



UNIVERSITY OF TURBAT

SEMESTER RULES AND REGULATIONS

2016 onward



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OFFICE OF THE REGISTRAR
UNIVERSITY OF TURBAT (KECH)

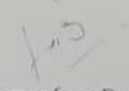
Dated 9th APR, 2016

NOTIFICATION:

No. Notif/Reg. 1071-5 UoT. It is notified for information of all concerned that the Syndicate University of Turbat in its Fourth meeting held on 16th March 2016 at supplementary item No. 3 resolved as under;

1. Plagiarism Policy.
2. Faculty appointment Criteria.
3. MS/M.Phil./Ph.D. admission criteria.
4. University's own tenure track status.
5. Semester Guidelines.
6. Curricula Programs.
7. Quality Assurance System.
8. Grievance Committee.
9. Career Counseling/ Placement System.
10. Affiliation criteria.
11. Directive regarding the induction of HEC Representative in the UoT's Finance and Planning Committee.

"The Syndicate resolved to adopt the above mentioned guidelines of Higher Education Commission Pakistan in the University of Turbat".


(Haneef-ur-Rehman)
Registrar (A)
University of Turbat

Copy to the:-

1. PSO to Vice Chancellor University of Turbat for information of Vice Chancellor, UoT.
2. PA to Pro Vice Chancellor University of Turbat for information of Pro Vice Chancellor, UoT.
3. Director Finance/Treasurer, University of Turbat
4. Controller of Examinations, University of Turbat
5. All Members Syndicate, University of Turbat.
6. Master File.

DEFINITIONS

- a. **Academic Program.** An “Academic Program” means a program of studies, which leads to the award of a University Degree to the students, after successful completion of all its requirements.
- b. **Assessment.** The means by which program or achievement in a unit is evaluated. This can include assessment methods such as assignments, examinations, project work, seminar papers and tutorial participation etc.
- c. **Cease.** Means that a student is considered unsuitable for further studies at University of Turbat as a regular student and is withdrawn from the study program.
- d. **Class Assignment.** A task relevant to a course of study assigned by concerned faculty to substantiate the course contents. The assignment may or may not be graded.
- e. **Controller.** means the Controller of Examinations of University of Turbat.
- f. **Course.** means a course of study leading to the successful completion of the degree.
- g. **Credit Course.** A “Credit Course” means a course of study, successful completion of which shall be a requirement for the award of degree.
- h. **Non-Credit Course.** A “Non-credit Course” means a course of study, successful completion of which shall be a requirement for the award of degree but shall not be counted towards CGPA.
- i. **Contact Hour.** One contact hour means one hour including 10 minutes break spent on academic / research related activities including instructional work/tutorials, laboratory work (practical), research work, projects, seminars, workshops, internships, etc during the course of studies at the university. Generally speaking one credit hour of project/laboratory/research/project work etc. is equal to 2-3 contact hours.
- j. **Credit Hour (Cr. hr) N.** A lecture of one-hour duration (including 10 minutes break) per week per semester for a subject countable towards a student’s Cumulative Grade Point Average will be considered as one credit hour. However, in case of seminars, tutorials and laboratory work, one credit hour may require three contact hours depending upon the nature of the subject.
- k. **Dean.** Means the Dean of the faculty.
- l. **Department.** Means the Academic Department of the University.
- m. **Examinations.** Means the semester examinations.
- n. **Examiners.** Means a person appointed to conduct the examination.
- o. **Faculty.** Means the faculty of the University.
- p. **Fee.** Means fee charged for every course attended by a registered student.

- q. Grade.** A mark (letter grade or number) indicating the quality of students' academic performance is called Grade.
- r. Grade Point (P).** Number of points representing the letter grades scored by a student in a subject.
- s. Grade Points of a Credit Course.** Total number of points scored by student in a credit course. This number is the product of points representing the letter grade scored by the student in a course and the number of credit hours taken of the course.
- t. Grade Point Average.** Means the accumulative grade point earned in a semester or in the whole course of study.
- u. Cumulative Grade Point Average (Cum GPA).** The summation of grade points of all credit courses divided by the total number of credit hours taken by a student, i.e.

$$\text{Cum GPA} = \frac{\text{sum of } (P \times nN)}{\text{Sum of } N}$$

Where P represents a grade point assigned to a letter grade scored by the student in a course and N represents the number of credit hours associated with the course.

- v. Head.** Means the Head of the academic department.
- w. Practical/Lab Test.** These tests include all such examinations/evaluations to ascertain the level of competency of practical application of knowledge acquired.
- x. Project.** Project is a research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical use at Bachelor/Master level.
- y. Probation.** A student is said to be on probation if he/she is deficient in standards to the extent that he/she is likely to be relegated/withdrawn and is allowed to continue studies for one semester.
- z. Thesis/Dissertation.** Does a report comprise the original research of a student which is counted towards the partial fulfillment of his Master/MPhil/PhD degree?
- aa. Registrar.** Means the Registrar of the University.
- ab. Registration** means registration of the student with the office of the Registrar of the University.
- ac. Semester Grade Point Average (Sem GPA).** The summation of grade points of all credit courses divided by the total number of the credit hours taken by a student during a semester, (also called CGPA).
- ad. Semester.** A "Semester" means an academic period, in which one set of courses in any discipline is offered. The duration of a semester will be minimum of 16 weeks including 14 weeks for teaching and 02 week for exams. The academic year consists of two semesters;

fall and spring semester. There may be a short summer semester of minimum 8 weeks duration with twice the pace and progress.

