

**Hazara University, Mansehra**  
**Academic Rules, Regulations and Procedures**  
**(Revised 2020)**



Hazara University, Mansehra  
Website: [www.hu.edu.pk](http://www.hu.edu.pk), email: [dir\\_ar@hu.edu.pk](mailto:dir_ar@hu.edu.pk)  
Phone no. 0997-414159 Fax no. 0997-414111

## **Preamble**

Hazara University, Mansehra aims to produce high quality graduates who can provide solutions to the problems faced by our society through the skills they have learnt during their stay at the university. In order to produce high quality graduates, the university has developed these comprehensive rules, regulations and procedures for the all academic programmes. This document is entitled as “Hazara University Academic Rules, Regulations and Procedures” and approved by all Statuary bodies. For students pursuing their studies at Hazara University and for the faculty and the academic-related staff at Hazara University, this document provides a quick reference to all necessary information concerning the recurring academic activities such as eligibility criteria, plan of studies, thesis, examination, award of degree and many more. The document consists of more than 30 clauses/sections on various aspects of the degree programmes offered by the university. The HEC’s guidelines on academic especially for semester system have also been considered while developing these rules, regulation and procedures. I am sure that this document will be highly beneficial for the students pursuing their studies with the Hazara University. Students/candidates who are seeking admission in the graduate (MS/MPhil and PhD) programmes are advised to also consult the other document entitled “HU Graduate Rules, Regulations and Procedures” specifically designed for graduate programmes.

Professor Jamil Ahmad  
Vice Chancellor

**RULES, REGULATIONS AND PROCEEDURES PERTAINING TO ADMISSION, REGISTRATION AND EXAMINATIONS REGARDING SEMESTER PROGRAMMES OF HAZARA UNIVERSITY – (REVIEWED 2020)**

**1. Short title, commencement and application**

**1.1** These regulations shall be known as Academic Rules, Regulations and Procedures framed under section 29 & 31 of Khyber Pakhtunkhwa Universities Act 2012 (amended 2016), read with Section 7.

**1.2** These Rules, Regulations and Procedures shall come into force with immediate effect.

**2. DEFINITIONS**

- i. **‘University’** means Hazara University, Mansehra.
- ii. **“HEC”** means Higher Education Commission, Islamabad Pakistan.
- iii. **“Academic Council”** means the Academic Council of Hazara University.
- iv. **“Academic Department”** means a teaching, research and technology development department maintained and administered by the Hazara, University.
- v. **“Affiliated Colleges”** means an educational institution affiliated to the University but not maintained or administered by it.
- vi. **“Authority”** means any of the authorities of the University specified in Khyber Pakhtunkhwa Universities Act 2012 (Amended 2016);
- vii. **“ASRB”** means Advanced Studies and Research Board of the University.
- viii. **“Board of Faculty”** means the Board of Faculties of the University.
- ix. **“Board of Studies”** means the Board of Studies of the University.
- x. **“Chairman of the Department/Director of the Institute”** means the head of an Academic Department/Institute and includes the Chairperson.
- xi. **“Chancellor”** means Chancellor of the University.
- xii. **“Committee”** means Committee constituted for a specific purpose.
- xiii. **“Dean”** means the Dean of the Faculty, who is also Chairman and Chairperson of the Board of Faculty.
- xiv. **“Government”** means the Government of the Khyber Pakhtunkhwa.
- xv. **“Prescribed”** means prescribed by Statutes, Regulation or Rules made under Khyber Pakhtunkhwa Universities Act 2012 (Amended 2016);
- xvi. **“Registered Graduate”** means a graduate of the University who has his name entered in the register maintained for this purpose.
- xvii. **“Statutes”, “Regulations” and “Rules”** respectively mean the Statutes, the Regulations and the Rules made or deemed to have been made under the Khyber Pakhtunkhwa Universities Act 2012 (Amended till now).
- xviii. **“Syndicate”** means the Syndicate of the University.
- xix. **“Teacher”** includes Professors, Associate Professors, Assistant Professors and Lecturers engaged whole time by the University or by the college for teaching diploma, degree or postgraduate classes and engaged in research and development and such other persons who may be declared as Teacher by Regulations.
- xx. **“Vice-Chancellor”** means the Vice Chancellor of the University.

- xxi. **“PhD”** means the Doctor of Philosophy.
- xxii. **“MPhil”** means the Master of Philosophy.
- xxiii. **“Supervisor”** means a faculty member holding necessary academic degree and experience, appointed by the Advanced Studies and Research Board to supervise the MPhil or PhD student.
- xxiv. **“Co-Supervisor”** means a person holding necessary academic degree and experience, appointed by the Board of Advanced Studies and Research to supervise the MPhil or PhD Student.
- xxv. **“Comprehensive Examination Committee”** means a Committee constituted for the purpose of conducting comprehensive examination.
- xxvi. **“GRC”** means Graduate Research Committee within each Academic Department.
- xxvii. **“UGAT”** University’s Graduate Admission Test of each department.
- xxviii. **Contact Hour.** Contact hour means student are engaged for academic/research related activities including instructional work/tutorials, lab work (practical’s), research work, projects, seminars, workshops, internships, etc., during the course of studies at the university (face to face or online).
- xxix. **Academic Programme.** An “Academic Programme” means a program of studies, which leads to the award of a University Degree to the students, after successful completion of all its requirements.
- xxx. **Controller.** means the Controller of Examinations of Hazara University.
- xxxi. **CMS** means Campus Management System
- xxxii. **LMS** means Learning Management System
- xxxiii. **SSC** means Student Services Centre
- xxxiv. **Course.** Means a course of study leading to the successful completion of the degree.
- xxxv. **Credit Course (CrHr)** “Credit Course” means the academic load assign to a course, i.e., 1 CrHr, 2 CrHr , 3 CrHr , etc.). 1 CrHr is equivalent to 50 minutes of lecture or recitation per week for the whole normal semester.
- xxxvi. **Grade.** A mark (letter grade or number) indicating the quality of students“ academic performance is called Grade.
- xxxvii. **Grade Point (GP).** Number of points representing the letter grades scored by a student in a subject.
- xxxviii. **GPA - Grade Point Average.** means the accumulative grade point earned in a semester or in the whole course of studies mentioned later in this document.
- xxxix. **CGPA** means Cumulative Grade Point Average – calculation of CGPA is given in the document.
- xl. **Non-Credit Course.** A “noncredit course” means a course of study, successful completion of which shall not be a requirement for the degree.
- xli. **Registration** means registration of the student with the office of the Registrar of the University.
- xlii. **SGPA** means Semester Grade Point Average.
- xliii. **Semester** means academic term as per the academic calendar of the university.
- xliv. **Terminal Examination.** Means terminal examination of a semester

### **3. INTRODUCTION**

- 3.1** Hazara University shall offer any study Programme 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 Pakistan. However, foreign students seeking admission to the University shall be required to submit their applications through the Ministry of Education, Government of Pakistan or Higher Education Commission (HEC) or any other body designated by the Government. The admission rules, eligibility criteria and other formalities shall be determined as per the Government and HEC policy of that time.
- 3.3** Academic year of the university shall comprise of two regular and an optional summer/winter semester, each regular semester of a minimum duration of 16-18 weeks of teaching & examination and summer/winter optional semester 6-8 weeks of teaching & examination. However, the number of contact hours for both theory and lab courses shall be completed as per the standard mentioned later in this document.

