be held.
 3. 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.

4. 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 two faculty members.
5. 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.
6. 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-) to pass the dissertation examination. However, in case of major changes (6c above), the thesis would be graded after re-evaluation/re-defense.
7. Each successful student shall be awarded the degree of Master of Philosophy on successful completion of all the requirements of MPhil.
8. On successful completion, the candidate shall submit three (03) 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 Examination.

G. Dissertation Examinations

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 endorsed by the GRMC.

H. 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 ⁻
55-59	C
60-64	C ⁺

64-69	B ⁻
70-74	B
75-79	B ⁺
80-84	A ⁻
85-89	A
90 and above	A ⁺

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 no 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 Examinations shall issue 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:

$$\text{GPA} = \frac{\text{Sum of (GPE} \times \text{Cr)}}{\text{Total Credit Hours registered in a semester, where}}$$
 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.

I. Fee, Dues and Tuition

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

(Approved in 2nd Joint BOS meeting held on December 23, 2021)

- Installments shall be discouraged and must only be allowed in very special circumstances, within 1st week of commencement of the semester and once in program tenure, by the Dean on recommendation of the HOD. In such cases no more than two fee installments shall be allowed in a semester and student shall be allowed for registration in the semester as per existing PIDE registration rules. If such student fails to comply with the installment deadlines a fine of Rs.5,000/- will be imposed.

J. Ready Reckoner for Calculating 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 increase GP by 0.1)

Percentage Marks	Grade Point (GP)
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.

MPHIL & PH.D. THESIS GUIDELINES AND STANDARD OPERATING PROCEDURES (SOPS) AT PIDE, 2020 (REVISED)

The Dean Faculty of Social Sciences is pleased to approve the following guidelines and SOPs to streamline the proposal and thesis. The below guidelines and SOPs will be operational with effect from September 20, 2021.

A. Guidelines & SOPs

All students and their supervisors should strictly follow proposal and thesis rules to streamline and improve the quality of the thesis provided in "*Regulations Relating to the Admission, Registration, and Examinations for Ph.D. & MPhil Programs*" to complete degree requirements as available on PIDE Website.

- a. For Ph.D. rules, see <https://www.pide.org.pk/pdf/Rules/Phd-Rules2017.pdf>
- b. For MPhil rules, see <https://www.pide.org.pk/pdf/Rules/MPhil-Rules2017.pdf>

B. Approval of Thesis Topic and Appointment of a Supervisor

1. Approval of Topic and Concept Note

- a) A student (at the thesis stage) will submit a two-pager concept note document along with 2-3 slides till 30th date of month. The thesis topic must cover a real issue and as per PIDE's research agenda.
- b) In first week of next month, the Vice Chancellor will chair the concept note presentation where a student will in-person present his/her research topic in just five (5) minutes to the Vice Chancellor, Pro-Vice Chancellor, Dean, HOD and subject expert (invited by the concerned HOD).
- c) After approval of topic from Vice Chancellor, the student will develop proposal on it. A student cannot proceed on the topic if it will not be approved by the Vice Chancellor.
- d) The Concept Note will be presented independently without the Supervisor.

2. Appointment of Supervisor Concept Note

- e) During concept note presentation, the student will propose the names of Supervisor and Co-Supervisor (if required) by justifying why the concerned should supervise the Thesis.
- f) The Vice Chancellor and the other members will allocate the Supervisor in view of the subject area, work-load of proposed name etc.
- g) The Academic Section shall maintain the record of supervisor allocation as per HEC Policy.

Note: Keeping in view the PIDE's policy on Study-Based Internship, PIDE strongly encourages that students seek their Co-Supervisors from relevant Ministry/Department so it help the student to manage a good-quality research.

(As per Acad Notification dated September 21, 2022)

B. Supervisor Selection

Each student shall select/ nominate a supervisory team (including a supervisor and a co-supervisor) as per the academic calendar schedule.

C. Approval of the Research Topic²

- a. Each student shall submit a concept note on the proposed topic/ area of interest as per given template (placed in Annexure A) for evaluation and approval.
- b. Only policy-oriented topics in line with PIDE's agenda of research shall be considered. Students are encouraged to study the PIDE growth framework to get insight and develop MPhil/Ph. D's thesis topics. PIDE shall prefer the following research areas.
 - i. Institutional audit.
 - ii. M&E of governance arrangements.
 - iii. Analyses of regulations and policies and their cost-benefit analyses.
 - iv. Understanding markets and their efficiencies at the national and local levels.
 - v. Transaction costs and how to minimize them.
 - vi. Cities economies, facilities, and creativity.
 - vii. Innovation and entrepreneurship.

Note: For more research areas, please visit PIDE website

- c. The concept note duly recommended by the supervisor and HoD shall be discussed in the Departmental Review Committee (DRC). After the approval of DRC, the concept note will be forwarded to the VC office for final approval through Dean Office.
- d. The Department shall accordingly notify the approved concept note regularly.
- e. The student shall be allowed to start their research activities w.r.t. their MPhil/Ph.D. thesis after the approval of the concept note duly notified by the concerned Department.

