

PAKISTAN INSTITUTE OF DEVELOPMENT ECONOMICS (PIDE)

REGULATIONS RELATING TO THE ADMISSION, REGISTRATION AND EXAMINATIONS FOR M. PHIL PROGRAMMES

The Pakistan Institute of Development Economics (PIDE) shall offer courses leading to the degrees of Masters of Philosophy, abbreviated as MPhil. Applications for admission for MPhil in various programmes shall be invited and admission shall be made on the basis of entry test/GRE score, educational record and interview. Foreign students seeking admission to the Institute shall be required to submit their applications according to procedure given (and modified from time to time) by Higher Education Commission (HEC), Pakistan¹.

DEFINITIONS

The terms used in these regulations shall deem to have the following meaning:

- (i) Department shall mean a teaching department of PIDE.
- (ii) Head shall mean the head of a teaching department.
- (iii) A course of one credit shall mean one hour of teaching work per week.

I. GENERAL

- (a) An academic year of the Institute shall comprise of two semesters namely Fall and Spring semesters.
- (b) The requirements for the MPhil degree shall comprise course work of 31 credits out of which 25 credits must be earned through 7 core courses². The student may choose any two elective courses for the remaining credits. In addition to the course work, a student must write a thesis (21 credits) that demonstrates his/her capacity to pursue original research based upon a good understanding of the research techniques and concepts appropriate to the discipline.
- (c) The requirements for the MPhil degree shall normally be completed within *four* consecutive semesters (two academic years).
- (d) The maximum time for the completion of the degree shall be three years. However, an extension of six months beyond third year may be granted by the Dean on the recommendations of the concerned advisor and Head of department.
- (e) Each MPhil student shall follow the syllabi and courses of studies as may be prescribed by the Board of Studies from time to time.

¹ www.hec.gov.pk/AcademicAffairs/Foreign_Students_Admission/New%20Procedure%20of%20admission/fs_adm_policy.htm

² Microeconomics (I & II), Macroeconomics (I & II), Mathematics, Statistics, and Econometrics (I)



- (f) All semester examinations shall be held in the PIDE.
- (g) If a student fails to appear in the terminal examination in a course(s) he/she shall be treated as failed.
- (h) English shall be the medium of instruction.
- (i) A MPhil student shall be required to pay tuition fee and such other dues as determined by the Syndicate from time to time.

II. COURSES OF STUDY

The courses of study and syllabi for MPhil degree shall be approved by the Syndicate on the recommendations of the respective Boards of Studies. Such courses and syllabi shall become effective from the date of approval by the Syndicate or such other date as the Syndicate may determine.

III. ORGANIZATION OF TEACHING

- (a) Teaching in various courses for MPhil shall be conducted in the Institute departments through lectures, tutorials, discussions, seminars, and other methods of instruction as approved by the Board of Studies.
- (b) Teaching shall be conducted by the faculty of PIDE or by such other persons who may be allowed by the Head of department to teach.
- (c) Teaching shall be organized through courses prescribed by the concerned authorities from time to time.
- (d) Teaching shall be entrusted to a person who possesses a doctorate degree.

IV. ADMISSION

- (a) To be eligible for admission to MPhil, a candidate:-
 - (i) Shall possess an M.A/M. Sc Degree (after a two year Bachelor's degree) or its equivalent (e.g. 4 year Bachelor's degree) in the relevant discipline from a Pakistani Institute recognized by Higher Education Commission (HEC), or an equivalent degree from any other HEC recognized institution.
 - (ii) Shall have obtained in

M.A/M. Sc	
Under annual system	at least Second Division
Under semester system	at least B grade
OR	
B.A/B. Sc (4 year Bachelor's degree) at least B grade	
 - (iii) The following shall not be eligible for admission.
 - (1) Anyone who has been rusticated or expelled by any university or college for misconduct or for use of unfair means in the examinations or any offence involving moral turpitude.

(2) Anyone who was admitted earlier to MPhil programme but later was declared to have ceased to be a student of the Institute under these regulations.

- (b) Admissions shall be made once a year in the Fall semester.
- (c) Each candidate shall submit an application for admission in response to an advertisement by the Institute on a prescribed form along with documents specified in the form.
- (d) The admission to MPhil programme shall be made on the basis of cumulative merit to be determined from previous academic record and written as well oral test following the scheme given below or as approved by the Academic Council from time to time.

