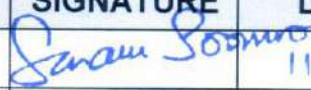

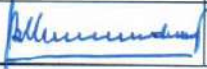
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## DOW UNIVERSITY OF HEALTH SCIENCES




### STANDARD OPERATING PROCEDURE

## Policy and Procedure for Doctorate (Ph.D.) Admission (CLAUSE 1.1 OF ISO 9001:2008)


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**TERMS AND DEFINITION**

<b>TERMS</b>	<b>DEFINITION</b>



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### LIST OF ABBREVIATIONS

Ph.D.	Doctor of Philosophy
M.Phil.	Master of Philosophy
HEC	Higher Education Commission, Pakistan
DUHS	Dow University of Health Sciences, Karachi
DAC	Doctoral Admission Committee
GRE	Graduate Record Examination
GAT	Graduate Assessment Test
IBMS	Institute of Biomedical Sciences
SPGS	School of Postgraduate Studies
PMDC	Pakistan Medical and Dental Council
PMC	Pakistan Medical Council

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### 1. PURPOSE:

Doctoral programs are the mainstay of any higher education institution in generating and disseminating new knowledge – *a fundamental role of any institution of higher learning including Dow University of Health Sciences (DUHS)*. Internationally, majority of peer-reviewed publications in high impact journals are an outcome of the work conducted by doctoral students. In this context, selecting the most appropriate PhD candidate is central to achieving the desired research-related strategic outcomes.

### 2. SCOPE:

The Scope of this policy and procedure defined herein is limited to the existing Ph.D. Scholars and new applicants applying to the University in any one of its approved/accredited Ph.D. & MPhil programs.

### 3. RESPONSIBILITIES:

- Doctorate Admission Committee: The Doctoral Admission Committee will be constituted as per the composition outlined below with the approval of the Vice Chancellor, DUHS. The committee will then develop its own terms of reference for functioning effectively in accordance with this approved policy:
  - Program Director (Member # 1)
  - HEC-approved PhD supervisor in the field in which admissions are offered (Member # 2 & 3)
  - Representative of Board of Advanced Studies and Research (Member # 4)
  - HEC-approved PhD supervisor in an unrelated field in which admissions are offered (Member #5)
- The Institute of Biomedical Sciences is responsible for the facilitation of the scrutiny of the applications received, along with nominating the paper setters/reviewers for each discipline announced (MPhil and Ph.D.) to the examinations department.
- The Doctoral Admission Committee, once formed, will be responsible for the admission and the oversight of the Doctoral and MPhil candidates.

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#### 4. PROCEDURE:

##### 4.1. **Minimum Requirement for Admission in Ph.D. Programs:**


- The DUHS will strictly follow the HEC's guidelines for admission into PhD program:
  - Minimum CGPA 3.0 (out of 4.0 in the Semester System), or First Division in the Annual System.
  - BS/M. Phil/M.S/Equivalent degree the field of study or closely associated fields as per eligibility criteria for specific specialty program.
  - All applicants to Ph.D. programs are required to fulfill the following testing requirements:
  - All applicants to Ph.D. programs shall be required to take one of the following non-subject specific admissions test:
    - The GRE (administered by the Education Testing Service).
    - Graduate admission test administered by the Education Testing Council
    - An equivalent test developed by the University or by another University, with the permission of the HEC.
  - The applicants applying for admission into the Doctoral program will also be required to take the Subject tests in the relevant discipline.
  - A Statement of Purpose: Applicants are required to submit a statement of purpose, which shall be reviewed by the Doctoral Admission Committee.

##### 4.2. Procedure for Admission

###### 4.2.1. Advertisement

- Advertisement in leading newspapers should be published at least twelve (12) weeks prior to start of the semester.
- Minimum of two-weeks' time should be given for deadline of submission of applications.
- Relevant Colleges/Schools/Institutes at DUHS should also make efforts to market the program by targeting potential candidates
- Any scholarship opportunity available should also be highlighted in the advertisement to attract bright candidates.



