



# PAKISTAN INSTITUTE OF DEVELOPMENT ECONOMICS

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**\*\*\*Dean Office\*\*\***

September 17, 2021

## **NOTIFICATION**

Subject: **MPHIL & Ph.D. THESIS GUIDELINES AND STANDARD OPERATING PROCEDURES (SOPs) AT PIDE, 2020 (REVISED)**

The Dean Faculty of Social Sciences is pleased to approve the following guidelines and SOPs to streamline the proposal and thesis. The below guidelines and SOPs will be operational with effect from September 20, 2021.

### **Guidelines & SOPs**

All students and their supervisors shall strictly follow proposal and thesis rules to streamline and improve the quality of the thesis provided in "*Regulations Relating to the Admission, Registration and Examinations for Ph.D. & MPhil Programs*" to complete degree requirements as available on PIDE Website.

- a. For Ph.D. rules, see <https://www.pide.org.pk/pdf/Rules/Phd-Rules2017.pdf>
- b. For MPhil rules, see <https://www.pide.org.pk/pdf/Rules/MPhil-Rules2017.pdf>

### **1. Supervisor Selection**

Each student shall select/nominate a supervisory team (including a supervisor and a co-supervisor) as per the academic calendar schedule.

### **2. Approval of the Research Topic<sup>1</sup>**

- a. Each student shall submit a concept note on the proposed topic/ area of interest as per given template (placed at Annexure A) for evaluation and approval.
- b. Only policy-oriented topics in line with PIDE's agenda of research shall be considered. Students are encouraged to study the PIDE growth framework to get insight and develop MPhil/Ph.D's thesis topics. PIDE shall prefer the following research areas.
  - i. Institutional audit.
  - ii. M&E of governance arrangements.
  - iii. Analyses of regulations and policies and their cost-benefit analyses.
  - iv. Understanding markets and their efficiencies at the national and local levels.
  - v. Transaction costs and how to minimize them.
  - vi. Cities economies, facilities, and creativity.
  - vii. Innovation and entrepreneurship.

<sup>1</sup>The minimum duration of MS and MBA program is three semester (18 months), the students shall submit concept note and thesis in 3<sup>rd</sup> semester. However the process shall remain the same.



**Note: For more research areas, please visit PIDE website**

- c. The concept note duly recommended by the supervisor and HoD shall be discussed in the Departmental Review Committee (DRC). After the approval of DRC, the concept note will be forwarded to the VC office for final approval through Dean Office.
- d. The Department shall accordingly notify the approved concept note regularly.
- e. The student shall be allowed to start their research activities w.r.t. their MPhil/Ph.D. thesis after the approval of the concept note duly notified by the concerned Department.

### **3. Proposal Development and Approval**

- a. The student shall work on an approved concept note to develop a proposal in consultation with the supervisory team.
- b. The student shall submit the proposal to the Department as per the dates mentioned in the academic calendar through the approved supervisor.
- c. The Department shall share the proposal with the relevant faculty member or researcher for review, named as Internal Reviewer. The Internal Reviewer shall review the proposal within one week and forward the assessment/ comments to the HoD/Department Coordinator.
- d. On receipt of comments on the proposal, the student shall submit the revised proposal within a week to the Department for the internal defense.
- e. The concerned Department shall organize the internal defense after reviewing the incorporation of the student's comments, which are duly approved by the Supervisor.
- f. The proposal review committee comprising the internal reviewer (from PIDE), Supervisor, and HoD will decide the proposal's acceptance/rejection.
- g. **GRMC Meeting:** The Academic Section shall present all accepted proposals to the Graduate Research and Management Council (GRMC) for endorsement. The Academic Section shall be responsible for conducting the GRMC meeting on prescribed dates in consultation with the Dean Office.
- h. No concept note and proposal for M.Phil students will be allowed to submit after the 5<sup>th</sup> semester without the approval of Dean Office.

