Admissions Policy – FCS

REGISTRAR OFFICE
Version: 4.0
(2025)

NATIONAL DEFENCE UNIVERSITY ISLAMABAD

Record of Approvals / Revisions

Ver	Approval Date	Effective Date	Approving Authority	Revision Details
Admissions SOP				
1.0	5 Dec 2014	5 Dec 2014	President NDU	New SOP
2.0	17 May 2019	17 May 2019	Deputy President NDU	Complete Revision
Admissions Policy				
1.0	7 Nov 2022	7 Nov 2022	▪ President NDU ▪ To be approved by the Academic Council subsequently	New Policy
2.0	30 Aug, 2024	30 Aug, 2024	▪ 26th Academic Council	Revised Policy in line with NDU's GEP Committee Recommendations
3.0	27 Nov, 2024	27 Nov, 2024	• 27th Academic Council • 12th Meeting of NDU Senate (through Circulation)	Increase in GB Quota & chage of FATA nomenclature as NDMs
4.0	25th June, 2025	25th June, 2025	28th Academic Council held on 25th June, 2025	• Change in Merit Determination Criteria for BS, MS/ M.Phil and PhD. • Change in Academic Background Relevance e.g addition of Relevant & Interdisciplinary Acad Backgrounds in accordance with GEP-2023

List of Acronyms

CAC	Central Admission Committee
CBT	Computer Based Test
CGPA	Cumulative Grade Point Average
COE	Controller of Examination
Div	Division
DMAC	Departmental MPhil Admission Committee
DPAC	Departmental PhD Admission Committee
FCS	Faculty of Contemporary Studies
GAT (G)	Graduate Assessment Test (General)
GAT (S)	Graduate Assessment Test (Subject)
GEP	Graduate Education Policy
GRE	Graduate Record Examinations
HEC	Higher Education Commission
IBCC	Inter Board Chairmen Committee
NDU	National Defence University
NTS	National Testing Service
PRSA&IT	Public Relations Students Affairs & Information Technology
QEC	Quality Enhancement Cell
RAC	Relevance Assessment Committee
SOP	Standard Operating Procedures

ADMISSIONS POLICY – FCS

1.   **General**. This policy is devised to lay down guidelines to streamline procedure and modalities for admission in BS, MS/ MPhil & PhD at Faculty of Contemporary Studies (FCS) in accordance with provisions of NDU's Academic Regulations and HEC Graduate Education Policy (GEP – 2023).

2.   **Aim**. To lay down procedures for smooth conduct of Admissions.

3.   **Dean FCS.** Dean FCS shall overall supervise and oversee the admission process at FCS and shall:

   a.   Chairperson of Admission Committee of the University.

   b.   Nominate one faculty member as Chairperson NDU GAT (G) / BS Entry Test Committee for approval by President NDU.

4.   **Offering of Admissions.** Faculty of Contemporary Studies (FCS) offers admissions in BS (4 years), BS Bridging (2.5 years), MS/MPhil and PhD in each Semester to the candidates fulfilling eligibility criteria of respective programmes in following departments:

   a.   Department of Government and Public Policy (GPP)
   b.   Department of Peace and Conflict Studies (PCS)
   c.   Department of Strategic Studies (SS)
   d.   Department of International Relations (IR)
   e.   Department of Leadership and Management Studies (LMS)
   f.   Department of Economics (ECO)

5.   **Eligibility Criteria and Weightage.** The eligibility criteria and weightage for merit determination for admissions in various degree programmes is as under:-

S.#	Eligibility Criteria	Weightage for Merit Determination
a.	**Bachelor of Science (BS)** (1) Intermediate / A level / DAE / Equivalent minimum 2nd division (No 3rd Division in entire academic background) (2) Passing of NDU Entry Test	**Bachelor of Science (BS)** (1) Academic Background: 40% (SSC / O level 10%, HSSC / A level 30%) (2) NDU Entry Test (CBT) : **60%** (Passing marks in NDU Entry Test is **50%**)
b.	**BS Bridging** (1) BA/BSc or Equivalent (14 years) 2nd Div or above (No 3rd Division in entire academic background) (2) Passing of NDU Entry Test	**BS Bridging** (1) Academic Background: 40% (SSC / O level 10%, HSSC / A level 10%, BA/BSc 20%) (2) NDU Entry Test (CBT) : **60%** (Passing marks in Entry is **50%**)

