



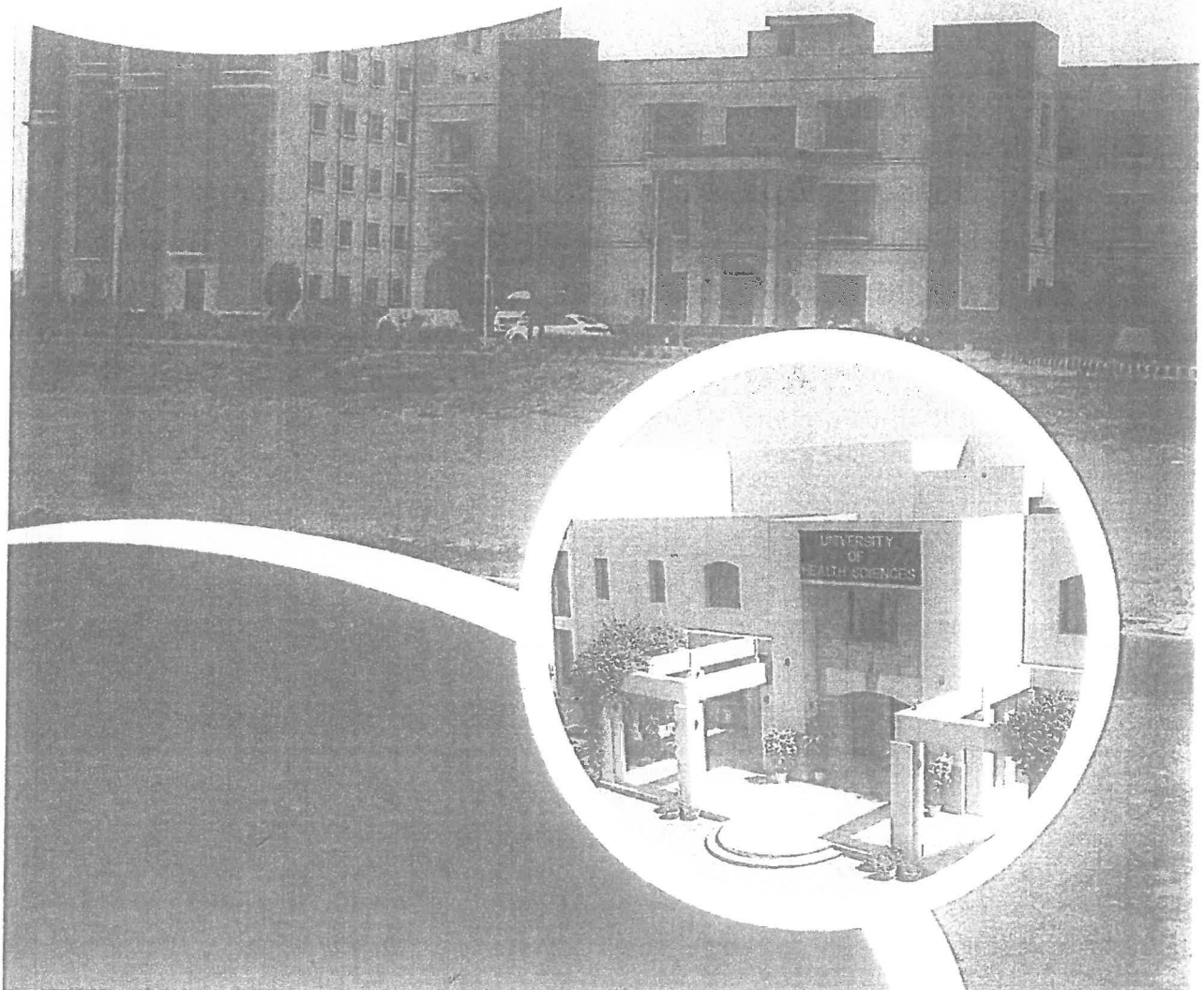
UNIVERSITY OF HEALTH SCIENCES LAHORE

For World Class Professionals

Statutes & Regulations

For

M.Phil/Master of Science 2023



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(UHS) Lahore

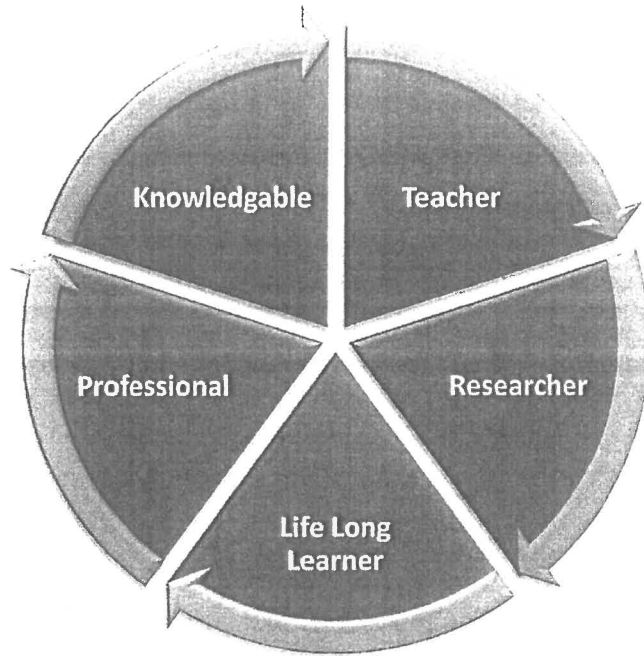


Statutes & Regulations

For

M.Phil/Master of Science 2023

Competencies of UHS M.Phil Graduates



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Learning Outcomes

M.Phil/Master

M.Phil/Master's in Medical, Dental, Allied Health Sciences and Nursing are highly pursued **postgraduate** degrees by healthcare professionals in Punjab. Graduates with M.Phil/Master's degree in Medical, Dental, Allied Health Sciences and Nursing will be **systematically** trained to achieve **outcomes related to their professions**.

By the end of two years of structured training for **M.Phil/Master**, the graduates will be able to:

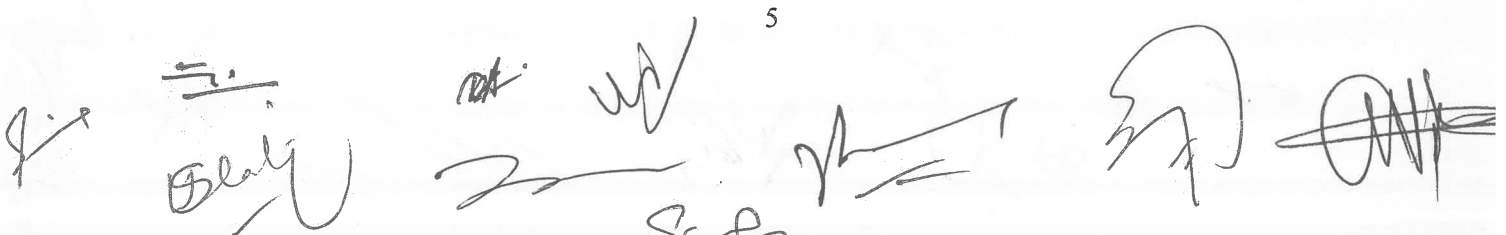
- Serve their respective field with broad-based relevant, practical and advanced **knowledge**.
- Undertake **research** initiatives **relevant** to emerging health issues, primarily for the community and in accordance with the global health challenges.
- Engage in instructional strategies, educational methodologies, assessment techniques, and classroom **teaching** in **alignment** with institutional vision and educational requirements.
- Demonstrate leadership and **professional skills required** to ensure the provision of high-quality education and steer research initiatives.
- Develop **lifelong learning habits** for professional upkeep.
- Acquire skills in **medical writing** and scientific communications.

Learning Outcomes

M.Phil / Master

A structured M.Phil/ Master program will enhance critical thinking, problem-solving, a research mindset, teaching competence, and communication skills, all of which are valuable for a professional approach.

