

Directorate of Advanced Studies

Government College University, Faisalabad

Tel: 041-9200600

E-mail: das@gcuf.edu.pk

<http://gcuf.edu.pk/index.php/administration/directorate-of-advanced-studies/>



No. GCUF/DAS/25/03


Dated: June 10, 2025

*All Directors/Head of Departments/Chairpersons/ Incharges/ Coordinators/Supervisors
Government College University Faisalabad*

Subject: **SCHEDULE FOR THESES SUBMISSION OF REGULAR PROGRAMS (SPRING SEMESTER 2025)**

You are hereby intimated to send complete theses along with files of your students as per mentioned schedule:

Category	M.Phil	PhD
The last date for theses submission (Spring Semester 2025)	27-08-2025 (Wednesday)	29-09-2025 (Monday)


11.06.2025
Prof. Dr. Matloob Ahmad
Director, Advanced Studies

Copy for information & necessary action:

1. PS to Vice Chancellor
2. All Concerned

Thesis Submission Guidelines (For Ph.D Programs)
DIRECTORATE OF ADVANCED STUDIES

Sr. No.	Rules / Guidelines	Reference No. of relevant Notification	Ph.D	Page No. in the File
1.	Theses should be submitted through Proper Channel on/before the last date announced by the Directorate of Advanced Studies. Supervisor will forward thesis after attaching all the necessary documents to the Chairperson. Chairperson will forward the theses to the Dean of respective faculty. Respective Dean will forward theses to the Directorate of Advanced Studies. <u>NO THESIS WILL BE ACCEPTED FROM THE STUDENT AND SUPERVISOR</u>	GCUF/DAS/AS&RB/24/471 dated 13.11.2024 (Annexure - I)	√	<div></div>
2.	Consent letters from the Evaluators/Examiners along with the Panel (both Foreigner and Local) must be attached at the time of thesis Submission <u>NO THESIS WILL BE ACCEPTED WITHOUT CONSENTS</u>	GCUF/DAS/AS&RB/24/471 dated 13.11.2024 (Annexure - II)	√	<div></div>
3.	Maximum two names of External Evaluators from each Country (from HEC approved advanced Countries list), along with their official email(s) address will be accepted (for Foreign Evaluation). Not more than one name from a University will be accepted (for Local Evaluation).	GCUF/CE/Theses/24/385 dated 04.04.2024 (Annexure - III)	√	<div></div>
4.	1. Thesis Check List 2. Thesis Observation Form 3. Synopsis Approval Letter 4. Semester Extension Notification(s), (if needed) 5. Plagiarism Report (Duly attested by QEC) 6. Fee Status (Attested from the Fee Section or from the Chairperson of respective Department) 7. Admission Test/GAT/GRE 8. Comprehensive Examination Result 9. Research Paper (Attested by office of ORIC) 10. All Result Cards/DMC (Duly Attested by Department)		√ √ √ √ √ √ √ √ √ √	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

- Supervisor is responsible to make sure that all the above mentioned documents are attached with the thesis at the time of submission to the Chairperson.
- After thesis submission, student will not be allowed to visit Directorate for any reason.
- Thesis will not be accepted without any missing document from the above mentioned list. Concerned Supervisor and Chairperson will be responsible for any delay/inconvenience.

Thesis Submission Guidelines (For M.Phil Programs)
DIRECTORATE OF ADVANCED STUDIES

Sr. No.	Rules / Guidelines	Reference No. of relevant Notification	M.Phil	Page No. in the File
1.	Theses should be submitted through Proper Channel on/before the last date announced by the Directorate of Advanced Studies. Supervisor will forward thesis after attaching all the necessary documents to the Chairperson. Chairperson will forward the theses to the Dean of respective faculty. Respective Dean will forward theses to the Directorate of Advanced Studies. <u>NO THESIS WILL BE ACCEPTED FROM THE STUDENT AND SUPERVISOR</u>	GCUF/DAS/AS&RB/24/471 dated 13.11.2024 (Annexure - I)	√	<div></div>
2.	<div>1. Thesis Check List</div> <div>2. Thesis Observation Form</div> <div>3. Synopsis Approval Letter</div> <div>4. Semester Extension Notification(s), (if needed)</div> <div>5. Plagiarism Report (Duly attested by Supervisor)</div> <div>6. Fee Status (Attested from the Fee Section or from the Chairperson of respective Department)</div> <div>7. Admission Test/GAT/GRE</div> <div>8. All Result Cards/DMC (Duly Attested by Department)</div>		<div>√</div> <div>√</div> <div>√</div> <div>√</div> <div>√</div> <div>√</div> <div>√</div> <div>√</div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

