



Greenwich University

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Revision:			

N.B: This policy may be amended at any time without prior notice. All revisions shall supersede any previous versions and shall take effect immediately upon approval.

QUALITY ENHANCEMENT CELL
GREENWICH UNIVERSITY

	Levels	Award Type	Award Example	Semesters	Technical/Vocational
Higher Education Levels	8	Doctoral	PhD	18 Crt 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, M.Sc. (Eng.), M.E, M.Tech	Minimum 30 Credit Hours with thesis or without thesis	M.Tech (Master in Technology) 30
	6	Bachelor (Hons)	BA/ BS, B.E, B.Arch, BSc (Eng.), BSc (Agn), B.Tech (Hons) MA/MSc (16 year), LLB, B.Com (Hons), MBBS, DVM, BDS, PharmD	8-10 semesters/124-140* Credit Hours	B.Tech (Hons) (B.Tech) 124-140 Crt 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+ Crt. Hrs.
Higher Secondary Education	4	Higher Secondary School Certificate (HSSC)	FA, F.Sc, 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 Education Level	2	Middle (3 Years)			
	1	Primary (1-5 Years) Pre-Primary (1-2 Years)			

1. **Level 8 STANDARDIZED SCHEME OF STUDIES FOR DEGREE PROGRAMS OFFERED IN HEIs**

1.1 Ph.D STRUCTURE, AFTER SUCCESSFUL COMPLETION OF LEVEL 7 OF NATIONAL QUALIFICATION FRAMEWORK and APPROVAL of Doctoral Committee and BASAR*

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 Director Research/Registrar/Controller of Examinations
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

* BASAR is Board of Advanced Studies and Research

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

1.2 Level 7 MS/MPHIL STRUCTURE, AFTER COMPLETION OF LEVEL 6 OF NATIONAL QUALIFICATION FRAMEWORK*

Total No. of Credit Hours	30 (including a minimum of 24 Credit Hours of Course Work + 06 Credit Hours for Thesis or the candidates will either need to complete 30 credit hours of course work)
Semester Duration	Minimum of 16 weeks of teaching excluding examinations

Course Duration	Minimum of ¾ semesters, (1.5/2 years) for full time students and minimum of 8 semester (4 years) for part time students
	Maximum time limit of 3 years for full time students and maximum of 6 years for part time students, further extendable for one year with the approval of Statutory Bodies
	These policy guide lines will be the same for formal system, distance system and virtual system in respect to <i>duration</i>
Number of Regular Semesters	04
**Summer Session	Only for deficiency/failure/repetition courses (further chance through approval of statutory bodies)
Course Load per Semester for Regular Full-Time Students	09-12 Credit Hours

* For level qualifications; see the NQF flow chart available above

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

1.3 Level 6 UNDERGRADUATE STRUCTURE AFTER COMPLETION OF LEVEL 5 OF NATIONAL QUALIFICATION FRAMEWORK

Total No. of Credit Hours (Minimum)	124
Total No. of Credit Hours (Maximum)	140
Semester Duration	Minimum of 16 weeks of teaching excluding examinations
Course Duration	Minimum of 8 semesters (4 years/As per accreditation body *)
	Maximum time limit of 6 years, further extendable for one year with the approval of Statutory Bodies
Summer Session	For deficiency/failure/repetition of maximum 2 courses of 03 credits each, Professional programs like Education, medicine and those requiring Clinical work can offer max 6-9 credit hours.

Course Load per Semester for Regular Full-Time Students	15-18 Credit Hours
Minimum of 160 and Maximum 180-above** Credit hours for 5 year degree program **Subject to meeting the requirements of the respective Accreditation Councils to meet the International Standards for Credit Hours required.	

2 CREDIT HOURS FOR UNDERGRADUATE AND GRADUATE DEGREES

- 2.1 A credit hour means teaching/earning a theory course for one hour each week throughout the semester. (See 3.7)
- 2.2 One credit hour in laboratory or practical work/project would require lab contact of three hours per week throughout the semester.
- 2.3 The credit hours are denoted by two digits within brackets with a hyphen/plus in between. The first digit represents the theory part while the second (right side) digit represents the practical.
- 2.4 Thus 3(3+0)/3(3-0) means three credit hours of theory, while 4(3+1)/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/field work/practical work supervised and graded by the faculty, and 4(1+3)/4(1-3) means a total of four credit hours, of which one is of theory while three credit hours are for laboratory/studio work/field work/practical work as per requirement of discipline.