### **4. ACADEMIC HONOR CODE TO ENSURE STUDENT AND FACULTY ACADEMIC INTEGRITY**

- 4.1** The University expects from 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. The academic dishonesty means cheating, fabrication, facilitating academic dishonesty, and plagiarism. In addition, failure to observe the rules of academic integrity formulated and notified by faculty member for a particular course will result in prescribed actions against the students.
- 4.2** Similarly, every faculty member will strictly follow a code of conduct i.e., regularity, punctuality, total delivery of assigned courses, timely conduct of assignments and quizzes and evenly distributed terminal and mid-term examinations. The faculty member will also make himself/herself available for consultation and counseling of students during the weekly timetable. The faculty member is also expected to make sure that he/she is carrying the student with him during the delivery of the lecture and the teacher student communication level is satisfactory. Academic integrity of a faculty member demands that failing to satisfy majority of students in his lecture delivery and communication as well as below 60% student's evaluations, he/she should seriously consider corrective measures before the management makes some embarrassing decisions.
- 4.3** HEC's policy for plagiarism is strictly followed at the Hazara University. Due diligence by all departments is mandatory to deter academic dishonesty and promote ethical principles governing academic behavior. The Anti-Plagiarism Standing Committee at the university is responsible to deal with plagiarism cases, if any.

**4.4** According to Oxford dictionary, plagiarism is defined as “taking and using thoughts, writing and inventions of another person as one’s own”. There are various forms of plagiarism, these include, but are not limited to the following.

- i. Verbatim copying, near verbatim copying, or purposely paraphrasing portions of technical paper of an author or unpublished report without citing the exact reference. This includes equations or illustrations that are not common knowledge.
- ii. The unacknowledged use of computer programs, mathematical computer models/ algorithms, computer software in all forms, macros, spread sheets, web pages, databases, mathematical derivations, and calculations, designs/ models/ displays of any sort, digital images and computer, aided design/drawings.
- iii. Self-plagiarism i.e., verbatim or near verbatim, reuse of significant portions of one’s own copyrighted work without citing the original source.
- iv. Plagiarism by students is a serious academic offence, which can result in punishment such as failing grade. Repeated plagiarism or for cases where a student has copied entire article and submitted as his own work, the student may be suspended or expelled at any academic degree or reward may be revoked.
- v. In case of faculty members and researcher, plagiarism is a very serious offence and is punishable by sanctions ranking from suspension to termination along with the loss of credibility and integrity. The University fully adheres to the policy of HEC regarding plagiarism.

## **5. DEGREE STANDARDIZED FORMAT SCHEME OF STUDIES**

The university offers various degree programmes of undergraduate and graduate levels. Under the undergraduate level, the university offers 4- and 5-years degree programmes such as BS in Computer Science, BS in Architecture, Pharm-D, etc. On the other hand, MS/MPhil, and PhD programmes are offered under the graduate level programmes. The following sections describe structure, duration, and other different features of these programmes.

### **5.1 Structure of Four-Year Bachelor Degree**

a.	Total No. of Credit Hours	130 – 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
	<u>Internship / Project</u>	Every student of bachelor program 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 of studies. This is to be done when the student is at senior level, i.e. 4 <sup>th</sup> year .

\*Accreditation Council based programmes will follow the guidelines of the respective council.

## 5.2 Structure of Five-Year Bachelor Degree

a.	Total No. of Credit Hours	160 – 200*
b.	Semester Duration	16 – 18* Weeks
c.	Number of Regular Semesters	10
d.	Number of Summer Sessions	1 – 2 in one calendar year
e.	Course Load per Semester	15 – 20 Credit Hours
f.	<u>Internship / Project</u>	Every student of bachelor program 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 of studies. This is to be done when the student is at senior level, i.e., 5 <sup>th</sup> year.

\*Accreditation Council based programmes will follow the guidelines of the respective council.

## 5.3 Structure of MS/MPhil and PhD Programmes

The following tables show structure, no. of CrHr and other fundamental information regarding MS/MPhil and PhD programmes.

**Note:** Details such as overall structure, duration, course work, thesis, examination and other matters related to these programmes can be found in Graduate Rules, Regulation and Procedures which is a separate document.

### **MS/MPhil Programme**

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

### **PhD Programme**

a.	Total No. of Credit Hours	18 CrHr Course Work + PhD thesis)
b.	Semester Duration	16 – 18 Weeks
c.	Number of Regular Semesters	06 (including 02 semester course work)
d.	Number of Summer Sessions	1 – 2 in one calendar year
e.	Course Load per Semester	6 – 9 CrHr

#### 5.4 Duration of each degree programme:

As mentioned above the university offers a number of degree programmes, which include Bachelor (16 years education), Conventional Master (16 years of education) after 2 years BA/BSC programme and MS/MPhil Master (18 years of education) and PhD. The university follows HEC guidelines to allow normal and maximum duration for each degree programme. However, to get extension behind normal period, permission from various authorities and bodies shall be required such as BoS, ASRB, and/or Academic Council as mentioned in the below table.

<b>Programme</b>	<b>Normal period (years &amp; Semesters)</b>	<b>Maximum allowed period with the Extension as per the HEC guidelines</b>	<b>Remarks</b>
BS	4 years - 8 Semesters	6 years – 12 semesters	Extension beyond 12 semesters may be granted by the Academic Council on the 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 extension shall not be more than 02 semesters.
MA/MSc	2 years – 4 semesters	3 Years - 6 semesters	Extension beyond 6 semesters may be granted by the Academic Council on the 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 extension shall not be more than 01 semester.
MS/MPhil	2 years – 4 semesters	3 years – 6 semesters	Extension beyond 06 semesters may be granted by the Academic Council on the 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 extension shall not be more than 02 semesters.
LLB/Architecture Pharm-D	5 years – 10 semesters	7.5 years 15 semesters	Extension beyond 15 semesters may be granted by the Academic Council on the 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 extension shall not be more than 02 semesters
1.5 years programmes	1.5 year – 3 semesters	2 years – 04 semesters	Extension beyond 04 semesters may be granted by the Academic Council on the

			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 extension shall not be more than 02 semesters
PhD	3 years 06 semesters	8 years 16 Semesters	Total up to 08 years (16 semesters) maximum period, subject to permission by ASRB on recommendation of BOS. Graduate studies rules and regulation shall also be consulted in this matter.

