

UNIVERSITY OF TURBAT

Academic Rules and Regulations for Undergraduate Programs (Revised 2023)



Revision Version: 2.2

These rules shall apply immediately to all undergraduate students enrolled in the University of Turbat and its affiliated colleges.

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**UNIVERSITY OF TURBAT
TURBAT, KECH, BALOCHISTAN**

Dated: 28 September, 2023

NOTIFICATION

No. UoT/Reg./1131-9/2023. In pursuance of Section 24 (2) Clause (h) and Section 36 (2) of Balochistan Universities Act (Act No. XII of 2022), the draft of the Undergraduate Academic Rules and Regulations 2023 of University of Turbat, having been approved by the University of Turbat Senate on 8th August, 2023, is hereby published as the University of Turbat Undergraduate Academic Rules and Regulations 2023.

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1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- a. These Rules and Regulations framed under sections 36-38 of the Balochistan Universities Act, 2022, shall be known as UoT's Rules and Regulations for Undergraduate Programs (Revised 2023).
- b. These Rules and Regulations shall come into force with effect from January 1, 2023 and shall be applicable to the students of all semesters.
- c. These rules and regulations shall apply to all current (prospective) students enrolled (will be enrolled) in any undergraduate degree program at the main campus, sub-campuses and affiliated colleges of the University of Turbat.

2. 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Means that a student is considered unsuitable for further studies at University of Turbat as a regular student and is withdrawn from the study program.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. **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.
- f. **Controller.** means the Controller of Examinations of University of Turbat.
- g. **Credit Course.** Means a course required for a degree and is counted towards CGPA.
- h. **Credit Hour (Cr. Hr.).** Means a lecture of one-hour duration per week in a semester for a subject countable towards a student's Cumulative Grade Point Average (CGPA). A practical of two hours is equivalent to one credit hour.
- i. **Dean.** Means the Dean of the faculty.
- j. **Department.** Means the Academic Department of the University.
- k. **Examinations.** Means the semester examinations.
- l. **Examiners.** Means a person appointed to conduct the examination.
- m. **Faculty.** Means the faculty of the University.
- n. **Fee.** Means fee charged for every course attended by a registered student.
- o. **Freeze.** Means Freezing of studies.
- p. **Grade.** A mark (letter grade or number) indicating the quality of students' academic performance is called Grade.
- q. **Grade Point (P).** Number of points representing the letter grades scored by a student in a subject.
- r. **Grade Point Average.** Means the accumulative grade point earned in a semester or in the whole course of study.
- s. **Cumulative Grade Point Average (CGPA).** Means the average of grade points earned in all courses in two or more than two semesters of an Academic Program.

- t. **Chairperson.** Means Chairperson of an Academic Department of the University. Alternatively, it is also called **Head of the Department**.
- u. **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.
- v. **Practical/Lab Test.** These tests include all such examinations/evaluations to ascertain the level of competency of practical application of knowledge acquired.
- w. **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.
- x. **Probation.** Means a student is said to be on probation if his GPA/CGPA in a semester is lower than required for promotion to the next semester.
- y. **Registrar.** Means the Registrar of the University.
- z. **Registration** means registration of the student with the office of the Registrar of the University.
- aa. **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 weeks 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.
- bb. **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?
- cc. **Undergraduate.** Means 14 years of education (e.g. BA/B.Sc., ADE, Associate Degree etc.) or 16 years of education (BBA, BS English, etc.) or 17 years of education (LLB % years, etc.).
- dd. **University.** Means University of Turbat.
- ee. **Associate Degree Program (ADP).** University of Turbat offers Associate Degree Program (ADP) through its department/institute and allows its affiliated colleges to offer the ADP in market driven subjects based on local and regional community and industry needs.

3. **ACADEMIC CALENDAR**

- a. The University will publish a schedule of complete academic year, including fall, spring and summer semesters for the convenience of the students, staff and faculty members.
- b. The calendar will include the following information:
 - i. Semester starting date
 - ii. Holidays during the semester
 - iii. Semester ending date
 - iv. Mid Term / Final Term Exam
 - v. Result notification date
 - vi. All other necessary information, if any.

