

REGULATIONS PERTAINING TO ADMISSION, REGISTRATION AND EXAMINATIONS REGARDING SEMESTER PROGRAMMES OF HAZARA UNIVERSITY - (REVIEWED 2011)

1. Short title, commencement and application

1.1 These regulations shall be known as Regulations pertaining to Admission, Registration and Semester Examinations, framed under section 28(1) of Hazara University Act, 1997.

1.2 These Regulations shall come into force with immediate effect.

2. DEFINITIONS

- a. **Academic Advisor.** A member of the Academic Staff to be appointed by the Vice Chancellor/Dean/Chairman/HOD/Principal of the Department/college/institute/centre for guiding and counseling students and for supervising their academic performance till their final graduation from the University.
- b. **Academic Program.** An "Academic Program" means a program of studies, which leads to the award of a University Degree to the students, after successful completion of all its requirements.
- c. **Assessment.** The means by which program or achievement in a unit is evaluated. This can include assessment methods such as assignments, examinations, project work, seminar papers and tutorial participation etc.
- d. **Cease.** Means that a student is considered unsuitable for further studies at Hazara University as a regular student and is withdrawn from the study programme.
- e. **Class Assignment.** A task relevant to a course of study assigned by concerned faculty to substantiate the course contents. The assignment may or may not be graded.
- f. **Contact Hour.** One contact hour means one hour (including 05 minutes break) spent on academic/research related activities including instructional work/tutorials, lab work (practicals), research work, projects, seminars, workshops, internships, etc during the course of studies at the university. Generally speaking one credit hour of course work is equal to one contact hour where as one credit hour of practical/lab/research work/projects etc is equal to 03 contact hours.
- g. **Controller.** means the Controller of Examinations of Hazara University.
- h. **Co-Supervisor/Co-Advisor.** A faculty/specialist from industry/R&D organization (in a specific field in which requisite expertise/facilities are not available within the university) who assists in supervision/guidance of thesis/dissertation of a BS/MS/MBA/MPhil/PhD student till completion of research work. The co-supervisor/co-advisor must have sufficient experience and relevant qualification (minimum PhD) in the field of research.
- i. **Course.** means a course of study leading to the successful completion of the degree.
- j. **Credit Course.** A "Credit Course" means a course of study, successful completion of which shall be a requirement for the degree.
- k. **Credit Hour (Cr. hr) N.** A lecture of one-hour duration (including 05 minutes break) per week per semester for a subject countable towards a student's Cumulative Grade Point Average will be considered as one credit hour. However, in case of seminars, tutorials and laboratory work, one credit hour may require three contact hours depending upon the nature of the subject.
- l. **Dean.** means the Dean of the faculty.
- m. **Department.** means the Academic Department of the University.
- n. **Deputy Controller of Examination.** "Deputy Controller of Examination" means the Deputy Controller of Examination of the University
- o. **Examinations.** means the semester examinations.
- p. **Examiners.** means a person appointed to conduct the examination.
- q. **Faculty.** means the faculty of the University.
- r. **Fee.** means fee charged for every course attended by a registered student.
- s. **Grade.** A mark (letter grade or number) indicating the quality of students' academic performance is called Grade.
- t. **Grade Point (P).** Number of points representing the letter grades scored by a student in a subject.

- u. **Grade Points of a Credit Course.** Total number of points scored by student in a credit course. This number is the product of points representing the letter grade scored by the student in a course and the number of credit hours taken of the course.
- v. **Grade Point Average.** means the accumulative grade point earned in a semester or in the whole course of study.
- w. **Cumulative Grade Point Average (Cum GPA).** The summation of grade points of all credit courses divided by the total number of credit hours taken by a student, i.e

$$\text{Cum GPA} = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N}$$

Where P represents a grade point assigned to a letter grade scored by the student in a course and N represents the number of credit hours associated with the course.

- x. **Head.** means the Head of the academic department.
- y. **Non-Credit Course.** A "non credit course" means a course of study, successful completion of which shall not be a requirement for the degree.
- z. **Practical/Lab Test.** These tests include all such examinations/evaluations to ascertain the level of competency of practical application of knowledge acquired.
- aa. **Project.** Project is a research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical use at Bachelor/Master level.
- bb. **Probation.** A student is said to be on probation if he/she is deficient in standards to the extent that he/she is likely to be relegated/withdrawn and is allowed to continue studies for one semester.
- cc. **Thesis/Dissertation.** Is a report comprising the original research of a student which is counted towards the partial fulfillment of his Master/MPhil/PhD degree.
- dd. **Registrar.** means the Registrar of the University.
- ee. **Registration** means registration of the student with the office of the Registrar of the University.
- ff. **Semester Grade Point Average (Sem GPA).** The summation of grade points of all credit courses divided by the total number of the credit hours taken by a student during a semester.
- gg. **Semester.** A "Semester" means an academic period, in which one set of courses in any discipline is offered. The duration of a semester will be minimum of 18 weeks including 16 weeks for teaching and 02 week for exams. The academic year consists of two semesters; fall and spring semester. There may be a short summer semester of minimum 8 weeks duration with twice the pace and progress.
- hh. **Subject or Course.** A "Subject" or "Course" means a topic or a subject related to an academic program, which is to be studied by a student for a fixed number of hours during a semester. Each subject will carry a specific discipline code and number.
- ii. **Thesis Supervisor/Advisor.** A permanent faculty member who supervises/guides thesis/dissertation of a PG (MS/MBA/MPhil/PhD) student till successful completion of research work. The Supervisor/Advisor must have sufficient experience and relevant qualification (minimum PhD) in the field of research.
- jj. **Vice Chancellor** means the Vice Chancellor of the Hazara University;

3. **INTRODUCTION**

3.1 Hazara University shall offer undergraduate (Hons) and graduate study programmes in the subjects provided in the schedule and introduced from time to time.

3.2 Admission to the University is open to all eligible candidates without distinction of caste, creed, gender, or place of origin or domicile. Application for admission to various courses of study shall be invited from all over the Pakistan. However, foreign students seeking admission to the University shall be required to submit their applications through the Ministry of Education, Government of Pakistan.

3.3 Academic year of the university shall comprise of two semesters, each of a minimum duration of 18 weeks of teaching. A University department may, with the prior approval of the Academic Council, arrange courses during summer vacation.

4. DEGREE STANDARDIZED FORMAT SCHEME OF STUDIES

4.1 For Four-year Bachelor Degree

a.	Total No. of Credit Hours	130 – 136
b.	Semester Duration	16 – 18 Weeks
c.	Number of Regular Semesters	08
d.	Number of Summer Sessions	1 – 2 in one calendar year
e.	Course Load per Semester	15 – 20 Credit Hours

f. **Internship / Project** Every student is required to write a project report (similar to thesis with less intensity) or will do his /her internship in an organization which relates to his / her discipline in which he / she is graduating/. This is to be done when the student is at senior level, i.e. 4th year).

4.2 For MS / M Phil Structure, after completion of 130 – 136 Credit Hours by Undergraduate Students

a.	Total No. of Credit Hours	50 (24 credit hours of Course Work + 26 credit hours of Research Work)
b.	Semester Duration	16 – 18 Weeks
c.	Number of Regular Semesters	04 (including 02 semester course work)
d.	Number of Summer Sessions	1 – 2 in one calendar year
e.	Course Load per Semester	9 – 12 Credit Hours

f. All the courses will consist of Advanced courses related to the discipline in which the student is enrolled and graduating.

g. MPhil: The thesis of MPhil will be evaluated to be satisfactory or unsatisfactory for qualification and award of MPhil degree.

h. i. For PhD 18 Credit hours of Course work is mandatory requirement.
 ii. PhD duration will be Minimum 03 years after MSc/equivalent 16 years education.
 iii. PhD duration will be Minimum 02 years after MPhil / equivalent 18 years education.

4.3 Academic year of the university shall comprise of two semesters, each of a minimum duration of 16-18 weeks of teaching.

4.4 The course of study for MSc, MCom, MBA (old scheme) and MPA shall extend over four semesters.

4.5 While courses of study for MEd shall comprise of 02 semesters while for MBA (new scheme) as per approval.

4.6 The minimum duration for completing the bachelor's degree shall be eight semesters.

4.7 The minimum duration for completing the master's (MS/MPhil) degree shall be four semesters.

* **Note: Clarification of the Term "Graduate" and "Undergraduate"**
 The terms 'graduate', 'undergraduate' and 'master' have been explained as follow;

UNDERGRADUATE	Means '04 years Bachelors (Hons)' and '02 years Conventional Master (MA/MSc)' programmes
GRADUATE	Means 'MPhil/MS/PhD' programmes
MASTER	Means only 'MPhil/MS' programmes

* Amendment by the Semester Rules/Regulations Committee in its meeting held on 19 May 2009. Notification No. Acad 11(15)/HU-Reg/2009/1322 dated 22 Jun 2009.

5. COURSES OF STUDY

The courses of study and syllabi for the various degrees of the University shall be, submitted by the respective Boards of Studies and Boards of Faculties to the Academic Council and the Syndicate for approval. Such courses and syllabi shall become effective from the date of approval by the syndicate or such other date as the Syndicate may determine.

6. ORGANIZATION OF TEACHING

6.1 Teaching in the various courses shall be conducted in the University department or constituent or affiliated institutions through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work and other methods of instruction approved by the Academic Council.

6.2 Teaching in each department/institute shall be conducted by the University teachers or such other persons as may be declared as "teachers" by the University.

6.3 Teaching in each department/institute shall be organized through courses specified for each discipline and approved by the competent authorities as defined in the Hazara University Act, 1997.

6.4 Each student should follow the syllabi and courses of study as may be prescribed by the Academic Council and the Syndicate from time to time.

6.5 Teaching at Master and MPhil levels shall be entrusted to a person who possesses a Doctoral degree unless otherwise permitted by the Vice Chancellor/Advanced Studies & Research Board.

