HAZARA UNIVERSITY PhD SUPERVISOR ELIGIBILITY CERTIFICATE CRITERIA – POLICY

1. In pursuance of the Registrar's Notification No. Acad 11(18)/HU-REG/2026/245 dated 17 August 2026, and upon examination of the **HEC Graduate Education Policy (GEP-2023)** and the **Hazara University Graduate Programs (MS/MPhil and PhD) Regulations & Procedures (Revised 2023)**, the prescribed eligibility criteria for PhD supervisors shall be applied as a **mandatory compliance checklist** by the respective Academic Department/Head of Department, Dean, Director Academics & Research, and the Academic Section of the Registrar's Office. In accordance with the decision of the Competent Authority communicated through the aforementioned notification, a faculty member shall be certified as eligible for PhD supervision by the Directorate Quality Enhancement only upon verification and fulfillment of **all applicable mandatory eligibility requirements** prescribed under the relevant policies, regulations, and institutional procedures. The allocation of PhD scholars to an eligible supervisor shall thereafter be determined strictly in accordance with the **permissible supervisory load**, subject to counter-production by the concerned Department and authentication by the Director Academics & Research/Secretary ASRB and approval by the competent authority, wherever required under the applicable rules and procedures.

2. In accordance with the applicable provisions of the **HEC Graduate Education Policy (GEP-2023)**, the University is required to ensure and certify that each faculty member allocated PhD scholar(s) for supervision fulfills the prescribed eligibility requirements for PhD supervision. In this context, the responsibility for verification and determination of a faculty member's eligibility for PhD supervision rests with the University through its prescribed academic and administrative mechanisms. Accordingly, the University shall ensure that the eligibility of each proposed PhD supervisor is duly scrutinized and verified against the requirements of **GEP-2023** and the **Hazara University Graduate Programs (MS/MPhil and PhD) Regulations & Procedures (Revised 2023)** before issuance of a *Supervision Eligibility Certificate* and allocation of PhD scholar(s). Accordingly, the following **"Criteria for Eligibility and Allocation of PhD Supervisors at Hazara University"** shall be applied as the prescribed basis for verification, certification, and allocation of PhD scholars.

A. Dossier Submission for the Supervisor Eligibility – Hazara University

3. In sequel of the directives and applicable regulatory provisions referred to above, Hazara University shall **prescribe the following table as the "PhD Supervisor Eligibility & Allocation Checklist"** for the purpose of determining and verifying the eligibility of faculty members for PhD supervision and the allocation of PhD scholars within the permissible supervisory load. The faculty member seeking issuance of a **PhD Supervision Eligibility Certificate** shall be responsible for preparing and submitting a complete supporting dossier, duly authenticated and routed through the prescribed channel, containing all relevant documents, records, and documentary evidence necessary to establish fulfillment of the prescribed eligibility requirements. The concerned Department/School/Institute, through its Faculty/Departmental Head and Dean, as well as the **Director Academics & Research/Secretary ASRB, and other competent authorities/offices concerned**, shall scrutinize, attestation/endorsement, and authenticate the submitted dossier in accordance with the applicable HEC policies, University regulations, rules, and prescribed

procedures. Upon satisfactory verification by the Directorate QE and confirmation that all applicable mandatory requirements have been fulfilled, the case shall be processed through the prescribed channel for issuance of the **PhD Supervision Eligibility Certificate** and, where applicable, allocation of PhD scholar(s) in accordance with the permissible supervisory load and approval of the competent authority.