S.#	Eligibility Criteria	Weightage for Merit Determination
For Relevant Discipline Academic Background – MS/M.Phil		
c.	**MS/Master of Philosophy (M.Phil)** (1) BS (4 years) / MA /MSc equivalent to 16 years with minimum CGPA 2.5 or 45% (2nd Division) in last degree. (2) Valid GRE/HAT/GAT-G or an Equivalent Test (Gen in Social Sciences) by HEC with a passing score of **50%** (3) Interview (mandatory) (4) Preference will be given to those candidates having relevant Academic background.	**MS/Master of Philosophy (M.Phil)** (1) Academic Background: 40% (BA/BSc: 15%, MA/M.Sc: 25% OR BS 40%,) (2) GRE/*HAT/GAT-G or an Equivalent Test : 40% (3) Interview (mandatory) : 20% (Passing marks in GAT(General) and Interview are **50%**). *HAT-3 category (Social Sciences) will be accepted for GPP, IR, PCS, SS, ECO & FSS. Whereas, HAT-2 category (Management Sciences/Business Edu) will be accepted for LMS only.*
For Intra Disciplinary Academic Background - MS/M.Phil		
d.	**MS/Master of Philosophy (M.Phil)** (1) BS (4 years) / MA /MSc equivalent to 16 years with minimum CGPA 2.5 or 45% (2nd Division) in last degree. (2) Valid GRE/HAT/GAT-G or Equivalent Test (Gen in Social Sciences) by HEC with a passing score of **50%** (3) Valid GAT (S) in Social Sciences with a passing score of **50%** (4) Interview (mandatory) (5) For Intra-disciplinary background the candidate will be required to complete 6-9 credit hours of deficiency coursework of level 6 or additional course(s) as identified by the Admission Committee.	**MS/Master of Philosophy (M.Phil)** (1) Academic Background: 30% (BA/BSc: 10%, MA/MSc:20% or BS=30%) (2) GRE/*HAT/GAT-G or an Equivalent Test : 20% (3) GAT (Subject) : 20% (4) Interview (mandatory) : 30% (Passing marks in GAT(General), GAT (Subject) and Interview are **50%**). *HAT-3 category (Social Sciences) will be accepted for GPP, IR, PCS, SS, ECO & FSS. Whereas, HAT-2 category (Management Sciences/Business Edu) will be accepted for LMS only.*

S.#	Eligibility Criteria	Weightage for Merit Determination
For Relevant Discipline Academic Background – PhD		
e.	**Doctor of Philosophy (Ph.D)** (1) MS / M. Phil or equivalent (17 or 18 years of education with at least First Div or 3.0 / 4.0 CGPA in relevant discipline from HEC recognized institution. (No 3rd Division in entire academic background) (2) GRE/HAT/GAT-G or an equivalent test (Gen in Social Sciences) by HEC/NTS/NDU with a passing score of **60%** (3) Interview and Proposal Presentation/ Statement of Purpose (4) Preference will be given to those candidates having relevant Academic Background and research-based degrees.	**Doctor of Philosophy (Ph.D)** (1) Academic Background: 30% (2) (BA/BSc: 5%, MA/MSc: 5% , OR BS : 10% MPhil/MS :20%) (3) GRE/*HAT(G)/GAT-G or an equivalent test : 40% (4) Interview / Research Proposal Presentation and Statement of Purpose : 30% (Passing marks in NTS GAT (General) are **60%** whereas, passing marks in interview are 50%) *HAT-3 category (Social Sciences) will be accepted for GPP, IR, PCS, SS, ECO & FSS. Whereas, HAT-2 category (Management Sciences/Business Edu) will be accepted for LMS only.*
For Intra Disciplinary Academic Background - PhD		
f.	**Doctor of Philosophy (PhD)** (1) MS / M. Phil or equivalent (17 or 18 years of education with at least First Div or 3.0 / 4.0 CGPA in relevant discipline from HEC recognized institution. (No 3rd Division in entire academic background) (2) Valid GRE/HAT/GAT-G or an equivalent test (Gen in Social Sciences) by HEC/NTS/NDU with a passing score of **60%** (3) Valid GAT (Subject) by NTS/NDU with a passing score of **60%**. (4) Interview and Research Proposal / Statement of Purpose Presentation.	**Doctor of Philosophy (PhD)** (1) Academic Background: 20% (BA/BSc: 5%, MA/MSc: 5% , OR BS : 10% MPhil/MS :10%) (2) GRE/*HAT/GAT -G : 20% (3) GAT (Subject) : 20% (4) Interview / Research Proposal Presentation and Statement of Purpose : 40% (Passing marks in GAT (General) and GAT (Subject) are **60%** whereas, passing marks in interview are **50%)** *HAT-3 category (Social Sciences) will be accepted for GPP, IR, PCS, SS, ECO & FSS. Whereas, HAT-2 category (Management Sciences/Business Edu) will be accepted for LMS only.*

S.#	Eligibility Criteria	Weightage for Merit Determination
	(5) Preference will be given to those candidates having relevant academic background and research-based degrees. For Intra-disciplinary background the candidate will be required to complete 6-9 credit hours of deficiency coursework of level 7 or additional course(s) as identified by the Admission Committee.	

Note:

(1) Educational Background Relevancy (discipline) shall be determined in accordance with Para 10 of this Policy.

(2) Result awaiting candidates will not be considered for MPhil and PhD Admissions (*except NDU graduates*). Submission of complete transcript for MPhil candidates and HEC attested degree(s) for PhD candidates is mandatory.

(3) **For Intra-disciplinary academic background (MS / MPhil & PhD) the candidate will be required to qualify:-**

(a) GAT (Gen) *50% passing marks for MS/ MPhil whereas, 60% passing marks for PhD).*

(b) GAT (Subj) *50% passing marks for MS/ MPhil whereas, 60% passing marks for PhD).*

(c) Interview / Statement of Purpose & Research Proposal Defence.

(d) Complete 6-9 credit hours of deficiency coursework (level 6 for MPhil and level 7 for PhD) or additional course(s) as identified by the Admission Committee.

