



POST DOCTORAL PROGRAM

GUIDELINE

**FEDERAL URDU UNIVERSITY OF ARTS, SCIENCES
AND TECHNOLOGY, KARACHI**

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This comprehensive Postdoctoral Policy for the **Federal Urdu University of Arts, Science and Technology (FUUAST)** is synthesized from the university's specific proposal for Social Sciences and established guidelines from neighboring academic frameworks.

1. Program Overview and Objectives

The FUUAST Postdoctoral Fellowship is a non-residential learning and training program designed to facilitate the transition of research students into **independent scholars**. The primary objectives include:

- Empowering researchers from Pakistan and abroad through research-based capacity building and enhance ability to utilize their knowledge.
- Enhancing advanced research techniques, writing skills, and project management in a conducive academic environment.
- Providing professional development through active engagement in research, teaching, and grant writing.

2. Formation of Post Doctorate Committee

This central body provides high level institutional oversight and is responsible for running the program as per university statutory regulations.

Member Designation	Role
Senior Dean	Convener
Deans of all University Faculties	Core Members
Director, Graduate Research Management Council (GRMC)	Institutional Oversight
Director, Quality Enhancement Cell (QEC)	Quality Assurance
Director, Office of Research, Innovation and Commercialization (ORIC)	Innovation & IP Alignment
Director, Admissions	Enrollment Management
Controller of Examinations	Certification & Record Integrity

3. Formation of Post Doctorate Subcommittees

Each faculty maintains a separate Sub-committee acting as the primary gatekeeper for departmental research standards.

- **Composition:** Convened by the Dean of the respective faculty, including Heads of Departments (HoD)/Incharges and members of the Departmental Research Committee (DRC).
- **Function:** These committees manage the granular vetting of candidates and ensure that research synopses align with departmental expertise and resource availability.

4. Eligibility and Selection Criteria for Post Doctorate Candidates

To be eligible for the program, candidates must meet the following requirements:

- Must hold a PhD degree from an HEC-recognized university or institute.
- Must have Pakistan Country Director (PCD) number.
- Ph.D degree must be verified by HEC.
- Applicants must submit a sound research proposal that is **not a mere extension of their PhD work**. It must be original research and significantly contribute to the field. Consent letter from mentor is mandatory to submit with application form and research proposal/synopsis.
- Research synopsis should be approved by the Post Doctorate Subcommittee of the respective departments.
- Merit is determined through an **interview** by **the Post Doctorate Subcommittee of the respective department** and an evaluation of the quality and quantity of previous research work.
- The Post-Doctorate Sub-Committee of the respective departments will recommend the admissions to the FUUAST Post Doctorate Committee which after reviewing will recommend them to the GRMC for endorsement.

5. Tenure and Duration

- **Standard Duration:** The program is conducted over a period of **one year (2 semesters)**.
- **Extension:** Extensions may be facilitated up to 3rd semester based on the progress, performance, and a justified rationale provided by the mentor. The report provided by the mentor will be reviewed by the Post Doctorate Subcommittee of the respective department and will send it to the FUUAST Post-Doctorate Committee to review and which will then send such cases to GRMC for the final decision. If the candidate is not satisfied with the decision she/he can appeal to the GRMC.
- **Leaves:** Fellows are eligible for up to **25 leaves** during their tenure, including provisions for maternity and Iddat leave.

6. Program Structure and Engagement

The program follows structured 2 semester's timeline. The terms of engagement (for Science and Technology faculty) will be:

- All the participants will be required to participate/attend academic meetings/seminars/conferences/workshops in-person/online (certificates will be required).
- All the participants will also be encouraged to organize seminars etc. in-person/online in their respective fields of research.
- The mentor and the candidate will meet at least once during a week to discuss the research progress.

The postdoc candidates in faculties other than Science and Technology, will follow a 2 semester timeline divided into three phases, each marked by a mandatory workshop which will be organized/conducted by the respective departments:

- **Phase 1 (Months 1–4):** Orientation, capacity building, and literature review.
- **Phase 2 (Months 5–8):** Data analysis, and articulation of the project.
- **Phase 3 (Months 9–12):** Editing, finalization, peer review, and presentation of the project.

Compliance with Ethical Standards: All the candidates will strictly comply with the ethical standards.

Responsible Conduct of Research (RCR) Module

All Postdoctoral Fellows, particularly in the Science and Technology faculty, shall complete a mandatory module/seminar on Responsible Conduct of Research. The module will cover:

- Research ethics and integrity
- Dual-use research and biosecurity awareness
- Data management and reproducibility
- Plagiarism and authorship guidelines
- Laboratory safety and regulatory compliance
- Conflict of interest and research transparency

The module will be organized by the respective faculty in coordination with ORIC and QEC. Completion certificate shall be mandatory for continuation in the program

Optional International Engagement: The “Sandwich” Model

To enhance FUUAST’s global footprint, fellows may apply for a *“Sandwich Postdoc”* engagement. This allows for 3–4 months of the fellowship to be spent at an international partner laboratory or institution, provided the arrangement enhances the final research out

Compliance with Safety Standards: All the candidates will comply with the safety and cautious laboratory practices wherever applicable.

Academic Load: Candidates from the Science and Technology faculty may be assigned a task of working in Teaching-Labs up to **2 credit hours per week** and while candidates other than Science and Technology faculty may be asked to organize at least 2 seminars/workshops in their respective departments. All the candidates will be encouraged to assist mentors in writing grant proposals.