Prospects: M.Phil/Master graduates may find opportunities to work in policy research, consulting firms, or think tanks, where their research and analytical skills will be highly respected.

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1. STATUTES & GENERAL REGULATIONS

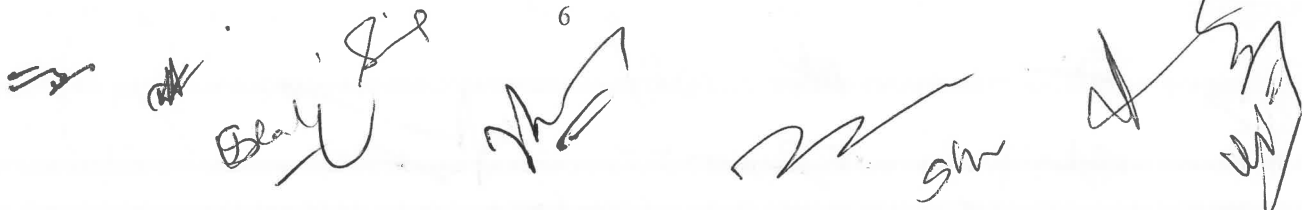
- i. The academic requirements for the acquisition of the defined outcomes for M.Phil/Master's degree shall comprise, but not be limited to, prescribed course work, mandatory workshops, and a thesis based on applied/clinically relevant research.
- ii. The admission of M.Phil/Master's students shall be carried out in accordance to the University's prescribed procedure and criteria.
- iii. The duration of the M.Phil/Master's course shall be two years.
- iv. For the award of M.Phil/Master's degree, students shall need to complete a minimum of 30 credit hours, including 24 credit hours of coursework along with a minimum of 06 credit hours for research work/thesis, in addition to other defined requirements.
- v. Each M.Phil/Master's student shall follow the syllabi and courses of studies as may be approved by the Academic Council and the Syndicate from time to time.
- vi. The candidate shall be awarded the degree M.Phil/Master's in the subject after successfully completing all courses of study, qualifying all examinations, and fulfilling all other degree requirements.

2. DURATION OF THE PROGRAM

- i. M. Phil/Master's programs shall be full-time and students enrolled in these programs shall not be allowed to undertake any employment until the completion of the degree.
- ii. The M.Phil/Master's degree shall not be awarded before the successful completion of 04 regular semesters.
- iii. Only one semester extension throughout the program may be allowed after the approval of the Vice Chancellor.
- iv. For any extension granted beyond a period of four regular semesters, the student shall be required to submit the prescribed tuition fee with a fine (as prescribed from time to time) for the entire semester.

3. PROGRAM CREDITS

- i. The M.Phil/Master's degree will have minimum of 30 Credit Hours (including a minimum of 24 Credit Hours of Course Work + 06 Credit Hours for Thesis).

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- ii. The M.Phil/Master's degree will comprise 2 semesters of course work along with 2 semesters of research and 'Professional & Teaching Skills Apprenticeship (PTSA)' Training.

Semester 1 Course Work	Semester 3 Research
Semester 2 Course Work	Semester 4 - Research - Professional & Teaching Skills Apprenticeship (PTSA)

4. ELIGIBILITY FOR ADMISSION

- i. To be eligible for admission to 'M.Phil in Medical sciences' or 'M.Phil in Dental Sciences' a candidate shall possess MBBS/BDS degree.
- ii. To be eligible for admission in 'M.Phil Allied Health Sciences', a candidate shall possess:
- B.Sc. (Hons.) in a relevant subject
or
 - M.Sc. in a relevant subject
- iii. To be eligible for admission to 'Master of Science in Nursing', a candidate shall possess:
- 4 Years Generic B. Sc (Nursing)
or
 - 2 Years Post RN Nursing
or
 - Any other degree recognized by the Pakistan Nursing Council as equivalent to the aforementioned degrees.
- iv. To be eligible for admission to the 'Master of Science in Public Health' (MSPH), a candidate shall possess:
- MBBS
or
 - BDS

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- or
 - Bachelor's degree in Nursing
 - or
 - B.Sc. (Hons.) Allied Health Sciences degree
- v. Those having relevant experience shall be preferred for admission.