6. **PhD Admissions.** PhD admissions will be granted on merit, determined on the basis of academic background relevance by respective HoD, qualifying GAT (General) and GAT (Subject, for Intradisciplinary background only), interview/ research proposal and statement of purpose score.

    a. **Departmental PhD Admission Committee**

        (1) **Composition.** It shall comprise of HoD as its Chairperson and all PhD Faculty as members.

        (2) **Functions/ Responsibilities**

            (a) Identify number of vacant PhD seats and Research areas along with relevant supervisor for PhD admissions before advertisement.

            (b) Scrutinize PhD applications and review background relevancy, research area, deficiency courses (if any).

            (c) Chairperson Department Admission Committee to assign each research proposal to at least three concerned faculty members

including potential supervisor for preliminary review. If they feel interacting with potential applicant, he/ she may do so.

(d) Prior interaction / searching of respective faculty in the department/ HOD for supervisor in his / her research domain by the applicant.

(e) Review statement of purpose, research proposal and provisional topic.

(f) Attend preliminary review session of Research Proposals submitted by applicants and ask structured questions related / focused on the research area during evaluation of research proposal by the applicant.

(g) Review and recommend request for admission through credits transfer/ Exemption of credit hours/ migration.

(h) Recommend final list of candidates to President NDU for grant of provisional admission in PhD Programme.

a. **GAT (G) / GRE Test or Equivalent Test.** In accordance with HEC GEP-2023, GAT(G) for PhD candidate will be conducted by NDU GAT (G) Committee:

(1) **Conduct.** Candidates applying for PhD programme at FCS must qualify GAT (G) or Equivalent Test e.g GRE(Intl) / HAT (Cat-III for Social Sciences and Cat –II for Management Sciences) by HEC/NTS with a passing score of **60% marks for PhD papers**. Passing criteria of GRE intl shall be as under (%age average score of all components will be entered in the ADMAX):-

Section	Score
Quantitative	130/170
Verbal	140/170
Analytical Writing	3.0/6.0

(2) **Test / Paper Format.** Applicants who pay the GAT (G) fee shall be eligible to appear in the GAT-G (CBT). Test shall consist of 100 objective type questions with 2 hours duration. NDU GAT (G) will be valid for 2 years w.e.f date of conduct.

b. **GAT (Subject) Test (for candidates having Intra-disciplinary Background in PhD)**

(1) **Composition - GAT (Subject) Committee.** GAT(S) committee for each discipline / department offering PhD programme shall be appointed after

approval of the President NDU on the recommendation of HOD concerned and Dean FCS for 2 years as under:

(a) **Chairperson.** Head of respective Department.

(b) **Members**. At least 2 x Assistant Professors from respective department.

(2) **Functions/ Responsibilities.**

    (a) Develop pool of questions to create data bank for Computer Based GAT (S).

    (b) Conduct of GAT (S) Test.

    (c) Forward result to Exam Branch for notification and Registrar Office after approval for entry in ADMAX **by Admission Office**.

(3) **Conduct.** GAT Subject test for candidates having Intra-disciplinary academic background shall be conducted by GAT(S) Committee of the respective department for the applicants who paid the fee & qualify mandatory GAT(General), irrespective of status of the admission form which shall be valid for two years. Applicants who are not willing to apply for admission in specific session and want to attempt GAT(S) will be registered manually. PhD GAT(G) and PhD GAT(S) will be held on two separate days. In case of Computer Based Test (CBT), GAT (S) shall be conducted by the GAT (S) Committee of the respective department in consultation with Admission Office and PRSA&IT.

(4) **Paper Format and Duration of GAT (S) Test.** Paper shall be of two hours duration with 100 objective type questions.

c. **PhD Proposal, Statement of Purpose and Interview**[1]. The PhD candidate's eligibility will also be assessed in an interview by a panel headed by Dean FCS and comprising of Departmental PhD Admission Committee, who will be required to provide a research proposal and statement of purpose. However, the proposal at this stage will only be required to provide statement of academic interest, motivation and understanding that how the proposed research area fits in to his/her long term career goals and contribute to address / enrich the key challenges faced by Pakistan. The process of interview and assessment of research proposal and statement of purpose will be steered /

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[1] Para-6 d has been revised and duly approved by the Dy President NDU on 31st March, 2023 vide PCS dept NFC No.842/NDU/FCS/PCS dated 27th Jan, 2023.

monitored by the Deputy President NDU and Director QEC as per the template / procedure attached as **Annexure-A**.

d. **Relevance Assessment Committee.** As per HEC GEP-2023 guidelines, the Relevance Assessment Committee (RAC) for each dept, shall determine the relevance of the faculty member(s) based on Qualifications (including Bachelor, Master and Doctoral degrees), Research (including thesis / dissertation and published articles) and Experience (consisting of teaching and administrative domains) in the relevant discipline to the program and supervision of theses. The RAC shall submit a report with detailed reasons and rationale for the assessment decision in anticipation approval of relevant statutory bodies. The RAC shall consist of at least fol five (5) members:-

(1) Respective Dean of the university

(2) Director QEC of the university

(3) Two External subject expert not less than a prof /Associate Prof level

(4) Program Team/Assessment Team member who was involved in preparing Self- Assessment Report of the program.

e. **Merit List.** Departmental PhD Admission Committee will prepare merit list on the basis of overall merit position in respective discipline.

f. **Foreign Degree Qualification Holders.** Candidates having foreign degree / qualification must provide HEC equivalence while applying. In case, equivalence of years is provided and numerical rating is not available then minimum eligibility criteria i.e 3.0/4.0 for PhD candidates shall be applicable for generation of merit.

