
	Document Name:	Policy and Procedure for Doctorate (Ph.D.) Admission
	Document Number:	DUHS / ____ / SOP / (SOP Number)

DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURE

Policy and Procedure for Doctorate (Ph.D.) Admission (CLAUSE 1.1 OF ISO 9001:2008)

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TERMS AND DEFINITIONS

TERMS	DEFINITION
Ph.D.	A PhD program is an advanced academic program that involves intensive study, critical analysis, and the completion of original research, culminating in a dissertation or thesis that makes a significant contribution to the chosen discipline.

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LIST OF ABBREVIATIONS

Ph.D.	Doctor of Philosophy
M.Phil.	Master of Philosophy
HEC	Higher Education Commission, Pakistan
DUHS	Dow University of Health Sciences, Karachi
DAC	Doctoral Admission Committee
GRE	Graduate Record Examination
GAT	Graduate Assessment Test
SPGS	School of Postgraduate Studies
PMDC	Pakistan Medical and Dental Council
PMC	Pakistan Medical Council

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1. **PURPOSE:**

Doctoral programs are the mainstay of any higher education institution in generating and disseminating new knowledge, *a fundamental role of any institution of higher learning, including Dow University of Health Sciences (DUHS)*. Internationally, the majority of peer-reviewed publications in high-impact journals are the outcome of the work conducted by doctoral students. In this context, selecting the most appropriate PhD candidate is central to achieving the desired research-related strategic outcomes.

2. **SCOPE:**


The Scope of this policy and procedure defined herein is limited to the existing Ph.D. Scholars and new applicants apply to the University in any of its approved/accredited Ph.D. & MPhil programs.

3. **RESPONSIBILITIES:**

3.1. Doctorate Admission Committee: The Doctoral Admission Committee will be constituted as per the composition outlined below, with the approval of the Vice Chancellor, DUHS. The committee will then develop its own terms of reference for functioning effectively in accordance with this approved policy:

- Program Director (Member # 1)
- HEC-approved PhD supervisor in the field in which admissions are offered (Members # 2 and 3)
- Representative of the Board of Advanced Studies and Research (Member # 4)
- HEC-approved PhD supervisor in an unrelated field in which admissions are offered (Member #5)

3.2. The School of Postgraduate Studies is responsible for the facilitation of the scrutiny of the applications received, along with nominating the paper setters/reviewers for each discipline

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announced (MPhil and Ph.D.) to the examinations department.

3.3. Once formed, the Doctoral Admission Committee will admit and supervise Doctoral candidates.

4. PROCEDURE:

4.1. Minimum Requirements for Admission to Ph.D. Programs:

4.1.1. The DUHS will strictly follow the HEC's guidelines for admission into the PhD program:

4.1.1.1. Minimum CGPA 3.0 (out of 4.0 in the Semester System), or First Division in the Annual System.

4.1.1.2. BS/M. Phil/M.S./Equivalent degree in the field of study or closely associated fields as per eligibility criteria for the specific specialty program

4.1.1.3. All applicants to Ph.D. programs are required to fulfill the following testing requirements:

4.1.1.4. All applicants to Ph.D. programs shall be required to take one of the following non-subject-specific admissions tests:

- The GRE (administered by the Educational Testing Service).
- Graduate admission test administered by the Educational Testing Council

4.1.1.5. An equivalent test developed by the University

4.1.1.6. Applicants for admission into the Doctoral program will also be required to take Subject tests in the relevant discipline.


4.1.1.7. A Statement of Purpose: Applicants are required to submit a statement of purpose, which shall be reviewed by the Doctoral Admission Committee.

4.1.1.8. Successfully appearing for interview with the Doctoral Admission Committee

4.2. Procedure for Admission

4.2.1. Advertisement

- Advertisements in leading newspapers should be published at least twelve (12) weeks before the start of the semester.
- A minimum of two weeks should be given for the deadline for submission of applications.

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- Relevant Colleges/Schools/Institutes at DUHS should also make efforts to market the program by targeting potential candidates
- Any scholarship opportunity available should also be highlighted in the advertisement to attract bright candidates.

