

# Academic Rules and Regulations

## 1. Attendance Requirement

Students are required to maintain 100% attendance in lectures, labs, tutorials, seminars, and discussions as prescribed by the course instructor. Absence of a maximum of 20% of the total lectures may be condoned for genuine reasons, such as illness. Failure to meet attendance requirements will render a student ineligible to appear in the final examination of the concerned course.

## 2. Medium of Instruction

The medium of instruction and examinations for all courses is English (except language courses where it may be different). However, students may opt to answer the 'Religious and Islamic Studies' examination in either English or Urdu.

## 3. Academic Year

Academic Year of the University starts in August-September and ends in May-June of the subsequent year. It comprises of two regular 20-week semesters (including examination), namely, Fall and Spring.

## 4. Semester Course Load

Each course is assigned credit hours. For theory courses 1 credit hour means 1 hour of lecturing per week, while for lab courses 1 credit hour means 3 hours of lab-work per week. For example, a 3+1 credit hour course carries 3 hours of lectures and 3 hours of lab-work per week. Normal course load for undergraduate students is as prescribed in the study plan.

## 5. Academic Grading

The performance of students is assessed during the semester through midterm exams, assignments, quiz-zes, case studies or any other method considered appropriate by the course instructor and the

University. A course outline describing the course contents and grading criteria is shared with the students as the start of a course. Normally, semester work will contribute 50% towards the final grade, whereas the final examination will contribute the remaining 50% of the total marks. A letter grade will be awarded to each student based on his/her overall academic performance in a course.

## 6. Letter Grades and Grade Points

Each letter grade has corresponding numeric points. The points are used for calculating the Grade Point Average (GPA).

### Letter grades for BS and BBA Program programs:

Grade	Points	Grade	Points
A+	4.00	C+	2.33
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	F	0.00

### Letter grades for MS and MBA programs:

Grade	Points	Grade	Points
A+	4.00	B-	2.67
A	4.00	C+	2.33
A-	3.67	C	2.00
B+	3.33	F	1.00
B	3.00		

### Letter grades for PhD programs:

Grade	Points	Grade	Points
A+	4.00	B	3.00
A	4.00	B-	2.67
A-	3.67	F	0.00
B+	3.33		

### The following letter grades are common to all degree programs:

Grade	Points	Interpretation
FA	0.00	Fail (attendance shortage)
I	-	Incomplete
W	-	Withdrawn

I and W grades are not used in computing GPA. The I grade is replaced by the earned grade on completion of course requirements. It converts to F grade during the next semester if course requirements are not completed.

CN (continue Research) grade is allowed only once in MS Thesis-II and in each of PhD Thesis I/II/III/IV. S (Satisfactory) or U (Unsatisfactory) is awarded for PhD Thesis work only and is not considered in GPA calculation.

## 7. Grade Point Average

The Grade Point Average (GPA) provides a continuous scale (0.00 to 4.00) for grades earned. Two types of averages are computed using the grades obtained by the student, the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA).

SGPA is the weighted average of grade points earned in a semester. The weights are taken as the ratio of course credit hours to the total credit hours taken by the student in the semester. CGPA is the weighted average of all the courses taken so far. For repeat courses, only the most recent grade points are used (even if they are less than the earlier attempts).

## 8. Dean's List of Honors

If the SGPA of an under-graduate student is between 3.50 and 3.99, his/her name is included in the Dean's List. The student receives a Certificate and his/her name is also placed on the University's website, only those students are included in this list who have completed the semester with regular course load prescribed in the study plan.

## 9. Rector's List of Honours

The name of an under-graduate student is placed on the Rector's List, if his/her SGPA is 4.00 in a semester. The student receives a Certificate and his/her name is also placed on the University's website. Only those students are included in this list who have completed the semester with regular course load prescribed in the study plan.

## 10. Bachelor Degree with Honours

The University acknowledges those students who complete their degree with high honours. The following honours are stated on the degree issued to such high achievers.

CGPA 3.90 to 4.00 Summa Cum Laude

CGPA 3.75 to 3.89 Magna Cum Laude

CGPA 3.60 to 3.74 Cum Laude

## 11. Academic Warning/ Probation

At the end of every semester (including summer semester), warning is issued if the CGPA of a student is less than the minimum required for graduation. Minimum CGPA required to avoid academic warning:

BS/BBA programs	2.00
MS/MBA programs	2.50
PhD programs	3.00

- A student on academic warning needs the approval of the Head of Department to register in desired courses.
- If, after a semester, the CGPA of a student is less than the required minimum, the Warning Count increases by one.
- If the Warning Count becomes three, admission of the student in the University is closed.
- If after receiving warning, CGPA improves and equals

or exceeds the required minimum, the Warning Count is reset to zero.