### 5.5 Procedure to Grant Extension in Duration

As the normal and maximum period mentioned in the above table, therefore, all students are strongly advised to complete their studies within the normal allowed period to avoid complication. In case of valid reason/excuse, the period of study may be extended as per the guidelines mentioned in the above table using the following procedure.

- i. Student who are seeking extension must apply with supporting documents to the chairman/HoD of the Department.
- ii. The chairperson/HOD concerned must be very careful in checking/recommending case(s) of students for extension in duration that it should not affect the quality & standard of the programme and must not create financial burden on the University. 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.
- iii. The students who have been given extension in the duration of study for additional semester(s) are required to pay new registration fee along with normal fee for that academic year/semester.
- iv. In extreme compassionate case, extra semester beyond the “extended period” could be allowed by the Academic Council. However, HEC’s guidelines must be consider while giving any extension to student.

## 6.0 CURRICULA AND MEDIUM OF INSTRUCTION

- 6.1 The curricula of any discipline taught at the university shall be approved by the Academic Council on the recommendation of the respective Board of Studies and Board of Faculty. Such courses and syllabi shall become effective from the date of concurrence by the syndicate or such other date as the Syndicate may determine.
- 6.2 All teaching units and students of the university must follow the approved curriculum applicable to them.
- 6.3 English shall be the medium of instruction, except in language courses and Islamic Studies.

## **7.0 ADMISSIONS**

**7.1** Each candidate shall make an application for admission on a prescribed form or through online system in response to an advertisement.

**7.2** Application and admission processing fee shall be paid before the closing date.

**7.3** The candidates are required to submit application along with documents as per the university policy announced in the admission advertisement. The university will state procedure to apply and documents which are required on the official website or any other available media for the candidates.

### **7.4 Eligibility Criteria for Various Degree Programme:**

#### **7.4.1 Eligibility Criteria for PhD Programme**

Admission to a PhD programme in any discipline shall be based on the availability of resources and willingness/commitment of a supervisor for the entire duration of the PhD studies of the candidate subject to the eligibility criteria of the university.

- i. MS/MPhil Degree or equivalent in the relevant field with a minimum of CGPA 3.00/4.00 (equivalent) under semester system of at least 30 credit Hours or 1st division under annual system.
- ii. Test equivalents to GAT/GRE subject in the area of specialization chosen at the PhD level or UGAT (University Graduate Assessment Test), to be conducted by the university, 60% score will be required in GRE/GAT conducted by University through ETS/NTS/Other recognized Agency, for PhD admission. Or 70% score will be required to get admission in PhD programme in UGAT (as per HEC requirements).
- iii. No objection certificate (NOC) for in-service candidate shall be mandatory for admission into PhD programme from the respective employer.
- iv. Good moral character. All those candidates, who were punished by any DAI for acts of indiscipline and other undesirable activities and were awarded major penalties, shall not be admitted to PhD programme in the university under any circumstances.

##### **7.4.1.1 Evaluation of the candidates and Preparing Merit**

After the fulfilling the eligibility criteria, the selection of candidates for the admission to the PhD programme shall be made on the basis of aggregate marks using the following parameters (previous academic record and Interview).

- i. Academic Record - 70% Distribution of the marks:
  - a. F.Sc/Equivalent – 10%
  - b. BS (4 years degree) - 30% or BSc (2 years) x 15%, MSc (2 years) x 15%
  - c. MS/MPhil – 30%

- ii. Publication Record – 20% (5 Marks/Paper, to Be checked by Admission Committee)
- iii. Interview – 10%

#### **7.4.2 Eligibility Criteria for MS/MPhil Admission and Merit**

The admissions into MS/MPhil or Equivalent programmes shall be based on merit established through the performance of the candidates in his or her previous academics and admission test/GAT. The merit for admission to an MPhil/MS degree programme offered by the university shall be established as per following criteria:

##### **7.4.2.1 Eligibility Criteria**

- i. 16 years of relevant education in the discipline for which the candidate seeks admission. CGPA (2.00/4.0 or 2.50/5.0) in semester system Or 2nd division in MA/MSc or equivalent in the relevant subject in annual system. Candidates having some other qualification will be required to produce equivalency and relevancy certificates from HEC, Islamabad.
- ii. Must have obtained 60% marks in the UGAT or valid GAT-General/GRE with 50% marks.
- iii. No objection certificate (NOC) for in-service candidate shall be mandatory for admission into MS/MPhil programme from the respective employer.
- iv. Good moral character. All those candidates, who were punished by any Degree Awarding Institute (DAI) for acts of indiscipline and other undesirable activities and were awarded major penalties, shall not be admitted to MPhil or equivalent programme in the university under any circumstances.

##### **7.4.2.2 Evaluation of the candidates and Preparing Merit**

Selection shall be made on the basis of aggregate marks using the following parameters (previous academic record and Interview).

- i. Academic Record - 80% Distribution of the marks:
  - a. 20% F.Sc/FA/A-Level or equivalent, and
  - b. 60% [50 BS/Pharm D or equivalent four/five years programmes (in case of conventional system - 25 MA/MSc 2 years or equivalent and 25 BA/BSc 2 years or equivalent)],
  - c. 20% - Interview

#### **7.4.3 Eligibility Criteria for Admission to Bachelor/BS (4 years), Pharm-D, Master (MA/MSc), B.Ed. Programmes and Merit**

The following sections describe admission's eligibility criteria for bachelor programmes.

##### **7.4.3.1 Eligibility for Bachelor (4/5 years) Programmes**

Eligibility for admission to Bachelor's programme shall be FA/FSC, or an equivalent certificate/diploma from any recognized institution, with at least 'a second division' or 'its equivalent grade based on minimum 50% marks for other than annual system'. However, in case of Accreditation Council based degree programme such as Computing, Engineering, Pharm-D or any other programme where the criteria of the relevant council will be followed if different from the Hazara University criteria. Currently, the university is offering the following programmes and the council criteria for them:

- a. Pharm-D (5 years programme) - Candidate with minimum 60% marks in the FSc or equivalent exam with pre-medical science group is eligible for admission to the Pharm-D programme.
- b. The criteria for the BS computing related programmes (BS Computer Sciences, BS Cyber Security, BS Software Engineering, BS Information Technology, BS Artificial Intelligence, BS Data Sciences) is minimum 50% marks in the FSc or equivalent with pre-engineering group. Deficiencies courses will be offered for students with FSc pre-medical group are seeking admission to the any bachelor programme related to computing. All such students must pass deficiency courses of Mathematics of 6 CrHr within one year of their regular studies. The deficiency courses should cover most of the relevant topics to bachelor's degree in computing education from intermediate level mathematics.
- c. Similar any other programme launched in future where the accreditation council exists – the eligibility criteria of the council will be followed.