6.6 English shall be the medium of instruction, except in language courses.

7. ADMISSIONS

7.1 Each candidate shall make an application for admission on a prescribed form in response to an advertisement.

7.2 Applications for admission, to disciplines courses, shall be invited by the Director Academics/Provost on prescribed form to reach his office, complete in all respects, on a specified date to be announced by him.

7.3 The candidates are required to submit in person the application forms. All application forms, for admission shall be accompanied by attested copies (by a Gazetted Officer BPS-17 and above) of the following documents:

- a. SSC/HSC/BA/BSc or equivalent Examination certificates or a surety certificate in case of non-declaration of result;
- b. Detail Marks certificates;
- c. Character Certificate from the Head of institution last attended;
- d. Provisional Certificate;
- e. Domicile Certificate;
- f. Four passport size photographs;
- g. Migration Certificate;
- h. An undertaking as per specimen appended in the prospectus;
- i. Computerized National Identity Card or "B" form or CNIC of father/guardian
- j. Every application shall be accompanied by a declaration signed by applicant and counter signed by his father/guardian, that he/she would abide by the Statutes, Rules and Regulations of the University and instruction issued to him/her from time to time by his teacher, the Vice Chancellor, Dean of the Faculty, Chairman of Department .

7.4 Candidates applying for more than one discipline, are required to submit an additional application form for each category.

- 7.5** A person holding a Bachelor's degree from a recognized Pakistani university, or an equivalent degree from any other recognized university, with at least;
- a. *Second division for annual system*
 - b. *50% marks (CGPA equivalent to 50% marks)*
- shall be eligible for admission to the masters programme of study.
- 7.6** **Eligibility for admission to Bachelor's programme shall be FA/FSC, or an equivalent certificate/diploma from any other recognized institution, with at least 'a second division' or 'its equivalent grade based on minimum 50% marks for other than annual system'.**
- 7.7** Applicant/candidate with 'third division' / 'less than 50% marks or equivalent for other than annual system' is not eligible for admission to any study programme of the University.
- 7.8** Candidates considered eligible for admission for all degree programs shall appear before the Selection Committee for test and interview.
- 7.9** Admission shall be made on the basis of **80%** weightage for academic performance and **20%** weightage in the Entry Test & interview.
- 7.10** Admission shall be carried out by an Admission Committee consisting of at least 03 members headed by the Chairman/HOD/Principal of the Department/Institute/College concerned. The decision of the Admission Committee shall be final.
- 7.11** All admissions shall be provisional. The admissions should be approved by the Dean of the Faculty concerned on the recommendations of the Admission Committee of the concerned department.
- 7.12** Admission shall be carried out strictly on the basis of merit. The criterion of merit shall be determined by the Admission Committee of the Department concerned.
- 7.13** Wherever quota system exists the criterion of merit shall be applied within each group.
- 7.14** The list of nominees for the quota seats will be received through concerned departments/agencies etc. The nominees will have to submit application forms prior to their test/interview by the selection committee. The University will not accept any advance copy for admission from any candidate.
- 7.15** The number of open merit and quota seats shall be determined by the Syndicate on the recommendations of the Academic Council.
- 7.16** If any candidate fails to appear before the Admission Committee for interview or for admission test at the fixed time he/she shall not be considered for admission.
- 7.17** If two candidates have equal merit. The one senior in age shall be given preference over the other for the purpose of admission.
- 7.18** All the candidates must bring the original certificates for verification in the interview.
- 7.19** Wherever needed, the equivalence of academic qualification shall be determined by the Equivalence Committee of the Hazara University.
- 7.20** Foreign students shall be considered for admission after prior approval of the Ministry of Education, government of Pakistan, Islamabad.
- 7.21** **Undertaking/Agreement** All candidates selected for admission, on open merit seats/reserved, will be required to submit an Undertaking/Agreement, on a Rs.100/- judicial Stamp Paper. A copy of the Undertaking/Agreement is provided in the Prospectus.
- 7.22** Within **15** days of completion of admission the name, percentage, date of birth, examination passed with year, roll number, marks, division, the institution last attended and the course to which a candidate has been admitted shall be reported to the Vice Chancellor in

the prescribed form with the recommendations of the Admission Committee after due verification of particulars of candidates and payment of dues from them through Provost, for registration in the University Students Register at Controller Examination office.

7.23 Incorrect information or suppression of facts, in application form, shall entail refusal of admission, and of expulsion from the University even if admission has already been granted.

7.24 Late admission will be allowed to only those candidates who are on waiting list. They will be informed of their selection and will be required to finalize the admission requirements within the notified period.

7.25 Late admission may be granted in very special cases by the Vice Chancellor upto one week after the last date with the late fee of Rs. 2000/-

7.26 Candidates selected for admission will be required to finalize the admission requirements within the notified period, failing which their right of admission will be forfeited and the seats will be allotted to the deserving candidates on waiting list.

7.27 Admission to Masters after 2 years Bachelor Passed Course: For those students who will be joining the department/institute after completing 02 years Bachelor (annual system); they have to complete 60 to 80 credit hours course to earn Master's degree.

7.28 Admissions shall be finalized after verification of the academic documents from the respective Boards/Universities. The admission of such candidate shall be cancelled immediately if any of his/her documents are found fake/bogus. Such a candidate will have no right of appeal and shall not go to any court of law against the University.

7.29 †† Admission to one department/campus shall not give a student a right to migrate to another department/campus. Similarly a student shall have no right of migration/transfer from the University to a constituent or affiliated institute.

7.30 Ineligibility The following shall not be eligible for admission to Masters and Bachelors programmes:

- a. Those who have ceased to be students of this University.
- b. †those who already possess a Master's or Bachelor's degree or an equivalent degree from this or any other University. The admission to professional degree i.e. MEd and BEd is an exception. * [This exemption is extended for other professional degrees also.](#)
- c. Those who are already on the rolls of this University

7.31 Age Limit a. The maximum age limit for admission of the masters and bachelors programmes shall be ****30 and 25 years** respectively. †*The upper age limit for a candidate will be counted with effect from the last date fixed for receipt of 'admission form'. Any one beyond the prescribed age shall not be admitted unless the relaxation is granted by the Vice Chancellor on the recommendation of the concerned Dean. The Vice chancellor has the discretion fro waiving off upper age limit upto one year relaxation, only on solid reasons and proof, provided by the concerned candidate.* The candidate(s) having age limit beyond the stipulated age shall not be enrolled/admitted nor allowed to attend classes unless and until he/she obtains approval for 'waiving off' of the "over age period". The eligibility for attainment of age limit of 30 and 25 years shall be counted from the fixed date of admission.
††b. .For age relaxation to "In Service Candidates" the government rules will be followed. In service candidates seeking admission should obtain NOC from the respective departments. Further, age relaxation in age limit for journalist will be admissible upto 05 years. (to be read with para a above)

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† Amendment by the Deans meeting held on 22 Oct 2008. Notification No.Acad 11(15)/HU-Reg/2007/807 dated 28 Oct 2008.

†† Amendment by the Semester Rules/Regulations Committee in its meeting held on 19 May 2009. Notification No.Acad 11(15)/HU-Reg/2009/1322 dated 22 Jun 2009.

* Amended by the Semester Rules/Regulation Review Committee in meeting held on 14 & 25 Feb 2011. Notification No.11(15)/HU-Reg/2011/195 dated 28 Mar 2011.

** Acad, Council 7th meeting dated 10 Aug 2010, Syndicate 20 meeting dated 21 Oct 2010. Notification No.Acad11(15)/HU-Reg/2011/11 dated 10 Jan 2011.

7.32 The Vice Chancellor may cancel/refuse admission of/to any student without assigning any reason.

7.33 The Academic Council may prescribe other criteria for determining merit for admission from time to time.

7.34 University dues are paid at the start of each Semester. Those who do not pay dues within 10 days of 1st month of the Semester are not allowed to attend the classes. The defaulters of the University dues are not permitted to sit in the examinations. (*also refer 15.1 d & 15.16*)

7.35 Dual Enrollment Students enrolled, as a full time regular student in any of the degree programme offered by Hazara University, cannot be allowed admission simultaneously in any other degree programme in Hazara University and in any other university/degree awarding institution as well. In case a student is found and verified for dual enrollment he/she will be liable for cancellation of his/her enrollment from Hazara University.

8. SEMESTERS

8.1 *FALL / SPRING* Semester

- a. There will be two regular semesters (**Fall** and **Spring**) every year.
- b. Each semester will be spread over 16-18 weeks (inclusive of examinations).
- c. Universities / institutes are at liberty to enroll students (if they fulfill their criteria) for any semester or for any single course and issue transcript with letter grades at the end of the semester.
- d. The Fall semester shall start in the first week of September each year and the Spring semester shall start in the third week of January. In case the teaching in the whole of the University is suspended because of some exigency, the period of the semester shall be extended to the extent of the lost period of time.
- e. Each semester shall be of eighteen weeks duration, out of this period, sixteen weeks shall be reserved for teaching and two weeks for conduct of examinations.

8.2 *SUMMER* Semester

- a. *Summer session* provides opportunity to students who have failed or have withdrawn from a course and those who wish to improve their GPA to qualify to the next semester.
- b. During the summer break, University may offer intensive 1-2 *Summer Sessions* each of 8 weeks with subjects of their choice.
- c. The contact hours during the *Summer Session* will be doubled to ensure that the course is completely taught in a *summer session* with half of the duration compared to a regular (*Fall* or *Spring*) semester

9. CREDIT HOURS

9.1 A credit hour means teaching a theory course for 60 minutes each week throughout the semester.

9.2 One credit hour in laboratory or experimental work would require lab contact of atleast three hours per week throughout the semester.

9.3 The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit represents the theory part while the second (right side) digit represents the practical. Thus 3(3-0) means three credit hours of theory, while 4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory. The weekly contact hours of a 3(3-0) course will be three, the contact hours of a 4(3-1) course will be six while the contact hours of a 3(1-2) course will be seven. The contact hours during the

Summer Session will be doubled to ensure that the course is completely taught in a semester with half the duration compared with a regular (Fall or Spring) semester.

