

HAZARA UNIVERSITY, MANSEHRA

SEMESTER RULES (Revised) 2017



References:

- a. Recommended through Standing Committee of Rules Revision by 15th Meeting of The Academic Council Held on October 30, 2017,*
- b. Approved by the Syndicate in its 36th Meeting Held on Nov 06, 2017*

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BREGULATIONS PERTAINING TO ADMISSION, REGISTRATION AND EXAMINATIONS REGARDING SEMESTER PROGRAMMES OF HAZARA UNIVERSITY – (REVIEWED 2017)

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 29 & 31 of Khyber Pakhtunkhwa Universities Act 2012 (amended 2016), read with Section 7.

1.2 These Regulations shall come into force with immediate effect.

2. DEFINITIONS

- a. **University.** Means Hazara University Mansehra
- b. **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.
- c. **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.
- d. **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.
- e. **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Means that a student is considered unsuitable for further studies at Hazara University as a regular student and is withdrawn from the study programme.
- f. **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.
- g. **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.
- h. **Controller.** means the Controller of Examinations of Hazara University.
- i. **Exam Coordinator.** means the examination coordinator of a teaching (academic) department.
- j. **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.

- k. **Course.** Means a course of study leading to the successful completion of the degree.
- l. **Credit Course.** A "Credit Course" means a course of study, successful completion of which shall be a requirement for the degree.
- m. **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.
- n. **Dean.** Means the Dean of a faculty of the University.
- o. **Chairman.** Means Chairman of an Academic Department of the University.
- p. **Head of Department** means Head of Department or the Chairperson or another Teacher appointed by the Vice Chancellor according to the relevant rules.
- q. **Department.** Means an Academic Department of the University.
- r. **Faculty.** Means Faculty of the University having two or more (group of) departments.
- s. **Deputy Controller of Examination.** "Deputy Controller of Examination" means the Deputy Controller of Examination of the University
- t. **Examinations.** Means the semester examinations.
- u. **Examiners.** Means a person appointed to conduct the examination.
- v. **Fee.** Means fee charged for every course attended by a registered student.
- w. **Grade.** A mark (letter grade or number) indicating the quality of students' academic performance is called Grade.
- x. **Grade Point (P).** Number of points representing the letter grades scored by a student in a subject.
- y. **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.
- z. **Grade Point Average.** means the accumulative grade point earned in a semester or in the whole course of study.
- aa. **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.

- ab. **Non-Credit Course.** A "non credit course" means a course of study, successful completion of which shall not be a requirement for the degree.
- ac. **Practical/Lab Test.** These tests include all such examinations/evaluations to ascertain the level of competency of practical application of knowledge acquired.

- ad. **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.
- ae. **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.
- af. **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.
- ag. **Vice Chancellor** means the Vice Chancellor of the Hazara University.
- ah. **Registrar.** means the Registrar of the University.
- ai. **Director Academics.** Means Director Academics & Research of the University.
- aj. **Provost.** Means Provost of the University.
- ak. **Registration** means registration of the student with the office of the Registrar of the University.
- al. **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.
- am. **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.
- an. **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.
- ao. **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.

3. INTRODUCTION

3.1 Hazara University shall offer undergraduate 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. A University department may, with the

prior approval of the Academic Council, arrange courses during summer vacations.

4. **DEGREE STANDARDIZED FORMAT SCHEME OF STUDIES**

4.1 **For Four-year Bachelor Degree**

a.	Total No. of Credit Hours	124 – 140*
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

* The disciplines accredited to relevant councils, will follow the duration of course/curricula/criteria as prescribed by the concerned council and consented by HEC/adopted by the University.

** For level qualifications; see the NQF (National Qualification Frame Work of Pakistan) flow chart available at [REDACTED]

*** HEIs falling in long winter vacations to apply according to their conditions

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 124 – 140 Credit Hours by Undergraduate Students**

a.	Total No. of Credit Hours	30 (24 credit hours of Course Work + 06 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

* For level qualifications; see the NQF flow chart available at [REDACTED]

** HEIs falling in long winter vacations to apply according to their conditions

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 and examined 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 02 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, MBA and MPA shall extend over four semesters.

4.5 while courses of study for MCom and MEd shall comprise of 02 semesters.

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

4.7 The minimum duration for completing the MA/MSc 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 (BS)' and '02 years Conventional MA/MSc' programmes
GRADUATE	Means 'MPhil/MS/PhD' programmes
MASTER	Means only 'MPhil/MS' programmes

5. **PHD STRUCTURE, AFTER SUCCESSFUL COMPLETION OF LEVEL 7 (i.e. MPhil/MS equivalent) QUALIFICATION FRAMEWORK (NQF), and APPROVAL of Doctoral Committee and ASRB***

Total No. of Required Credit Hours	18 (Credit Hours of Course Work + a PhD dissertation which must be evaluated by at least two PhD experts from technologically /academically advanced foreign countries in addition to local Committee members)
Semester Duration	Minimum of 16 weeks of teaching excluding examinations
Course Work Duration (Minimum)	1-year, two semesters
Course Duration	Minimum 3 years (including course work duration and Research Dissertation)
Maximum 3-8 years (including course work duration) with approval of ASRB.	
Number of Regular Semesters	02
**Summer Session	Only for deficiency courses and Research
Course Load per Semester for Regular Full-Time Students	09-12 Credit Hours of Advanced Courses in the field and Research Methods

* ASRB is Advanced Studies and Research Board

** HEIs falling in long winter vacations to apply according to their own conditions.

6. **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 Board of Faculties to the Academic Council for approval and concurrence by the Syndicate. Such courses and syllabi shall become effective from the date of concurrence by the syndicate or such other date as the Syndicate may determine.

7. **ORGANIZATION OF TEACHING**

7.1 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.

7.2 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.

7.3 Teaching in each department/institute shall be organized through courses specified for each discipline and approved by the competent authorities as defined in the Khyber Pakhtunkhwa Universities Act 2012 (Amended 2016).

7.4 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.

7.5 Teaching at graduate (PhD/MPhil/MS equivalent) levels shall be entrusted to a person who possesses a Doctoral degree unless otherwise permitted by the Vice Chancellor/Advanced Studies & Research Board.

7.6 English shall be the medium of instruction, except in language courses and Islamic Studies.

8. **ADMISSIONS**

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

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

8.3 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.

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

8.5 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.

8.6 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'.

8.7 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.

8.8 Candidates considered eligible for admission for all degree programs shall appear before the Admission Committee for test and interview.

8.9 Admission shall be made on the basis of 80% weightage for academic performance and 20% weightage in the Entry Test & interview.

8.10 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.

8.11 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.

8.12 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.

