

Regulations Governing the Semester System of Teaching and Examinations For Bachelor's Degree Programs (2012 ~ 2014 Sessions)

1.0 Introduction

The following regulations govern the Semester System of teaching and examination for the Undergraduate degrees awarded by MNS UET Multan.

- 1.1 The Undergraduate degrees offered at the University under Semester System are in Engineering disciplines and Engineering Technology disciplines.
- 1.2 Masculine gender used in the following regulations implies students of either gender, that is, male students as well as female students.
- 1.3 The medium of instructions and examinations shall be English for all subjects except Islamic Studies and Pakistan Studies for which the medium of instructions and examinations shall be either Urdu or English.
- 1.4 The term "Guided Study" during Summer Semester implies holding quiz tests, midterm, final examinations and use of other assessment instruments during the period without regular teaching. Students shall be guided and helped, when required.
- 1.5 The term "Academic Year" refers to the period of study at the university spread over one calendar year long period. Academic year is further divided into semesters.
- 1.6 The term "Credit Hour (CH)" refers to a unit of academic credit during a semester. Each credit hour is related to a one or more "Contact hours per week" according to subject type as defined in these regulations.

2.0 Degree Duration

- 2.1 The minimum duration of the undergraduate degree programs shall not be less than four academic years in case of Engineering and Engineering Technology programs.
- 2.2 The maximum duration of the degree program shall not be more than six academic years for programs with a minimum duration of four academic years and seven academic years for programs with a minimum duration of five academic years. Under exceptional circumstances, the Vice Chancellor is authorized to grant extensions up to a maximum period of one year. Extension required beyond one year shall be referred to the Academic Council.

3.0 Student Status

- 3.1 Students shall be classified as "Regular" students while enrolled at the university during the minimum duration of their respective degree program.
- 3.2 Students shall be classified as "Casual" students, if they enroll in subjects after completion of their minimum degree duration period. Enrollment as a casual student, in a semester, shall only be allowed after approval by the Vice Chancellor on the recommendation of the concerned Chairman and the Dean (B.Sc Form-6).

4.0 Credit Hours Requirement

The minimum credit hours required for the award of degree shall not be less than 140 for degree programs with minimum duration of four academic years and 170 for degree programs with minimum duration of five academic years.

5.0 Semesters Nomenclature and Duration, Registration Restrictions

- 5.1 There shall be two regular semesters, namely Fall and Spring semesters, during each academic year. An optional summer semester shall also be offered, when needed.
- 5.2 Duration of fall and spring semesters shall be of 16 to 18 weeks. Regular students shall register in prescribed subjects during these semesters and casual students shall register in selected subjects for grade improvement.
- 5.3 A regular student may be allowed to register concurrently as a sit-in candidate in at most eight (8) credit hours per semester, with junior classes, for grade improvement during regular semesters.
- 5.4 Casual students may register in at most twenty (20) credit hours in any of the concurrently running regular semesters.
- 5.5 A summer semester of 8 weeks duration shall be scheduled during summer holidays. Contact hours during summer semester shall be doubled to ensure that a course is completed in half the duration as compared to the regular semester.
- 5.6 A student may only register for a maximum of fifteen (15) credit hours during the summer semester.
- 5.7 During summer semester, selected subjects shall be offered in accordance with departmental policy for summer semester.

6.0 Curriculum and Classification of Subjects

- 6.1 The curriculum, subject identification numbers, the credit hours allocated to each subject and detailed syllabus shall be according to the proposals made by the Board of Studies and the Board of Faculty concerned and approved by the Syndicate on the recommendations of the Academic Council.
- 6.2 Subjects are classified as:
 - i. "Theory" wherein the primary mode of teaching shall be lectures given by teachers supplemented by home assignments. For the purpose of these regulations, subjects of this type shall be referred to as Type-A;
 - ii. "Practical" wherein the primary mode of teaching shall be experiments, studio laboratory, designs, drawings, assignments and projects conducted/executed by students as specified in the syllabus. For the purpose of these regulations, subjects of this type shall be referred to as Type-B;
 - iii. "Comprehensive Projects" wherein students engage in design and development of a project under direct supervision of teachers in a laboratory/ studio/ workshop/ industry, spread over one or two regular semesters in an academic year. For the purpose of these regulations, subjects of this type shall be referred to as Type-C.

