



**The Shifa Tameer-e-Millat University
(Minimum Standards and Procedures for the Award of
MS/MPhil level qualifications) Regulations, 2018**

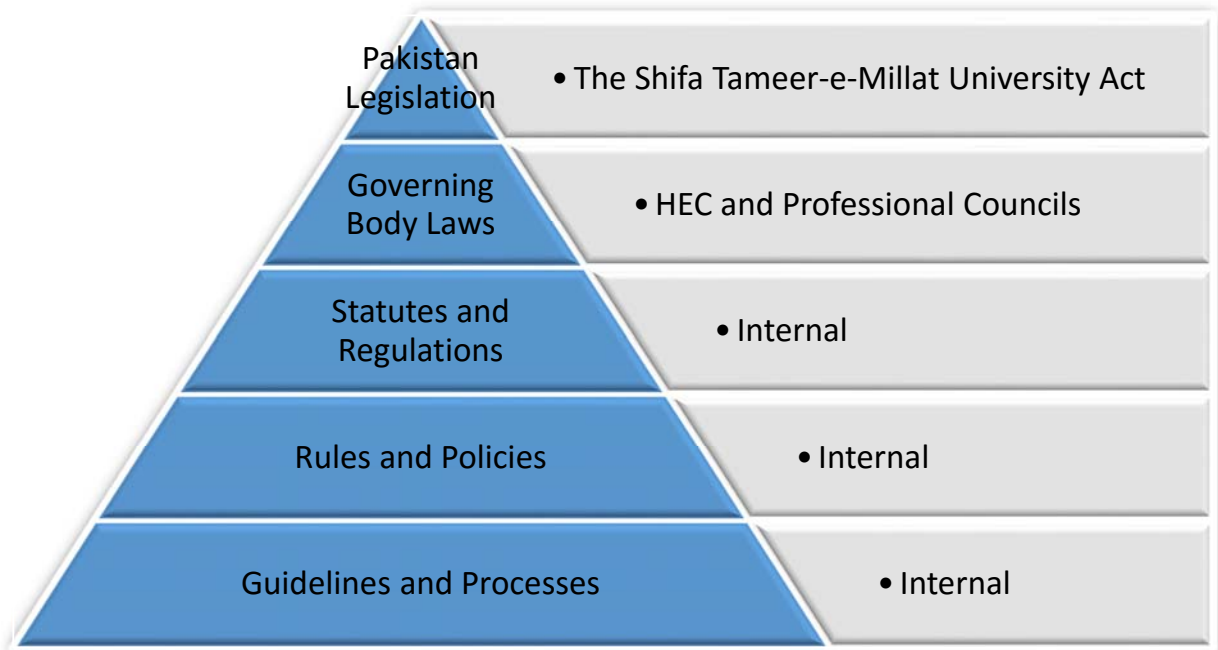
(MS/MPhil Regulations, 2018)

Effective from June 30, 2018

**Approved by the Senate
in its 14th meeting held on Saturday, June 30, 2018
upon recommendations of the Academic Council and
Graduate Studies and Research Management Council**

**SHIFA TAMEER-E-MILLAT UNIVERSITY
Islamabad – Pakistan**

REGULATORY FRAMEWORK



SHIFA TAMEER-E-MILLAT UNIVERSITY

Islamabad – Pakistan

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CHAPTER I

PRELIMINARY

1. Short title, extent and commencement.—(1) These Regulations may be called the Shifa Tameer-e-Millat University (Minimum Standards and Procedures for the Awards of MS/MPhil Level Qualifications) Regulations, 2018. Short title “MS/MPhil Regulations, 2018”.

(2) These shall extend to the academic programmes offered by the University and its constituent or recognized units leading to certificates, diplomas or degrees at the MS/MPhil level qualifications; comparable to the qualifications at Level-7 of the National Qualifications Framework of Pakistan (NQFP). Additional regulations may apply in the case of particular programmes, modules or packages of learning. In case of a conflict between these Regulations and the Programme Regulations, the Programme Regulations shall prevail.

(3) The regulations or directives of Higher Education Commission of Pakistan (HEC), professional councils or other competent regulatory bodies shall prevail as may be notified from time to time and which shall be subject to ratification by the concerned University Authorities.

(4) These Regulations shall be subject to amendments or repeals, if so desired. However, any amendment or repeal shall be made following the same process as for the adoption of a new regulation.

(5) The decision of the Academic Council of the University shall be final and no suit, application, petition, revision or appeal shall lie in any court of law or in any authority outside the University in respect of interpretation of these Regulations.

(6) In matters of urgency and where regulations are silent, the Vice Chancellor in consultation of or upon recommendations of the Dean concerned may issue instructions in the light of general principles of these regulations or precedents already set. Provided that the Vice Chancellor shall coopt/consult another Dean and report the matter to the Graduate Studies and Research Management Council or Academic Council (whichever comes earlier) in its first next meeting. However, the Academic Council shall be free to endorse the decision of the Vice Chancellor and/or the Graduate Studies and Research Management Council as the case may be in such a way that the case shall be accepted as a special case only or it shall become a part of the regulations, subject to ratification of the Senate.

(7) These Regulations shall be communicated to the students through programme prospectuses and student handbooks and these shall be placed on the official web site of the University. Ignorance of the provisions described in these regulations shall not be accepted as an excuse for failing to comply with them.

(8) These shall come into force at once.

2. Definitions.—(1) In these Regulations, unless there is anything repugnant in the subject or context.

- (a) “Academic Advisor” means a teacher of the University appointed by the Principal/Director or Dean concerned for the purpose of guiding and counseling students in their academic endeavours during the course of study of the programme.
- (b) “Admission Committee” means the Admission Committee specified or set up under the regulations;
- (c) “Award” means a certificate, diploma or degree to be conferred upon completion of prescribed requirements for the same;
- (d) “Controller of Examinations” means the Controller of Examinations of the University;
- (e) “Programme” means a course of studies leading to a certificate, diploma or degree under these regulations;
- (f) “Registrar” means the Registrar of the University;
- (g) “Research Advisory Committee” means the Research Advisory Committee specified or set up under the regulations;
- (h) “Research Examinations Committee” means the Research Examinations Committee specified or set up under the regulations;
- (i) “Term” means an academic period of time as a part or whole of a programme which may be an annual, semester, summer/winter session or other calendar as may be prescribed;

(2) Also in these Regulations, the terms adapted from the Act, Statutes or other relevant Rules and Regulations of the University shall have the same meanings as may be described therein and for the time being in force.