## **7.5 Evaluation of the candidates and Preparing Merit**

### ***FOR BACHELOR/BS (4 YEAR) AND PHARM-D PROGRAMMES***

- A. A-10% weight allocated to the marks in SSC/Equivalent
- B. B-50% weight allocated to the percent marks in the HSSC/Equivalent or 1st year marks in case the result of FSc is not declared
- C. 40% weight allocated to the percent marks in NAT/Entrance Test (ETEA)/ETC., (HEC)/ other Provinces Testing Agencies with valid passing marks or University own test for the admission purpose.

$$\text{Merit} = A + B + C$$

### ***FOR MA/MSC, PROGRAMMES***

- A. 10% weight allocated to the percent marks in SSC/Equivalent
- B. 20% weight allocated to the percent marks in HSSC/Equivalent
- C. 30% weight allocated to the percent marks in 3rd year of BA/BSc/Equivalent
- D. 40% weight allocated to the percent marks in Entrance Test NAT/ ETC., (HEC)/ other Provinces Testing Agencies with valid passing marks or university own test for the admission purpose.

$$\text{Merit} = A + B + C + D$$

- 7.6 Admission shall be supervised and conducted by the University central Admission Committee under the Chairmanship of the Vice Chancellor constituted for this purpose. The committee shall comprise of All Deans, one senior most faculty member other than the Dean from each faculty and 2 HoDs nominated by the Vice Chancellor with Provost as Secretary. The Committee will be responsible to plan the admission before each intake and set schedule.
- 7.7 All admissions shall be provisional and confirmed after all documents and claims of candidates are verified by the office of the Provost with support of teaching Department.
- 7.8 Admission shall be carried out strictly based on merit.
- 7.9 Wherever quota system exists the criterion of merit shall be applied within each group.
- 7.10 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.
- 7.11 The number of open merit and quota seats shall be determined by the Syndicate on the recommendations of the Academic Council.
- 7.12 If any candidate fails to appear before the Admission Committee for interview or for admission test at the fixed time, he/she shall not be considered for admission.
- 7.13 If two candidates have equal merit. The one senior in age shall be given preference over the other for the purpose of admission.
- 7.14 All the candidates must bring the original certificates for verification in the interview.
- 7.15 Wherever needed, the equivalence of academic qualification shall be determined by the Equivalence Committee of the Hazara University.
- 7.16 Foreign students shall be considered for admission after prior approval of the relevant Ministry of the Government of Pakistan, Islamabad and/or HEC.
- 7.17 Incorrect information or suppression of facts, in application form, shall entail refusal of admission, and of expulsion from the University even if admission has already been granted.
- 7.18 Late admission will be allowed to only those candidates who are on waiting list. They will be informed of their selection and will be required to finalize the admission requirements within the notified period.
- 7.19 Late admission may be granted in very special cases by the Vice Chancellor upto one week after the last date with the late fee as per the prescribed rate fixed by the finance department of the university with the approval of the Vice Chancellor.
- 7.20 Candidates selected for admission will be required to finalize the admission requirements within the notified period, failing which their right of admission will be forfeited and the seats will be allotted to the deserving candidates on waiting list.
- 7.21 Admissions shall be finalized after verification of the academic documents from the respective Boards/Universities. The admission of such candidate shall be cancelled immediately if any of his/her documents are found fake/bogus. Such a candidate will have no right of appeal and shall not go to any court of law against the University.
- 7.22 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.
- 7.23 **INELIGIBILITY:** The following shall not be eligible for admission to undergraduate (BS, MA/MSc) and graduate programmes:
- i. Those who have ceased to be students of this University.

- ii. Those who already possess a Bachelor 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.
- iii. Those who are already on the rolls of this University.
- iv. Those who have been expelled from any other University/institute/college.
- v. 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.
- vi. 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.

#### **7.24 Age Limit:**

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

**7.25 Dual Enrollment:** Students enrolled, as a full-time regular student in any of the degree programmes 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.

#### **7.26 Admission of Foreign Students:**

- i. In addition to admission of foreign students mentioned before, 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.

### **8.0 Academic Advisor**

The Academic department will assign an advisor to each student after the confirmation of the admission and before the start of classes. In normal situation, the advisor will not be changed

until the graduation of the student. However, in case the advisor has left the university or unable to perform the advising role, he/she may be replaced with another advisor. 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. The Advisor play a key role to guide student especially new student to plan their entire study cycle at the university.

## **9.0 Academic Year and Academic Calendar**

As mentioned in the introductory section that the academic year at the University will comprise of two regular and one optional semester. The university prepares Academic calendar for each academic year with the approval of the Academic Council. The academic calendar is binding for the departments at the university. Vice Chancellor is the only authority to make minor changes under a severe and emergency circumstances. The details about semesters are as follows:

### **9.1 FALL / SPRING Semester**

- i. There will be two regular semesters (Fall and Spring) Academic year.
- ii. Each semester will be spread over 16-18 weeks (inclusive of examinations).
- iii. 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.
- iv. 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.
- v. 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**

- i. There will be an optional Summer (or Winter) Semester to provide 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.
- ii. 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.
- iii. The contact hours during the Summer Session will be doubled or more to ensure that the course is completely taught in a summer session with shorter duration as compared to a regular (Fall or Spring) semester.
- iv. 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.

- v. 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.

## 10.0 CREDIT HOURS

**10.1** The Credit Hours (CrHr) 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 work with no laboratory/studios/practical field work, 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. Further details are given below:

- i. A **credit hour** means teaching a theory course for 50-60 minutes each week throughout the semester.
- ii. **Theory:** A theory course is of 03 to 04 credit hours as per requirement of discipline.
- iii. One credit hour in laboratory or experimental work would require lab contact of at least three hours per week throughout the semester.

