

## Department of English

The Department of English at Allama Iqbal Open University being one of the oldest in the country, was established in 1974 within the Faculty of Social Sciences and Humanities. The Department currently offers three programs, one-year Post Graduate Diploma (PGD) in Teaching of English as a Foreign Language (TEFL), two-year Master of Arts (MA) in Teaching of English as a Foreign Language (TEFL) and four-year BS degree program in English. These programs were respectively initiated in 1985, 1988 and 2019. It is a unique pride of the Department that it not only initiated specific courses for the training of English language teachers for the first time in the country but also introduced its prestigious one-year diploma TEFL and Dip TEIL-Teaching of English as an International Language in collaboration with the University Grants Commission (UGC) Government of Pakistan in 1980s.

Based on a very realistic demand from the market and keeping in mind the popularity of higher degree programs in English, now the Department has decided to offer the following two prestigious programs from the next academic year (Autumn 2020): (Last date of fee submission is 30 September and since mailing of books is not involved, classes may begin this year. Please recheck)

1. MPhil in English (with specializations in linguistics and English literature)
2. PhD in Linguistics

The main objectives to launch this MPhil program (with two specialized fields) are to contribute to the capacity building of English language teaching (ELT) experts in the country and to explore and promote English literature through high quality research particularly focusing on current and future needs of the country. Secondly, there is a high demand for English professionals across Pakistan, to serve in various fields (inter alia, federal and provincial management through CSS/PMS, at tertiary and higher educational institutions and in armed forces). Thirdly, ELT professionals from across the country have been demanding for the

launch of this program at the AIOU platform. In this regard, it is worth mentioning that there is a high number of ELT professionals working in the far flung areas of the country who intend to enhance their professional qualifications but they find it hard to get enrolled due to very high fee structure for such programs offered by public or private universities.

Other objectives include:

- To enhance the overall quality of ELT in the country by promoting the culture of research in the fields of ELT and English literature.
- To address local issues related to applied linguistics (e.g., ELT) and provide viable solutions through research.
- To enable ELT professionals and policy makers (related to languages and literature) to make informed decisions based on research.
- To promote evidence-based ELT practices through the use of relevant local and foreign research studies.
- To promote research culture (in general) and studies on Pakistani literature and regional languages (in particular) in the country.
- To endeavor to create new knowledge related to our regional languages and promote them nationally as well as internationally.
- To instill critical and analytical thinking in MPhil research students (in English).
- To improve soft skills of MPhil research students (in English).
- To provide a specialized manpower to the ELT and relevant job market.
- To explore English literature (written around the world) and promote literary taste among scholars.

- To promote skills such as translation and use it for the promotion of literature based activities in the country.

## MPhil English

Currently, the Department plans to offer MPhil degree program in English with the following two specializations from the next academic year (Autumn 2020):

1. English literature
2. Applied linguistics (English language teaching)

MPhil scheme of studies in English comprises twenty-four (24) credit hours of course work and twelve (12) credit hours of thesis. The course work is based on two semesters. The first semester is identical in nature and offered combined to the students of both the streams. However, the second semester is separately planned for stream-specific courses equaling to 36 credit hours in total. See Section 4 below for the details on scheme of studies. (this may be added for the sake of more clarity and the ongoing sentence may be removed, if you agree)

The course work consists of one semester together (combined) for both specializations one semester separately planned for stream-specific courses equaling to 36 credit hours in total. See Section 4 below for the details on scheme of studies.

### 1. Duration of MPhil English Program

The minimum duration of MPhil English is two years (four semesters) and the maximum duration shall be four years (08 semesters) as per HEC/AIOU rules.

### 2. Eligibility for Admission

The minimum entry requirement for admission to MPhil English program shall be Master Degree (MA) in English/Linguistics/Applied Linguistics/TEFL/TESOL/ELT (and other equivalent degree) with second division from any recognized University.

- i. Merit will be determined by the Department of English according to the approved criteria of the University.
- ii. Only short-listed candidates will be called for test/interview.
- iii. The Department enrolls limited number of students to the programme.
- iv. The Admission Department will inform the selected candidates for fee deposit.