ae. Subject or Course. A “Subject” or “Course” means a topic or a subject related to an academic program, which is to be studied by a student for a fixed number of hours during a semester. Each subject will carry a specific discipline code and number.

af. Thesis Supervisor/Advisor. A permanent faculty member who supervises/guides thesis/dissertation of a PG (MS/MBA/MPhil/PhD) student till successful completion of research work. The Supervisor/Advisor must have sufficient experience and relevant qualification (minimum PhD) in the field of research.

ag. Associate (Ordinary Bachelor) Award Type. Means 13 to 14 years education in (BA/B.Sc, Pass, ADE, Associate Degree etc),

af. Bachelor Award Type. Means 15 to 16 years of education in (BS, B.E, ARCH, BSc (Eng.), B.Sc. (Agr), MA/M.Sc. (16 year), LLB,B.Com (Hon), MBBA, DVM, PharmD, etc).

ah. Master Award Type. Means M.Phil/MS/MBA, M.Sc (Eng.), M.E, MA Arch etc

ai. Doctoral Award Type. Means PhD.

aj. Undergraduate. Means 13 to 14 years education in (BA/B.Sc, Pass, ADE, Associate Degree etc) OR 15 to 16 years of education in (BS, B.E, ARCH, BSc (Eng), B.Sc (Agr), MA/M.Sc (16 year), LLB,B.Com (Hon), MBBA, DVM, PharmD, etc).

ak. Graduate. Means M.Phil/MS/MBA, M.Sc (Eng.), M.E, MA Arch etc

al. Post Graduate. Means Ph.D.

1. Academic Calendar

Table-1

(Spring Semester)	
Semester starting	January first to second week
Mid Term	8 th Week of the Semester
Final Term Examination:	16 th week of the semester
Semester Break	End of Final Examinations
Result Notification:	Two weeks after final examinations

Summer Semester*	One week after Spring Semester Result Notification
FALL SEMESTER	
Semester starting	August First to Second Week
Mid Term	8 th Week of the Semester
Final Term Examination:	16 th week of the semester
Semester Break	End of Final Examinations
Result Notification:	Two weeks after final examinations

*** SUMMER SEMESTER**

The contact hours during the Summer Session will be doubled to ensure that the course is completely taught in a summer session with half of the duration compared to a regular (Spring) semester.

2. ADMISSIONS

University of Turbat offers admission in Undergraduate and Graduates program in Spring Semester; according to UoT admission policy and Criteria.

3. COURSE LOAD FOR FALL AND SPRING SEMESTERS

Undergraduate Students

A regular student is required to take 12 credit hours per regular semester, but however, a student can take a maximum of 18 credit hours.

Master / M.Phil Students

A regular student is required to take 9 credit hours per regular semester, but however, a student can take a maximum of 12 credit hours, provided the student fulfils the condition mentioned in requirement for maximum course load in a regular semester*.

Course load for summer semester, undergraduate students

Undergraduate students' course load is 6 credit hours.

Course load for summer semester, Master / M.Phil students

Graduate students can take up to 6 credit hours during summer system.

4. GRADING POLICY

Grade. A mark (letter grade) indicating the quality of student’s academic performance in terms of scoring marks is called grade. The letter grades and their numerical equivalence are given in Table.

Table-2

Percentage of Marks*	Grade Point	Grade
85 and above	4.00—4.00	A
80 – 84	3.70 —3.90	A-
75 – 79	3.40—3.60	B+
70 – 74	3.00 – 3.30	B
65 – 69	2.50—2.90	C+
60 –64	2.00 – 2.40	C
50 – 59	1.00 – 1.90	D
Less than 50	0.00	F

Fraction is to be rounded as a whole.

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

4.2 The minimum passing marks for each course shall be (fifty percent) 50%. A student obtaining less than 50% marks in any course shall deem to have failed in that course, and shall not be counted towards the aggregate marks.

4.3 Percentage of marks shall be calculated up to three significant figures. If the second fraction after decimal is 4 or less, it will be ignored. However, if the second fraction is 5 or more, it will be taken into account by raising the first fraction to the next higher digit. (Examples: 59.91 through 59.94 will be considered 59.9 while 59.95 through 59.99 will be raised to 60. Third fraction and higher will be ignored).

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

Table: 3

% Marks	Grade point Value	Grade
Grade: A		
85 and above	4.00	A
84	3.90	A-
83	3.90	A-
82	3.80	A-
81	3.70	A-
80	3.70	A-
Grade B		
79	3.60	B+
78	3.60	B+
77	3.50	B+
76	3.40	B+
75	3.40	B+
74	3.30	B
73	3.30	B
72	3.20	B
71	3.10	B
70	3.00	B
Grade: C		
69	2.90	C+
68	2.80	C+
67	2.70	C+
66	2.60	C+
65	2.50	C+
64	2.40	C
63	2.30	C
62	2.20	C
61	2.10	C
60	2.00	C
Grade: D		
59	1.90	D
58	1.80	D
57	1.70	D
56	1.60	D
55	1.50	D
54	1.40	D
53	1.30	D
52	1.20	D
51	1.10	D
50	1.00	D
Less than 50	0.00	F