SNo.	Criterion	Requirement under HEC GEP-2023/HU Regulations	Evidence to be provided for verification as Annexure in sequential order	Status	
				Complied	Not Complied
A. ACADEMIC QUALIFICATION AND STATUS					
1.	PhD qualification	Faculty member must hold a PhD from an HEC-recognized Pakistani university/DAI or recognized/reputable foreign university/institute.	PhD degree, transcript, HEC recognition/equivalence where applicable	☐ Complied	☐ Not Complied
2.	Faculty/researcher status	Must be a permanent/regular or otherwise permissible adjunct faculty member/researcher in accordance with HEC/HU regulations.	Appointment notification/service record	☐ Complied	☐ Not Complied
3.	Departmental affiliation	Under HU Regulations, a supervisor other than an adjunct should be from the **same department in which the scholar is enrolled**.	Department/service record	☐ Complied	☐ Not Complied
4.	Research-field relevance	Supervisor's qualification, research, thesis/dissertation and publications must be relevant to the proposed PhD research area.	CV, PhD thesis, publications, proposed research area	☐ Complied	☐ Not Complied
B. SUPERVISORY TRAINING					
5.	Basic supervision training	Required where the faculty member will supervise MS/MPhil/equivalent students.	NAHE/university/approved course certificate	☐ Complied	☐ Not Complied
6.	Advanced PhD supervision training	Faculty member intending to supervise PhD researchers must have completed the prescribed advanced PhD supervision course/training under GEP-2023.	Training certificate	☐ Complied	☐ Not Complied
C. ACTIVE RESEARCH / PUBLICATIONS					
7.	Active researcher status	Faculty member must satisfy the applicable HEC/HU publication requirements for the relevant discipline and publication year.	HJRS-verified publications, DOI/indexing evidence	☐ Complied	☐ Not Complied
8.	Science & Technology	Under HU Revised-2023: **1 W publication within preceding 3 years OR 5 X-category publications within preceding 5 years**, subject to HEC requirements.	HJRS evidence	☐ Complied	☐ Not Complied
9.	Social Sciences, Arts & Humanities & Business Education	Under HU Revised-2023: **1 W publication within preceding 3 years OR 5 X/Y publications within preceding 5 years**.	HJRS evidence	☐ Complied	☐ Not Complied
10.	Regional/National Languages	Under HU Revised-2023: **1 X publication within preceding 3 years OR 5 X/Y publications within preceding 5 years**.	HJRS evidence	☐ Complied	☐ Not Complied
D. PROFESSIONAL / ETHICAL SUITABILITY					

11.	Conflict of interest	No personal, financial or professional conflict of interest with the proposed scholar.	Signed declaration	☐ Complied	☐ Not Complied
12.	Close-relative restriction	Spouse/close blood relative of the scholar should not be appointed as supervisor/co-supervisor.	Declaration/record	☐ Complied	☐ Not Complied
13.	Availability	Faculty member must have sufficient time and availability to supervise the research and provide regular constructive feedback.	Workload statement/departmental verification	☐ Complied	☐ Not Complied
14.	Research facilities	Adequate laboratory, library, field, software, equipment or other research facilities relevant to the proposed research must be available.	Department/Dean/GRC verification	☐ Complied	☐ Not Complied
15.	Confidentiality/IP	Supervisor must be capable of maintaining confidentiality and protecting intellectual property arising from the research.	Undertaking/declaration	☐ Complied	☐ Not Complied
E. SUPERVISORY LOAD					
16.	Existing PhD load	Maximum **5 PhD scholars at a time** under HU Regulations.	Current supervisory-load statement	☐ Complied	☐ Not Complied
17.	Fresh PhD faculty	Under HU Revised-2023: fresh PhD faculty may co-supervise PhD scholars; after the prescribed post-PhD period and fulfillment of other conditions, they may supervise according to the staged limits.	PhD award date + training + publications	☐ Complied	☐ Not Complied
18.	HU staged allocation	**3rd year after PhD: 1 PhD scholar; 4th year: 2 PhD scholars; 5th year onward: maximum 5 PhD scholars**, subject to all other conditions.	PhD date + existing load	☐ Complied	☐ Not Complied
19.	Overall graduate load	HEC's faculty/supervisory framework provides a maximum overall graduate supervision load of 12 students, with not more than 5 being PhD students.	Departmental workload statement	☐ Complied	☐ Not Complied
F. ALLOCATION-SPECIFIC CONDITIONS					
20.	Research-topic compatibility	Proposed scholar's research topic must fall within the supervisor's demonstrated academic/research expertise.	Synopsis/proposed title + supervisor profile	☐ Complied	☐ Not Complied
21.	GRC recommendation	Allocation should be recommended through the concerned Graduate Research Committee.	GRC minutes/recommendation	☐ Complied	☐ Not Complied
22.	ASRB approval	Appointment/allocation should be submitted for approval by the Advanced Studies & Research Board (ASRB).	ASRB minutes/approval	☐ Complied	☐ Not Complied
23.	Allocation date	Supervisor should be allocated from the date of PhD scholar's enrolment, as prescribed.	Enrollment/allocation notification	☐ Complied	☐ Not Complied
24.	Supervision space	Appropriate supervision/research space should be available to the doctoral researcher.	Department/Dean certification	☐ Complied	☐ Not Complied
25.	Undertaking	Supervisor should undertake to comply with HEC GEP-2023, HU Regulations, research ethics, plagiarism policy and university supervision procedures.	Signed undertaking	☐ Complied	☐ Not Complied

4. The HU Regulations expressly require the supervisor to be a PhD holder, relevant to the student's research, free from conflicts of interest, available for supervision, capable of maintaining confidentiality, and normally from the same department. It also prescribe a maximum of five PhD students at a time and specify HU's staged supervisory load for newly qualified PhD faculty.

