

SOP- Extension in PhD Study Duration

1. As per NUST Statutes maximum PhD study duration allowed to PhD students, is as under:-
Maximum Duration:

- | | | | |
|----|---|----------|---|
| a. | For MS/MPhil qualified
(Direct PhD) | 8 Years | (Para-12 (c) Chapter III, Statutes
(revised 2012)) |
| b. | For MS/MPhil qualified | 8* Years | (Para-12 d (i), Chapter III,
Statutes (Revised 2005)) |
| c. | For Bachelor qualified
(MS/MPhil leading to PhD) | 9* Years | (Para-12 d (ii), Chapter III,
Statutes (Revised 2005)) |

*This includes 2 years extension under clause (d) of Regulation 64.

2. Background. As per revised regulations no extension is permitted to PhD students in the Revised Statutes – 2012 vide para 12 to Chapter III. However, for students registered before Fall 2012, this SOP will be followed.

3. PhD students after completing 6 years (Direct PhD students) and 7 years (MS/MPhil leading to PhD students) will have to seek formal approval for the last two years of their study duration (on yearly basis) as per procedure given below:-

a. 1st Extension (one year)

- (1) Student will apply to his supervisor for one year extension in study duration at least 03 months before start of the extension period. The case will be discussed in the GEC meeting, recommendation of the GEC will then be put up in the FBS for consideration and approval or otherwise.
- (2) GEC while recommending the case must ensure that the scholar has completed more than 50% of his research work.
- (3) Recommendations of the FBS will be forwarded to PGP Dte, Main Office NUST and Exam Branch, Main Office NUST, by the institution alongwith a copy of the FBS minutes, for processing and approval of competent authority.

b. 2nd Extension (last one year)

- (1) In case the student fails to complete the PhD degree requirements in the 1st extension, he may apply for 2nd one year extension to PGP Dte, Main Office, NUST on Form TTE-1” PhD Thesis Time Extension Form” (copy attached) through institution concerned after obtaining approval from his GEC and FBS of the Institution.
- (2) GEC while recommending the case must ensure that the scholar has completed more than 80% of his research work
- (3) Institution will forward the request of the student to PGP Dte, Main Office, NUST on form TTE-1, after endorsing recommendation of GEC and FBS alongwith copies of their minutes and latest updated progress of the student on six monthly progress reporting form.
- (4) Institution is to ensure that the extension case reaches Main Office, NUST at least two months prior to start of last year of student’s maximum PhD study duration.
- (5) On receipt of the case, it will be processed for competent authority’s approval on the form “Approval of Extension in PhD Study” (copy attached).
- (6) After approval by the competent authority, PGP Dte will inform the institution, the scholar, supervisor and Exam Branch, Main Office, NUST. A copy of this letter will be placed in student’s dossier, for record

4. Ex-Post facto approval for extension will not be processed as a matter of routine. Such cases will only be processed, if supported by cogent reasons.

PhD Study Extension Form
(for students enrolled before fall 2012)

1. Name of the student : _____
2. Registration No : _____
3. Date of Admission in MS: _____
4. Date of Admission/ Transfer to PhD: _____
5. Extension due from: _____
6. Name of Supervisor: _____
7. Current Status/progress of the student: _____
 - a. Coursework completed with CGPA: _____
 - b. Date of Qualifier Exam passed: _____
 - c. No of Publications: (1) _____
(2) _____
(3) _____
 - d. Expected date for Completion of PhD: _____
8. Reason of delay (in case of ex-post facto approval): _____

Signature of Student
Date: _____

9. GEC Recommendations (attach copy of the Minutes on **Form PhD-3C**): _____
10. FBS Meeting in which extension has been recommended : _____
(attach copy of the minutes):
11. Copy of the latest/updated progress report of the student is attached.
12. Supervisor's Remarks : _____

Signature of Supervisor
Date: _____

RECOMMENDED/NOT RECOMMENDED

Signature of Dean
Date: _____

RECOMMENDED/NOT RECOMMENDED

Signature of Principal/
Commandant with Stamp
Date: _____

APPROVAL OF EXTENSION IN PhD STUDY

File No. 0920/06/Scholar-Institute/Extn/P/PGP

Sheet No One

Ref: Para12 (c), Chapter III, Part II of NUST Statutes, a PhD student is required to complete PhD within maximum of 8 years (in case of direct PhD) and 9 years (forMS/MPhil leading to PhD)(F/A).

1.	Name of College/Institute			
2.	Name of PhD Student:			
3.	Registration No			
4.	Date of admission in MS leading to PhD Programme and Registration No.			
5.	Date of Admission/Transfer to PhD Programme:			
6.	Current status/progress of the student	F/B		
7.	Request for Extension in PhD study duration by the student	F/C		
8.	Institute letter No & date:	PUC		
9.	Extension Already granted for study by FBS	From:	To:	(1 Year)
10.	Extension Required for Study	From:	To:	(1 Year)

11. Recommended/ Not Recommended

AD(PhD)
Date:_____

12. Recommended/ Not Recommended

DD (PGP)
Date:_____

13. Recommended/ Not Recommended

Director (PGP)
Date:_____

14. **Approved/Not Approved**

Pro-Rector (Acad)
Date:_____

15. Dir PGP

16. AD (PhD)