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

## 11.0 STUDENT COURSE LOAD

### 11.1 Fall & Spring Semester

#### i. For Undergraduate Students (BS/MA/MA/MSc):

- a. Normally a full-time regular student is required to take/carry a load of **15-18 credit hours** in a semester or **5 (Five) courses of 3 or 4 credit hours** each.
- b. In case any student wishes to enroll for one more course beyond the normal specified CrHr in that semester, he/she may be allowed by Department 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,
  - 3) The Chairman/HoD/ may allow student under special circumstances to carry maximum course load provided that the student is graduating in that semester subject to the approval from the BoS. However, the maximum load should not exceed 24 CrHr under any situation.
- c. A student shall not be allowed maximum load exceeding 24 credit hours in a semester.

- ii. **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 9 CrHr during summer semester.
- b. Graduate students can take up to 6 CrHr hours during summer semester.

## 12.0 Course Registration During the Semester:

12.1 The University has developed a comprehensive computer based CMS to manage all functions of the university. Registration of students will take place through CMS where in most cases students will be able to register courses by themselves with the consultation of the Academic Advisor or academic coordinator or Department concerned. The office of the Chairman/HoD is responsible for the registration of student in the relevant courses. However, the university is also planning to create a separate unit to supervise registration of students in courses during each semester. The unit will also be responsible for other related activities such as timetable, withdrawal from a course, etc. The following are some of the important points in this regard.

- i. At the beginning of each semester, a student shall register in the courses being offered by the department as per the prescribed registration procedure.
- ii. A student shall normally be required to register for course of total 15 to 18 credits in a semester as per the approved course workload. Students should follow standard procedure if requires increase or decrease in course load.
- iii. A student may, in the final semester register in less than 12 credit hours, if required for the completion of the degree.
- iv. 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.
- v. In case of manual registration-based system, 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. When the

registration system will be computerized, the information will be visible to the examination section in real-time.

- vi. 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.
- vii. The University shall offer every required course at least once in an academic year.

## **12.2 Pre-Semester Registration**

A pre-Semester registration is a useful concept followed at the university where all the departments can get data to make plans for the upcoming semester. The planning of the next semester is normally started from the mid of the ongoing semester. Students will be required to submit the Course Registration Form (in person to the department or through online system) for upcoming semester two weeks before the Terminal examinations of the ongoing semester with the consultation of their Academic Advisors and/or department and the course catalog for such registration. Such registration will be confirmed only after the notified period of the semester registration. The first semester students cannot avail this opportunity. They will have to follow an automatic registration in the courses by the time of the admission.

## **12.3 Semester Registration**

The registration process along with the payment of dues must be completed as per the academic calendar. No student will be allowed to register after the class starts. However, students will be allowed to add and drop courses as per the policy of the university.

## **12.4 Late Registration**

In case, a student could not submit the Course Registration on or before deadline according to approved academic calendar due to unavoidable circumstances and acceptable reasons, he must formally apply to the respective Chairman/HoD for granting approval of the late registration. Late registration may be granted on the following terms and conditions.

- i. The registration shall not be late by more than three weeks, inclusive of holidays if any.
- ii. If granted approval, the student will have to deposit the required late registration fee @ Rs. 50/ per day and submit a copy of the receipt along with the late Registration of forms to the office of Treasurer.

## **12.5 Failure in Registration in a Semester**

Registration in courses by student is a must requirement to be an active student. If a student is failed to register for a semester his/her admission will stand to cancel. After the cancellation of admission, the student can apply for restoration to the Chairman/HoD to get approval from the relevant bodies.

## **13.0 WITHDRAWAL / DROP/ CHANGE OF COURSE(S)**

### **13.1 Change and Drop of Course(s):**

- i. Change of Course:** A student, with the consent of the concerned Chairman/HoD may be allowed to;
  - a. change a course at his own will, within one (01) week of the commencement of a semester, and
  - b. A student may change or convert a credit course into a non-credit course or vice versa within two (02) weeks from the date of commencement of a semester on the recommendations of the teachers (of both courses) and the approval of chairman of the department concerned.
  - c. Changing of course(s) is not allowed after 15th days from the date of commencement of the semester.
  
- ii. Drop of Course(s):** After registering a course the student can drop it in accordance to following compliance.
  - a. A student may drop a course or courses (at his own will) within 15 days from the date of commencement of a semester on recommendations of the Chairperson/HoD. However, Chairman/HoD shall consider the following principles before recommending a course:
    1. If the course is not a core course.
    2. If the course is not a pre-requisite to a course that will be offered next semester and if the student withdraws the course which will affect his study plan.
  - b. Dropping of course in first semester is not allowed.
  - c. Drop and add will not be allowed after the second week of the semester. Thereafter rules related to “withdrawal of course” will get implemented.
  - d. The recommendation of Chairman/HoD of allowing dropping a course shall be approved by the Dean of the Concerned Faculty.

### **13.2 Withdrawal of Course:**

- i.** A student can withdraw from a course(s) during the period starting from the 3rd week of the semester till end of the 12th week subject to the recommendation of the advisor/course-teacher and approval by Chairman/HoD. It is the responsibility of the student and Department to properly communicate this matter to the examination section for record purpose.
- ii.** 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 GPA or CGPA of the student.

- iii. The withdrawal approval so granted by the Chairman/HoD, 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'.
- iv. 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.

### **13.3 Freezing of a Semester**

- i. If a student freezes a semester(s), he/she will resume his/her studies from the same stage where he/she left (froze).
- ii. After commencement of classes, the semester cannot be freeze.
- iii. Freezing of first two semesters for BS and first semester for MA/MSc/MS/PhD are not allowed. However, under special hardship circumstances related to religious or death in the immediate family, freezing of first & second semesters (BS) and first semester (for MA/MSc/MS/PhD) can be considered by the approval of competent authority.
  - a. Iddat
  - b. Maternity/Delivery
  - c. Death in the immediate family
- iv. During freezing semester, the student will be required to pay 25% of tuition fee for each freeze semester to continue his/her registration with the University. In case the student uses the institutional facilities (such as library, labs, help from faculty etc.) of the college/institute/center, he/she will be required to pay 50% of tuition fee during the freeze semester.
- v. A maximum of two semesters can be frozen by the undergrad student and one semester by the graduate student during the entire studies.
- vi. After the duration of freezing, the candidate who got a semester frozen should apply to unfreeze and get registration in the up-coming semester.
- vii. A student desires to freeze his NEXT semester MUST apply well before the commencement of the next semester (which needs to be frozen) and get approval through the Department from the competent authority (Vice Chancellor in this case).
- viii. In case any situation that is not covered in the above rule, the case may be referred to Vice Chancellor with the recommendations of the concerned Dean for decision.

### **14.0 REPEATING COURSES**

- 14.1 Courses with 'F' grade must be repeated.
- 14.2 An undergraduate student can repeat course with less than 'C' grades (i.e., C- or below).
- 14.3 A graduate student (MS/MPhil) course with less than 'B' grade (i.e., B- or below) can repeat the course if s/he desires to improve the grade.