### 3. Medium of Instruction

The medium of instruction and examination is English.

### 4. Scheme of Studies

Semester-wise course offering details of course work/research are given below: (what about course no 2-4 in 1<sup>st</sup> semester? Aren't they core too or do we have pool of courses for this semester too? If yes, then it's ok and if not, then core may be removed)

#### 1<sup>st</sup> Semester (Combined Semester)

S. No.	Course Title	Course Codes	Credit Hours
1.	Critical Theories & Research (core course)	2801	3
2.	Discourse Analysis	2802	3
3.	Stylistics	2803	3
4.	Current Issues in Pragmatics	2804	3

#### 2<sup>nd</sup> Semester (Stream-I Literature)

1.	Research Methods (core course)	2816	3
2.	Shakespearian Studies	2820	3
3.	Contemporary American Literature	2824	3
4.	South Asian Literature	2818	3

#### 2<sup>nd</sup> Semester (Stream-II Linguistics)

1.	Research Methods (core course)	2805	3
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2.	English Phonetics and Phonology	2806	3
3.	Second Language Acquisition	2811	3
4.	Applied Linguistics	2810	3

### 3<sup>rd</sup>& 4<sup>th</sup> Semester

	Thesis	2830/2840	12
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### 5. Instructional Methodology

MPhil English program is a regular face-to-face program and the semester rules of HEC/AIOU will be applicable. The following will be the instructional methodology:

#### i. Study Material

The university provides study materials during the first two semesters of course work.

#### ii. Classes (Course-work)

A 3-Credit Hour course for each subject will be taught in main campus (Islamabad) within a period of 18-classes (weeks) including mid-term and final-term exams during each semester. Attendance in these sessions is compulsory. Students failing to attain 70% attendance will not be eligible to appear in the final examination.

#### iii. Assignments/Quizzes/Sessional Tests/Presentations

Each course carries a maximum of 100 marks. There are two assignments for each 3-credit hour course. Assignments are written by the students after studying the required readings, recommended by the Department. These assignments are designed to enable them to relate their own ideas with the concepts covered in the required readings so as to facilitate the students in developing a thorough understanding of the subject.

Assignments/Quiz/Sessional Test/Presentation for each 3-Credit Hour course will be given. Students will complete the tasks within the semester. The marks obtained in these assignments contribute to the final course result. For successful completion of the course it is imperative to obtain a minimum of 50% marks in each assignment.

Students failing in the continuous assessment will not be eligible to appear in the final examination.

#### iv. Thesis

A student is required to carry research work under the supervision of an advisor having PhD degree in the relevant field (as per relevant HEC/AIOU rules). There is an intensive workshop to discuss research proposals of the students.

### 6. Assessment System

Under Continuous Assessment (Assignments), a student has to submit assignments to his/her tutor in the stipulated time mentioned in the assignment schedule. Passing marks of the assignments are 50 percent.

At the end of each semester, final examination will be conducted by the University for each course. Students need 50 percent marks to pass the final examination; however, it is necessary for the students to obtain an aggregate of 50 percent (assignments + workshop (will we have workshop for each course other than 18 weeks of classes?) + final examination) in each course. The ratio of marks of assignments, workshop and final examination is 20:10:70 respectively. The summary of assessment system is given below:

Assessment Component	Total Marks	Passing Marks	Weightage
Assignments	100	50	20%
Class presentation	100	50	
Class performance and attendance: (students will have to attend 80%classes in order to appear in the final term examination)			10%
Mid-Term Examination	100	50	20%
Final-Term Examination	100	50	50%
<b>Total Marks</b>			<b>100</b>
<b>Aggregate Passing Marks</b>			<b>50</b>

## **7. Viva-Voce/Thesis Defense**

After evaluation of the thesis student has to appear for viva-voce before the Research Project Committee (RPC) to defend his/her work.

## **8. Instructions for Thesis**

### **i. Registration in Thesis**

Students will submit research proposal/synopsis to the Chairman, English Department according to the university's approved criteria. The Departmental Research Project Committee will recommend the students' research proposals/ synopses to the VC (AIOU) for approval as per procedure. The committee shall also recommend the name of supervisor for students' research work.

