



Department of Electrical Engineering

MS Thesis Rules and Procedures

Overview

MS thesis comprises of two semester long registration phases called MS Thesis-I and MS Thesis-II.

- MS Thesis-I concludes with proposal defense (Milestone 1).
- MS Thesis-II concludes with Thesis defense (Milestone 2).

Students planning to opt for MS Thesis should start preparing before the start of the semester in which they wish to take it. They should contact the faculty member willing to supervise their MS Thesis and collectively decide on a research topic. Alternatively, faculty members may also advertise MS Thesis topics.

Note that the maximum allowed duration for MS Thesis completion is three regular semesters (excluding summer semester).

MS Thesis-I

Formation of MS Thesis Committee

The Advisor should make a Thesis Committee with at least one more faculty member from SBASSE in addition to Advisor and co-Advisor (if any).

Enrollment

In order to enroll in MS Thesis I, the students are required to enroll via Zambeel during the enrollment phases along with other courses and fill an 'enrollment form' (a sample of the form is given on pg. 4), which they can collect from graduate program administrative contact (Ms Noor ul Ain). After completing the form, duly signed by the MS Thesis coordinator (Dr Zubair Khalid), should be submitted to the administrative contact (indicating members of the MS Thesis committee) within the first week of a semester. The following information will be added in the form:

Course Title	Credit hours	Course Code
MS Thesis I	3	EE 509A

* Please note that Zambeel/Transcript will show 0 credit hours for MS Thesis I and 6 for MS Thesis II.



In addition, students are also required to submit one-page abstract of their general research for the thesis.

Milestone 1 - Proposal Defense:

Towards the end of the MS Thesis 1 semester, student should plan for a proposal defense. It is recommended to schedule the proposal defense during the teaching period (before the start of final exams).

Process:

- Submit 'Proposal Defense Form' along with MS Thesis (literature review, system model, initial findings, bibliography etc) to MS Thesis Committee and MS Thesis Coordinator at least **10 days** prior to the planned proposed proposal defense.
- Upon acceptance by Thesis Committee and MS Thesis coordinator, the admin contact will then reserve a suitable venue for the proposal defense and send an invitation e-mail to SBASSE faculty and all graduate students for public defense.

Grades:

At the end of the first semester of MS Thesis proposal defense, the committee would assign one of the following grades:

Grades	Comments	Course of Action
IP (In-Progress)	Satisfactory performance in MS Thesis I	Students can enroll in MS Thesis II in the next semester.
I (Incomplete)	Incomplete work at the end of the first semester of MS Thesis There is no requirement for MS proposal defense if I grade is to be assigned. However, the grade form signed by the Advisor must reach the Admin Contact within 1 week of the end date of final exam.	Students are allowed to enroll in MS Thesis II. However, up to six weeks of the next semester can be utilized to complete the MS Thesis I requirements (document and proposal defense) and achieve IP (satisfactory grade). In some cases, there is an option of conversion of MS Thesis into MS Project – only if the Advisor allows it and MS Project requirements are met.



F (Fail)	Unsatisfactory performance in MS Thesis I Failed the Proposal Defense deadline	Students have the option to either register in MS Thesis I again or complete MS degree reqs. by course-work
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In case of successful completion of MS Thesis I, transcript will show MS Thesis grade against zero credit hours.

MS Thesis-II:

Enrollment

After the successful completion of proposal defense, the students may enroll in MS Thesis II through the same process at the start of the next semester.

A form completed and duly signed by the concerned persons needs to be submitted to the administrative contact. The following information will be added in the form:

Course Title	Credit hours	Course Code
MS Thesis II	3	EE509B

* Please note that Zambeel/Transcript will show 0 credit hours for MS Thesis I and 6 for MS Thesis II.

Milestone 2 - Thesis Defense:

Students after working for (at least) two semesters on their MS Thesis, should plan for MS Thesis defense. It is recommended to schedule the thesis defense during the teaching period (before the final exams). The typical deadline for thesis defense in regular process is one week after the final exams.

Process

- Submission of ‘Provisional Thesis’ to the MS Thesis coordinator and Thesis committee members at least **15 days** prior to the planned thesis defense.
- Thesis Evaluator will complete the evaluation/feedback (written form) within 10 days of submission and send to the MS Thesis Coordinator. If the committee and MS Thesis Coordinator are satisfied with the ‘provisional Thesis’, the student in coordination with the advisor will arrange the date and time of the Thesis defense in consultation with the

Committee members. An email confirmation (by the Advisor/Student) will then be sent to the admin contact along with and the 'thesis defense form'. The admin contact will reserve an auditorium for the Thesis defense and send an invitation e-mail to SBASSE faculty and all graduate students for public defense.

Note: In case of an unacceptable 'Provisional Thesis' the defense will not be scheduled and the student will be asked to spend extra time (six weeks or the next full semester) towards the Thesis completion.

Grades:

At the end of the second semester, the committee completes the evaluation form and assign one of the following grades:

Grades	Comments	Course of Action
P (Pass)	Satisfactory performance in MS Thesis II	MS Thesis gets P grade against six credit hours in the Grade Form .
I (Incomplete)	<ul style="list-style-type: none"> Incomplete work at the end of the second semester of MS Thesis Or <ul style="list-style-type: none"> Provisional MS Thesis not acceptable 	There is no need of enrollment. However, the 4-6 weeks of the regular semester is allowed to student to complete the work. In case of Non receipt of grade within the six week(s) deadline "F" grades will automatically be assigned by RO.
IP (In-progress)	<ul style="list-style-type: none"> Provisional MS Thesis not acceptable Or <ul style="list-style-type: none"> MS Thesis Defense not cleared. 	Additional (3 rd) semester needed. Semester Registration fee will be charged. In-progress (IP) Grade will be assigned against Thesis II first enrollment and consequently the student will be re-enrolled in MS Thesis II in the next term.

