

Standard Operating Procedure
PhD Departmental Review Committee – FCS



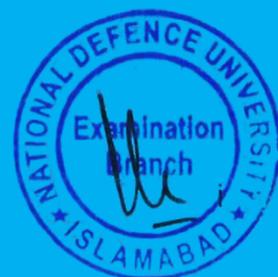
EXAMS BRANCH
Version: 1.0

NATIONAL DEFENCE UNIVERSITY ISLAMABAD

This SOP contains 5 pages and has been prepared in line with the provisions of NDU Academic Regulations / HEC guidelines and will remain enforced till amended, cancelled or suspended. It shall be revised / amended after approval of any changes in the Academic Regulations or HEC guidelines or after the statutory bodies' decision concerning PhD DRC or as and when considered necessary by the Competent Authority. No provision of this document shall supersede information / direction contained in the Academic Regulations / HEC guidelines or other superior documents on the subject.

List of Acronyms

DRC	Departmental Review Committee
FCS	Faculty of Contemporary Studies
HEC	Higher Education Commission
HoD	Head of Department
NDU	National Defence University
QEC	Quality Enhancement Cell
SOP	Standard Operating Procedure
UERC	University Examination and Research Committee



SOP : PHD DEPARTMENTAL REVIEW COMMITTEE

1. **General.** PhD theses submitted in respective depts are required to be reviewed to ensure that the theses meet the international standards for PhD research. A Departmental Review Committee (DRC) shall be setup to review theses at dept level.
2. **Aim.** To laydown roles/responsibilities and procedures for review of research of PhD Scholar by DRC.
3. **Formation.** After passing of Comprehensive Exam, Dept concerned shall form separate DRC for every PhD scholar.
4. **Composition.** Each DRC shall comprise of:-
 - a. HoD concerned : Chairperson
 - b. Subject Expert : Member
 - c. Methodology Expert : Member
5. **Notification.** Fol procedure shall be followed:
 - a. Exams Branch shall notify the DRCs with approval of the Dy President.
 - b. DRC once notified could only be changed with cogent reasons and approval of the Dean FCS. Revised DRC shall be notified by Exams Branch with approval of Dean FCS, under intimation to Dy President office.
6. **Time Frame for Completion of Review.** DRC to complete thesis review within 15 to 28 days of its receipt.
7. **Functions.** HoDs to facilitate and encourage the scholar to interact with DRC members in coordination with Supervisor/Co-supervisor for seeking guidance throughout the research phase. Main functions of DRC will include:-
 - a. Recording observations during Doctoral Seminar and ensuring compliance.
 - b. Reviewing thesis in detail and ensuring compliance to observations through track changes.
 - c. Ensuring compliance to observations of Foreign and Local Evaluators as well as observations made during the Public Defence.
8. **Responsibilities.** DRC will review thesis with respect to following:-
 - a. **Preliminary**
 - (1) Shall be written in English and the presentation must be satisfactory for publication.
 - (2) Shall be typed on A4 size (11.69"x8.27") paper with margins of 1-1/2" to the left and 1" to the right, top and bottom of each page.



- (3) Minimum word count should be 75000 (excluding bibliography) or certificate of justification by the supervisor for the word count beyond this limit.
- (4) Similarity Index Report generated by the supervisor / co-supervisor using their own accounts, signed and is within following limits:
 - (a) Overall Similarity index \leq 19%.
 - (b) Single source Similarity \leq 5%.

b. Citations and Bibliography

- (1) Min 100 citations using latest APA for theses of GPP & LMS and Chicago Manual for all other depts with 50% from Academic Sources such as books, Journal articles and institutional/ organizational databases are mandatory.
- (2) Core classical and contemporary relevant literature has been referred.
- (3) Bibliography is compartmentalized and arranged alphabetically.

c. Hypothesis

- (1) Hypothesis is formulated scientifically, stated clearly and precisely. Establishes a direct relationship between two or more variables and is testable.
- (2) In the absence of Hypothesis, justification/research questions.

