



# نظامتِ اعلیٰ تعلیم و تحقیق

Graduate and Research Management Council (GRMC)

وفاقی اُردو یونیورسٹی برائے فنون، سائنس اور ٹیکنالوجی (کراچی/اسلام آباد)


مجاہد: ن است ت / 8/25/2025ء

تاریخ: 30 اپریل 2025ء

## دفتری حکم

نظامتِ اعلیٰ تعلیم و تحقیق (GRMC) کے چھپا سٹھویں (66th) اجلاس منعقدہ مورخہ 09 اپریل 2025ء کی شق 3 کے فیصلے کے تحت یونیورسٹی Approved Supervisor کی پالیسی اور درخواست فارم کی منظوری دیتے ہوئے ہدایت کی جاتی ہے کہ جمیع اساتذہ کرام مذکورہ پالیسی کے تحت ہی یونیورسٹی Approved Supervisor کے حوالے سے دستاویزات اپنے شعبہ میں جمع کروائیں گے۔ شعبہ جاتی تحقیقاتی کمیٹی (DRC) کی جانب سے اُس کی اسکرٹنی کر کے تصدیقی رپورٹ مع دستاویزات شعبہ GRMC (کراچی کیمپس) کو ارسال کی جائے گی جسے برائے دیگر کارروائی مجلس GRMC کے سامنے پیش کیا جائے گا اور ازاں بعد University Approved Supervisor کا خط جاری کیا جائے گا۔

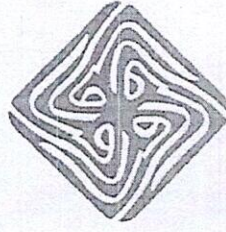
پالیسی اور پرو فارم منسلک ہذا ہے نیز یہ جامعہ ہذا کی ویب سائٹ پر ملاحظہ کیا جاسکتا ہے۔

  
رجسٹرار (قائم مقام)

نقل:

- ۱۔ دفتر چیئرمین نظامتِ اعلیٰ تعلیم و تحقیق (GRMC)
- ۲۔ انچارج اسلام آباد کیمپس / گلشن اقبال کیمپس / عبدالحق کیمپس
- ۳۔ جمیع رؤسائے کلیات
- ۴۔ جمیع صدور / انچارج شعبہ جات (کراچی / اسلام آباد کیمپس)
- ۵۔ شعبہ GRMC (اسلام آباد کیمپس)
- ۶۔ شعبہ اکیڈمک
- ۷۔ شخصی مسل
- ۸۔ مسل متعلقہ اجلاس
- ☆ فیصل بہادر (برائے ویب سائٹ)





**FEDERAL URDU UNIVERSITY  
OF ARTS, SCIENCE AND TECHNOLOGY, KARACHI**  
Gulshan-e-Iqbal, University Road, Karachi-75300, Pakistan

**University-Approved Supervisor Form**

HEC Approved Supervisor: Yes ☐ NO ☐

**Personal Information:**

1. Full Name: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. CNIC No.: \_\_\_\_\_
5. Nationality: \_\_\_\_\_
6. Current Address: \_\_\_\_\_
7. Permanent Address: \_\_\_\_\_
8. Phone (Mobile & Landline): \_\_\_\_\_
9. Email: \_\_\_\_\_

**Academic Qualifications**

Degree	Field of Study	University	Year of Completion
PhD			
M.Phil/ MS			
MSc./BS			

**Employment Information**

1. Current Employer (University/Institution): \_\_\_\_\_
2. Designation: \_\_\_\_\_



3. Department: \_\_\_\_\_

4. Total Teaching/Research Experience: \_\_\_\_\_

**Research Profile**

1. Number of Published Research Papers: \_\_\_\_\_

(Attach List of Publication with Impact factor details)

2. Impact Factors: \_\_\_\_\_

3. Conference Papers: \_\_\_\_\_ (Attach details)

4. Conference/ Workshop/Seminar (Attended/Organized) \_\_\_\_\_ (Attach details)

5. PhD/M.Phil./MS Students (if any)

i) No. of PhD students (awarded degree) : \_\_\_\_\_

(Attach List of students with title pages)

ii) No. of PhD students (In progress): \_\_\_\_\_

(Attach List of students with synopsis approval letter)

iii) No. of M. Phil/MS students (awarded degree) : \_\_\_\_\_

(Attach List of students with title pages)

iv) No. of M. Phil/MS students (In progress): \_\_\_\_\_

(Attach List of students with synopsis approval letter)