The allocation of marks for determining merit shall be as follows:

Academic Record	40 marks
Admission Test	50 marks
Interview	10 marks

Distribution of marks allocated for the academic record shall be as under:

Class	1 st Division*/ A-Grade**	2 nd Division/ B-Grade	3 rd Division/ C-Grade
MA/ M. Sc./MBA	20	15	Not allowed
B.A/B. Sc (2 year)	20	15	Zero
B. Sc/BBA (4 year)	40	30	Not allowed

- (e) The Admission Committee for each department shall be constituted by the Dean in consultation with the Head of the department.
- (f) The admission to MPhil shall be approved by the Dean on the recommendations of the Admission Committee of the department concerned.

V. REGISTRATION OF COURSES

- (a) Within the 1st week of a semester, students shall register in the course(s) being offered by the department on prescribed registration cards.
- (b) A student may change or drop course(s) or convert a credit course into a non-credit course, or vice-versa, within two weeks from the date of commencement of a semester. In exceptional cases a student can add/drop a course in the 3rd week from the start of the semester with the permission of the Head of the department concerned.
- (c) The Head of each department shall forward in the 3rd week from the date of commencement of a semester all the course registration cards to the Controller of Examinations.

* in case of annual system

** in case of semester system



- (d) (i) No registration or change of course(s) shall be allowed after three weeks from the date of commencement of the semester.
- (ii) No drop of course(s) or change of a non-credit course to credit course or of a credit course to a non-credit course shall be allowed after three weeks from the date of commencement of the semester.
- (e) (i) A student dropping all the registered courses or choosing not to register minimum required credits in concerned semester will deem to have dropped the semester.
- (ii) The dropped semester shall be counted towards the maximum period allowed for completing the MPhil degree.

VI. EXAMINATIONS

- (a) A student shall be evaluated in each course on the basis of sessional tests, class assignments and terminal examinations. Each course shall carry 100 marks and the terminal examination shall normally be allocated at least 50% marks.
- (b) There shall be a written examination for each course at the end of each semester on the dates fixed by the Controller of Examinations in consultation with the Head of department concerned.
- (c) A student shall be eligible to appear in the terminal examinations provided that:-
 - (i) he/she has been on the rolls of the Institute during that semester;
 - (ii) has registered himself/herself for the courses of study, and
 - (iii) has attended, not less than 80% of the lectures/seminars delivered to his/her class in each course. The Head of the department concerned may, on the recommendations of the teacher of the course concerned, condone the deficiency in attendance up to 5% of the total lectures and seminars. The student falling short of the required percentage of attendance of lectures/ seminars etc., shall not be allowed to appear in the terminal examination of the concerned course and shall be awarded an incomplete (I) in that course.
 - (iv) has paid all the PIDE dues.
- d) A date-wise record of the attendance of students shall be maintained by the concerned departments.

VII. DISSERTATION AND APPOINTMENT OF SUPERVISOR

- (a) Each student must register for dissertation research in the 3rd and during all the subsequent semesters.
- (b) Each student shall perform research work as partial fulfillment of the requirement of the degree under the supervision of a person appointed for the purpose by the Dean on the recommendations of the Head of the concerned department.
- (c) Where necessary and desirable, a co-supervisor may also be appointed.



- (d) A supervisor or co-supervisor appointed for MPhil research must hold a doctorate degree.
- (e) A student shall select a topic of dissertation which will be recommended by the supervisor to the Head of the department concerned for approval within the third semester.
- (f) The supervisor shall submit progress reports towards the end of each semester in which research is registered to the Head of the concerned department.

VIII. DISSERTATION EXAMINATION

A student who has completed the following requirements shall be eligible for admission to MPhil Dissertation examination.

- i. that he/she has been a student on a regular basis in a teaching Department of the Institute for the prescribed period or allowed necessary extension as provided for under clause I(d).
- ii. that he/she has successfully completed the prescribed courses with a minimum CGPA of 3.0 out of 4.0.
- iii. that he/she has completed a dissertation on research topic approved by the Head of concerned department.
- iv. a student who has completed the requirements stated above shall submit an application on a prescribed form to the Controller of Examinations for admission to the final examination of dissertation.
- v. The supervisor shall inform the Controller of Examinations through the Head of the department concerned about the date on which the viva-voce examination is to be held. The Dean shall on the advice of the Head of the department concerned, appoint an external examiner.
- vi. The examination shall be held on the Institute Campus on such dates as may be notified by the Controller of Examinations in consultation with the supervisor/ Head of the department concerned.
- vii. The Viva- Voce examination in defense of the Dissertation shall be conducted by a Committee consisting of the Head of the Department concerned, supervisor of the student, external examiner and two faculty members.
- viii. The external examiner shall make one of the following recommendations:
 - a. Accepted: the degree of MPhil may be awarded
 - b. Accepted with minor changes: the degree of MPhil may be awarded, subject to the condition that candidates makes minor corrections in the thesis without requirement of reevaluation
 - c. Rejected but allowed resubmission after corrections/improvements: the thesis is not acceptable in its present form and the candidate must make changes and submit the thesis within 6 months for reevaluation.
 - d. Rejected and not allowed resubmission: the thesis is rejected and it is not worth revision.
- ix. Each successful student shall be awarded the degree of Master of Philosophy on successful completion of all the requirements of MPhil.