- 8.13 Wherever quota system exists the criterion of merit shall be applied within each group.
- 8.14 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 admission committee. The University will not accept any advance copy for admission from any candidate.
- 8.15 The number of open merit and quota seats shall be determined by the Syndicate on the recommendations of the Academic Council.
- 8.16 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.
- 8.17 If two candidates have equal merit. The one senior in age shall be given preference over the other for the purpose of admission.
- 8.18 All the candidates must bring the original certificates for verification in the interview.
- 8.19 Wherever needed, the equivalence of academic qualification shall be determined by the Equivalence Committee of the Hazara University.
- 8.20 Foreign students shall be considered for admission after prior approval of the Ministry of Education, government of Pakistan, Islamabad.
- 8.21 **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.
- 8.22 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.
- 8.23 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.
- 8.24 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.
- 8.25 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/-

8.26 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.

8.27 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.

8.28 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.

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

8.30 Ineligibility The following shall not be eligible for admission to undergraduate (BS, MA/MSc) and graduate programmes:

- a. Those who have ceased to be students of this University.
- b. Those who already possess a Bachelor's or MA/MSc 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.
- d. Those who have been expelled from any other University/institute/college.
- e. Those who could not qualify a degree programme on basis of acquiring minimum credit hours i.e. 124 (for level 6), 60 (for MA/MSc), 30 (for level 7) in this or another university.
- f. Those who could not qualify a degree programme on basis of achieving the minimum CGPA required for passing the degree programme i.e. CGPA 2 (for level 6), and CGPA 2.5 (for level 7 & 8) in this or another university.

8.31 Age Limit:

- a. The maximum age limit for admission of the undergraduate, i.e. MA/MSc and BS programmes shall be **30 and 25** years respectively.
- b. *The upper age limit for a candidate will be counted with effect from the last date fixed for receipt of 'admission form'.*
- c. *The Vice chancellor has the discretion for waiving off upper age limit **upto one year relaxation**, only on solid reasons and proof, provided by the concerned candidate.*
- d. *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.*

- e. 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".
- f. 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.

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

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

8.34 **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. [REDACTED]

8.35 **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.

8.36 **Admission of Foreign Students:**

Foreign students under student exchange programme (as the case may be) will be enrolled for any semester or for any single course and the University admission offer letter of the foreign student will be forwarded to HEC for issuance of NOC.

9. SEMESTERS

9.1 ***FALL / SPRING* Semester**

- a. There will be two regular semesters (***Fall*** and ***Spring***) Academic year.
- b. Each semester will be spread over 16-18 weeks (inclusive of examinations).
- c. The University is 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.

9.2 SUMMER (or WINTER) Semester

- a. Summer (or Winter) session provides opportunity to students who have failed or have withdrawn from a course and those who wish to improve their GPA/CGPA to qualify to the next semester.
- b. During the summer break, University may offer intensive 1-2 Summer Sessions each of 8-9 weeks of concentrated study for completing remedial course work.
- 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.
- d. Students can enroll maximum of '3 Theory courses' or '1 lab course' or '1 theory & 1 lab courses' (upto 12 credit hours maximum) during summer/winter sessions for remedial work.
- e. Moreover, a student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer.

10. CREDIT HOURS

- 10.1 a. A credit hour means teaching a theory course for 60 minutes each week throughout the semester.
- b. Theory: A theory course is of 03 to 04 credit hours as per requirement of discipline.

Course	Duration of Class
<u>Theory Course of 03 Credit Hours</u>	<u>3 classes of 01 hour per week</u>
	<u>Or</u>
	<u>2 classes of 1.5 hour per week</u>
<u>Practical (Lab)Work/Field Work of 01 Credit Hour</u>	<u>Or</u>
	<u>1 class of 03 hours class per week</u>
	<u>03 hours per week</u>

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

10.3 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/Studio work/practical field work. 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.

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

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

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

11. **MAXIMUM OR MINIMUM COURSE LOAD**

11.1 **Fall & Spring Semester**

a. **For Undergraduate Students (BS/MA/MA/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. In case any student wishes to enroll for one more course beyond 18 cr. Hours he/she may be allowed by institution in either of the two cases:

(1). If his/her CGPA is above 3.5 and

(2). The student needs the course to graduate on time,

iii. A student shall not be allowed maximum load exceeding **24** credit hours a week.

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

v. 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.

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

vii. 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.

viii. 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.

ix. 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 and will be required to vacate the hostel room allocated to him.

x. 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. A graduate student must take at least 9 credit hours in Fall and Spring semesters to be classified as a full-time student.

11.2 Course load for summer semester

- a. Undergraduate students can take up to 12 credit hours during summer semester.
- b. Graduate students can take up to 6 credit hours during summer semester.

12. REQUIREMENT FOR MAXIMUM COURSE LOAD IN A REGULAR SEMESTER

12.1 **Requirement of CGPA 3.5** An undergraduate student may be allowed to take up to 24 credit hours being maximum course load with the due permission of the Head of the Department, only if he / she is having a CGPA of 3.5 or above.

12.2 **Chairman/HOD Discretion** The Head of Department/Institute may also allow maximum course load to any undergraduate student when the student is graduating in that very semester, e.g. an undergraduate student with CGPA of 3.2 needs 24 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).

12.3 **M.Ed Degree Programme;**

- a. The M.Ed course will extend over a minimum period of two Semesters.
- b. A minimum of 36 credits is required for M.Ed programme.

12.4 The disciplines/programmes (Pharmacy, Law, Education, Architecture etc) other than the normal undergraduate (04 years BS or 02 years MA/MSc) will have the criteria of course load, classes, total credit Hours requirements etc as per description of the concerned course duly approved by the relevant statutory bodies in view of the rules provided by the concerned COUNCILS /HEC.

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

13.1 Change and Drop of Course(s):

- a. Students will be advised about the department/University requirements for the degree such as attendance, required/ elective

i. 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.

j. After fifth (5th) week of the commencement of semester, dropping a semester is not allowed. Thereafter rules related to "withdrawal" will get implemented.

k. Dropping of **First** semester is not allowed.

l. The dropped semester shall be counted towards the maximum period of **six** semesters allowed for completing of **MA/MSc** degree and the maximum period of **twelve** semesters allowed for completion of **BS** degree.

[Note: Such will be the case for other degree programmes as determined by the concerned BOS/Council.]

13.2 Withdrawal of Course:

a. Withdrawal from a course will be allowed latest up to **three** weeks before the starting of semester examination (i.e. by the end of **12th** week) under recommendation by the course teacher and approval by Chairperson/Head of Department of the Institute.

b. In such a case the transcript shall record that the student enrolled in the course and withdrew i.e. Withdrawn course will appear on transcript with letter W, which shall have no impact on the calculation of the CGPA of the student.

c. The 'withdrawal approval' so granted by the Chairperson, must reach to the Controller Examinations of the University before the end of the 15th week, otherwise the withdrawal will not be considered and "F" grade will be counted instead "W".

d. A student withdrawing after the 12th week (or apply for withdrawal after 12th week) shall be automatically awarded "F" grade which shall count in the GPA and stay on the transcript.

