



INFORMATION
TECHNOLOGY
UNIVERSITY

ITU MS/M.Phil. Regulations

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1. Short Title and Commencement

- I. These regulations may be called **ITU MS/MPhil Regulations**.
- II. These shall come into force at once and applicable to all graduate degree programs and applicable with effect from semester Fall 2025 to all enrolled students.

Definitions

In these regulations, unless the context otherwise requires, the following expressions shall have the meaning hereby assigned to them:

- I. **University:**
The University means Information Technology University of the Punjab (ITU).
- II. **Vice Chancellor:**
The Vice Chancellor (VC) means the Vice Chancellor of Information Technology University of the Punjab (ITU).
- III. **Credit Hour:**
(1) One theory credit hour will require one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work per week for sixteen weeks in one semester, or an equivalent amount of total time.
(2) One credit hour of lab will consist of three contact hours in lab per week for sixteen weeks in one semester or equivalent amount of work. For other academic activities as established by the institution including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours, the Lab Credit hour definition will be used.
- IV. **Grade Point Average (GPA):**
GPA is an average of grade per credit hour for all courses getting a grade letter taken at ITU in one semester.
- V. **Cumulative Grade Point Average (CGPA):**
CGPA is an average of grade per credit hour for all completed semesters.
- VI. **External Examiner**
An examiner is a teaching staff or subject expert, other than ITU to review portfolios/projects, thesis, and equivalents.
- VII. **Registrar:**
"Registrar" means the Registrar of ITU.

VIII. Controller of Examinations

"Controller of Examinations" means the Controller of Examinations of university.

IX. Semester:

A division of academic duration lasting between 15-18 weeks.

X. Faculty:

"Faculty" means Professor, Associate Professor, Assistant Professor, and Lecturer /Teaching Fellow engaged by the ITU for teaching graduate and postgraduate classes and such other persons as may be declared as "Faculty" by the regulations.

XI. Teaching Department:

"Teaching Department" means a department established and maintained by the University with a primary goal of teaching.

XII. ACM:

ACM stands for Academic Council Meeting of Information Technology University of the Punjab.

XIII. MS:

MS Stands for Master of Science.

XIV. MPhil:

MPhil stands for Master of Philosophy.

2. Guidelines to Launch a Graduate Program and Awarding Degree

Organizational autonomy is crucial for developing self-reliance and resilience within an organization. In an academic context, it creates an environment conducive to research. The HEC recognizes the importance of universities' autonomy in accordance with their Act.

However, regulatory constraints are also necessary to ensure that the objectives of the sector align with the national goals. This policy seeks to strike a balance between academic autonomy and regulatory requirements. The Graduate Education Policy-I provides a broad framework for achieving national goals through academic and research excellence, and universities are expected to program graduate degree awards within the guidelines set forth in this policy.

2.1 To launch a new graduate program, the university is required to ensure the following:

- I. The Act of the university allows the program to be offered.
- II. The rationale for launching the program is established. It delineates that the need, scope, and objectives of launching the degree program in terms of market demand and supply (both students and resources) have been assessed; societal problems expected to be resolved have been identified, and employability of graduates that the prospective program is expected to enhance has been determined, satisfactorily through all the statutory bodies keeping in view the national research agenda and sustainable development goals.

- III. The title of the program is defined in light of the "Criteria for Use of Titles/Nomenclature for the Degree" as listed in the National Qualification Framework (2015).
- IV. The curriculum of the program is consistent with the guidelines issued by the HEC and international best practices.
- V. Admission policy with the following information:
 - i. An Academic Calendar as per HEC and University policy
 - ii. Procedures and processes to submit application for admission explaining the manual and electronic ways.
 - iii. Processes ensuring the dissemination of admission information to prospective students.
 - iv. The documentary requirements for admission
 - v. Merit determination criteria defined and explained.
 - vi. Minimum eligibility criteria for granting admission.
- VI. The program completion requirements satisfy the HEC's minimum criteria for awarding graduate degrees.
- VII. The other requirements of HEC regarding the arrangement of relevant faculty (in terms of numbers, level, student-to-teacher ratio, student-to-supervisor ratio etc.), establishment of a library and laboratory have been met.
- VIII. The degree program has been approved for launch by all relevant statutory bodies of the university.
- IX. If applicable, any necessary approvals are obtained by accreditation councils to launch the program.
- X. Policies to inculcate a research culture by incorporating a system of research supervision that has been approved by relevant statutory bodies and governed following the guidelines delineated in this policy.
- XI. Policies to ensure academic research ethics have been developed, approved by the relevant statutory bodies and implemented as prescribed in this policy.
- XII. Policies to address academic grievances of graduate students have been outlined, approved by the relevant statutory bodies and implemented through a grievance management system, as advised in this policy.
- XIII. If applicable, HEC's permission has been sought to launch a new graduate program.

3. Advertisement

The opening of the admissions cycle will be announced by ITU. This announcement may be made on the ITU website and/or through print and/or electronic media. Admissions may also be advertised through social media including Facebook, LinkedIn, Twitter etc.

