

# NATIONAL DEFENCE UNIVERSITY

## Faculty of Contemporary Studies (FCS)

### Information Package: PhD Candidates

1. **Preparation of Research Proposal and Interaction with Available PhD faculty in your field at NDU**
2. As an aspiring PhD candidate, you must visit NDU website and Academics Office anytime to get information about your eligibility for PhD admission and PhD faculty available to undertake PhD supervision. You have to initiate interaction with available PhD faculty and HOD to discuss how your proposed study is aligned with the faculty member who is available for PhD supervision. Discuss thoroughly your research proposal with your potential supervisor and finalize. By the time you formally apply for a PhD slot at NDU, your Statement of Purpose, research topic and well deliberated Research Proposal should be ready for submission with your online application form.
3. **Secure Admission**
  - a. **Step 1: Click here to check qualification relevance and eligibility for PhD program** <https://www.ndu.edu.pk/fcs/admissions/Spring-2026/Relevant-Intradisciplinary-Academic-Background-Spring-2026.pdf>.
  - b. **Step 2: Click here to apply** <https://admissions.ndu.edu.pk/ui/app/signin.aspx>.
  - c. **Step 3: Check your email, click on the link received and set your password (Remember your password).**
  - d. **Step 4: Login with your NDU account and complete online application (step by step as prescribed) and generate your fee voucher**
  - e. **Step 5: Take a print of fee voucher (non-refundable) and pay admission processing fee through 1Bill.** Foreign candidates must pay their Fee in USD as per fee structure available at <https://ndu.edu.pk/finance.php>
  - f. **Step 6: Upload all educational/equivalence documents in PDF format and copy of paid fee voucher** as mentioned in online application. PhD candidates are required to submit their HEC attested terminal transcript and degree (M.Phil/MS equivalent and HEC equivalence in case of foreign degree) at the time of admission.
  - g. **Step 7: Submit your online application with scanned documents, Statement of Purpose and Research Proposal on the above given link.**
  - h. **Step 8: After successful submission of online application, submit a hard copy of the Admission Form (system generated printout) along with educational documents in the Admission Office (within 1 week of online application submission).**
4. **NDU Admission Test for PhD Candidates**
  - a) Appear in Computer Based Test (CBT) GAT (G) on scheduled dates at NDU Islamabad as per intimation email sent on your application ID email.
  - b) GRE, GAT-General conducted by testing bodies accredited by HEC (HEC category HAT-2 (For PhD LMS) and HAT-3 (Social Sciences subjects)) with a **60% score** are also accepted within the validity period of two years.
  - c) In case of an intra-disciplinary educational background, after passing GAT (G), you are also required to qualify GAT (Subject) besides GAT(G). You have to register for Computer Based GAT (S) to be conducted at NDU. GRE, GAT- Subject conducted by testing bodies accredited by HEC with a 60% score are also accepted within the validity period of two years.
5. **Research Proposal Defence/ Interview:** After qualifying admission test(s), you are required to present and defend your research proposal before the panel of experts including but not

limited to all PhD faculty of respective department, your supervisor, HOD concerned and Dean etc. **This step is very important and act as a key determinant for your admission in PhD program.**

6. **Grant of Provisional Admission:** Check Merit list for provisional admission on NDU website, pay the fee (admission +1<sup>st</sup> semester fee) within given timeframe and join the classes as per departmental timetable.
7. **Confirmation of Provisional Admission by the Advance Studies & Research Board (ASRB)** during 1<sup>st</sup> semester upon completion of all admission requisites including fee payment and joining the classes.
8. **Transfer of Credit Hours:** In case you want to get your credit hours, earned at equal level from Parent University duly recognized by HEC, Pakistan, transferred to NDU Islamabad, you have to first secure admission at NDU (as per Para 1-6/above) and apply for transfer of credit hours to the Admission Office. Max 50% credits out of total earned at parent University can be transferred. Also note transfer of credit hours is only admissible during coursework and not during research work.
9. **Deficiency Courses:** In case of admission based on intra-disciplinary qualification, deficiency courses, notified at the time of admission, are to be completed before undertaking regular course work of the PhD degree program.
10. **Course Work:** Course work of 20 credit hours (eight courses) with min CGPA of 3.0/4.0 preferably in first two semesters is required before undertaking research work. Course work is to be completed on campus.
11. **Attendance Requirement:75% attendance** is mandatory in each course for appearing in final term exams.
12. **Comprehensive Exam:** After successful completion of course work, qualifying Comprehensive Exam (written + oral) in maximum two attempts, with 60% score is mandatory. Consecutive failure in the Comprehensive Exam will result in cancellation of PhD admission.
13. **Approval of Research Topic and Supervisor:** After comprehensive exam, your final research proposal, topic and Supervisor will be recommended by the UERC in its first meeting for ASRB's approval.
14. **PhD UNIVERSITY EXAMINATION AND RESEARCH COMMITTEE (UERC):** Your progress towards completion of your research thesis will be regularly monitored and assessed by UERC in each semester till Public Defence. Two consecutive negative reports by UERC will result in cancellation of PhD Admission. Absence in UERC will also count as a negative report.
15. **Departmental and Doctoral Seminars:** Before thesis submission you have to conduct departmental and doctoral seminars as recommended by UERC to present your research before faculty and students. Suggestions made during the seminars are to be incorporated in the thesis duly endorsed by the Departmental Review Committee (DRC).
16. **Publication of Research Article:** Publication of Research paper based on your research in a HEC recognized journal as prescribed in PhD Manual is mandatory before final thesis submission
17. **Final Submission of Thesis and Evaluation Process:** Final submission of thesis duly endorsed by DRC in Exams Branch within stipulated time frame for evaluation (Foreign + Local). Changes suggested by the Examiners are required to be incorporated in the thesis.
18. **Public Defence :** After positive reports by the evaluators, open Public Defence will be conducted and after successful defence and with approval of ASRB, Notification will be issued.