14. REPEATING COURSES

14.1 Those undergraduate students failing (get 'F' grade) in any course or gets 'F' grade due to shortage of attendance shall have to repeat that or its equivalent recommended alternate course whenever offered.

14.2 However, "F" grade obtained earlier will also be recorded on the transcript.

14.3 An undergraduate student obtaining a 'D' grade, can also be allowed to repeat the course when offered to improve his/her grade for undergraduate students.

14.4 a. An undergraduate (BS) student can be allowed to repeat a maximum of six courses (18 credit hours) to improve their grades.

b. An undergraduate (MA/MSc level) student can be allowed to repeat a maximum of three courses (09 credit hours) to improve their grades.

14.5 When an alternate course is taken for improvement, in such a case, both courses (old & alternate) and the grades obtained will be recorded on the transcript, however, only the better grade shall be calculated in the CGPA.

14.6 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.

14.7 A graduate student (MS/MPhil) with a 'C' grade or below can repeat the course if s/he desires to improve the grade. To graduate students (MS/MPhil) maximum two courses (08 credit hours) for repeating can be allowed.

14.8 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.

14.9 In case of CGPA improvement, it would be recorded with (Imp) on the transcript. However, in case such a student does not improve his/her grade, the previously obtained grade will reflect in the transcript.

14.10 If a student absents himself in a test for any reason, no separate test will be arranged for him/her.

14.11 For completing MPhil/MS level course work obtaining of 2.5 CGPA is mandatory to get eligible for starting research work. If a graduate student (MPhil/MS) could not secure 2.5 CGPA then two courses as defined above shall be repeated/improved or alternative new courses registered within stipulated semesters i.e. in continuing next semester without putting a gap/missing of semester.

15. ATTENDANCE

15.1 The teacher may report a student's absences and deficiency in attendance to the HOD, who must notify it for information of all concerned. Such student will be put on "attendance-warning-list", who will be required to overcome his absence by mid term examination.

15.2 The Chairman/HOD must ensure the monthly state of attendance of each student in course file/attendance register of each teacher and sign it.

15.3 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.

15.4 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.

15.5 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.

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

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

15.8 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.

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

15.10 Students having class attendance less than 65% in a particular course will be dropped in that course allocating with 'F' grade, and will be required to repeat the course when it is offered again.

15.11 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.

15.12 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.1000/-* The class teacher will inform the Chairman of the Department regarding cancellation and restoration of admission in the course

[* As amended from time to time]

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15.13 Sanction of leave upto 07 days shall be sanctioned by the Chairman/HOD of the Department concerned. Sanction of leave beyond 07 days 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. The leave so availed cannot be claimed as presence by the student.

16. EXAMINATIONS

16.1 In the beginning of a semester, the Teacher of each course should hand out a syllabus providing information to students that defines attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, take home assignment policy, required and recommended reading materials and any other information important for the successful completion of the course and its requirements.

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

- a. he/she has been on the roles of the University during that semester;
- b. has registered himself/herself for the courses of study, and
- c. has 75% attendance (██████████)
- d. has paid all the University dues including tuition/hostel fees, etc, by the commencement of the semester. (██████████)
- e. if any punishment awarded by Competant Authority, which bars him/her from examination.

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

- a. sessional/monthly tests,
- b. class assignments,
- c. quizzes,
- d. mid terms,
- e. terminal examinations,
- f. presentation,
- g. participate in group discussion,
- h. submit projects/lab reports by the due dates,
- i. any other as described by BOS and approved by Academic Council.

16.4 These (██████████) 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>	<u>Duration of Paper/Exam</u>
Class tests	10%	30 minutes to one

Quizzes/Assignments/Presentations etc	20%	hour Teacher Discretion
Mid Term	15%	01 Hour
the terminal examination	55%	03 Hours

*For maintaining record refer Rule 25 related to Course File.

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

16.6 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.

16.7 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 makeup tests students are allowed to appear only in that portion of the course which they have missed.

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

16.9 a. Mid Semester 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.

b. The Mid-Semester Examination shall cover the course taught upto Mid-Semester. The nature and number of questions for Mid-Semester Examination shall be decided by the concerned course teacher.

c. Final Semester Examination paper shall cover whole course of the respective subject and shall comprise 05 questions out of which 01 question of 20 marks shall be objective type.

d. There shall be no choice in questions in the Mid-Semester and Final Examination papers.

e. There shall be no Grace Marks of any sort.

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

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

16.12 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 (i.e. Practicals, Projects, Thesis, Assignments, Test and Theory Paper) separately with 50% marks [REDACTED]

16.13 After marking the class tests, quizzes, mid term examination and final 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 teacher/instructor/examination coordinator (of the department) to be kept safely for record.

16.14 There shall be no re-evaluation of answer books except as mentioned in [REDACTED] above. [REDACTED]

16.15 The evaluation shall be internal, except for the thesis/Project etc (as per BOS) examination for which an external examiner could be associated.

16.16 Each Department shall have a [REDACTED], consisting of atleast 5 members to decide all problems regarding evaluation. The decision of the committee shall be final. [REDACTED]

16.17 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.

16.18 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.

16.19 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. [REDACTED]

16.20 The defaulters of the University dues are not permitted to sit in the examinations. [REDACTED]

16.21 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.

16.22 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.

16.23 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.

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

16.25 For detail regarding conduct of semester examinations and disposal of UFM cases etc. [REDACTED]

17. PANEL OF EXAMINERS

17.1 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.

17.2 For undergraduate students, the External Evaluator/Examiner shall be appointed by the Dean on the recommendations of the Chairman of the Department concerned from the approved panel. While for graduate students, the External Evaluator/Examiner shall be appointed by the Vice Chancellor on the recommendations of the Chairman of the Department concerned from the approved panel.

17.3 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.

17.4 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.

17.5 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.

17.6 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.

17.7 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.

17.8 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.

18. **GRADING POLICY**

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

18.2 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.*

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

18.4 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.

18.5 The minimum pass marks for each course shall be (fifty percent) 50% (i.e 1 GP). A student obtaining less than 50% marks in any course shall deem to have failed in that course. Less than 50% marks (i.e less than 1 GP for individual subject) obtained by a student in any course shall not be counted towards the aggregate marks but instead zero marks (0) will be calculated towards the GPA/CGPA against the credit Hours availed. The credit Hours will be counted as attained by the student for the course.

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

% Marks	Grade point Value	Grade	Remarks
GRADE – A			
90 & above	4.00	A+	Exceptional
85-89	4.00	A	Excellent
80-84	4.00	A-	High Distinction
GRADE – B			
79	3.9	B+	Very Good
78	3.8	B+	"
77	3.7	B+	"
76	3.6	B+	"
75	3.5	B	Good
74	3.4	B	"
73	3.3	B	"
72	3.2	B-	Fairly Good
71	3.1	B-	"
70	3.0	B-	"
GRADE – C			
69	2.9	C+	Satisfactory, Credit Pass
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-	"
GRADE – D			
59	1.9	D	Subjective 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	"
GRADE – F			
0-49		F	Fail
Withdrawn course		W	Withdrawn
Incomplete course		I	Incomplete

18.7 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).