7.0 Type-A Subjects Evaluation and Contact Hours

- 7.1 In Type-A subjects, there shall be a mid-term examination of one hour duration and a final examination of at least one and a half hour duration. These examinations shall carry 30 and 40 percent weight respectively. The teacher shall schedule additional assessment instruments such as quizzes, assignments, presentations, seminars, group discussions, field study reports etc. as specified in the syllabus or as determined by the teacher. These assessment instruments shall carry the remaining 30% weight of the subject. Students joining late during the first semester due to official delays shall be provided an opportunity to make up for the missed assessment instruments by the concerned teacher.
- 7.2 There shall be one contact hour per week for the duration of a regular semester for each credit hour assigned to Type-A subjects.

8.0 Type-B Subjects Evaluation and Contact Hours

- 8.1 In Type-B subjects, each Experiment, Studio work, Jury Presentation, Design, Drawing, Project or Assignment shall be considered an independent assessment instrument. Relative weight of each independent assessment instrument shall be determined by the concerned teacher in computing the cumulative performance, on a scale of 100, of all assessment instruments completed during the regular semester or summer semester. Students joining late during the first semester due to official delays shall be provided an opportunity to appear in all the missed assessment instruments by the concerned teacher.
- 8.2 There shall be two to three contact hours per week for the duration of regular semester for each credit hour assigned to Type-B subjects.

9.0 Type-C Subjects Evaluation and Contact Hours

- 9.1 In Type-C subjects, each exercise, project or assignment shall be assessed for process during its life time (Continuous Assessment) while the end product shall be assessed, right after its submission, through Viva-Voce /Jury examination (Terminal Assessment).
- 9.2 Continuous Assessment and Terminal Assessment of Type-C subjects may carry 60 and 40 percent weight respectively.
- 9.3 External Examiners/ Jurors shall be involved in the assessment of all Type-C subjects.
- 9.4 There shall be two to four contact hours per week for the duration of regular semester for each credit hour assigned to Type-C subjects as specified in the curriculum.

10.0 Award of Letter Grades

- 10.1 The subject teacher shall award letter grades to the students in consultation with the Chairman of the concerned degree awarding department. Letter grade in each Type-A subject shall be awarded on a Relative Scale whereas, letter grade in Type-B and Type-C subjects may be awarded on an absolute scale if deemed fit by the subject teacher.
- 10.2 Following steps in awarding letter grades on a relative scale shall be followed:
 - i. Minimum marks threshold linked to content mastery shall be established for award of a passing letter grade. Students earning marks below this threshold shall be awarded "F" grade;
 - ii. Students earning marks above the minimum threshold are listed in descending order of merit. Passing letter grades are awarded based on a normal curve or any other method as deemed suitable, according to the table given below, with "A+" being the highest passing grade and "D" being the lowest passing grade.
 - iii. An upper limit on percentage of students in a subject who can earn a particular passing grade may be placed, if required.
- 10.3 The letter grades and their corresponding grade points (GP) are given in the table below.

Table

Letter Grades & Corresponding Grade Points

A+	A	B+	B	B-	C+	C	C-	D	F	W	WF	I
4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.0	0	-	-	-

- 10.4 Subjects repeated to improve grades, excluding "W" or "WF" grades, will be shown on the transcript with a suffix "R".

11.0 Result Computation Scheme

The Grade Point Average (GPA) and Cumulative Grade point Average (CGPA) shall be computed according to the following formula:

$$GPA = \sum (GP_x * CH_x) / \sum CH_x$$

$x = 1$ to n , where n is the number of subjects in the semester for which GPA is computed.

$$CGPA = \sum (GP_y * CH_y) / \sum CH_y$$

$y = 1$ to m , where m is the number of total subjects covered in all semesters up to the semester for which CGPA is to be computed.

12.0 Award of "W", "WF" and "I" Grades

12.1 Withdrawal

- i. This option to withdraw shall be available only to students in regular semesters other than first and second semesters.
- ii. A student may be allowed to withdraw from a subject in which he is registered. Applications (on prescribed form BSc-3) to withdraw from a subject shall be entertained latest up to the 9th study week of the semester. Withdrawn subjects shall appear in the transcript with a letter grade "W", and shall not be used in computation of GPA. In the transcript, subjects repeated after withdrawal will not be suffixed with a "R".