D. Proposal Development and Approval

- a. The student shall work on an approved concept note to develop a proposal in consultation with the supervisory team.
- b. The student shall submit the proposal to the Department as per the dates mentioned in the academic calendar through the approved supervisor.
- c. The Department shall share the proposal with the relevant faculty member or researcher for review, named as Internal Reviewer. The Internal Reviewer shall review the proposal within one week and forward the assessment/comments to the HoD/Department Coordinator.

² The minimum duration of MS and MBA program is three semester (18 months), the students shall submit concept note and thesis in 3rd semester. However the process shall remain the same.

- d. On receipt of comments on the proposal, the student shall submit the revised proposal within a week to the Department for the internal defense.
- e. The concerned Department shall organize the internal defense after reviewing the incorporation of the student's comments, which are duly approved by the Supervisor.
- f. The proposal review committee comprising the internal reviewer (from PIDE), Supervisor, and HoD will decide the proposal's acceptance/rejection.
- g. **GRMC Meeting:** The Academic Section shall present all accepted proposals to the Graduate Research and Management Council (GRMC) for endorsement. The Academic Section shall be responsible for conducting the GRMC meeting on prescribed dates in consultation with the Dean Office. It was decided to hold defense of research proposals and GRMC on quarterly basis, not on bi-annual basis. It was also agreed upon in the meeting that only those research proposal topic will be sent to GRMC for approval whose proposal defense took place at least 2 weeks prior to the date of GRMC. All dates of proposal defense and submission of research proposal & thesis will be recorded in the departmental calendars for record. The changes in dates regarding submission of research proposal & thesis and GRMC will be highlighted in the academic calendar as well.
- h. No concept note and proposal for M.Phil students will be allowed to submit after the 5th semester without the approval of Dean Office.

E. Progress Report

- a. The M. Phil students at the thesis stage must submit a quarterly progress report (duly signed by supervisor and co-supervisor) to HoD in the first week of May, August, November and February. The student's registration in the next semester will be conditional upon the timely submission of progress report. In case student fails to submit two (02) consecutive quarterly progress reports in a semester, he/she will not be registered for the next semester without the Dean's approval. The proforma is placed at page No. 64 of this booklet.
- b. The PhD students at the thesis stage must submit a bi-annual progress report (duly signed by supervisor and co-supervisor) to HoD in the first week of July and first week January. The Student's registration in the next semester will be conditional upon the timely submission of progress report. In case a student fails to submit the bi-annual progress report, he/she will not be registered for the next semester without the Dean's approval. The proforma is placed at page No. 57 of this booklet.
- c. The Department shall be responsible for keeping the record of progress reports on a regular basis. The QEC shall cross-check the record for compliance and report to the Competent Authority biannually.

F. Thesis Submission

- a. The student shall submit the thesis within the stipulated time/ dates as per the academic calendar schedule.

- b. The students fulfilling the following requirements shall only be allowed to submit their MPhil thesis:
 - i. Having submitted at least one Policy Brief to the department. Internal reviewer will assess the submitted draft for its suitability against PIDE Policy Brief, PIDE Policy Viewpoint/ PIDE Research Brief/Knowledge Brief or Blogs/ Newspaper Articles.
 - ii. Requirement at S. No. (i) will be waived if the student presents a proof of a published PIDE Policy Brief or journal article (HEC recognized) from the thesis.
 - iii. Meet the criteria of the minimum word count of 1200 (twelve thousand) words (excluding references, and appendices)
 - iv. New Thesis format, issued from Dean Office (on September 17. 2021) shall be followed.
 - v. No outstanding fees/fines (Clearance proof from relevant Department shall be attached with thesis)
- c. The students fulfilling the following requirements shall only be allowed to submit their Ph.D. thesis:
 - i. Proof of at least one published working paper (PIDE working paper) and a journal article from the thesis.
 - ii. Meet the criteria of the minimum word count of 30000 (thirty thousand) words (excluding tables, figures, footnotes, references, and appendices)
 - iii. New Thesis format, issued from Dean Office (on September 17. 2021) shall be followed.
 - iv. No outstanding fees/ fines (Clearance proof from relevant Department shall be attached with thesis)
- d. The student shall present the final thesis in an open seminar on the prescribed date duly notified by the concerned Department. The Thesis Review Committee comprising the internal reviewer (from PIDE), Principal Supervisor, and HoD will decide the thesis's acceptance/rejection for onward submission for external evaluation (only for Ph.D Students).
- e. For MPhil Thesis, the Internal Reviewer will decide the thesis's acceptance/rejection for onward submission for external evaluation.