9.4 A course having 4 credit hours, means three lectures and one practical of 03 periods per week.

9.5 A course having 3 credit hours, means two lectures and one practical of 03 periods per week.

9.6 A course having 4, 3 and 2 credit hours with no practical means 4, 3 and 2 lectures per week respectively.

10. MAXIMUM OR MINIMUM COURSE

10.1 Fall & Spring Semester

a. For BSc (Hons)/MSc;

i. Normally a full time regular student is required to take/carry a load of **15-20** credit hours in a semester or **5 (Five) courses** of **3 or 4 credit hours** each.

ii. A student shall not be allowed maximum load exceeding 18/24 credit hours a week or six courses of 3/4 credit hours each in a semester.

iii. At the beginning of each semester, a student shall register in the courses being offered by the department on the prescribed registration cards.

iv. A student shall normally be required to register for course of total 15 to 20 credits in a semester. However, the chairman of the department may allow a student to register courses of 12 credits in a semester as a special case.

v. A student may, in the final semester register in less than 12 credit hours, if required for the completion of the degree.

vi. A student may register additional non-credit course(s) out of the prescribed courses, on successful completion of which the course(s) will be included in the transcript.

vii. The Chairman of each department shall forward within seven days from date of the commencement of the semester all the course registration cards to the controller of examinations.

viii. A student, who does not register in any course in a semester, will not pay tuition fee/hostel charges for the semester. Such a student shall not be entitled to avail University's facilities during that semester.

ix. The University shall offer every required course at least once in an academic year.

b. For MS/MPhil; A regular student is required to take 9 – 12 credit hours per regular semester

10.2 Course load for summer semester

a. Undergraduate students can take up to 6 credit hours during summer semester.

b. Graduate students can take up to 6 credit hours during summer semester.

11. REQUIREMENT FOR MAXIMUM COURSE LOAD IN A REGULAR SEMESTER

- 11.1 Requirement of CGPA 3.5** An undergraduate student may be allowed to take up to 18 credit hours being maximum course load only if he / she is having a CGPA of 3.5 or above with the permission of the Head of the Department.
- 11.2 Chairman/HOD Discretion** The Head of Department/Institute may also allow maximum course load to any student, graduate or undergraduate when the student is graduating in that very semester, *e.g. an undergraduate student with CGPA of 3.2 needs 18 credit hours to graduate or a Masters / M Phil student with a CGPA of 3.2 needs 15 credit hours to graduate. In this situation the Head of department can make an exception for any particular student by allowing him / her to take maximum course load. (It will be the student's last graduating semester).*
- 11.3 M.Ed Degree Programme;**
- The M.Ed course will extend over a minimum period of two Semesters.
 - A minimum of 36 credits is required for M.Ed programme.
- 11.4 B.Ed (One Year) Degree Programme;**
- Course of training for B.Ed (One Year) degree will extend over a minimum of two Semesters.
 - A minimum of 36 credits is required for B.Ed (One year/two semesters) training programme.

12. WITHDRAWAL / DROP/ CHANGE OF COURSE(S)

12.1 Drop/Change of Course

- Students will be advised about the department/University requirements for the degree such as attendance, required/ elective courses and the training he/she has to undergo for the degree so that he/she may select his program of studies wisely and successfully.
- When a course, for which a student has enrolled, can not be offered according to the announced program, the student may take an alternative course. However, this must be done no later than 7 days after the date of enrollment.
- A student, with the consent of the concerned Dean/Head of Department, may be allowed to
 - change* a course within 07 days of the commencement of a semester, and
 - drop* a course within 05 weeks of the commencement of semester.
- A student may change or drop course or convert a credit course into a non-credit course or vice versa within 15 days from the date of commencement of a semester on the recommendations of the teacher(s) and the chairman of the department concerned.
- Change of the course(s) shall not be allowed after 15 days from the date of commencement of the semester.
- A student dropping a semester after registration of the courses or choosing not to register in any course during a semester will deem to have dropped the semester.
- The student dropping a semester after registration of the courses shall be required to pay tuition fee/hostel charges for the semester.
- The semester shall be dropped provided the student seeks the permission of the Chairman/Dean of the faculty concerned within five weeks of the commencement of the semester.

- i. The dropped semester shall be counted towards the maximum period of six semesters allowed for completing of Master's degree and the maximum period of ***twelve** semesters allowed for completion of Bachelor's (Hons) degree.

12.2 Withdrawal of Course

- a. *Withdrawal* from a course will be allowed latest up to one week before the start of semester examination (i.e. By the end of 15th week) under approval by the course in-charge and Dean/Head of Department of the Institute.
- b. Withdrawn course will appear on transcript with letter **W**.

13. REPEATING COURSES

13.1 Those failing in any course due to some genuine reason and having shortage of attendance shall have to repeat that or an equivalent course whenever offered.

13.2 Whenever a student fails or gets a 'D' grade, he/she can repeat the course when offered to improve his/her grade for undergraduate students.

13.3 A student can be allowed to repeat a maximum of six courses (18 credit hours) to improve their grades at undergraduate level and two courses (08 credit hours) at graduate level.

13.4 In case a student repeats the course which has already been taken,

- a. the old grade will be replaced with the new grade, (for CGPA calculation).
- b. but in case a student takes a new course in lieu of the course in which he/she failed, both the grades will reflect on his/her transcript, i.e. old course grade and new course grade.

13.5 If a student absents himself in a test for any reason, no separate test will be arranged for him/her. (*read in conjunction with Rule 15.6*)

14. ATTENDANCE

14.1 A student will be allowed to appear in examination only if he/she has attended, not less than 75% of the lectures/seminars delivered to his/her class in each course and 75% of the practicals/laboratory demonstrations prescribed for the respective courses.

14.2 A student having less than 75% attendance but more than 65% in a particular course and having made up the deficiency in consultation with the concerned teacher, may be allowed by the concerned Dean/Head of Department to sit in the examination.

14.3 The Chairman of the department concerned may, on the recommendations of the teacher of the course concerned, condone the deficiency in attendance up to five percent (05%) of the total lectures, seminars, practicals and laboratory demonstrations. The student falling short of the required percentage of attendance of lectures / seminars / practicals / laboratory demonstrations etc., shall not be allowed to appear in the terminal examination of the concerned course and shall be treated as having failed in that course.

14.4 Counting of attendance shall start from the date of commencement of classes.

14.5 A date-wise record of the attendance of students shall be maintained by each teacher.

14.6 The period of absence in case of participation in co-curricular/sports activities outside of Hazara University, with the permission of the Competent Authority may not be counted, as absence.

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** Amended by the Semester Rules/Regulation Review Committee in meeting held on 14 & 25 Feb 2011. Notification No.11(15)/HU-Reg/2011/195 dated 28 Mar 2011.*

14.7 Students short of attendance are detained and examination admit-cards are not issued to such students.

14.8 Students having class attendance less than 65% in a particular course will be required to repeat the course when it is offered again.

14.9 In addition to 'F' grade awarded on the basis of academic failure, a student having less than 75% attendance will also be awarded 'F' grade in that subject. The 'F' grade(s) so obtained will only be cleared by repetition of the course(s) whenever offered, so that the students are made to attend the missed courses.

14.10 Absence from class for two consecutive weeks or more (two weeks means six classes for a three credit hours course and four classes for a two credit hours course) without any genuine reason shall entail cancellation of admission in the course by the class teacher which would only be restored on appeal to the concerned teacher made within 05 days of the cancellation order with payment of Rs.500/-. The class teacher will inform the Chairman of the Department regarding cancellation and restoration of admission in the course

14.11 Sanction of leave upto 07 days shall be sanctioned by the Chairman of the Department concerned. Sanction of leave beyond one week will be granted by the Vice Chancellor on the recommendations of the Chairman/Dean concerned. The maximum leave period to be availed in exceptional cases on very genuine grounds in one semester will not exceed Thirty (30) days.

15. EXAMINATIONS

15.1 A student shall be eligible to appear in the terminal examinations provided that:

- he/she has been on the roles of the University during that semester;
- has registered himself/herself for the courses of study, and
- has 75% attendance (*refer rule 14.1 to 14.7 for detail*)
- has paid all the University dues including tuition/hostel fees, etc, by the commencement of the semester. (*refer 7.34 & 15.16 also*)

15.2 A student shall be evaluated in each course on the basis of

- sessional tests,
- class assignments,
- quizzes,
- mid terms,
- terminal examinations.
- give presentation,
- participate in group discussion, and
- submit projects/lab reports by the due dates
- any other

15.3 These (*refer 15.2 a-h*) will have different weightages and contribute towards the overall assessment in percent marks. The following weightage shall be given to the Examinations / home assignments / terms paper etc, for each course in each semester:

<u>Evaluation Category</u>	<u>Distribution of Marks</u>
Class tests	10%
Quizzes/Assignments/Presentations etc	20%
Mid Term	15%
the terminal examination	55%

15.4 In case a student joins a course after it has started, he/she will be responsible for any missed quizzes, assignments and lectures.

15.5 The marks in missed quizzes etc will be zero while make-up tests, assignments, projects and labs can be arranged in consultation with the teacher/Head of Department.

15.6 Where a student misses a class test because of an emergency or because of his/her illness, for which he/she has obtained prior permission from the teacher concerned, in writing, he/she shall take a make-up test. A make-up test will be arranged only once. A student who fails to appear in the make-up test, will be awarded zero marks in that particular test, and the result will be finalized. For make up tests students are allowed to appear only in that portion of the course which they have missed. *(read in conjunction with Rule 13.5)*

15.7 The amount of student home assignment and term paper will range from two to four assignments / one term paper per course in each term.