(3) And where the context so desires, the use of the masculine gender shall include the feminine and/or neuter genders and the singular shall include the plural, and vice versa.

CHAPTER II

ORGANIZATION

3. Courses of Study.—(1) The courses of study (curricula/academic programmes) shall be developed by the respective Departmental Council or Board of Study as the case may be under the guidelines of the Higher Education Commission of Pakistan, relevant professional council(s)/competent authorities and shall be submitted through the Faculty Council and Graduate Studies and Management Council to the Academic Council for approval.

(2) The curriculum shall normally be consisted of the appropriate title/nomenclature, objectives, scope and structure/requirements, scheme of studies, course numbers, credit hours and syllabi of the programme. It shall become effective from the date of its approval or as may be determined by the Academic Council.

(3) The curriculum may be consisted of different course layouts—like credit, non-credit, pre-requisite/co-requisite, core, elective, general, audit/extra, major/minor, advanced, specialization and/or University required courses. There may also be offered some preparatory or basic/remedial courses which would be a prerequisite for confirmation of admission in the programme.

(4) Each Department shall determine from time to time through its Departmental Council/Board of Studies, a manageable number of students/scholars to be admitted especially in a research oriented programme corresponding to the standards/norms regarding number of available research supervisors and academic and physical facilities.

(5) The Chairperson/Head of the Department shall organize class timetables according to the availability of the resources and in compliance with the respective regulations.

4. Teaching.—(1) Teaching in academic programmes shall be conducted by the University teachers in the colleges, institutions, departments or other academic units as may be approved by the Academic Council and may include lectures, tutorials, discussions, seminars, demonstrations, distance learning and other methods/mode of instructions as well as practical work in the laboratories, hospitals, workshops, field and other public or private organizations.

(2) The medium of instruction, examinations and thesis shall be English for all the programmes or otherwise as may be permitted by the Academic Council upon recommendation of the Graduate Studies and Research Management Council.

(3) The teacher concerned shall issue the course outlines comprising of the approved objectives of the course, course contents, teaching methodology and the criteria regarding assessment and evaluation etc. The teacher shall maintain a course file on behalf of the Department in the prescribed form.

5. Academic Year.—The academic year of the University shall normally be comprised of the two regular terms (Fall Semester and Spring Semester); lasting typically from 16 to 18 weeks each (inclusive of the periods of instructions and the University examinations). There may be a summer/winter term of 8 to 9 weeks (inclusive of the periods of instructions and the University examinations) during an academic year for remedial/deficiency studies. The contact/lecture hours in each course during a summer/winter term shall not be less than the contact/lecture hours to be required during a regular term.

6. Credit Hour.—(1) One contact/lecture hour (50-60 minutes) per week shall normally be equal to one credit hour for the taught courses. Whereas, laboratory/clinical/field work etc.

of two to three hours per week shall normally be corresponding to one credit hour. For instance, if a course consists of 2 lecture hours and 3 laboratory/field work hours per week, it shall be of 3 credit hours course and its workload shall be denoted as 3(2-3), where the digit 2 in the parenthesis at the left-side mentions the 2 hours of theory and the digit 3 at the right-side stands for 3 hours of laboratory/field work.

(2) Independent study courses or laboratory/field work may also be offered and their workload shall also be denoted in terms of credit hours accordingly.

(3) Credit hours required for completion of an academic programme shall be described in the respective programme regulations.

7. Duration of a Programme.—The minimum and maximum duration of a programme shall be described in the respective programme regulations. However, maximum duration for completion of a programme shall not be more than double of the minimum duration of the programme. It would be preferred that the maximum time limit of coursework and that of research work are determined separately.

8. Full-time/Part-time Students.—The students may be enrolled on the basis of full-time or part-time student with respect to their academic workload throughout the course of studies of the programme. For instance, for a semester calendar programme a full-time student shall normally undertake nine to twelve credit hours and a part-time student shall undertake six to nine credit hours. The per term specific amount of the credit hours for full-time and part-time students may vary from programme to programme and shall be determined by the respective programme regulations. The status of a student as full-time or part-time student shall be determined at the time of admission in the programme.

9. Workload.—The academic workload in a regular term or summer/winter term shall be prescribed for each programme in its respective programme regulations.

CHAPTER III

ADMISSIONS

10. Application for Admission.—(1) Applications for admissions to the programmes of the teaching departments of the University shall be invited through media in appropriate manners and the admissions shall be made on the basis of merit and criteria as may be prescribed through programme regulations.

(2) Each candidate for admission in a programme shall submit an application on a prescribed form along with the required credentials/documents. No late and incomplete applications including of the result awaiting cases of the preceding level shall be considered for admissions.

(3) Applications of the candidates, who have been expelled or rusticated by a college/institute or University/Degree Awarding Institution (DAI) on disciplinary grounds like misconduct, plagiarism or for any offence involving moral turpitude shall not be entertained.

11. Criteria for Admission.—Subject to provisions of these regulations, each teaching department may formulate to regulate or prescribe all or any of the following matters pertaining to criteria for admission, namely.—

- (a) Candidates for admission to the programmes shall have a local or foreign bachelor's or master's level qualification (corresponding to NQFP Level-6) in the relevant field from a scheduled as well as HEC recognized University/Degree Awarding Institute with at least 60% marks in aggregate or a minimum Cumulative Grade Point Average (CGPA) of 2.00 on the 4.00 scale or an equivalent score/grade in another point scale as the case may be. However, departments may prescribe stringent criteria for their respective programme(s) through regulations.
- (b) The candidate must have qualified the University/Departmental Test or an equivalent admission test duly recognized by the University, relevant Professional Council or HEC as the case may be.
- (c) The selection of candidates for admissions shall be made on the basis of cumulative merit, which may be determined from the previous academic records, admission test and interview/*viva voce*, and professional experience and personal excellence especially in cases of professional programmes.
- (d) The candidate must have to submit a medical fitness certificate issued by a Registered/Recognized medical practitioner at the time of admission in the programme.
- (e) The candidate must be of good moral character and behaviour and he must be very particular about observing moral and ethical values.