- 19. Entry of PhD details and PhD thesis in HEC's repository through HEC's Portal for PhD Country Directory (PCD):** After receiving your PhD transcript, you have to online enter requisite details about your PhD degree requirements and thesis in HEC's Portal for PCD. This is an important step to get your PhD degree attested from HEC.
- 20. Duration:** Duration for timely completion of degree requirement is critical for PhD scholars. The duration for completion of PhD degree is 3-8 years as per HEC GEP (2023), NDU emphasizes PhD scholars to submit their final thesis by the end of **4<sup>th</sup> Year**. Scholars need to strictly follow the roadmap with timelines given in PhD Manual. In case of extenuating circumstances, for reasons to be recorded by the UERC, extension of 5<sup>th</sup> and 6<sup>th</sup> year will be granted by the Advance Studies & Research Board (ASRB) on the recommendations of UERC. In such cases, last two years will be kept for evaluation.
- 21. Note: PhD Manual is attached herewith for guidance during your journey towards completion of PhD degree. Please click <https://www.ndu.edu.pk/downloads/policies/PhD-Manual.pdf>.**

**NATIONAL DEFENCE UNIVERSITY**  
**Faculty of Contemporary Studies (FCS)**

**Information Package: M.Phil Candidates**

- 1) **Secure Admission**
  - a) **Step 1: Click here to check qualification relevance and eligibility for M.Phil program** <https://www.ndu.edu.pk/fcs/admissions/Spring-2026/Relevant-Intradisciplinary-Academic-Background-Spring-2026.pdf>
  - b) **Step 2: Click here to apply** <https://admissions.ndu.edu.pk/ui/app/signin.aspx>.
  - c) **Step 3: Check your email, click on the link received and set your password (Remember your password).**
  - d) **Step 4: Login with your NDU account and complete online application (step by step as prescribed) and generate your fee voucher**
  - e) **Step 5: Take a print of fee voucher (non-refundable) and pay admission processing fee through 1Bill.** Foreign candidates must pay their Fee in USD as per fee structure available at <https://ndu.edu.pk/finance.php>
  - f) **Step 6: Upload all educational/equivalence documents in PDF format and copy of paid fee voucher** as mentioned in online application. MS/MPhil candidates are required to submit **HEC-attested terminal degree by the end of the first semester.**
  - g) **Step 7:** Submit your online application with scanned documents on the above given link.
  - h) **Step 8:** After successful submission of online application, submit a hard copy of the Admission Form (system generated printout) along with educational documents in the Admission Office (within 1 week of online application submission).
- 2) **NDU Admission Test for M.Phil/MS Candidates**
  - a) Appear in NDU GAT (G), CBT on scheduled dates at NDU Isb campus as per intimation email sent on your application ID email.
  - b) GRE, GAT-General conducted by testing bodies accredited by HEC (HEC category HAT-2 (for MSPM and MPhil LMS) and HAT-3 (Social Sciences subjects)) with a **50% score** are also acceptable within the validity period of two years.
  - c) In case of an intra-disciplinary educational background, after passing GAT (G), you are also required to qualify GAT (Subject) with a **50%** score besides GAT(G). You have to register for Computer Based GAT (S) to be conducted at NDU. GRE and GAT-Subject conducted by testing bodies accredited by HEC with a 50% score are also accepted within the validity period of two years.
- 3) **Interview:** Appear in interview as per schedule intimated by Admission Office. Qualifying score is 50%.
- 4) **Grant of Provisional Admission:** Check Merit list for provisional admission on NDU website, pay the fee (admission +1<sup>st</sup> semester fee) within given timeframe and join the classes as per departmental timetable.
- 5) **Confirmation of provisional admission by the Advance Studies & Research Board (ASRB)** during 1<sup>st</sup> semester upon completion of all admission requisites including fee payment and joining the classes.
- 6) **Transfer of Credit Hours**
  - i) In case you want to get your credit hours earned at equal level from Parent University duly recognized by HEC, Pakistan transferred to NDU Islamabad, you have to first secure admission at NDU and apply for transfer of credit hours to the Admission Office. Max 50% credits out of total earned at parent University can be transferred. Transfer of credit hours is admissible only during course work.