### **4. Progress Report**

- a. The M. Phil students at the thesis stage must submit a quarterly progress report (duly signed by supervisor and co-supervisor) to HoD in the first week of May, August, November and February. The student's registration in the next semester will be conditional upon the timely submission of progress report. In case a student fails to submit two (02) consecutive quarterly progress reports in a semester, he/she will not be registered for the next semester without the Dean's approval. The performa is placed at Annexure B.
- b. The PhD students at the thesis stage must submit a bi-annual progress report (duly signed by supervisor and co-supervisor) to HoD in the first week of July and First week January. The student's registration in the next semester will be conditional upon the timely submission of progress report. In case a student fails to submit the bi-annual progress report, he/she will not be registered for the next semester without the Dean's approval. The performa is placed at Annexure C.
- c. The Department shall be responsible for keeping the record of progress reports on a regular basis. The QEC shall cross-check the record for compliance and report to the Competent Authority biannually.

### **5. Thesis Submission**



- a. The student shall submit the thesis within the stipulated time/ dates as per the academic calendar schedule.
- b. The students fulfilling the following requirements shall only be allowed to submit their MPhil thesis:
  - i. Having submitted at least one submitted working paper to the department. Internal reviewer will assess the submitted draft for its suitability against PIDE Workings Paper, PIDE Policy Viewpoint/PIDE Research Brief/Knowledge Brief or Blogs/ Newspaper Articles.
  - ii. Requirement at S.No. (i) will be waived if the student presents a proof of a published PIDE working paper or journal article (HEC recognized) from the thesis.
  - iii. Meet the criteria of the minimum word count of 12000 (twelve thousand) words (excluding references, and appendices)
  - iv. New Thesis format, issued from Dean Office (on September 17, 2021) shall be followed.
  - v. No outstanding fees/ fines (Clearance proof from relevant Department shall be attached with thesis)
- c. The students fulfilling the following requirements shall only be allowed to submit their Ph.D. thesis:
  - i. Proof of at least one published working paper (PIDE working paper) and a journal article from the thesis.
  - ii. Meet the criteria of the minimum word count of 30,000 (thirty thousand) words (excluding tables, figures, footnotes, references, and appendices)
  - iii. New Thesis format, issued from Dean Office (on September 17, 2021) shall be followed.
  - iv. No outstanding fees/ fines (Clearance proof from relevant Department shall be attached with thesis)
- d. The student shall present the final thesis in an open seminar on the prescribed date duly notified by the concerned Department. The Thesis Review Committee comprising the internal reviewer (from PIDE), Principal Supervisor, and HoD will decide the thesis's acceptance/rejection for onward submission for external evaluation (only for Ph.D. Students).
- e. For MPhil Thesis, the Internal Reviewer will decide the thesis's acceptance/rejection for onward submission for external evaluation.

#### **6. Centralize Final Defense (Role of Controller Examination Office)**


- a. Before the Viva-Voce examination, the External evaluator shall submit the comments and suggestions (if any) for improving the thesis to the Controller of Examinations. Controller of Examinations shall forward the same to the HOD/Department for onward transmission to the concerned supervisory team for necessary revisions and incorporation of comments.
- b. After receiving the external evaluator's comments/ recommendations, the student shall be required to incorporate all the suggested comments/ recommendations (comprehensively) in the thesis (duly signed/ approved by the supervisor and co-supervisor) and submit to HoD within 15 days. In case additional time is required, the HoD and Supervisory team shall send a comprehensive note mentioning the reasons and justifications for a maximum extension of 15 days for the incorporation of comments to the Dean Office for approval.
- c. After the confirmation from HoD that the thesis is now ready for defense, the Controller of Examinations shall arrange the final defense in consultation with the external examiner and fix the suitable date and time accordingly.
- d. The student shall submit the final copy of the thesis both in the hard and soft form to the Controller of Examinations within 15 days from the defense date.

- e. If a student fails to submit a revised thesis in stipulated time to the Controller of Examinations (as given in clause 6b and 6d), the Controller of Examinations shall send such case to Dean Office for any of the possible actions as follows:
- Grant a maximum of 15 days subject to the imposition of a fine of Rs. 5000 as late submissions fine.
  - The student shall have to enroll for the semester and pay the fee accordingly.
  - The thesis shall not be accepted, and a degree may not be granted.

#### **7. Assessment and Grading of the Thesis for MS/MBA/MPhil**

The thesis's assessment shall be done at three stages (new grading scheme shall be applicable from the batch enrolled in Fall 2019).