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

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

$$\text{GPA of a semester} = \frac{\text{sum of (GP in individual course} \times \text{Number of Credit Hours)}}{\text{Total number of credit hours in the semester}}$$

(The Cumulative Grade Point Average is calculated for all courses offered in a program using the below formula).

$$\text{CGPA} = \frac{\text{sum of (GP in individual course} \times \text{Number of Credit Hour)}}{\text{Total number of credit hour in all semesters}}$$

6. CGPA Required For Degree Completion:

6.1 CGPA REQUIRED FOR DEGREE COMPLETION (UNDERGRADUATES MASTERS / MPHIL

For graduation, the minimum qualifying CGPAs for Bachelors and Masters/M.Phil Students are 2.00 and 2.50, respectively.

a. Probation:

Probation is given twice in two years program, while thrice in 3.5/4 years program as per conditions below

- i. When a student's GPA decreases from 2.0 but not less than 1.30 in the first semester, he/she will be on 1st probation for the next/second semester in two years program.
- ii. If the student comes out by increasing his/her CGPA to 1.60, then he/she shall be given 2nd and last probation up to the end of second semester in two years program.
- iii. At the end of third semester, he/she must get a CGPA of at least 2.00 in order to be promoted to the fourth semester; otherwise he/she will be dropped from the rolls in two years program. Such a student could be considered for readmission in the same institute/department. This opportunity of readmission is allowed only once.
- iv. In case of 3.5/4 years program, third chance of probation shall be given at the end of second last semester of respective program.
- v. The student, who fails to secure a GPA 1.3 at the minimum in the first semester, shall stand automatically dropped out.

b. Promotion

a. At the end of the first semester of undergraduate program, a student must get a GPA of at least 2.00 to be promoted to the second semester and viz a viz.

6.2 Passing of Individual Semester

The minimum pass marks for each course shall be 50%. Candidates obtaining less than 50% marks in any course shall be deemed to have failed in that course. Less than 50% marks secured by a student in any course shall not be counted towards the aggregate marks.

7. REQUIREMENT FOR AWARDING OF DEGREES

7.1 FOR UNDERGRADUATE STUDENTS

A student must have a regular admission in the Undergraduate program of the Institute, and should earn a minimum of 60 credit hours out of a total of 124 – 130 credit hours from the institute from where s/he will be entitled for the degree.

7.2 FOR MASTER / MPhil STUDENTS

A student must have a regular admission in the Masters / MPhil program of the Institute, and should earn a minimum of 30 credit hours from the institute from where he/ she will be entitled for the degree. (24 credit hours of course work and 6 credit hours of research)

* 6 credit hours of research is mandatory for Masters / MPhil level, however, the Departmental Board of Studies/Board of Advance Studies and Research may allow the student to do course work of 6 credit hours in lieu of 6 credit hours of research. This exemption cannot be allowed if the student wants to do Ph.D.

7.3 Students of those departments where project/dissertation is a requirement for Master/Bachelor (Hons) degrees, will be required to carry out research on a project/dissertation of 3 to 6 credits and submit a project report/dissertation as a requirement for partial fulfillment of their Master/Bachelor (Hons) degrees in the relevant disciplines.

7.4 A student will select the topic of research in consultation with his/her supervisor during the 3rd semester in case of Master's degree and during the 7th semester in case of Bachelor's degree.

7.5 The time of summer vacation prior the 4th and 8th semester will be utilized for the project report/dissertation by Master's and Bachelor's degrees students, respectively.

7.6 The final project report/dissertation will be submitted by the student in spiral/loose binding through the supervisor to the department by the end of the 4th and 8th semester or during the extended period.

8. The Distribution of Marks.

The distribution of marks in a course is given in Table

Table: 4

Nature of Examination	Percentage
Sessional Marks*	30%
Mid Semester Exam**	30%
Terminal Exam***	40%

(The Teacher may increase or decrease the weightage up to 10 % in each above category)

- 8.1 * The allocated sessional marks may be divided into assignment, quizzes, presentations, projects, laboratory work, class participation and any other activities as per the requirement of the course.
- 8.2 ** The Mid Semester Examination shall be in written paper; however the course supervisor with the prior approval of the concerned head of department may take Mid Term in kind of term paper, proposal writing, detailed assignment, case study, analytical discussion, and any other activities as per the requirement of the course.
- 8.3 ***Terminal Examination shall be in written paper.
- 8.4 The exam papers shall consist of objective and subjective questions; the weightage will be decided by the course supervisor as per the course requirement.

9. ATTENDANCE, STRUCK OFF CASES AND READMISSION

- 9.1 Students shall have to be punctual and regular to attend all lectures / seminars, laboratory periods, and fieldwork as required for each course during the semester session. A student shall be eligible to appear in the terminal examination of a course provided that he has attended not less than 75% (cumulative) of lectures / seminars delivered in that course. He has to complete 75% attendance in the laboratory / field work for grading of laboratory / field work course.
- 9.2 A student having less than 75% attendance but more than 70% in a particular course and having made up the deficiency in consultation with the concerned teacher, may be allowed by the concerned Dean/Head of Department to sit in the examination.
- 9.3 The name of a student will be struck off if his/her average monthly attendance is less than 25% in all courses.
- 9.4 The student will have to get himself / herself readmitted within four (04) days from struck off date with fee Rs.500/- and within further three (03) days with fee Rs.1000/-. On failure of readmission his admission shall stand cancelled.
- 9.5 There will be maximum three chances for readmission for a four years program. A student readmitted thrice during the session of study program shall not be allowed a further readmission and his / her admission shall stand cancelled.