- ◆ The approval of the topic and the supervisor will be at the discretion of Department. Each student will submit quarterly report duly signed by the thesis supervisor on the research work. The student of MPhil English Program will submit one research paper (accepted or published) in any conference or research journal as mandatory to their completion of their research degree.
- ◆ The minimum period to complete the thesis is one year and the maximum period shall be two years provided the condition of maximum duration of five (I think, we previously mentioned four years as maximum duration) years shall not be affected. (Detailed information in this regard can be obtained from the Department on request).
- ◆ Students are advised to keep closely in touch with their respective supervisor and also with the Department for research activities and submit their progress reports to the Department intermittently.

### **ii. Thesis Evaluation Fee**

Students will deposit fee in bank for thesis evaluation at the time of submitting the thesis to the Department.

### **iii. Plagiarization**

In case a thesis is found to be a plagiarized version of some other thesis, research work, text, etc. published or unpublished, the student's candidature for M Phil shall be cancelled and he/she shall be debarred forever from admission to any programme of the university. In case the plagiarism is proved, after the award of M Phil degree, the degree shall be cancelled/withdrawn.

The M Phil degree shall be awarded after the positive reports of external evaluators of the research report and the successful defense by the student in viva-voce. The Dean will forward the report of the Viva-Voce to the Controller of Examinations for notification and award of the degree.

### **iv. Format of Thesis**

The students will be required to observe guidelines regarding format, writing, referencing, paper quality and other related matters. (Detailed information in this regard could be obtained from the Department on request or the information on format will be provided during the last semester of the course-work).

### **v. Research Candidacy**

The Department will hold synopsis orientation workshop to help the students in topic selection and synopsis development. The synopsis shall be prepared in accordance with the guidelines/format approved by the BASR. The student shall submit a detailed research proposal in the third semester (after the completion of course work) and make a presentation before the Departmental Synopsis Committee.

Participation in the orientation workshop will be mandatory. The students shall be required to deposit the prescribed dues after approval of topic/symposia by the committee.

In case a student is not able to complete his/her research work during the minimum prescribed period of one year, he/she shall be required to pay fee equivalent to 3-credit hours per semester till submission of thesis for evaluation within the maximum time limit.

## 9. Fee Tariff

Registration Fee:	Rs.2400/-
Admission Fee:	Rs.2500/-
Technology Fee + Courier Charges:	Rs.150/-
Course Fee (3– Credit Hours):	Rs.5640/-
Thesis Fee:	Rs.22490/-
Thesis Evaluation Fee:	(As per university policy)

### Note:

This fee tariff is subject to change from time to time as per AIOU policy. Information in this regard can be had from the office of the Director Admissions, AIOU Islamabad.

## 10. General Information

- Photocopy of the admission form and incomplete form will not be entertained.
- Admission to MPhil English will be granted against limited seats strictly on the basis of merit and criteria as approved by the university. The university reserves the right not to start this programme if a viable group of students is not formed.
- Only the selected candidates will be informed about the result of the admission. On receipt of individual admission intimation, the student will deposit the required fee according to the procedure as laid down by the university in the admission intimation letter.
- Fee can neither be refunded once paid for admission nor can it be adjusted for any other programme. On payment of the registration fee, each student will be issued a registration number. The number must be quoted in all the future correspondence along with roll numbers, course(s) code numbers and semester. The students already having registration number need not to pay the registration fee.

They should mention their registration number in the admission form.

- During the semester the address of any student will not be changed, however, in real hardship, change of address will be considered if it is supported by a justifiable plea.
- Rules, regulations framed, amended and changed from time to time by the authorities/bodies of the university will be applicable to all students. The students will have to abide by all such rules and regulations. These can be made available to students on demand.
- It is the responsibility of the admitted students to remain in continuous contact with the department regarding academic activities of the programme. A student already enrolled to a programme or a specialization of a programme shall not be allowed to transfer his/her admission to another programme.
- Admission to courses for the spring semester and autumn semester are generally offered in the months of February and August respectively. The continuing students are sent computerized admission forms. However, if for any reason, the student does not get the said form, he/she may get general admission form from any regional office of the university and send it to Director Admission of the university within the due date along with due fee deposited through bank challan slip.