12. Procedure of Admission.—(1) Each Department shall have an Admissions Committee to deal with its programmes of NQFP Level-7. The committee shall be consisted of the following members:

- (a) Chairperson/Head of the Department, who shall be the chairperson and convener of meetings of the committee.
- (b) One teacher of the Department concerned preferably with PhD qualification or otherwise with qualification not below the level of programme(s) in the purview of the committee to be nominated by the Dean.
- (c) One teacher (each) in the major field of the programme(s) from the Department concerned preferably with PhD qualification or otherwise with qualification not below the level of programme(s) in purview of the committee to be nominated by the Graduate Studies and Research Management Council.

- (d) One representative of the University Examinations Office nominated by the Controller of Examinations of the University.
 - (e) One expert member from a Department other than the Department concerned appointed by the Vice Chancellor.
- (2) Without prejudice to the generality of the relevant regulations, the committee shall perform the following functions:
- (a) Recommend criteria for admissions and guidelines for admissions processes.
 - (b) Scrutinize the applications received by the admissions office concerned.
 - (c) Arrange and supervise admission tests and setting of question papers and evaluation of scripts of candidates for such tests.
 - (d) Determine the validity and minimum score/marks for qualification of the admission test.
 - (e) Evaluate the transfer of credit, course exemption and/or deficiency cases and make recommendations in such cases.
 - (f) Prepare merit lists and declare the names of the selected candidates for admission in the programme(s).
 - (g) Devise the announcement procedures and approve the means of advertisement of admissions for its programmes.
 - (h) Perform such other functions as may be prescribed by the rules and regulations.
- (3) The members other than the ex-officio members shall hold the office for a period of three years. The quorum for a meeting of the committee shall be three out of total number of the members, a fraction being counted as one.
- (4) Admission processes shall be completed at least one week before the commencement of classes of the subject term.
- (5) Provided the Chairperson/Head of the Department is satisfied that all the prescribed requirements for admission in the programme are fulfilled, he shall in assistance of the Admissions Office issue the selection letter along with the applicable fee bill to the successful candidate. The admission of the candidate shall be confirmed upon acceptance of the admission offer and submission of the prescribed fee by the candidate within the stipulated time period. The candidate shall then be issued a Roll Number by the Department for the subject programme. However, confirmation of admission of a foreign candidate shall also be subject to the No Object Certificate (NOC) duly issued by the HEC for the purpose of admission in the Department/University. The Department may also organize an orientation programme before commencement of the classes; where the class timetables and other important information shall be shared with the candidates.

13. Deferral of Admission.—(1) Circumstances beyond the control of the candidate like death in the family, health issues, *iddat*/divorce or any other personal matters with verifiable

documentary proof may be permitted a deferral of admission before the commencement of classes of the subject academic/admission session.

(2) Deferment of admission may be permitted by the Admissions Committee for up to a maximum period of one year (twelve months) and subject to the provisions so justified in formulation of admission merit lists for the subsequent (particular) admission session; otherwise the candidate shall be advised to apply afresh for the admission.

(3) The candidate shall be liable to inform well in time to join the programme within the time limits agreed upon for his deferment case.

14. Cancellation of Admission.—Admission of an enrolled student or of a new candidate may be cancelled in accordance with the prescribed rules and regulations in the like circumstances as follows:

- (a) He is found guilty of having forged any of his documents presented to the Department/University for the purposes of admission or for meeting any other requirement of the Department/University.
- (b) He is admitted on provisional basis and he fails to accomplish the provisions within the stipulated time period and/or as specifically desired.
- (c) He is accepted for admission and fails to present himself without any justification to the Department for joining within two weeks of commencement of classes of the programme.
- (d) He is expelled or rusticated for a specified time by the Department/University on disciplinary grounds.
- (e) He has been convicted by a court of law for an offence involving moral turpitude or otherwise.
- (f) He fails to submit the fee and charges within the deadlines.
- (g) He is found medically unfit at any stage of the programme of study.
- (h) He fails to maintain the minimum required grades or scores for qualifying the award and availed all the permitted chances for improvement.
- (i) He fails in fulfilling all the requirements for qualifying the award within the maximum time limits, prescribed for the programme.

15. Readmission.—(1) A student whose admission is cancelled for reason(s) other than the disciplinary grounds, may apply for fresh admission in the same programme. In case he is offered admission according to the provisions of the programme regulations, his previously qualified courses along with the grades and credit hours shall be not be taken into account—i.e., no reinstatement shall be granted to him in any case.

- (2) Readmission shall not be allowed more than once in the same programme.

CHAPTER IV

REGISTRATION AND ENROLLMENT

16. University Registration.—(1) A student duly admitted in a programme shall be required to register himself with the University through his Department concerned within the given deadlines and in the prescribed manners.

(2) The Registrar shall issue a University Registration Number to the student after due scrutiny of his application.

(3) A registered student of the University shall have the privilege to benefit from the Department/University facilities and to appear in the University Examinations related to his programme of studies.

(4) Separate University Registration shall be sought for each programme.

17. Course Registration and Enrollment.—(1) A student in consultation of his Academic Advisor shall get enrolled himself for each term by undertaking and registering the courses offered by the Department for the subject term.

(2) Each Department shall announce at least three weeks before commencement of classes of a term, the list of courses along with the names of the assigned teachers preferably in a term-wise breakup with fixed number of credit hours and specific course codes/numbers and keeping in view the availability of resources and appropriate facilities.

(3) The process including confirmation of the course registration and enrollment shall be completed at least one week before the commencement of classes of the subject term. The students with outstanding dues or any other delinquencies shall not be allowed to register and enroll for a new term.

(4) The student shall get confirm his course registration and enrollment in the term by submission of the prescribed fee and charges within the stipulated time period.

(5) If a student fails to register and enroll for a new term before the commencement of classes of the term, the Chairperson/Head of the Department upon recommendations of the Academic Advisor may allow the student to register his courses up to a maximum of one week of commencement of classes and subject to clearance of fee and charges and payment of late fee as may be prescribed by the Department and approved by the University from time to time. No course registration and enrolment shall be allowed after the first week of classes.

18. Change of Courses (Add/Drop).—(1) A student may add new or drop registered course(s) within one week of commencement of the classes of the subject term after seeking permission of the Chairperson/Head of the Department upon recommendations of the Academic Advisor. However, a student on academic probation or repeating course(s) may be allowed to change course(s) in a regular term by the Principal/Director or Dean upon recommendations of the Academic Advisor through the Chairperson/Head of the Department.

