	Document Name	Postgraduate Academic Program Policy for (Ph.D.)
	Document Number	DUHS/SPGS/2024/SOP/001

Admission, Progression, Assessment, Certification Manual of the PhD Programs

1. ADMISSION POLICY

PROGRAM 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 of submission of applications.
- 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.

ADMISSION

- Admission will be offered to all those who qualify following strict merit-based admission criteria, irrespective of their race, religion, gender, ethnicity, or socio-economic conditions.
- The Doctoral Admission Committee (DAC), constituted by the Vice Chancellor/Syndicate, will supervise the process of Ph.D. admissions.
- Admissions shall be made purely based on merit, determined by the Entrance Test.
- According to the approved organogram of SPGS (reference to the syndicate in its 104th meeting dated 19.09.2024), all clinical and non-clinical programs, including M.Phil. Program will be administered by the School of Postgraduate Studies, except PhD program.

APPLICATION


- Interested candidates must apply by completing an online admission form.
- Additionally, the following documents must be submitted with the application) some programs may require additional information which will be communicated on a case-by-case basis):

List of Documents Required for Application:

1. Matriculation/O Level certificates with transcript/mark sheet
2. Higher Secondary School transcripts and certificate/Intermediate transcripts and degree level certificate with transcript
3. Bachelor’s degree with transcripts (including MBBS)
4. Master’s degree with transcripts (if applicable)
5. The No Objection Certificate/Deputation letter in case of Government Servant
6. PMDC/PNC Registration Card (If applicable)
7. Undertaking on Stamp Paper (Annexure-I)
8. Copy of CNIC
9. Colored Photographs (4-Passport Size)
10. Surety Bond (If applicable) (Annexure-II)
11. Migration certificate (If applicable)
12. Transcript

Equivalence Certificate Requirement for Foreign Qualifications

- If a candidate obtains any certificate, diploma, or degree from abroad (or an equivalent examination), an equivalence certificate must be provided along with the above-mentioned documents.

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Degree attestation Requirement for Local Qualifications

- If a candidate obtains any certificate, diploma, or degree from a local university (or an equivalent examination), the degree must be attested by the Higher Education Commission (HEC) of Pakistan along with the above-mentioned documents.

MINIMUM ACADEMIC ELIGIBILITY REQUIREMENT

- Candidates must meet the minimum academic eligibility requirement for the concerned program as laid down by the selection board.
- These requirements are published in advertisements in newspapers and comply with the criteria set by the Higher Education Commission (HEC) and the Pakistan Medical and Dental Council (PMDC).

Doctor of Philosophy (Ph.D.)

- Sindh Domicile (Mandatory)

Qualification:

- MS/M.Phil. or equivalent degree from a HEC-recognized Higher Education Institution

CGPA:

- Minimum CGPA of 3.0 (out of 4.0) or 60% (in the annual system) in the MS/M.Phil./equivalent degree from HEC-recognized higher education institution

GAT/HAT General Test:

- GRE/HAT General/Equivalent tests, with a passing score of a minimum of 60%

Subject-specific Test:


- Conducted by Dow University of Health Sciences
- A passing score of a minimum of 60% as per HEC policy.

Admission Committee Interview:

- Short-listed applicants only
- Submission of a short research proposal in the area of applicants' interest

Conditional Admission:

- Holders of M.Phil. or an equivalent degree from a HEC recognized Higher Education Institution having a cGPA between 2.50 to 2.90 can also apply for conditional admission provided:
 - They meet all other requirements for admission to a Ph.D. program (Subject-specific test; Interview, etc.).
 - Successfully complete additional course(s).

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- **Students Currently Enrolled in M.Phil./Master’s Programs:**
- Applicant who is currently enrolled in an M.Phil./Master’s or equivalent program in an HEC-recognized Higher Education Institution can also apply for conditional admission provided:
 - They submit an official confirmation that they have submitted their thesis which has been accepted awaiting defense.
 - M.Phil./Master’s degree must be awarded before the start of the Ph.D. program.
 - They must satisfy all the other requirements of admission in a Ph.D. program (i.e., cGPA, subject-specific test; interview, etc.).
 - GAT section of the Entry test separately.

ENTRANCE TEST/GAT OF THE UNIVERSITY

The Entrance Test is conducted at **DUHS**, and admit cards issued to applicants indicate the test center, date, and reporting time.

- This Entrance Test will be valid only for the current admission session.
- Admit cards are issued online after scrutiny. Candidates can download them from the online portal of DUHS. The admit card clearly indicates the test center, date, and reporting time.
- .In case the admit card is not received by the candidate, they should contact the University via email at spgs@duhs.edu.pk or personally.
- GAT (General) is a component of entrance into Masters and above programs for the University's indigenous program.

Entry Test Pattern:

- The Entry Test Pattern for admission to Postgraduate Programs at DUHS is as follows:

Composition of Entry Test:

Doctor of Philosophy (Ph.D.)