**Applicant's Declaration**

I, \_\_\_\_\_, hereby certify that the information provided is accurate and complete to the best of my knowledge. I understand that providing false information may result in rejection of my application.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



*University Endorsement (For Official Use Only)*

- DRC: \_\_\_\_\_
  - Vice Chancellor/Head of Institution Name: \_\_\_\_\_
  - Signature & Stamp: \_\_\_\_\_
  - Date: \_\_\_\_\_
- 

**Eligibility**

- HEC Approved supervisors. OR
- New Applicant with a PhD degree from an HEC-recognized university.
- Number of research publications in HEC-recognized journals. (as mentioned in HEC GEP 2023)
- The title of 'University Approved Supervisor' is valid for three years. After three years, it will be required to update the profile. University will re-evaluate the profile as per eligibility criteria.

**Required Documents**

1. Copy of HEC-approved supervisor letter (if HEC-Approved Supervisor).
2. Cover letter requesting approval as a university supervisor.
3. Updated CV with academic and research details.
4. Copies of PhD degree (only for new applicants).
  - a. **Foreign PhD degree holders:** Copy of HEC-issued Equivalence Certificate, attested by a gazetted officer.
  - b. **Pakistani PhD degree holders:** Copy of HEC-attested PhD degree.(only for new applicants)
5. List of research publications with impact factor details. (only for new applicants).
6. Title/first page of publications from the last three years (for HEC-approved supervisors).
7. List of PhD/MS/M.Phil. students with title pages of Theses/Synopsis approval letters.
8. Copy of CNIC.



## PART-II: GOVERNING THE SYSTEMS OF DOCTORAL RESEARCH

### 4. GOVERNING THE RESEARCH SUPERVISION

#### 4.1 Principles and Purposes

To inculcate a research culture to produce high-quality research, policies and procedures governing the overall system of research in a university/DAI/HEI must be in place. The HEC guidelines for improvements are as follows.

#### 4.2 Supervision of Doctoral Dissertation

##### 4.2.1. General Conditions to Supervise Doctoral Research<sup>14</sup>

The following general guidelines shall, at least, be observed while allocating a PhD supervisor. At the time of supervisor allocation, the supervisors:

- i. Shall be a PhD degree holder complying with the criteria and standards provided in this policy.
- ii. Must be relevant to the field of research in which the student intends to conduct research.
- iii. Should have NO CONFLICT OF INTEREST in personal, financial, or professional stakes.
- iv. Should have the time and availability to supervise PhD dissertation and give clear and constructive feedback.
- v. Should be capable of conducting themselves in a professional and respectful manner throughout the supervision process.
- vi. Should be capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
- vii. Should, primarily, be a regular/adjunct faculty member of the supervisee's University/HEI/DAI

In addition to the aforementioned guidelines:

- viii. The research supervisor shall be allocated to a doctoral student from the date of enrollment.
- ix. The supervisory workload of research supervisors should be determined based on the nature of the institution, availability of teaching and research facilities, and the academic standing of supervisors. However, it is mandated that the maximum supervisory load shall not exceed five PhD students, simultaneously. Further, fresh PhDs can supervise MS/MPhil and co-supervise PhD students, while a PhD faculty member, after two years of obtaining a PhD degree, can supervise one PhD student in 3rd year, two PhD students in 4th year and maximum up to 5 PhD students from 5th year onward, subject to fulfillment of other conditions provided in this policy.

<sup>14</sup> The "General Conditions to Supervise Doctoral Research" along with the "Criteria to be a PhD Supervisor" are applicable on fresh PhDs intending to supervise PhD research and effective from the date of enactment of this policy. All the previously approved supervisor shall remain approved until the date mentioned on their award letter.



- x. The university/DAI/HEI shall allocate supervision/research space to the doctoral students.
- xi. PhD research work completed under supervision is a shared property of supervisor and supervisee. All publications resulting from such research shall reflect the authorship of both parties and shall be subject to mutual consent.
- xii. The guidelines for PhD supervision should be followed in letter and spirit, as prescribed in this policy.