(2) A student may not be allowed to change his course(s) in the remedial terms or summer/winter terms.

(3) In very special and compelling circumstances the Principal/Director or Dean may allow a student upon recommendations of the Academic Advisor through the Chairperson/Head of Department to change course(s) within the second week of the commencement of classes. No change of course(s) shall be allowed after the second week of classes.

(4) At the time of change of course(s), efforts shall be made to maintain the status of the student as full-time or part-time category as the case may be.

(5) Change of course(s) shall be confirmed subject to submission of fee and/or adjustment of amount already paid according to the regulations regarding refund of fee and charges.

19. Freezing of Term.—(1) A student dropping all the registered courses or choosing not to register any course for a given academic term within first two weeks of commencement of classes shall be required to apply to the Chairperson/Head of Department through the Academic Advisor for a formal freeze of the subject term.

(2) No freezing shall be allowed for the first term of admission in the Department/University and for an offered summer/winter term, if applicable and necessary to undertake. Freezing may be allowed for a maximum period of one year (twelve months) at one time. The period of freeze shall be counted towards the maximum period allowed for completion of the programme.

(3) No freezing after the second week of classes shall be allowed. However, if a student is unable to attend his classes during the course of studies of the term on absolutely exceptional grounds with a verifiable documentary proof such as hospitalization, floods or other natural calamities, *iddat*/divorce or any other situation, may be allowed to freeze the current term of studies and the fee and charges paid for the term shall be adjusted in the subsequent term or otherwise as may be determined under the Financial Assistant Programme of the University. However, such period of freeze shall be counted towards the maximum time period allowed for completion of the program.

(4) A student, who neither registers any courses for a given term nor requests for freezing of the term, shall be deemed to have abandoned his programme. However, he may be allowed to reinstate his/her programme in a subsequent term on his request in writing, provided he has sufficient time to complete the requirements of the programme within the maximum time period allowed from the date of his initial admission in the programme. He shall be required to pay the prescribed reinstatement fee along with other dues of the term.

(5) Provided also that if a student does not get reinstated after abandoning the programme within the maximum available time period allowed for completion of the programme from the date of his initial admission, he may be readmitted on his request in writing in the same programme. The procedure prescribed for a transfer of credit student shall be followed for such type of readmission. The coursework qualified and the credit hours earned by the student up to a maximum of 60% of the programme may be acceptable to rejoin the programme. The student has to pay the prescribed readmission fee of the programme along with other dues of the term. Such type of readmission shall not be allowed for more than one time in the same programme.

20. Certificate or Special Course(s).—(1) Candidates may be allowed to undertake individual course(s) for the sake of attaining a course certificate and without following the whole process and criteria of admission as may be prescribed for the programme of which the course(s) shall belong to. However, the admission and enrollment in the course(s) shall be made by the respective Admission Committee. The committee shall evaluate the application of the candidate keeping in view the qualifications of pre-requisite(s) of the course(s) to be undertaken. The committee shall communicate the candidate through the respective admission/student affair office about all the terms and conditions of the admission and enrollment in the course(s) including attendance, fee and charges, duration of the course(s), maximum workload allowed, class timetable, access to Department/University facilities, examinations, awards, acceptance as well as transfer of credit hours of the certificate course and others.

(2) Students enrolled in a programme may be allowed to undertake course(s) of the Department/University on the basis of non-credit, pass/fail, and audit course. The attendance and examinations requirements for all such courses shall be the same as may be prescribed in these regulations or in the respective programme regulations to which the particular course(s) belong to. However, in case of Audit course the student may not be required to submit assignments and to appear in the continuous and terminal examinations. Once the course is undertaken on the basis of non-credit, pass/fail or audit, the same may not be converted or taken for credit.

(3) The respective Admission Committee shall take into account the availability of the seat for admission/registration in all such courses and the provisions of the professional council related to permission to undertake such courses which are a part of the accredited programme of the respective council.

21. Withdrawal from Course(s).—(1) A student may withdraw from one or all of the registered courses from the third week of classes onward up to two weeks before the end of classes of the term on a prescribed form.

(2) The withdrawn courses shall be recorded on the permanent records of the students with a letter grade “W” for each withdrawal in the corresponding term. However, there shall be no impact of the letter grade “W” on the number of credit hours and on the term as well as cumulative grade point average of the student.

(3) In case of the courses with co-requisites (for example, courses with theory components as well as laboratory/field works in the same term), the student shall have to withdraw all the co-requisite components of the course(s).

(4) The student may undertake the withdrawn course(s) whenever offered in the subsequent term. He shall have to attend the classes and participate in all the departmental as well as University examinations of the course(s).

(5) In no case the withdrawal from course(s) shall mean any exemption or adjustment in fee and charges. The student shall have to pay all the fee and charges for first and each term as and when the courses are undertaken.

22. Withdrawal from the Department/University.—(1) A student may withdraw himself from the Department/University by withdrawing from the programme upon submission of the prescribed form.

(2) He shall be issued certificates and transcript upon clearance of all the dues and having no delinquency on his account associated to his registration and enrollment at the Department/University till such time as the period/effect of penalty lasts or justified.

(3) Once withdrawn from the programme, the individual shall no longer be considered a student of the Department/University and shall not be allowed to attend the classes, receive supervision or have access to any facilities of the Department/University.

(4) Provided that if a student taking withdrawal from the Department/University wishes to re-join the programme and he has sufficient time left with him to complete his programme within maximum time period from the date of his initial admission, may be allowed to resume his studies by submission of reinstatement fee of the programme at the time of commencement of classes of the following term. In case he is left with shorter or no time of the maximum period allowed for completion of the programme, he may be allowed for readmission according to the transfer of credit procedures. Such type of reinstatement or readmission shall not be allowed more for than one time in the same programme.

CHAPTER V

TRANSFER AND EXEMPTION

23. Transfer of Credit and Exemption of Courses.—(1) A candidate may be allowed to transfer his credit hours earned and/or to get exempted the taught courses qualified at any other recognized/accredited University/Degree Awarding Institution (DAI) on the prescribed application form along with the application form to the Department/University for admission in the particular programme.