7. Mentorship Requirements

To ensure high academic standards, mentors must meet the following criteria:

- **Qualifications:** Must hold a **doctorate degree** in a relevant field from a HEC recognized institution.
- **Seniority:** Must have an experience of at least 12 years with at least 15 publications in HEC recognized journals in their respective fields.
- **HEC/University Approved Supervisory Status:** The mentor should be currently either HEC or University Approved supervisor.
- **Supervisory Record:** Should have a proven track record of supervising at least 2 PhD thesis and 2 MS/MPhil thesis.
- An eminent scholar outside FUUAST (satisfying the above mentioned criteria), can also be a mentor.
- **Capacity:** A mentor may take a maximum of **(for other than Science and Technology faculties) 02 Postdoctoral Fellows** and total of **4 Postdoctoral Fellows** with sponsorship. For **Science and Technology faculty**, each mentor may take a maximum of **1 Postdoctoral Fellow** and total of **3 Postdoctoral Fellows** with sponsorship.

8. Monitoring and Evaluation

- **Oversight:** The program will be run by the **Post Doctorate Subcommittees in the respective faculties.**
- **Quarterly Milestone Tracking System**

To ensure timely completion of the one-year research/fellowship, researchers/fellows shall follow a structured quarterly milestone tracker:

Quarter 1 (Months 1–3) — Project Initiation

- Finalization of research proposal
- Completion of literature review
- Methodology approval
- RCR module completion
- Submission of Quarter-1 progress form

Quarter 2 (Months 4–6) — Data Collection / Experimentation

- Data collection or model development
- Lab work / field work completion (minimum 50%)
- Preliminary results discussion with mentor
- Submission of Quarter-2 progress form

Quarter 3 (Months 7–9) — Analysis Phase

- Completion of data analysis
- Draft manuscript preparation
- Identification of journal or funding agency
- Submission of Quarter-3 progress form

Quarter 4 (Months 10–12) — Final Output

- Manuscript submission / Grant submission
- Final report preparation
- Presentation / seminar delivery
- Submission of Quarter 4 completion report

Monitoring Mechanism

- Each milestone report must be signed by mentor.
- Delay in two consecutive milestones triggers review by Post Doctorate Subcommittee.
- Corrective action plan may be issued.
- **Progress Reports:** Post Doctorate candidates must submit progress reports biannually, endorsed by their mentor, to the Post Doctorate Subcommittees in the respective faculties. The Post Doctorate Subcommittees will review the progress

reports and send them to the FUUAST Post Doctorate Committee. The FUUAST Post Doctorate Committee will review the reports thoroughly and recommend them to GRMC.

- **Terminations:** The university reserves the right to terminate the fellowship if progress is unsatisfactory or if ethical/compliance standards are violated.

9. Certification Requirements

To receive the Postdoctoral completion certificate, researchers/fellows must fulfill the following:

- **Workshops:** Certificates of participation/attending academic meetings/ seminars/ conferences/workshops in-person/online (for Science and Technology candidates) Mandatory participation in all three week-long workshops (for social sciences).
- **Research Project:** Completion of a supervised research-based project. In case of non-completion, the post doctorate subcommittee will review the progress.
- **Publication:** Publication of at least one research article derived from the project in an **HEC-recognized journal (at least Y category for other than Science and Technology faculties)**. The Post Doctorate candidates from Science and Technology faculty should have a submitted **at least 1 paper in HEC-recognized journal of X-category or above** by the time of final Post Doctorate report submission (receipt of paper submission will be required).

Alternative Research Output (Grant Proposal Option)

In addition to publication requirements, Postdoctoral Researchers/Fellows may fulfill completion criteria by submitting at least one of the following:

- A small-scale independent research grant proposal submitted to a national funding body (HEC, PSF, NRPU, etc.)
- A collaborative international research funding proposal
- Industry-funded research proposal routed through ORIC

The grant proposal must:

- Be endorsed by the mentor
- Be formally submitted to the funding agency
- Include proof of submission

This provision aims to transition fellows into independent researchers and enhance research funding capacity.

- The Post Doctorate Subcommittees will evaluate the overall progress of the candidates in their respective faculties and will send the cases of all the successful candidates to the FUUAST Post Doctorate Committee to review.
- After reviewing the FUUAST Post Doctorate Committee will then forward the cases to GRMC for the final approval.
- On the recommendations of GRMC, the Registrar Office will release a certificate/letter for the successful completion of Post Doctorate Program.

10. Fee Structure

The proposed fee for the program is as follows (subject to periodical increases by the university):

- **Local Candidates:**

Admission Processing Fee	Rs. 5,000/-
Enrollment Fee	Rs. 5,000/-
Admission Fee	Rs. 20,000/-
Semester Fee	Rs. 75, 000/-

- **International Candidates:** US \$600 per semester and other fees will be same as for local candidates.
- **Additional Charges:** If approved by the FUUAST statutory bodies.

11. Governance and Administration

The fellowship is governed by the rules of FUUAST. All proceedings, modules, and fee structures must be approved through the Academic Council, and the Syndicate. Admissions are announced **bi-annually** (January and June).

12. Intellectual Property Rights and Commercialization

- Intellectual property generated during the fellowship shall be governed by FUUAST Intellectual Property (IP) policy and ORIC guidelines.
- Ownership of IP shall be shared among:
 - Postdoctoral Fellow
 - Mentor/Supervisor
 - FUUAST
- In case of patentable work:
 - The Fellow shall be recognized as inventor
 - Mentor shall be co-inventor where applicable
 - FUUAST shall hold institutional ownership
- Revenue sharing from commercialization shall follow ORIC approved formula:
 - Fellow: 40%
 - Mentor: 20%
 - FUUAST/ORIC: 40%
- All patent filings must be routed through ORIC before public disclosure.
- Fellows are encouraged to explore commercialization opportunities and industry collaboration.

13. Grievance Handling

Post Doctorate candidates can access to the respective Post Doctorate Subcommittees/FUUAST Post Doctorate Committee.