



PHD THESIS REVIEW POLICY

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QUALITY ENHANCEMENT CELL
JINNAH SINDH MEDICAL UNIVERSITY

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1. Purpose

This policy lays down the process to be adopted for thesis review for the doctoral program leading to a PhD qualification offered by any institution of Jinnah Sindh Medical University.

The purpose is to review the thesis according to the process laid down by the Higher Education Commission, Pakistan.

2. Scope

This policy is applicable to all students admitted in the doctoral programs of Jinnah Sindh Medical University.

3. Policy statement

1. The PhD candidates will begin work on their thesis (data collection, development and synthesis of results and discussion) after passing the comprehensive examination and approval of synopsis from Institutional Review Board and Board of Advanced Studies and Research (BASR), Jinnah Sindh Medical University,
2. Students shall prepare a thesis on a topic related to an important contemporary issue in their own area of specialization and should be addressing a research question that will add to the fund of knowledge on that topic. The thesis must contain not less than 35,000 words (not including appendices and references) and not more than 70,000 words. (Institutes will share their own Thesis guidelines and share with the student).
3. The thesis must be approved by the supervisor and submitted for evaluation at least three months before the date of thesis defense.
4. Candidates must submit 3 loosely bound copies of the thesis at the office of the BASR after completion of thesis work
5. All the copies should be signed by supervisor and supervisory committee members (if applicable) and the program director.
6. The supervisor must submit a signed thesis submission form to the Chair BASR.
7. Along with the thesis copies, the student should also submit letter from supervisor suggesting:

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8. Eight names of subject specialists in the relevant field of research/discipline from technologically/academically advanced countries for evaluation of thesis. (List of technologically/academically advanced countries is available on HEC website)
9. Five names of subject specialists in the relevant field of research for thesis defence.
10. Students would deposit the prescribed fee for thesis review and defence
11. The Ph.D. thesis document must be evaluated by at least two Ph.D. experts from technologically/academically advanced foreign countries in addition to local Committee members.
12. An open defense of Dissertation is essential part of PhD Program after positive evaluation.

4. Definitions:

Thesis: Thesis for award of PhD

5. Linked/Referenced Documents

1. JSMU publication policy.
2. JSMU plagiarism policy

6. Responsibilities:

Department of Postgraduate Studies would be responsible to implement this policy.

7. Policy Implementation Procedure:

7.1 Thesis Assessment Process

- i. The final grade for a student's thesis will be recorded on transcript and will have 6 Credits hours.
- ii. Thesis Supervisor should complete the thesis declaration form and submit the final thesis document for evaluation to the Board of Advanced Studies and Research (ASRB).
- iii. Two External Examiner and One Internal Examiner (from within JSMU), will assess the Thesis.

7.2 Internal Examiner:

1. The relevant internal examiners should be identified by supervisors before approval from ASRB.
2. The internal examiner should be from JSMU with relevant qualifications.
3. The internal examiner must have at least
 - 3.1. Master's degree with thesis in the relevant field
 - 3.2. Five years of teaching experience in the relevant field

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3.3. Published 5 papers in peer-reviewed indexed journals, as first or corresponding author.

7.3 External Examiner:

1. It is the responsibility of the Program to identify eligible and qualified "external examiners" and neutral chair for thesis assessment using guidelines in Appendix-A
2. The examiners are proposed by the supervisor/Dean/Director of the respective program, and then recommended by ASRB/Director Post Graduate Studies for the Thesis.
1. Postgraduate Director/Dean would contact the examiners and neutral chair and get the conflict of interest form signed (template attached).
2. A copy of "responsibilities of external examiners" and "responsibilities of neutral chair" will also be provided to examiners and neutral chair respectively (Appendix-B & C).

7.4 Procedure for Thesis Evaluation.

There are two components of the thesis score.

- A. Assessment of the written thesis document, which should carry 60% weightage of the total thesis score.
- B. Oral Defense, should carry 40% weightage of the total thesis score.

Note: the student has to pass both separately with a minimum of 60% score in each component.

7.4.1 The Thesis Document

- i. It is the student's responsibility to ensure that the thesis conforms to the prescribed institutional guidelines. (Format at JSMU website).
- ii. The final thesis document must be approved by the respective Thesis Committee.
- iii. The approved thesis document is to be submitted to the department of postgraduate studies for plagiarism check along with the declaration form duly signed by the supervisor.
- iv. After plagiarism clearance, the thesis will be sent to an external and an internal examiner for assessment by the department of postgraduate studies at least three weeks before the date of oral defense.
- v. The thesis document will be assessed on the provided 'Thesis Evaluation form'.
- vi. The office of postgraduate studies should ensure that the examiners return the completed Thesis Evaluation Form at least a week prior to the oral defense.
- vii. Comments/concerns/suggestions of the examiners will be submitted by the post graduate office to the thesis supervisor.
- viii. The Supervisor will communicate the feedback to the student so that the comments could be incorporated in the final copy of the thesis, before the oral defense.

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- ix. Weightage distribution for the thesis evaluation (in both forms) will be equal for all three examiners (External and internal).
- x. An average composite score of 60% or higher is needed to pass in the thesis.
- xi. Thesis with cumulative score of less than 60% will be considered **Incomplete** in which case the thesis examiners will be asked to recommend the necessary steps to be taken by the student to improve the thesis and be prepared for defense for the next scheduled examination.

7.5 Thesis Oral Defense:

- i. The Post graduate/Research office will be responsible for all logistics (including refreshments for examiners). Thesis presentation will be open to all faculty and students.
- ii. A neutral Chair will chair the oral defense.

7.5.1 Thesis Oral Defense Presentation Process and Role of Neutral Chair:

- i. Both the internal and external examiners will be provided with a structured ‘Oral Defense Assessment Form’ to score the presentation.
- ii. The student will be given **20 minutes for thesis presentation**.
- iii. The two examiners will have maximum of **45 minutes to ask questions** (may be equally divided amongst the three).
- iv. The student must pass the defense with both internal and external examiners separately with a minimum cumulative score of 60%.
- v. After the assessment/question session, the student (and the audience, if present) will be asked to leave the room and the internal and external examiners will have 15 minutes to discuss scores, and any issues related to the thesis under review.
- vi. The student will be called back by the Neutral Chair for announcement of results and feedback.
- vii. The result will be announced by the Neutral Chair.
- viii. After the thesis has been assessed, the student must make all the revisions and corrections asked by the examiners within one week.
- ix. The Thesis Supervisor has to confirm that the changes have been duly incorporated by signing the
- x. After which the student has to submit four bound copies of the final thesis to the research office. One bound copy is presented to the University for the JSMU Library collection and the other bound copy is kept in the department repository.
- xi. The student has a choice to opt for an open or closed defense. In the case of closed defense all except the student, examiners, supervisor, neutral

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chair and program director will leave. (at this time this is not practiced in JSMU while AKU and UHS are doing it)

8. Revision/Modification History & frequency

The policy will be reviewed every three years. However, the owner of the policy may request for a revision based on emerging needs and with the approval from competent authority.

Revision No.	Reviewed by	Date Reviewed Date/ Month/Year	Description of Change (if Any).

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