5. ADMISSION PROCESS

- i. All admission processes shall be coordinated and organized by the 'Directorate of Postgraduate Studies'.
- ii. The M.Phil/PhD Committee shall determine the number of seats for each department according to the criteria laid down by the HEC/concerned Federal Regulatory Authority.
- iii. Admissions shall be advertised in the newspapers and on the UHS website.
- iv. Each candidate shall submit an application for admission in response to advertisement, using the prescribed form along with documents specified in the admission form.
- v. Candidates who are in government service shall apply through proper channel.
- vi. All candidates who fulfill the prescribed qualifications requirements shall be required to take an Admission Test conducted by the university on the given schedule.
- vii. For admission to M.Phil/Master's programs, the candidates shall have to obtain minimum passing score of 75% in the Admission Test (subject to revision by the university from time to time).
- viii. The candidates who qualify the Admission Test shall be invited by the Directorate of Postgraduate Studies for interview by the Admission Committee/s.
- ix. Admissions shall be based on merit in accordance with the following criteria:

Criteria	Weightage
Qualifications (including Honors/Distinctions)	25%
Admission Test	50%
Experience	10%
Interview	15%

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- x. List of the shortlisted candidates in each program recommended by the Admission Committee/s shall be displayed on the university website after approval by the Vice Chancellor.
- xi. Admission letters to the selected candidates shall be issued by the Directorate of Postgraduate Studies with copies sent to the Head of the concerned Department and Director Students Affairs.
- xii. The selected candidates must join on or before the date specified in the offer letter. Failure to do so shall result in the cancellation of their admission.
- xiii. The selected candidates shall, at the time of their joining, submit an undertaking on the prescribed format for completion of the degree within prescribed duration and to abide by these statutes & regulations, and any other rules prescribed by the university from time to time.

6. FEE AND OTHER DUES

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

7. REGISTRATION

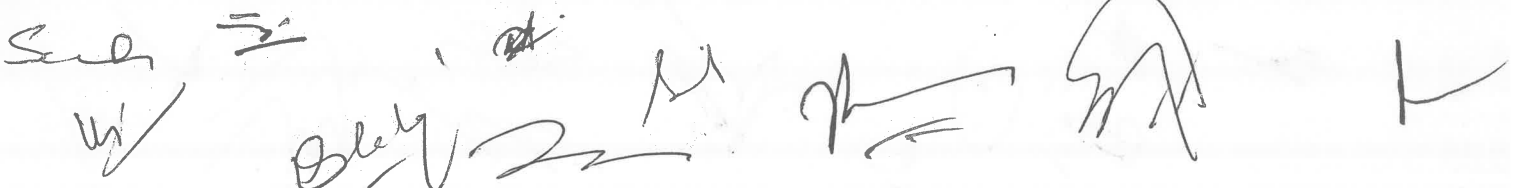
- i. At the beginning of each session, an M.Phil/Master student shall have to register for the courses of study in the prescribed manner, within 30 days of the commencement of the academic session.
- ii. If a student fails to attend any class without a valid reason, during the first two weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.

8. ATTENDANCE

- i. Biometric attendance is mandatory in classes to fulfil the requirements of all the courses. Each student must secure a minimum of 85% attendance in each course, as well as 95 % attendance in the class tests and internal assessment.

9. EXAMINATION/ASSESSMENT

- i. An examination or assessment will be conducted at the conclusion of each

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semester for all courses.