7. **M.Phil Admissions.** M.Phil admissions will be granted on merit, determined on the basis of academic background relevance by respective HoD, qualifying GAT (General) & GAT (Subject, for intra-disciplinary academic background only) and interview.

a. **Departmental MPhil Admission Committee (DMAC)**

(1) **Composition**. shall consist of a **Chairperson (**1x Professor/ Associate Processor/ Senior Assistant Professor) and three members (2x Assistant Professors and 1x lecturer) nominated by HOD for 2 years.

(2) **Role and Functions**

(a) Oversee and supervise the MPhil admission process in the department and review the applications w.r.t. academic background relevance, deficiency/ exemption of courses.

(b) Prepare and forward final award list of GAT (General / Subject) results and Interviews marks of MPhil candidates duly recommended to Admission Office.

b. **GAT (G) / GRE Test or Equivalent Test.** GAT(G) for MS/MPhil candidate will be conducted by NDU GAT (G) Committee:-

(1) **Conduct.** Candidates applying for MS/ MPhil programmes at FCS must qualify GAT (G) or Equivalent Test e.g GRE(Intl) / HAT (Cat-III for Social Sciences and Cat –II for Management Sciences) by HEC with a passing score of **50% marks for MS/MPhil papers**. Passing criteria of GRE intl shall be as under (%age average score of all components will be entered in the ADMAX):-

Section	Score
Quantitative	130/170
Verbal	140/170
Analytical Writing	3.0/6.0

c. **Test / Paper Format**. Applicants who pay the GAT (G) fee shall be eligible to appear in the GAT-G (CBT). Test shall consist of 100 objective type questions with 2 hours duration. NDU GAT (G) will be valid for 2 years w.e.f date of conduct.

d. **Interviews**. Interviews of GAT (G) and GAT (Subject, for interdisciplinary academic background) qualified applicants shall be conducted (on campus/ online) by the Departmental MPhil Admission Committee (DMAC).

e. **Merit List.** Departmental MPhil Admission Committee will prepare merit list on the basis of overall merit position in respective discipline in allordance with Para 5 c & d of Admission Policy.

f. **Change of Department.** A student may be allowed to Change the Department on the recommendations of both HODs and with the approval of Dean FCS within 15 days after the commencement of the semester subject to availability of seat and closing merit of the desired department.

g. **Foreign Degree Qualification Holders.** Candidates having foreign degree / qualification must provide HEC equivalence while applying. In case equivalence of years is provided and numerical rating is not available then minimum

eligibility criteria i.e 2.5/4.0 CGPA for MPhil candidates shall be applicable for generation of merit.

h. **GAT (Subject) Test (for candidates having Intra-disciplinary Background in MS/MPhil)**

(1) **Composition - GAT (Subject) Committee.** GAT(S) committee for each discipline / department offering MS/MPhil programme shall be appointed after approval of the President NDU on the recommendation of HOD concerned and Dean FCS for 2 years as under:

(c) **Chairperson.** Head of respective Department.

(d) **Members**. At least 2 x Assistant Professors from respective department and One external member (not employee of the NDU).

(3) **Functions/ Responsibilities.**

(d) Develop pool of questions to create data bank for Computer Based GAT (S).

(e) Conduct of GAT (S) Test.

(f) Forward result to Exam Branch for notification and Registrar Office after approval for entry in ADMAX **by Admission Office**.

(5) **Conduct.** A Separate GAT Subject test for candidates having Intra-disciplinary academic background against their selected depts (e.g IR & PCS) shall be conducted by GAT(S) Committee of the respective department for the applicants who paid the fee & qualify mandatory GAT(General), irrespective of status of the admission form which shall be valid for two years. Applicants who are not willing to apply for admission in specific session and want to attempt GAT(S) will be registered manually. PhD GAT(S) will be held on two separate days. In case of Computer Based Test (CBT), GAT (S) shall be conducted by the GAT (S) Committee of the respective department in consultation with Admission Office and PRSA&IT**.**

(6) **Paper Format and Duration of GAT (S) Test.** Paper shall be of two hours duration with 100 objective type questions.

8. **BS Admissions**. BS admissions will be granted on merit determined on the basis of academic background, BS Entry Test results score.

a. **Entry Test.** BS Entry Test (Computer Based) shall be conducted under arrangements of NDU GAT (G) and BS Entry Test Committee for the
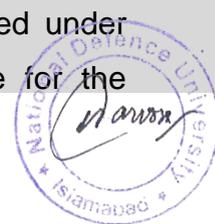
applicants after payment of Entry Test fee irrespective of status of their Admission Form under arrangements of Admission Office and PRSA&IT.

b. **Merit Lists**. Merit list will be generated from Admax by **Admission Office**, merit position wise of all candidates and signed by Admission Committee of the University before processing on case file.

c. **Change of Department.** Change of department is allowed within 15 days of commencement of semester by Dean on the recommendation of respective HoD (subject to meeting closing merit). In case the merit of any applicant falls within the closing merit of desired department after payment of dues, he / she shall be shifted to 1st choice by **Admission Office.**

d. **Result Awaiting Applicants/ Foreign Qualification Holders**

(1) **Local Boards/ Universities Candidates**.   BS applicants waiting for result announcement may be granted provisional admission and are required to submit their intermediate result within 2 weeks after announcement of HSSC result by respective BISE. If a student fails to achieve the eligibility criteria i.e. at least 2nd Div, his/her admission will be cancelled. Merit of result awaiting applicants shall be determined on HSSC-1 or Equivalent.