- Supervisor:** The Supervisor of the student shall evaluate the student based on his/her efforts, attendance, learning, and behavioral attitudes. 20% of marks shall be allocated to the supervisor.
- External Examiner/evaluator:** The external examiner shall evaluate the technicalities and the quality of the thesis. 60% of marks shall be allocated to the external examiner/evaluator
- Viva-voce Committee:** The viva voce committee, comprising of Internal Reviewer and HoD, shall evaluate the final exam/defense. The internal reviewer will discuss his assessment of the working paper draft submitted by the student. Furthermore, the committee will assess the candidate's response to the external evaluator's comments/questions (s) and command on the topic. 20% of marks shall be allocated to the committee.

  
**Dr. Shujaat Farooq**  
Dean, FSS

#### **Distribution:**

1. All HODs, PIDE, Islamabad.
2. Registrar, PIDE, Islamabad.
3. Controller of Examinations, PIDE, Islamabad.
4. QEC, PIDE, Islamabad.

#### **C:**

Staff Office to Vice Chancellor, PIDE, Islamabad.



Department of Economics and Econometrics  
Pakistan Institute of Development Economics (PIDE) Islamabad

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**Bi-Annual Progress Report from PhD Students at Thesis Stage**

**Guidelines for Student and Supervisor**

1. The Performa will be filled by the PhD students that are at the dissertation stage at end of each semester. Before semester enrolment, they must have to submit the Performa to main Supervisor.
2. The Supervisor will submit the Performa to the Department.
3. The Department staff must ensure that the Performa will be totally completed.
4. The Performa will be tagged in student's personal file and will be used for final thesis grading.

**Section 1 (to be filled by the Student)**

- 1.1. Semester against progress is submitted:-----
- 1.2. Student name:-----
- 1.3. Registration number:-----
- 1.4. Program:-----
- 1.5. Supervisor's name:-----
- 1.6. Co-Supervisor's name:-----
- 1.7. Thesis Title: -----  
-----
- 1.8. CGPA in course work:-----
- 1.9. When course work was completed (month/year):-----
- 1.10. When proposal was defended (if applicable):-----
- 1.11. Are you an active participant in your research community? Describe the research community and your involvement. This includes association and discussion with experts in your field at PIDE and elsewhere, opportunities to engage with other PhD students, conference participation etc during last 6 months.

Sr. no	Activities	Where conducted	Name of experts with whom meeting conducted
Discussion with experts (other than supervisor)			
1			
2			
3			
4			
5			
Conference participation			
6			
7			
8			
9			
10			
11			
Presentation made			
12			
13			
14			
15			
16			
Any other activity			
17			
18			
19			
20			
21			

1.12. What have been the main accomplishments of your thesis during last six months? For example: analysis completed, chapter drafts, reports, publications (please list). Please rate your progress on likert scale where 0 mean 0% and 10 mean 100% against each activity.

Introduction	0	1	2	3	4	5	6	7	8	9	10
Literature Review	0	1	2	3	4	5	6	7	8	9	10
Data collection	0	1	2	3	4	5	6	7	8	9	10
Methodology finalization	0	1	2	3	4	5	6	7	8	9	10
Data analysis	0	1	2	3	4	5	6	7	8	9	10
Results	0	1	2	3	4	5	6	7	8	9	10
Overall thesis completion	0	1	2	3	4	5	6	7	8	9	10
Any other (specify)	0	1	2	3	4	5	6	7	8	9	10
Any other (specify)	0	1	2	3	4	5	6	7	8	9	10
Any other (specify)	0	1	2	3	4	5	6	7	8	9	10

1.13. What key milestones do you plan to meet during the six months? Examples of milestones include: review the literature; methodology; collect data; analyse data; revise chapter drafts; edit and proof read thesis; present conference paper/exhibition; or submit articles etc.