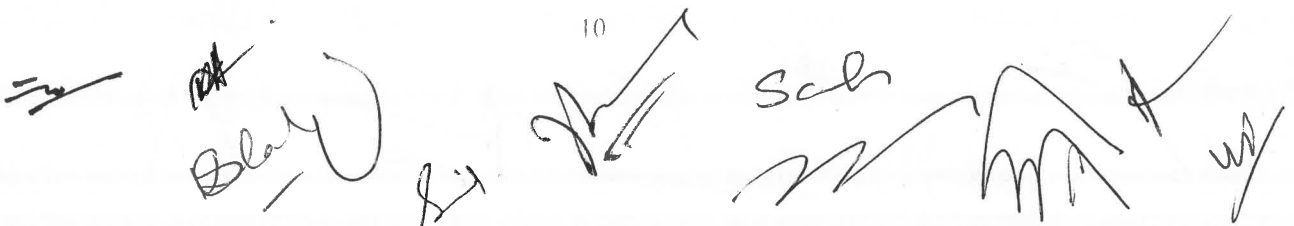
- ii. The assessment framework for courses shall follow the following guidelines:

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

- iii. The M.Phil/Master examination shall be based on semester system. A candidate shall be declared "Passed the examination" if s/he obtains a minimum of CGPA 2.5.
- iv. A minimum GPA 2.0 shall be required to pass the theory, practical and viva - voce Examination, separately and concomitantly.
- v. In the semester system, there will be no Supplementary/Special Examination. If a student fails in a course, s/he is required to repeat it in the summer semester or the regular semester, as the case may be, on payment of the prescribed fee.
- vi. A student shall be allowed to appear in the examination, provided that s/he has been registered by the University during the session, attended at least 85% of the classes/laboratory/clinical work, and completed the course work to the satisfaction of the Department concerned.
- vii. Whenever a student's CGPA decreases from 2.5, s/he will be placed on probation for the following semester.

10. SUMMER SEMESTER

- i. Summer semester will be offered as an optional semester of 08-09 weeks' duration.
- ii. Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 08 credit hours during summer.
- iii. Moreover, a student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer.
- iv. A student will only be allowed to register in 1-2 courses of up to 08 credit

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hours for remedial work.

- v. The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.

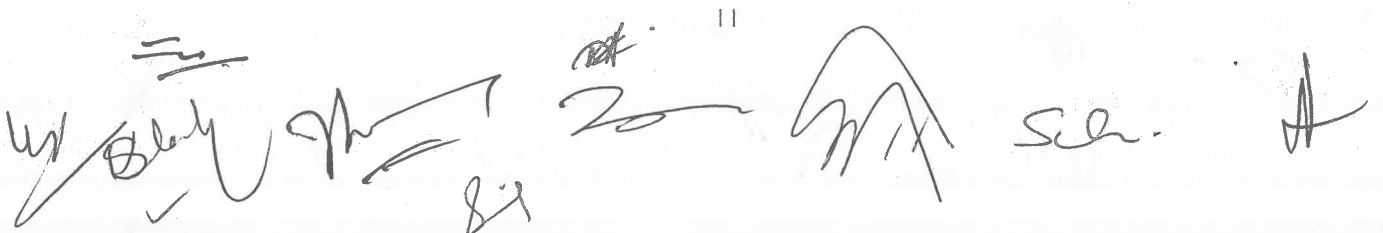
11. SYNOPSIS/RESEARCH PROPOSAL APPROVAL

- i. For all M.Phil/Master programs, topic of research shall be allocated in the first (1st) semester and synopsis shall be approved by the end of the second (2nd) semester.
- ii. After approval from the supervisor, the synopsis on the prescribed university format should be forwarded through the Head of Department to the Directorate of Postgraduate Studies for placement in Institutional Review Board (IRB) of the university.
- iii. Institutional Review Board shall ensure the research topic to have translational potential and its alignment with research agenda and vision and mission of the university.
- iv. The synopsis, on recommendation of Institutional Review Board, shall be submitted to the Advanced Studies & Research Board (ASRB) for final approval.