- 14.4 In case the course, which student wants to repeat is removed from the scheme of studies; student may be allowed to take an alternative equivalent course instead.
- 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. In order to facilitate general public who will deal with the transcript issued by the Hazara University, it shall be indicated on the transcript that an alternate course has been taken instead of the old course.

## **15.0 ATTENDANCE**

- 15.1 A student will be allowed to appear in examination only if he/she has attended, not less than 75% of the lectures/seminars delivered to his/her class in each course and 75% of the practical/laboratory demonstrations prescribed for the respective courses.
- 15.2 The teacher may report a student's absences and deficiency in attendance to the Chairman/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.
- 15.3 The Chairman/HOD must ensure the monthly state of attendance of each student in course file/attendance register of each teacher and sign it.
- 15.4 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/HoD to sit in the examination with at least Rs. 500/- fine per absentee.
- 15.5 The Vice Chancellor on the recommendation of the Chairman/HoD may, condone the deficiency in attendance up to five percent (05%) of the total lectures, seminars, practical's and laboratory demonstrations.
- 15.6 Counting of attendance shall start from the date of commencement of classes subject to the completion of the registration. In case the registration or enrollment of student was late because of the university and/or Department the attendance will start from the date of the registration/enrollment.
- 15.7 A date-wise record of the attendance of students shall be maintained by each teacher both manually and on the computer system.
- 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 based on 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 registration 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.

## 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:

- i. he/she has been on the roll of the University during that semester.
- ii. has registered himself/herself for the courses of study, and
- iii. has 75% attendance in course as per the university policy.
- iv. has paid all the University dues including tuition/hostel fees, etc., by the commencement of the semester as per the university policy.
- v. if any punishment awarded by Competent Authority, which bars him/her from examination.

16.3 A student may be evaluated in each course based on the following rubrics: (Note: allocation of marks to each of these evaluation parameters by the Instructor as per the university guidelines):

- i. sessional/monthly tests,
- ii. class assignments,
- iii. quizzes,
- iv. mid-term,
- v. terminal examinations,
- vi. presentation,
- vii. participate in group discussion,
- viii. submit projects/lab reports by the due dates,
- ix. any other as described by BOS and approved by the 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:

Category	Marks	Duration of the exam/assessment
Class test/discussion/ Quizzes	10	30-min to one hour
/Assignment/ Term papers	10	Homework
Mid-term	30	1.5 to 2 hours
Terminal paper/exam	50	3 hours

- 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 There will be no makeup test or exam when a student misses it. However, in case of an emergency such as death of mother, father, brother, spouse, or sister, during midterm exam, the marks will be combined with the final term, i.e., the weightage marks of the Terminal exam will be increased.
- 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 Mid and Terminal term examination will be held as per the academic calendar of the semester. The Department will make all arrangements for the midterm and terminal exams.
- 16.10 The Mid-Semester Examination shall cover the course taught upto Mid-Semester. The nature and number of questions for Mid-Semester Examination shall be as per the university guidelines.
- 16.11 Terminal Examination paper of a Semester shall cover whole course of the respective subject. The nature and number of questions for Terminal Examination shall be as per the university guidelines.
- 16.12 There shall be no choice in questions in the Mid-Semester and Terminal Examination papers.
- 16.13 There shall be no Grace Marks of any sort.
- 16.14 There will be no supplementary/special Examination in Semester System; in case a student fails, he/she will have to repeat the course.
- 16.15 In order to pass the examination, a student must obtain at least 50% marks in each course. It will also be mandatory to pass the laboratory work/practical/teaching practice/studio work/field work separately with 50% marks as per the university policy.
- 16.16 After marking the class tests, quizzes, mid-term, and Terminal examination papers the same shall be shown to the students and discussed with the class (except for projects assignments & term paper). Any question relating to marking shall be discussed with the individual student. The answer sheet of the Terminal examination shall be taken back from the students immediately after discussion and kept for record.
- 16.17 There shall be no re-evaluation of answer books except as per the university approved policy.
- 16.18 The evaluation of all the components of a course shall be internal, except for the thesis/project etc., for which an external examiner shall be appointed as per the university approved policy.
- 16.19 Each department shall have a departmental committee to address the to address and resolve all problems related to evaluation in accordance with all rules & regulations of University. The composition of committee along with functions is given later in this document.
- 16.20 The teacher of each course shall submit detail of lectures delivered and practical conducted with students' attendance to the Chairman / Director of the Department / Institute in duplicate, one week before the Terminal examination.
- 16.21 On the recommendations of the Chairman/Head of the teaching department, a handicapped/disabled/blind student shall be provided writer/amanuensis (lower grade/level) at the expense of the student concerned. He/she would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.

16.22 All cases pertaining to UFM shall be dealt in accordance with the University Examination rules.

### **16.23 Examination Aids**

- i. The items (pens, pencils, eraser, ruler, ball points) students can take in the examination room. Writing materials shall not be permitted to have any annotations relevant to the content of the course.
- ii. 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 shall not be the responsibility of the University and the same will be kept for record, being a UFM support material.
- iii. In case of open book examination, in addition to writing materials, students may take textbooks, notes, files, or a calculator into the examination room if permitted by the instructor because of the nature of the examination. Laptops, palm computers, mobile telephone sets and other electronic devices shall not be permitted.
- iv. Any item(s) contradictory to a particular examination's instructions shall not be allowed in examination hall.

**16.24 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.

**16.25 Field Work:** The Departments/Institutions where field work is involved, the method of evaluation shall be determined by the department according to the laid down procedures.

**16.26 Teaching Practice:** The teaching practice shall be evaluated in accordance with rules and procedures for the purpose.

## **17.0 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.

## **18.0 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 University has adopted the policy of Absolute Grading System as given later in this section. Various letter grades are used to determine the performance of students which are as follows:

The grades indicate the following level of performance.

- A+: Exceptional
- A : Excellent
- A- : High Distinction
- B+: Very good
- B: Good
- B- : Fairly good
- C+: Satisfactory
- C : Adequate for undergraduate and minimum acceptable for graduate
- C- : Fairly passing for undergraduate and failure for graduate.
- D: Minimum acceptable for undergraduate and failure for graduate
- F: Failure, implying that the student must repeat the entire course to receive any credit
- P: Pass, this is used in case of research thesis/dissertation, credit hours counted
- S: Satisfactory completion
- U: Unsatisfactory completion
- W: Withdrawn from the course
- E: Exempted from the course
- WF: Force Withdrawal from the course due to the shortage of attendance or disciplinary action
- IP: In progress, if Thesis, Project, Studio work spread over more than one semester than one semester
- I: Incomplete, the student has to complete the requirement within the specified time.