## 12. Semester Registration

Students are required to register in Fall and Spring semesters and to pay the current semester fees. All students are required to register for normal course load, except those on academic warning. The recommended registration procedure is as follows:

- Clear all previous fees and dues before registration.
- First semester students should register through the Academic Office. All other students should register online.
- Pay current dues in full immediately after registration is complete.

## 13. Registration of Students under Warning

- Must register for all such courses, in which the grade was F or U.
- Should register for all such courses, in which the grade was D, D+ or C-.
- Should not register for more than five courses.
- Students with warning count = 2 MUST not register for a new course.
- Parents/guardians are called to the campus for a consultative meeting with the HOD.
- Must obtain written approval from their Head of Department for each course that they register, add, drop or withdraw.
- Students studying under scholarships (OSP, HEC, FAST or others) must take full load.

## 14. Registration in Final Year Project (FYP)

The Final Year Project, which

is completed in two regular semesters, is divided into FYP-I and FYP-II. To register for FYP-I, a student must have passed all courses shown for the first six semesters in the study plan of his/her

degree program. The Head of Department can allow registration in cases where there is deficiency of one course. The Director of the campus can allow registration in cases where there is deficiency of two courses. Students having a deficiency of more than two courses are not allowed registration in FYP-I. Students on academic warning cannot register for FYP-I. Registration in FYP-II is allowed only after successful completion of FYP-I.

## 15. Adding or Dropping a Course

The request should be made within the first two weeks of a semester. Approval of the Head of Department is essential. Students are not allowed to drop any course in the first semester.

## 16. Withdrawal from a Course

- Students are not allowed to withdraw from any course in the first semester.
- Application for withdrawal from course(s) must be countersigned by the parent or the guardian of the student,
- Request for withdrawal must be submitted to the Head of Department (HOD) before the last day of classes.
- Request to withdraw from a course requires approval of the HOD.
- For courses having an associated lab, withdrawal is always from both theory and lab portions of the course.
- Fee is not refunded for withdrawn course.

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## 17. Repeating a Course

A student must repeat all failed courses. Students under warning should also repeat such passed courses in which their GPA was less than the minimum CGPA required for their degree. A student can also repeat a course if S(he) desire to improve his/her grade. Only the most recent grade is used in calculating the CGPA. A repeat count appears on the transcript for all repeated courses.

## 18. Missed Examinations

A student who misses a quiz or assignment is awarded zero marks in that quiz or assignment. However, for midterms and final examination there is a provision for a retake, in case of student's illness or serious accident or death in the immediate family. A Faculty Committee shall examine the request of the student for a repeat test/exam.

If retake of final exam is allowed, it shall be held as soon as possible, but not later than one week before the start of next semester. The grade in the course should be finalized before the start of next semester, Retake exam fee is payable before the examination.

## 19. Rules for Summer Semester

Summer is not a regular semester. Courses may be offered during summer break at the discretion of the Campus Director. Following rules apply.

1. Summer semester will be offered as an optional semester of 8 weeks duration.
2. The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in summer (with half the duration as compared to a regular semester).
3. Students can register in

summer semester for courses which they have previously taken and were awarded a letter grade.

4. Students having W grades in the course(s) cannot register in the Summer semester with that course(s).
5. A student cannot register for a new course. Exception to this rule is granted when an elective course is being offered by a distinguished scholar or professional who is only available during summer, or the student is graduating by registering in a summer course.
6. A student will be allowed to repeat a maximum of 2 courses (with associated labs if any).
7. Warning Count is incremented/decremented in summer semester.
8. A student can withdraw from a summer course on or before the last day of classes.
9. For a course to be offered a minimum of ten (10) students should register for a summer course.
10. A student can study summer semester in another campus, provided that the parent campus is not offering that course. Student must obtain, in writing, prior permission from Director of the parent campus.
11. Research courses or projects will not be offered.
12. Financial assistance, scholarship or fee concession is not available in summer semester.
13. There shall be a single sessional exam of two-hour duration.
14. Minimum of 5 assignments/quizzes shall be given to the students for each summer

course.