IX. GRADES, PROMOTIONS AND MERIT

- (a) The minimum pass marks for each course shall be 50 percent. The performance of candidates in course work shall be graded as in the following.

Marks	Grades
Less than 50	F
50-54	C ⁻
55-59	C
60-64	C ⁺
65-69	B ⁻
70-74	B
75-79	B ⁺
80-84	A ⁻
85-89	A
90 and above	A ⁺

- (b) If a student fails to appear in the terminal examination of a course on any reasons, he/she be treated as absent and failed.
- (c) i. A student must maintain a GPA of at least 2.5 in registered course work of each semester. Student whose GPA falls short of the minimum required level in a semester will be deemed to have failed in the semester.
- ii. A student, who has failed under Clause IX(c)-i, may be given one chance as a concession to continue his/her studies. Such a concession shall be granted ONLY ONCE during the entire period of study for the degree.
- iii. A student failing TWICE under Clause IX(c)-i shall cease to be a student of the Institute.
- iv. A student who obtains "F" grade twice in a course shall cease to be a student of the Institute.
- v. A student who fails to complete all the requirements of MPhil degree within the maximum prescribed period or authorized extended period will cease to be the student of the Institute.
- (d) A student may re-register a course (when offered next) to improve 'C' grade(s). In case of re-registration, no additional time will be admissible beyond the maximum period provided under the rules.
- (e) A minimum CGPA of 3.0 out of 4.0 is required for an MPhil degree.
- (f) A student obtaining first position in the department shall be awarded a Certificate of Merit and Chancellor Medal provided that he/she obtains a CGPA of at least 4.0 points and has completed the entire requirements for MPhil degree within normal period.



- (g) The result of a student in each course, whether passed or failed, shall be indicated on the transcript by letter grade. A separate transcript shall also be issued to each candidate showing the marks and grades obtained in each course, and also the percentage marks and the overall grade and CGPA. Grade Point (GP) shall be determined on the basis of Numerical Grade in the manner shown in Appendix to these regulations.
- (h) Grade Point Average (GPA) shall be calculated in accordance with the following formula:
- Sum of (GPE x Cr)/ Total credits where
GPE = grade points earned in a course
Cr = credits of the corresponding course
(and sum is over all the courses)
- (i) The Cumulative Grade Point Average (CGPA) at the end of a semester shall be the Grade Point Average of all the courses which have been passed up to that time.

X. FEE, DUES, AND TUITION WAIVER

- i. Each student shall be required to pay tuition fee and such other charges as may be determined by the Syndicate from time to time.
- ii. Top three students are eligible for tuition waiver in the next semester based on performance in 1st semester or in the 2nd semester provided they register for full credits required in these semesters and have obtained a GPA of 3.5 or better in these semesters.
- iii. Three students with top CGPA at the end of 3rd semester (provided that they completed the course work required of MPhil in this semester) would be granted fee waiver during thesis research and such waiver will not exceed the next two semesters.



READY RECKONER FOR CALCULATING GRADE POINT BASED ON LETTER GRADES AND CORRESPONDING NUMERICAL GRADES: (An increase of 1.5 marks increases GP by 0.1):

<u>Percentage Marks</u>	<u>Grade Point (GP)</u>
50.0	2.00
51.5	2.10
53.0	2.20
54.5	2.30
56.0	2.40
57.5	2.50
59.0	2.60
60.5	2.70
62.0	2.80
63.5	2.90
65.0	3.00
66.5	3.10
68.0	3.20
69.5	3.30
71.0	3.40
72.5	3.50
74.0	3.60
75.5	3.70
77.0	3.80
78.5	3.90
80.0 and above	4.00

Note

- (i) If the second fraction after decimal is 4 or less, it will be ignored. However, if the second fraction is 5 or more, it will be taken into account by raising the first fraction to the next higher digit. The third and higher digits shall be ignored. Thus GP for 'A' shall be 4.0 for 'B' from 3.0 to 3.9, for 'C' from 2.0 to 2.9 and for 'F' zero.