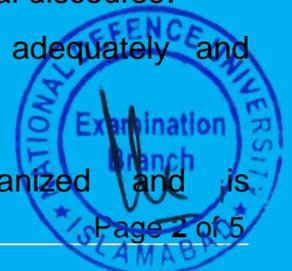
d. Research Methodology

- (1) Type of Research i.e. Exploratory, Descriptive, and Explanatory.
- (2) The dissertation contains a conceptually sound section on philosophy of research.
- (3) The philosophy is in sync with research design and methods employed.
- (4) The dissertation incorporates adequate primary sources including but not limited to field interviews, surveys, preferably visit of the area or country of research, lab experiences, archival research and official/unpublished documents.

e. Theory

- (1) A rationalization of the theoretical/conceptual framework chosen is given by engaging with the existing/available theoretical discourse.
- (2) The application of the theoretical framework is adequately and appropriately reflected through the body of thesis.

f. Organization of Study The study is logically organized and is



corresponding to the questions raised in the beginning.

g. Findings and Conclusion

- (1) Findings are valid, conspicuously given and answer questions raised at the start.
- (2) Conclusion contains a verdict on hypothesis; validation or invalidation of hypothesis and is generalizable.

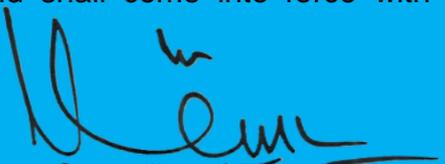
h. Contribution to Existing Body of Knowledge. The study shall form a distinct contribution to existing body of knowledge and afford evidence of originality, shown by the discovery of new facts, by the exercise of independent critical judgment, and/or new interpretation.

9. Formal Report. Formal report (as per standard format at Anx 'A') duly signed by all members of DRC (along with checklist of changes if required) shall be shared with supervisor concerned who shall in turn communicate it along with time limit to scholar for compliance.

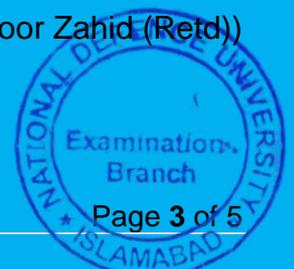
10. Compliance Report

- a. After incorporating the suggested changes (through track changes) the scholar shall submit a compliance report to DRC which should be endorsed by respective supervisor (Ensuring formatting, editing and quality of argument after incorporation of changes).
- b. DRC will review thesis as per the given check list and revised similarity report within specified limits.
- c. When satisfied that the scholar has fulfilled all prescribed requirements and thesis meets required international standards of research, DRC shall formally confirm it to the HoD (as per standard format at Anx 'A') who shall forward the thesis to Exams Branch (as per the SOP for thesis submission) for foreign Evaluation.

11. This issues with the approval of President, NDU and shall come into force with immediate effect.


Controller of Examinations
(Brig Abdul Saboor Zahid (Retd))

Distribution: _____
(All Concerned)





THESIS REVIEW REPORT

Student Name, Department, Degree, Thesis title

INSTRUCTION FOR COMPLETING THE THESIS REVIEW REPORT FORM

- Reviewer to complete all sections.
If required additional pages may be attached by the Reviewer.

1. Section A: OVERALL STYLE AND ORGANIZATION. Please indicate your response by circling the most appropriate number. Please state 'not relevant', where appropriate. Not appropriate at all most appropriate

a. In terms of contents, thesis title is 1 2 3 4 5

b. In terms of conciseness, the abstract is 1 2 3 4 5

c. In terms of clarity of presentation, the thesis is 1 2 3 4 5

d. In terms of organization (chapters, Bibliography, appendices, etc), the thesis 1 2 3 4 5

2. Section B: THESIS REVIEW OF COMPLETE CHAPTERS

a. Introduction Chapter Not robust at all 1 2 3 4 5 most robust



b. Theoretical integration & Literature Review

Not robust at all	most robust
1 2 3	4 5

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c. The methodology is

Not adequate at all	most adequate
1 2 3	4 5

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The data collected for the analysis And testing (techniques) is

Not adequate at all	most adequate
1 2 3	4 5

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d. The interpretation and discussion is

Not appropriate at all	most appropriate
1 2 3	4 5

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e. The conclusions and recommendations are

Did not correspond at all	corresponded very well
1 2 3	4 5

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f. References are

Insufficient	extensive
1 2 3	4 5

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3. **Section C: OTHER COMMENT**

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4. **Section D: SUMMARY RECOMMENDATION OF THE REVIEWER**

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5. It is certified that Thesis has been reviewed by the undersigned and found compatible/Not compatible to the required International Standards of Intellectual and Scholarly essentials.

Date: ___/___/___
 Stamp: _____

Signature of DRC Member: _____
 Name: _____