18.8 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.

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

<u>Program me</u>	<u>Normal Period (Semesters)</u>	<u>Extended Period (Semesters)</u>	<u>Total Allowed (Semesters)</u>	<u>Remarks</u>
<u>BS</u>	<u>08</u>	<u>04</u>	<u>12</u>	<u>Extension beyond 12 semesters may be granted by Academic Council on recommendations of the Board of Studies subject to solid reasons duly supported by documentary proof and that there is no gap/missing of semesters. Such allowance shall not be more than 02 extra semesters.</u>
<u>MA/MSc</u>	<u>04</u>	<u>02</u>	<u>06</u>	<u>Extension beyond 06 semesters may be granted by Academic Council on recommendations of the Board of Studies subject to solid reasons duly supported by documentary proof and that there is no gap/missing of semesters. Such allowance shall not be more than 01 extra semesters.</u>
<u>MPhil</u>	<u>04</u>	<u>02</u>	<u>08</u>	<u>Extension beyond 06 semesters may be granted by Advanced Studies and Research Board on recommendations of the Board of Studies subject to solid reasons duly supported by documentary proof and that there is no gap/missing of semesters. Such allowance shall not be more than 02 extra semesters.</u>

<u>LLB/Architecture etc (05 years programme)</u>	<u>10</u>	<u>05</u>	<u>15</u>	<u>Extension beyond 12 semesters may be granted by Academic Council on recommendations of the Board of Studies subject to solid reasons duly supported by documentary proof and that there is no gap/missing of semesters. Such allowance shall not be more than 02 extra semesters.</u>
<u>1.5 year programmes</u>	<u>03</u>	<u>01</u>	<u>04</u>	<u>Extension beyond 06 semesters may be granted by Academic Council on recommendations of the Board of Studies subject to solid reasons duly supported by documentary proof and that there is no gap/missing of semesters. Such allowance shall not be more than 01 extra semesters.</u>
<u>PhD</u>	<u>Total upto 08 years (16 semesters) maximum period, subject to permission by ASRB on recommendation of BOS. PhD Regulation to be consulted for detail.</u>			

18.10 a. Every student of Bachelor's (BS) and MA/MSc 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 MA/MSc programme and beyond 12th semesters in case of BS with out approval of the statutory body as tabulated above.

b. In case of valid reason / excuse, the period of study may be extended for one additional year (Two Semesters) in all university programs. The student(s) who will not complete studies within stated periods including extension shall be struck off from the rolls of the university. The students who have been given the right to extend the duration of study for additional semester/semester are required to pay new registration fee along with normal fee for that academic year/semesters.

b. The chairperson/HOD concerned must be very careful in checking/recommending case(s) of student(s) for extended studies, that it should not effect the quality & standard of the programme and must not burden on the finance of the University.

d. In case a student is permitted by the Competent Authority for extended semester(s). The Chairman/HOD shall ensure that requisite fee is deposited by the student prior allowing him to classes.

- e. In extreme compassionate case, extra semester beyond the 'extended period' could be allowed by the Academic Council.

18.11 Hazara University has adopted the standard scale of 4 (i.e. 0 to 4) in order to evaluate/indicate the performance of students in the course(s)/semester(s). Although other scales like 5 or 6 etc are also in vogue in other institutes. The 4 scale measure is in equivalence as per directives of HEC to all HEIs in Pakistan vide letter NO.1-22 (NQAC)/QAD/2017/HEC/03-360 dated 24 Mar 2017;

Letter Grade	Grad Point relevant to Scale of				
	4	4.5	5	8	10
A	4	4.5	5	8	10
B	3	3.375	3.75	6	7.5
C	2	2.25	2.5	4	5
D	1	1.125	1.25	2	2.5

18.12 Conversion of Annual System marks to GPA/CGPA for intent of deliberating merit of admission will be as below;

SEMESTER CGPA on 4* scale as per Hazara University grading				ANNUAL SYSTEM
Grade		Grade Point on 4 scale (Value)	Marks Range (in %age)	Percentage obtained in
Exceptional	A+	4.00	90 and above	78 & above
Excellent	A	4.00	85-89	74%-77%
High Distinction	A-	4.00	80-84	70%-73%
Very Good	B+	3.5 – 3.9	75-79	65%-69%
Good	B	3.3-3.4	73-74	63%-64%
Fairly Good	B-	3.0-3.2	70-72	61%-62%
Satisfactory (Credit Pass)	C+	2.6-2.9	66-65	57%-60%
"	C	2.3-2.5	63-65	55%-56%
"	C-	2.0-2.2	60-62	45%-54%
Subjective Pass	D	1.0-1.9	50-59	40%-44%
Fail	F	0.00	0-49%	Less than 40%

*For other/higher scale grading (i.e. 4.5, 5, 8 etc) shall be calculated to annual marks based on same analogy as done for 4 scale.

Note:

- The range of marks defined above for a particular grade may be split further to reflect incremental grade points.
- This conversion table is only for the purpose of students who have obtained degrees under the annual system.

19. 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:

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

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

19.1 CGPA Required For Degree Completion of: For degreed completion, the minimum qualifying CGPAs for BS (undergraduate level 6) and MS/MPhil (graduate level 7) students are 2.00 and 2.50 respectively. Provided in case a student secures less than 2.00 CGPA (minimum qualifying CGPA) in aggregate, at the end of final Semester of BS programme (with all courses passed), he/she may be allowed to get re-admission in one or more courses, in which his/her Grade is below C, along with the forthcoming semester, provided that he/she is not debarred under the CGPA Improvement Regulation and time duration specified for the program. This opportunity may be provided only in the in the next semester just after the result. After having a gap of one or more semester(s) such student will not be allowed for further study/improvement.

19.2 Probation:

19.2.1 Probation is a status granted to the student (undergraduate) whose academic performance falls below the minimum University standard. The students acquiring less than 2.00 GPA out of 4.00 scale in 1st/2nd semester but passing in all papers will be promoted with the condition to achieve more than 2.0 GPA in the next semester (2nd/3rd) and such student will be put on probation for the next semester (2nd/3rd).

* For professional subjects the rules described by relevant council (of accreditation) will apply.

19.2.2 a. When an undergraduate student's CGPA decreases from 2.0, he/she will be on 1st probation for the next semester (i.e. either in 2nd or in 3rd semester).

b. If the undergraduate student (who was given 1st probation within 2nd semester) does not come out by increasing his/her CGPA to 2.0, then again, he/she will go on "last probation" in the 3rd semester.

c. A student who has been given the 1st probation in the 3rd semester (upon the 2nd semester result), will be his last probation as well.

d. 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 rolled out (struck off) from the department/institute,
- ii. and cannot be re-admitted by the same institute except taking re-admission only once starting from the first semester again.