(2) **International General Certificate of Secondary Education (IGCSE) / A' Levels Candidates**.Applicants having foreign qualifications, (O/ A Levels) British/ American or any other country, must submit the IBCC equivalence at the time of applying for admission. A' Levels candidates awaiting result can apply, but their merit shall be calculated on the basis of numerical marks determined by IBCC. In case IBCC equivalence is not issued, merit will be provisionally determined on grades equated to minimum numerical ratings of correspondence grades in IBCC conversion formula, which shall not be updated at later stage. **IBCC equivalence of Level must be provided in any case.** Admitted Candidates shall be required to submit IBCC equivalence within 4 weeks of commencement of classes failing which their provisional admission will be cancelled. Grades and Pakistan Equivalent score will be determined as elaborated below:-

Actual scores	Grades	Pak. Equivalent Marks
90 – 100	A	80.75
80 - 89	B	71.25
70 – 79	C	61.75
60 – 69	D	52.25
50 - 59	E	42.75
40 – 49	F	38
35 – 39	G/N/P	33.25

9.   **Reserved/ Quota Seats Allocation.** Reserve quota seats are available for applicants from Ex-FATA, Gilgit Baltistan, Balochistan, Wards of Shuhada and differently abled applicants. Valid proof of identity/certificate, issued by respective Dy Commissioner Office must be submitted for consideration under quota seat. There is no concession in the 'Fee Structure'. Degree Program wise detail of Quota seats allocation is as under:-

Program	[2]NMDs* (Ex-FATA)	[3]Gilgit Baltistan	Balochistan	Ward of Shaheed	Disabled
BS	2 in each dept	2 in each dept	2 in each dept.	2 in each dept	2 in each dept
MS/MPhil	1 in each dept	1 in each dept	1 in each dept.	2 in each dept	2 in each dept

Note: If number of candidates as per set quota are selected on open merit then the quota seats will deemed to have been filled. Moreover, for cases where no candidate belonging to quota category has made it in open merit then student from quota can be entertained only if difference in closing merit and merit of that student is less than 10%.

a. Quota seat reserved under **NMDs*** will only be granted if the applicant is qualifying the following priority standards:
   (1) **Priority –I**
       (a) North & South Waziristan
       (b) Having SSC from others NMDs
   (2) **Priority –II**
       (a) NMDs* (others)
       (b) Having SSC from NMDs
b. Gender balance amongst first three candidates shall be maintained for all quota streams.
*NMDS – Newly Merge Districts

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[2] Approved in 27th Academic Council held on 27th Nov, 2024.
[3] Approved in 27th Academic Council held on 27th Nov, 2024.

10. **Academic Background Relevance.** Academic Background relevance is mandatory for admissions in **MS / MPhil & PhD** programmes as follows:-

Ser	Progm	Relevant Academic Background Ref: HEC Graduation Education Policy (GEP-2023)	Intra-Disciplinary Academic Background (With 6 to 9 credit hrs deficiency courses of Level 6 for MS/MPhil and level 7 for PhD)
1. DEPARTMENT OF GOVERNMENT AND PUBLIC POLICY		
a.	MPhil	Terminal degree in Government & Public Policy, Public Administration, Management Sciences, Economics, Development Studies, Law, Anthropology, Education, Sociology, Public Health, Business Administration, Philosophy, Political Science, Mass Communication, Strategic Studies, Diplomatic Studies, International Relations, War Studies, Security Studies, Art and Science of Warfare, Peace & Conflict Studies.	Terminal degree in Civics, History & Commerce **List of deficiency courses**:- 1. Introduction to Public Policy (GPP-511) 2. Introduction to Government and Politics (GPP-513) 3. Institutional Context of Policy Making in Pakistan (GPP-521)
b.	PhD	Terminal degree in Government & Public Policy, Public Administration, Development Studies, Law, Anthropology, Sociology, Philosophy, Management Sciences, Business Administration, Strategic Studies, Diplomatic Studies, International Relations, Political Science, War Studies, Security Studies, Art and Science of Warfare.	Terminal degree in Civics, History, Commerce, Economics, Education, Mass Communication **List of deficiency courses**:- 1. Policy Analysis and Design (GPP-705) 2. Governance Issues with reference in Pakistan (GPP-706) 3. Globalization and Dev (GPP-723)
2. DEPARTMENT OF PEACE AND CONFLICT STUDIES		
a.	MPhil	Terminal degree in Peace and Conflict Studies, Strategic Studies, International Relations, Political Science, Sociology, Civics, Military and Defence Studies, War Studies, Arts and Science of Warfare.	Terminal Degree in Criminology, LLB, Economics, Psychology, History, Anthropology, Journalism and Media Studies, Development Studies and Public Policy **List of deficiency courses**:- 1. Conflict Analysis (PCS-532) 2. Intro to Peace & Conflict Studies (PCS-511) 3. Peace Education (PCS-621)
b.	MPhil Ethnicity & Nationalism	Terminal degree in Political Science, International Relations, Defence and Strategic Studies, Peace and Conflict Studies, Defence and Diplomatic Studies, Arts and Science of Warfare, National Security and War Studies, War Studies (Maritime), Strategic Studies, Ethnicity and Nationalism, Sociology, Pakistan Studies, History	-