15.8 Mid term examination will be held in the 9th week of each semester. The terminal examination will be held at the end of each semester on the dates fixed by the concerned Deans in consultation with the Chairmen of the departments. The Provost/Director Academics shall announce the approximate dates of examinations at the beginning of the semester.

15.9 Minimum time allowed for mid term examination in each course will be one hour and that for the final examination shall be two hours.

15.10 There will be **no** supplementary/special Examination in Semester System; if a student fails he/she will have to repeat the course.

15.11 In order to qualify in the examination of a semester, a student must obtain **at least 50%** marks **in each course**. It will also be essential to pass in the laboratory work. *(Read in conjunction with 17.5)*

15.12 After marking the class tests, quizzes **and mid term examination** papers the same must be shown to the students and discussed with the class. Any question relating to marking should be discussed with individual students but the answer papers, projects assignments, term paper etc, should be taken back from the students immediately after the students have seen their performance and discussed the questions, if any, with the instructor / *examination coordinator (of the department) to be kept safely for record.

15.13 There shall be no re-evaluation of answer books except as mentioned in 15.2 above. *(Refer 'Annex -A para 74' of re-checking/re-totaling also).*

15.14 The evaluation shall be internal, except for the thesis examination for which an external examiner could be associated.

15.15 Each Department shall have a departmental committee, consisting of at least 3 members to decide all problems regarding evaluation. The decision of the committee shall be final. *(read in conjunction with 21.1 -21.6)*

15.16 About one week before the final examination, the teacher in each course shall send to the Chairman / Director of the Department / Institute a statement in duplicate giving the total number of lectures delivered (and practicals conducted) by him together with the total number of lectures and practicals attended by each students.

15.17 A handicapped/disabled (blind) student will be provided writer/amanuensis at the expense of the student concerned on the recommendations of the Chairman of the teaching department. The writer/amanuensis shall be of a lower grade of education than the candidate. He/she would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.

15.18 All cases pertaining to UFM shall be dealt with in accordance with the provisions made under the regulations relating to UFM/malpractices in the examinations. *(refer Annex-B)*

15.19 The defaulters of the University dues are not permitted to sit in the examinations. *(refer 7.14 & 15.1d also)*

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** Amendment by the Semester Rules/Regulations Committee in its meeting held on 19 May 2009.
Notification No.Acad 11(15)/HU-Reg/2009/1322 dated 22 Jun 2009.*

15.20 Examination Aids

- a. The only items students can take into the examination room are writing material (pens, pencils, eraser, ruler). Writing materials are not permitted to have any annotations relevant to the content of the Unit.
- b. All bags, textbooks and notes etc must be left outside or at the front of the room.
- c. Bringing of mobile telephone to the examination room is NOT permitted. The mobile telephones will fall in the category of prohibited examination aid. If captured such material by the invigilating staff, its damage/loss will not be the responsibility of the University and the same will be kept for record being a UFM support material.
- d. Where a particular examination states that candidates are allowed to bring and use specific aids, any candidate bringing items that exceed or contradict that statement will have such items either confiscated for the duration of the examination or, in marginal cases, handed in with their examination scripts.

15.21 Open Book Examinations In addition to writing materials, students may take text books, notes, files, or a calculator into the examination room. Laptops, palm computers, mobile telephone sets and other electronic devices are NOT permitted. Students enrolled will be advised during semester, of any specific items or limits.

15.22 Practical/Lab work If a course includes a Practical/Lab work, the practical examination shall be held once, at the end of the course. But also, each day an experiment of laboratory work will be evaluated. Laboratory course will carry separate marks. It will be essential to pass separately in Laboratory work i.e, a student shall have to pass theory as well as practical examination independently.

15.23 Field Work In Departments/Institutions where field work is involved, the method of evaluation shall determined by the department concerned.

15.24 For detail regarding conduct of semester examinations and disposal of UFM cases etc. *refer to Annex – A.*

16. PANEL OF EXAMINERS

16.1 A panel of external examiners for evaluation of project report/dissertation and conduct of viva-voce examination shall be recommended by the respective Board of Studies and approved by the Vice-Chancellor.

16.2 The External Examiner shall be appointed by the Vice-Chancellor on the recommendations of the Chairman of the Department concerned from the approved panel.

16.3 The external examiner shall evaluate the project report/dissertation and conduct viva-voce examination of the student on the date and time given by the chairman of the department concerned.

16.4 In case the project report/dissertation is adjudged inadequate by the external examiner, he/she may reject the project report/dissertation or ask the student to revise the same.

16.5 The student shall be required to submit revised version of the project report/dissertation within a period of one month from the date of viva-voce examination. Revised version of the project report/dissertation shall be examined by the Supervisor/Chairman of the department concerned.

16.6 The result of revised version as received from the supervisor/chairman of the department concerned shall be declared and no further extension would be granted in case the revised version of the project report/thesis has been rejected.

16.7 After the viva-voce examination, the successful student shall submit three hardbound copies of the project report/dissertation to the department for onward transmission to the quarters concerned for the declaration of the result.

16.8 The result of the student shall not be declared unless he/she has submitted three hardbound copies of the project report/dissertation to the department.

17. GRADING POLICY

17.1 Letter grading should only be used for representing the individual courses and not report the semester GPA/CGPA.

17.2 The following range of grade points for each letter grade will be followed;

Marks Range (in %)	Grade Point (Value)	Grade
90 and above	4.00	A+
85 – 89	4.00	A
80 – 84	4.00	A-
75 – 79	3.5 – 3.9	B+
73 – 74	3.3 – 3.4	B
70 – 72	3.0 – 3.2	B-
66 – 69	2.6 – 2.9	C+
63 – 65	2.3 – 2.5	C
60 – 62	2.0 - 2.2	C-
50 – 59	1.0 -1.9	D
0 – 49*	0.00	F
Incomplete	-	I
Withdrawal	-	W

**fraction is to be rounded.*

17.3 There should be no other grade point values except the above points.

17.4 The percentage of marks or values of grades other than grade points should not be reported on the transcripts whether they are relative grades or absolute grades.

17.5 **The minimum pass marks for each course shall be (fifty percent) 50%. A student obtaining less than 50% marks in any course shall deem to have failed in that course. Less than 50% marks secured by a student in any course shall not be counted towards the aggregate marks. (read in conjunction with 15.11)**

17.6 The equivalence between letter grading and numerical grading shall be as follow:

<u>% Marks</u>	<u>Grade point Value</u>	<u>Grade</u>	<u>Remarks</u>
<u>GRADE – A</u>			
90 & above	4.00	A+	Excellent
85-89	4.00	A	Very Good
80-84	4.00	A-	Very Good
<u>GRADE – B</u>			
79	3.9	B+	Good
78	3.8	B+	“
77	3.7	B+	“
76	3.6	B+	“
75	3.5	B	“
74	3.4	B	“
73	3.3	B	“
72	3.2	B-	“
71	3.1	B-	“
70	3.0	B-	“
<u>GRADE – C</u>			
69	2.9	C+	Satisfactory
68	2.8	C+	“
67	2.7	C+	“
66	2.6	C+	“
65	2.5	C	“
64	2.4	C	“
63	2.3	C	“
62	2.2	C-	“
61	2.1	C-	“
60	2.0	C-	“
<u>GRADE –D</u>			
59	1.9	D	Pass
58	1.8	D	“
57	1.7	D	“
56	1.6	D	“
55	1.5	D	“
54	1.4	D	“
53	1.3	D	“
52	1.2	D	“
51	1.1	D	“
50	1.0	D	“
<u>GRADE – F</u>			
0-49		F	Fail
Withdrawn course		W	Withdrawn
Incomplete course		I	Incomplete

17.7 Percentage of marks shall be calculated up to three significant figures. If the second fraction after decimal is 4 or less, it will be ignored. However, if the second fraction is 5 or more, it will be taken into account by raising the first fraction to the next higher digit. (Examples: 59.91 through 59.94 will be considered 59.9 while 59.95 through 59.99 will be raised to 60. Third fraction and higher will be ignored).

17.8 The result of a student in each course having passed or failed shall be indicated on the transcript by letter grade. For students completing Master's and Bachelor's (Hons) degrees in the normal period of four and eight semesters respectively, a mention to this effect shall be made in their transcripts.

17.9 If a student fails to complete the requirements of the Honours programme within the normal period of 08 semesters, an extension for 04* semesters may be allowed by the Board of Studies. In case of Master Degree Programmes of 4 semesters, the Board of Studies may allow him/her an extension of 02 semesters.

17.10 Every student of Bachelor's (Hons) and Master must successfully complete his course requirements in a maximum of Twelve* and six semesters respectively from the date of his first registration (commencement of classes). No student under any circumstances shall be allowed to continue studies beyond 6th semester in case of Master programme and beyond 12th semesters in case of Bachelor's (Hons).

18. COMPUTATION OF SEMESTER GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPA) will be calculated using the following relationships:

$$GPA = \frac{\text{Sum over Courses in Semester (Course Credit Hours} \times \text{Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

$$CGPA = \frac{\text{Sum over all taken Courses in all Semesters (Course Credit Hours} \times \text{Grade Point Earned)}}{\text{Total Credit Hours Taken in all Semesters}}$$

18.1 CGPA Required For Degree Completion of: For graduation, the minimum qualifying CGPAs for Bachelors and Masters students are 2.00 and 2.50 respectively.

18.2 Probation:

- a. Whenever an undergraduate student' CGPA decreases from 2.0 (for graduate students 2.5), he/she will be on 1st probation for the next semester.
- b. If the undergraduate student does not come out by increasing his/her CGPA to 2.0 (or a graduate student 2.5), then again, he/she will go on "last probation".
- c. If the student who was earlier on 1st probation, does not come out in the last probation by achieving the minimum desired CGPA,
 - i. he/she shall be dropped out from the department/institute
 - ii. and cannot be re-admitted by the same institute.