G. Centralize Final Defense (Role of Controller Examination Office)

- a. Before the Viva-Voce examination, the External evaluator shall submit the comments and suggestions (if any) for improving the thesis to the Controller of Examinations. Controller of Examinations shall forward the same to the HOD/Department for onward transmission to the concerned supervisory team for necessary revisions and incorporation of comments.
- b. After receiving the external evaluator's comments/ recommendations, the student shall be required to incorporate all the suggested comments/ recommendations (comprehensively) in the thesis (duly signed/ approved by the supervisor and co-supervisor) and submit to HoD within 15 days. In case additional time is required, the HoD and Supervisory team shall send a comprehensive note mentioning the

- reasons and justifications for a maximum extension of 15 days for the incorporation of comments to the Dean Office for approval.
- c. After the confirmation from HoD that the thesis is now ready for defense, the Controller of Examinations shall arrange the final defense in consultation with the external examiner and fix the suitable date and time accordingly.
 - d. The student shall submit the final copy of the thesis both in the hard and soft form to the Controller of Examinations within 15 days from the defense date.
 - e. If a student fails to submit a revised thesis in stipulated time to the Controller of Examinations (as given in clause 6b and 6d), the Controller of Examinations shall send such case to Dean Office for any of the possible actions as follows:

H. After external Examiner review but before thesis defense:

(Approved in 2nd Joint BOS meeting held on December 23, 2021)

- a. In the case of minor revision, the student must submit the thesis within 15 days; however, in the case of major revision, the student must submit the thesis within 30 days (for MPhil program).
- b. In case of minor revision, the student must submit the thesis within three months; however, in case of major revision, the student must submit the thesis within six months (for the PhD. Program).
- c. In case of non-fulfilment of the above timelines, a maximum one-time extension for one month is allowed with a fine of PKR.200 per day for the first 15 days, and PKR. 300 per day for the next 15 days as applied by the student, recommended by the supervisor and approved by the Head of Department.
- d. No second extension is allowed. In case of inability of thesis submission even after availing one-time extension, the degree will not be awarded, and the department will process the case for the cancellation of admission to the GRMC.

I. After thesis defense:

- a. In case of any revision, the student must submit the thesis within 15 days for the MPhil program.
- b. In case of any revision, the student must submit the thesis within three months, however (for PhD. Thesis).
- c. In case of non-fulfillment of the above timelines, a maximum one-time extension for 15 days is allowed with a fine of PKR. 200 per day as applied by the student, recommended by the supervisor and approved by the Head of Department.
- d. No second extension is allowed. In case of inability of thesis submission, even after availing one-time extension, the degree will not be awarded.
The department will process the case for the cancellation of admission to the GRMC.

J. Strengthening Procedure for Internal Review of Thesis:

(Approved in 2nd Joint BOS meeting held on December 23, 2021)

- a. An Internal Reviewer will review the Concept Note (optional), Proposal, Final Thesis and Policy Brief. The Internal Reviewer will recommend whether the research work is in good quality shape and should be sent to External Examiner

for review or whether it requires revision. The Internal Reviewer will also give recommendation on Policy brief whether it should be sent to PIDE's Policy Review Committee for publication or not.

- b. If an Internal Reviewer rejects the thesis/research work, then the concerned HOD will forward the Thesis to a second Internal Reviewer for a second opinion.
- c. In case the second reviewer accepts the research work then it shall be forwarded for external review. Rejection by second reviewer will lead to non-acceptance of thesis and case will be forwarded to controller of examinations for non-award of degree.
- d. In case if the concerned supervisor is serving at the position of HOD, the Dean will nominate the 2nd Internal Reviewer.

K. Assessment and Grading of the Thesis for MS/MBA/MPhil

The thesis's assessment shall be done at three stages (new grading scheme shall be applicable from the batch enrolled in Fall 2019).

- a) **Supervisor:** The Supervisor of the student shall evaluate the student based on his /her efforts, attendance, learning, and behavioral attitudes. 10% of marks shall be allocated to the supervisor.
- b) **External Examiner/evaluator:** The external examiner shall evaluate the technicalities and the quality of the thesis. 60% of marks shall be allocated to the external examiner/evaluator
- c) **Viva-voce/Thesis Committee:** The viva voce committee, comprising of Internal Reviewer and HoD, shall evaluate the final exam/defense. The internal reviewer will discuss his assessment of the working paper draft submitted by the student. Furthermore, the committee will assess the candidate's response to the external evaluator's comments/questions (s) and command on the topic. 20% of marks shall be allocated to the committee.

TEMPLATE FOR CONCEPT NOTE

Proposed Title:

Student Name:

Supervisor Name:

1. **Research Problem:** Provide a clear and simple description of your research problem (maximum 200 words)
2. **Objectives:** Identify overall study goals and specific research objectives (maximum 100 words)
3. **Hypotheses/research questions** to be tested or answered (maximum 25 words each)
4. **Literature Review:** Please restrict your review to literature most pertinent to the study and identify at least three papers whose methodology/model you are most likely to apply (300 words).
5. **Analytical Methods:** Economic theory that your study will rely on for testing hypotheses/answering research questions (200 words)
6. **Proposed Empirical Analysis** (100words)
7. **Description of the Study Site** (if any) and data (100 words)
8. **Policy Context:** Describe how your research would inform specific management or policy reforms (maximum 200 words)

References

Research Proposal Format

1. Introduction

(Explain what your research topic is. Provide latest trends and patterns (from secondary sources) of the social variables which are of prime importance for your research. While doing so also explain what your OWN research is, in which the focus will be on responding to; what are the themes you will be focusing on in your OWN research?)