12. THESIS SUPERVISION

- i. For M.Phil/Master's degrees in Medical/Dental Sciences including Medical Education, registerable with PM&DC, supervisors/co-supervisors shall be from medical/dental faculty having M.Phil/Masters qualification in the particular discipline, duly registered with PM&DC &/or HEC. However, for the disciplines outside the jurisdiction of PM&DC, criteria for supervisors prescribed by the concerned Regulatory Authority and HEC shall be followed.
- ii. Experience requirements for supervisors and co-supervisors shall be in line with those prescribed by HEC from time to time.
- iii. Supervisors and co-supervisors shall be allocated by the 'University Supervisors Allocation Committee (USAC)' after verification of eligibility and requisite experience and appointed by the Advanced Studies & Research Board.
- iv. A supervisor should preferably be the full time faculty member of the

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respective department. However, in case of non-availability of such faculty in the department, the Head of the Department shall forward the request to Directorate of Postgraduate Studies to place the matter to the 'Equivalence /Relevance Committee' of the university. Recommendations of the committee shall be presented to the 'University Supervisors Allocation Committee' (USAC). Recommendations of the USAC shall be presented to the Advanced Studies & Research Board for final decision.

- v. University Supervisory Allocation Committee and Institutional Review Board may also nominate a co-supervisor keeping in case of interdisciplinary nature of the proposal or if the research is being undertaken in collaboration with another institution/research organization.
- vi. Supervisors shall have to take mandatory supervisory workshop(s) prescribed by UHS from time to time.
- vii. All supervisors and co-supervisors shall submit an undertaking of 'No Conflict of Interest' to be neither closely related to a student by consanguinity or marriage up to the third degree relative nor maintaining a dual relationship with the student, or any other personal/professional/financial interest that may influence his/her role as a supervisor/co-supervisor.

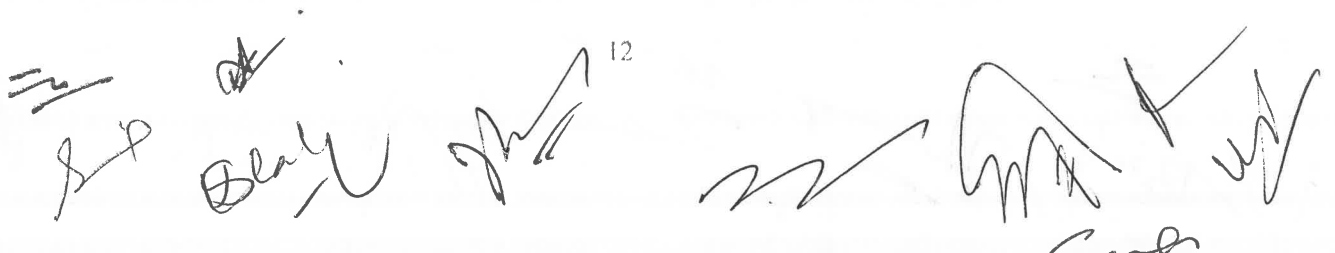
13. MANDATORY WORKSHOPS

The Department of Medical Education will organize following mandatory workshops for M.Phil/Master students.

1. Basic Biostatistics and Research Methodology
 2. Skills in synopsis and thesis writing
 3. Skills in information technology
 4. Communication skills
- *Any other workshop approved by Advanced Studies & Research Board from time to time.*