12.2. Forced Withdrawal: A student registered in a subject may not be permitted to continue due to shortage of attendance or other disciplinary action. Such students shall be awarded a "WF" (Forced Withdrawal) grade. It shall appear in the transcript as such, and shall not be used in computation of GPA. Subjects repeated after forced withdrawal shall not be suffixed with a "R".

12.3. A maximum of 32 credit hours may be allowed to be withdrawn, with a "W" grade, by a student during the entire duration of study for a Bachelor's degree. "WF" grade shall be counted as "W" grade for the purpose of this allowance.

12.4. Incomplete Grade: Students registered in subjects, like theses, projects, studio work etc., spread over more than one semester shall be awarded "I" (Incomplete) as an interim grade until the completion of the subject. This grade shall appear in the transcript as such, and will not be treated as "F" grade.

13.0 Repetition of Subjects

13.1 The student shall have to earn a passing letter grade in failing, withdrawn and deficient (in case of migrated students) subjects. Students are permitted to improve grades of passed subjects (Form B.Sc-2) only if they do not have any outstanding "F", "W" or "WF" grade or deficient subjects, in case of migrated students. Concurrent registration for improvement is allowed subject to maximum credit hours restriction, if any.

13.2 Subjects of Type A and Type B may be repeated;

- i. during summer semester; Or
- ii. he may sit in the mid-term, quizzes and final examination of a Type A subject or fulfill all the specified requirements of a Type B subject, with junior classes as a sit-in candidate. It is the responsibility of the repeating student to find time to complete the required assessment instruments and to resolve scheduling conflicts. The department shall not make special scheduling arrangements for this purpose nor will it permit holding of special examinations for sit-in students. The student shall

not be given any attendance relaxation in his regular classes while he is registered as a sit-in repeater with the junior classes. He shall be awarded zero marks in the assessment instruments such as class participation etc. He shall be assigned letter grade according to prescribed guidelines; Or

iii. after completion of his eight regular semesters in case of a 4 years program and ten regular semesters in case of a 5 years program, at the university. In this case, he shall repeat the subject in a regular semester as a casual student fulfilling all laid down requirements and shall earn a letter grade on merit.

13.3 Subjects of Type C can only be repeated after completion of eight regular semesters in case of a 4 years program and ten regular semesters in case of a 5 years program, at the university. In this case, a student shall repeat the subject in a regular semester as a casual student fulfilling all laid down requirements and shall earn a letter grade on merit.

14.0 Dismissal From the University

14.1 The name of a student shall be removed from the rolls of the university if he fails to maintain a minimum CGPA of 1.0 at the end of first calendar year of his initial enrollment at the university. A calendar year shall include two regular semesters and one summer semester.

14.2 New students, who join late due to administrative reasons, shall be only be allowed to join the Fall semester within six weeks of its commencement. In case the administrative delays are more than six weeks, they shall be allowed to join the Spring semester. Their calendar year shall commence from Spring semester for the purpose of regulation 14.1.

14.3 Admission of students, joining the university six weeks after the commencement of Spring semester, shall be deferred until the following Fall semester.

15.0 Official Authority for Computation of Result

Grade points (GP) in each subject, Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) of each student shall be computed and notified by the Controller of Examinations at the end of each semester.

16.0 Award of Degree

16.1 A minimum CGPA of 2.0 with no outstanding subject with "W", "WF", "I" and "F" grades in the prescribed curriculum offered during all semesters of a degree program, shall be required for the award of degree.

16.2 Students shall qualify for a "Degree with Honours" if they satisfy the following conditions:

- i. Have earned a CGPA of 3.70 or above out of a maximum of 4.00;
- ii. Have not repeated a subject;
- iii. Have not withdrawn from a subject with a "W" or "WF" grade; and
- iv. Have not earned an 'F' grade, during the course of study.

16.3 Students deferring (freezing) semester(s) may qualify for the award of Honours degree if they fulfill the conditions, however, they shall not qualify for any merit position/rank. All deferred subjects when studied for the first time, shall not be treated as repeated subjects.