15. The grading of the summer course shall be tied to the same course offered in the last regular semester. In case the average marks of the summer course are higher than the regular course, the average marks of the summer course shall be scaled down to the same level as the regular course and then graded.

## 20. Transfer of Students between Campuses

Request of a student for transfer from one campus of the University to another will be considered only on the following grounds:

- a) Death of a parent.
- b) Posting of a parent to the city where the transfer is desired.
- c) Marriage of a female student.

Transfer shall not be considered in the following cases:

- a) The student is under disciplinary punishment.
- b) Disciplinary action is pending against the student.
- c) Dues are outstanding against the student.
- d) During the semester.

## 21. Semester Freeze

Under exceptional circumstances a student may take a semester off by requesting the Campus Director for a 'Semester Freeze'. A semester freeze fee must be paid.

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

## 22. Double Admission

Concurrent admission in more than one degree is not allowed.

## 23. Suspension of Registration

Registration of a student is suspended in any of the following situations:

- On the recommendations of a Disciplinary Committee

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- Unsettled financial or other matters with the University.
- Not completing registration formalities in time.

## 24. Restoration of Suspended Registration

A student whose registration is suspended may request for restoration of registration provided s(he) has cleared all the issues that called for suspension and paid all dues.

## 25. Closure of Admission

The closure of admission results in termination of studies at the University. The admission will be closed in any of the following situations:

- a) Failure to restore suspended registration.
- b) Failure to re-continue studies after freezing admission for two consecutive semesters.
- c) Admission obtained on false documents,
- d) 3<sup>rd</sup> Academic warning.
- e) As a result of Disciplinary Action.
- f) Student's request to close admission for personal reasons.

## 26. Readmission of Former Student

A former student of the university can seek readmission by taking the relevant admission test. After qualifying for admission on merit, the student is admitted as a NEW student. The following rules apply.

- a) Only credits of relevant courses with at least C grade are transferable, and NOT the CGPA earned in the transferred courses.
- b) If credit is given for a course, then credit is also given for passed prerequisite course(s).
- c) A former student whose admission was closed due to 3<sup>rd</sup> academic warning will be

readmitted only once.

- d) A former student who had been on disciplinary warning shall not be readmitted.

## 27. Readmission of Current Student

A current student can seek admission in another campus of the University by taking the relevant admission test. After qualifying for admission on merit, the student is admitted as a NEW student.

## 28. Academic Dishonesty

Students must refrain from unfair means in quizzes, assignments, and exams. The minimum punishment for using unfair means is award of zero marks in that test, assignment, midterm, O1 final examinations. If the Course Instructor refers the matter to the Disciplinary Committee of the Department, then the maximum punishment can be an award of 'F' grade in that course. If the Head of Department refers the matter to the Disciplinary Committee of the Campus, then 'F' grade may be awarded in all courses taken in that semester, and it may also result in suspension/expulsion from the university.

## 29. Disciplinary Action

To maintain an academic and comfortable environment at the campus, students must abide by the rules and regulations of the University and to follow a code of conduct. Students are expected to observe disciplinary standards of the University in all their dealings. Failure to do so shall require appearance before a disciplinary committee. The committee shall recommend suitable action against the student. The action may amount to imposition of fine, suspension,

expulsion, or disqualification of a student from any academic honour such as award of a medal, scholarship, etc. The following will call for disciplinary action.

- a) Disregard or disobedience of rules of the University
- b) Willful defiance of University's authority whether alone or in association with others
- c) Involvement in activities that are against the interest and reputation of the University.
- d) Use of unfair means or breach of norms
- e) Improper behavior in or outside the classroom
- f) Any act of dishonesty including submission of false documents and deliberate misreporting.
- g) Association with actions which are harmful to good.
- h) Failure academic environment to meet the code of conduct specified by the University.

## 30. Maximum Time Allowed to Complete Degree Requirements

As per HEC guidelines, the maximum period allowed to fulfil degree requirements is given below:

BS/BBA Programs	Six (6)* years
MBA Programs	Three (3) years
MS Programs	Four (4) years
PhD Programs	Eight (8) years

*\*Further extendable for one year with the approval of the Statutory Bodies*

A subset of the rules and regulations of the University is provided here for ready reference. All activities of the University shall be governed by the rules and regulations of the University. In case of ambiguity or non-existence of rules, the final authority for interpretation and decision shall rest with the University.