



DOCTORAL ADMISSION COMMITTEE (DAC) – DUHS

TERMS OF REFERENCE

Role:

The DAC oversees a transparent, merit-based, and policy-compliant admission process for PhD programs across DUHS. It ensures that applicants meet institutional and regulatory standards and that program admissions uphold academic integrity and excellence.

Core Responsibilities:

1. Policy Oversight

- Ensure all doctoral admissions conform to HEC regulations **and** DUHS-specific policies.
- Periodically review and update the admission criteria, testing procedures, and selection rubrics.

2. Call for Applications

- Approve and oversee the publication of calls for admission in PhD programs across DUHS.
- Coordinate with departments to determine available seats, supervisors, and program capacities.

3. Admission Test Management

- Approve the structure and content of:
 - General Aptitude Test (GAT-equivalent)
 - Subject-Specific Test (developed in coordination with PhD programs)
- Assign responsibility for developing, securing, and administering these tests.

4. Evaluation of Applications

- Review applicants' academic qualifications, GAT/subject test results, and research proposals.
- Coordinate with departments for faculty availability **and** supervision capacity validation.
- Ensure each applicant is vetted for plagiarism, prior misconduct, or conflicts of interest.

5. Interview & Proposal Review

- Organize panel interviews with representation from relevant PhD programs
- Use a standardized scoring rubric to evaluate academic potential, research alignment, and communication skills.

6. Grievance & Appeals Handling

- Serve as the first-level forum for addressing any applicant complaints or admission-related disputes.

7. Reporting & Quality Assurance

- Submit annual reports on:
 - Admission trends
 - Candidate diversity
 - Compliance with HEC and internal benchmarks
- Recommend strategic improvements to enhance doctoral program quality.