Ser	Progm	Relevant Academic Background Ref: HEC Graduation Education Policy (GEP-2023)	Intra-Disciplinary Academic Background (With 6 to 9 credit hrs deficiency courses of Level 6 for MS/MPhil and level 7 for PhD)
		and Anthropology.	
c.	PhD	Terminal degree in Peace & Conflict Studies, International Relations, Strategic Studies, Sociology, Political Science, Civics, Human Rights, Ethnicity and Nationalism, National Security Management and War Studies, Military and Defence Studies	Terminal Degree in Criminology, LLM, Economics, Psychology, History, Anthropology, Journalism and Media Studies, Development Studies, Public Policy and Strategic Security Management, Regional Studies (US, Russia, CARs, South East Asia, South Asia **List of deficiency courses**:- 1. Conflict Analysis & Resolution (PCS-702) 2. Theories of PCS (PCS-703) 3. Peace Education (PCS-704)
3. DEPARTMENT OF STRATEGIC STUDIES			
a.	MPhil	Terminal degree in Strategic Studies, Strategic and Nuclear Studies, Diplomatic Studies, Defence and Strategic Studies, International Relations, Political Science, Security Studies, International Politics, Art and Science of Warfare, Cyber Security, Peace and Conflict Studies, Political History, Military & Defence Studies, Intelligence Studies and War Studies.	Terminal Degree in History, Civics, Human Rights, Public Policy Studies, Sociology, Anthropology, Criminology, Law and Media Sciences. **List of deficiency courses**:- 1. Intro to Strategic Studies (SS-511) 2. Evolution and Dimensions of Nuclear Strategy & Deterrence Theory (SS-531) 3. Intro to War: Theory & Conduct (SS-522)
b.	PhD	Terminal degree in Strategic Studies, Strategic and Nuclear Studies, Diplomatic Studies, Defence & Strategic Studies, International Relations, Political Science, War Studies, Security Studies, International Politics, Cyber Security, Peace and Conflict Studies, Public Policy and Strategic Security Management, Military & Defence Studies, National Security Management and War Studies, Intelligence Studies.	Terminal Degree in History, Human Rights and Law. **List of deficiency courses**:- 1. Contemporary Strategic Studies (SS-701) 2. Nuclear Deterrence and Strategic Stability (SS-702) 3. Research Methodology (RMS-703)
4. DEPARTMENT OF INTERNATIONAL RELATIONS			
a.	MPhil	Terminal degree in International Relations Strategic Studies, Peace and Conflict Studies, Political Science, History, Civics and Human Rights, Area Studies, Military & Defence Studies, Mass Communication.	Terminal Degree in International Law, Economics, Criminology, Public Policy. **List of deficiency courses**:- 1. Academic Writing and Research Methods (GEN-535)

Ser	Progm	Relevant Academic Background Ref: HEC Graduation Education Policy (GEP-2023)	Intra-Disciplinary Academic Background (With 6 to 9 credit hrs deficiency courses of Level 6 for MS/MPhil and level 7 for PhD)
			2. Theories and Approaches of IR (IR-512) 3. Foreign Policy Analysis (IR-613)
b.	PhD	Terminal degree in International Relations, Strategic Studies, Peace and Conflict Studies Political Science, Civics and Human Rights, Area Studies, Public Policy and Strategic Security Management, Military and Defence Studies, National Security Management and War Studies	Terminal Degree in International Law, Criminology. **List of deficiency courses**:- 1. Research Methodology (IR-723) 2. Theories of IR (IR-702) 3. Foreign Policy Analysis (IR-711)
	5.	**DEPARTMENT OF LEADERSHIP AND MANAGEMENT STUDIES**	
a.	MPhil	Terminal degree in Leadership and Management Studies, MBA, Master in Public Administration, M.Com, B.Com (H)/ BBA/BS-Leadership and Management Studies / Public Administration/ Accounting & Finance, Project Management (4 years), ICMA, CA.	Terminal degree in Engineering Management, Hotel and Hospitality Management, Economics, Govt & Public Policy, Public Health. **List of deficiency courses**:- 1. Fundamentals of Management (LMS-511) 2. Principles of Accounting (LMS-513) 3. Principles of Marketing (LMS-512)
b.	MS (PM)	Management based degrees such as, Business/ Management/ Administrative Sciences Programs, Public Policy, Commerce Engineering Management, Environmental Management, Health Management, Logistics and Transport Management, Hospitality Management, Economics, Accounting and Finance, Aviation Management	Non-Management based degrees such as Social and Physical/Pure Sciences programs, but not limited to; Law, Architecture, Arts and Humanities, Languages and Literature, Political / Strategic / Defence Studies Engineering / Medical / Computer / Agriculture/ Environmental Sciences, Development Studies. **List of deficiency courses are as under**:- 1. Fundamentals of Management (LMS-511) 2. Strategic Management (LMS-673) 3. Human Resource Management (LMS-663)
c.	PhD	Terminal degree in Leadership, Management Studies, Management Science, Project Management, Business Administration & Administrative Sciences.	Terminal degree in Economics, Government and Public Policy, Engineering Management. **List of deficiency courses**:- 1. Advanced Accounting and Financial Management (LMS-703) 2. Strategic Marketing (LMS-726) 3. International Human Resource Management (LMS-757)