4.3.Application Submission

4.3.1. Interested candidates must apply by completing an online admission form


4.3.2. Additionally, the following documents must be submitted with the application. Some programs may require additional information, which will be communicated case-by-case.:

- Matriculation/O Level certificates with transcript/mark sheet
- Higher Secondary School transcripts and certificate/Intermediate transcripts and degree/A A-level certificate with transcript
- Bachelor's degree with transcripts (including MBBS)
- Master's degree with transcripts (if applicable)
- The No Objection Certificate/Deputation letter in case of a Government Servant
- PMDC/PNC Registration Card (If applicable)
- Copy of CNIC
- Colored Photographs (4-Passport Size)
- Surety Bond (If applicable)
- Migration certificate (If applicable)
- Sindh Domicile

Note: If the candidate has obtained any certificate/diploma/degree from a foreign country, then the equivalence certificate must be provided with the above-mentioned documents.

4.4.Review of Applications

The proposed Doctoral Admission Committee should review applications to assess applicants' basic eligibility. Only candidates selected for the second round of review (entry test) will be invited to proceed.

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4.5.Entry Test Requirement

DUHS will conduct its own General and Subject-specific entry tests, following the standards defined by the HEC.

4.5.1. Composition of Entry Test

The faculty will develop the General Admission Test (GAT) for all DUHS candidates applying for doctoral programs. The minimum qualifying score for the GAT will be 60% for the Doctoral programs.

For the subject-specific Test, a University Examination Committee consisting of at least three (3) PhD faculty members in the subject area (preferably HEC-approved supervisors) will be assigned to prepare the test. The minimum qualifying score in the subject test will be 60%.

Doctoral candidates who obtain a minimum of 60% overall on the admission test will be invited for an interview. The total contribution of entry test scores (general and subject tests) towards the final scoring will be 60%. The distribution and weightage of entry test scores toward the final scoring are as follows:

4.5.2. Weightage of Components- Doctoral Admission Test:


The entry test will consist of two sections:

- Section 1: Subject-specific Test : 0% (42 Marks out of 100)
- Section 2: General Admission Test: 30% (18 Marks out of 100)
- Section 3: Proposal Writing Section: (10%) 10 Marks out of 100

The minimum qualifying score of the candidate must be 60% for the entry test.

4.6.Interview

4.6.1. The DUHS Doctoral Admission Committee will conduct a panel interview. The committee will assess skills and abilities, including motivation to pursue a PhD, the ability

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to work independently, creativity and originality of ideas, critical thinking, and the ability to produce high-quality written work.

4.6.2. The committee will determine the details of the methodology (interview questioning, assessment of written work, research proposal/plan write-up) through which these abilities will be assessed. All these skills and abilities will be assessed and weighed following the pre-specified weightage mentioned below.

4.6.3. The total weightage of the interview towards the cumulative score will be 40%.

4.6.4. Weightage of Assessment of the Candidates:

- Skills and abilities: 25% (10 Marks out of 100)
- Motivation to do a PhD and ability to work independently: 25% (10 Marks out of 100)
- Creativity and originality of ideas/ Ph.D. Proposal: 25% (10 Marks out of 100)
- Critical thinking and the ability to produce a high-quality write-up □ 25% (10 Marks out of 100)

4.7.Final List of Selected Candidates


4.7.1. The list of final selected candidates will be posted on the DUHS website, and successful candidates will also be informed via email.

4.7.2. If the final successful candidate declines to join and/or does not respond affirmatively prior to the posted deadline, the next qualified candidate will be invited to join the program.

4.8.Progression of a Ph.D. Candidate's Journey

4.8.1. The Doctoral Admission Committee will be responsible for overseeing admission and the progression of the Ph.D. candidate throughout their journey in the DUHS Doctoral program.

4.8.2. The DAC may follow the candidate's progress regarding their research progression, including ensuring they are meeting the key deadlines/ milestones as defined by the

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program specifications within the minimum duration.

5. **RELATED DOCUMENTS:**

HEC Policy on Ph.D. Degree programs. <https://www.duhs.edu.pk/wp-content/uploads/2024/05/Graduate-Education-Policy.pdf>

6. **RELATED RECORDS**