3 COURSE LAYOUT FOR UNDERGRADUATE STUDENTS (124-140 CREDIT HOURS)

- 3.1 All undergraduate degree programs are composed of 124-140 Credit Hours in which (124 represents the minimum and 140 represents the maximum credit hours required to be completed).
- 3.2 Minimum of 160 credit hours for 5 year degree program subject to meeting the requirements of the respective Accreditation Councils

3.3 In undergraduate degree programs, major courses are classified into two categories.

- Foundation or core courses
- Elective (courses from area of specialization/major study)

3.4 78-87 credit hours must be earned taking a sequence of introductory, intermediate and advanced level courses prescribed for the major area of concentration that means foundation and elective (courses of area of specialization).

For Social and Basic Sciences

The courses for Social and Basic Sciences disciplines will consist of 60-65% of curriculum towards the discipline specific areas.

For Engineering/Technology Programs

While for the Engineering/technology program these will consist of 65-70% of curriculum towards the discipline specific areas of concentration as required by Accreditation Councils. All Undergraduate programs have a required component of 8-9 courses of 2225 credit of General Education.

3.5 Please follow the HEC policy regarding weightage for major that means foundation and elective (courses of area of specialization), compulsory and related subject as per template/framework available on HEC.

<http://hec.gov.pk/english/services/universities/cr/Pages/default.aspx>

3.6 An Undergraduate Degree Program usually includes theory courses, community work/thesis/research report/project and internship.

3.7 **Theory:** A theory course is of 03 to 04 credit hours as per requirement of discipline.

Course	Duration of Class
Theory Course of 03 Credit Hours	3 classes of 01 hour per week
	Or
	2 classes of 1.5 hour per week
	Or
	1 class of 03 hours class per week

Practical (Lab)Work/Field Work of 01 Credit Hour	03 hours per week
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3.8 Project: Every student should write a project report/thesis/research report/project/internship in the final year up to maximum of 06 credit hours individually on a research topic approved by Faculty.

3.9 Internship: Students should be encouraged to do internship in a relevant academic, research or business organization relating to the discipline chosen for specialization of maximum of 3 credit hours offered in any upper division semester as per requirement of discipline.

4 FALL/SPRING SEMESTER

4.1 There will be two regular semesters (fall, spring) in an academic year. Fall/Spring semesters will spread over 16-18 weeks (inclusive of 1 – 2 weeks for exams). Summer Semester will be of 8 – 9 weeks of concentrated study for completing remedial course work.

4.2 HEIs are at liberty to enroll students (if they fulfill their admission criteria) for Fall/Spring semester or for any single course and issue transcript with letter grades at the end of the semester. Depending on the availability of staff and necessary facilities HEIs can offer a summer session. Students can enroll maximum of 2 Theory courses or 1 lab course during summer sessions.

4.3 Foreign students under student exchange programme will be enrolled for any semester or for any single course and HEIs will issue transcript with letter grades at the end of the semester. Admission offer letter of the foreign student will be forwarded to HEC for issuance of NOC.

5 SUMMER SEMESTER

5.1 Summer semester will be offered as an optional semester of 08-09 weeks duration. Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 08 credit hours during summer.

5.2 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.

5.3 A student will only be allowed to register in 1-2 courses of upto 08 credit hours for remedial work.

5.4 The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.

6 COURSE LOAD FOR FALL AND SPRING SEMESTERS

6.1 Undergraduate Students

6.1.1 An undergraduate program of instruction generally includes a 15-18 credit hours course load including exams in a regular semester. The required course load for a full time undergraduate is minimum of 15 credit hours per semester.

6.1.2 In case any student wishes to enroll for one more course beyond 18 cr. Hours s/he 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,

6.2 MS/MPhil Students

6.2.1 A graduate student normally enrolls for 9-12 credit hours in a 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.

6.2.2 The University may formulate specific policies for allowing a student to take additional courses (02 courses of 03/04 credit hours) in a semester depending on unique circumstances of the student with the advice of the advisor.

7 ACADEMIC CALENDAR

7.1 Every university must publish an Undergraduate and Graduate catalogues including schedule of its whole academic year (including fall, spring semesters), Admission requirements, Academic Programs offered, key financial aid policies of the University and scholarship opportunities for the convenience of students and Faculty members. The calendar will include the following information:

- a. Semester starting date.
- b. Holidays during the semester.
- c. Semester termination date.
- d. Mid-Term exam week
- e. Final exam week.
- f. Result notification and transcript issues dates. Each transcript will have course grades, semester Grade point average (GPA) and cumulative GPA (CGPA).
- g. Controller of Examinations will be responsible for issuing the transcripts (and degree supplement form on request) to students and their faculty advisors in a timely manner to facilitate enrollment for the next semester or graduation.