Ser	Progm	Relevant Academic Background Ref: HEC Graduation Education Policy (GEP-2023)	Intra-Disciplinary Academic Background (With 6 to 9 credit hrs deficiency courses of Level 6 for MS/MPhil and level 7 for PhD)
6. DEPARTMENT OF ECONOMICS			
a.	MPhil	Terminal degree in Economics, Econometrics, Economic History, Political Economics.	Terminal degree in Business, Finance, Management Sciences, Commerce, Development Studies, Agricultural Economics, Environmental Economics, Development Economics, Defence Economics, Data Analytics, Computer Science, Statistics, Mathematics, and Public Policy. **List of deficiency courses**:- 1. Microeconomic Analysis (ECON-611) 2. Macroeconomic Analysis (ECON-633) 3. Time Series & Panel Data Econometrics (ECON- 623)

11. **Roles and Responsibilities.**

    a. **Admission Committee of the University.**

       (1) **Composition**. **Admission Committee of the University** shall be constituted for a period of 2 years consisting of Dean FCS as Chairperson, all HODs, Dir PRSA&IT & Admission Officer as Secretary, after the approval of President NDU.

       (2) **Responsibilities of Admission Committee of the University**

           (a) Planning of the admissions of each Semester

           (b) Review the eligibility criteria for admission in different programmes.

           (c) Review supervision load for admissions for MS/MPhil & PhD programmes and recommend admissions offering / seats keeping in view the availability of supervisors according to the input of Departmental Admission Committees.

           (d) Propose admission schedule well before time.

           (e) Recommend BS admission(s) for approval by President NDU through Registration Branch.

    b. **NDU GAT (G) for M.Phil and PhD / BS Entry Test Committee**

       (1) There shall be NDU GAT (G) for M.Phil and PhD / BS Entry Test Committee constituted for a period of 2 years to conduct NDU GAT-G for MPhil candidates and BS Entry test.

(2)   **Composition**

(a)   **Chairperson GAT-G**. Prof/ Assoc Prof nominated by Dean FCS.

(b)   **Members**

i.   5 x Faculty Members from FCS Departments.

ii.   Sponsor FLP, FSS

iii. Rep Ex Registrar Office

iv.   Rep Ex Admin Branch

v.   AM-IT

vi.   GSO-I (Trg) Co-opted member for FSS.

Note: Members at ser. i-iii shall be responsible for preparing question papers, conduct of test, marking of papers and preparation of results. Members at Serial iv to vi shall be responsible for coordination, admin arrangements and IT support.

(3)   **Functions/ Responsibilities**

(a)   Prepare and update pool/ bank of questions for NDU GAT (G) and BS Entry Test in software.

(b)   Generation of different sets of NDU-GAT(G) and BS Entry Test paper from pool of questions through software as per requirement in case of paper based test

(c)   Printing / Photocopy of NDU-GAT(G) and BS Entry Test as per requirement in case of paper based test.

(d)   Mark NDU-GAT(G) and BS Entry Tests, prepare award lists in case of paper based test and seek approval of result.

(e)   After approval of the President NDU, forward GAT(G) result to Exam Branch for notification and Registration Branch (Admission Office) for entry in ADMAX.

c.   **Registrar Office**.   Registrar Office shall be responsible for operational functioning of Admission Office and shall process constitution of various committees involved in admission process.

d.   **Admission Office**. Admission Office shall function under overall responsibility of Registrar and shall ensure:-

(1)   Updation of NDU website and designing, approval and printing of Prospectus.

(2)   Preparation of draft admission advertisement and issuance of work order for its publication after approval of President NDU.

(3)   Ensure Entry and verification of data in ADMAX.

(4)   Provide list of eligible candidates for BS entry test & MS/MPhil and PhD interviews / research Proposal to concerned committees/ depts.

(5)   Ensure display of GAT General and Subject results on NDU website after entry in ADMAX.

(6)   Generate BS, MS/MPhil and PhD merit lists and process all admissions on the recommendation of Admission Committee of the University, Departmental MPhil Admission Committee & Departmental PhD Admission Committee respectively for approval of President NDU.

(7)   Ensure display of merit lists on NDU website and issue letters to selected applicants.

(8)   Process and get approval of requests for change of Departments.

e.   **PRSA & IT**

    (1)   Assist in operation of ADMAX and ACADMAX, install Computer system network at admission office and GAT (General and Subject) Test venues and train DEOs to assist applicant to register online.

    (2)   Provide scholarship details to applicants.

    (3)   Make arrangement for conduct of computer based GAT (General and Subject) and BS Entry Test if conducted.

    (4)   Provide GAT-G and GAT-S / BS Entry Test results on Excel Sheets to Chairman GAT-G / BS Entry Test Committee, Admission Officer and Registration Branch respectively.