- 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 shall 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.
- 18.6 **INCOMPLETE GRADES ON MEDICAL GROUNDS:** If a student fails to appear in the terminal examination of a course on medical or any other exceptional reasons (beyond his controlling ability) duly recorded in application of the student and endorsed by the Chairman/HOD, he/she shall be treated as absent and fail. 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.
- 18.7 A student beside above-mentioned reason(s) (18.6), who does not appear in the Mid-term or terminal examination of a semester shall be marked ABSENT and FAILED. Such student will be awarded “F” grade.

**18.8 HU Grading and GP policy:**

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

<b>% Marks</b>	<b>Grade point</b>	<b>Grade</b>	<b>Remarks</b>
	<b>Value</b>		
<b>GRADE – A</b>			
90 & above	4.00	A+	Exceptional
85-89	4.00	A	Excellent
80-84	4.00	A-	High Distinction
<b>GRADE – B</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-	“
<b>GRADE – C</b>			
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-	“
<b>GRADE –D</b>			
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	“
<b>GRADE – F</b>			
0-49		<b>F</b>	Fail
Withdrawn course		<b>W</b>	Withdrawn
Incomplete course		<b>I</b>	Incomplete

**18.9** 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.

<b>Letter Grade</b>	<b>Grade point relevant to scale of</b>				
	<b>4</b>	<b>4.5</b>	<b>5</b>	<b>8</b>	<b>10</b>
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

**18.10** Conversion of Annual System marks to GPA/CGPA for intent of deliberating merit of admission shall be as below:

<b>SEMESTER CGPA on 4* scale as per Hazara University grading</b>			<b>ANNUAL SYSTEM</b>	
<b>Grade</b>		<b>Grade point on 4 scale (Value)</b>	<b>Mark Range (in %age)</b>	<b>Percentage obtained in</b>
Exceptional	A+	4.00	90 & 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%
Fairy Good	B-	3.00-3.2	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.

- 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.

## **19.0 COMPUTATION OF GPA and CGPA**

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPA) shall be calculated using following standard formulas:

$$GPA = \frac{\text{Sum of all Courses in Semester (Course CrHr} \times \text{Grade Point Earned)}}{\text{Total Semester CrHr}}$$

$$CGPA = \frac{\text{Sum of all Courses in all Semester(s) (Course CrHr x Grade Point Earned)}}{\text{Total Credit Hours Taken in all Semester(s)}}$$

## 20.0 Academic Probation:

- a. Student is placed on academic probation at the end of any semester in which his/her semester (SGPA) falls below 2.00. A student on probation shall not be allowed to register more than 12 credit hours. A student whose SGPA remains below 2.00 shall be given a warning for his/her poor performance. If his/her SGPA remains below 2.00 for two consecutive semesters (excluding summer) his/her name shall be removed from the roll of the University.
- b. A student removed from the roll of the university on weak academic performance cannot be re-admitted to the same program, but he/she can seek fresh admission (one time) to any other programme without transfer of any course.

\*For professional subjects, the rules prescribed by relevant accreditation council shall apply.

### 20.1 Essentials: While on probation, a student is to:

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

## 21. TRANSFER OF CREDIT HOURS

- 21.1 Credit Hour of a course shall be transferred subject.
  - a. the grade is less than C for undergraduate
  - b. and less than B for graduate.
  - c. and student shall be a legal student of a HEC recognized university or degree awarding institute.
- 21.2 There shall be a CrHr Transfer Committee consist of the following to evaluate all applications regarding the transfer cases to any academic programme at the university. It is advisable to receive applications for transfer cases at the beginning of each semester only (preferably at the time of admission).
  - a. Director Academic & Research Convener
  - b. Chairman/HoD of the Concerned Dept.
  - c. Controller of Examination or his nominee
  - d. Provost or his nominee
  - e. Head of the Student Service Centre (SSC)
  - f. Deputy Registrar Academic (Member/Secretary)
- 21.3 In case of transfer to graduate programme, the recommendations of the above committee shall be sent to the ASRB for final approval and endorsement. Only 50% of the course work can be transferred at the graduate level (i.e. under current course work requirements at the Hazara University - 12 crHr at the

MS/MPhil and 9 CrHr at the PhD levels, respectively). The remaining 50% course work and other all requirements (such as comprehensive, proposal defense, thesis and all examinations) of the graduate studies shall be completed at the Hazara University.

- 21.4 Credits are transferred on course-to-course basis. The committee will analyze course contents of each course to be transferred. The equivalence of each course shall be determined by the committee. The committee may co opt experts if required to determine the equivalency of any course under consideration. The recommendations of committee shall be submitted to Vice Chancellor through the Dean concerned for approval. However, in case of graduate programme, the matter will also be presented to the ASRB for endorsement (as mentioned above).
- 21.5 Credit hours shall only be transferred between HEC recognized HEIs and internationally recognized Universities.
- 21.6 Transfer of more than 50% of the total degree programme CrHr shall not be allowed.
- 21.7 All candidates who want to transfer from any other institution must submit all relevant documents as per the university policy.
- 21.8 In case a student of the Hazara University wants to transfer his or her CrHr to any other university must get an NOC from the Provost with the approval of the Dean of the Faculty. Student shall apply for NOC to the Department concerned. The Dean of the Faculty on the recommendation of the Chairmen/HoD approve the NOC which will be issued by the Provost.

## **22. REQUIREMENT FOR AWARD OF DEGREES**

Every student at Hazara University is required to follow the academic plan set by the concerned bodies for the degree programme in which he/she has been registered. All the requirements set for that degree must be completed as per the rules and regulations mentioned in this and other approved documents of the university. It is the responsibility of the concerned HoD to certify the completion of all the applicable degree requirements (for example number of CrHr, duration, CGPA, project, thesis, internship, field work, teaching practice, lab work, studio work etc.,) of respective students and provide a list of the students who complete degree requirements to the CoE office and Director A&R. The respective department will also issue Provisional Certificate to the student at the completion of the degree programme.