14. FREEZING OF REGISTRATION/DISCONTINUATION OF M.PHIL/MASTER RESEARCH

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



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15. PERFORMANCE EVALUATION

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

16. THESIS SUBMISSION, EVALUATION & DEFENSE

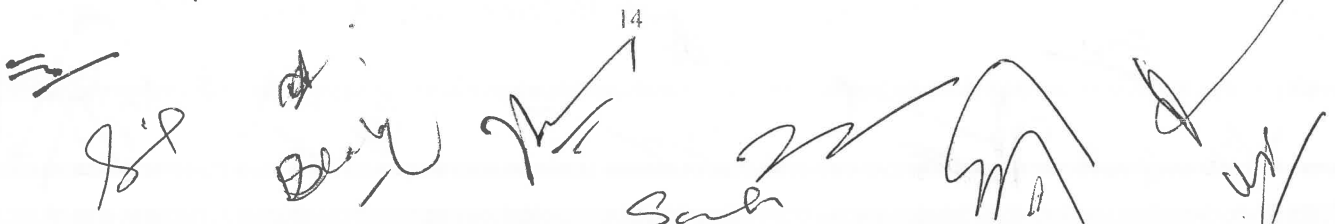
- i. Thesis shall be prepared on the prescribed 'Thesis Format Guidelines' available at UHS website.
- ii. The thesis can only be submitted within the maximum allowed duration of the degree program.
- iii. Thesis shall be submitted through the Head of the Department concerned.
- iv. The submitted thesis must include the plagiarism report, along with all other documents prescribed by the Examination Department of UHS.
- v. The Vice Chancellor shall appoint two local external examiners for the evaluation of the thesis, chosen from the panel approved by the Advanced Studies & Research Board for M.Phil/Master's programs.
- vi. Each examiner will be provided with a copy (electronic/hard) of the thesis and, acting independently, shall be required to provide the Controller of Examinations with a written report on the quality of the thesis. If there is no response from the examiner within one month, and after two reminders, each spaced seven days apart, the examiner shall be replaced by the Vice Chancellor on request of the Controller of Examinations.
- vii. The evaluation reports of the examiners shall be considered in the Advanced Studies & Research Board.
- viii. In case of recommendations of minor corrections by the examiners, the scholar would be asked to submit the updated thesis to the Department of Examinations within ten (10) working days of intimation of decision, along with annotated rectification report, duly certified by supervisor. The Vice Chancellor, on certification of supervisor, may approve the thesis on behalf of Advanced Studies &

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Research Board.

- ix. In all such instances, where one of the thesis evaluators identifies major deficiencies in the thesis, while the other examiner either recommend its approval as such or with minor changes, a meeting of the candidate, his/her supervisor, and thesis evaluators will be conducted by a University Committee constituted under Directorate of Research & Development. The committee will, after conduct of such meeting, submit its recommendations to Vice Chancellor pertaining to re-evaluation of the thesis, who shall take appropriate decision on behalf of the Advanced Studies & Research Board.
- x. However, in cases of major deficiencies identified in a thesis by more than one evaluator, *prima facie* reflecting poor quality of the thesis, a written explanation will be sought from the supervisor of the candidate within seven days. The explanation submitted by the supervisor shall be considered by the committee referred in the preceding paragraph. The Committee shall furnish its recommendations to the Vice Chancellor for taking appropriate decision pertaining to acceptance of explanation/otherwise and to proceed further with thesis evaluation process, on behalf of the Advanced Studies & Research Board.
- xi. After approval of thesis evaluation reports the scholar shall be allowed to proceed to the Thesis Defense and Viva Voce Examination, subject to fulfillment of all other requirements.
- xii. The Controller of Examinations shall arrange conduct of Thesis Defense and Viva Voce Examination within one month of approval of thesis evaluation reports.
- xiii. Before Thesis Defense and Viva Voce Examination, a public defense of the thesis shall be presented by the scholar, which shall be open to the entire faculty and students.
- xiv. Thesis Defense and Viva Voce Examination must be attended by the student, examiners, and the Head of the Department or a nominee. The main supervisor or co-supervisor may attend but will not participate as an examiner.
- xv. After successful completion of Thesis Defense and Viva Voce Examination, the student will provide the hard copies of the final thesis to the Department of Examinations, along with the certificate of completion, duly signed by the examiners, issued by the Department of Examinations within seven days. The Department shall issue result notification to the candidate.