Final Thesis Submission:

Once 'P' grade is assigned, the student is required to take the following steps.

- Submit the evaluation forms to the admin contact.
- Make changes in the thesis recommended by the committee.
- Submit 2 copies of the recommendation certificate should be signed by the committee, each of which would appear as the first page of the MS Thesis document.
- After incorporating the suggested changes (if any), submit a soft copy to the library for plagiarism check. After this requisite certification from LUMS library, 2 hard copies of the MS Thesis should be submitted to the admin contact.
- Upon reception of the soft and hard copies, the admin contact would forward the evaluation forms to RO.

Note: In case of a Spring Semester Defense, I grade or delay in forms submission/Thesis completion may result in missing convocation deadlines. So, it is advised that students defend their thesis towards the end of second semester (before the final exam period), particularly for the Spring semester.

IP Grade in MS Thesis II (second semester)

If the students get an IP grade, they will be re-enrolled in the next term for MS Thesis II (Semester Registration fee will be charged but no fee will be charged for credit hours).

A form (with zero credit hours) needs to be submitted to the administrative contact. The following information will be added in the form:

Course Title	Credit hours	Course Code
MS Thesis II	0	EE509B

At the end of this (additional) semester, one of the following grades will be assigned:

Grades	Comments	Course of Action
P (Pass)	Satisfactory performance in MS Thesis II	MS Thesis gets P grade against six credit hours
F (Fail)	Unsatisfactory performance in MS Thesis II	<ul style="list-style-type: none"> • The students can complete MS Thesis “according to conditions specified by DGPC and within the specified tenure for the degree programme” by registering in MS Thesis II again (3 credit hours’ tuition fee and semester registration will be charged).



		<ul style="list-style-type: none">• Or the students can complete MS degree reqs. by course-work (two graduate level courses totaling 6 credit hours).• The work in MS Thesis can also be converted into “MS Project” with an approval from Advisor. Students will need to give a public presentation on the work done and submit a formal project report.
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Note: Students are responsible for Printing and binding of the Thesis according to the guidelines provided by the EE Department. The soft copy would be archived in the library and would be available online. The hard copies would be distributed in the following manner:

- ✓ 1 copy for the Advisor/EE Department
- ✓ 1 copy will be submitted to the Library



Frequently Asked Questions

Q: Student is required to submit the form to the coordinator in order to enroll in MS Thesis I or MS Thesis II. Is student also required to enroll via Zambeel during the regular enrolment phases?

A: Yes! In order to enroll in either MS Thesis I or MS Thesis II, the students are required to enroll via Zambeel during the enrollment phases along with other courses and fill an 'enrollment form' (a sample of the form is given on pg. 4), which they can collect from graduate program administrative contact (Ms Noor ul Ain).

Q: Is it required to enroll in MS Thesis II in the consecutive semester?

A: No! It is not required to enroll in MS Thesis II in the consecutive semester. Since the maximum allowed duration for MS Thesis completion is three regular semesters, it is recommended to enroll in MS Thesis II in the consecutive semester to have a margin of one extra semester.

Q: If the student has received an IP grade in MS Thesis II, he/she will be required to enroll in the next semester. Is student required to enroll via Zambeel or complete any form for enrollment?

A: Yes! A form (with zero credit hours) is required to be submitted. Semester Registration fee will be charged but no fee will be charged for thesis credits.



Enrollment Form for MS Thesis I / II



LAHORE UNIVERSITY OF MANAGEMENT SCIENCE
OFFICE OF THE REGISTRAR



GRADUATE PROJECT/THESIS/INDEPENDENT STUDY ENROLLMENT FORM

To the Student: Independent Study of at most 3 credit hours may be taken. Independent study can only be graded "Pass/Fail". Please submit duly signed form to the departmental coordinator. Attach an abstract of the project as an additional sheet.

To the Coordinator: Please submit all the forms together to the registrar office within a week after the deadline. Incomplete forms will not be entertained.

Date _____
DD/MM/YY

Roll #

2	0			-						
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Academic Year

2	0			-	2	0		
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Student Name
(Block letters) _____

Semester
 Fall Spring Summer

Programme: (e.g. Electrical Engineering)

Current Status

- MS/ MSc Student
- MS leading towards PhD Student
- PhD Student
- PhD Candidate
- TGS/ABD (all but dissertation)

Course Details

- Master Project
- Master Thesis
- Independent Study
- Doctorial Thesis Research Credits
- Reading Course
- Others _____

Course Code EE 509A (in case of MS Thesis I) / EE 509B (in case of MS Thesis II)

Credit Hours 3 (for MS Thesis I / MS Thesis II)

Title MS Thesis I / MS Thesis II

Signature of the student _____

Date _____

Name of the Supervisor _____ Signature of the Supervisor _____

Date _____

Name of the Supervisor _____ Signature of the Supervisor _____

Date _____

Signature of Graduate Programme Director _____

Date _____

For Registrar Office Use Only:

Received by _____ Date of Receiving _____ Processed by _____ Date of Processing _____

CC: Student Supervisor Department Student's file OSIR

The University reserves the right to change the policies at any time.

Form RO-GE [Ver. 1.3] Last updated Dec 2013