## **23. DEPARTMENTAL EXAMINATION STANDARDS, AND STUDENTS' GRIEVANCES COMMITTEE**

- 23.1 Each department shall have five members of departmental Examination Standards/Students Grievances committee headed by Chairman / HoD of the department. The Chairman/HoD of the department shall keep record and call meetings when there is a requirement (during and at the end of semester). The committee shall comprise of the following members:
  - i. Chairman / HoD (Convener)
  - ii. Three (03) senior faculty (members)
  - iii. Departmental Exam-coordinator/Academic coordinator (member/secretary)

### **23.1.1 Functions of the Committee:**

- i. To maintain uniformity of standards in the courses taught in the department / Institute by individual teachers.
- ii. To propose suggestions or rules about the distribution of different kinds of questions (items) in different courses and also to scrutinize the relevant papers.
- iii. To make arrangements for the conduct and supervision of examination.
- iv. To hear appeals related to marking/evaluation of papers in different courses.
- v. To suggest course offerings, provision of seminars, assignments, etc.,
- vi. Timely preparation and announcements of results of midterm and terminal examinations.
- vii. 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.
- viii. The Committee may check randomly a few answer sheets/papers of the terminal examination of a semester (of different courses) for uniformity of scoring & covering of the course content.

23.1.2 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.

23.1.3 The Head of the Department/Institute 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.

## **24. Academic Appellate Committee**

24.1 There shall be an Academic Appellate Committee constituted by the Vice Chancellor to consider students' appeal (against the decision of the departmental grievance committee) about any academic issues related to grading and teaching. The Committee shall be comprised of three senior faculty members from different faculties, Dean of the concerned faculty, controller of Examinations and Deputy Registrar Academic Secretary. The Head of the committee shall be Pro-Vice Chancellor (in absence of Pro-Vice Chancellor the Committee shall be headed by senior most Dean).

24.2 The decision of the appellate committee shall be final. However, an aggrieved student may have the right of appeal against the decision of the committee within 15 days to the Vice Chancellor for review, who shall be the Appellate Authority. The Appellant Authority may send the case back to the Appellate committee for reconsideration.

## **25. Audit Courses – (non-credited with only PASS/FAIL BASIS)**

### **25.1 Courses on Pass / Fail Basis for Undergraduate Level:**

- i. Student may take Audit courses (non-credited) from its own or other relevant programmes in the university on audit basis.
- ii. A maximum 9 CrHr, i.e., 3 courses (each of 3 CrHr) can be taken (out of electives) during the entire four years undergraduate studies.
- iii. No letter grade will be assigned to these courses but allocate only Pass or Fail in the transcript.
- iv. If a student fails, he / she has to repeat the course. (The repeat course policy will apply).

**25.2** Currently, rules and regulations do not allow Graduate students (MS/MPhil and PhD) to take Audit Courses (i.e., courses on Pass / Fail Basis). However, a PhD student's supervisor may suggest to his/her student one audit course with the approval of the Dean concerned.

## **26. COURSE FILE**

**26.1** Maintenance of Course File is compulsory for the teacher. The course file shall be maintained using online system (LMS) and CMS – eLearning module. However, in case of the accreditation council or any other body(ies) requirement, the course material shall be made available in a physical course folder by teacher concerned.

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

- i. Course title and code
- ii. Description of approved course
- iii. Weekly Teaching schedule
- iv. Dates of Assignment(s)/Quiz
- v. Dates of Mid and Terminal Examination
- vi. Grading policy will identify each activity. Such as Homework, Quizzes, Mid-Semester Examination, Terminal Examination, Term Papers.
- vii. Copy of Each Homework Assignment
- viii. Copy of Each Quiz Given
- ix. Copy of Mid Semester Examination
- x. Grading Sheets of the Course detailing Statistical data on the grades obtained by students.
- xi. Copies of best, average, and worst final term answer sheet.
- xii. Difficulties/problems faced during classroom / course delivery.

## **27.0 MAINTENANCE OF EXAMINATION RECORDS**

**27.1** Controller of Examination shall maintain the records of the examination and issue the transcripts. The result will be announced by the department using CMS and approved procedure. The Controller of Examination office shall act as Central Record Office.

**27.2** The Examination scripts of mid-term and Terminal examination shall be sent to Controller of Examinations who shall kept the record in his safe custody for at least four years.

27.3 Final result (award list) and gazette shall be kept under the custody of the Controller of Examination.

27.3 Records related to grades and marks shall be available at the computer System with full protection using technology by the University. The CMS team will be responsible to maintain the secrecy and security of the information stored in the computer system.

## **28.0 TEACHER EVALUATION**

28.1 It is mandatory for QEC team to conduct evaluation of each course taught at the university using the approved proforma. The QEC team shall conduct online survey through CMS without showing the identity of the student at the end of semester.

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

## **29.0 MERIT CERTIFICATES / AWARDS / DISTINCTIONS**

29.1 (a). Medals/Prizes/Rolls of Honor/Positions shall be awarded 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.

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

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

29.4 Honors/Medals shall be awarded to the candidate who passes all courses of a degree programme at the first attempt (first attempt as defined above)\*. Student who repeats a subject/course will not be eligible for top student honors/awards even if he/she improves it and comes in that bracket after repeating it.

29.5 Honors/Medals is granted to a student with registered course load not less than the normal load in all the semesters,

## **29.6 In case of tie:**

- i.** In the Semester System, Letter Grades will be awarded on the basis of GP / GPA /CGPA and Positions shall be given on the basis of CGPA.
- ii.** 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 marks of preceding degree will be considered for taking final decision.

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

**29.8** The Gold Medal to an On-campus/ Sub-campus/ Affiliated Colleges Student(s) may be awarded separately.

## **30. RESULTS**

**30.1** Results will be announced as per the Academic Calendar of the University. All departments will be required to follow academic calendar in true spirit. Each instructor will be required to submit result of his or her course within the 72 hours of the Terminal examination. In case the number of students in the course is more than 50 then 24-hour extension can be granted by the Dean concerned.

**30.2** The result of the semester shall be compiled and declared by the Controller of Examinations as per the academic calendar.

**30.3** The process of submission and announcement of results shall be made through the CMS.

## **31.0 Financial and Aid**

**31.1** Tuition fee and other fees for various services are prescribed by the Finance and Planning Committee (F&PC) of the university which are available with Dept. of Finance and displayed on the website. Students and candidates are required to contact finance department in this regard.

**31.2** For financial aid and scholarships, students are required to contact the Student Services Center (SSC) for details for each academic year.

## **32.0 Student Services Center (SSC)**

To facilitate students, the university has created Student Service Center (SSC) where students can get information and guidance regarding academic and administrative matters.

## **33.0 Campus Management System (CMS)**

**33.1** The university has developed a comprehensive campus management system to support all tasks and activities at the university.

- 33.2 All students are required to get ID and password from the SSC or in-charge of CMS. Students will be unable to perform any action in case they are not registered in the CMS.
- 33.3 All marks, results, and other information will be available on the CMS student portal for students.
- 33.3 All faculty members and other relevant staff shall be provided User Id to access CMS. It is compulsory for all faculty and staff members to use CMS for all the academic operations where it is applicable. Record of marks, attendances, examinations and course materials shall be maintained through the CMS system.