18.3 At the end of the first semester an undergraduate student must obtain GPA of 2.00 (& graduate student 2.5) in order to become eligible for registration in the second semester.☼

(☼ First Semester GPA is equal to or more than 1.5 but less than or equal to 1.9 (more than 2 but less than or equal to 2.4 for graduate students) without any 'F' grade.)

18.4 In case a student is able to obtain CGPA of 1.5 or more but less than 2.00 undergraduate level (and 2 or more but less than 2.5 for graduate level) he/she will be kept on probation in the second semester. ☼

(☼ CGPA at the end of second semester is equal to or more than 1.5 but less than 2.00 (equal to or more than 2.00 but less than 2.5 for graduate students) and he/she does not qualify for 'F' grade/withdrawal/dropcourse.)

** Amended by the Semester Rules/Regulation Review Committee in meeting held on 14 & 25 Feb 2011. Notication No.11(15)/HU-Reg/2011/195 dated 28 Mar 2011.*

18.5 The student who fails to secure a CGPA 1.50 (undergraduate) or 2 (graduate) at the minimum in the first semester, shall stand automatically dropped from the rolls. * *Such a student could be considered for readmission in the same institute/department on open merit only. This opportunity of readmission is allowed only once.*

18.6 At the end of second semester a student must obtain a minimum CGPA of 2.00//2.5 (undergraduate/graduate) in order to be eligible for registration in the third semester. If the above condition is not complied with by a student, he/she shall be removed from the rolls of the Department / Institute.

18.7 At the end of the third semester the CGPA of a student should not be less than 2.00 (undergraduate) & 2.5 (graduate), otherwise he/she shall be removed from the rolls of the Department / Institute.

****18.8** a. At the end of the fourth semester (& onward), the CGPA of a student who has not been required to repeat any course, should not be less than 2.00 (undergraduate) & 2.5 (graduate).
b. If the CGPA of a student falls below the required criteria as mentioned in 18.8 (a) above, Such a student will be required to repeat the same semester for improving his/her CGPA within the maximum allocated semesters prescribed for the programme (i.e.6/12 for Master & Bachelor (Hons)). Such procedure will be followed for subsequent semesters beyond 4th semester.”

18.9 *A student failing to complete successfully a minimum of 60/130 credits of course work for Master's or Bachelor's (Hons) degrees by the end of the 6th or 12th semester respectively shall cease to be a student of the University.*

18.10 Compulsion

While on probation, a student is to;

- a. contact concerned faculty for guidance, and
- b. keep a complete record of his semester work comprising home assignments, laboratory reports, quizzes, mid term, class tests and the marks obtained

18.11 Promotion

- a. At the end of the first semester, an undergraduate student must get a **GPA** of at least 1.5 (graduate student 2) to be promoted to the second semester on probation.
- b. At the end of second semester, he/she (undergraduate) must get a **CGPA** of at least 2.00 (for graduate students 2.5) in order to be promoted to the third semester.
- c. If any of the above conditions (*para 18.11 a & b*) is not fulfilled by a student, he shall be removed from the rolls of the department/institution.
- d. In the third semester only that student (undergraduate) who gets a **CGPA** between 2.0 & 2.5 (for graduate students 2.5 & 3.0) shall be required to repeat those courses of the first semester in which he had failed or secured a **D grade**. His maximum work load including these courses shall not exceed the normal work load of the semester. At the end of the third semester or any subsequent semester his CGPA should not be less than 2.00 (graduate 2.5), otherwise he shall be removed from the rolls of the department/institution.

* *Amendment by the Semester Rules/Regulations Committee in its meeting held on 19 May 2009. Notification No.Acad 11(15)/HU-Reg/2009/1322 dated 22 Jun 2009.*

** *Amended by the Semester Rules/Regulation Review Committee in meeting held on 14 & 25 Feb 2011. Notification No.11(15)/HU-Reg/2011/195 dated 28 Mar 2011.*

***18.12 Passing of Individual Semester**

- a. The minimum pass marks for each course of undergraduate programmes, shall be 50% (GP=1). Candidates obtaining less than 50% marks in any course shall be deemed to have failed in that course. Less than 50% marks secured by a student in any course shall not be counted towards the aggregate marks. (Read in conjunction with 15.11 & 17.5)
- b. (i) A student shall be required to pass at least 12 credits (out of 20 credits) of course in each of the 1st and 2nd Semester failing which the student shall be deemed to have failed in the respective semester.
(ii) A student shall be required to pass at least 9 credits (out of 15 credits) of course work in each of the 3rd till 8th semester failing which the student shall be deemed to have failed in the respective semester.
(iii). A student of 'MA/MSc failing to pass 60 credits of course work at the end of the 4th semester' and of 'Bachelor (Hons) failing to pass 130 credits of course work at the end of 8th semester', shall be required to pass in the 5th /7th semester respectively at least 9 credits of course work or all the remaining credits if less than 9, failing which the student shall be deemed to have failed in that semester. (refer 4.1, 7.27, 18.9, 20.1 & 20.4).
- c. A student who has failed under clause b(i to iii) above, may be given one chance as a concession to continue his studies. Such a concession shall be granted ONLY ONCE during the entire period of study for undergraduate students.
- d. A student failing TWICE under clause b, shall cease to be a student of the University.”

19. TRANSFER OF CREDIT HOURS

19.1 No credit hour of a course will be transferred if

- a. the grade is less than **C** for undergraduate
b. and less than **B** for graduate.

19.2 Course credits of MS/MPhil can be transferred upto 12 credit hours for external students on the recommendation of Board of Studies.

19.3 Course credits of students enrolled for MPhil leading to PhD , the course credit hours should automatically be transferred to PhD.

20. REQUIREMENT FOR AWARDING OF DEGREES

20.1 A student must have a proper admission in the Undergraduate program of the Institute, and should earn a **minimum of 60 credit hours/130 credit hours for Bachelor (Hons)/Master (02 yr conventional) from the institute** from where he/she will be entitled for the degree.

20.2 A student must have a proper admission in the MS/MPhil program of the Institute, and should earn a minimum of 50 credit hours from the institute from where he/she will be entitled for the degree. (24 credit hours of course work and 26 credit hours of research).

20.3 A **MA/MSc** (master 02 yr) degree will be awarded on successful completion of a minimum of 60 credits.

20.4 While a bachelor's (Hons) degree will be awarded on successful completion of a minimum of 130 credits.

20.5 Students of those departments where project/dissertation is a requirement for Master/Bachelor (Hons) degrees, will be required to carry out research on a project/dissertation of 3 to 6 credits and submit a project report/dissertation as a requirement for partial fulfillment of their Master/Bachelor (Hons) degrees in the relevant disciplines.

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* *Introduced by the Semester Rules/Regulation Review Committee in meeting held on 14 & 25 Feb 2011. Notication No.11(15)/HU-Reg/2011/195 dated 28 Mar 2011.*

20.6 A student will select the topic of research in consultation with his/her supervisor during the 3rd semester in case of Master's degree and during the 7th semester in case of Bachelor's degree.

20.7 The time of summer vacation prior to or following the 4th and 8th semester will be utilized for the project report/dissertation by Master's and Bachelor's degrees students, respectively.

20.8 The student will be required to do field work up to 16 weeks where necessary.

20.9 The final project report/dissertation will be submitted by the student in spiral/loose binding through the supervisor to the department by the end of the 4th and 8th semester or during the extended period.

20.10 The project report/dissertation will be submitted 2 weeks before the commencement of the next semester.

21. DEPARTMENTAL EXAMINATION AND STUDENTS GRIEVANCES COMMITTEE

21.1 Each department / Institute shall have a 03 member departmental examination committee headed by a senior faculty member. Departmental members of the Board of Studies of the department concerned will constitute the committee. If the number is less than three, then the Chairman / Director of the department / Institute will suggest the name of one or two persons (as the case may be) to be appointed on the committee.

21.2 The Chairman of the Department concerned may convene meetings of the Committee as and when necessary. He shall maintain a regular record of the proceedings of the Committee.

21.3 Main functions of the Committee will be;

- a. To maintain uniformity of standards in the courses taught in the department / Institute by individual teachers.
- b. To formulate suggestions or rules about the distribution of different kinds of questions (items) in different courses and to scrutinize the relevant papers.
- c. To make arrangements for the conduct and supervision of examination.
- d. To hear appeals arising from marking/evaluation of papers in different courses. *(read in conjunction with 21.4)*
- e. To suggest course offerings, provision of seminars, assignments etc.
- f. Timely preparation and announcements of results of midterm and terminal examinations.
- g. To submit an advance copy of the tabulated result showing detailed marks subject wise, aggregate and grades duly authenticated by the Chairman of the Committee to the Chairman/HOD for his approval before the result is announced.

21.4 The committee will also redress the grievances for the students about any course instructor or grades or for any other issue. *(read in conjunction with 21.3d)*

21.5 A student must approach the head of the Department/institute for a grievance on grade, within 5 days of the receipt of the grade.

21.6 The head of the institute / department shall forward the grade grievance to a 3 member committee and it will be binding on the committee for hearing both sides (student and the instructor), and will give a final decision within 5 days or before the start of registration for the new semester whichever comes early.

21.7 The decision of the committee shall be final.

22. COURSES ON PASS / FAIL BASIS

22.1 Courses on Pass / Fail Basis for Undergraduate Level:

- a. Courses can be taken on Pass / Fail Basis.
- b. The maximum 9 credit hours of courses can be taken (out of electives).
- c. The grade awarded towards these courses will not be considered for calculating the GPA or CGPA.
- d. If a student fails, he / she has to repeat the course. (The repeat course policy will apply)

22.2 Courses on Pass / Fail Basis for Masters/M Phil: No course can be taken on Pass / Fail basis at MS / M Phil level.

23. CANCELLATION OF ADMISSION FOR MS/ MPhil

If a student fails to attend any lecture during the first four weeks of the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notice.