Introduction	0	1	2	3	4	5	6	7	8	9	10
Literature Review	0	1	2	3	4	5	6	7	8	9	10
Data collection	0	1	2	3	4	5	6	7	8	9	10
Methodology finalization	0	1	2	3	4	5	6	7	8	9	10
Data analysis	0	1	2	3	4	5	6	7	8	9	10
Results	0	1	2	3	4	5	6	7	8	9	10
Overall thesis completion	0	1	2	3	4	5	6	7	8	9	10
Any other (specify)	0	1	2	3	4	5	6	7	8	9	10
Any other (specify)	0	1	2	3	4	5	6	7	8	9	10
Any other (specify)	0	1	2	3	4	5	6	7	8	9	10

1.14. By what date do you plan to submit your thesis:-----

1.15. The research process generally has its challenges, and we would like to hear about yours. What are one or two of the biggest challenges you have faced during the past 6 months in terms of progressing your research? (These could include: logistical, technical, personal or any other difficulties)



i. -----

ii. -----

- 1.16. Describe your working relationship with your supervisory team. For example, do you have regular meetings, do you need additional academic support. How often do you meet or have contact with your Supervisor and your Associate Supervisor? Is this supervisory arrangement satisfactory for you?

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-----  
-----

**Student's signature:**

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Date:-----

Now, please deliver this form to your supervisor so they can fill out the next section.



**Section 2 (to be completed by the Main Supervisor)**

- 2.1. How often do you meet or have contact with the candidate? Is this supervisory arrangement satisfactory?

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-----  
-----

- 2.2. What were the main challenges encountered by the candidate during the last six months that impacted on the progress of research? (This includes personal, technical or other problems).

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-----  
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- 2.3. Please indicate steps you and the candidate have taken or will take to help overcome these problems in the future.

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- 2.4. Are there any significant achievements not mentioned in section 1 that you would like to mention here?

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-----  
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- 2.5. Would you like to add any suggested milestones to those already proposed by the student?

- a) -----  
b) -----  
c) -----  
d) -----  
e) -----

- 2.6. How much the student has rightly reported his/her achieved progress in 1.11 and 1.12 during last 6 months?

[1] upto 20% [2] 20% to 40% [3] 41% to 60% [4] 61% to 80% [4] above 80%

- 2.7. Overall how would you rate candidate's progress during the last semester (6 months)?

[1] Commendable [2] Satisfactory [3] Marginal [4] Unsatisfactory

2.8. Describe the factors that have contributed to this rating:

- a) -----
- b) -----
- c) -----

2.9. How much the student will achieve proposed milestones as detailed in 1.13 during next 6 months?

[1] upto 20% [2] 20% to 40% [3] 41% to 60% [4] 61% to 80% [4] above 80%

2.9. Do you agree with the submission date anticipated by the candidate?

[1] Yes [2] No

2.10. Please highlight the key challenges of student that s/he should improve?

- a) -----
- b) -----
- c) -----

**Supervisor's signature:**

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Date:-----

Supervisor is requested to handover the Performa to the Department.



### SECTION 3: Bi-Annual Performance Review Committee

A committee will be constituted by the Dean (on recommendation of HOD) comprises of three researchers and faculty members that will conduct interview with the student to review the progress. Both the main and co-supervisors will not be the part of Committee.

3.1. Date of interview:-----

3.2. Interview panel members:

a) -----

b) -----

c) -----

3.3. Based on the interview, please rate the candidature progress during last 6 months:

Research progress	[1] Commendable	[2] Satisfactory	[3] Marginal	[4] Unsatisfactory
Training needs	[1] Commendable	[2] Satisfactory	[3] Marginal	[4] Unsatisfactory
Supervisory relationship	[1] Commendable	[2] Satisfactory	[3] Marginal	[4] Unsatisfactory
Submitted information in Performa	[1] Commendable	[2] Satisfactory	[3] Marginal	[4] Unsatisfactory

3.4. Based on interview, whether student will achieve the proposed milestones during next 6 months?

Member 1	[1] upto 20%	[2] 20% to 40%	[3] 41% to 60%	[4] 61% to 80%	[4] above 80%
Member 2	[1] upto 20%	[2] 20% to 40%	[3] 41% to 60%	[4] 61% to 80%	[4] above 80%
Member 3	[1] upto 20%	[2] 20% to 40%	[3] 41% to 60%	[4] 61% to 80%	[4] above 80%

3.5. would panel like to recommend certain tasks/milestones for student?