(2) The application of transfer of credit and exemption of courses shall be evaluated by the Admission Committee of the Department. The committee may co-opt one more expert as a member, if so desired on case to case basis. The committee shall make its recommendations to the Dean for approval. The Vice Chancellor shall endorse the acceptance of transferred credit hours/exemption of courses on behalf of the Graduate Studies and Research Management Council and Academic Council. The Registrar shall notify the approval of the case to the candidate and the Department concerned and to the Controller of Examinations for incorporating the accepted courses in the academic records of the student in the prescribed manners.

(3) No credit of a course shall be transferred if the letter grade is less than B (normally with a minimum grade point of 3.00 on the 4.00 scale) or a minimum of 60% marks obtained, as the case may be. Equivalence of other scales of evaluations shall be determined by the committee on case to case basis.

(4) The coursework undertaken and qualified on the non-credit, audit or pass-fail basis shall not be considered for transfer of credit and exemption.

(5) A maximum of 60% of the total credit hours of the coursework as required for completion of the coursework of programme at the Department/University may be acceptable for transfer/exemption.

(6) The transfer/exemption shall normally be sought out on content to content basis of the courses. The transferable courses corresponding to the core courses of the programme shall have at least 80% similarity of the course contents/syllabi on the current scheme of study of the programme. However, in case of courses corresponding to the elective courses, the Committee shall evaluate and recommend the transfer of such courses which shall lead to fulfill the overall objectives of the programme.

(7) The research work done at the previous institution may be accepted for transfer; only if the candidate submits the permission of his principal supervisor for the same through

the previous University/Degree Awarding Institution (DAI) and that the principal supervisor has joined the Department/University as a recognized teacher of the University and is willing to supervise the candidate. However, the student shall have to undertake the required coursework at the Department before resuming the research work.

(8) A candidate who has already earned a degree or other qualification from a recognized University/Degree Awarding Institution (DAI) with a lesser duration/studies as compared to that of the duration/studies of the programme in which he intends to take admission, may be given exemption of studied and qualified courses and allowed to bridge his previous qualification with the required duration/studies of the desired programme.

(9) The transferred/exempted courses and their credit hours shall appear on the transcript with a description stating the work as transferred and/or exempted and the name of the University/DAI from where these were originally qualified and earned. The number of credit hours earned at the previous University/DAI shall be recorded on the transcript with their originally earned credit hours as such. For example, if an acceptable course for transfer/exemption is qualified with 4 credit hours and its substitute/equivalent course at the Department/University is of 3 credit hours, it shall be recorded with 4 credit hours. On the other hand, if the acceptable course is of 2 credit hours and its equivalent at the Department/university is of 3 credit hours, it shall be recorded with its earned 2 credit hours. The deficiency, if any in the total number of credit hours earned to qualify for the whole programme shall be adjusted by undertaking elective course(s) upon recommendations of the Admission Committee.

(10) The credit hours, grades and the grade points of the transferred/exempted courses shall not be used in computation of the term as well as cumulative grade point average.

(11) The candidate shall be responsible for providing the migration certificate/No Objection Certificate (NOC) of Admission, syllabi of the courses, letter grades and the grade points or marks (as the case may be) of all the courses that he has qualified/earned at the previous University/DAI and shall meet all the admission requirements of the programme.

(12) No credit of the work completed at other University/DAI shall be accepted for transfer/exemption, if it is earned at the same time of enrollment in the programme including of the period of freezing term(s), if any.

24. Change of Programme.—A student already enrolled in a programme shall not allowed at the same time to apply for another programme unless he officially withdraws from the previous programme. The acceptance of courses already qualified for the new programme shall be sought out by the Admission Committee of the new programme. All the qualified courses as may be acceptable for the new programme shall be incorporated in the transcript of the new programme and the grades shall be used in computation of the cumulative grade point average. Provided that the grading criteria used for the previous courses is analogous to that of the existing; otherwise these shall be dealt as transferred courses. Provided also that the accepted

courses (if any) are qualified at another recognized University/Degree Awarding Institution (DAI) such shall be dealt as transferred courses.

25. Change of Department/Faculty.—A student wishes to transfer from one Department to another Department of the University in the same or different programme, shall be required to submit an application to his current Department for a no objection certificate for his transfer and then to get the permission of the new Department for his admission therein through the respective Admission Committee. In case the transfer is concerned to a new Department in the same programme, all the transcript shall remain the same except a mention of effect of transfer to the new Department. Whereas in case of transfer from one Department to another Department along with the change of programme, the procedures laid down for the change of programme shall apply.

CHAPTER VI

EXAMINATIONS OF COURSEWORK

26. Examinations.—(1) A student shall be assessed and evaluated in each course throughout the academic term on continuous basis in the form of quizzes, tests, assignments, individual/group presentations/discussions, projects and reports and/or any others as may be prescribed and finally by the University examinations covering the whole course. The examinations/assessments may be oral and/or in writing. There may be held comprehensive examinations normally at the end of the entire coursework of the programme in the manners as may be prescribed.

(2) If a student absents himself in a class quiz, test, etc. for any reason, no separate examinations/assessment will be arranged for him and he shall be awarded zero marks for that examinations/assessment. However, a student may be allowed for a makeup by applying to the Principal/Director or Dean through the Chairperson/Head of the Department upon recommendations of the Academic Advisor. The decision of the Principal/Director or Dean shall be final.

(3) If a student absents himself in the University examination of a course, he shall be treated as absent and failed in the course.

(4) The Controller of Examinations shall fix the dates and venues for University examinations in consultation with the respective Chairperson/Head of the Department.

27. Conditions to Appear in the University Examinations.—(1) A student shall qualify to appear in the University Examinations in any course of a term provided that:

- (a) He is a registered student of the University;
- (b) He has registered for that course and is enrolled in the programme;

- (c) He has no outstanding fees and dues and any other delinquencies on his account before the commencement of the University examinations;
- (d) He has attended at least 75% attendance and completed the coursework to the satisfaction of the Department concerned;
- (e) He has received the permission of the Controller of Examinations through his respective Department on the prescribed form;

(2) Provided that if a student falling short of the required percentage of attendance in lectures/seminars/practical/laboratory demonstrations etc., shall not be allowed to appear in the University examinations of that course and shall be treated as having withdrawn from that course. The course shall appear on the transcript with a letter grade “W”.

28. Marks, Grade Points and Letter Grades.—(1) Each course shall carry 100 marks, out of which 60 shall normally cover classwork (continuous assessments) and 40 for the University examinations (terminal assessment). However, breakup of these 100 marks shall be determined through the respective programme regulations.