7.2 In case a university is 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.

8 ENROLLMENT/REGISTRATION IN COURSES

8.1 HEI will assign an advisor to each student on admission. The advisor and the student together will develop a flexible comprehensive plan of study that will be implemented in each semester. The advising file will be updated each semester and will include copies of transcripts and GPA earned.

8.2 Students are required to choose the courses they wish to enroll in, prior to the start of a semester with the advice of an advisor. For this purpose the university will publish a

schedule for enrollment of students. The students may make any change (add/drop) in the courses they are taking within second week of the semester and record the changes in Advisor file and office of the registrar. No drop and add will be allowed after the third week of the semester.

8.3 A student who wishes to add or drop a course, or change a section of a course after registration must complete the relevant procedure as prescribed by the university.

8.4 Students may be allowed to withdraw from a course during 4-6 week of the semester. In such a case the transcript shall record that the student enrolled in the course and withdrew. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the CGPA of the student.

8.5 A student withdrawing after the 6th week shall be automatically awarded "F" grade which shall count in the GPA and stay on the transcript.

8.6 HEC policy regarding two degrees is available and already circulated in HEIs.

9 REPEATING COURSES / IMPROVEMENT OF CGPA

9.1 If a student gets 'F' grade, s/he will be required to repeat the course or its recommended alternate, if any. However, "F" grade obtained earlier will also be recorded on the transcript.

9.2 Undergraduate students may be allowed to repeat a course in which s/he has obtained grade below "C". In such a case both the previous and new grade obtained will be recorded on the transcript, however, only the better grade shall be used in the calculation of CGPA. The Institution may define maximum number (<6) of courses that student may be allowed to repeat in an eight semester degree program.

9.3 A graduate student (MS/MPhil) with a 'C' grade can repeat the course if s/he desires to improve the grade. Each Institution may define the maximum number of courses (<3) that a student may repeat at the Graduate level. In such a case, both the course and the grade obtained will be recorded on the transcript, however, only the better grade shall be calculated in the CGPA.

9.4 In case of CGPA improvement, it would be recorded with **(Imp)** on the transcript.

10 ATTENDANCE

10.1 Attendance in classes is mandatory especially in a semester system.

10.2 Each Institution may develop a policy for minimum attendance (>75 %) in a course to complete the requirements of a course.

10.3 The instructor may report a student's absences and the student may be placed on attendance probation by his/her dean/HOD and it will be notified by the department. A student may be dropped from the University for violating the terms of such probation.

11 EXAMINATION

11.1 In each semester, students may be required to appear in quizzes, tests, midterms, final examinations, presentations (individual/group), group discussion, and submit projects/assignments/lab reports etc. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks. This weightage may be determined on the basis of following guidelines:

Nature of Examination	Weightage (Min/Max)
Quizzes	5 - 10%
Mid Semester Examinations	20 - 25%
Assignments/Presentations/ Practical	5 - 25%
Sessional Examination	10 - 15%
Final Examination	35 - 40%

Note: In case of a course with the composition of 4(3+1), (03 credit hour theory and 01 credit hour practical) the weightage for the practical may be considered 25%.

In the semester system Faculty awards the grade according to the instructions provided in the Syllabus. Each university will evolve an honor code for Faculty to ensure objectivity, ethical authenticity of grades assigned.

11.2 In the beginning of a semester, the Instructor 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.

11.3 There will be no Supplementary/Special Examination in a Semester System; if a student fails in a course, s/he is required to repeat it. An incomplete grade will be awarded by the faculty only in exceptional cases beyond the control of a student such as serious accidents, family tragedy, serious health ailments, etc.

12 **GRADING POLICY**

There are two predominant and a preferred grading system applied worldwide and similar is the case in Pakistani HEIs for grading courses at all levels of tertiary education. The two systems that can be adopted by HEIs are:

- 1) Relative Grading System.** (Recommended for adoption where the class size is above 20 students)
- 2) Absolute Grading System.** (Recommended for adoption where the class size is below 20 students)

The programs and courses are evaluated either on a point or percentage system (absolute grading method) or a curve (relative grading method), depending on the need for the grades to serve as a competitive filter. Because grades are mostly used at some point for some sort of competitive evaluation (scholarships, admission into degree and graduate programs and for entering into a competitive job market) even absolute grading systems are normalized so that they fall generally within the standard of grading practices of an institution. Most grading practices incorporate aspects of both absolute and relative grading methods. A brief description of the two systems is as follows:

Relative Grading Methods (Grading on the Curve)