24. COURSE FILE

24.1 Maintenance of Course File is compulsory for the teacher.

24.2 The "**Course File**" will have a complete record of everything that happened during the semester. The course file will contain:

- a. Description of Course
- b. Course Coding
- c. Weekly Teaching schedule
- d. Dates of Mid-Semester Examination
- e. Grading policy will identify each activity. Such as Homework, Quizzes, Mid-Semester Examination, Terminal Examination, Term Papers
- f. Copy of Each Homework Assignment
- g. Copy of Each Quiz Given
- h. Copy of Mid Semester Examination
- i. Grading Sheets of the Course detailing Statistical data on the grades obtained by students.
- j. Difficulties/Problems faced during classroom / course delivery.

24.3 The Course file of each subject will be made available on the institutions web for students.(depending on the availability of the facility).

24.4 MAINTENANCE OF EXAMINATION RECORDS

24.1 Controller of Examination will maintain the records of the examination and issue the transcripts. The result will be announced by the department. The Controller's office shall act as Central Record Office.

24.2 The Examination scripts of mid term and final examination will be sent to Controller of Examinations who will keep the record in his custody.

24.3 The teacher concerned will prepare five copies of the results. He shall retain one copy with him, display one copy on the notice board and remaining three copies will be handed over to the Departmental examination committee.

25. FREEZING OF A SEMESTER

25.1 If a student freezes a semester(s), he/she will be admitted in the same semester.

25.2 **No freezing in the first semester is allowed.**

25.3 The maximum duration of the degree program shall remain the same.

25.4 Freezing upto two semesters from course work is allowed to students facing acute domestic problems/valid reasons (with documentary proof) subject to approval of Vice Chancellor on the positive recommendations of Chairman/HOD. During freezing semester the student will be required to pay 25% of tuition fee for each suspended semester to continue his/her registration with Hazara University. In case the student uses the institutional facilities (such as library, labs, help from faculty etc) of the college/institute/centre, he/she will be required to pay 50% of tuition fee during the suspended period. First semester cannot be frozen. A student wish to freeze his/her next semester, shall apply for the purpose atleast 15 days before the commencement of that semester. *A current (ongoing) semester could not be frozen, the same will be dealt as per rules prescribed in Section 12 above.*

26. TEACHER EVALUATION

26.1 It is mandatory on the head of the institutes to have every course instructor evaluated by the students on what they have been taught by their instructor.

26.2 It must be done in the last week of the semester (Without the presence of the course instructor so as to maintain impartiality).

26.3 This evaluation should be objective and should be shared with the concerned course instructor for his / her improvement / knowledge.

26.4 Evaluation done by the students will be completely anonymous, i.e. the student is not supposed to indicate himself / herself by name, or roll numbers, or registration numbers or by any other means whatsoever.

27. INCOMPLETE GRADES ON MEDICAL GROUNDS.

If a student fails to appear in the terminal examination in a course on medical or any other reasons, he/she shall be treated as absent and failed.

28. MERIT CERTIFICATES

28.1 The Controller of Examinations shall issue a certificate of merit to a student who stands first in the discipline on the basis of overall result provided that the student has obtained **CGPA '4'** with **A⁺ grade** (i.e. **90%** or above marks,) or more in the aggregate, has not failed in*, or repeated any course and has completed the course work in normal period as prescribed for Master's and Bachelor's programmes. The recipient for the award of certificate of merit shall also be awarded the Chancellor's medal.

28.2 The president's gold medal shall be awarded to the student who stands first in Master or Bachelor's programme in the respective faculty. The Controller of Examinations shall also issue a certificate of merit to such a students.

28.3 The matter of award of Gold Medal /Roll of Honor should be decided by a Committee constituted for the purpose by the Competent Authority, of which the Controller Examinations, Registrar and Deans will be members.

28.4 Honours/Medals shall be awarded to the candidate who passes all courses of a degree program at the first attempt*. Student who repeats a subject/course will not be eligible for top student honours/awards even if he/she improves it and comes in that bracket after repeating it. It is the student's responsibility to clear the failed subjects within the prescribed time limits.

28.5 If more than one student secures the same CGPA the position will then be determined on the basis of percentage of marks obtained. Even if still a tie remains, the decision will be done on the elder age, the award will go to the older in age.

** First Attempt means that all requirements, i.e. mid term, assignments, quizzes, term paper, practical and terminal examination of a subject are completed in time and are shown on the first award list submitted by the course instructor to the examination section. Incomplete result or result submitted on another award list shall be considered a second attempt.*

29. RESULTS

- a. The result of each course shall be declared within 10 days after the examination and the result alongwith the scripts shall be sent to the Controller Examinations.
- b. Late submission of the result by the concerned teachers creates serious problem in implementation of the clause 13 (i.e.13.1 to 13.5) and 18 (i.e. 18.1 to 18.9) regarding the scheme of studies which require the student to have specific CGPA. Therefore, all teachers must submit the results as per clause 29 (a), failing which the concerned teacher will be held responsible.

Annex - A
to Rule 15

CONDUCT OF SEMESTER EXAMINATIONS

1. All mid term/terminal Semester Examinations of the University, shall be held at concerned Department/institute/affiliated colleges, on dates and schedule prepared by the Department/Institutes, unless otherwise approved by the Vice Chancellor and duly forwarded to Controller of examinations as per para 2 below.

EXAMINATION SCHEDULE

2. The examination office of the respective department/institute/centre will publish the examination schedules atleast 02 weeks prior to the commencement of the mid term/terminal examination and forward a copy of the schedule to Controller Examinations, Hazara University.

CONDUCT OF TERMINAL EXAMINATION

3. The chairman/HOD of concerned Department/Institute will approve the detailing of Faculty/Office as Superintendent/Deputy Superintendent for the conduct of mid/terminal examination. These invigilators/ Faculty will ensure the following:

- a. Examinees are seated in the examination room according to the seating plan prepared by the examination officer of the Department.
- b. All answer books used in the examination are initialed by them. No other answer books are to be used.
- c. Answer books are issued to the invigilators 05 minutes before the commencement of the examination and retrieved at the end of the examination.
- d. Absentee report, if any, is prepared and forwarded to the departmental Examination Officer.

INVIGILATORS

4. Invigilators are detailed by the departmental examination officer of the department/institute after the approval of the chairman/HOD. They will report to the Superintendent/Deputy Superintendent 30 minutes before the commencement of examination and will ensure.

- a. That students are seated according to their seating plan.
- b. That the students are warned against the use of unfair means and have been directed to surrender notes, papers or other unauthorized material before the commencement of the examination.
- c. That no examinee is allowed to join the examination 30 minutes after its commencement.
- d. That no examinee is allowed to leave the examination room within one hour of commencement of examination. The visits to 'wash rooms' will be allowed only in special circumstances and should be carefully controlled.
- e. That the question papers and answer books of an examinee detected using unfair means or assisting another candidate, or is copying from another candidate is taken away and the matter reported to the Superintendent/Deputy Superintendent of examination. The Superintendent records all available evidence to be used as written proof later on.
- f. That the examinees write their examination roll/code/detail number on the front cover of each additional answer book used. If more than one answer book is used, they are handed over to the Superintendent/Deputy Superintendent after the examination.

USE OF REFERENCE MATERIAL DURING TESTS / EXAMS

5. Prior to class test/mid/terminal examinations the concerned faculty/invigilator shall announce such books, notes or other material which can be referred to by the students during the tests/Examinations. Examinee will not be in possession of any other books, notes, papers or material etc.

QUESTION PAPER

6. All question papers are set by respective faculty and duly scrutinized, approved and conducted in accordance with the Hazara University policy. As per the spirit of Semester system, there will be no choice in attempting the questions. It will also be ensured that the question Papers are

balanced with respect to the examination policy and have been prepared to cover the essentials of the whole syllabus completed by the faculty. In case the teacher who teaches a course is not present at the time of the examination, the Chairman/Head of the Department may appoint another teacher for the purpose.

ACADEMIC CALENDAR

7. Provost will prepare academic calendar of the University based on the details to be provided by each department / Institute / affiliated college / centre at least two months before the commencement of academic year i.e. Fall Semester. The tentative schedule of the semester examinations shall be clearly mentioned in the academic calendar.

STUDENTS RESPONSIBILITY / INSTRUCTIONS TO CANDIDATES

8. Candidates will report half an hour before the time fixed for the examination on the first day and 10 minutes on subsequent days. No books, notes or documents are to be taken in the examination room except those authorized by the examiner.

9. No candidate shall be allowed to enter the examination centre after commencement of the examination. However, in exceptional circumstances, and after applying strict criteria the Centre Superintendent may provisionally allow into the examination hall a candidate who is late up to fifteen minutes after commencement of the examination, provided the candidate is required to fill in a Late Arrival Form giving valid reasons, subject to concurrence of the departmental examination officer.

10. In case the examination starts late, for any reasons to be recorded in writing by the Superintendent and forwarded to the Chairman concerned, the Superintendent shall extend the time for the period that has been lost.

11. No candidate shall leave the examination hall without the permission of the Superintendent.

12. No candidate shall be allowed to leave the examination until half the scheduled time of that examination has passed. In case candidate has to leave the examination hall in emergency situation before this time, for any reasons to be recorded in writing by the Hall Superintendent, he/she shall not be allowed to take the question paper with him/her.

13. No candidate shall be allowed to re-enter the examination hall if he/she leaves after handing over the answer book.

14. No candidate shall be allowed to use toilet facilities until at least one hour after the commencement of the examination, and during the last thirty minutes of the examination. *(read in conjunction with para 4d)*

15. The candidate shall fill in the details on the title page of the answer book.

16. Candidate shall not ask for, and shall not be given any explanation about the question paper. In case any clarifications i.e., misprint/error, is required for any valid reasons, as ascertained by the Hall Superintendent, it shall be done strictly after obtaining permission of the Chairman concerned.