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- Thesis will not be accepted without any missing document from the above mentioned list. Concerned Supervisor and Chairperson will be responsible for any delay/inconvenience.

Directorate of Advanced Studies Government College University, Faisalabad

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No. GCUF/DAS/AS&RB/Q4/477

Dated: 12.11.2024

NOTIFICATION

The Advanced Studies and Research Board (ASRB) in its meeting held on October 30, 2024, has approved the following TORs to be followed to streamline academic processes of students and to ensure the compliance to University and HEC standards:

1. **Enrollment Issues:**
 - Students who are not enrolled / had not deposited their fee, they are neither allowed to attend the classes nor to carry on the Research.
 - No Ex-post-facto approved will be granted.
 - Heads of Department must obtain a list of fee-defaulter students and issue notices to these students for immediate enrollment within the current semester, ensuring by January 31, 2025.
2. **Thesis Submission Protocol:**
 - Students are required to submit their theses through official channels. Direct submission of the thesis to the Directorate of Advanced Studies by students is not permitted.
 - Supervisors will collect the thesis from students for final submission and manage signatures from the Supervisory Committee, Chairperson before forwarding it to the respective Dean. Then office of the Dean will forward these collective theses to the Directorate of Advanced Studies.
3. **External Evaluator Concerns:**
 - A list of five foreign and three local evaluators is to be prepared by the supervisor and then he will seek consent from all foreign and local evaluators before forwarding the theses to the Dean's office / Directorate of Advanced Studies. The Evaluators must be from the list Approved by Board of Studies (BOS), Board of Faculty (BOF) and Advanced Studies and Research Board (ASRB).
4. **Extension Cases and HEC Compliance:**
 - Chairperson will ensure that all extension cases must strictly follow HEC guidelines in adherence to the maximum allowed timeframe. Strong justifications from Supervisor must be attached with extension cases before forwarding to the Directorate of Advanced Studies.
5. **Student Paper Publication Criteria:**
 - Students are required to publish papers from their theses as the first author, with the Supervisor as second author. He / She may add relevant Supervisory Committee members as co-authors. Any additional inclusions must be approved from ASRB. In any case there should not be more than five authors.

These decisions are effective immediately.

A. M. Saeed
Director,
Advanced Studies

Forwarded for Information & Necessary Action:

1. Deans/Directors of All Faculties
2. Chairpersons/Incharges of Teaching Departments
3. Director ORIC
4. Treasurer
5. Controller of Examinations
6. Office Copy

GOVERNMENT COLLEGE UNIVERSITY, FAISALABAD
DEPARTMENT OF EXAMINATIONS



Phone # 041-9201418
Email: controller@gcuf.edu.pk

GCUF/CE/Theses/24/ 385
Dated: 04-Apr-24

Directorate of Advanced Studies/All Deans/Acting Deans/Incharge Officers of Faculties/
Chairpersons/Incharges

**Subject: INSTRUCTIONS/GUIDELINES FOR PANEL LIST OF EXTERNAL EVALUATORS
AGAINST PH.D THESES.**

In pursuance of directions of the Competent Authority, it is hereby informed to kindly include only two names of External Evaluators from each Country (from HEC approved advanced Countries list).

Being the Ph.D degree is the most prestigious academic degree and it confers profound academic and research oriented knowledge, your good self is requested to kindly follow the standard procedure while forwarding the panel list of evaluators against Ph.D theses to the controller office.

Your cooperation in this regard is highly appreciated.

Controller of Examinations

Copy for Information:

- PS to Vice Chancellor.
- PA to Controller of Examinations.
- Office file.