(2) The letter grades and grade points for a course shall be assigned on the basis of aggregate marks obtained by the student in the classwork and the University examinations, in the following manner:

%age Marks	Letter Grade	Grade Point
85-100	A	4.00
80-84	A-	3.66
75-79	B+	3.33
70-74	B	3.00
67-69	B-	2.66
64-66	C+	2.33
60-63	C	2.00
Below 60	F	0.00
Special Letter Grades/Remarks		
Withdrawal	W	-
Incomplete	I	-
Replaced Grade	(Grade)	-
Non-Credit	NC	-
Audit	AU	-
Pass/Fail	Pass or Fail	-

(3) Marks shall be rounded off after adding the marks of continuous assessment and the marks of the terminal assessment. Marks shall be rounded off in such a way that if the first decimal is 5 or greater, the value is rounded up to the next higher whole number. Otherwise the decimal (non-significant digit) shall be ignored and dropped as such. For example, 70.5 shall be rounded off to 71 and 70.4 shall be rounded off to 70.

29. Grade Point Average.—(1) The grade point average (GPA) shall be calculated as follows:

$$\text{GPA} = \frac{\text{Sum of (Credit Hours of a Course} \times \text{Grade Points Earned)}}{\text{Total Credit Hours Attempted in the Term}}$$

(2) The cumulative grade point average (CGPA) shall be the grade point average of all the courses which have been undertaken and completely examined up to that time.

(3) The audit, non-credit, pass/fail, withdrawn and incomplete courses shall not be used in computation of GPA. In case of CGPA, along with the audit, non-credit, pass/fail, withdrawn and incomplete courses, the replaced grades shall also be ignored for the purpose of computation.

(4) The value of GPA and CGPA shall be recorded up to two decimal places. The rounding off rule shall be such, if the dropping (third) decimal is 5 or greater, the second decimal shall be rounded up to the next higher digit. Otherwise the third decimal shall be dropped without making any change in the second decimal. For example, 2.678 shall be rounded off to 2.68, 2.673 shall be rounded of to 2.67, 2.698 shall be rounded off to 2.70, 2.997 shall be rounded off to 3.00 and so on.

30. Letter Grade I.—(1) If a student becomes unable to appear in the University examinations of one course or more on absolutely exceptional grounds with a verifiable documentary proof such as hospitalization, floods or other natural calamities or any other situation, he may be awarded a letter Grade “I” (Incomplete) by the Principal/Director or Dean upon recommendations of the teacher concerned and Chairperson/Head of the Department for the course(s) in response of written application from the student for the same. Provided also that the attendance and other requirements of the course have been completed by the student.

(2) It shall be responsibility of the student to get fixed the date of University examinations for his incomplete course(s) with the help of his Department on as early as possible basis.

(3) The letter Grade “I” shall be automatically converted into letter Grade “F” by the end of the subsequent regular term. However, the student may be allowed to get withdrawal in such course(s) well in time if the circumstances so compel.

31. Repeating a Course.—(1) A student may be allowed to repeat a course in which the grade points of the earned grade are below the requirements of the award of the programme. A maximum of 50% of the credit hours of the coursework may be allowed to repeat for improvement the CGPA.

(2) A student repeating a course shall be required to register the course as per regular procedure and shall attend all the classes and appear in all the examinations during the term and the University examinations of the course.

(3) The course repeated in the subsequent term(s) shall be shown in the transcript corresponding to the respective term(s) for as many times as it is registered for. The old grade of the course shall be mentioned within parenthesis “()” without affecting the GPA. The new grade from its corresponding term, shall be used for computation of the GPA and CGPA. Provided that if the new grade is lower than the previous grade then the previous grade shall be retained as such; whereas the new (lower) grade shall be marked as “W” in its respective term and with no effect on GPA and CGPA.

(4) If a student, upon recommendations of the Academic Advisor and after approval of the Principal/Director or Dean through the Chairperson/Head of the Department, takes a new elective course in lieu of a previous elective course which he has failed, the grade of the previous course shall be marked as replaced grade within parenthesis “()” and with no effect on the previous GPA. Both the previous and the substituted courses shall appear in the transcript corresponding to their respective terms and only the grade of the substituting course from its corresponding term, shall be used in computation of the GPA and CGPA. Withdrawal from a substituting course shall be shown in the transcript and no change shall be made in the grade of the previous course as well as the previous GPA.

(5) A student may be allowed to improve his CGPA after completion of the programme by repeating course(s) only within the very next regular term with the approval of the Vice Chancellor upon recommendations of the Principal/Director or Dean. Provided the maximum time allowed for completion of the program is not over and that the student has not been issued the award of the programme. The student shall have to surrender his previous transcript, provisional certificate and other related document(s) as may be issued.

(6) The letter grade “W” assigned to a course shall not be marked as replaced grade upon repeat or substitution of the course.

32. Academic Standing.—(1) A student shall have to maintain the minimum CGPA required for conferment of award of the programme throughout the course of study of the programme and for which the student shall be placed at the “Good Academic Standing” status.

(2) Whenever the CGPA falls below the minimum limit, the student shall be placed on the “Academic Probation” status. The academic probation shall be a warning that the student has fallen into academic difficulty and he needs to improve his grades in order to reach the “Good Academic Standing” status.

(3) A student on the “Academic Probation” status shall not be allowed to undertake advanced course(s) or the course(s) of the advanced/subsequent term unless otherwise

permitted by the Principal/Director or Dean upon recommendations of the Academic Advisor through the Chairperson/Head of the Department.

(4) If a student could not attain the “Good Academic Standing” status in the two consecutive (regular) terms of registration/enrollment, he shall be placed on the “Academic Relegation” status. During the “Academic Relegation” status, he shall be allowed to undertake only his failed and low (repeatable) grade courses till the achievement of the “Good Academic Standing” status. Attaining the “Academic Relegation” status for the second time during the course of study of the programme, shall be the “Dismissal” from the programme and no reinstate and/or readmission shall be allowed in the same programme in any case.

(5) The probation count shall be ascribed on the regular terms and not on the summer/winter or remedial terms and it shall become zero when the minimum required CGPA is achieved. However, no relaxation or extension shall be granted over and above the maximum period allowed for completion of the programme for any case of remedy and achieving the “Good Academic Standing” status.