1.1.Statement of the Problem (SoP)

Provide a narrative of the problem in which the focus will be on explaining to your readers about the problem you will focus in your research in a way that reader finds your research researchable and also explore-able (an important issue to be explored).

1.2.Research Problem

Based on the narrative of the SoP, please state a standard sentence:

*Based on the narrative of SoP as stated in the preceding text, I am narrowing my research problem into “**state your research topic**” and have operationalized my topic into following research questions and objectives.*

1.3.Research Questions

State your questions (3-5). Explain each if you find explanation relevant/important.

1.4.Objectives of the Research

State your research objectives (3-5). The number of RQs and ROs must be in-line with each other.

1.5.Explanation of the Key Terms/Concepts

Explain each of the key terms with both theoretical (theory-based) and operational (how will you use those in your research?) definitions.

1.6.Units of Data Collection

State and reason the UDCs (sources of data; individuals, documents, signs, symbols, images etc.) as chosen by you in the current research.

2. Review of Literature

(Detailed review of literature followed by conceptual framework)

- 2.1. Conceptual Framework (both pictographic and textual explanations are mandatory).
- 2.2. Empirical literature review (write in a thematic style. Please don't place summary of abstracts here to show literature review).
- 2.3. Research gap (write gap in the context of Pakistan and here you must have to mention all Pakistan studies and mention what you are exploring that is not done in earlier studies)
- 2.4. Your policy contribution (how the study would be benefited by the policy makers and public)

3. Research Methodology

3.1. Research Strategy

State and reason your chosen research strategy.

3.2. Research Design

State and reason your chosen research design.

3.3. Methods of Data Collection

State and reason your chosen research methods. Justify and reason for each of UDCs.

3.4. Sampling

State and reason your sampling techniques. Justify and reason for each of the UDCs.

3.5. Analysis

State and reason your tool of analysis. Justify and reason for each of the UDCs.

3.6. Review of relevant policies and in-depth interviews with the concerned stakeholders (based on study-based internship, write here what relevant policies you have reviewed that pertains to your thesis, in-depth interviews with the stakeholders to furnish your objectives, research questions.

3.7. Proposed design of qualitative research and triangulate it with your quantitative findings.

4. Locale

(Compulsory if primary data is collected)

5. Significance of Research

(What is the theoretical, methodological, analytical or policy significance of your research? Which ministries/departments would be benefited from the study)

6. References (APA format)

**TITLE OF THE THESIS IN ALL CAPS,
TIMES NEW ROMAN, FONT SIZE 20**



By (italic) 16

Name of Student 16

Student's Registration Number 15

Supervisor 16

Name of Supervisor 16

Name of Co-Supervisor 16

MPhil Development Studies 16

PIDE School of Social Sciences 20

Pakistan Institute of Development Economics,

Islamabad

Year 18



Pakistan Institute of Development Economics

CERTIFICATE

(Provided by the department after the successful oral defense on the submission of
final thesis along track changes)

Author's Declaration (14 Bold)

I _____ hereby state that my PhD thesis titled _____ is my own work and has not been submitted previously by me for taking any degree from Pakistan Institute of Development Economics or anywhere else in the country/world.

At any time if my statement is found to be incorrect even after my Graduation the university has the right to withdraw my PhD degree.

Date: _____
Student

Signature of

Name of Student

Dedication

This Page is optional

(14)

ACKNOWLEDGEMENTS (14)

Write acknowledgment here. Use Times New Roman 12, justified. 1.5 line Spacing.

ABSTRACT (14)

Write abstract from here.

The font of the entire document is Times New Roman size 12, regular, justified except headings, 1.5-line Spacing. The length of the abstract should not exceed 1 page at maximum.

Keywords:

TABLE OF CONTENTS (14)


Sample is given below:

Abstract	v
List of Figures	vii
List of Tables	vii
List of Abbreviations	viii
Chapter 1	
Introduction	1
1.1 Statement of the Problem	1
1.2 Objectives	3
1.3 Organization of the Thesis	3
Chapter 2	
Literature Review	4
2.1 Introduction.....	4
2.1.1 Related to Methodology	5
2.1.2 Related to Theory	5
2.2 Summary	6
References	7
Appendices	8
Appendix A.....	9
Appendix B	9

LIST OF FIGURES (14)

Sample is given below:

<i>Number</i>		<i>Page</i>
Fig 2.1	Figure Caption	8
Fig 2.2	Figure Caption	9
Fig 2.3	Figure Caption	10
Fig 3.1	Figure Caption	13
Fig 3.2	Figure Caption.	14




Tab Space

LIST OF TABLES

Similar to the list of figures.

LIST OF ABBREVIATIONS (14, Bold)

α	Alpha (12, regular)
β	Beta
ETS	Department of Econometrics and Statistics
PIDE	Pakistan Institute of Development Economics
	

Tab Space

CHAPTER 1(14)

NAME OF CHAPTER (14)

1.1 Heading 1 (12)

All main headings in Times New Roman font size 12, bold. All the text in Times New Roman font size 12, regular, justified & in 1.5-line spacing format. Whereas the spacing both before and after paragraph must be 6 points (One-line space before next heading)

1.1.1 Subheading 1(12)

All subheading1 in Times New Roman font size 12, bold.