4. Eligibility Criteria

- I. Sixteen years of schooling or 4 years' education (minimum 120 credit hours) after HSSC/F.A./F.Sc/Grade 12 or equivalent shall be required for admission in the MPhil/MS/Equivalent program.
- II. Only those candidates who have submitted complete applications and meet the Eligibility Criteria will be considered.
- III. Eligible applicants may be invited to take the ITU Admission Test with a passing score

as decided by the University but not less than 50%.

- IV. Applicants for some of the graduate programs may be exempted from the ITU Admissions Test if they have taken alternate exams as approved by the relevant department. The required level in these exams will also be decided by each department.
- V. The number of shortlisted candidates will depend upon the available seats in each department. These candidates may also be called for interviews in addition of the other evaluation criteria. The weightage for admission criteria will be decided by the University.

4.1 Inter/Intra-disciplinary Qualifications:

The Board of Studies of each academic department of the university will assess and decide about the relevance, eligibility and pre-requisites for inter/intra-disciplinary qualifications.

5. Process of Admission Application

Applicants will register and apply through the online admission portal available on ITU website.

5.1 Admission Decision

Selected candidates will be informed of the admission decisions through the Merit Lists displayed on ITU webpage.

5.2 Admission Confirmation

All admissions will be provisional, and shall be confirmed after receiving proof of academic requirements and requisite documentation. If a selected applicant fails to meet the Eligibility Criteria in Bachelors (or equivalent examination) as specified for their degree program, their admission will immediately stand cancelled.

5.3 Admission Cancellation

ITU reserves the right to cancel the admission of students involved in any undesirable or illegal activity. ITU also reserves the right to cancel admission of a student at any time if the student is found to have submitted false, forged or incorrect information/documents.

6. Schedule of Semester

An academic year is divided into two regular semesters and a summer semester (optional):

1. Fall Semester
2. Spring Semester
3. Summer Semester

7. Course Layout

- Course Layout for Graduate Program

| | |
|---|---|
| Required Credit Hours for degree completion | Minimum 30 CH are required for degree completion (31 CH for Faculty of Sciences) which will include i. 24 credit hours of course work (25 CH for FoS) and 6 credit hours for research based thesis |
| Semester Duration | 15 -18 weeks including 1- 2 weeks of final examination |
| Course Duration | 4 Semesters (2 years) |
| Course Load per semester for Regular students | 9-12 Credit Hours 6-12 Credit Hours (FoS) In exceptional cases, minimum limit of credit hours can be reduced to 3 CH subject to the approval of the Chairperson of the concerned department. |

- Minimum passing grade for the MS degree is 'C' in each course. In case of a grade below than 'C', the student must repeat that course to improve his grade.*
- In case a student gets a grade less than 'C' in a course, his grade will appear in his result sheet and on his transcript.*
- Scholarships and honors will be awarded on prescribed workload.*

7.1 Credits Transfer, Evaluation and Grading

- The credit transfers of coursework from one university/DAI/HEI to another as well as to evaluate students' academic performance (both formative and summative) and award of grades will be governed through ITU's transfer of credit policy.

8. Degree Completion Timeline

- Time limit for the completion of the MS/M.Phil. shall ordinarily be two years from the beginning of the first course counted towards the degree. However, a 2 years' degree program can be extended up to 4 years.
- In case a student is unable to secure an MS/MPhil within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes of delay. In the event of force majeure (i.e., delay on account of circumstance beyond the control of student), the university may grant an extension in the period of award of MS/MPhil degree in accordance with the

duration limiting factor(s) and shall also take corrective measures in case the delay is caused by process or administrative reasons.

9. Research Work/Thesis Policy

Following points constitute the research work/thesis enrollment policy for the MS program:

9.1 Thesis Work

MS program at ITU expects that students will perform high quality research work during their thesis and will make meaningful contribution to the area of their research. Regular time allowed for MS thesis work is 12 months from the date of thesis registration. In the third and fourth semesters each MS student will enroll in Thesis-I and Thesis-II respectively.

It is mandatory for a student enrolled in Thesis-I to achieve S/U/CR grade by the end of the semester in which he/she is enrolled.

- i. Upon receiving S grade, the student will be eligible to enroll in Thesis-II.
- ii. Upon receiving U grade, the student will re-register for Thesis-I and will pay full fee.
- iii. Upon receiving CR grade student will re-register for Thesis-I and will be charged Rs.1000/- (thesis re-register fee) and student will be bound to achieve S grade in the next semester otherwise will be awarded U grade and has to re-register for Thesis-I with full fee.

Students enrolled in Thesis-II for the first time, are required to attain a grade by the end of the semester otherwise they will be awarded CR grade every semester and will be required to pay Rs. 1000 as thesis re-registration fee until final grade is awarded.

9.2 Thesis Time Limitation

Students are advised to complete their coursework and thesis work in two years (four semesters) time to avoid getting time-barred. Students are further encouraged to plan their coursework such that they register for Thesis-I in the 3rd semester of their MS at ITU. A time-barred student's degree shall be unsuccessful and he/she shall not be conferred the degree by ITU. Maximum duration to complete MS degree at ITU is four years. The time barred student may be allowed to get diploma i.e. DAS-AI if enrolled in MSDS.