17.0 Dean's Honour Roll

At the end of each semester, there shall be a "Dean's Honour Roll" of students earning a Semester GPA of 3.7 and above without any "W" or "WF" or "F" grade during that semester.

18.0 Grade Change Request

A student may submit a Grade Change Request (Form BSc-1) to the Chairman's Office stating the specific reason for change in grade. Grade Change requests must be submitted not later than one week after the first grade was posted or within the first week of the following semester, whichever is later. The request will be routed to the concerned faculty member. Normally, the only person who can change a grade is the faculty member who gave the grade; however, in case that faculty member is no longer available or cannot be reached, the department chairman has the authority to evaluate the situation and change a grade, if required. When a grade is to be changed, the chairman shall forward the case to the Dean with justification for change. The result will be modified after approval of the Vice Chancellor on the recommendation of the Dean.

19.0 Registration of Students, Fee Payments and Hostel Accommodation

- 19.1 Regular students shall be registered for all subjects being offered in a regular semester. Such students shall pay prescribed university dues during the minimum duration of their respective degree programs. Students deferring studies during this period shall continue to pay university dues as regular students during deferral period.
- 19.2 Regular students registering during summer semester or as sit-in candidates with next junior classes, shall pay in advance, an additional fee prescribed for each subject.
- 19.3 Casual students shall pay prescribed fee, in advance, for each subject registered during regular semester and shall not be eligible for university benefits such as hostel accommodation etc.
- 19.4 Chairman of each department shall register regular, casual and repeating students in subjects being taught during that semester in his department. The Chairman has the authority to block registration of casual and repeating students beyond a certain number of credit hours keeping their past performance in perspective.
- 19.5 Registration roll in each subject of the semester shall be dispatched to the Controller of Examinations within first fifteen days of the beginning of each semester.

20.0 Deferment of Studies (Freezing)

- 20.1 Students enrolled in the first semester or second semester cannot apply for deferment. Only those students who have completed first year of study at the university are eligible to avail this facility.
- 20.2 There shall be no relaxation in the maximum degree duration period for students seeking deferment.
- 20.3 A student may defer studies for at most two consecutive regular semesters, for medical or other genuine reasons, with summer semester not being counted. In such cases, the student shall apply (Form BSc-4) to the Chairman concerned, at least 15 days before the commencement of the semester, for approval of deferment by the concerned Dean. CAC, after approval, shall notify deferment for a specified period. The student shall rejoin, after this leave, in the next junior class in case of two semesters deferment. However, in case of one semester deferment, he may join his own class subject to his completing the remaining courses after completion of study of his class. Such students cannot avail the facility of appearing as sit-in candidates or during summer semester for repetition of subjects.

21.0 Attendance Requirements

- 21.1 Students failing to register, or attend classes, or failing to re-join after expiry of approved deferment, during the first three weeks after commencement of a semester

or after the date of their admission in case of new entrants in the first semester (Fall or Spring), shall have their admission canceled automatically.

- 21.2 Students failing to maintain a minimum attendance of 75% in a subject during a semester shall be awarded a "WF" grade. Chairman in consultation with the respective Dean shall review cases of students seeking relaxation of up to 10% in attendance requirement. The relaxation shall be allowed after approval by the Dean. Any relaxation in excess of 10% shall be forwarded to the Vice Chancellor through the respective Dean for final decision.

22.0 Re-Admission on Expulsion due to Absence

Excluding students dismissed after first calendar year (Regulation 14), students whose admission has been canceled due to absence, can appeal to the Vice Chancellor for re-admission, within one year from the cancellation of their admission, as transfer students.

Rules

1.0 Evaluation Process of Subjects

1.1 Evaluation of Type-A Subjects

- i. For mid-term and final examinations of Type-A subjects, the teacher of a subject shall set the question paper of that subject, supervise its examination, mark the answer books and prepare the award list.
- ii. Every teacher of Type-A subjects shall return the marked quizzes, assignments, etc. and mid-term examination scripts to the students for review, and in case of presentations etc. display the earned score of each student, within one week of the event. Mid-term scripts, however, would be recovered from the students and deposited with the chairman concerned.
- iii. At the end of scheduled teaching period of a semester but before commencement of the final examinations, the teacher shall prepare and display the Interim Award List. Composition, display, correction, and reporting requirements/procedures of Interim Award List shall be as prescribed in these rules.
- iv. Teachers would mark the final examination scripts, and prepare and display Comprehensive Award List within one week of the examination of the subject.
- v. The students may be shown the final examination marked scripts before submission of Comprehensive Award List to the Controller of Examinations, if they so desire.