9.6 There will be maximum two chances for readmission for a two years program. A student readmitted twice during the session of study program shall not be allowed a further readmission and his / her admission shall stand cancelled.

9.7 A student seeking readmission shall not be exempted from the payment of readmission fee.

9.8 A student will not be allowed to sit for terminal examination of any semester unless he has no outstanding dues for the said semester. Accounts Branch of the University will issue a status/clearance certificate to the Controller of Examinations in this regard.

10. CANCELLATION OF ADMISSION

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

11. REPEATATION/IMPROVEMENT OF COURSE(S)

11.1 A student may repeat a course if he/she fails such a course. The student will be provided two options to repeat the course:

Option-1. The student may require to appear in Mid-term and Terminal Examinations; except sessional marks previously obtained. (Note: only sessional marks will be counted from previously fail course)

Option-2. The student will be required to complete all formalities applicable to repetition of courses, i.e. completion of more than 75% attendance, projects, assignments, quizzes, Mid-term and Terminal Examinations.

A student may not be allowed more than 2 times in attempting to repeat a course.

11.2 The student will also have to pay the prescribed tuition fee for the repeated course.

11.3 A student who repeats a subject will not be eligible for top student honors/awards even if he improves it and comes in that bracket after repeating it.

11.3 It is the student's responsibility to clear the failed subjects within the prescribed time limits.

11.4 the maximum time limit for the registration validity is 4 years for 2 year program and 6 years for 3.5/4 years programs

11.5 A student may repeat a course to improve D grade or (clear an f grade).

11.6 Maximum no. of courses allowed for improvement is 2 for a 2 year program and 3 for a 3.5/4 year program.

11.7 A student repeating the course for improvement can only attempt once in that course.

11.8 The student transcript will show the new earned grade if Improved, if not, the old earned grade will be shown in the transcript.

12. WITHDRAWAL / CHANGE OF COURSE(S)

12.1 A student, with the consent of the concerned HoD, may be allowed to (a) change a course within 14 days of the commencement of a semester, and (b) drop a course within 2 weeks of the commencement of semester.

12.2 Withdrawal from a course will be allowed latest up to one week before the 2nd semester examination (**i.e. by the end of 13th week**) under approval by the Dean/Head of Department of the Institute by intimating C.E office. Withdrawn course will appear on transcript with the letter grade **W**.

12.3 A student may not be allowed to withdraw more than one course in one semester.

13. CHANGE OF ELECTIVE COURSE

Within 14 days from the commencement of a course, a student shall change the course after seeking the written permission of the Chairman / Chairperson / Director / Principal of the respective Department / Institute / Centre / Constituent College.

14. CREDIT HOURS

14.1 TWO-YEAR BACHELOR DEGREE PROGRAM

The entrance requirement for two-year Bachelor Degree Program will be F.A. / F.Sc. / A-Level or Equivalent Qualification i.e. 12 years of education with relevant combination of subjects. The standard format for four-year Bachelor Degree Program is as under.

Table: 5

Total No. of Credit Hours	60-70
Semester Duration	14-16 weeks
Number of Regular Semesters	4 (Maximum)
Number of Summer Semester	1 in one calendar year
Course Load per Semester	12-18 Credit Hours

14.2 FOUR-YEAR BACHELOR DEGREE PROGRAM

The entrance requirement for four-year Bachelor Degree Program will be F.A. / F.Sc. / A-Level or Equivalent Qualification i.e. 12 years of education with relevant combination of subjects. The standard format for four-year Bachelor Degree Program is as under.

Table: 6

Total No. of Credit Hours	124-136*
Semester Duration	14-16 weeks
Number of Regular Semesters	8 (Maximum)
Number of Summer Semester	1 in one calendar year
Course Load per Semester	12-18 Credit Hours

* See the Maximum and Minimum course load guideline

The distribution of courses in the four year Integrated Curricula in Basic, Social, Natural and Applied Sciences will be as under.

Table:7

S #	Categories	No. of Courses	Credit Hours
1.	Compulsory Requirement (No Choice)	9	25
2.	General Courses to be chosen from other Departments	7-8	21-24
3.	Discipline Specific Foundation Courses	9-10	30-33
4.	Major Courses including Research Project / Internship	11-13	36-42
5.	Electives with the Major	4-4	12-12
Total		40-44	124-136

14.3 TWO-YEAR M.A. / M.Sc. /M.Com. DEGREE PROGRAM

The entrance requirement for two-year Master's Program i.e. M.A. / M.Sc. / M.Com. will be B.A. / B.Sc. / B. Com. or Equivalent Qualification i.e. 14 years of education with relevant combination of subjects i.e. the standard format for two-year M.A. / M.Sc. / M.Com. Degree Program is as under.

Table: 8

Total No. of Credit Hours	60-70
Semester Duration	14-16 weeks
Number of Regular Semesters	4 (Maximum)
Number of Summer Semester	1 in one calendar year
Course Load per Semester	12-18 Credit Hours

15. FREEZING OF A SEMESTER

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

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

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

16. INTERNSHIPS

16.1 Internship with reputed public / private sector organizations for a minimum Duration of 6-8 weeks for the students may/can be arranged where applicable.