1.1.1.1 Subheading 2

All subheadings in Times New Roman font size 12, bold³.

1.2 Heading 2



Tab Space

³Footnotes should be 10-point. Single line space should be used in footnotes

CHAPTER 2

NAME OF CHAPTER 2

2.1 Figure Style

All figures should be centrally aligned with captions at the bottom of the figure.

Use patterns in pie charts, bar charts, and multiple lines instead of different colors.

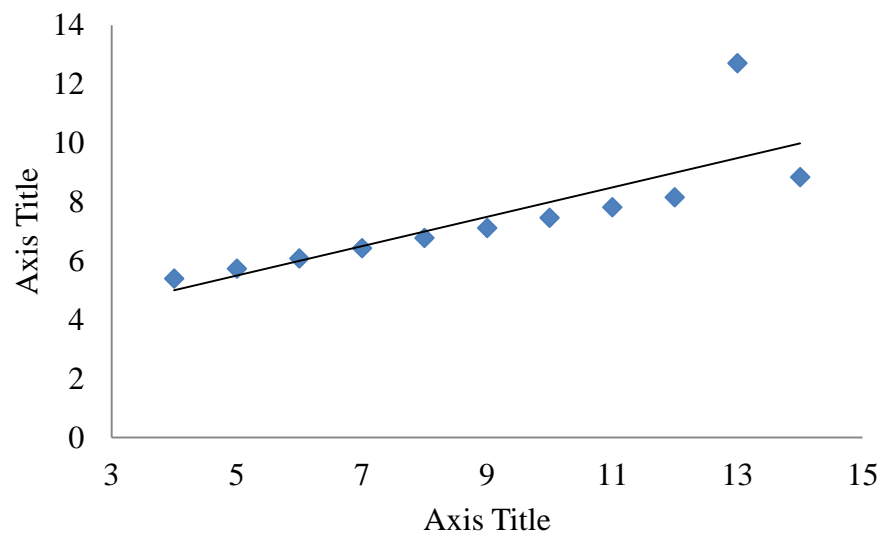


Figure 2.1(italics): Scatter Plot (no italics)

2.2 Table Style

All tables should be centrally aligned with captions at the top as sample given below:

Table 2.1: Table Caption

	Column A	Column B	Column C	Column D
Row 1	a* (S.E)	B	c	d
Row 2				
Row 3				
Row 4				

* is significance level at 5% (10 font Size)

Keep one table on one page and do not provide one table over two pages.

2.3 Equations Style

Equations can be created in MS WORD equation editor or they can be created with other software. Equations should be numbered. They can be numbered within each chapter (e.g., 2.1, 2.2). Equations should be centered with the equation number to the right. The example below can be used for all your equations.

$$root = \frac{-b \pm \sqrt{4ac}}{2a} \quad (2.1)$$

REFERENCES

Includes all references: articles, media facts, books, reports, regulations, internet articles, papers that you referenced from the text. Use the APA style of referencing

Example:

Author, A.A. (Date of publication). Title of article. Title of Journal, volume number. (www.apastyle.org).

APPENDIX A

Appendix (if any) should be placed at the end of thesis report. Appendices are used to organize and include all of the “extra” material that is important to your research work but that is too detailed for the main text. Examples can include specific analytical methods, computer code, spreadsheets of data, details of statistical analyses, etc. But, these materials do not speak for themselves. There should be a reference to these materials from the main chapters and there should be some text at the beginning of each appendix to briefly explain what the information is and means that is included in that appendix.

APPENDIX B

Hard Copy Information:

Page Size: A4 size

Page Margins: Top & Bottom = 1” and Left = 1” & Right = 1”

Gutter 0.5 inches.

Page orientation: Portrait

Page Numbering: Bottom Center

Printing: One Side

Binding

The candidate shall submit four (04) hard copies and soft copy (on CD) of final thesis in concerned department which shall be distributed to concerned department, Supervisor, Co-supervisor (if any), and office of Controller of Examinations.

Color of binding should be Blue for MPhil/PhD Thesis with the title of the dissertation, your name, Name of Department and Name of Institution on the cover in **Silver** color.

School of Economics
Pakistan Institute of Development Economics (PIDE) Islamabad

**BI-ANNUAL PROGRESS REPORT FROM PHD STUDENTS AT
THESIS STAGE**

Guidelines for Student and Supervisor

1. The Performa will be filled by the PhD students that are at the dissertation stage at end of each semester. Before semester enrolment, they must have to submit the Performa to main Supervisor.
2. The Supervisor will submit the Performa to the Department.
3. The Department staff must ensure that the Performa will be totally completed.
4. The Performa will be tagged in student's personal file and will be used for final thesis grading.

Section 1 (to be filled by the Student)

- 1.1. Semester against progress is submitted:
- 1.2. Student name:
- 1.3. Registration number:
- 1.4. Program:
- 1.5. Supervisor's name:
- 1.6. Co-Supervisor's name:
- 1.7. Thesis Title:
- 1.8. CGPA in course work:
- 1.9. When course work was completed (month/year):
- 1.10. When proposal was defended (if applicable):
- 1.11. Are you an active participant in your research community? Describe the research community and your involvement. This includes association and discussion with experts in your field at PIDE and elsewhere, opportunities to engage with other PhD students, conference participation etc. during last 6 months.