1.2 Evaluation of Type-B Subjects

- i. Teachers of Type-B subjects shall keep all students informed of their performance at every stage in each category of task performed. Immediately after the end of each stage/assessment event, teachers shall prepare and display a list of earned score of each student in that stage/assessment event.
- ii. At the end of semester and before the end of examination period, teachers shall prepare and display the Interim Award List. Content and other requirements regarding Interim Award List shall be as prescribed in these rules.
- iii. After following the procedures and requirements regarding Interim Award List, the teachers shall prepare and display Comprehensive Award List within one week of the end of the scheduled teaching period.

1.3 Evaluation of Type-C Subjects

- i. Teachers of Type-C subjects shall keep all students informed of their performance at every stage in each category of task performed. Immediately after the end of each stage/assessment event, teachers shall prepare and display a list of earned score of each student in that assessment instrument.
- ii. At the end of first of the two semesters of a Type-C subject and before the end of examination period, teachers would prepare and display an Intermediate Award List. This list would be similar to the Comprehensive Award List of Type-A and Type -B subjects except that letter grade assignment based upon this list will be limited to "I" Grade.
- iii. At the end of second of the two semesters of a Type-C subject and before the end of examination period, teachers shall prepare and display the Interim Award List. Content and other requirements regarding Interim Award List shall be as prescribed in these rules.

- iv. Within one week of the conduct of Viva-voce/Jury examination, internal and external examiners shall prepare and display Comprehensive Award List.

1.4 Interim Award List

- i. Interim Award List would show the percentage as well as weighted score of each stage/assessment instrument of that subject including the mid-term examination in case of Type-A subjects.
- ii. One copy of the list shall be submitted to the Chairman and additional copies shall be displayed on the Notice Boards for at least two working days to permit students to point out any anomalies, errors, omissions etc. in the list.
- iii. The teachers shall give due consideration to any anomalies, errors, omissions etc. in the list pointed out by any student, and may correct the list. Any corrections etc. in the list shall be reported by the teacher to the Chairman.
- iv. Any further processing of the list shall be carried out only after it has been displayed on the Notice Boards for the mandatory period and decisions regarding all matters pointed out by students have been taken.

1.5 Comprehensive Award List

- i. The Comprehensive Award List shall show, for each student:
 - a) The Comprehensive award showing weighted combination of the Interim Award and Final Examination award in percentage format; and
 - b) Letter Grades corresponding to the comprehensive award.
- ii. The teacher would assign letter grades to the comprehensive award in consultation with the chairman as prescribed in the rules.
- iii. The Comprehensive Award List shall be displayed on the notice boards for students to see and discuss anomalies, if any.
- iv. One copy of the Comprehensive Award List shall be sent to the Controller through the Chairman of the Department and one copy each shall be retained by the chairman and the teacher.

2.0 Conduct of Examination of Type A Subjects Under Semester System

2.1 Question Papers

- i. All question papers are set by the concerned teacher.
- ii. The paper setters, who also ensure their correctness, supervise the photocopying or duplicating of the papers.
- iii. Question papers are kept in the safe custody of the teacher till the start of examination. He shall bear legal and moral responsibility for the safe custody and secrecy of the question papers.

2.2 Reference Material during Tests/ Examinations

Prior to class tests, mid term/final examination, the subject teacher announces such books, notes or other material that can be referred to by the students during the test or examinations. All other books, notes, papers, etc., are withdrawn from the examinees.

2.3 Examination Schedule

The Chairman of the department publishes the mid term and final examination schedule at least two weeks before start of the examinations in accordance with the university academic calendar.