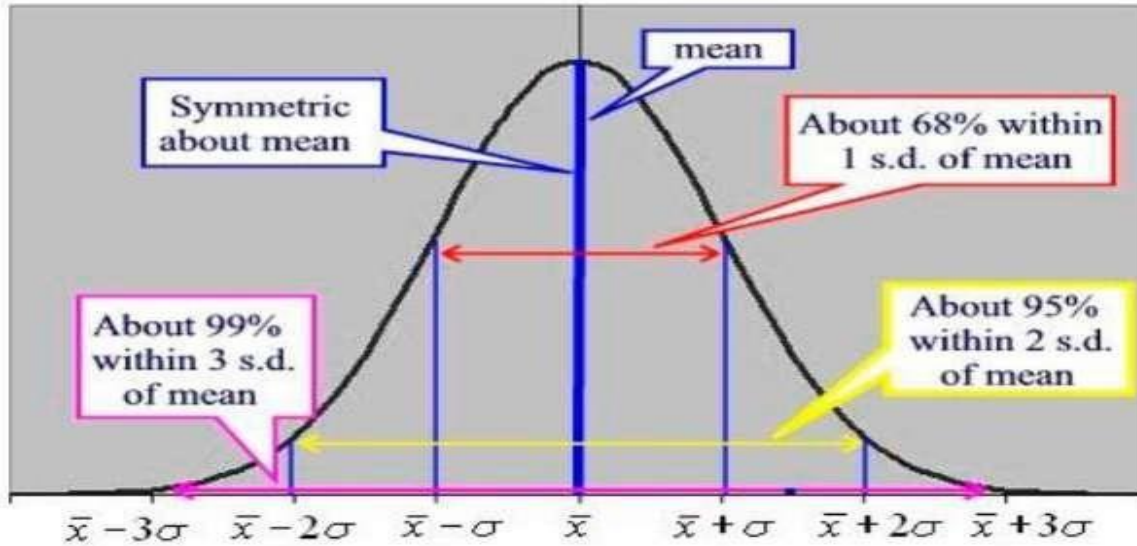
- Normal, Bell-Shaped Curve
- Distribution Gap Method
- Standard Deviation

Normal, Bell Shaped Curve:

Grading on a bell shaped curve (or simply known as curving) is a method of assigning grades designed to yield a normal distribution of grades among the students in a class.

- Strictly speaking, grading “on a bell shaped curve” refers to the assigning of grades according to the frequency distribution known as the Normal distribution whose graphical representation is referred to as the Normal curve or the bell shaped curve.
- The Normal curve grading assigns grades to students based on their relative performance in comparison to their classmates’ performance. In true use of bell shaped curve grading, students’ scores are scaled according to the frequency distribution represented by the Normal curve.
- To summarize, it is a method in which teacher determines the percentage of students who should be assigned each grade symbol so that the distribution of grades becomes normal.
- It is the responsibility of the Controller of Examination to share the method of grading and calculation of GPA/CGPA.

Following figure compares the various grading methods in a normal or bell shaped- curve distribution. Including: Standard deviations, cumulative percentages, percentile equivalents etc.



Common use of Normal Distribution:

Grade $< X - 2\sigma$ (Two standard deviations away from the mean contain 95.6% of the data).

Grade $> X + \sigma$ (One standard deviation away from the mean contains 68.4% of the data).

- Equally spaced bins are defined to award other grades.
- The grade assigned to the mean value depends on difficulty of the course and course level for undergraduate and graduate course.

If you add percentages, you will see that approximately:

- 68% of the distribution lies within one standard deviation of the mean.
- 95% of the distribution lies within two standard deviations of the mean.
- 99.7% of the distribution lies within three standard deviations of the mean.
- Allows for screening students according to their performance relative to their peers.
- Useful for competitive circumstances where students need feedback as to how they compare to their peers.
- In relative grading a histogram of total marks obtained by all students is taken and ranges for assigning various grades are decided for awarding the letter grades. These "ranges" for assigning grades are based on upper and lower limits of percentage of students in a course that can have a particular grade.