17. Candidate shall not borrow anything from other candidates during the examination.

18. Candidate shall not talk or disturb other candidates after commencement of the examination.

19. Candidate shall not remove a leaf or a part there of, from the answer book.

20. While leaving the examination hall candidate shall handover all answer books/papers etc to the Supervisory staff.

21. Candidate who tries to use unfair means or creates law and order situation during the conduct of the examination or otherwise shall be dealt with under "Unfair Means Regulations".

22. In case answer book of a candidate is lost after having been received by the Hall Superintendent, and if he/she passes in all other subjects of the examination, he/she may be required

to reappear in that one subject of which answer book is lost. If, on reappearing, he/she obtains pass marks he/she shall be deemed to have passed the examination. In case of any dispute as to whether a candidate's answer book was duly received by the Superintendent or not, the findings of the departmental examination committee subject to the approval of the Vice Chancellor, shall be final.

UNFAIR MEANS / MALPRACTICES

23. Any student found using unfair means or assisting another student during a test/examination or copying from another student would be liable to disciplinary action. A student found guilty of such act by the Unfair Means Committee, will be dealt with in the light of policy in vogue. Use of unfair means generally covers the following:

- a. An attempt to have access to the question paper before the test / examinations.
- b. Communicates directly or indirectly with an examiner with the intention of getting to disclose any question or questions set or to be set by him or with the object of influencing him in the award or marks.
- c. Communicates directly or indirectly with the Superintendent of the examination center/hall or any other person connected with the supervision of an examination for the purpose of inducing such person to give undue assistance or show undue favour to the candidate.
- d. Use / possession of unauthorized reference material during test / Examination.
- e. Any form of communication by the examinee with any one in or outside the examination room while the test / Examination is in progress.
- f. Unauthorized entry into faculty's office or that of staff with the intention of having an access to or tampering with the official record / exam paper etc.
- g. Receives assistance from other persons in the examination.
- h. Gives assistance to another candidate or allow him/her to copy from his/her answer book in the examination.
- i. Removes a leaf or leaves from his answer book.
- j. Uses abusive or obscene language in his answer book.
- k. Smuggles an answer book in or out from the examination hall.
- l. Communicates directly or indirectly with any official of the University with the intention of obtaining any information connected with the examination, which such official is bound not to disclose.
- m. If the guardian or a relative of a candidate communicates or attempts to communicate directly or indirectly with any of the persons mentioned in para 23 (b) & (c) above with the object mentioned therein, such communications may be deemed to have been made by the candidate himself/herself and shall be liable for penalty(ies) according to the UFM made.
- n. If a candidate gains admission to the examination or attempts to gain admission by making a false statement in his/her admission form.
- o. Producing a false document forging another persons signature on a document.
- p. Allowing another person to impersonate him/her.
- q. If a candidate possesses any firearms or anything capable of being used as weapon of offence in or around the examination center/hall/room or assaults or threatens to assault a person engaged in the conduct of an examination.
- r. If a person on the rolls of the University abets a candidate in the commission of any of the offenses mentioned above, his/her act shall be taken as malpractice.
- s. If a person on the rolls of the University obstructs any University official, the Inspector of any examination centre or any person connected with the conduct of an examination, in the discharge of such person's duties, such enrolled student shall be dealt accordingly with UFM penalties.

PUNISHMENTS / PENALTIES TO BE AWARDED TO UFM CANDIDATES

24. Any candidate who, after announcement made by Superintendent, fails to part with or is found to have access to books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders or any other material or equipment in his/her possession relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be **expelled** by the superintendent from the Examination Room and his/her **answer book shall be cancelled** and case be reported to the departmental examination officer/Chairman of the department.

25. Any candidate found guilty of copying from any paper, book or notes, or allowing any other candidate to copy his/her answer-book, or creating disturbance in the hall by whispering/talking may

be **disqualified from appearing in examination for a period which may extend to two semesters and fine imposed from Rs.1000/- to 5000/-**. Decision given by the examination committee will be final.

26. Any candidate found guilty of impersonation and is on the rolls of the university/affiliated institution, **he/she shall be disqualified (i.e. both the candidate and the impersonator), shall be liable to expulsion and to be debarred from admission to any class and from appearing at any examination for a period not exceeding five years with a fine of Rs.3000/- to 10,000/-**.

27. If the impersonator is not on the rolls of the university/affiliated institution but holds a degree or diploma conferred or granted by the University, the examination committee **shall register a case with the Police**, and shall send intimation to this effect to the Vice Chancellor/Registrar **for cancellation of his/her Degree/diploma.** *

** In case of his/her conviction by a court of law for cheating by impersonation will render himself/herself liable to punishment under section 419 P.P.C. to imprisonment which may extend up to seven years, or fine, or both.*

28. Any candidate found guilty of resorting to physical assault on the Supervisory Staff or University Officers or University Officials or any other person deputed in the Examination Centre or other candidates shall be **disqualified permanently**.

29. Any candidate found guilty of possessing firearms, daggers, knives and other weapons/hazardous material, which may cause injury, shall be **disqualified for a period of three years to appear in any examination of the University and his regular admission from the department/institute be cancelled. In addition a fine as deemed suitable be imposed by the discipline committee.**

30. Any candidate found guilty of instigating others to stage a walkout or resort to a pen-down strike **shall be liable to expulsion by the Superintendent or the Departmental examination officer or any officer duly authorized by the Vice Chancellor and shall be disqualified for a period up to three years to appear in any examination of the University along with imposition of suitable fine.**

31. Any candidate found guilty of obtaining admission to the examination on false statement made on his/her document by any means, **shall be disqualified to appear in that examination.**

32. Any candidate found guilty of forging another person's signatures on his/her application or admission form **may be disqualified for a period of one year (02 semesters).**

33. Any candidate found guilty of intentionally spoiling/parting/damaging his/her or any other candidate's answer script or any other important document/item related to the examination, **shall be barred from appearing in the examination for two consecutive semesters and a fine of Rs.5000/- to Rs.10000/- be imposed.**

34. Any candidate found guilty of smuggling/taking answer script/related document with him or stealing of blank answer script/additional sheet/other document, shall be **disqualified for a period of three years to appear in any examination of the University and his regular admission from the department/institute be cancelled. In addition a fine as deemed suitable be imposed by the discipline committee.**

35. If a candidate is found guilty of disclosing his/her identity or making peculiar marks or using abusive or obscene language or making an appeal in his/her answer book to the examiner, **the answer book of such candidate shall be cancelled.**

36. Any candidate found guilty of influencing or attempting to influence, the Examiners or Supervisory Staff or the departmental examination officer and other University Staff directly or through his/her relatives or guardians or friends with the objective of gaining benefit in the examination **shall be disqualified for the examination.**

37. Any candidate who refuses to obey the Exam Superintendent or changes his/her seat with another candidate, or changes his/her roll number, **shall be expelled from the Examination room and his/her answer book shall be cancelled.**

38. Any candidate who interchanges his/her answer script (or a part of it) with an other candidate, **shall be expelled from the examination room and his/her answer book shall be cancelled. The entire examination of such candidate(s) shall be cancelled and a suitable fine be imposed.**

39. Any candidate found guilty of cheating in the examination by way of depositing less fee and enhancing it through forgery on Bank receipt **shall be debarred to appear in that Examination.**

40. If a person on the rolls of the University abets a candidate in the commission of any of the offenses related to the malpractices/unfair means, **he/she shall be liable to the same penalty to which the candidate is liable in respect of the offence abetted.**

41. If a person on the rolls of the University obstructs any University official, the Inspector of any examination centre or any person connected with the conduct of an examination, in the discharge of such person's duties, **such candidate shall be liable to be expelled from the University for a period not exceeding three years, inclusive of the year in which the offence occurred.**

42. **The above penalties (para 40 & 41) may be imposed in addition to any other penalty to which the offender may be liable under any law for the time being in force.**

43. **Act of Supervisory/departmental Staff.** If Supervising Staff, Paper Assessor, Practical Examiner or any other person employed in connection with an examination fails to comply with any instruction issued by the Hazara University or any of its officers, commits any other irregularity, secures such appointment by supplying wrong information through alteration of facts, the department concerned shall report the matter to the Competent Authority for administrative action and/or take any other legal action that may be deemed necessary.

44. In case of any emergency, the Vice Chancellor may award suitable punishment without reference to the Committee, in commensuration with the gravity of offence, to any candidate or to any student on the rolls of the University/affiliated college, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Centre/room.

COMMITTEE DEALING CASES OF UNFAIR MEANS IN THE EXAMINATIONS

45. The Vice Chancellor shall appoint a Committee on the recommendations of the Controller Examinations, for a period of three years to be known as the "Unfair Means Committee" to deal with cases of the alleged use of unfair means, or other matters affecting the discipline of the students in connection with examinations on hearing from Controller of Examinations.

46. The Unfair Means Committee shall comprise of a minimum of three and a maximum of five members. The Controller of Examinations shall be its Member/Secretary.

47. Each member shall have a single vote.

48. The senior most member shall be the Chairman of the Committee.

49. The members of the Committee shall hold office for three years. In case of vacancy among the members, the Vice Chancellor shall appoint another person who shall hold office for the remaining period of the term.

50. The quorum of the Committee shall be two-third of its total membership.

51. In case of difference of opinion among the members, the majority decision shall be regarded as the decision of the Committee.

52. If the entire Committee disagrees over an issue, the case shall be referred to the Vice Chancellor, who shall either decide the case himself or refer it to the Syndicate for its verdict.

53. No penalty shall be imposed on a candidate unless he/she has been given a reasonable opportunity of showing cause against the action, proposed to be taken against him/her.

54. The Unfair Means Committee shall be the Authority to determine the charge of a breach of the rules of examinations and formulate recommendation to the Vice Chancellor for approval.

55. A candidate, aggrieved by the decision of the Unfair Means Committee, may bring to the notice of the Vice Chancellor any new facts within seven days of the receipt of such decision. The Vice Chancellor may reconsider the case and give his decision or refer it to the Appellate Committee.