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- xvi. However, the candidate shall have to provide evidence of acceptance/publication of a research article based on his/her M.Phil/Master research in a HEC/PMDC recognized journal to become eligible for award of M.Phil/Master degree, as the case may be.
- xvii. Librarian shall be responsible for archiving the physical and digital copies of all the theses.
- xviii. All the research material collected during the M.Phil/Master research project shall be the property of the University. Only the supervisor is authorized to handle research article correspondence.
- xix. Regulations regarding intellectual property rights notified through '**Regulations on Intellectual Property Rights**' shall be followed.
- xx. Regulations regarding publications notified by UHS as '**Regulations for Research Publications**' shall be followed.
- xxi. Regulations regarding research misconduct notified by UHS as '**Regulations for Research Misconduct**' shall be followed.
- xxii. Regulations regarding change of supervisors and co-supervisors notified as '**Regulations for change of supervisor and/or co-supervisor**' shall be followed.
- xxiii. '**Regulations for Conduct & Discipline of Students**' as notified by the University from time to time shall be followed.

17. COLLABORATION WITH RESEARCH INSTITUTIONS

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

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

18. DEFINITIONS

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

"Allied Health Sciences" means a wide range of healthcare professions that support medical and dental professionals in providing patient care. These disciplines include Medical Laboratory Technology, Medical Imaging Technology, Physiotherapy, Occupational Therapy, Speech & Language Pathology, and any other discipline given at Schedule-I of the 'Allied Health Professional Council Act, 2022'.

"ADVANCED STUDIES & RESEARCH BOARD" means Advanced Studies and Research Board of the University of Health Sciences, Lahore

"Candidate" means a person seeking admission in M.Phil/Master program at UHS.

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

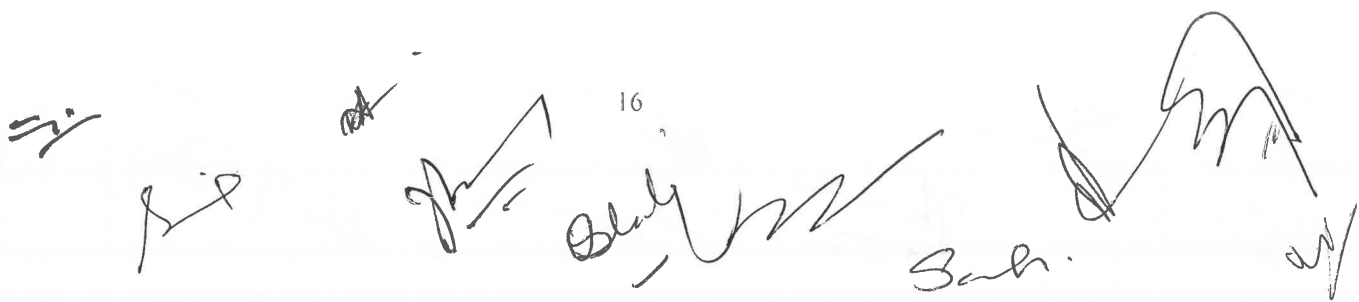
"Defense" means an oral examination of the scholar in the research work conducted usually in the form of presentation and/or demonstration, before the panel of examiners, entailing arguments and points supporting the fundamental concepts having been advanced within the thesis.

"Dental Sciences" means a specialized branch of medical science focused on oral health issues. Dental Sciences covers various aspects of oral health, including dental anatomy, dental materials, oral pathology, oral microbiology, periodontology, and endodontics.

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

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

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"Medical Sciences" means a branch of science that deals with the study of the human body, its functions, diseases, and the mechanisms of various medical conditions. It encompasses a wide range of disciplines such as anatomy, physiology, pathology, pharmacology, microbiology, immunology, genetics, and biochemistry.

"Research Program" means an academic program in M.Phil/Master studies being run at the UHS.

"Research" means the process leading to the production of original scholarly work in the form of a thesis for the purpose of obtaining M.Phil/Master degree.

"Student/Scholar" means a person registered in an M.Phil/Master program at the UHS.

"Supervisor" means a person with PhD/M.Phil/Master qualification with a field of research similar to that of the scholar, preferably a full time faculty member in an academic department of UHS, or academic/research staff of an HEC recognized university appointed to supervise the research work of a scholar.

"Thesis" means a written description/document of the research work prepared in the format prescribed by UHS and submitted as partial requirement for award of the M.Phil/Master degree.

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

"UHS" means University of Health Sciences Lahore

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