4. **ADMISSION**

- a. The University shall invite applications for admissions in various undergraduate academic programs through publication of advertisement.
- b. The eligibility criteria for admission in an undergraduate program shall be as follows:
 - i. successful completion of at least 12 years of education with relevant subjects as prescribed by the University for an academic program at the time of admission; and

- ii. qualified the admission test of the undergraduate program, but the applicants who have taken HEC approved test may be exempted from the admission test;
- c. In case of foreign qualification an applicant shall be required to provide Inter Board Committee of Chairmen (IBCC) certification.
- d. The admission requirements and roadmap of each undergraduate degree program shall be made available on the University website or in the prospectus published by the University from time to time.
- e. An applicant awaiting result may apply for admission but if he/she failed to provide the result before compilation of merit list then his/her last available result would be used for merit list positioning.
- f. If a candidate awaiting result fails to provide the result within the time prescribed by the University authorities, or fails to attain the required percentage announced by the University at the time of admission, his/her admission shall stand cancelled.
- g. Admission in the University shall remain provisional until submission of academic documents by the candidate duly attested by IBCC or HEC or Ministry of Education, as the case may be, and a failure in submission of documents as aforesaid shall result in cancellation of admission.
- h. The admission shall be awarded on merit based on:
 - i. admission test;
 - ii. earlier academic standing; and
 - iii. interview, if so desired by the department
- i. Subject to Clause 3(8), admission of an applicant shall be confirmed on the receipt of prescribed dues within due date as prescribed by the University from time to time.
- j. If a first semester student (new admission) decides to withdraw from the University after having registered, he/she shall be entitled to:
 - i. full (100%) tuition fee refund: — up to 7th day of commencement of semester;
 - ii. half (50%) tuition fee refund: — from 8th – 15th day of commencement of semester;
 - iii. no fee (0%) refund: — from 16th day of commencement of semester
- k. In case of incorrect or forged information or documents, the admission shall be cancelled summarily and no transcript shall be issued.
- l. A candidate seeking admission or admitted in the University shall abide by all its rules, regulations and policies published from time to time.

5. MAXIMUM/ MINIMUM COURSE LOAD IN A SEMESTER

- a. The maximum course load for an undergraduate student in a regular (Fall & Spring) semester shall be 18 credit hours (or six courses). In case of special circumstances (e.g. repeating a course in a semester in which 18 credit hours have already been allotted), the concerned HoD may increase the maximum credit hours to 21 and this is the final maximum course load in a semester.
- b. The minimum course load for an undergraduate student in a regular semester shall be 15 credit hours (or five courses). Students can take up to 6 credit hours (or two courses) during summer semester.

6. CREDIT HOURS

- a. A credit hour means teaching a class of one contact hour per week.
- b. A course shall be defined on the basis of credit hours being taught in a week.

- c. One credit hour in laboratory or experimental work means at least two contact hours per week.
- d. The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit (left side) represents the theory part while the second (right side) digit represents the practical.
- e. A course of 03 credit hours with a denotation of 3(3-0) means three credit hours of theory with no practical.
- f. A course having 03 credit hours with denotation of 3(2-1), means two lectures of one hour each and one practical of 02 hours per week.
- g. A course having 04 credit hours with denotation of 4(3-1), means three lectures of one hour each and one practical of 02 hours per week.

7. GRADING POLICY

- a. **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.

| 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 |
| 55 – 59 | 1.50 – 1.90 | D+ |
| 50 – 54 | 1.00 – 1.40 | D |
| Less than 50 | 0.00 | F |

**Fraction is to be rounded as a whole.*

- b. There should be no other grade point values except the above points.
- c. 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.
- d. 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).
- e. The details of equivalence between letter grading and numerical grading shall be as follow:

| % Marks | Grade Point Value | Letter 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 |
| Grade: F | | |
| Less than 50 | 0.00 | F |

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

- Grade Point Average (GPA):** This is a figure ranging preferably from 0.00 to 4.00 be used to indicate the performance of a student in a particular semester.
- Cumulative Grade Point Average (CGPA):** This is a figure ranging preferably from 0.00 to 4.00 be used to indicate the performance of a student in two or more semesters.
- Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPAs) will be calculated using the following relationships:

$$GPA \text{ of a semester} = \frac{\sum(\text{Course credit hours in semester} \times \text{Grade points earned in semester})}{\text{Total Course credit hours in semester}}$$

$$CGPA = \frac{\sum(\text{Course credit hours in all semester} \times \text{Grade points earned in all semester})}{\text{Total Course credit hours in all semester}}$$

9. CGPA REQUIRED FOR DEGREE COMPLETION

- The minimum qualifying CGPAs for completion of an undergraduate level is 2.00.