56. In case of an emergency, the Vice Chancellor shall be competent to award suitable punishment to a student for breach of any law/rules pertaining to examination.

APPELLATE COMMITTEE

57. The Vice Chancellor may appoint an Appellate Committee to hear the appeals against the decisions of the Unfair Means Committee. The Committee shall comprise of two senior faculty members not below the rank of Professor. The decision of the Appellate Committee shall be binding and final and shall not be challengeable in any court of law except the Supreme Court of Pakistan.

DESTRUCTION/DISPOSAL OF QUESTION PAPER/ANSWER BOOKS/RESULT SHEET

58. The following policy for destruction of Question Papers/Answer Books/result sheet of all types of University examinations will be adopted.

- a. Question paper, if not part of the answer book, will be disposed off after the conduct of the examination.
- b. Answer scripts along with a sample question paper will be preserved for one year after the declaration of the terminal result.
- c. Soft copies will be retained for ever as duplicate record at a different and secure place.

COMPUTATION AND APPROVAL OF RESULTS

59. After the results are received from each department, the departmental examination officer compiles the final results of each class with in 10 days after the last day of the examination. The final results show grades obtained in each course of the semester, the 'semester GPA' and the 'Cumulative GPA' of each student. The result sheets also indicate the tentative disposal (probation, dropped out, withdrawal, incomplete etc) of students failing to achieve required standard. The final result will be finally announced by the Controller Examination.

RECORD OF RESULT

60. **Award Lists;** The teacher concerned shall prepare five copies of the awards for each course taught by him/her. He/she shall retain one copy with him/her and shall handover the four copies to the Chairman of the Department concerned for onward process.

61. The final result is recorded on the provisional semester transcript of each student. The departmental examination officer of respective department/institute prepares four copies of individual student semester transcript. The original copy is sent to the Controller of Examination Hazara University, the second copy to the provost Office for record, the third copy to the student. The fourth copy is retained in the student's personal file at the department/institute. The complete semester result is sent to Examination Department of the University for formal notification.

ISSUE OF ACADEMIC TRANSCRIPT/DETAIL MARKS SHEET

62. A student desirous of obtaining Academic Final Transcript/detailed Marks Sheet may apply to the Controller Examinations along with the prescribed fee as per the policy issued on the subject by the Controller of Examination Hazara University.

THESIS

63. Thesis for the BSc (Hons) degree shall not be accepted earlier than eighth semester and later than twelfth* semester after the date of enrollment. Similarly the constraint of time for thesis acceptance of MSc degree shall be fourth and sixth semesters. However, further extension for thesis could be given by the Board of Studies on the recommendation of the Supervisory Committee.

CONDUCT OF THESIS EXAMINATION

64. At the end of the course of study, the candidate shall present three typed/written or printed copies of the thesis for examination. The candidate shall be required to attend an oral examination on his thesis.

APPOINTMENT OF EXAMINERS

65. On the recommendation of the Chairman the Dean of Faculty concerned shall appoint two examiners for the thesis. Names of the examiners shall be duly endorsed by the Controller of Examinations. One of whom shall be the Supervisor. The examiner shall examine the thesis/dissertation and send the result through the Chairman/HOD to the Controller of Examinations Hazara University.

THESIS EXAMINATION

66. The candidate will be required to qualify the thesis examination (by obtaining GPA of 2.5). If he fails, the thesis may be rejected without the option of resubmission of the thesis.

67. If the examiners find that the thesis need not be altogether rejected the candidate may be permitted to revise and submit his thesis for a new examination within two months.

68. If there is a difference of opinion amongst the examiners about the adequacy of the thesis the Dean of Faculty concerned on the recommendation of the Chairman/HOD shall appoint a third examiner. If the thesis is adjudged adequate, a viva-voce examination will be held for it.

69. Only one chance of resubmission shall be allowed to the student and if the revised thesis is not approved under aforesaid procedure the thesis shall be finally rejected.

VIVA-VOCE EXAMINATIONS

70. The viva voce examination shall be conducted by the thesis examiners under the supervision of the Chairman/HOD.

71. If the candidate passes in the viva-voce examination, he/she will be awarded the degree. However, if the candidate fails in the viva-voce examination he /she will be permitted to re-appear once more in the viva-voce examination within two months. Failure for the second time may mean failure in the examination altogether.

72. If the candidate passes the aforesaid viva-voce examination his/her result may be declared and the candidate may be awarded the degree.

73. The grading of the thesis and viva-voce examination shall be included in the cumulative Grade Point Average of result.

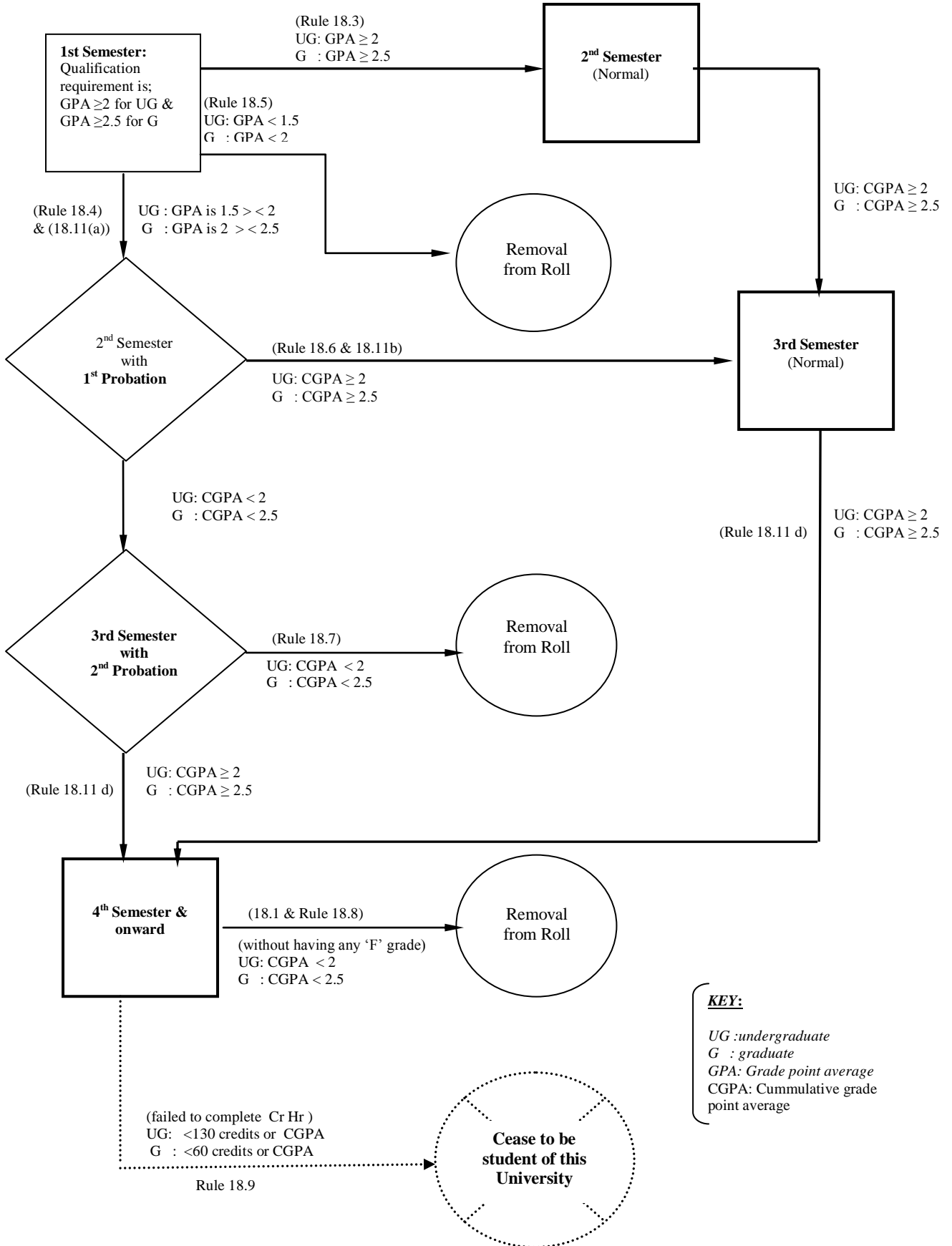
RECHECKING/ RETOTALING (read in conjunction with para 15.2 of examination regulations)

74. There shall be no re-evaluation of answer books. Appeal for rechecking of paper(s) shall be lodged within seven days after resumption of classes of the following semester to the Controller of Examinations with a fee of Rs.300/- per paper. Rechecking will mean re-totaling of marks and checking for unmarked questions (if so left without marking).

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** Amended by the Semester Rules/Regulation Review Committee in meeting held on 14 & 25 Feb 2011.
Notication No.11(15)/HU-Reg/2011/195 dated 28 Mar 2011.*

Annex - B
to Rule 18

Probation Flow Chart



A n n e x - C

Directives of the Semester Rules/Regulations Review Committee in its meeting held on 14 & 25 Feb 2011 and accordingly notified vide No. [No.11\(15\)/HU-Reg/2011/195 dated 28 Mar 2011.](#)

- (A). The committee unanimously decided that the extra semesters for Bachelor (Hons) programme will be '04' cushioning the allocated 08 semesters upto allowed range of 12 semesters and similarly '02' extra semesters will be permissible to Master level programme to pad the allocated 04 semesters upto 06 semesters at the maximum. No student shall be allowed to continue studies beyond TWELVE and SIX semesters (as stated above) under any circumstances.
- (B). a. The Director Academics shall update the "Rules Book" by incorporating all the amendments quoting the relevant "Notification/concerned body decision" at the foot note. He has to approve the fresh revised copy of the Rules book from the concerned statutory body/Competant Authority and print it
- b. Directorate of Academics shall provide 01 copy each to every teacher (Lecturer/Faculty) and remaining printed copies be kept for selling on payment to the desirous students.
- c. The updated soft copy shall also be launched on the Hazara University's website.