16.2 This must preferably be planned during semester breaks or at the end of the second last semester of the program in order to provide practical/on job training and confidence before employment as professionals.

16.3 University will assist to the maximum possible extent but the ultimate responsibility goes to the student in finding the internship

16.4 Student must submit the internship report to the respective department.

17. DEPARTMENTAL SEMESTER COMMITTEE (DSC)

17.1 The Pro-Vice Chancellor shall constitute a Departmental Semester Committee at each Departmental level. The committee shall comprise of the following.

- (a) The Chairman / Chairperson / Director / Principal of the Department / Institute / Centre / Constituent College.
Chairman
- (b) Faculty Teachers preferably Senior Two Members
- (c) Semester Coordinator
Member/Secretary

- 17.2 More members can be added depending on the number of academic programs being offered by the Department / Institute / Centre / Constituent College. The Departmental Semester Committee (DSC) will perform the following functions.
- 17.3 Supervise and ensure the semester schedules, class attendance, readmission, semester break according to policies of University.
- 17.4 Approval of change of specialization.
- 17.5 Co-ordinate with the Controller of Examination through Semester Coordinator.
- 17.6 Review and forward to Controller of Examination the case of a student to appear in a special examination.
- 17.7 Resolution of any controversy taking place from time to time, about the results or any other matter related to an examination between a student and a teacher or a student and the respective Department. The matter shall be referred to the Departmental Semester Committee on an initiative of the teacher concerned or submission of application by the student.
- 17.8 The decision of the Departmental Semester Committee shall be final. However an appeal against the decision may be made to Faculty Semester Monitoring Board.
- 17.9 **Role of Teacher in Conduct of Examination**
- 17.9.1 Concerned teacher would set and evaluate the paper of the course(s) taught during a semester. He / she would be responsible for maintaining all sort secrecy needed.
- 17.9.2 Concerned teacher shall hand over the scripts along with two award lists to the Chairperson within one week of termination of an examination.
- 17.9.3 He will ensure that a student shall have an access to go through his / her own scripts of mid semester examinations after the evaluation in the presence of concerned teacher. The student shall not be allowed to take scripts along with him/her.
- 17.10 **Role of Semester Coordinator in Conduct of Examination**
- 17.10.1 The Semester Coordinator will be the in-charge of an examination unit within Department and will be appointed on the recommendation of Chairman / Chairperson / Director / Principal of the Department /Institute / Constituent College. The Semester Coordinator will perform the following functions.
- 17.10.2 Coordinate with controller of Examination office to prepare and display of final date sheets of examinations.
- 17.10.3 Coordinate with Controller of Examination office for the smooth conduct of examination.
- 17.10.4 Maintain all the necessary records of examination at departmental level in collaboration with Controller of Examination office.

17.10.5 The evaluated scripts, assignments, and quizzes etc. together with award lists shall be forwarded to the Controller of Examinations within 10 days after the terminal examination of each semester.

18. EXAMINATIONS

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

- a. he/she has been on the roles of the University during that semester;
- b. has registered himself/herself for the courses of study, and
- c. has 75% attendance in that course.
- d. has paid all the University dues including tuition/hostel fees, etc, by the commencement of the semester.

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

- a. sessional tests,
- b. class assignments,
- c. quizzes,
- d. midterm examinations
- e. terminal examinations.
- f. give presentation,
- g. participate in group discussion, and
- h. submit projects/lab reports by the due dates
- i. any other

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

18.4 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.

18.5 Where a student misses a class test because of an emergency or because of his/her illness, for which he/she has obtained prior permission from the teacher concerned, in writing, he/she shall take a make-up test. A make-up test will be arranged only once. A student, who fails to appear in the make-up test, will be awarded zero marks in that particular test, and the result will be finalized. For makeup tests students are allowed to appear only in that portion of the course which they have missed.

19. CONDUCT OF SEMESTER EXAMINATIONS

19.1 All midterm/terminal Semester Examinations of the University, shall be held at concerned Department/institute/affiliated colleges, on dates and schedule proposed by the Department/Institutes, unless otherwise agreed by Controller Examinations and approved by the Vice Chancellor as per below essential:

EXAMINATION SCHEDULE

19.2 The examination office will publish the examination schedules at least 10 days prior to the commencement of the midterm/terminal examination and forward a copy of the schedule to the concerned departments/institute.

USE OF REFERENCE MATERIAL DURING TESTS / EXAMS

19.3 Prior to class test/mid/terminal examinations the concerned faculty/invigilator shall announce such books, notes or other material which can be referred to by the students during the tests/Examinations. Examinee will not be in possession of any other books, notes, papers or material etc.

QUESTION PAPER

19.4 All question papers are set by respective faculty and duly scrutinized, approved and conducted in accordance with the UoT policy. As per the spirit of Semester system, there will be no choice in attempting the questions. It will also be ensured that the question Papers are balanced with respect to the examination policy and have been prepared to cover the essentials of the whole syllabus completed by the faculty. In case the teacher who teaches a course is not present at the time of the examination, the Chairman/Head of the Department may appoint another teacher for the purpose.

STUDENTS RESPONSIBILITY / INSTRUCTIONS TO CANDIDATES

19.5 Candidates will report half an hour before the time fixed for the examination on the first day and 10 minutes on subsequent days. No books, notes or documents are to be taken in the examination room except those authorized by the examiner.

