

# PAKISTAN INSTITUTE OF DEVELOPMENT ECONOMICS (PIDE)

## REGULATIONS RELATING TO THE ADMISSION, REGISTRATION AND EXAMINATIONS FOR MSc, MBA, and MPS

The Pakistan Institute of Development Economics (PIDE) shall offer courses leading to the Master degrees in the subjects provided in the schedule and introduced from time to time. Applications for admission to all disciplines of study shall be invited from all over Pakistan and nationals of other countries. The admission shall be made on the basis of, entry test/GRE score, academic 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), Pakistan<sup>1</sup>.

### 1. GENERAL

- (a) An academic year of the Institute shall comprise of two semesters namely Fall and Spring semesters. A department may, with the approval of the Syndicate, arrange courses during summer vacation.
- (b) The normal course of study for Master degrees shall be four semesters i.e. two academic years.
- (c) The minimum duration for completing the Master's degree shall be four semesters. A Master's degree will be awarded for passing of at least 60 credits (or the minimum number of credit requirements of concerned departments). A course of one credit shall mean one hour of lecture per week.

### 2. COURSES OF STUDY

The courses of study and syllabi for various degrees of the Institute shall be approved by the Syndicate on the recommendations of the Academic Council and 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.

### 3. ORGANIZATION OF TEACHING

- (a) Teaching in various courses shall be conducted in various departments of the Institute through lectures, tutorials, discussions, seminars, demonstrations, and other methods of instructions.
- (b) Teaching in each department shall be conducted by the faculty of Institute or other persons as may be declared to be the "teachers" by the Institute.

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<sup>1</sup>[www.hec.gov.pk/AcademicAffairs/Foreign\\_Students\\_Admission/New%20Procedure%20of%20admission/fs\\_adm\\_policy.htm](http://www.hec.gov.pk/AcademicAffairs/Foreign_Students_Admission/New%20Procedure%20of%20admission/fs_adm_policy.htm)



- (c) Teaching in each department shall be organized through courses specified for each subject and approved by the relevant authorities mentioned in Section-2 of these regulations.
- (d) Each student shall follow the syllabi and courses of studies as may be prescribed by the authorities from time to time.
- (e) English shall be the medium of instruction.

#### 4. ADMISSIONS

- a) A person holding a (two years) Bachelor's degree from a Pakistani Institute recognized by Higher Education Commission (HEC), or an equivalent degree from any other HEC recognized Institute, with at least a second division (annual system) or B grade (semester system), shall be eligible for admission to the Master's programme of study provided that the applicant meets the other eligibility requirements of the concerned department.
- b) Admissions shall be made once a year in the Fall semester.
- c) Each candidate shall submit an application for admission on a prescribed form in response to an advertisement.
- d) Admission shall be made on the basis of PIDE entry test/GRE score, academic record, and interview.
  - (i) The allocation of marks for determining merit shall be as follows:

<b><u>Pakistani Nationals</u></b>	
Academic Record	40 marks
Admission Test	50 Marks
Interview	10 Marks
<b>Foreign Students</b>	
Academic Record	
GRE and TOEFL Scores	



(ii) Distribution of Marks allocated for the academic record shall be as under:-

Class	1 <sup>st</sup> Division/ A-Grade	2 <sup>nd</sup> Division/ B-Grade	3 <sup>rd</sup> Division/ C-Grade
B.A./B.Sc/B.Com/BBA	20	15	(not allowed)
FA/F.Sc/A-level	20	15	Zero

- (iii) The candidates awaiting results of their Bachelor's degree may get admission subject to obtaining at least 2<sup>nd</sup> Division/B-Grade
- (iv) All the admissions shall be approved by the Dean of the Faculty concerned on the recommendations of the Admission Committee of the concerned department.
- (v) PIDE may revise criteria for determining merit for admission from time to time.
- (e) Admission to one department shall not give a student a right to migrate to another department.
- (f) The students who have ceased to be a student of the Institute under rule 7c of these Regulations shall not be eligible for admission to the Master's programme.
- (g) The maximum age limit for admission to the Master's programme shall be 26 years. Anyone beyond the age of 26 years shall not be admitted unless the relaxation is granted by the Dean of the concerned faculty (up to 5 years) or the Vice-Chancellor (for more than 5 years) on the recommendations of the Head of the department.

## 5. REGISTRATION OF COURSES

- (a) Within the 1<sup>st</sup> week of a semester, students shall register in the course(s) being offered by the department on prescribed registration cards.
- (b) (i) A student shall normally be required to register for courses of a total of 15 credits in a semester. However, the Head of a department may allow a student to register courses of 12 credits in a semester as a special case.
- (ii) A student may, in the final semester, register less than 12 credit courses if that completes the credit requirement of the degree.
- (c) A student may register additional non-credit course(s) out of the prescribed courses.
- (d) 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 3<sup>rd</sup> week from the start of the semester with the permission of the Head of the department concerned.