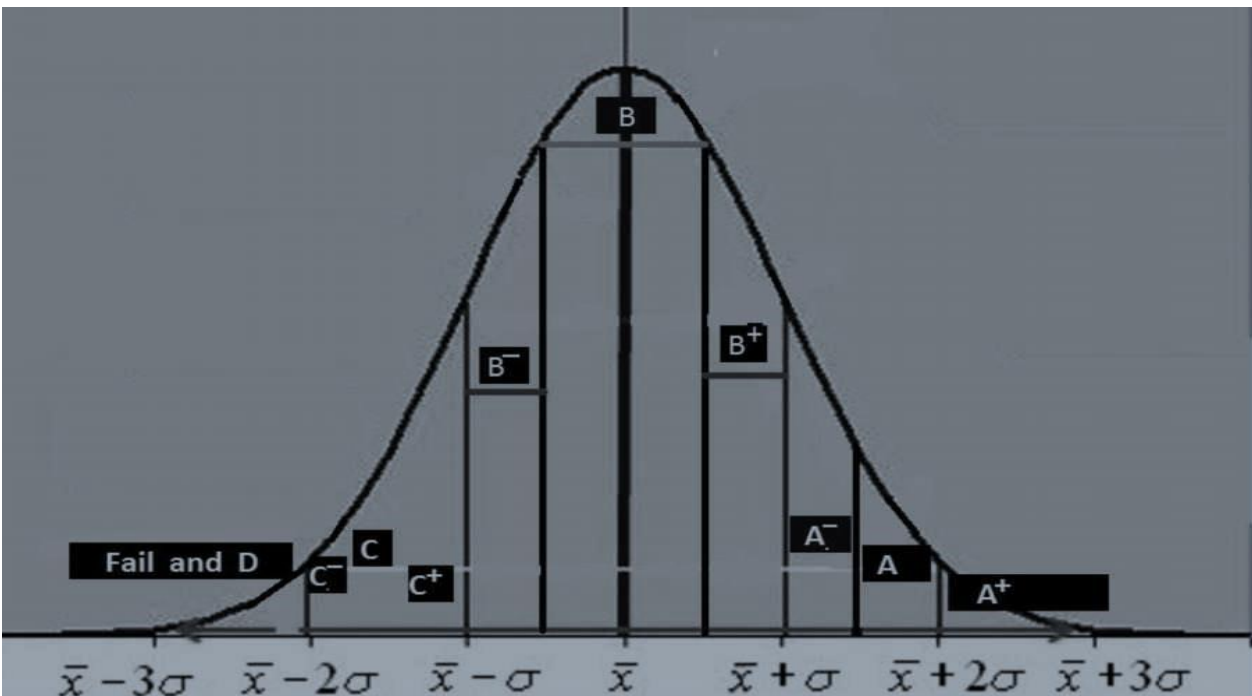
- Establish minimum achievement standards linked to content mastery and then calculate number of As, Bs, Cs, etc. based on curve tied to student's performance relative to his/her peers.
- A multi-semester or multi-course distribution curve rather than on single class would be desirable.
- Weight the course evaluation tasks according to their importance in achieving the course objectives.

PROCEDURE FOR RELATIVE GRADING:

As stated earlier, relative grading is recommended for adoption in HEIs. Thus to simplify and bring uniformity, the following ranges for the letter grading are recommended and the detail is also shown in the below figure:

- A⁺ will be assigned to above $\bar{x} + 2\sigma$
- A will be assigned to the range between $\bar{x} + \frac{3\sigma}{2}$ and $\bar{x} + 2\sigma$
- A⁻ will be assigned to the range between $\bar{x} + \sigma$ and $\bar{x} + \frac{3\sigma}{2}$
- B⁺ will be assigned to the range between $\bar{x} + \frac{\sigma}{2}$ and $\bar{x} + \sigma$
- B grade will be assigned to the mean and spread in 1st half of the standard deviation
i.e. $B = \bar{x} \pm \frac{\sigma}{2}$
- B⁻ will be assigned to the range between $\bar{x} - \frac{\sigma}{2}$ and $\bar{x} - \sigma$
- C⁺ will be assigned to the range between $\bar{x} - \sigma$ and $\bar{x} - \frac{4\sigma}{3}$
- C will be assigned to the range $\bar{x} - \frac{4\sigma}{3}$ and $\bar{x} - \frac{5\sigma}{3}$ between
- C⁻ will be assigned to the range $\bar{x} - \frac{5\sigma}{3}$ and $\bar{x} - 2\sigma$ between

- Similarly, anything below $\bar{x} - 2\sigma$ will be D and fail categories



Absolute Grading Method (Based on Content)

- Content Based Grade Assignments for Exams.
- Learning outcomes achieved.
- Portfolios.
- Allows grade to be directly correlated to student's achievement of defined learning objectives.
- Lowers competitiveness among students.
- When learning outcomes and actual learning outcomes are mismatched, adjust learning outcomes and recalculate rather than adjusting final grades.
- Adjust learning outcomes over time as knowledge of students' abilities becomes more comprehensive.
- Weight course evaluation tasks according to their importance in achieving course objectives.

Absolute Grading Method (Based on Fixed Scales)

This method has the following attributes:

- Fixed Percent Scale.
- Total Point Method.
- Easy to calculate grades.
- Easy for students to understand.
- Consistency gives illusion of fairness.
- Reduces competition between students.
- Tie point systems explicitly with a domain of tasks, behaviors, or knowledge upon which the assessment will be based.