- **Subject-specific Test:**
 - Conducted by Dow University of Health Sciences
 - A passing score of a minimum of 60%

Issuance of Admit Cards

For Applicants within Karachi:


- Applicants residing within Karachi can obtain their admit card by visiting the admission cell of DUHS.
- They need to bring a copy of the paid challan, a copy of the duly signed-in Admission form, and three recent passport-sized color photographs.
- Admit cards can be obtained a day before the deadline.

For Applicants outside Karachi:

- Admit cards for applicants residing outside Karachi will be dispatched to their residential addresses well before the entrance test.

Interview Policy

- DUHS Doctoral Admission Committee will be conducting a panel interview. The committee will be assessing skills and abilities including motivation to pursue a PhD along with the ability to work independently, creativity and originality of ideas and critical thinking, and the ability to produce high-quality written work.
- The details of methodology (interview questioning, assessment of written work, research proposal/plan write-up) through which these abilities will be assessed will be determined by the Committee.
- All these skills and abilities will be assessed and weighed following pre-specified weightage as mentioned below. The total weightage of the interview towards the cumulative score will be 40%.
- **Weightage**
 - Skills and abilities 25% (10 Marks out of 40)

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- Motivation to do PhD and ability to work independently25% (10 Marks out of 40)
- Creativity and originality of ideas 25% (10 Marks out of 40)
- Critical thinking and ability to produce high-quality write up 25% (10 Marks out of 40)

Tie-Breaking Policy


- If two or more students have the same marks in the entry test, the older student will be given preference.

List of Admitted Candidates

- The names of candidates who qualify for the admission requirements will be notified through a 'list', which will be displayed on the DUHS website.
- An interview letter will be dispatched via courier services to the selected candidates.
- Selected candidates may also obtain their admission letter and fee challan from the Department of Admission of DUHS.
- Additionally, selected candidates will be informed through SMS on their cell phones and via email.

Registration Process

- Candidates who receive their 'Admission Letter' are required to immediately report to the concerned institute admin office.
- They should collect the registration form, fill it out, and submit the same to the admin office.
- Candidates should also obtain assessment schedules and other documents related to the commencement of studies from the admin office.

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2. EXAMINATION POLICY:

- FOR Ph.D. PROGRAMS

INTERNAL (Continuous / Cumulative) ASSESSMENT	30%
SEMESTER EXAMINATION	70%
TOTAL	100%

Attendance:

- 80% attendance is mandatory for appearance in exams.

Internal Assessment:

- This shall consist of assignments, quizzes, and monthly tests, as decided by the Board of Studies of the program.
- The schedule of internal assessment will be forwarded by the School of Postgraduate Studies & Examination Department at the commencement of the semester.
- There will be no retake of the internal assessment exam during the semester in which the student failed. The student may however retake the exam when offered to other batches.
- The marks obtained by the students for internal assessment shall be submitted to the examination department before the commencement of the semester's final exam.

Semester Examination:

- The final exam will be conducted by the Examination Department, DUHS, as per the pattern decided by the University.

Students will have to obtain a minimum of 63% marks in total to pass the course.

Comprehensive Exam for Ph.D.:

- After completing the required number of credit hours for a particular degree, and fulfilling the requirement in terms of CGPA, a student shall be given a comprehensive examination covering all the courses studied for the degree.

Retake Examination:

- Retake Examination will be conducted after every year as per the University policy. Student fails to clear the course; s/he has to retake the examination of the failed course. However, if s/he fails to clear the course in the retake examination (maximum 2 attempts) s/he has to repeat the course, whenever offered. In case a student repeats the course, which has already been taken, the old grade will be substituted with the new grade, (for CGPA calculation).

Promotion Policy


The courses taught at the University shall be categorized into two types:

1. Core Courses:

- These are courses whose teaching is a fundamental requirement of the program.
- Core courses must be completed to progress through the program as they are essential for understanding subsequent courses.

2. Non-Core Courses:

- These are courses that may be taught independently without affecting the teaching of any subsequent course in the program.
- Non-core courses can be taken flexibly as they do not impact the progression through the core curriculum.


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Policy




- A student shall be promoted from an odd semester to an even semester even if they have not cleared some of the courses of the odd semester. However, the student must clear all courses of both semesters of the year in the semester re-take examination before being allowed to be promoted to the next academic year.

Applicable to the following programs:

1. Ph. D.

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3. TIMELINE TO COMPLETE THE PH.D. DEGREE PROGRAM

TASKS	EVENT / PROCESS		TIMELINE	YEAR
Semester I				1 ST YEAR
Selection of supervisor		Core Courses	Semester I	
SEMESTER EXAM (INCLUDING SEMESTER BREAK)				
Semester II				
Selection of Topic & formulation of Synopsis		04 Subject courses	Semester II	
SEMESTER EXAM (INCLUDING SEMESTER BREAK)				
<u>Comprehensive Examination</u>				
Semester III to VI				2 ND & 3 RD YEAR
<u>Synopsis Approval</u> Ph.D. Advisory Committee		Semester III-VI	02 - 03 YEAR	
<u>Synopsis Approval</u> I.R.B.				
<u>Synopsis Approval</u> B.A.S.R.				
Research work				
Thesis Submission				
THESIS DEFENSE				