- (e) The Head of each department shall forward in the 3<sup>rd</sup> week from the date of commencement of a semester all the course registration cards to the Controller of Examinations.
- (f) (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.
- (g) (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 of six semesters allowed under section 7(c) (iv) for completing the Master's degree.

## 6. EXAMINATIONS

### 6.1 COURSE WORK EXAMS

- (a) A student shall be evaluated in each course on the basis of sessional tests, class assignments and terminal examinations. The terminal examination shall be allocated at least 50% marks.
- (b) The terminal examinations will be held at the end of each semester on the dates to be fixed by the Controller of Examinations in consultation with the Heads of the departments.
- (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.

### 6.2 PROJECT/THESIS

Students of those departments where project/thesis is a requirement for MSc degree, will be required to carry out research on a project/thesis of 6 credits and submit a project report/thesis as a requirement for partial fulfillment of their Master's degrees in the relevant disciplines.



- a) Each student will be allocated a supervisor by the Head of concerned department at the end of 2<sup>nd</sup> semester.
- b) A student will select the topic of research in consultation with his/her supervisor before the start of 3<sup>rd</sup> semester.
- c) The project report/thesis will be submitted by the student through the supervisor the department within one month after the end of final semester examination. ✓

### 6.2.1 PANEL OF EXAMINERS AND EVALUATION OF PROJECT REPORT/THESIS

- (a) A panel of external examiners for evaluation of project report/thesis and conduct of viva-voce examination shall be recommended by the Head of concerned department and approved by the Dean of the faculty.
- (b) The external examiner shall be appointed by the Dean of faculty on the recommendations of the Head of the department concerned.
- (c) The external examiner shall evaluate the project report/thesis and conduct viva-voce examination of the student on the date and time given by the Controller of Examinations. ✓
- (d) In case, the project report/thesis is adjudged inadequate by the external examiner, he/she may reject the project report/thesis or ask the student to revise the same.
- (e) The student shall be required to submit revised version of the project report/thesis within a period of one month from the date of viva-voce examination. Revised version of the project report/thesis shall be evaluated by the supervisor and Head of the department concerned.
- (f) The result of revised version as received from the supervisor/ Head of the department concerned shall be declared and no further extension would be granted in case the revised version of the project report/thesis has been rejected.
- (g) After the viva-voce examination, the successful student shall submit three hard bound copies of the project report/thesis to the department for onward transmission to the quarters concerned for declaration of result.
- (h) The result of the student shall not be declared unless he/she has submitted three hard bound copies of the project report/thesis to the department. ✓

### 7. GRADES, PROMOTION AND MERIT

- (a) The minimum pass marks for each course shall be 50%. A student obtaining less than 50% marks in any course shall be deemed to have failed in that course.
- (b) If a student fails to appear in the terminal examination in a course(s) he/she shall be treated as failed.
- (c) i. A student shall be required to pass at least 60 percent credits of registered course work in each of the semesters failing which the student shall be deemed to have failed in the respective semester.

- ii. A student, who has failed under Clause 7(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 7(c)-i shall cease to be a student of the Institute.
- iv. A student failing to pass total required credits course work and the project/thesis at the end of the 6<sup>th</sup> semester (from date of admission) shall cease to be a student of the Institute. ] ✓
- (d) The total marks for a course will be 100 and shall be divided between sessional awards and terminal examination in accordance with Clause 6.1(a) of these Regulations.
- (e) Percentage of marks shall be calculated up to two decimal digits. If the second digit after decimal is 4 or less, it will be ignored. However, if the second digit is 5 or more, it will be taken into account by raising the first digit after decimal point to the next higher digit. (Examples: 59.91 through 59.94 will be considered 59.9 while 59.95 through 59.99 will be raised to 60.
- (f) The performance of a student in credit courses/project/thesis shall be graded in the following manner (for grade points see Appendix).

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

- (g) On successful completion of the requirements of the degree, each candidate shall be awarded the Master's degree.
- (h) 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. For students completing Master's degree in the normal period of four semesters, a mention to this effect shall be made in their transcripts.
- (i) The Controller of Examinations shall issue a Certificate of Merit to a student who stands first in the subject on the basis of the overall result provided that the student has obtained 80% marks or more in the aggregate, has not failed in, or repeated any course and has completed the course work in four semesters. The recipient for the award of Certificate of Merit shall also be awarded the Gold Medal. ] ✓
- (j) There shall be no re-evaluation of answer books. A student may, on the recommendations of Head of the department and on payment of fee Rs. 500/- (or as revised by the syndicate), get the answer book re-checked for counting and for verification that all questions or parts thereof have been fully marked, within two weeks from the date of declaration of the results. Errors or omissions, if any shall be rectified.

*[Handwritten Signature]*

## 8. FEES, DUES, AND TUITION WAIVER

- i. Each student shall be required to pay tuition fee and such other dues 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 1<sup>st</sup> semester or in subsequent semesters provided that they register for full (15) credits required in the semester on which performance is evaluated and have obtained a GPA of 3.5 or better in that semester.

A handwritten signature in black ink, appearing to read "J. J. J.", located in the lower right quadrant of the page.

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.