13 FRACTIONALIZED GRADING POLICY

Keeping in view the variations related to both academic systems (Semester and annual system), the following equivalence of GPA/CGPA and percentage is recommended for adoption:

13.1 Fractionalized Grading System

Grade	Grade Points	Percentage obtained in a Semester System
A	3.67 - 4.00	85 and above
A-	3.34 - 3.66	80 - 84
B+	3.01 - 3.33	75 - 79
B	2.67 - 3.00	71 - 74
B-	2.34 - 2.66	68 - 70
C+	2.01 - 2.33	64 - 67
C	1.67 - 2.00	61 - 63

C-	1.31 - 1.66	58 - 60
D+	1.01 - 1.30	54 - 57
D	0.10 - 1.00	50 - 53
F	0.00	Below 50

Note: A student getting any CGPA, in absolute or relative grading will be given the minimum of the corresponding percentage of the column 3. For example if a student gets a CGPA of 3.00, the percentage associated will be 71%.

13.2 Conversion of Annual System marks to GPA/CGPA

Percentage obtained in Annual System	Grade	Grade Points
85% and above	A	4.00
70% - 84%	A-	3.66 - 3.99
55% - 69%	B	2.66 - 3.65
45% - 54%	C	1.66 – 2.65
33% - 44%	D	1.00 – 1.65
Less than 33% Fail	F	0.00

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.
- It is strongly recommended that all HEIs must begin the process of converting to semester system and the process should be completed by Spring 2017.
- It is highly recommended that the HEIs should be able to bring their affiliated colleges to come at par with the semester system by 2017.

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

GPA:

This is a figure ranging preferably from 0.00 to 4.00 be used to indicate the performance of a student in the semester concerned. A standard scale of 0.00 to 4.00 is recommended to all HEIs

$$\text{GPA} = \frac{\text{Sum over all courses in a Semester (Course Credit Hours x Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

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

$$\text{CGPA} = \frac{\text{Sum over all taken courses in all Semesters (Course Credit Hours x Grade Point Earned)}}{\text{Total Credit Hours taken in all Semester}}$$

15 CGPA REQUIRED FOR THE COMPLETION OF UNDERGRADUATE AND GRADUATE DEGREE

15.1 For completion of the degree, the minimum qualifying CGPAs for BS and MS/MPhil Students are 2.00 and 2.50, respectively.

15.2 In case a student secures less than 2.00 CGPA (minimum qualifying CGPA) at the end of final Semester, s/he 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 s/he is not debarred under the CGPA Improvement Regulation and time duration specified for the program.

16 TRANSFER OF CREDIT HOURS FOR UNDERGRADUATES/GRADUATES

16.1 Every university will develop its own criteria for transferring the credit hours through a standing committee for the purpose. However, some guidelines are mandatory for all the HEIs to follow as per the laid down criteria for HEC recognized Higher Education Institutions.

16.2 Credits are transferred on course to course basis i.e. a person taking course A at University X is allowed to transfer his/her credits to University Y provided that course A is equivalent to course B taught at the Y University.

16.3 No credit hour of a course will be transferred if the grade is less than C for undergraduate and B for graduate.

16.4 HEIs are at liberty to enroll students (if they fulfill their criteria) for any semester or for any single class and issue the students a transcript for the courses completed.

16.5 Credit hours may only be transferred between duly recognized HEIs and internationally recognized universities.

17 **REQUIREMENT FOR THE AWARD OF DEGREE**

17.1 **FOR UNDERGRADUATE STUDENTS**

A student must have a regular admission in the Undergraduate program of the Institution and should earn a minimum of 60 credit hours out of a total of 124–140 credit hours from the institution from where s/he will be entitled for the degree. (This para should be read in conjunction with para 16).

17.2 **FOR MS/MPHIL STUDENTS**

A student must have a regular admission in the MS/MPhil program of the Institution, and should earn a minimum of 15 credit hours from the HEI from where he/ she will be entitled for the degree.(This para should be read in conjunction with para 16).

