

NUST POLICY ON OFF-CAMPUS PhD PROGRAM

1. **Introduction**

- a. There are a large number of high tech research organizations in the country who are very well staffed and equipped. They are also producing quality research but the researchers are unable to benefit from their research academically, due to non availability of the required platform. In this regards the heads of quite a few research defence related organizations sought Rector's help and NUST started an off-campus PhD program for these research organizations. In the Off-Campus PhD Program coursework can be done at NUST while research can be conducted in the concerned research organization using their research facilities, and, supervised by their senior/appropriately qualified senior researchers. The students will be mainly the employees of the same research organization, who are assisting the senior researcher(s) in a particular research project.
- b. The off-campus PhD program is neither a part time nor a distance education program. It is intended for well qualified applicants who, for various reasons cannot join NUST for full time on-campus PhD. Such arrangements may be suitable for various research organizations, and even industry who are committed to life-long training for their staff, and, who possess the required research facilities, and senior/highly experienced researchers/academicians, who can act as local supervisors.

2. **Policy.** The off-campus policy will be read and implemented in conjunction with the NUST Policy on Conduct and Award of PhD. Wherever, the two conflict, the Policy on Conduct and Award of PhD will take precedence.

3. **Admission Criteria.** Admission Criteria will be same as given in the NUST PhD Policy. Before recommending admissions, the concerned institutions will look for evidence of intellectual vigour in the research proposal and that satisfactory arrangements are in place for the supervision of the applicant, and, adequate facilities are available to enable the work to be completed within the designated time scale.

4. **Applying for Off-Campus PhD.** The concerned student will apply to NUST through his/her parent organization for admission to PhD on prescribed form clearly indicating that he/she intends to do off-campus PhD. The applications will include the following additional information:-

- a. The name of the institution/organization (called the host institution) where some, or all, of the research will be carried out.
- b. The synopsis of the research project.
- c. A statement as to the reason for off-campus program and why it is necessary/desirable.

- d. A statement about the facilities available in the host institution to conduct the research.
- e. An undertaking by the host institution on the lines of para 8 below.

5. **Supervisors.** Apart from nominating a NUST supervisor, and, GEC as required in the NUST PhD Policy, an experienced and qualified supervisor from the host institution (designated as Local Supervisor) would be appointed who will mainly supervise the research and would exercise the same academic authority as exercised by a Supervisor of the on-campus PhD program. The NUST supervisor will chair the GEC and will also act as a link between the host institution/organization and NUST, and would ensure that NUST standards are maintained. Local supervisor will also be a member of the GEC. Before appointing a local supervisor, his/her CV will be scrutinized by the concerned institution and Main Office, NUST to ensure that he/she possesses the required qualifications and experience to supervise the research. On acceptance, he/she will also be appointed as NUST Adjunct Faculty.

6. **Admission Procedure.** On submission of application by a candidate through his/her parent organization, Main Office, NUST will identify the relevant institution(s) where the applicant could be admitted. His/her application alongwith necessary details will be sent to the concerned Institution(s) for their recommendations, after the candidate satisfies the test scores criterion, as being done for on-campus students. If acceptable, the institution(s) will forward their recommendations on the Form PhD-1. Main Office, NUST will issue Form PhD-1A clearly indicating the status of the student as off- campus student, and the name of NUST supervisor and the local supervisor. Rest of the procedure would be the same as in the case of on-campus students. The Institution where a student is admitted will be responsible for all the necessary admission/academic formalities including qualifying examination, as being done in the case of on-campus doctoral students.

7. **Responsibilities of the Host Institute.** The host institution should supply a written undertaking on the following lines when forwarding the candidate's admission application to Main Office, NUST:-

- a. The applicant will be released from his/her office for the duration of the coursework and examinations which he/she will take in one of the NUST institution.
- b. During research phase, the applicant will be spared from his/her duties, for at least 2 working days (16 working hours) per week to enable the research to be carried out.
- c. The applicant would be permitted to use the required facilities of the host institution for doing research, and the expenses incurred on it would be borne by the host institution, without any financial implications on NUST.
- d. The host institution will permit the GEC to visit and see the research facilities being used by the student during the course of studies.
- e. Any additional funding required by the student (such as for reading of papers in foreign conferences, purchase of material/equipment/software/hardware, study trips, expenses on evaluation of thesis by foreign experts etc) would be borne by the host

institution, if this is not possible then the student himself/herself would be responsible for arranging necessary funds, however, NUST may extend help, on a case to case basis, depending on availability of funds.

8. **Coursework:** These students shall first complete the minimum mandatory coursework of 24 credit hours of Masters program (i.e. 800/900 level or equivalent) in the related area. During this stage, academic rules of Masters program shall apply. After completion of minimum 24 credits of coursework, all students having CGPA ≥ 3.0 shall complete their Masters phase by doing MS Thesis of 6 credits, and if meet all other requirements, may be awarded Masters Degree as per NUST rules.

9. **Completion of Coursework.** The applicant will be required to complete his/her coursework as required in the NUST PhD Policy from any of the NUST Institution where required courses are being offered. The concerned Institution will forward the course results of these PhD students to Examination Branch, Main Office, NUST for notification, on receipt from other Institution(s) of NUST.

10. **Progress of Off-Campus Research.** At the start of the program, the NUST Supervisor in consultation with the Local Supervisor and the student will make a study plan covering his/her entire PhD Program and forward it to Main Office, NUST. The plan need not be too detailed but should include the following:-

- a. Last date for clearing the qualifying examination.
- b. An estimated period of literature survey and research.
- c. The frequency of visits of NUST supervisor to the host institution. There must be at least four such visits per year during which NUST Supervisor will satisfy himself/herself about the availability of resources and progress of the research.
- d. After passing the qualifier, the GEC will meet once a year to review the progress of the student. They will be presented a written report by the student which will be evaluated and GEC will give its opinion on the progress made, as under to Main Office, NUST:-

(1) **Good.** The student is going at the desired pace and is expected to complete his/her research within the allocated time. GEC may also like to give detailed comments for the guidance of the student.

(2) **Satisfactory.** The progress is not as desired but the student can still manage to complete the research within the allocated time, provided he/she works hard. In case of such remarks, GEC will issue a cautionary note to the student. GEC should also give detailed written comments for the guidance of the student.

(3) **Unsatisfactory.** The progress is not as desired. The student may not be able to complete his/her research within a reasonable time limit. In this case the concerned institution will forward a recommendation (duly approved by FBS) to Main Office, NUST to terminate the PhD program of the individual.