19.2.3 During the summer/winter semester, the probation students will have to be registered to improve the grade.

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

Provided a student is kept on probation who is having first Semester GPA equal to or more than 1.5 but less than or equal to 1.9 without any 'F' grade).

19.4 In case a student is able to obtain CGPA of 1.5 or more but less than 2.00 undergraduate level he/she will be kept on probation in the second semester. ▢

Provided he/she does not fall in the category for 'F' grade/withdrawal/dropcourse.

19.5 The undergraduate student who fails to secure a CGPA 1.50 at the minimum in the first semester, shall stand automatically **removed from the rolls of the department as well from rolls of the University (admission will get cease)**. 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.

19.6 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**.

Provided that such a student has the chance under

otherwise the student will be removed from the rolls.

Further, provided if the student comes under consecutive probation (i.e. last probation in upon result of 2nd semester given in 3rd semester) and he cannot met the requirement of CGPA 2 and such a student is given the chance of last probation. Case of such student will be decided upon result of the 3rd semester CGPA to be 2 or above, mandatorily.

19.7 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 /College/Institute/University.

19.8 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) &

- b. student having less than 2 CGPA shall not be promoted to next semester.

19.9 *A student failing to complete successfully a minimum of 60/124 credits of course work for MA/MSc or BS degrees by the end of the 6th or 12th semester respectively shall cease to be a student of the University. Provided extension is granted according to the rules as defined in this booklet.*

19.10 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

19.11 Promotion

19.11.1 A student shall obtain a minimum Cumulative Grade Point Average (CGPA) of 2.00 at the end of each semester (having no F grade) for promotion to the next semester (except for cases of probation as defined in these rules, and determining the cases of Fail (F grades) students separately).

19.11.2 At the end of the first semester, an undergraduate student shall get a GPA of at least 2 for normal promotion.

19.11.3.a. However if at the end of the first semester, an undergraduate student could not achieve the standard GPA 2.00 but all his individual courses are pass (i.e. in each course having 50% (GP=1) or more marks) the such a student shall;

- i. get a GPA of at least 1.5 to be promoted to the second semester on probation basis.
- ii. provided an undergraduate student is permitted on first probation (i.e. having GPA 1.5 to 2 without 'F' grade).

b. At the end of the first semester, a graduate student shall get a GPA of at least 2.5 for normal promotion.

c. At the end of second semester, a student (undergraduate) must get a CGPA of at least 2.00 (for graduate students 2.5) in order to be promoted to the third semester. Provided an undergraduate student is permitted for last probation.

d. If any of the above conditions is/are not fulfilled by a student, he shall be removed from the rolls of the department/University;

- i. Provided, the students who have chance to repeat course(s) under the rules.
 - ii. Provided, the students who have chance to improve course(s) under the rules.
- e. An undergraduate student who could not achieve CGPA of 2 on availing of two consecutive probations, shall be removed from the rolls of the University.
- f. In the third semester only that student (undergraduate) who gets a **CGPA 2.0** & for graduate students "MPhil/MS equivalent 2.5 & (PhD 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.**
- g. A student who pass all courses of 3rd semester but having failed course(s) of 1st or 2nd (or 1st & 2nd) semester(s) shall not be promoted until he passes his 1st and 2nd semester course(s).

19.12 Passing of Individual Course: 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. Such marks will be skipped replacing by a zero, however the credits will be countable (sumable) towards GPA/CGPA calculation.

19.1 Student of 'MA/MSc failing to pass 60 credits of course work at the end of 4th semester' and of 'Bachelor (Hons) failing to pass 124 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. Permission for the extended (5th) semester shall be obtained from relevant authority and requisite fee to be deposited

20. TRANSFER OF CREDIT HOURS

- 20.1** 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.

20.2 Course credits of MS/MPhil can be transferred upto 12 credit hours for external students on the recommendation of Board of Studies and approval by Advanced Studies and Research Board (ASRB) subject to codal formalities

regarding equivalency are fulfilled (i.e the case has been passed through Standing Equivalence Committee of the University).

20.3 Credits are transferred on course to course basis i.e. a person/candidate taking course A at Hazara University is allowed to transfer his/her credits to any other University provided that course A is equivalent to course B taught at the other University and vice versa.

20.4 the case of transfer of credit hours be routed through departmental Equivalency Committee to check the credit hours studied in parent institute whether they are equal to approved courses / credit hours of Hazara University.

20.5 Credit Transfer will only be considered by Competent Authorities (Academic Council/ASRB) if it has been passed through by the Departmental equivalence committee, subsequently by the Standing Equivalence Committee of the University and recommended by the concerned Board of Studies.

20.6 Credit hours shall only be transferred between duly HEC's recognized HEIs and internationally recognized universities.

21. REQUIREMENT FOR AWARDING OF DEGREES

21.1 A student must have a proper admission in the Undergraduate program of the University, and should earn a minimum of 60 credit hours for MA/MSc and 124 credit hours for BS* from the institute from where he/she will be entitled for the degree.

[* Professional programmes/05 years programmes as per BOS/accredited Council approved credits]

21.2 A student must have a proper admission in the MS/MPhil program of the University, and should earn a minimum of 30 credit hours (24 credit hours of course work and 06 credit hours of research).

21.3 A master's degree will be awarded on successful completion of a minimum of 60 credits.

21.4 while a bachelor's (Hons) degree will be awarded on successful completion of a minimum of 124 credits.

21.5 Students of those departments where project/dissertation is a requirement for MA/MSc/BS 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 MA/MSc/BS degrees in the relevant disciplines.

21.6 A student will select the topic of research in consultation with his/her supervisor by the 3rd semester in case of MA/MSc degree and by the 7th semester in case of Bachelor's degree. The Chairperson must ensure timely permission of the topic and Supervisor.

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

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

21.9 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.

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

22. DEPARTMENTAL EXAMINATION STANDARDS, AND STUDENTS GRIEVANCES COMMITTEE

22.1 Each department shall have a 05 members of departmental Examination Standards/Students Grievances committee headed by Chairman / HoD of the department. Composition of the committee shall be;

- a. Chairman / HoD (Convener)
- b. Three (03) senior faculty member (members)
- c. Departmental exam-coordinator (member/secretary)

22.2 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.

22.3 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.
- 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.
- h. The Committee may check randomly a few answer sheets/papers of the final semester examination (of different courses) for uniformity of scoring & covering of the course content.

22.4 The committee will also redress the grievances for the students about any course instructor or grades or for any other issue. [REDACTED]

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

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

22.7 The decision of the committee shall be final. However, an aggrieved student may have the right of appeal against the decision of the examination/grievance committee within 15 days after the decision, to the Vice Chancellor, who shall be the Appellate Authority. The appellant authority will put the case to appellate committee.