#### **4.2.2. Criteria to Be a PhD Supervisor**

To be a PhD research supervisor, an individual shall meet the following requirements:

##### **i. General Requirements:**

- a) A PhD degree from an HEC recognized national/international university/degree awarding institute (DAI).
- b) The research supervisor shall be given opportunities to attend and qualify course(s) on MS/MPhil/PhD Supervision which should also have contents on research ethics, publications, patents, etc. Such courses may include certified self-paced MOOCS, or a course designed/offered by National Academy of Higher Education (NAHE) or by a university in the following manner:
  - i. Basic level course: to supervise students of MS/MPhil/equivalent degrees.
  - ii. Advance level course: to supervise PhD researchers.
- c) A regular/adjunct faculty member or researcher at a public or private university or DAI, or position of researcher or scientist at any R&D or public/private sector organization. However, in the case of a non-faculty PhD supervisor, who otherwise meets the criteria of being a PhD supervisor, shall be taken as an adjunct faculty member, for a period not less than the minimum time required to complete the student's PhD research, prior to assigning a PhD supervision. Such a person shall also provide an NOC from the parent organization.

##### **ii. Publication Requirements:**

In addition to fulfilling the General Requirements, a PhD supervisor must publish research articles in the HEC's recognized research journals and the category specified in the HJRS for the publication year. These conditions are different for different disciplines and aim to ensure that the potential PhD supervisor is an active researcher:

##### **A. Specific Requirements for Science and Technology:**

For indigenous and foreign PhDs:

- i. Within the last 3 years after PhD: at least one research publications in W category journal. OR
- ii. Within last 5 years after PhD: at least five research publications in X category journal.

##### **B. Specific Requirements for Social Science, Arts and Humanities and Business Education:**

For indigenous and foreign PhDs:

- i. Within the last 3 years after PhD: at least one research publication in W category journal. OR



Within the last 5 years after PhD: at least five research publications in X and Y category journal.

**C. Specific Requirements for Regional and National Languages:**

For indigenous and foreign PhDs:

- i. Within the last 3 years after PhD: at least one research publication in X category journal. OR
- ii. Within the last 5 years after PhD: at least five research publications in X or Y category journal.

**4.2.3. Supervisory Process**

To guide the supervisory process of doctoral dissertation towards the desired goals, the universities/DAIs/HEIs shall: i) devise a supervision manual and ensure its implementation, and ii) Constitute a Supervisory Committee for each individual doctoral student.

- i. The research supervision manual shall elaborate the following areas to guide the supervisory process:
  - a. Description of roles of supervisor & supervisee
  - b. Prescription of supervision timespan
  - c. Guidance about preparation for best supervision
  - d. Guidance to discuss questions and problems with constructive comments by observing the elements of mutual respect.
  - e. Guidance on setting reasonable amount of work and receiving constructive feedback.
  - f. Directions for supervision as per the social norms
  - g. Provision of tentative timetable and schedule of meetings
  - h. Provision of proformas/registers showing meetings and research records etc.
  - i. Provision of grievances policy
- ii. HEC recommends the following composition to constitute a Supervisory Committee, for each doctoral researcher, to supervise the doctoral research:

a. Supervisor <sup>15</sup>	Convener
b. Co-supervisor (if any)	Member
c. Expert(s) from the field of research	Member

**4.3 University Directorate of Advance Studies and Research or Equivalent Department**

- i. The head of the Directorate of Advance Studies and Research (DASR) or equivalent department shall not be less than a Dean or equivalent position.
- ii. The Directorate shall serve as the secretariate of the Board of Advance Studies/Equivalent Body. Such a board/body shall be responsible for the quality of all the graduate degree programs being offered by the university/DAI/HEI, as well as the research that shall be conducted under these programs.
- iii. The DASR/Equivalent Department shall prepare a graduate Studies Prospectus, describing the complete process for award of a graduate degree and ensuring that the booklet shall be available for guidance of all graduate students.

<sup>15</sup> "Supervisor" means the research supervisor of the PhD researcher.