**7) Deficiency Courses**

- i) In case of admission based on intra-disciplinary qualification, deficiency courses, notified at the time of admission, are to be completed before undertaking regular course work of the PhD degree program.

**8) Course Work:**

- i) Course work of 26 credit hours (ten courses) with min CGPA of 3.0/4.0 preferably in first two semesters is required before undertaking research work. Course work is to be completed on campus.

**9) Attendance Requirement:**

- i) **75% attendance is mandatory** in each course for appearing in final term exams.

**10) Approval of Research Topic and Supervisor:** During your course work, you have to submit your topic and research proposal to the department and provisional Supervisor will be allocated by the dept. Min CGPA 3.0/4.0 is required to continue your research/ register thesis.

**11) UNIVERSITY EXAMINATION AND RESEARCH COMMITTEE (UERC)** Your progress towards completion of your research thesis will be regularly monitored and assessed by UERC in each semester and presented before the Advance Studies & Research Board (ASRB). Two consecutive negative reports by UERC will result in cancellation of MPhil/MS Admission. Absence in UERC will also count as a negative report.

**12) Thesis Submission and Viva-Voce**

- i) Submission of thesis in Exams Branch within stipulated time frame for evaluation And conduct of Viva-Voce. After successful Viva-Vice, Notification will be issued.

**11). Duration:** 1.5 - 4 Years (NDU encourages M.Phil /MS scholars to complete their degree requirements on fast track within 1.5 years) .

# NATIONAL DEFENCE UNIVERSITY

## Faculty of Contemporary Studies (FCS)

### Information Package: BS Candidates

#### 1. Secure Admission

- a) **Step 1:** Click here to apply <https://admissions.ndu.edu.pk/ui/app/signin.aspx>.
- b) **Step 2:** Check your email, click on the link received and set your password (Remember your password).
- c) **Step 3:** Login with your NDU account and complete online application (step by step as prescribed) and generate your fee voucher
- d) **Step 4:** Take a print of fee voucher (non-refundable) and pay admission processing fee through 1Bill. Foreign candidates must pay their Fee in USD as per fee structure available at <https://ndu.edu.pk/finance.php>
- e) **Step 5: Result Awaited Candidates:** Candidates awaiting HSSC / A Level result can also apply for BS Admission at NDU. You have to attach Hope Certificate and Undertaking alongwith your application. Click here to get the format/specimen <https://www.ndu.edu.pk/admissions.php>. You have to submit your transcript before Mid Term Exams.
- f) **Step 6:** Upload educational/equivalence documents in PDF format and copy of paid fee voucher as mentioned in online application. **BS candidates are required to submit their SSC and HSSC certificates attested by the respective boards no later than the end of the second semester.**
- g) **Step 7:** Submit your online application with scanned documents on the above given link.
- h) **Step 8: Print Entry Test Slip (Admit Slip)**
- i) **Step 9:** After successful submission of online application, **submit a hard copy of the Admission Form (system generated printout) along with educational documents** in the Admission Office (within 1 week of online application submission).

**2. Admission through BS Bridging Program:** Candidates having 14 Years equivalent relevant degree can also apply for admission in BS Program. Such candidates have to study prescribed courses in zero semester before joining 5<sup>th</sup> semester. 50 credit hours in lieu of their last degree (14 years equivalent) will be counted towards credit hours requirement for BS degree.

**3. NDU Entry Test (Computer Based Test):** Appear in Computer Based Entry Test (CBT) at NDU on given schedule as per your Entry Test Slip.

**4. Transfer of Credit Hours:** In case you want to get your credit hours earned at equal level from Parent University duly recognized by HEC, Pakistan, transferred to NDU Islamabad, you have to first secure admission at NDU and apply for transfer of credit hours to the Admission Office. Max 50% credits out of total earned at parent University can be transferred.

**5. Credit Hours :** 136 Credit Hours including mandatory internship of 3 credit hours. You have to maintain min CGPA 2.0/4.0 for promotion to next semester.

**6. Attendance Requirement:** 75% attendance is mandatory in each course for appearing in final term exams.

**7. Thesis:** Thesis is optional.

**8. Summer semester:** You can avail summer semester to improve or qualify failed courses.

**9. Duration:** 8-12 semesters (4-6 Years). Extension of further one year to complete degree requirements is subject to approval by the Academic Council.