22.8 The Appellate Committee shall consist of Vice Chancellor (Convener), Dean concerned (Member), Controller of Examinations (Member), Chairman / HoD concerned (Member), Director A& R (Member) and Deputy/Assistant Director A&R (secretary).

23. COURSES ON PASS / FAIL BASIS

23.1 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. It will be subject to, that the maximum course load of a student shall not exceed the limit allowed in these rules.
- d. The grade awarded towards these courses will not be considered for calculating the GPA or CGPA.
- e. If a student fails, he / she has to repeat the course. (The repeat course policy will apply).

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

24. CANCELLATION OF ADMISSION FOR MASTERS / 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 or notification.

25. COURSE FILE

25.1 Maintenance of Course File is compulsory for the teacher.

25.2 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.

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

26. MAINTENANCE OF EXAMINATION RECORDS

26.1 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.

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

26.3 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.

27. FREEZING OF A SEMESTER

27.1 If a student freezes a semester(s), he/she will resume his/her studies from the same stage where he/she left (froze).

- 27.2
- a. **Freezing in the first semester is not allowed.**
 - b. After commencement of classes, the semester cannot be frozen.
 - c. During the ongoing semester, receiving of application from the students for freezing is not allowed [REDACTED]
 - d. Freezing of first two semesters for BS and first semester for MA/MSc/MS/PhD are not allowed. Provided under special hardship circumstances freezing of first & second semesters (BS) and first semester (for MA/MSc/MS/PhD) can be considered by the approval of competent authority.

- Iddat
- Maternity/Delivery
- Death in the immediate family

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

27.4 Freezing upto two semesters from course work is allowed to students facing acute domestic problems/valid reasons 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.

27.5 a. Freezing of maximum two semesters is allowed to the BS students during the whole programme, while one semester freezing is allowed to MA/MSc during the whole programme.

b. After the duration of freezing, the candidate who got a semester freezed can get readmission with up-coming session/semester.

27.6 A student desires to freeze his NEXT semester MUST apply well before the commencement of the next semester (which needs to be freezed). Such student must submit his application for freezing of semester before the start of final term examination of current semester. In a special circumstances (e.g. accident of student, father/mother/real brother or sister's death) a student need to apply for freezing of semester in first (1st) week of that semester.

27.7 The Chairman/HOD must ensure the obtaining of approval from Competent Authority before the finishing of the Final EXAMINATION of the current (ongoing) semester, and will inform the student regarding approval or otherwise (what ever the decision may be).

27.8 After commencement of RESULT of 'Final Examination' of the current (ongoing) semester, the application for next semester freezing are not to be considered nor processed except specific special circumstances as mentioned in the rules above.

27.9 The Competent Authority for approval of freezing of the semester is the Vice Chancellor.

28. TEACHER EVALUATION

28.1 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.

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

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

28.4 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.

29. **INCOMPLETE GRADES ON MEDICAL GROUNDS.**

29.1 If a student fails to appear in the terminal examination in a course on medical or any other reasons (beyond his controlling ability) duly recorded upon written application of the student duly endorsed by the Chairman/HOD, he/she shall be treated as absent and failed. However such student shall be allotted grade "I" of incompleteness in the transcript instead of failed grade "F". The "I" grade will be replaced only if the student repeats and qualifies the course in the next semester.

29.2 A student beside above mentioned reason, who does not appear in the Mid term or Final/terminal examination of the semester will be marked treated ABSENT and FAILED. Such student will be awarded "F" grade.

30. **MERIT CERTIFICATES / AWARDS / DISTINCTIONS**

30.1 a. Medals/Prizes/Rolls of Honor/Positions will be awarded to subject to passing/qualifying in the first attempt*.

b. 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, passing/qualifying it in first attempt*. The recipient for the award of certificate of merit shall also be awarded the Chancellor's medal.

c.* *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.*

30.2 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.

30.3 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.

30.4 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. Hence, medal and roll of honor etc will not be granted to candidates who passed the examination in 2nd attempt.

30.5 a. In the Semester System, Letter Grades will be awarded on the basis of GP / GPA / CGPA and Positions would be given on the basis of CGPA.

b. 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.

30.6 The disciplines where number of students is less than 05, no position will be awarded in semester system.

31. RESULTS

31.1 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.

31.2. Late submission of the result by the concerned teachers creates serious problem in implementation of the [REDACTED] and [REDACTED] regarding the scheme of studies which require the student to have specific CGPA. Therefore, all teachers must submit the results as per [REDACTED] failing which the concerned teacher will be held responsible.

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32. ACADEMIC HONOR CODE TO ENSURE STUDENT AND FACULTY ACADEMIC INTEGRITY

32.1 The University will develop and implement a code of academic integrity for all faculty and students to stay away from academic dishonesty in all scholarly endeavors. For any violation of the code, appropriate disciplinary steps prescribed in the honor code will be taken.

32.2 HEC policy for plagiarism will be a prominent part of the Honor Code. Due diligence by all departments is mandatory to deter academic dishonesty and promote ethical principles governing academic behavior.

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Annex - A
to

CONDUCT OF SEMESTER EXAMINATIONS - REGULATIONS

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. a. The Academic Section of Registrar Office 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.
- b. The Academic calendar shall include, advertisement dates for admission, Admission dates (including test/interview etc) to Spring/Fall Semesters, dates for commencing of classes/semester, tentative dates of mid/final examinations of the semester, semester termination dates, Result submission date to the CE by Departments, Terminal leave/vacations, public holidays. The Academic Council shall approve the Academic Calendar, provided that in any emergent changes/corrections/amendments the Vice Chancellor shall have the power in anticipation to the approval of the Academic Council. Such changes/corrections/amendments shall be reported to the Academic Council in its next/forthcoming meeting for consent.
- c. In case the University gets closed due to unusual circumstances, then special makeup classes must be arranged converting weekends or holidays to working days to cover the lapsed period of the students.
- d. In view of the University's Academic Calendar, chairperson/HOD of each Academic department (and for each discipline within the department) must publish an undergraduate and Graduate catalogues & pamphlets

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including detailed schedule of complete academic activities for the year (including Spring & Fall semesters). Admission requirements/Criteria, procedure of admission (including test/interview with a pattern question/test paper), fee structure, university financial aid policies (portion acquired for the department/discipline) and scholarship opportunities. Further, teaching/instructional/lab etc resources to be clearly mentioned in the catalogue.

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 will be referred to by the Unfair Means Committee for dealing the case 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.

- v. Any other penalty which the UFM committee deems fit, in view of the nature and intensity of offence.
- vi. Unfair Means Cases Committee will decide that the student will have to repeat in summer or winter semester or in regular semester the course of the cancelled paper.
- vii. Any case which the Departmental UFM Committee so considers, may forward/refer/submit to the 'University's UFM Committee related to Semester Examinations'.