5. **Important Point Regarding Publications:** For institutional implementation, **the more stringent applicable requirement should always prevail** in view of HU's Revised-2023 regulations which themselves state the publication thresholds in Section 12, but the HEC GEP-2023 contains discipline-, PhD-origin- and post-PhD-experience-specific requirements. Therefore, the departmental verification committee/Chairperson should check the faculty member against **both HEC GEP-2023 and the HU criterion and apply whichever is higher/more restrictive** a**nd the Director A&R authenticate the checking as a second stage** prior submission of the dossier to the Director QE for verification and issuance of *supervisor eligibility certificate*.

6. Also, publication eligibility should be checked against the **HJRS category/HEC directives applicable to the publication year date and day**, rather than simply accepting a journal's present category. HU Section 12 expressly refers to HEC-recognized journals and HJRS categories for the publication year.

B. Decision Matrix

7. Hazara University (Directorate QE) will use the following simple decision system instead of assigning numerical marks:

Category	Condition	Decision
Mandatory	PhD qualification verified	Must comply
Mandatory	Degree HEC-recognized qualification	Must comply
Mandatory	Faculty/researcher status permissible under GEP/HU	Must comply
Mandatory	Advanced PhD supervision training	Must comply
Mandatory	Required HEC/HU publications	Must comply
Mandatory	Research relevance established	Must comply
Mandatory	No conflict of interest	Must comply
Mandatory	Supervisory capacity available	Must comply
Mandatory	Within maximum supervisory load	Must comply
Mandatory	Adequate research facilities	Must comply
Mandatory	GRC recommendation	Required for allocation
Mandatory	ASRB approval	Required for appointment
Result	All mandatory criteria satisfied	**ELIGIBLE**
Result	One or more mandatory criteria not satisfied	**NOT ELIGIBLE**
Conditional	Criterion/document temporarily incomplete but rectifiable	**DEFERRED – NOT YET ELIGIBLE**

This is preferable to a percentage score because **HEC's requirements are minimum eligibility conditions, not competitive marks**.

C. Eligibility Certificate see ensuing pages.

DIRECTORATE OF QUALITY ENHANCEMENT
HAZARA UNIVERSITY MANSEHRA

HU CERTIFICATE OF ELIGIBILITY FOR PhD SUPERVISION

Certificate No.: _____ ***Date:*** _____

This is to certify that **Dr.** _____,
Designation: _____,
Department/Institute: _____,
Faculty: ,
Hazara University, Mansehra, holding a PhD degree in _____ **from ******, has been assessed for eligibility to supervise doctoral research in accordance with the **Higher Education Commission's Graduate Education Policy (GEP-2023)** and the **Hazara University Graduate Programs (MS/MPhil and PhD) Regulations & Procedures (Revised 2023)**.

Based upon the documents, academic record, research profile, publications, supervisory training, departmental relevance, existing supervisory workload, research facilities, and declaration regarding conflict of interest, the following has been verified:

S.No.	Eligibility Requirement	Verification Status
1.	PhD degree from an HEC-recognized/relevant university/DAI	**Verified**
2.	Eligible faculty/researcher status under GEP-2023 and HU Regulations	**Verified**
3.	Relevant academic and research expertise	**Verified**
4.	Required PhD supervision training/course completed	**Verified**
5.	Required HEC/HJRS-recognized research publications	**Verified**
6.	No prohibited conflict of interest	**Verified**
7.	Availability and capacity for doctoral supervision	**Verified**
8.	Supervisory load within the prescribed maximum	**Verified**
9.	Appropriate research facilities/resources available	**Verified**
10.	Compliance with applicable HEC GEP-2023 and HU Regulations	**Verified**

SUPERVISORY ELIGIBILITY

On the basis of the above verification, Dr. _____ is hereby **CERTIFIED AS ELIGIBLE FOR PhD RESEARCH SUPERVISION**, subject to:

(1). continued compliance with the HEC GEP-2023 and Hazara University Graduate Programs Regulations & Procedures (Revised 2023);
(2). maintenance of the prescribed research publication requirements;
(3). maintenance of the prescribed supervisory workload;
(4). continued relevance of the proposed doctoral research to the supervisor's academic/research expertise;
(5). availability of adequate research/supervision facilities;
(6). Well and intention to qualify his/her PhD scholar within the allowed time frame work as specified by the HEC for PhD degree program;

(7). absence of any conflict of interest; and
(8). approval/appointment by the competent statutory authority of Hazara University for allocation of a particular PhD scholar.

AUTHORIZED SUPERVISORY CAPACITY

Maximum PhD scholars currently permissible : _____
Present PhD scholars under supervision : _____
Additional PhD scholars that may presently be allocated: _____
Eligible research area(s): _____

This certificate **does not constitute an "HEC Approved Supervisor Award/Certificate."** It certifies HU-institutional eligibility of the faculty member for PhD supervision under the applicable HEC and Hazara University regulatory framework. Allocation of a particular PhD scholar remains subject to the prescribed departmental/GRC recommendation and approval of the competent authority/ASRB.