2.4 Conduct of Mid-Term and Final Examinations

The subject teacher shall be the Superintendent for the conduct of examination. The chairman shall depute teachers or staff as Deputy Superintendent and Invigilators for the conduct of examinations. The Superintendent shall ensure the following:-

- i. That all answer books used in the examination are signed or initialed. The teacher may require the students to answer on the question paper itself. No other answer books are to be used in these cases.
- ii. Answer books are issued to the invigilators 5 minutes before the commencement of the examination and retrieved at the end of the examination.
- iii. The absentee report, if any, is prepared and forwarded to the Chairman's office at the end of each examination.

2.5 Teachers or Staff acting as invigilators are detailed by the respective Chairman. They ensure the following:

- i. That the students are identified through means such as university identification card.
- ii. That the students are warned against the use of unfair means and have been advised to surrender mobile phones, notes, papers or other unauthorized material before the commencement of the examination.
- iii. That the students are not allowed to talk with or copy from other students during the examination.
- iv. That no student is allowed to join the examination 30 minutes after its commencement.
- v. That no student is allowed to submit the answer sheet and leave the examination room within 30 minutes of commencement of examination. Visits to toilets are carefully controlled.
- vi. That the question papers and answer books of a student detected using unfair means or assisting another candidate, are taken away and the matter is reported to the respective chairman. The superintendent records all available evidence to be used as written proof later on.
- vii. That the students write their registration numbers, name and class on the front cover of each additional answer sheet used. If more than one answer book is used, these are stapled together.

2.6 The subject teachers, being the Superintendent(s), shall supervise distribution of the question papers to the students according to the schedule published. In case of multiple Examination Centers, subject teachers (Superintendents) shall be available in or near the examination center during examination of their subject to clarify any query and to collect answer books after the examination.

3.0 Degree Completion

Students, who are eligible for the award of degree, are required to submit a Degree Requirements Completion Form (Form BSc-5) to their respective chairman for onward submission to the Controller of Examinations. Degree status would be decided only after receipt of this form.

4.0 Disposal of Answer Scripts

Answer sheets of mid term and examinations will be stored in the respective department for *four calendar years* after declaration of result of that semester. The sheets would be destroyed subsequently.

5.0 Transfer of Credits of Subjects For Migrated Students

5.1 Students from other HEC approved universities and programs accredited by PEC or PCATP, may apply for migration to this university in the same programs, in accordance with University's Migration Rules. Following conditions shall govern transfer of subjects (credits) to the university for subjects studied elsewhere. Subjects that do not satisfy these conditions shall not be transferred nor given any credit.

- i. The course must correspond to a course offered by UET or be deemed equivalent in depth and intensity.
- ii. Applicant must have received at least "40%" marks in case of absolute grading system or a minimum of "C" grade or higher in a letter grading system similar to the one in this university. In case of any other grading system, the department shall decide with the above minimum limits in perspective. In case, both letter grades and marks are mentioned on the transcript, only letter grade will be considered for the purpose of transfer of semester credits.

5.2 The accumulative credits accepted for transfer in any program should not exceed one-half (50%) of the total credits required to complete that particular program, in any case.

5.3 The credits transferred are counted towards the degree requirements of the student. However, GPA of transferred credits shall not be counted towards the calculation of CGPA, and that only "Transferred" shall be written against those subject(s) in which transfer of credits was allowed. In addition, migrated students shall not be eligible for a merit position nor Honours degree.

5.4 Migrating student may be deficient in subjects as compared to the class which he has joined. Such a student shall repeat these subjects. In case, he is studying a particular subject for the first time, it will not be classified as repeated subject for him.

6.0 Transfer of Credits of Subjects For Re-admitted Students

"Subjects" and "grades of subjects" in which they have earned a grade of "C" or above shall stand transferred and they shall be placed in the semester recommended by the department.

7.0 Transfer of Credits of Subjects For Double Degree Students

Credit hours of subjects, as recommended by the concerned department, in which they have earned a minimum of 40% marks or a minimum grade of "C" (as the case may be) during their first degree program within the university shall stand transferred and they shall be placed in the semester recommended by the department. The credits transferred are counted towards the degree requirements of the student. However, GPA of transferred credits shall not be counted towards the calculation of CGPA, and that only "Transferred" shall be written against those subject(s) in which transfer of credits was allowed. In addition, double degree students shall not be eligible for a merit position nor Honours degree.