Sr. no	Task	Date to be achieved
1		
2		
3		
4		
5		

3.6. Outcome of annual progress review:

- a) Progress is commendable. Continued enrolment subject to conditions outlined in the milestones/action items above (3.5).
- b) Progress is satisfactory. Continued enrolment subject to conditions outlined in the milestones/action items above (3.5).
- c) Progress is marginal. Continued enrolment subject to conditions outlined in the milestones/action items above (3.5).
- d) Progress is unsatisfactory. Recommendation is to:
  - a. Allow continued enrolment subject to conditions outlined in the milestones/action items above
  - b. Warning may be issued to student (statement of warning-----  
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-----.
  - c. Admission may be cancelled. Please list the reasons  
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Signature of Member 1

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Signature of Member 2

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Signature of Member 3

**Head of Department Signature:**

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Date:-----



## Pakistan Institute of Development Economics (PIDE) Islamabad

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**Quarterly Progress Report from M.Phil Students at Thesis Stage****Guidelines for Student and Supervisor**

1. The Performa will be filled by the M.Phil students that are at the Thesis stage. After passing the three months at thesis stage in the first week of May , August, November and February they must have to submit the Performa in Department after Supervisor' signature.
2. The Department staff must ensure that the Performa will be totally completed.
3. The Performa will be tagged in student's personal file and will be used for final thesis grading.

**Section 1 (to be filled by the Student)**

- 1.1. Quarter against progress is submitted:-----
- 1.2. Student name:-----
- 1.3. Registration number:-----
- 1.4. Program:-----
- 1.5. Supervisor's name:-----
- 1.6. Co-Supervisor's name:-----
- 1.7. Thesis Title: -----  
-----
- 1.8. CGPA in course work:-----
- 1.9. When course work was completed (quarter/year):-----
- 1.10. When proposal was defended (if applicable):-----
- 1.11. What have been the main accomplishments of your thesis during last one month? For example: analysis completed, chapter drafts, reports, publications (please list).

Sr. no	Activities	Details
1		
2		
3		
4		
5		
6		

- 1.12. What key milestones do you plan to meet during the next quarter? Examples of milestones include: review the literature; methodology; collect data; analyse data; revise chapter drafts; edit and proof read thesis; present conference paper/exhibition; or submit articles etc.

Sr. no	Activities	Details	Expected completion date
1			
2			
3			
4			
5			
6			

- 1.13. By what date do you plan to submit your thesis:-----

- 1.16. Describe your working relationship with your supervisory team. For example, do you have regular meetings, do you need additional academic support. How often do you meet or have contact with your Supervisor and your Associate Supervisor? Is this supervisory arrangement satisfactory for you?

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**Student's signature:**

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Date:-----



Now, please deliver this form to your supervisor so they can fill out the next section.

**Section 2 (to be completed by the Main Supervisor)**

- 2.1. How much you are satisfied on student's availability for meeting?  
[1] Commendable [2] Satisfactory [3] Marginal [4] Unsatisfactory
- 2.2. How much the student has rightly reported his/her achieved progress in 1.11 during last quarter?  
[1] upto 20% [2] 20% to 40% [3] 41% to 60% [4] 61% to 80% [4] above 80%
- 2.3. Overall how would you rate candidate's progress during the last quarter?  
[1] Commendable [2] Satisfactory [3] Marginal [4] Unsatisfactory
- 2.4. Describe the factors that have contributed to this rating:  
a) -----  
b) -----  
c) -----
- 2.5. Do you agree with the submission date anticipated by the candidate?  
[1] Yes [2] No
- 2.6. Please highlight the key challenges of student that s/he should improve?  
a) -----  
b) -----  
c) -----

**Supervisor's signature:**

-----

Date:-----

Supervisor is requested to handover the Performa to the Department.

**Head of Department Signature:**

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Date:-----

## Template for concept note

Proposed Title:

Student Name:

Supervisor Name:

1. **Research Problem:** Provide a clear and simple description of your research problem (maximum 200 words)
2. **Objectives:** Identify overall study goals and specific research objectives (maximum 100 words)
3. **Hypotheses/research questions** to be tested or answered (maximum 25 words each)
4. **Literature Review:** Please restrict your review to literature most pertinent to the study and identify at least three papers whose methodology/model you are most likely to apply (300 words).
5. **Analytical Methods:** Economic theory that your study will rely on for testing hypotheses/answering research questions ( 200 words)
6. **Proposed Empirical Analysis** (100words)
7. **Description of the Study Site** (if any) and data ( 100 words)
8. **Policy Context:** Describe how your research would inform specific management or policy reforms (maximum 200 words)

**References**