Submitted by: Chairperson/Head of Department: _____ Signature: _____ Date: _____	**Verified by:** Dean of Faculty: _____ Signature: _____ Date: _____
Recommended by GRC: GRC Meeting No.: _____ Date: _____ Recommendation: **Eligible / Not Eligible**	**<u>Authenticated by</u>** Evaluated and Final verification by; Sig: _____
Verified by: **Director Quality Enhancement Hazara University**	

Approved by ASRB:
ASRB Meeting No.: _____ Date: _____
Decision: **Approved / Not Approved**
Issued by:
Director (Academics & Research)
Hazara University, Mansehra
Signature: _____
Official Seal: _____
Validity: This certificate remains subject to continued fulfillment of the applicable HEC and Hazara University requirements and may be reviewed/revalidated whenever the faculty member's qualification, publication status, supervisory load, appointment status or applicable regulatory requirements change.

D. Student/Scholar Supervisory Certificate In addition to above, the Directorate A&R shall issue a certificate to the student for his/her record with a master copy being in the Directorate A&R costudy and 3rd master copy permanently placed in the SUPERVISOR ELIGIBILITY FILE, which shall also to be maintained by the Directorate A&R/Secretary ASRB.

See ensuing pages.

DIRECTORATE OF ACADEMIC AND RESEARCH
HAZARA UNIVERSITY MANSEHRA

CERTIFICATE FOR ALLOCATION OF A PARTICULAR SCHOLAR

PhD SUPERVISOR ALLOCATION CERTIFICATE

Notification/Certificate No.: _____ **Date:** _____

It is hereby certified that **Mr./Ms. _____**,
Registration No. _____ & Roll No. _____ enrolled in the **PhD _____ Programme**, Department of _____, Faculty of _____, has been allocated:

Principal Supervisor:
Dr. _____
Designation: _____
Department: _____

Co-Supervisor, if applicable:
Dr. _____
Designation: _____
Department/Institution: _____

The allocation has been made after verification by Directorate QE that the Principal Supervisor satisfies the applicable requirements of the **HEC Graduate Education Policy (GEP-2023)** and **Hazara University Graduate Programs (MS/MPhil and PhD) Regulations & Procedures (Revised 2023)**, including qualification, research relevance, supervisory training, publication requirements, conflict-of-interest requirements, availability, research facilities and prescribed supervisory load.

Approved Research Area/Title:

_____

_____

GRC Recommendation:
Meeting No. _____ dated _____ Agenda Item No. _____

ASRB Approval:
Meeting No. _____ dated _____ Agenda Item No. _____

The supervisor shall undertake the doctoral supervision in accordance with the approved research synopsis, HEC policies, Hazara University regulations, research ethics requirements, anti-plagiarism policy and applicable supervision procedures.

This allocation shall remain subject to the continued eligibility of the supervisor and the academic progress of the scholar under the applicable rules and submission of six-monthly progress reports positively.

Director (Academics & Research)
Hazara University, Mansehra
Signature: _____
Name: _____
Official Seal: _____

E. INSTITUTIONAL SAFEGUARD: MAINTENANCE OF SUPERVISOR ELIGIBILITY FILE AND SUPERVISOR LOAD REGISTER

The Directorate of Research, Hazara University shall maintain **three separate records** for every supervisor and the Director A&R/Secretary ASRB shall be liable for its presentation to the HEC or Institutional self review panel for checking/verification/evaluation:

1. **Supervisor Eligibility File:** proves that the faculty member meets HEC/HU eligibility criteria.
2. **Supervisor Load Register:** continuously records existing MS/MPhil and PhD supervisees and available capacity.
3. **Scholar Allocation File (Supervisory File as per HEC checklist):** contains GRC recommendation, proposed research area, supervisor consent, conflict-of-interest declaration and ASRB approval, admission criteria, Course completion Credits, Comprehensive examination record and six-monthly progress reports and any other necessary information.

This would make it much easier for **QEC, ASRB, HEC, accreditation bodies and internal/external auditors** to establish that a PhD scholar was allocated only to an eligible supervisor and his/her PhD learning/research track record is formally and properly maintained at the Research Office/ASRB Secretariate.

The HU Regulations already place allocation within the GRC/ASRB framework: Section 10.8 states that a PhD student is assigned a supervisor/co-supervisor according to Sections 11 and 12, while Section 11 specifies the qualification, relevance, conflict-of-interest, availability and workload conditions.