(4)   **Admin Branch.** Address queries of applicants pertaining to transport / hostel requirements and ensure all security / adm arrangements.

(5)   **Finance Branch**

    (1)   Maintain and update record of received fees for Entry test, GAT (General & Subject) and semester dues etc and ensure updation of status in ADMAX.

    (2)   Update/ confirm the paid fee status on the ACADMAX and provide 'fee paid status' of successful candidates (on daily or required basis) to Admission Office.
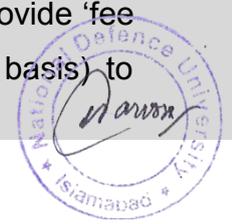
    (6)   **Exam Branch**
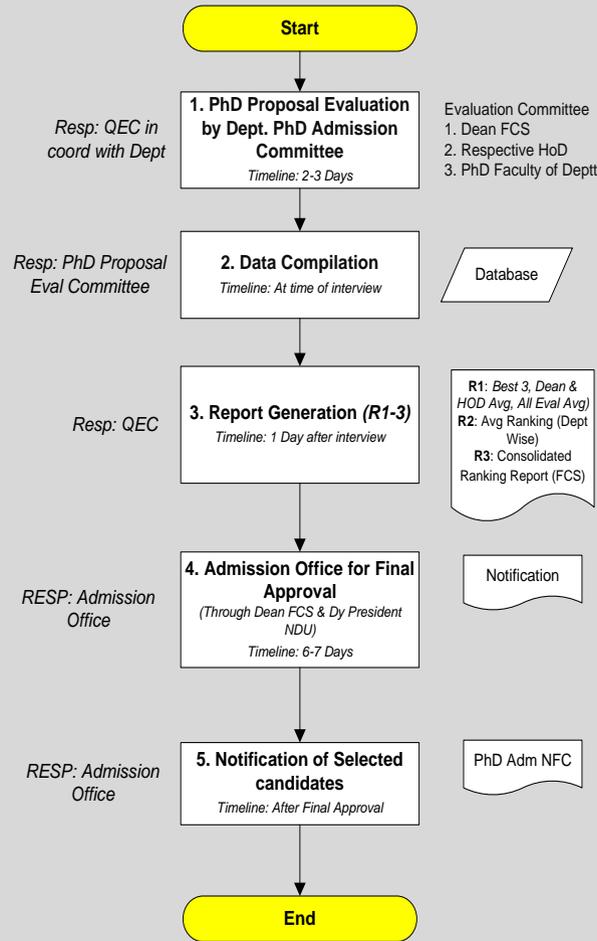
        (1)   Issuance of Notification and NDU GAT-G & GAT-S result cards in accordance with NTS format.

        (2)   Ensure safe custody of NDU GAT(G) and GAT (S) records.

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

Registrar
(Dr. Haroon Ur Rahid Khan)
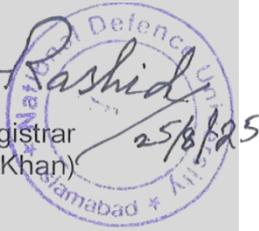
Distribution: _____
               (All Concerned)

Process for Evaluation of PhD Research Proposal at NDU

Start

Resp: QEC in coord with Dept

1. PhD Proposal Evaluation by Dept. PhD Admission Committee
Timeline: 2-3 Days

Evaluation Committee
1. Dean FCS
2. Respective HoD
3. PhD Faculty of Deptt

Resp: PhD Proposal Eval Committee

2. Data Compilation
Timeline: At time of interview

Database

Resp: QEC

3. Report Generation *(R1-3)*
Timeline: 1 Day after interview

R1: *Best 3, Dean & HOD Avg, All Eval Avg)*
R2: Avg Ranking (Dept Wise)
R3: Consolidated Ranking Report (FCS)

RESP: Admission Office

4. Admission Office for Final Approval
(Through Dean FCS & Dy President NDU)
Timeline: 6-7 Days

Notification

RESP: Admission Office

5. Notification of Selected candidates
Timeline: After Final Approval

PhD Adm NFC

End

National Defence University, Islamabad
PhD Interview/ Research Proposal Evaluation Sheet
Admissions Spring / Fall (Year) –
(To be filled by Dept. PhD Admission Committee)

Name of Candidate	
App_ID	
Department	
MS/M.Phil Degree From	
MS/ M.Phil Degree Subject	
MS/ M.Phil Degree CGPA	

Proposed Research Title for PhD and Statement of Purpose
_____
_____

Evaluation Criteria

Ser	Description of Evaluation Criteria	Total Marks	Obtained Marks	Remarks (if any)
1.	Relevance with NDU research themes and expertise of available supervisor in department			
2.	Significance of research problem			
3.	Proposed objectives/research question and hypothesis			
4.	Preliminary literature review and proposed research methodology			
5.	Maturity/confidence/communication/ articulation and flexibility			
	Average			

(Name and Appt of Evaluators)

Counter Sign by Dean FCS

PHD INTERVIEW / RESEARCH PROPOSAL EVALUATION RANKING SHEET

Department of _____

Semester Spring / Fall _____

Ser	App ID	QEC Form Sr.	Name of PhD Candidate	Dean FCS	HoD	Evaluator 1	Evaluator 2	Evaluator 3	Marks Obtained	Avg	Standing Position