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### 4.3. Application Submission

- Interested candidates must apply by completing an online admission form
- Additionally, following documents must be submitted with the application) some programs may require additional information which will be communicated on a case-by- case basis):
  - Matriculation/O Level certificates with transcript/mark sheet
  - Higher Secondary School transcripts and certificate/Intermediate transcripts and degree/A level certificate with transcript
  - Bachelor degree with transcripts (including MBBS)
  - Master degree with transcripts (if applicable)
  - The No Objection Certificate/Deputation letter in case of Government Servant
  - PMDC/PNC Registration Card (If applicable)
  - Copy of CNIC
  - Colored Photographs (4-Passport Size)
  - Surety Bond (If applicable)
  - Migration certificate (If applicable)
  - Sindh Domicile (mandatory)

Note: If candidate has obtained any certificate/diploma/degree from a foreign country, then the equivalence certificate must be provided with the above-mentioned documents.

### 4.4. Review of Applications

The proposed Doctoral Admission Committee should review applications to assess the basic eligibility of applicants. Only candidates selected for second round of review (entry test) will be invited to proceed further.

### 4.5. Entry Test Requirement

DUHS will conduct its own General and Subject-specific entry tests, which will be follow the standards defined by the HEC.

#### 4.5.1. Composition of Entry Test

The General Admission Test (GAT) will be developed by the faculty for all candidates applying for Master/Doctoral programs at DUHS. The minimum qualifying score for GAT will be 50% for the Masters/MPhil and 70% for the Doctoral programs.



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For Subject- specific Test, University Examination Committee consisting of at least three (3) PhD faculty members in the subject area (preferably HEC approved supervisors) will be assigned to prepare the test. The minimum qualifying score in subject test will be 70%.

For Doctoral Candidates, those who obtain a minimum of 70% overall in the admission test will be invited for interview. Total contribution of entry test scores (general and subject tests) towards the final scoring will be 60%.

The distribution and weightage of entry test scores toward the final scoring is as follows:

#### 4.5.2. Weightage of Components-Doctoral Admission Test:

Entry test will be comprised of two sections:

- Section 1: Subject-specific Test  70% (42 Marks out of 100)
- Section 2: General Admission Test  30% (18 Marks out of 100)

Minimum qualifying score of the candidate must be 70% for the entry test.

#### 4.6. Interview

4.6.1. DUHS Doctoral Admission Committee will be conducting a panel interview. The committee will be assessing skills and abilities including motivation to pursue a PhD along with ability to work independently, creativity and originality of ideas and critical thinking and the ability to produce high quality written work.


4.6.2. The details of methodology (interview questioning, assessment of written work, research proposal/plan write up) through which these abilities will be assessed will be determined by the Committee. All these skills and abilities will be assessed and weighed following pre-specified weightage as mentioned below.

4.6.3. The total weightage of the interview towards the cumulative score will be 40%.

#### 4.6.4. Weightage of Assessment of the Candidates:

- Skills and abilities  25% (10 Marks out of 100)
- Motivation to do PhD and ability to work independently  25% (10 Marks out



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of 100)

- Creativity and originality of ideas/ Ph.D. Proposal □ 25% (10 Marks out of 100)
- Critical thinking and ability to produce high quality write up □ 25% (10 Marks out of 100)

#### **4.7. Final List of Selected Candidates**

- 4.7.1. List of final selected candidates will be posted on the DUHS website and successful candidates will be also informed via email.
- 4.7.2. In an event that the final successful candidate declines to join and/or does not respond affirmatively prior to the posted deadline, the next qualified candidate will be invited to join the program.

#### **4.8. Progression of a Ph.D. Candidate's Journey**

- 4.8.1. The Doctoral Admission Committee will be responsible for overseeing admission and the progression of the Ph.D. candidate, throughout their journey in the DUHS Doctoral program.
- 4.8.2. The DAC may follow the progress of the candidate with regards to their research progression, including making sure they are meeting the key deadlines/ milestones as defined by the specifications of the program within the min. duration of the program.

#### **5. RELATED DOCUMENTS:**

Notification No. 15-54/ C/2019/HEC (QAD)/24 dated January 19, 2021 titled HEC Policy on Ph.D. Degree programs. Link to policy is also available at HEC's Website at <http://www.hec.gov.pk/site/PhD-Policy>. The policy is effective Jan 1<sup>st</sup>, 2021.

#### **6. RELATED RECORDS**