19.6 No candidate shall be allowed to enter the examination center after commencement of the examination. However, in exceptional circumstances, and after applying strict criteria the HoD/Teacher may provisionally allow into the examination hall a candidate who is late up to 30 minutes after commencement of the examination, provided the candidate is required to fill in a Late Arrival Form giving valid reasons, subject to concurrence of the departmental examination officer.

19.7 In case the examination starts late, for any reasons to be recorded in writing by the HoD/Teacher and forwarded to the Controller examinations, the HoD/Teacher shall extend the time for the period that has been lost.

19.8 No candidate shall leave the examination hall without the permission of the Superintendent.

19.9 In case a candidate has to leave the examination hall in emergency situation before this time, for any reasons to be recorded in writing by the HoD/Teacher, he/she shall not be allowed to take the question paper with him/her.

19.10 No candidate shall be allowed to re-enter the examination hall if he/she leaves after handing over the answer book.

19.11 No candidate shall be allowed to go outside until at least one hour after the commencement of the examination, and during the last thirty minutes of the examination.

19.11 The candidate shall fill in the details on the title page of the answer book.

19.12 Candidate shall not ask for, and shall not be given any explanation about the question paper. In case any clarifications i.e., misprint/error, is required for any valid reasons, as ascertained by the HoD/Teacher, it shall be done strictly after obtaining permission of the Controller examinations.

19.13 Candidate shall not borrow anything from other candidates during the examination.

19.14 Candidate shall not talk or disturb other candidates after commencement of the examination.

19.15 Candidate shall not remove a leaf or a part there of, from the answer book.

19.16 While leaving the examination hall candidate shall handover all answer books/papers etc to the Supervisory staff.

19.17 Candidate who tries to use unfair means or creates law and order situation during the conduct of the examination or otherwise shall be dealt with under “Unfair Means Regulations”.

19.18 In case answer book of a candidate is lost after having been received by the teachers, and if he/she passes in all other subjects of the examination, he/she may be required to reappear in that one subject of which answer book is lost. If, on reappearing, he/she obtains pass marks he/she shall be deemed to have passed the examination. In case of any dispute as to whether a candidate’s answer book was duly received by the teachers or not, the findings of the Controller examination office subject to the approval of the Vice Chancellor, shall be final.

20. UNFAIR MEANS / MALPRACTICES

20.1 Any student found using unfair means or assisting another student during a test/examination or copying from another student would be liable to disciplinary action. A student found guilty of such act by the Unfair Means Committee, will be dealt with in the light of policy in vogue. Use of unfair means generally covers the following:

a. An attempt to have access to the question paper before the test / examinations.

b. Communicates directly or indirectly with an examiner with the intention of getting to disclose any question or questions set or to be set by him or with the object of influencing him in the award or marks.

c. Communicates directly or indirectly with the teachers of the examination center/hall or any other person connected with the supervision of an examination for the

purpose of inducing such person to give undue assistance or show undue favor to the candidate.

d. Use / possession of unauthorized reference material during test / Examination.

e. Any form of communication by the examinee with any one in or outside the examination room while the test / Examination is in progress.

f. Unauthorized entry into faculty's office or that of staff with the intention of having an access to or tampering with the official record / exam paper etc.

g. Receives assistance from other persons in the examination.

h. Gives assistance to another candidate or allow him/her to copy from his/her answer book in the examination.

i. Removes a leaf or leaves from his answer book.

j. Uses abusive or obscene language in his answer book.

k. Smuggles an answer book in or out from the examination hall.

l. Communicates directly or indirectly with any official of the University with the intention of obtaining any information connected with the examination, such official is bound not to disclose.

m. If the guardian or a relative of a candidate communicates or attempts to communicate directly or indirectly with any of the persons mentioned as above with the object mentioned therein, such communications may be deemed to have been made by the candidate himself/herself and shall be liable for penalty (ies) according to the UFM made.

n. If a candidate gains admission to the examination or attempts to gain admission by making a false statement in his/her admission form.

o. Producing a false document forging another person's signature on a document.

p. Allowing another person to impersonate him/her.

q. If a candidate possesses any firearms or anything capable of being used as weapon of offence in or around the examination center/hall/room or assaults or threatens to assault a person engaged in the conduct of an examination.

r. If a person on the rolls of the University abets a candidate in the commission of any of the offenses mentioned above, his/her act shall be taken as malpractice.

s. If a person on the rolls of the University obstructs any University official, the teacher of any examination center or any person connected with the conduct of an examination, in the discharge of such person's duties, such enrolled student shall be dealt accordingly with UFM penalties.

21. PUNISHMENTS / PENALTIES TO BE CHARGED TO UFM CANDIDATES

21.1 Any candidate who, after announcement made by Superintendent, fails to part with or is found to have access to books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders or any other material or equipment in his/her possession relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be expelled by the teacher from the Examination Room and his/her answer book shall be cancelled and case be reported to the controller examinations.

21.2 Any candidate found guilty of copying from any paper, book or notes, or allowing any other candidate to copy his/her answer-book, or creating disturbance in the hall by whispering/talking may be disqualified from appearing in examination for a period which may extend to two semesters and fine imposed from Rs.1000/- to 5000/-. Decision given by the Unfair Mean committee will be final.

21.3 Any candidate found guilty of impersonation and is on the rolls of the university/affiliated institution, he/she shall be disqualified (i.e. both the candidate and the impersonator), shall be liable to expulsion and to be debarred from admission to any class and from appearing at any examination for a period not exceeding five years with a fine of Rs.5000/- to 10,000/- .