PUNISHMENTS / PENALTIES TO BE AWARDED TO UFM CANDIDATES

25. 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.

26. 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.

27. 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/-**.

28. 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**.

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** 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.*

29. 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**.

30. 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**

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regular admission from the department/institute be cancelled. In addition a fine as deemed suitable be imposed by the discipline committee.

31. 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.**

32. 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.**

33. 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).**

34. 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.**

35. 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.**

36. 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.**

37. 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.**

38. 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.**

39. 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.**

40. 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.**

41. 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.**

42. 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.**

43. 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.

44. **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.

45. 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

46. 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 "University's Unfair Means Committee related to Semester Examinations" 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.

47. 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.

48. Each member shall have a single vote.

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

50. 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.

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

52. In case of difference of opinion among the members, the majority decision shall be regarded as the decision of the Committee.
53. 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.
54. 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.
55. 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.
56. 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.
57. 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

58. a. The Vice Chancellor may appoint an Appellate Committee to hear the appeals against the decisions of the "University's 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.
- b. If a student is not satisfied by the decision of the University's Unfair Means Cases Committee, he/she can submit his/her appeal within a week after the decision of the Committee, to the Vice Chancellor.
- c. The Vice Chancellor may refer the appeal to the Appellate Committee for final remedy.

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

59. 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

60. After the results are received from each teacher, the departmental examination coordinator shall compile the results of each class and **must immediately submit it to Controller of Examinations of the University.** 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 with in 10 days after the last day of the examination.**

RECORD OF RESULT

61. **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.

62. 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

63. 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.

64. FORMAT OF FINAL TRANSCRIPT

The final transcript for the award of degree includes following information:

a. Front Side:

- Name of Student
- Father's Name
- Registration No. /Roll No.
- Name of the Programme
- Date of Admission into Degree Program (session)
- Course code
- Semester Wise Break-up with Dates
- Subjects Detail along with Credit Hours
- Type of Enrollment – Full Time
- Picture of the Applicant be Printed on Transcript
- Date of Completion of Degree Requirements

- GPA/CGPA and Overall Percentage against earned CGPA (at the End of the front side of Transcript)
 - Credit Hours Exempted/Transferred if any/applicable.
- b. **Back Side:**
- Grading System must be mentioned on Back Side of the Transcript
 - Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)
 - Topic of thesis
 - Passport No. for Foreign Students
- c. The diploma/transcript must have the water-mark seal on it.

THESIS

65. Thesis for the BS 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 MA/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

66. 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

67. 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

68. 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.

69. 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.

70. 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.

71. 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

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

73. 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.

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

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

76. **RECHECKING/ RETOTALING** (read in conjunction with ~~para 76/3~~ of examination rules)

- a. There shall be no re-evaluation of answer books. Appeal for rechecking of paper(s) shall be lodged within with in five (05) days of the announcement of the result, semester to the Controller of Examinations with a fee of Rs.1000/- per paper. Rechecking will mean re-totalling of marks and checking for unmarked questions (if so left without marking).
- b. The answer book of a candidate shall not be re-assessed under any circumstances.
- c. Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Departmental Exam Coordinator can arrange for re-checking of examination script by any faculty member from the relevant discipline on the complaint/request of student subject to approval by the Controller Examinations of the University. The Controller of Examination or any officer or re-checking committee appointed shall see that:
 - i. There is no computational mistake in the grand total on the title page of the answer book.
 - ii. The total of various parts of a question has been correctly made at the end of each question.
 - iii. All totals have been correctly brought forward on the title page of the answer book.
 - iv. No portion of any answer has been left un-marked.
 - v. Total marks in the answer book tally with the marks sheet.
 - vi. The hand-writing of the candidate tally in the questions/answer book.

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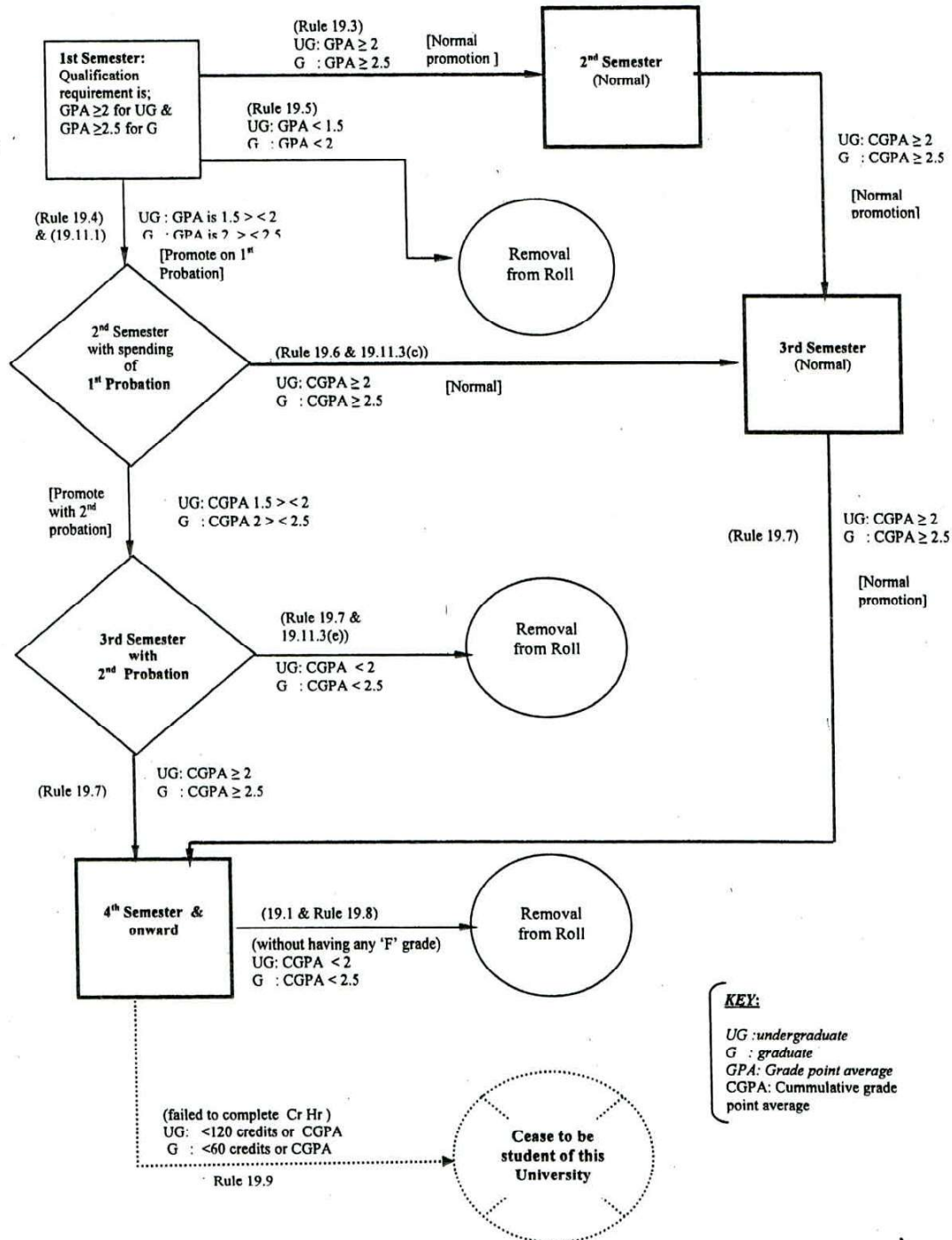
- d. The candidate or anybody on his behalf has no right to see or examine the answer books for any purpose.
- e. The marks of a candidate could even get decrease in light of (c) above. In the event of reduction of marks the record shall be corrected accordingly and revised transcript will be issued.