## 11. Fee Depositing Procedure

Only on receipt of admission offer, the candidate would pay dues in accordance with the fee tariff as directed by the Admission Office.

## 12. How to Apply for Admission?

Candidates for M Phil English are required to send complete admission forms along with attested copies of all educational degrees, certificates, and marks sheet at the following address

before the closing date. Applicants who submit result card instead of degree/certificate will not be entertained. Incomplete admission forms will not be accepted.

**Note: Admission form complete in all respect must be sent on the following address:**

**Chairman**  
Department of English Language and Literature  
Allama Iqbal Open University, Sector H-8, Islamabad.

**Dr. Muhammad Kamal Khan**  
Assistant Professor of English  
Ph: 051-9057656  
Email: [kamal.khan@aiou.edu.pk](mailto:kamal.khan@aiou.edu.pk)

For further guidance, you may contact on the following numbers:  
(No numbers are given and I think only program coordinator's number should be given as mentioned at the bottom of the page)

### 13. Faculty Members

1	<b>Dr. Malik Ajmal Gulzar</b> Chairman	051-9057768
2	<b>Dr. Shamim Ali</b> Assistant Professor	051-9057764
3	<b>Dr. Saira Maqbool</b> Assistant Professor	051-9057765
4.	<b>Dr. Muhammad Kamal Khan</b> Assistant Professor	051-9057656
5.	<b>Dr. Rashida Imran</b> Lecturer	051-9057653
6.	<b>Dr. Lubna Umar</b> Lecturer	051-9057763
7.	<b>Office staff</b>	051-9057824

### 14. MPhil Program Coordinator

For clarification about academic matters, please contact the following Program Coordinator:

- iii. Interested candidates will apply for admission on prescribed form to the Chairman of the Department.
- iv. Admission will be given strictly on merit and on approved criteria(as per HEC/AIOU rules).
- v. In-service candidates shall be required to submit their departmental No Objection Certificate (NoC) along with their admission application.
- vi. Admission of PhD will be notified by the Director Admissions after the receipt of admission dues.
- vii. Publication of research article(s) in HEC recognized journals will be given additional weightage in admission.
- viii. The Department will grant admissions to a limited number of students purely on merit basis.
- vix. The minimum duration of the PhD degree shall be six semesters (three years) and maximum duration shall be ten semesters (five years) as per HEC/AIOU rules.
- x. Any other point not clarified here shall be dealt as per the relevant HEC/AIOU rules.

Admission Form can be downloaded from the university website or you can purchase copy of PhD prospectus for the current semester and fill the form. Candidates are required to send complete admission forms along with attested copies of all educational degrees, certificates and marks sheets to the Office of the Chairman, Department of English at AIOU Islamabad before the closing date. Incomplete admission forms will not be accepted. Admission test is expected to be held at the main campus of the university in Islamabad. Dates for test and interviews will be announced in the due course of time.

## PhD in English (Linguistics)

Department of English has been working earnestly since long to offer a very prestigious PhD program which may not only cater to the needs of professionals working in the field of ELT but can also offer a platform for future planners in the fields of syllabus designing, language planning, theoretical linguistics, cross-cultural communication and related areas. The Department is going to offer PhD in English (Linguistics) from Autumn 2020 with the following detail.

### Eligibility Criteria and Admission Procedures

- i. Graduate holding MS/MPhil in the relevant area or equivalent with GPA 3.00/1st Division will be eligible for admission in PhD Program.
- ii. GRE/GAT/Equivalent Departmental Test with 60% passing marks will be applicable. Test and interview will be conducted by the Department of English (as per HEC/AIOU rules).

