



UNIVERSITY OF SARGODHA

Office of the Controller of Examinations

584

17-06-2020

All the Chairpersons/Incharges/Directors/Principals of Teaching Departments/Institutes/Constituent Colleges
University of Sargodha

Subject: **Conduct of Online Viva-Voce of M.Phil/MSc (Hons)/MS/Ph.D Scholars**

The Competent Authority has approved the following HEC guidelines for conduct of online public defense/Viva-Voce of M.Phil/MSc (hons)/MS/Ph.D scholars due to suspension of face-to-face academic activities during the pandemic (COVID-19) until the restrictions persist/further orders.

Existing Regulation for Viva-Voce	HEC Guidelines for Viva-Voce
<p>PhD</p> <p>If the thesis is adjudged as adequate by all examiners the candidate shall be required to undergo a public defense (videoconferencing with HEC shall be used for the defense) and viva voce conducted by the Chairman/principal/Director. Provided further that the public defense and viva voce shall be conducted by two examiner of whom one will be internal supervisor, co-supervisor in case supervisor is not available due to genuine reason and authorize the co-supervisor in writing) and other shall be local examiner from Pakistan.</p> <p>M.Phil</p> <p>The Chairperson/In-Charge/Principal/Director of the Department/College/Institute/School concerned shall arrange and chair the viva voce examination of the scholar on a convenient date upon receipt of positive comments by external examiner to the Controller of Examinations.</p>	<p>Authorization to Conduct Electronic Defense:</p> <p>Until 30 August 2020 or, in case the Covid-19 restrictions are further extended, until two months after the removal of such restrictions, Degree Awarding Institutions (herein referred to by the generic title "universities") may conduct PhD/MPhil/MS defense or the defense of Final Juries of undergraduate programs through videoconference or electronic meetings .</p> <p>Open Public Defense: In order to ensure the open public defense of dissertations, theses, and projects, the University shall make adequate arrangements to enable the participation of all interested persons, including faculty, students, and staff of the university as well as members of the public. These arrangements will include an open call for registration on the university's and HEC's websites, and subsequent communication to all registered participants of the online links needed for participation, in accordance with the code to be prescribed by the university.</p> <p>Participation of Examiners: The University shall ensure the presence of all members of the Defense Committee at the electronic defense. If for any reason (including technical difficulties), one or more of the required examiners are not able to participate fully in the session, the defense would need to be rescheduled until all formalities can be satisfied.</p>



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ICT Tools: Universities may, at their discretion, use any appropriate ICT tool for online defense, viz. Zoom, Microsoft Teams, Skype for Business, Google Classroom, Video Conference, or others.

Access to ICT Tools: It will be the responsibility of the University to ensure (a) that all members of the Defense Committee as well as the candidate have the appropriate technology to participate in the defense; (b) that the technology is tested prior to the defense; and (c) that remote participation is uninterrupted and, if interrupted, the defense shall be paused until the connections are fully restored.

All Proceedings to be Recorded: The proceedings of the online defense will be recorded with prior information of all the Defense Committee and the candidate, and maintained as confidential record with the University, for possible evaluation by the University or the HEC

Electronic Signatures: The digital signatures of the Defense Committee shall be sufficient to certify the results of the defense.

It is worth mentioning that requirements mentioned above in the guidelines of HEC regarding open public defense will be only for PhD scholars whereas all other requirements will be applicable for both M.Phil Viva-Voce as well as Ph.D public defense. Besides, all other requirement mentioned in the existing regulations will remain applicable as per previous practice. The result of public defense/viva-voce of scholars containing recording of all proceedings shall be retained by each department and copy of the same will be submitted to the office of Controller of Examinations.


(Dr. Muhammad Bashir)

Controller of Examinations

C.C

- Registrar
- Director Academics
- Director Implementation
- Director QEC
- Director ORIC
- SVC



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