18 **FORMAT OF FINAL TRANSCRIPT**

The Higher Education Institutions (HEIs) ensure that the final transcript for the award of degree includes following information:

Front Side:

- Name of Student
- Father's Name
- Date of Birth

- Registration No. /Roll No.
- Name of the Programme
- Date of Admission into Degree Program
- Semester Wise Break-up with Dates
- Subjects Detail along with Credit Hours
- Type of Enrollment – Full Time or Part Time
- Picture of the Applicant be Printed on Transcript
- Date of Completion of Degree Requirements
- Mode of Study – Regular or Private or Distance Learning
- Online Result Verification Key/ID (Front Side at the End of the Transcript)
- GPA/CGPA and Overall Percentage against earned CGPA (at the End of the front side of Transcript)

Back Side:

- Basic Admission Requirement of the Programme
- Previous Degree held by the Student along with Institution Name □ Credit Hours Exempted/Transferred if any/applicable.
- CNIC No. for Pakistani and Passport No. for Foreign Students
- Grading System must be mentioned on Back Side of the Transcript
- Charter Date of the University/DAI may be mentioned
- Name of Campus/College be mentioned along with HEC Permission Date □ Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript) The diploma/transcript must have the water-mark seal on it.

19 STUDENT GRIEVANCES AGAINST COURSE INSTRUCTOR

- 19.1** All HEIs should have a 05 member Committee constituted of 02 senior faculty members, relevant head of the department and dean headed by Controller of Examinations

to redress the grievances of the students about any course instructor or grades or for any other issue.

19.2 In respect of grade, a student must submit the grievance application if any, in writing to the Head of the Department within (07) seven working days of the receipt of the grade. The Head of Department shall forward the grievance application to the Committee. It will be mandatory for the Committee to hear both sides (student and the instructor) and will give its final decision within (05) five working days or before the start of registration for the new semester, whichever comes earlier. The decision of the Committee will be deemed final and will be binding on all parties.

19.3 A Departmental Committee headed by the Chairman/ Senior Faculty Members will be constituted to check randomly a few answer papers of the final semester examination for uniformity of scoring & covering of the course content.

20 **COURSES ON PASS/FAIL BASIS FOR UNDERGRADUATES**

Courses can be taken on pass/fail basis. These courses can be taken only out of elective courses, and the grade awarded toward these courses will not be considered in **calculating the GPA or CGPA**. A maximum of 9 credit hours of courses can be taken on pass/fail basis at under graduation level. This is the prerogative of the university to set the minimum GPA along with the number of semester(s) for putting a student on probation or removal from the HEI.

21 **CANCELLATION OF ENROLMENT**

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

22 **COURSE FILE**

Maintaining the Course File is compulsory for all faculty members. It should have complete record of every activity that happens during the course. The course file should contain:

- Course Code and Title
- Description of Course/Learning Outcomes
- Course syllabus and changes, if any, made over at least 3 semesters
- Weekly Teaching Schedule
- Dates of Mid-Semester Examination
- Grading Policy will identify each activity. such as Homework, Quizzes, Mid-Semester Examination, Final Examination and Term Papers etc.
- Copy of each Homework Assignment
- Copy of each Quiz Assigned
- Copy of Question Papers for Mid Semester Examination
- Copy of Question Papers for Final/Semester End Examination
- Grading Sheets of the Course, Detailing Statistical Data on the Grades obtained by Students
- Difficulties/Problems faced by the Teacher and Students during Classroom/ Course Delivery

23 FREEZING OF SEMESTER

23.1 If a student freezes a semester(s), s/he will resume his/her studies from the same stage where s/he left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.

23.2 If a student is not enrolled in any course in a semester, s/he will not be considered a regular student of university in that period. The student may then enroll in these courses in a subsequent semester; however, s/he will have to meet pre-requisites of any course taken. In addition, it is understood that the university is not required to offer all courses in each semester.

23.3 In special hardship cases, the University may develop any criteria for freezing a semester with the prior permission of the Vice Chancellor. Medical certificate must be duly signed by the University Medical Officer.

23.4 The duration of Freezing is one year; a candidate who gets a semester freeze can get readmission next year with upcoming session but hardship cases can be considered by the competent authority only.

23.5 Freezing of first two semesters for BS and first semester for MS is not allowed.

23.6 Under special *hardship circumstances freezing of first semester can be considered by the approval of competent authority.

- Iddat
- Maternity/Delivery
- Death in the immediate family
- Any other subject to acceptance on justified rationale

Note: Freezing of Semester will only be allowed after successful completion of 1st Semester as prerequisite as the case may be for other semester's predecessor to the freezing Semester.

24 **MEDICAL CERTIFICATE:**

Medical certificate from a registered medical practitioner duly endorsed by the University Medical Officer is acceptable for the Examination purposes in the University.

25 **INDISCIPLINE IN EXAMINATIONS**

25.1 Any candidate found guilty of following matters, his/her case will be submitted to Unfair Means Cases Committee constituted by the University. This committee will be constituted of 02 senior faculty members, Director of students affairs, headed by senior Professor of the University.