21.4 If the impersonator is not on the rolls of the university/affiliated institution but holds a degree or diploma conferred or granted by the University, the Unfair Mean committee shall register a case with the Police, and shall send intimation to this effect to the Vice Chancellor/Registrar for cancellation of his/her Degree/diploma.

21.5 Any candidate found guilty of resorting to physical assault on the duty teacher or University Officers or University Officials or any other person deputed in the Examination Centre or other candidates shall be disqualified permanently.

21.6 Any candidate found guilty of possessing firearms, daggers, knives and other weapons/hazardous material, which may cause injury, shall be disqualified for a period of three years to appear in any examination of the University and his regular admission from the department/institute be cancelled. In addition a fine as deemed suitable is imposed by the Unfair Means committee.

21.7 Any candidate found guilty of instigating others to stage a walkout or resort to a pen-down strike shall be liable to expulsion by the Superintendent or the Controller examination or any officer duly authorized by the Vice Chancellor and shall be disqualified for a period up to three years to appear in any examination of the University along with imposition of suitable fine.

21.8 Any candidate found guilty of obtaining admission to the examination on false statement made on his/her document by any means, shall be disqualified to appear in that examination.

21.9 Any candidate found guilty of forging another person's signatures on his/her application or admission form may be disqualified for a period of one year (02 semesters).

21.10 Any candidate found guilty of intentionally spoiling/parting/damaging his/her or any other candidate's answer script or any other important document/item related to the examination, shall be barred from appearing in the examination for two consecutive semesters and a fine of Rs.5000/- to Rs.10000/- be imposed.

21.11 Any candidate found guilty of smuggling/taking answer script/related document with him or stealing of blank answer script/additional sheet/other document, shall be disqualified for a period of three years to appear in any examination of the University and his regular admission from the department/institute be cancelled. In addition a fine as deemed suitable is imposed by the Unfair Means committee.

21.12 If a candidate is found guilty of disclosing his/her identity or making peculiar marks or using abusive or obscene language or making an appeal in his/her answer book to the teacher/examiner, the answer book of such candidate shall be cancelled.

21.13 Any candidate found guilty of influencing or attempting to influence, the Examiners or examination office and other University Staff directly or through his/her relatives or guardians or friends with the objective of gaining benefit in the examination shall be disqualified for the examination.

21.14 Any candidate who refuses to obey the teachers duty on exams or changes his/her seat with another candidate, or changes his/her roll number, shall be expelled from the Examination room and his/her answer book shall be cancelled.

21.15 Any candidate who interchanges his/her answer script (or a part of it) with another candidate shall be expelled from the examination room and his/her answer book shall be cancelled. The entire examination of such candidate(s) shall be cancelled and a suitable fine be imposed.

21.16 Any candidate found guilty of cheating in the examination by way of depositing less fee and enhancing it through forgery on Bank receipt shall be debarred to appear in that Examination.

21.17 If a person on the rolls of the University abets a candidate in the commission of any of the offenses related to the malpractices/unfair means, he/she shall be liable to the same penalty to which the candidate is liable in respect of the offence abetted.

21.18 If a person on the rolls of the University obstructs any University official, the teacher on duty of any examination center or any person connected with the conduct of an examination, in the discharge of such person's duties, such candidate shall be liable to be expelled from the University for a period not exceeding three years, inclusive of the year in which the offence occurred.

21.19 The above penalties (para 20.17&20.18) may be imposed in addition to any other penalty to which the offender may be liable under any law for the time being in force.

21.20 Act of departmental/Supervisory Staff. If Supervising Staff, Paper Assessor, Practical Examiner or any other person employed in connection with an examination fails to comply with any instruction issued by the University of Turbat or any of its officers, commits any other irregularity, secures such appointment by supplying wrong information through alteration of facts, the department concerned shall report the matter to the Competent Authority for administrative action and/or take any other legal action that may be deemed necessary.

21.21 In case of any emergency, the Vice Chancellor may award suitable punishment without reference to the Committee, in commensuration with the gravity of offence, to any candidate or to any student on the rolls of the University/affiliated college, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Centre/room.

COMMITTEE DEALING CASES OF UNFAIR MEANS IN THE EXAMINATIONS

21.22 The Vice Chancellor shall appoint a Committee on the recommendations of the Controller Examinations, for a period of three years to be known as the "Unfair Means Committee" to deal with cases of the alleged use of unfair means, or other matters affecting the discipline of the students in connection with examinations on hearing from Controller of Examinations.

21.23 The Unfair Means Committee shall comprise of a minimum of three and a maximum of five members. The Controller of Examinations shall be its Member/Secretary.

21.24 Each member shall have a single vote.

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

21.26 The members of the Committee shall hold office for three years. In case of vacancy among the members, the Vice Chancellor shall appoint another person who shall hold office for the remaining period of the term.

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

21.28 In case of difference of opinion among the members, the majority decision shall be regarded as the decision of the Committee.

21.29 If the entire Committee disagrees over an issue, the case shall be referred to the Vice Chancellor, who shall either decide the case himself or refer it to the Syndicate for its verdict.

21.30 No penalty shall be imposed on a candidate unless he/she has been given a reasonable opportunity of showing cause against the action, proposed to be taken against him/her.