Sr. no	Activities	Where conducted	Name of experts with whom meeting conducted
Discussion with experts (other than supervisor)			
1			
2			
3			
4			
5			
Conference participation			
6			
7			
8			
9			
10			
11			
Presentation made			
12			
13			
14			
15			
16			
Any other activity			

17			
18			
19			
20			
21			

1.12. What have been the main accomplishments of your thesis during last six months? For example: analysis completed, chapter drafts, reports, publications (please list). Please rate your progress on likert scale where 0 mean 0% and 10 mean 100% against each activity.

Introduction	0	1	2	3	4	5	6	7	8	9	10
Literature Review	0	1	2	3	4	5	6	7	8	9	10
Data collection	0	1	2	3	4	5	6	7	8	9	10
Methodology finalization	0	1	2	3	4	5	6	7	8	9	10
Data analysis	0	1	2	3	4	5	6	7	8	9	10
Results	0	1	2	3	4	5	6	7	8	9	10
Overall thesis completion	0	1	2	3	4	5	6	7	8	9	10
Any other (specify)	0	1	2	3	4	5	6	7	8	9	10
Any other (specify)	0	1	2	3	4	5	6	7	8	9	10
Any other (specify)	0	1	2	3	4	5	6	7	8	9	10

1.13. What key milestones do you plan to meet during the six months? Examples of milestones include: review the literature; methodology; collect data; analyse data; revise chapter drafts; edit and proof read thesis; present conference paper/exhibition; or submit articles etc.

Introduction	0	1	2	3	4	5	6	7	8	9	10
Literature Review	0	1	2	3	4	5	6	7	8	9	10
Data collection	0	1	2	3	4	5	6	7	8	9	10
Methodology finalization	0	1	2	3	4	5	6	7	8	9	10

Data analysis	0	1	2	3	4	5	6	7	8	9	10
Results	0	1	2	3	4	5	6	7	8	9	10
Overall thesis completion	0	1	2	3	4	5	6	7	8	9	10
Revise Chapter Drafts	0	1	2	3	4	5	6	7	8	9	10
Edit and Proof read thesis	0	1	2	3	4	5	6	7	8	9	10
Present Conference paper	0	1	2	3	4	5	6	7	8	9	10
Submit articles	0	1	2	3	4	5	6	7	8	9	10

1.14. By what date do you plan to submit your thesis:

1.15. The research process generally has its challenges, and we would like to hear about yours. What are one or two of the biggest challenges you have faced during the past 6 months in terms of progressing your research? (These could include: logistical, technical, personal or any other difficulties)

- i. -----
ii. -----

1.16. Describe your working relationship with your supervisory team. For example, do you have regular meetings, do you need additional academic support. How often do you meet or have contact with your Supervisor and your Associate Supervisor? Is this supervisory arrangement satisfactory for you?

Student's signature:

Date: -----

Now, please deliver this form to your supervisor so they can fill out the next section.

Section 2 (to be completed by the Main Supervisor)

2.1. How often do you meet or have contact with the candidate? Is this supervisory arrangement satisfactory?

1.2. What were the main challenges encountered by the candidate during the last six months that impacted on the progress of research? (This includes personal, technical or other problems).

1.3. Please indicate steps you and the candidate have taken or will take to help overcome these problems in the future.

1.4. Are there any significant achievements not mentioned in section 1 that you would like to mention here?

1.5. Would you like to add any suggested milestones to those already proposed by the student?

- a) -----
- b) -----
- c) -----
- d) -----
- e) -----

2.6. How much the student has rightly reported his/her achieved progress in 1.11 and 1.12 during last 6 months?

[1] upto 20% [2] 20% to 40% [3] 41% to 60% [4] 61% to 80% [4] above 80% 2.7. Overall how would you rate candidate's progress during the last semester (6 months)?

[1] Commendable [2] Satisfactory [3] Marginal [4] Unsatisfactory

2.8. Describe the factors that have contributed to this rating:

a)

2.9. How much the student will achieve proposed milestones as detailed in 1.13 during next 6 months?

[1] upto 20% [2] 20% to 40% [3] 41% to 60% [4] 61% to 80% [4] above 80%

2.9. Do you agree with the submission date anticipated by the candidate? [1] Yes [2] No

2.10. Please highlight the key challenges of student that s/he should improve?

- a) -----
- b) -----
- c) -----

Supervisor's signature:

Supervisor is requested to handover the Performa to the Department.

SECTION 3: Bi-Annual Performance Review Committee

A committee will be constituted by the Dean (on recommendation of HOD) comprises of three researchers and faculty members that will conduct interview with the student to review the progress. Both the main and co-supervisors will not be the part of Committee.