### Scheme of Studies for PhD Linguistics

#### Course Work: 21 Credit Hours

#### 1<sup>st</sup> Semester

S. No.	Course Title	Course Codes	Credit Hours
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1.	Critical Discourse Analysis (CDA)	7854	3
2.	Approaches in Sociolinguistics	7853	3
3.	Language, Power and Gender	7852	3
4.	Language Learning Theories	7851	3

### 2<sup>nd</sup> Semester

1.	Research Methodology	7855	3
2.	Intercultural Pragmatics	7860	3
3.	Advanced Theories in Phonetics and Phonology	7861	3

### Subsequent Semesters

1.	Dissertation	6636	12
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### Other Requirements:

Comprehensive Examination (as per HEC rules)

Publication of research article as per approved policy of Higher Education Commission (as per HEC/AIOU rules)

Dissertation (12 Credit Hours and as per HEC rules)

**Note: Admission form complete in all respect may be sent on the following address:**

#### Department of English

Block No. 8, AIOU, Sector H-8, Islamabad

Ph: 051-9250068

### Instructional Methodology

The PhD program shall be executed on regular basis and the instructional methodology shall be followed as per purely face-to-face basis. Other detail includes as the following:

### Study Material

The Department will provide study materials during the first two semesters of course work. The relevant professors will share their outlines of the courses along with recommended 'essential and extended' reading list in the beginning of the semester.

### Seminars and Workshops

There will be a series of mandatory workshops during the course work that provides an opportunity to the students to share their understanding of course content with fellow students. Similarly, special seminars and workshops will be arranged during the third and fourth semesters that require students and research scholars to develop and present their draft research proposals.

### Dissertation

A student is required to carry research work under the supervision of an advisor having PhD degree in the relevant field (as per relevant HEC/AIOU rules). There will be intensive seminars and workshops to discuss research proposals of the students. The scholars shall be required to present and defend their research proposals in front of the PhD Examination Committee. Similarly, after the required evaluation of the thesis/dissertation by foreign and local experts (as per HEC/AIOU rules) a scholar has to appear for public defense before the committee/public to defend his/her research work.

### Assessment System

Based on the principles of face-to-face regular degree program, the Department shall follow the mechanism of continuous assessment as well as Mid-Term and Final-Term exam papers. The summary of assessment system for each module (course) is given below:

Assessment Component	Total Marks	Passing Marks	Weightage
Assignments	100	60	20%
Class presentation	100	60	
Class performance and attendance: (students will have to attend 80%classes in order to appear in the final term examination)			10%
Mid-Term Examination	100	60	20%
Final-Term Examination	100	60	50%



<b>Total Marks</b>	<b>100</b>
<b>Aggregate Passing Marks</b>	<b>60</b>

*OR*

As otherwise decided by the Department in light of the relevant HEC/AIOU rules for PhD Program in English.

### **Attendance Policy**

The Department will follow strict attendance policy for the class (course) work. The minimum requirement in order to appear in the Final-Term examination is 80% of the attendance.

### **Comprehensive Examination**

The students completing the PhD course work shall be allowed to appear in the comprehensive examination arranged and conducted by the concerned department as per rules of HEC. The pass percentage in comprehensive examination shall be 60%. No grade will be awarded to the student, only pass or fail will be reflected in the result Performa.

### **PhD Examination Committee**

After the completion of evaluation of the thesis/dissertation by foreign and local scholars, a scholar has to appear for viva-voce/public defense before the PhD Examination Committee to defend his/her work as per HEC/AIOU respective examination rules for PhD.

### **Instructions for Thesis**

#### ***Registration in Thesis/Dissertation***

Students will submit research proposal/synopsis to the Chairman, English Department according to the university's approved criteria. The Departmental PhD Examination Committee will recommend the students' research proposals/ synopses to the VC (AIOU) for approval after thesis orientation workshop. The committee shall also recommend the name of supervisor for students' research work.

- ◆ The minimum period to complete the thesis is one year and the maximum period shall be two years provided the condition of maximum duration of five years shall not be affected. (Detailed information in this regard can be obtained from the Department on request).
- ◆ Students are advised to keep closely in touch with their respective supervisor and also with the Department for research activities and submit their progress reports to the Department intermittently.

*OR*

As otherwise decided by the Department in light of the relevant HEC/AIOU rules for PhD Program in English.

### **Thesis Evaluation Fee**

Students will deposit the required fee in bank for thesis evaluation at the time of submitting the thesis to the Department.

