

STANDARD OPERATING PROCEDURES (SOP)

for

**ONLINE OPERATION OF GRADUATE (MS/MPHIL/PHD) PROGRAM DURING COVID
19 CLOSURE**

1. Approvals of various requirements other than Synopses/proposals/Viva Voce

The Department/ Centre/Institute will forward all cases (e.g., approvals for Graduate Studies Committees, Provisional Admissions, Supervisor(s), Course Work, Evaluators, Examiners and Result Declarations etc.) along with required documents through official email to the Directorate of Advanced Studies (DoAS) via Dean's office. DoAS will obtain necessary approvals from the Vice Chancellor or Advanced Studies and Research Board (ASRB), as the case may be, as per prescribed rules/regulations.

2. Synopsis/Proposals' Approval

- i) Scholars to submit final draft to supervisor by email.
- ii) Supervisor to forward the synopsis through email to Graduate Student Advisor (GSA) or HoD with his/her recommendations.
- iii) GSA/HoD to forward the synopsis to all members of Graduate Studies Committee (GSC) via email requesting for comments/suggestions by return email in a week.
- iv) GSA with consent of the HoD to arrange GSC meeting through MS Teams/Google Meet/Zoom with agenda circulated through email comprising all synopses already reviewed by the GSC members.
- v) Scholars will be invited to defend their synopses online by giving a power point presentation comprising at the maximum five (5) slides including 1) Title, 2) Statement of problem, 3) Objectives, 4) Proposed Methodology and 5) Significance.
- vi) **In case of MS/MPhil/LLM**, the Convener of GSC (or GSA) will submit GSC minutes and recommended synopsis to the Secretary of relevant ASRB Sub-Committee through the Dean. The Secretary of ASRB Sub-Committee will prepare agenda and circulate through email with the approval of Convener and arrange online meeting of the ASRB Sub-Committee through MS Teams/Google Meet/Zoom, minimum once every month.
- vii) MS/MPhil scholars will defend their synopses/proposals online using a 5-slide PowerPoint (Like S.No. v) in the presence of their supervisors.
- viii) Secretary of ASRB Sub-committee will submit the minutes of the ASRB Sub-Committee to DoAS by email through Convener for approval by ASRB.
- ix) **In case of PhD**, Chairperson/GSA will submit the minutes of GSC meeting, recommended PhD synopses/proposals, checklist etc. to DoAS by email through Dean.
- x) DoAS will convene an online meeting of ASRB, at least once in a month, in consultation with the Chairman of ASRB through MS Teams/Google Meet/Zoom for decisions on approval of PhD synopses and approval of minutes of ASRB Sub-Committees for MPhil/MS/LLM cases.
- xi) PhD scholars will be invited to defend their synopses online by giving a 5 slides PPT presentation to ASRB in the presence of their supervisors (as in v).

- xii) The Secretary will release ASRB minutes after approval from the Chairman ASRB to all Deans, HoDs with extracts to concerned scholars.

3. Theses Submission

- xiii) MS/MPhil/PhD scholars will submit final draft of their theses to supervisors via email.
- xiv) Supervisor will forward the draft thesis along with a panel of evaluators, plagiarism certificate, check list etc. through email to GSA/Chairperson/HoD.
- xv) HoD/GSA will forward the abstract of thesis and panel of examiners to all GSC members through email circulation for comments/recommendation.
- xvi) If approved by majority of GSC members, Chairman/HoD will submit thesis along with necessary documents (e.g. recommended panel of examiners) to DoAS through the Dean. After obtaining approval of the evaluators, DoAS will forward the thesis to approved reviewers as per prescribed practice.
- xvii) On completion of the review process, DoAS will share evaluation reports to Chairman/HoD and supervisor via email for revisions and finalization of draft for Viva Voce/Public Defense.

Viva Voce/Public defense/Result Declaration

- xviii) After revision of thesis as per comments of the evaluators, supervisor will forward revised thesis along with correction certificate etc. through Chairman/HoD via email.
- xix) If re-evaluation is not required, DoAS will take approval of examiners (examination committee for PhD defense, while one examiner for MS/MPhil/LLM viva) from the Vice Chancellor via email.
- xx) DoAS will communicate the names of approved examiners to the HoD/GSA, who will arrange Public Defense/Viva Voce on a date/time suitable to approved examiner(s) through a MS Teams/Google Meet/Zoom.
- xxi) In case of MS/MPhil/LLM, the presence of approved examiner, supervisor and HoD is required for viva voce exam.
- xxii) For PhD defense, the presence of all the three examiners, supervisor, HoD, and GSA is mandatory. The HoD/GSA will ensure prior circulation of public defense date/time and so that GSC members, faculty members, graduate (MS/MPhil/PhD) students of the concerned department and an adequate number of participants from the University and outside can attend the public defense.
- xxiii) If the candidate successfully defends the thesis, the GSA/supervisor will submit minutes of the Public Defense/Viva Voce proceedings with all necessary documents to DoAS through HoD and Dean via email. for approval of result declaration from the Vice Chancellor.
- xxiv) DoAS, after necessary approval by the competent authority, will notify the result with copies to the Dean/HoD/Controller Exams/Registrar/Supervisor/candidate.

Note: Correspondence using UoP email (@uop.edu.pk) will be considered official. All relevant offices are required to keep printouts of all official correspondence for records.