3.1. Date of interview:-----

3.2. Interview panel members:

a) -----

b) -----

c) -----

3.3. Based on the interview, please rate the candidature progress during last 6 months:

Research progress	[1] Commendable	[2] Satisfactory	[3] Marginal	[4] Unsatisfactory
Training needs	[1] Commendable	[2] Satisfactory	[3] Marginal	[4] Unsatisfactory
Supervisory relationship	[1] Commendable	[2] Satisfactory	[3] Marginal	[4] Unsatisfactory
Submitted information in Performa	[1] Commendable	[2] Satisfactory	[3] Marginal	[4] Unsatisfactory

3.4. Based on interview, whether student will achieve the proposed milestones during next 6 months?

Member 1	[1] upto 20% [2] 20% to 40% [3] 41% to 60% [4] 61% to 80% [4] above 80%
Member 2	[1] upto 20% [2] 20% to 40% [3] 41% to 60% [4] 61% to 80% [4] above 80%
Member 3	[1] upto 20% [2] 20% to 40% [3] 41% to 60% [4] 61% to 80% [4] above 80%

3.5. Would panel like to recommend certain tasks/milestones for student?

Sr. no	Task	Date to be achieved
1		
2		
3		

4		
5		

3.6. Outcome of annual progress review:

- a) Progress is commendable. Continued enrolment subject to conditions outlined in the milestones/action items above (3.5).
- b) Progress is satisfactory. Continued enrolment subject to conditions outlined in the milestones/action items above (3.5).
- c) Progress is marginal. Continued enrolment subject to conditions outlined in the milestones/action items above (3.5).
- d) Progress is unsatisfactory. Recommendation is to:
 - a. Allow continued enrolment subject to conditions outlined in the milestones/action items above
 - b. Warning may be issued to student (statement of warning-----

-----)
 - c. Admission may be cancelled. Please list the reasons

Signature of Member 1
Member 3

Signature of Member 2

Signature of

Head of Department Signature:

Date: -----

Pakistan Institute of Development Economics (PIDE) Islamabad

QUARTERLY PROGRESS REPORT FROM M. PHIL STUDENTS AT THESIS STAGE

Guidelines for Student and Supervisor

1. The Performa will be filled by the M.Phil students that are at the Thesis stage. After passing the three months at thesis stage in the first week of May , August,

- November and February they must have to submit the Performa in Department after Supervisor' signature.
2. The Department staff must ensure that the Performa will be totally completed.
 3. The Performa will be tagged in student's personal file and will be used for final thesis grading.

Section 1 (to be filled by the Student)

- 1.1. Quarter against progress is submitted: -----
- 1.2. Student name: -----
- 1.3. Registration number: -----
- 1.4. Program: -----
- 1.5. Supervisor's name: -----
- 1.6. Co-Supervisor's name: -----
- 1.7. Thesis Title: -----

- 1.8. CGPA in course work: -----
- 1.9. When course work was completed (quarter/year):-----
- 1.10. When proposal was defended (if applicable):-----
- 1.11. What have been the main accomplishments of your thesis during last one month?
For example: analysis completed, chapter drafts, reports, publications (please list).

Sr. no	Activities	Details
1		
2		
3		
4		
5		
6		

- 1.12. What key milestones do you plan to meet during the next quarter? Examples of milestones include: review the literature; methodology; collect data; analyse data; revise chapter drafts; edit and proof read thesis; present conference paper/exhibition; or submit articles etc.

Sr. no	Activities	Details	Expected completion date
1			
2			
3			
4			
5			
6			

1.13. By what date do you plan to submit your thesis: -----

1.16. Describe your working relationship with your supervisory team. For example, do you have regular meetings, do you need additional academic support. How often do you meet or have contact with your Supervisor and your Associate Supervisor? Is this supervisory arrangement satisfactory for you?

Student's signature:

Date: -----

Now, please deliver this form to your supervisor so they can fill out the next section.

Section 2 (to be completed by the Main Supervisor)

2.1. How much you are satisfied on student's availability for meeting?

[1] Commendable [2] Satisfactory [3] Marginal [4] Unsatisfactory

2.2. How much the student has rightly reported his/her achieved progress in 1.11 during last quarter?

[1] upto 20% [2] 20% to 40% [3] 41% to 60% [4] 61% to 80% [4] above 80%

2.3. Overall how would you rate candidate's progress during the last quarter?

[1] Commendable [2] Satisfactory [3] Marginal [4] Unsatisfactory

2.4. Describe the factors that have contributed to this rating:

a) -----

b) -----

c) -----

2.5. Do you agree with the submission date anticipated by the candidate?

[1] Yes

[2] No

2.6. Please highlight the key challenges of student that s/he should improve?

a) -----

b) -----

c) -----

Supervisor's signature:

Date: -----

Supervisor is requested to handover the Performa to the Department.

