

**CHECKLIST: LAUNCHING OF MS/ MPHIL/PHD/ EQUIVALENT PROGRAMS.**

S#	HEC Criteria	Attached	
		Yes	Annex/ Flag No
1.	Act/Charter of the university to offer the said program		
2.	Approval of the university statutory body to start/launch the program		
3.	NOC of accreditation council to launch a professional program (if applicable)		
4.	Curriculum of program to be in line with the HEC guidelines		
5.	Exact title of the program that will appear on relevant degree		
6.	Brief introduction of program and date of commencement		
7.	Objectives of the program		
8.	Scope regarding market, social and employment perspective of program		
9.	Entry/ admission requirement of program		
10.	Duration of the program and semester-wise break-up of workload/ credit hours.		
11.	PhD thesis review policy (by two foreign experts from technologically / academically advance countries and one local reviewer /committee.)		
12.	Policy for publication of research papers in HEC recognized journals {only published (not the accepted) papers shall be considered to the credit of PhD scholar}		
13.	There is a requirement of appointing full time relevant PhD faculty (minimum two PhDs for launching MS/MPhil/ equivalent program and three PhDs for PhD/ equivalent programs)		
14.	Please provide copies of following documents in respect of each PhD faculty member:-		
	(a) Appointment order/ notification		
	(b) Joining report along with current status of employment		
	(c) CV along with one recent passport size photograph		
	(d) Copy of PhD and MS/M.Phil / Equivalent degrees and their translations in English (if required)		
	(e) Copy of Transcripts of grades of PhD and MS/ M.Phil /Equivalent program		
	(f) Abstracts of theses of PhD and MS/MPhil/Equivalent programs		
	(g) Equivalence certificate in case of foreign degrees (if applicable)		
	(h) Area of specialization in PhD		
	(i) Copy of CNIC		

Signature of HOD \_\_\_\_\_

Name of HOD \_\_\_\_\_

Email address of HOD \_\_\_\_\_

Contact Number (Office & Cell No) of HOD \_\_\_\_\_