



Document Name:	Policy and Procedure for Doctorate (Ph.D.) Admission
Document Number:	DUHS / ____ / SOP / (SOP Number)

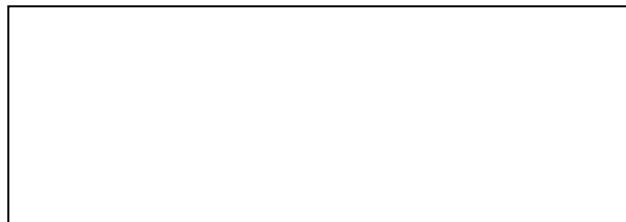
DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURE

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

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	Ms. Sanam Soomro	Director QEC		
REVIEWED BY:	Dr. Sohail Rao	Senior Scientific Advisor, DUHS		
APPROVED BY:	Prof. Mohammed Saeed Quraishy	Vice Chancellor DUHS		
REVISION NO.:	00			
DATE OF LAST REVISION:	0			
DATE OF ISSUE:				





Document Name:	Policy and Procedure for Doctorate (Ph.D.) Admission
Document Number:	DUHS / _____ / SOP / (SOP Number)

Document Change Record

Sr. No	DCR No.	Rev. Date	Page No.	Section No.	Description of Change
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					



Document Name:	Policy and Procedure for Doctorate (Ph.D.) Admission
Document Number:	DUHS / _____ / SOP / (SOP Number)

TABLE OF CONTENTS

SR. NO.	CONTENTS	PAGE NO.
	Distribution List	4
	Terms and Definitions	5
	List of Abbreviations	6
1.	Purpose	7
2.	Scope	7
3.	Responsibility	7
4.	Procedure	7
5.	Related Documents	7
6.	Related Records	7



Document Name:	Policy and Procedure for Doctorate (Ph.D.) Admission
Document Number:	DUHS / _____ / SOP / (SOP Number)

DISTRIBUTION LIST

The following personnel are on the controlled distribution list:

- Vice Chancellor
- Pro-Vice Chancellor(s)
- Deans
- Principal, School of Postgraduate Studies
- Registrar
- QMR



Document Name:	Policy and Procedure for Doctorate (Ph.D.) Admission
Document Number:	DUHS / _____ / SOP / (SOP Number)

TERMS AND DEFINITION

TERMS	DEFINITION
Ph.D.	



Document Name:	Policy and Procedure for Doctorate (Ph.D.) Admission
Document Number:	DUHS / _____ / SOP / (SOP Number)

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



Document Name:	Policy and Procedure for Doctorate (Ph.D.) Admission
Document Number:	DUHS / _____ / SOP / (SOP Number)

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, many 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:**

3.1. Doctorate Admission Committee: The Doctoral Admission Committee (DAC) will be constituted as per the composition outlined below with the approval of the Vice Chancellor, DUHS. DAC will then develop its 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)

3.2. 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



Document Name:	Policy and Procedure for Doctorate (Ph.D.) Admission
Document Number:	DUHS / _____ / SOP / (SOP Number)

discipline announced (MPhil and Ph.D.) to the examinations department.

3.3. DAC once formed, will be responsible for the admission and the oversight of the Doctoral and MPhil candidates during the educational process.

4. PROCEDURE:

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

4.1.1. The DUHS will strictly follow the HEC’s guidelines for admission into PhD program:

4.1.1.1. Minimum CGPA 3.0 (out of 4.0 in the Semester System), or First Division in the Annual System.

4.1.1.2. BS/M. Phil/M.S/Equivalent degree the field of study or closely associated fields as per eligibility criteria for the specific specialty program


4.1.1.3. All applicants to Ph.D. programs are required to fulfil the following testing requirements:

4.1.1.4. All applicants to Ph.D. programs shall be required to take one of the following non-subject specific admissions tests:

- 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.

4.1.1.5. The applicants applying for admission into the Doctoral program will also be required to take the Subject tests in the relevant discipline.

4.1.1.6. A Statement of Purpose: Applicants are required to submit a statement of purpose, which shall be reviewed by the DAC,

	Document Name:	Policy and Procedure for Doctorate (Ph.D.) Admission
	Document Number:	DUHS / _____ / SOP / (SOP Number)

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

4.3. Application Submission

4.3.1. Interested candidates must apply by completing an online admission form

4.3.2. 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's degree with transcripts (including MBBS)
- Master's degree with transcripts (if applicable)
- The No Objection Certificate from competent authority
- 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)



Document Name:	Policy and Procedure for Doctorate (Ph.D.) Admission
Document Number:	DUHS / _____ / SOP / (SOP Number)

- 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 DAC should review applications to assess the basic eligibility of applicants. Only candidates selected for the second round of review (entry test) will be invited to proceed further.

4.5. Entry Test Requirement

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

4.5.1. Composition of Entry Tests:

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.

For Subject-specific Test, the 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 the 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. The 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



Document Name:	Policy and Procedure for Doctorate (Ph.D.) Admission
Document Number:	DUHS / _____ / SOP / (SOP Number)

follows:

4.5.2. Weightage of Components-Doctoral Admission Test:

The 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)
- Section 3: Proposal Writing Section: (10%) 10 Marks out of 100

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

4.6. Interview

4.6.1. DUHS DAC will be conducting a panel interview. DAC will be assessing skills and abilities including motivation to pursue a PhD and the 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 DAC. 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 30%.

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 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)



Document Name:	Policy and Procedure for Doctorate (Ph.D.) Admission
Document Number:	DUHS / _____ / SOP / (SOP Number)

4.7. Final List of Selected Candidates

- 4.7.1. A list of final selected candidates will be posted on the DUHS website and successful candidates will be also informed via email.
- 4.7.2. If 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 (provided a waiting list is developed by DAC).

4.8. Progression of a Ph.D. DAC will be responsible for overseeing admission and the progression of the Ph.D. candidate, throughout their journey in the DUHS Doctoral program.

- 4.8.1. 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 minimum 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 1st, 2021.

6. RELATED RECORDS