### **Plagiarization**

In case a thesis is found to be a plagiarized version of some other thesis, research work, text, etc. published or unpublished, the student's candidature for PhD shall be cancelled and he/she shall be debarred forever from admission to any program of the university. In case the plagiarism is proved, after the award of PhD degree, the degree shall be cancelled/withdrawn. The HEC Plagiarism Policy and its SOPs shall be followed for any case found/reported.

The PhD degree shall be awarded after the positive reports of external evaluators of the research report and the successful defense by the student in viva-voce. The Dean will forward the report of the Viva-Voce to the Controller of Examinations for notification and award of the degree.

### **Format of Thesis**

The students will be required to observe guidelines regarding format, writing, referencing, paper quality and other related matters. (Detailed information in this regard could be obtained from the

Department on request or the information on format will be provided during the thesis orientation workshop).

### **Research Candidacy**

The Department will hold synopsis orientation workshop to help the students in topic selection and synopsis development. The synopsis shall be prepared in accordance with the guidelines/format approved by the BASR. The student shall submit a detailed research proposal in the third semester (after the completion of course work) and make a presentation before the Departmental Synopsis Committee.

Participation in the orientation workshop will be mandatory. The students shall be required to deposit the prescribed dues after approval of topic/symposia by the committee.

In case a student is not able to complete his/her research work during the minimum prescribed period of one year, he/she shall be required to pay fee equivalent to the credit hours involved per semester till submission of thesis for evaluation within the maximum time limit.

### **Fee Tariff**

The present AIOU fee tariff shall be applied for PhD English program. The fee tariff is subject to change from time to time as per university policy. Latest information in this regard can be had from the office of the Director Admissions, AIOU Islamabad.

Registration Fee:	Rs.2400/-
Admission Fee:	Rs.2500/-
Technology Fee + Courier Charges:	Rs.150/-
Course Fee (3– Credit Hours):	Rs.5640/-
Thesis Fee:	Rs.22490/-
Thesis Evaluation Fee:	(As per university policy)

### **General Information**

- Photocopy of the admission form and incomplete form will not be entertained.

- Admission to PhD English (Linguistics) shall be granted against limited seats strictly on the basis of merit and criteria as approved by the university. The university reserves the right not to start this program if a viable group of students is not formed.
- Only the selected candidates will be informed about the result of the admission. On receipt of individual admission intimation, the student will deposit the required fee according to the procedure as laid down by the university in the admission intimation letter.
- Fee can neither be refunded once paid for admission nor can it be adjusted for any other program. On payment of the registration fee, each student will be issued a registration number. The number must be quoted in all the future correspondence along with roll numbers, course(s) code numbers and semester. The students already having registration number need not to pay the registration fee. They should mention their registration number in the admission form.
- Rules, regulations framed, amended and changed from time to time by the authorities/bodies of the university will be applicable to all students. The students will have to abide by all such rules and regulations. These can be made available to students on demand.
- It is the responsibility of the admitted students to remain in continuous contact with the department regarding academic activities of the program. A student already enrolled to a program or a specialization of a program shall not be allowed to transfer his/her admission to another program.

### **Fee Depositing Procedure**

Only on receipt of admission offer, the candidate would pay dues in accordance with the fee tariff as directed by the Admission Office.

### **How to Apply for Admission?**

Candidates for PhD English are required to send complete admission forms along with attested copies of all educational degrees, certificates, and marks sheet at the following address

before the closing date. Applicants who submit result card instead of degree/certificate will not be entertained. Incomplete admission forms will not be accepted.

**Note: Admission form complete in all respect must be sent on the following address:**

**Chairman**  
Department of English  
Allama Iqbal Open University, Sector H-8, Islamabad.

For clarification about academic matters, please contact on the following addresses:

**Chairman/PhD Program Coordinator**  
**Dr. Malik Ajmal Gulzar**  
Department of English  
Block No. 8, AIOU, Islamabad  
Phone: 051-9250068, 051-9057268  
Email: [ajmal.gulzar@aiou.edu.pk](mailto:ajmal.gulzar@aiou.edu.pk)