CHAPTER VII

RESEARCH WORK

33. Departmental Research Advisory Committee.—(1) Each Department offering research awards shall have its own Research Advisory Committee, which shall consist of all the approved supervisors of the Department and one member (approved supervisor) from another Department duly nominated by the Vice Chancellor for a period of three years. The Chairperson/Head of the Department shall be the chairperson and convener of meetings of the Committee. Provided that the list of approved supervisors shall be duly endorsed by the Graduates Studies and Research Management Council upon recommendations of the Principal/Director or Dean and these members shall hold the academic qualifications not lower than the respective award(s) of the Department.

(2) The committee shall be responsible to ensure the quality and integrity of research work of the candidates. It shall propose supervisor for the guidance of the research candidate. It shall evaluate the progress reports of the research candidate as may be submitted periodically by the supervisor of the candidate and recommend/take necessary action thereupon. It shall also arrange/conduct lectures and seminars to acquaint the candidates with the research techniques and relevant topics. In case of change of the (proposed) supervisor, it might have to change the topic/subject of research to address the issue of intellectual property. It shall also appraise the synopsis of the research work of the candidate and recommend it to the Institutional Review Board and Ethics Committee of the University for consideration and acceptance. The synopsis shall include the topic/subject of research, the name and consent of the supervisor and the time period for submission of the thesis within the prescribed limits.

(3) The Principal/Director or Dean shall put up the topic/subject of research and name of the supervisor to the Graduate Studies and Research Management Council for the purpose of final approval.

34. Registration and Enrollment of Research Work.—(1) A student shall normally after successful completion of the coursework be allowed to register for his research work in the area of specialization and as a partial fulfilment of requirements of the award in the Department/University. However, he may explore potential areas of research during the terms of his coursework. In this case, the Research Advisory Committee upon request of the student shall appoint a proposed supervisor from the list of the approved supervisors of the Department to provide research guidance to the student.

(2) The student shall prepare a synopsis of his research work in consultation with the (proposed) supervisor and submit it in no more than three months of successful completion of the coursework to the Chairperson/Head of the Department for considerations and approvals of the competent authorities. The student shall be required and informed accordingly to appear before any of the competent authority for defence of his synopsis.

(3) The student shall be registered and enrolled for all the credit hours meant for the research work in the programme at once with the date of approval of his synopsis by the Graduate Studies and Research Management Council. The credit hours of the research work shall not be taken into account towards the maximum permissible workload of the term if there is any overlap with the registered coursework.

(4) The student shall deposit the prescribed fee and charges related to the registration, enrollment and examinations of the research work in lump sum within the deadlines or in maximum three equal installments corresponding to the terms/period determined by the Research Advisory Committee for completion of the research work.

35. Extension of Period.—(1) If a student fails to complete his research work within the time period determined by the Research Advisory Committee and approved by the Graduate Studies and Research Management Council, the Principal/Director or Dean may permit upon recommendations of the supervisor through the Research Advisory Committee extension(s) in the completion of research work. Provided that the extension(s) shall not go beyond the maximum period allowed for the completion of the entire programme in any case.

(2) The student shall pay the fee and charges for each extended period as may be determined by the Department/University.

36. Change or Modification of Research Title/Subject.—(1) If the synopsis of a student is rejected thrice at any stage before submission to the Graduate Studies and Research Management Council, the student may be advised to quit from the programme or may be given last chance for a change in the subject of research and apply afresh for the research work.

(2) In case a major or entire change in the approved research topic/subject is desired the case shall be considered as afresh along with the reasons for the change.

(3) There shall be no alteration in the maximum time period allowed for completion of the programme for any kind of changes/modifications in the research work. However, the student shall pay the prescribed fee and charges in accordance with that of a fresh case as well as all the outstanding dues of the previous case, if any.

37. Appointment of Co-Supervisor.—(1) A co-supervisor may be appointed at any stage if the research work involves or become interdisciplinary or any other particular circumstances so demand. In either case the specific role and responsibility of the co-supervisor and consent of the principal supervisor shall be provided along with recommendations of the Research Advisory Committee and Institutional Review Board and Ethics Committee for consideration and final approval of such appointment by the Graduate Studies and Research Management Council.

(2) Provided that co-supervisor shall be from the list of approved supervisors of the Department or he may be from outside the Department or the University and hence shall be duly recognized for the purpose by the Graduate Studies and Research Management Council.

38. Change of Supervisor and/or Co-Supervisor.—(1) The approved supervisor and co-supervisor shall not be changed except under extraordinary circumstances. The procedure of change of supervisor and co-supervisor shall be the same as prescribed for a fresh case.

(2) In case the supervisor or co-supervisor is in not available for three or more months, alternate arrangements shall be made by the Research Advisory Committee under prior information to the Principal/Director or Dean through Chairperson/Head of the Department.

39. Thesis.—(1) The thesis shall be a piece of research work embodying either a discovery of new facts or a fresh interpretation of facts or theories. In either case the work should show the capacity for critical examinations and judgment of the research candidate.

(2) It shall not include the work for which an award has already been conferred by this or any other University/DAI.

(3) It shall be written in English for all the disciplines, except for the oriental languages, in which case it shall be either in that language or in English. Or otherwise as may be permitted by the Academic Council upon recommendations of the Graduate Studies and Research Management Council.

(4) It shall have the format, writing style, referencing, paper, binding and other related matters as may be approved by the Graduates Studies and Research Management Council.

40. Thesis Evaluation.—(1) There shall be a standing list of research examiners in each Department duly approved by the Academic Council upon recommendation of the Graduate Studies and Research Management Council, Faculty Council and Departmental Council/Board of Studies concerned respectively. The list of research examiners shall include the names of University Teachers (as internal examiners), and local as well as foreign persons of eminence in academia and research (as external examiners, who shall not in service of the Department/University at that time).

(2) The student shall submit the electronic copy of his thesis to the supervisor for plagiarism check which shall be performed according to the policy/guidelines of the Higher Education Commission of Pakistan. After getting clearance on plagiarism check, he shall submit three copies to the supervisor in spiral/tape binding for further necessary action.

(3) The supervisor in consultation with the Chairperson/Head of the Department shall submit to the Controller of Examinations through the Dean, the names of two internal and two external examiners out of the approved list of research examiners and the three copies of the thesis for the purpose of evaluation. The Vice Chancellor shall appoint one examiner each from the internal and external nominations. The identity of the appointed examiners shall not be disclosed to the candidate until the evaluation reports have been received as approved.