DAMAGED/LOST ANSWER SCRIPT

77. In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the student may be given the following options:
- i. Average marks shall be awarded to the student in that subject/course.
 - ii. In case of Final Examination, if the candidate so desires, s/he shall be given another chance as a special case to take the Examination in that subject/course in the next examination and no examination fee shall be charged from the student.
 - iii. In case of Internal Assessment, if the candidate so desires, s/he shall be given another chance as a special case to take the Make-up Assessment in that subject/course in the same academic session.

PERMISSION OF WRITER FOR SPECIAL STUDENTS

78. A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.
79. In case a student is physically handicapped/visually impaired, s/he may apply to the Chairperson of the respective department (with medical certificate as proof of her/his disability) for permission to engage a writer in Tests/ Examinations of the University two weeks before the start of Tests/ Examinations. S/he will be allowed 45 minutes (maximum) extra time to solve the question paper.
80. The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student. (e.g. for level 6 student, the writer should be at the most of level 5).

Probation Flow Chart

Annex - C**National Qualification Frame Work of Pakistan (NQF) – Flow Chart**

	<u>Levels</u>	<u>Award Type</u>	<u>Award Example</u>	<u>Semesters</u>	<u>Technical/Vocational</u>
Higher Education Level	8	Doctoral	PhD	18 Cr. Hrs course work and dissertation evaluated by at least two PhD experts from technologically/academically advanced countries in addition to one local expert and doctoral Committee members	
	7	Masters	MA/MPHil/MS/MBA/MSc(Eng), ME, MTech	Minimum 30 Credit Hours with thesis or without thesis	M.Tech (Master in Technology) 30
	6	Bachelor(Hons)	BA/BS, BE, B.Arch, BSc(Eng), BSc(Agr), B.Tech(Hons), MA/MSc(16 years), LLB, B.Com(Hons), MBBS, DVM, BDS, Pharm-D	8-10 semesters/124-140* Credit Hours	B.Tech (Hons) (B.Tech) 124-140 Cr.Hrs
	5	Associate Degree, Ordinary Bachelor	BA/BSc (Pass), B. Tech (Pass), Associate Degrees etc	4-6 semesters/50+ Credit Hours	B.Tech (Pass) (Bachelor in Technology) 50+ Cr.Hrs
High Secondary Education	4	Higher Secondary School Certificate (HSSC)	FA, FSc, ICS, I.Com, DBA, D.Com etc	A Level	DAE (Diploma of Associate Engineer) (College of Technology/Polytechnics)
Secondary Education Level	3	Secondary School Certificate (SSC)	Matriculation	O Level	National Vocational Certificates (Level 1 to 4)
Basic/Elementary Educational Level	2	Middle (3 years)			
	1	Primary (1-5 years)			
		Pre-Primary (1-2 years)			

Annex - D

UNDERTAKIN/AFFIDAVIT (ON STAMP PAPER of Rs.100/-)
UNDERGRADUATE STUDENT [This is a pattern, the University may change/amend
 this affidavit as per requirement or may develop other undertakings/affidavits as needed.]

UNDERTAKING

To be submitted by selected
 candidates only
 On a Rs. 100/- Judicial paper
 duly completed

I Mr. / Mrs. _____ Son/daughter of Mr.
 _____ provisionally selected for admission to Undergraduate programme of
 _____ in the Hazara University, Mansehra, do solemnly
 declare that I will have no direct/indirect affiliation with any political party during my stay in the
 University and shall not indulge in politics or malpractices or other malicious activities that could be
 harmful to the peaceful environment of the University and to my own as well other student's
 learning/studies.

In case I am found guilty of indulging in politics etc, I may be expelled from the University without any
 further notice.

Candidate Name:	Signature:	Thumb Impression
Address:	Date:	

Father's Name:	Signature:	Thumb Impression
Address:	Date:	

WITNESS - 1	WITNESS - 2
Signature	Signature
Name	Name
Address	Address
National I.D. Card No.	National I.D. Card No.
Thumb Impression:	Thumb Impression:

Attested by

DC / Judicial Magistrate

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Mehmood

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Mehmood

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HAZARA UNIVERSITY, MANSEHRA, KP
Students' Assessment Sheet



Department of _____

Teacher Name: _____ Credit Hr: _____
Course Title: _____ Course Code: _____
Semester: _____ Batch: _____

[illegible]

Teachers Signatures:_____

Signatures with stamp: _____

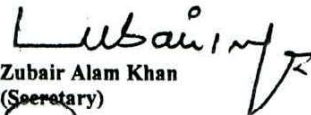
Members Name with appointment:

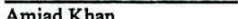
Submitted by the Teacher on date: _____


Experimental Exam. Coordinator: _____

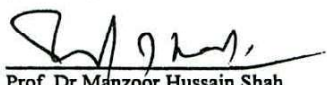
...ian/HoD : Signature with stamp


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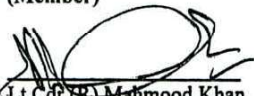

Zubair Alam Khan
(Secretary)

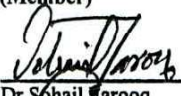
1. 
Amjad Khan
Deputy Registrar
(Member)


2. 
Dr Abdul Malik
Provost
(Member)

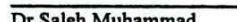
3. 
Prof. Dr Manzoor Hussain Shah
Chairman Deptt of Education
(Member)

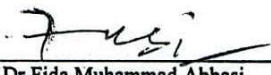
4. 
Dr Noor ul Amin
Chairman Deptt of IT
(Member)

5. 
Lt Cdr (R) Mahmood Khan
Director (Acad & Research)
(Member)

6. 
Dr Sohail Farooq
Assist. Prof., Deptt of Economics
(Member)

7. 
Dr Azhar Hussain Shah
Controller Examinations
(Member)

8. 
Dr Saleh Muhammad
Associate Profess, Chairman Deptt of Phys.
(Member)

9. 
Prof Dr Fida Muhammad Abbasi
Chairman Deptt of Agriculture
(Convener)