Head of Department Signature:

Date:-----

PROPOSAL EVALUATION BY INTERNAL REVIEWER (IR)

Name of IR as proposed by HOD			
<p>Dear Sir/Madam</p> <p>You have been appointed as the Internal Reviewer. You are requested to please critically review the proposal in the context that the proposal is according to the PIDE's research agenda and the thesis will significantly contribute on policy dimension. The proposal must include significant commitment on qualitative work including review of relevant policies, legislations, interviews of experts and relevant government officials. We would appreciate if you could provide written comments on the Research Proposal and e-mail to ----- till ----- ----- . In case of any other query, please feel free contact to department Coordinators.</p> <p>Kindly note that against the activity, you will be paid PKR 5,000 after reviewing of final thesis and policy brief (policy brief is only for M.Phil students).</p>			
Name of Student		Reg. No	
Program			
Research Title			
Name and Signature of HOD			
Date of proposal sent to IR		Date of comments received from IR	

<p>OVERALL DECISION (Tick ✓ the appropriate box)</p>	1. Accepted	<input type="checkbox"/>
	2. Accepted with minor amendments/ comments	<input type="checkbox"/>
	3. Recommended with major revision and re-submission	<input type="checkbox"/>
	4. Rejected	<input type="checkbox"/>

Note: Please attach comment sheet

Any Comments for candidate's reference/improvement:

Signature of Internal Reviewer:

Note: Please sign and return the proforma.

THESIS EVALUATION BY INTERNAL REVIEWER (IR)

Name of IR		Date of appoint.	
<p>Dear Sir/Madam</p> <p>You are requested to please critically review the (only for M. Phil students) Thesis and observe whether the Thesis is according to the PIDE's research agenda and it will significantly contribute on policy dimension. The thesis must have a qualitative work including review of relevant government policies, legislations, and interviews with experts, policy makers and relevant government officials. Beside other comments, please must analyze that:</p> <ol style="list-style-type: none"> The student has efficiently explained the methodology of qualitative work. Certain chapter has been developed on the qualitative work. The Department recommends that a separate chapter must be developed on qualitative work in the thesis. <p>We would appreciate if you could provide written comments on both the Policy Brief and Thesis and e-mail to ----- till -----.</p>			
Name of Student		Reg. No	
Program			
Research Title			
Name and Signature of HOD			
Date of Thesis sent to IR		Date of comments received from IR	

Note: Please enlist comments of proposal while sending the thesis and policy brief to IR

<p>OVERALL DECISION ON THESIS</p> <p>(Tick ✓ the appropriate box)</p>	1. Accepted	<input type="checkbox"/>
	2. Accepted with minor amendments/ comments	<input type="checkbox"/>
	3. Recommended with major revision and re-submission	<input type="checkbox"/>
	4. Rejected	<input type="checkbox"/>

Note: Please attach comment sheet

Any Comments for candidate's reference/improvement:

Signature of Internal Reviewer:

Note: Please sign and return the proforma.

ANNEX-I

Criteria of assigning 10 marks of Thesis by Supervisor

Note: the below criteria will be used by the Supervisor to assign 10 marks in final Viva.

Thesis viva date				
Name of Student				
Year of Enrolment				
CGPA in Course work				
Title of Thesis				
Name of Supervisor				
Criteria of 10 marks				
1	Thesis has talked on a practical issue.	[0] Poor	[1] Average	[2] Excellent
2	Policy review analysis is covered.	[0] Poor	[1] Average	[2] Excellent
3	Recommendations are derived from thesis and can be used by policy makers.	[0] Poor	[1] Average	[2] Excellent
4	Thesis is well-written and formatted	[0] Poor	[1] Average	[2] Excellent
5	Knowledge/policy brief is publishable	[0] Poor	[1] Average	[2] Excellent

Note: [*] marks are mentioned in brackets

Signature of Supervisor

Signature of HOD

ANNEX-II

Criteria of assigning 30 marks of Thesis

Note: the below criteria will be used by the Department to assign 30 marks in final Viva by Internal Reviewer Committee and HOD.

Thesis viva date				
Name of Student				
Year of Enrolment				
CGPA in Course work				
Title of Thesis				
Policy Brief presented to Ministry/department	[1] Yes [2] No			
Name of ministry/department				
Pre-defence conducted	[1] Yes [2] No			
Video provided by the student	[1] Yes [2] No			
Quality of video as declared by coordinator (if video will be excellent, it will be recorded by PIDE Media Team)	[1] Poor [2] Average [3] Excellent			
Note: 0 marks if poor quality of view, 2 mark if average, and 4 marks if excellent				
If good quality, is it recorded by PIDE media team?	[1] Yes [2] No			
Detail of Quarterly progress reports	Total Submitted (No.)	% Submitted	Out of Total (No.)	
Note: 0 marks if no report, 2 mark if 2-3 reports and 3 marks if 3 and above reports				
Proposal/thesis defence attendance details	Online attended	In-Person attended	Total attended	Out of Total

Note: 0 marks if below 50%, 3 marks if 50%-74%, 7 marks if 75% and above.

Note: the above information will be filled by Department

Presentation marks (evaluated by HOD and Internal Reviewer during viva)			
Quality of presentation (having infographics)	[0] Poor	[2] Average	[4] Excellent
Good dressing and communication during presentation	[0] Poor	[2] Average	[4] Excellent
Policy review analysis is well covered and explained in presentation	[0] Poor	[2] Average	[4] Excellent
Recommendations are derived from findings and they are much relevant to the policy context	[0] Poor	[2] Average	[4] Excellent

Note: [*] marks are mentioned in brackets

Signature of Internal Reviewer

Signature of HOD