(4) The research examiners shall be requested to evaluate the thesis and send their reports within a maximum of four weeks of the receipt of the thesis. Where an examiner is unable to meet the given or a re-negotiated deadline, the Vice Chancellor may appoint the other examiner out of the given nominations accordingly.

(5) The thesis shall be evaluated as “Approved”, “Not Approved” or “Conditionally Approved”. Provided that:

- (a) If both the examiners send “Approved” evaluation reports, the candidate shall be allowed to defend his thesis.
- (b) If both the examiners send “Not Approved” evaluation reports, the candidate shall be deemed to have failed in producing an acceptable thesis for conferment of the award and shall be dismissed from the programme.
- (c) If one or both the examiners send “Conditionally Approved” evaluation report(s), it means that the candidate needs to make specific change(s) in the thesis as specified by the examiner(s). The candidate shall make the required changes in consultation with the supervisor and co-supervisor, if any. In case of major changes, the same shall be approved in writing by the examiner(s) before the thesis defence.
- (d) As regard to the above clauses of this subsection, in case one of the two examiners sends “Not Approved” evaluation report, the thesis shall be sent to the other examiner for evaluation as may be appointed by the Vice Chancellor

out of the given nominations accordingly. If such examiner evaluates the thesis as:

- (i) “Approved”, the candidate shall be allowed to defend his thesis.
- (ii) “Conditionally Approved”, appropriate actions and procedures shall be followed as aforementioned.
- (iii) “Not Approved”, the candidate shall be deemed to have failed in producing an acceptable thesis for conferment of the award of and shall be dismissed from the programme.

(6) If a candidate is dismissed from the programme on the basis of “Not Approved” evaluation reports, the Research Advisory Committee may recommend through the Principal/Director or Dean to the Graduate Studies and Research Management Council for conferment of the next lower award in the relevant field provided he fulfills the requirements of that award.

41. Thesis Defence (Viva-Voce examinations).—(1) There shall be a Research Examinations Committee for each candidate who have been permitted for the defence of his thesis. The committee shall consist of the two research examiners appointed by the Vice Chancellor and those have approved the thesis for defence. The external examiner shall act as chairperson of the committee. The supervisor shall be the facilitator of meeting of the committee and the co-supervisor, if any shall also accompany the supervisor. The Chairperson/Head of the Department may also join the committee in its meeting(s) as observer.

(2) The date of thesis defence shall be notified by the Controller of Examinations in consultation with the supervisor at least two weeks in advance. The format of the thesis defence shall include oral presentation by the candidate followed by a question-answer session before the committee. The presentation part of the thesis defence shall be open to all those interested. However, the candidate shall be allowed to choose for open or closed *viva-voce* examination part. However, evaluation shall be done by the two examiners only.

(3) The candidate may be given maximum two chances to defend his thesis successfully. After a failed attempt, the supervisor shall specify the time period within which the candidate shall be required to defend his thesis again. The supervisor shall communicate the date to the Controller of Examinations in advance for notification.

(4) Failing to defend the thesis in the given chances, the candidate shall not get the award of the programme. Instead, the committee may recommend through the Principal/Director or Dean to the Graduate Studies and Research Management Council for conferment of the next lower award in the relevant field provided he fulfills the requirements of that award.

(5) The candidate shall submit five hard bound copies of his thesis in original in the approved format through his supervisor to the Controller of Examinations after successful defence and making corrections therein, as may be suggested by the Research Examinations

Committee. The Controller of Examinations after affixing his signatures to declare the thesis as final, shall forward one copy each to the candidate, the supervisor, the Department concerned and the Departmental/University library and retain one copy in his office records. The electronic copy of the final thesis shall be uploaded on the Departmental/University archives.

CHAPTER VIII

ACADEMIC DISTINCTIONS

42. Honours and Merit Certificates.—Students achieving high academic standards shall be awarded Academic Honours upon completion of the respective term or the whole programme. For example, Prize Money, Financial Assistance and mention in the Dean’s, Vice Chancellor’s, Chancellor’s or other Honour’s List shall be issued/made during the course of studies in the programme under prescribed manners. All such academic honours shall be conferred along with issuance of merit certificate(s) to the individual student for the purpose of recognition of his hard work and documentary record.

43. Medals.—(1) Gold and Silver medals shall be awarded to the graduates who achieve first and second position respectively in terms of obtaining highest CGPA or aggregate percentage marks (as the case may be) for the whole programme. Provided that minimum CGPA of 3.50 on the 4.00 scale or minimum aggregate marks of 75% (as the case may be) shall be required for the award of any medal. The position count shall not be considered below the minimum CGPA/percentage marks for the purpose of determination of any medal.

(2) In case of tie in the CGPA or percentage marks (as the case may be), all the graduates shall be awarded the same medal. Provided that, if two or more students achieve the first position, all the graduates shall be awarded with gold medals and no silver medal shall be awarded. Likewise, if one graduates secures first position and two or more secure the second position, the one of the first position shall be awarded gold medal and the all others of the second position shall be awarded silver medals.

(3) Provided also that only such graduate shall be considered for the award of a medal who fulfills the following:

- (a) Completion of all requirements of the programme within normal time duration and undertaking regular workload and with no freeze of any term.
- (b) No “F” or “W” grades awarded during the course of study of the programme.
- (c) No transfer of credits, exemption of courses/contents from other Universities/Degree Awarding Institute (DAI) accepted by the University for completion of requirements of the programme.
- (d) No disciplinary punishment is levied throughout the course of the study of the programme and has not been convicted by a court of law for an offence involving moral turpitude or otherwise.

(4) Provided also that the eligible graduates completing the requirements of the programme as part-time students shall be taken into account for the award of medals with the corresponding graduating class/batch of full-time students.

(5) Provided also that medals shall be awarded to the position holders qualifying the programmes leading to the degrees only.

CHAPTER IX

FEE AND CHARGES

44. Fee and Charges.—Each student shall be required to pay tuition fee and such other charges as may be determined and/or revised by the Department/University from time to time in prescribed manner. The mode of payments, fee structures, refund policies, deadlines for submission, late fee fines etc. shall be as may be published in the prospectus and/or on the official web site and notice boards of the Department/University.

45. Clearance.—No award shall be conferred unless all the outstanding fee and charges and other such delinquencies are cleared by the student.