10. Minimum Eligibility Requirement for Thesis Registration

- I. Minimum 15-18 course work credits (as prescribed by the concerned faculty) must be earned by the student to register for the thesis. Exceptional cases may be forwarded to the concerned Chairperson and thesis advisor.
- II. A student on Academic Probation will not be registered in thesis unless he improves his grade to remove the probation.

11. Thesis Defense and Submission

- I. Students are encouraged to register for Thesis-I in 3rd semester of MS at ITU. For this

a student must submit the following form:

- i. TH-1 form to be submitted to the respective department/coordinator's office. TH-1 form includes a brief research synopsis, and is duly endorsed by the Supervisor and Co-Supervisor (if any).
- ii. If the Supervisor is from a different faculty within ITU, then the Co-Supervisor must be selected from the student's faculty.

A student's GEC will be formed by his/her supervisor before the Thesis I presentation. The composition of the GEC differs for each faculty.

| FoS | FoE | FBM | FHSS |
|------------------|--|--|--|
| Two (02) members | Co-supervisor (optional), At least One (01) PhD Faculty Member, One External Evaluator | Supervisor & two members (of which at least one should be a PhD) | Supervisor, Co-Supervisor, External Evaluator & at least two faculty members |

- II. At this stage Synopsis Approval shall be required to be taken from Board of Advance Studies & Research (BASR).
- III. Completion of Thesis-I is subject to successful Thesis-I defense. In Thesis-I Defense, the student is required to carry out a presentation in order to defend his/her thesis progress. The student is expected to defend his problem statement along with necessary support from the literature survey and share his/her research plan.

Thus following shall comprise the Thesis-I Defense:

- i. An official synopsis defense presentation to the Graduate Examination Committee (GEC);
- ii. A poster highlighting the findings of Thesis-I (if required); and
- iii. Thesis-I report submission to the supervisor. The report should comprise the following sections:
 - a) Introduction: Introduce your research problem, provide its motivation and the intended contribution.
 - b) Literature Survey: A detailed literature survey providing up-to-date and comprehensive review of prior work related to the thesis.
 - c) Preliminary Analysis/Results: Details of any preliminary work carried out and its analysis/results.
 - d) Thesis-I plan: A detailed plan that identifies the various thesis tasks and their timelines for next semester.
- IV. Thesis II can only be registered after clearing Thesis I with a Satisfactory (S) grade. The processes require submission of the following form:
 - i. Thesis II enrollment will be done through CMS.
 - ii. TH-II registration form to be submitted to the respective department/coordinator's office duly endorsed by the Supervisor and Co-Supervisor (if any).
- V. After successful registration of Thesis-II, the next step is the final Thesis Defense presentation. The Student is expected to defend his Thesis achievements during the thesis defense presentation. The student is also required to submit draft of his/her Thesis prior to defense to his supervisor and GEC. Thesis is evaluated by supervisor

and GEC (external member may become part of GEC). Based upon the evaluation the student shall be allowed to conduct his thesis defense presentation and will later awarded thesis grades.

12. Re-Registration of Thesis for MS students

- I. The due date for results submission of the Thesis will be the add/drop deadline of next semester.
- II. At the end of every semester, the teaching department will forward a signed result for Thesis I and II for all registered students to the Examinations Office. The department will assign a "CR" grade (continued research) for all those students whose grades are not final, or the Examinations Office will do so if the grades are not received by the department till the due date.
- III. It is mandatory for a student enrolled I Thesis-I to achieve S/U/CR grade by the end of the semester in which he/she is enrolled.
 - i. Upon receiving S grade, the student will be eligible to enroll in Thesis-II.
 - ii. Upon receiving U grade, the student will re-register for Thesis-I and pay full fee.
 - iii. Upon receiving CR grade, the student will re-register for Thesis-I and will be charged Rs. 1000/- (thesis re-registration fee) and student will be bound to achieve S grade in the next semester, otherwise will be awarded U grade and has to re-register Thesis-I with full fee.
- IV. Students enrolled in Thesis-II for the first time, are required to attain a grade by the end of the semester otherwise they will be awarded CR grade every semester and will be required to pay Rs. 1000/- as thesis re-registration fee until final grade is awarded.

13. Plagiarism Policy

All graduate students are expected meet the highest standards of academic integrity. Plagiarism, fabrication, falsification, cheating, and other acts of academic dishonesty, or abetting the academic dishonesty of another will result in sanctions and may lead to academic dismissal.

Using ChatGPT and similar Generative AI-tools for thesis writing will be strictly considered as plagiarism. Researchers may use Generative AI-tools to understand basic phenomena of anything and should not replace the key researcher tasks such as producing scientific insights, analyzing and interpreting data or drawing scientific conclusions. The authors are responsible and accountable for the contents of the work and should not rely solely on AI-generated content. In any case, the contents copied from such tools should not exceed 5 to 15% (depending on the concerned faculty's policy).

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