



Date: March 25, 2023

## Institute of Computing

This is a comprehensive summary of different steps involved during the MS program based on the KUST Graduate Rules 2022.

S#	Stage	Requirements	Persons Responsible	Keep Record
1.	Courses Completion	24 CHs with CGPA at least 2.5. Core courses with minimum C grade. Specialized courses with minimum B grade. Elective courses with minimum C grade.	Students Teachers Coordinator	Transcript
2.	Supervisor Allocation	By now either you have selected a supervisor, or a supervisor is already assigned to you. If not, contact coordinator to help you.	Students Teachers Coordinator	
3.	Synopsis Preparation	This is first step of your research, work on it.	Student Supervisors	
4.	Submission of Synopsis	Submit synopsis to Secretary DGC. Secretary DGC will arrange date and time for DGC meeting and inform all DGC members, students, and supervisors.	Student Supervisors Secretary DGC	
5.	Synopsis Presentation at DGC	These forms will be signed by DGC during the presentation. Make sure you have filled and printed these forms before the presentation. 1. Form 1: Performa Coursework MPhil Program 2. Form 2: Supervisor Load Certificate 3. Form 3: Approval of Supervisor  These are presented by student during the presentation 1. Synopsis slides 2. Synopsis document (8 hard copies)	Student Supervisor Secretary DGC	
6.	Get Approval from DASR	Forward these documents signed by DGC to Directorate of ASR to get notification. 1. Performa Coursework MPhil Program 2. Approval of Supervisor 3. Supervisor Load Certificate	Secretary DGC Director ASR	1. Coursework Approval 2. Approval of Supervisor 3. Supervisor Load Certificate
7.	Work on the comments	Comments given by DGC members needs to be addressed.	Student Supervisors	



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8.	Submit updated synopsis to DGC	Provide the following: 1. Form 4: Synopsis form 2. Form 5: Certificate of observations of DGC 3. Updated Synopsis (Signed by supervisors and director)	Student Supervisors Secretary DGC	1. Synopsis form 2. Certificate of observations of DGC
9.	Final approval by DGC	Updated synopsis are signed by DGC	Secretary DGC DGC Members	
10.	Clearance	Clearance certificate from Finance, Academics and IoC	Student Directors	Clearance Form
11.	Plagiarism Report	Get certificate from QEC	Student Coordinator QEC	Plagiarism Report
12.	Submit DGC approved synopsis to ASRB	Submit the following documents (in hard) as well a clear scanned copy in a single PDF file. 1. Cover Letter by Director IoC 2. Approval of Coursework by DASR 3. Approval of Supervisor by DASR 4. Supervisor Load Certificate by DASR 5. Synopsis form 6. Certificate of observations of DGC 7. Clearance certificate 8. Plagiarism report from QEC 9. Updated Synopsis (signed by supervisors and director)  [Scanned copy is emailed by Secretary DGC to DASR]	Student Supervisor Secretary DGC Director IoC	
13.	Discussed in ASRB Meeting	ASRB place your synopsis as agenda item.	Director ASR	
14.	Accepted in ASRB	You get a minute sheet. Students keep a copy of the front page, number of the meeting, date of the meeting and your approval status	Director ASR	Minutes of ASRB
15.	If referred back in ASRB	Go back to step "Work on the comments" given above.	Student Supervisors	
16.	Research	Continue your research	Student Supervisors	
17.	Departmental Seminar	Write an application to Coordinator with at least 10 days gap. Director will issue a notification. Student will present research work.	Student Coordinator Director IoC	1. Notification 2. Attendance Sheet
18.	Paper • Conference or • Journal	In case of conference paper, student needs these: 1. Conference proceedings with cover page 2. Title, authors, and abstract page 3. Certificate of presentation	Student Supervisors Conference Organizer Journal Editor	1. Conference Cover Page 2. Certificate of Presentation



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		In case of Journal paper, student needs: 1. Acceptance email in (W or X category)		QEC Approval of Journal
19.	Plagiarism Report of full thesis	Once thesis is complete, get a certificate of plagiarism issued by QEC	Student Coordinator QEC	Plagiarism Report
20.	Thesis completion Certificate	You need this certificate signed by DGC	Student Supervisors Secretary DGC	Thesis Completion Certificate
21.	Clearance certificate	Clearance certificate from Finance, Academics and IoC.	Student Directors	Certificate
22.	Apply to stop the fee	Write an application to coordinator and attach the following in hard form: 1. Transcript 2. ASRB minutes 3. Departmental seminar notification and attendance 4. Conference or Journal paper 5. Plagiarism report by QEC 6. Thesis completion certificate signed by DGC 7. Clearance certificate  The case will be evaluated by DGC and recommended for fee stop. You get a notification of fee stopped by Director IoC.	Student Coordinator DGC Director IoC	1. Fee Stop Notification
23.	Submit thesis for evaluation to DASR	Submit these documents to Coordinator in soft form only. Please make a clear scanned copy. 1. Checklist email (send .docx file) 2. List of internal and external examiners (3 external and 2 internal) 3. GAT Test 4. Transcript 5. Minutes of ASRB Approval of synopsis 6. Departmental presentation with attendance sheet 7. Conference participation certificate with title and abstract page 8. Journal Report by QEC (if any) 9. Thesis completion certificate 10. Plagiarism report of thesis from QEC 11. Clearance certificate 12. Full thesis (signed by supervisors) soft form only  [Coordinator will email the case to DASR]	Student Supervisors Coordinator Director IoC	



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24.	Thesis forwarded to Examiners	ASR forward your thesis for evaluation	Director ASR VC Examiners	
25.	Address the comments by examiners	When examiners reports are received, students work on addressing those comments.	Student Supervisors Internal Examiner	
26.	Submit comments addressal form	Submit comments raised by examiners to coordinator signed by supervisors and internal examiner.  You need to submit this file: 1. Form 9: Certificate of observation of examiners	Student Supervisors Coordinator	
27.	Arrangement of final defence	Submit a written application with consent from examiners about date and time with a gap of at least 10 days.	Student Supervisors Examiners Coordinator	
28.	Final Defence Approval	The date and time are notified by Director IoC along with notification to examiners and other audience.	Coordinator Director IoC	Notification
29.	Final Defence	Student and examiners and audience come for defense. Student presents the research work. Examiners evaluate and audience can also participate.  Result is announced after the Q&A session.	Student Supervisors Examiners Coordinator Audience	Award List
30.	Address comments raised during defence	If there are comments during defense, then student work on those comments and update thesis if needed.	Student Supervisors Internal Examiner	
31.	Get approval of your comments from DGC	Submit the file signed by supervisors and internal examiner.  You need to submit this file: Form 9: Certificate of observation of examiners Form 10: Certificate of observation during defense	Student Supervisors Secretary DGC	
32.	Forward your case to ASR	After DGC approval forward your case to ASR for approval. You need: 1. Form 9: Certificate of observation of examiners 2. Form 10: Certificate of observation during defense Plagiarism report of updated thesis from QEC 3. Form 11: Award List	Student Coordinator Directors	



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		4. Full thesis (4 final hard copies with hard cover)		
33.	Result approval by DASR	ASR approves your result	Director ASR	Notification
34.	Notification of result by Controller of Examination	CoE notifies your result	CoE	Notification
35.	Apply for Degree	Apply for degree at CoE	Student CoE	
CONGRATULATIONS !!!				

**Dr. Muhammad Irfan Uddin**  
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Institute of Computing

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Copy To

1. Director IoC
2. All Faculty Members of IoC
3. All Supervisors
4. All Graduate Students of IoC