21.31 The Unfair Means Committee shall be the Authority to determine the charge of a breach of the rules of examinations and formulate recommendation to the Vice Chancellor for approval.

21.32 A candidate, aggrieved by the decision of the Unfair Means Committee, may bring to the notice of the Vice Chancellor any new facts within seven days of the receipt of such decision. The Vice Chancellor may reconsider the case and give his decision or refer it to the Appellate Committee.

21.33 In case of an emergency, the Vice Chancellor shall be competent to award suitable punishment to a student for breach of any law/rules pertaining to examination.

APPELLATE COMMITTEE

21.34 The Vice Chancellor may appoint an Appellate Committee to hear the appeals against the decisions of the Unfair Means Committee. The Committee shall comprise of two senior faculty members not below the rank of Professor. The decision of the Appellate Committee shall be binding and final and shall not be challengeable in any court of law except the Supreme Court of Pakistan.

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

21.35 The following policy for destruction of Question Papers/Answer Books/result sheet of all types of University examinations will be adopted.

a. Question paper, if not part of the answer book, will be disposed off after the conduct of the examination.

b. Answer scripts along with a sample question paper will be preserved for one year after the declaration of the terminal result.

c. Soft copies will be retained forever as duplicate record at a different and secure place.

22. SPECIAL EXAMINATIONS

22.1 A special examination shall be held exclusively for a student having failed to appear in an examination on medical ground or the sad demise of parent, spouse, children, and brother / sister. A student shall be given a special examination in the course(s) of semester examinations, subject to the following conditions.

22.2 A student must have met the eligibility criteria (75% attendance and cleared all dues against him / her) to appear in the examination of a semester.

22.3 He / she must have been hospitalized in a recognized private hospital or public sector hospital. In case of hospitalization, the student shall have to produce the certificate regarding his/her inability to appear in the examination, issued by the Medical Superintendent of the relevant hospital.

22.4 The students shall have to produce the copy of the death certificate, issued by relevant Medical Superintendent / or any other competent authority, in favor of the kin referred above.

22.5 A student shall have to submit an application of illness/the sad demise to the DSC on or before the date of commencement of examination.

22.6 A special fee will be charged for the said examination.

22.7 A student shall have to apply to appear in a special examination. He/she will be allowed (with the permission of DSC) to appear in a special examination to take place within thirty (30)

days from the commencement of next semester. A student having not appeared in a special examination of the semester shall be treated as failed in the course(s).

22.8 Any other category not covered above will be dealt by the Faculty Semester Monitoring Board.

23. COURSE FILE

23.1 Maintenance of Course File is compulsory for the teacher.

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

- a. Description of Course
- b. Course Coding
- c. Weekly Teaching schedule
- d. Dates of Mid-Semester Examination
- e. Grading policy will identify each activity. Such as Homework, Quizzes, Mid-Semester Examination, Terminal Examination, Term Papers
- f. Copy of Each Homework Assignment
- g. Copy of Each Quiz Given
- h. Copy of Mid Semester Examination
- i. Grading Sheets of the Course detailing Statistical data on the grades obtained by students.
- j. Difficulties/Problems faced during classroom / course delivery.

24. MAINTENANCE OF EXAMINATION RECORDS

24.1 Controller of Examination will maintain the records of the examination and issue the transcripts. The result will be announced by the Controller of Examination after the approval of V.C. The Controller’s office shall act as Central Record Office.

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

24.3 The concerned course supervisor will prepare and submit the result to relevant chairpersons duly signed, and the chairpersons shall submit it to the Controller of Examination office for further process.

25. RESULTS

25.1 The result of each course shall be prepared and submitted on the prescribed format as on or before 7 days after the examination and shall be sent to the Controller Examinations.

25.2 All teachers must submit the results, failing which the concerned teacher will be held responsible.

26. COMPUTATION AND APPROVAL OF RESULTS

26.1 The Semester Coordinator will compile the result of each semester with the help of Departmental Examination Unit. The results are officially announced by the Examination Branch as per rules.

27. RECHECKING

27.1 Appeal for rechecking of paper(s) shall be lodged within seven days after resumption of classes of the following semester to the Head of Department with a fee of Rs.1,000/- per paper. Rechecking means re-totalling of marks and checking for unmarked questions or re-examining the answers.

27.2 The Head of Department will forward the case to the Departmental Semester Committee that shall review the case and assign a senior teacher who will re-check the paper. The decision of the committee shall be final who will send the re-checked result to the Controller of Examination.

28. ISSUE OF ACADEMIC TRANSCRIPT/DETAIL MARKS SHEET

28.1 A student desirous of obtaining Academic Final Transcript/detailed Marks Sheet may apply to the Controller Examinations along with the prescribed fee as per the policy issued on the subject by the Controller of Examination University of Turbat

29. MERIT CERTIFICATES

29.1 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 programs. The recipient for the award of certificate of merit shall also be awarded the Chancellor's medal.

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

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

29.4 Honors/Medals shall be awarded to the candidate who passes all courses of a degree program at the first attempt*. Student who repeats a subject/course will not be eligible for

top student honors/awards even if he/she improves it and comes in that bracket after repeating it. It is the student's responsibility to clear the failed subjects within the prescribed time limits.

29.5 If more than one student secures the same CGPA the position will then be determined on the basis of percentage of marks obtained. Even if still a tie remains, the decision will be done on the elder age, the award will go to the older in age.