- i Removes a leaf from his/her answer book, the answer book shall be cancelled.
- ii Submits forged or fake documents in connection with the examination.
- iii Commits impersonation in the examination.
- iv Copies from any paper, book or

notes. v Mutilates the Answer Book. vi Possesses any kind of material, which may be helpful to his/her in the examination.

vii Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination. viii Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination. ix misbehaves or creates any kind of disturbance in or around the examination centre x Uses abusive or obscene language on the answer script. xi Possesses any kind of weapon in or around examination centre. xii Possesses any kind of electronic device which may be helpful in the examination 1. His/her case shall result in penalties keeping in view the nature and intensity of offence.

- (i) Cancellation of paper*.
- (ii) Suspension from programme for one semester.
- (iii) Heavy and light Fine
- (iv) Expulsion forever from the University.
- (v) Any other.

* Unfair Means Cases Committee will decide that the student will have to appear in summer semester/with regular semester for the cancelled paper.

2. Appeal against the decision of the Unfair Means cases Committee

If a student is not satisfied by the decision of the Unfair Means Cases Committee, s/he can submit his/her appeal within a week after the decision of the Committee to the Vice Chancellor. No appeal shall lie against the decision of the Syndicate.

26 PROBATION

Probation is a status granted to the student whose academic performance falls below the minimum University standard.

- i) The students acquiring less than 2.00/4.00 GPA in a semester but passing in all papers will be promoted with the condition to achieve more than 2.0 GPA in the next semester and s/he will be put on probation for the next semester.

- ii) The students acquiring GPA 1.7 and above but failing in any paper(s) will be placed on probation and promoted to the next semester conditionally. They will have to be registered for summer semester to improve the grade.
- iii) Students acquiring GPA less than 1.7 in two consecutive semesters and failing in any paper(s) even after attending summer semester for one academic year will be dropped from university rolls. However, s/he will be eligible to seek re-admission. Re-admission will be allowed only once during 4 years BS degree program. Readmission will be allowed after the payment of full admission fee and the student will be considered as external candidate) and two years
- iv) Students on probation in two consecutive semesters even after attending Summer Semester in one academic year will take re-admission in that particular academic year once only.
- v) There will be maximum two academic probations in four-year Bachelor degree program. Both the probations cannot be granted / availed in first four semesters. A student who is on probation 2nd time even after attending summer semester in first four semesters shall be removed from rolls of university / DAI. However, s/he can take re-admission only once during 4 years BS degree program.
- vi) 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 one additional year are required to pay new registration fee along with normal fee for that academic year. vii) It is also mandatory to obtain at least 50% marks in Practicals, Projects, Thesis, Assignments, Test and Theory Paper separately/aggregate.

27 PERMISSION OF WRITER FOR SPECIAL STUDENTS

27.1 A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.

27.2 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.

27.3 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).

28 **RECHECKING OF EXAMINATION SCRIPT**

The answer book of a candidate shall not be re-assessed under any circumstances.

a. Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Controller of Examination can arrange for re-checking of examination script by any faculty member from the relevant discipline on the complaint/request of students. The Controller of Examination or any officer or rechecking 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.

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

29 DAMAGED/LOST ANSWER SCRIPT

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.

30 MATTERS RELATED TO DEGREES CONFERMENT

30.1 University should conduct Convocation once in a year to award the degrees to the qualified students as per criteria.

30.2 Urgent degree can be issued as per policy of University upon the request of student.

30.3 Duplicate Degree may be issued (with completion of all requirements) to a candidate in case the original degree is lost/damaged or in case of change in the name of candidate. The candidate has to apply to the Controller of Examinations for the issuance of duplicate degree along with the relevant documentary proof as per University rules.

30.4 The Duplicate Degree shall be signed by the Controller of Examinations only.

31 AWARDS AND DISTINCTIONS

- 31.1** Medals/Prizes/Rolls of Honor/Positions will be awarded to the students passing their internal as well as external examinations/term papers in the Annual as well as Semester System in the first attempt.
- 31.2** 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. In case two or more students are acquiring same CGPA only then the Position would be decided on the basis of percentage among those students.
- 31.3** The disciplines where number of students is less than 05, no position will be awarded in semester system.
- 31.4** No medal and roll of honor will be granted to candidates who passed the examination in 2nd attempt.
- 31.5** The result of the candidate is not declared within the prescribed time of the degree, then no medal will be awarded.
- 31.6** No Medal/Roll of Honor will be awarded in the case of improving CGPA.

32 ACADEMIC HONOR CODE TO ENSURE STUDENT AND FACULTY ACADEMIC INTEGRITY

- 32.1** HEIs 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. A clearly defined process of due diligence by HEIs is mandatory to deter academic dishonesty and promote ethical principles governing academic behavior.