10. PROMOTION, PROBATION, DROPOUT AND RE-ADMISSION

a. Promotion

- i. At the end of each semester of undergraduate program, a student must get a GPA of at least 2.00 to be promoted to the next semester.
- ii. An undergraduate student with semester Grade Point Average (GPA) of 2.0 and above in the current semester shall be promoted to the next semester.
- iii. An undergraduate student with semester GPA 1.30 or more but less than 2.0 in the current semester shall be promoted to the next semester on “Probation”.
- iv. An undergraduate student with semester GPA less than 1.30 in any semester shall be dropped from the Program and Roll of the University.

b. Probation

- i. An undergraduate student with semester GPA 1.30 or more but less than 2.0 in the current semester shall be promoted to the next semester on “Probation”.
- ii. There shall be two probations allowed in a degree program comprising of four semesters duration.
- iii. There shall be three probations allowed in a degree program comprising of eight to ten semesters duration.
- iv. A student who has availed his/her allowed probations, and is still unable to maintain CGPA 2.0 for undergraduate shall be dropped from the Program as well as from the department/college/institute/center/University of Turbat rolls.

c. Re-admission

- i. An undergraduate student who has been declared to be dropped in 2nd or subsequent semester may be readmitted to the same dropped semester. An undergraduate student dropped in the first semester shall be treated as a fresh candidate for admission.
- ii. There shall be one chance of re-admission allowed in a degree program comprising of four semesters duration.
- iii. There shall be two chances of re-admission allowed in a degree program comprising of eight to ten semesters duration.

11. REQUIREMENT FOR AWARDING OF DEGREES

- a. An undergraduate student must have a proper admission/registration in the undergraduate program of the University of Turbat or in an authorized program of its constituent Institute or its affiliated college and should earn a minimum of 60 credit hours for his/her 2-year degree program, 124 credit hours for his/her 4-year degree program and 160 credit hours for his/her 5-year degree program.
- b. The maximum duration of a 4-year and 5-year undergraduate degree programs are six and seven years respectively.
- c. The minimum qualifying CGPA for completion of an undergraduate level degree program is 2.00.
- d. Students of those departments where internship/project/research is a requirement for undergraduate degrees will be required to carry out internship/project/research on a project of 3 to 6 credits (as per HEC guideline relevant to departments/ programs) and submit a project report/dissertation as a requirement for partial fulfillment of their degrees in their opted program.
- e. A student will select the topic of research in consultation with his/her supervisor during the during the 7th or 9th semester in 4-year or 5-year degree program.

- f. The student will be required to do field work up to 16 weeks where necessary.
- g. The final project/research/internship report will be submitted by the student in binding form through the supervisor to the department by the end of the 8th and 10th semester of 4-year and 5-years programs respectively or during the extended period not exceeding the overall maximum duration of the degree program.
- h. The HOD concerned will submit the details for evaluation and viva, of project/research/internship report to the controller of examination and that date shall be considered as cutoff date for fee calculation.

12. TOTAL PERIOD OF STUDY

- a. The normal duration of a 4-year bachelor (BS) program is four years. Each academic year consists of two semesters. In case of valid reasons/excuse the period of study may be extended for two additional years (i.e., four semesters).
- b. The students who do not complete studies within the stated period will have their names struck off from the rolls of the university.
- c. The students who have been given the right to extend the duration of study for additional two years must register and pay tuition fees for these years.

13. THE DISTRIBUTION OF MARKS

- a. Letter grades shall be awarded, at the end of each semester, as per the following distribution:

| S. No. | Components | Assessment in case of practical exams | Assessment in case of no practical exams |
|--------|------------------------|---------------------------------------|--|
| I | Sessional | 10% | 20% |
| ii | Mid Term Examination | 20% | 30% |
| iii | Terminal Examination | 50% | 50% |
| iv | Practical Examinations | 20% | - |

- b. The teacher may increase or decrease the weightage up to 10 % in (i) sessional, (ii) mid-term examination and (iv) practical exam with the prior approval of the concerned HoD within 10 days of commencement of classes in the semester. The weightage of final term examination (iii) shall not be changed.
- c. 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.
- d. 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 midterm in kind of term paper, proposal writing, detailed assignment, case study, analytical discussion, or any other activities as per the requirement of the course.
- e. Terminal examination shall be in written paper. The examination other than a written paper shall be approved by the HoD and a detail description of the assessment procedure shall be the part of the course file. All examinations records and assessment tools shall be reproducible for evaluation and review by internal (QEC) and external (HEC or Accreditation Councils) bodies.
- f. The exam papers shall consist of both objective and subjective questions; the weightage will be decided by the course supervisor as per the course requirement.

14. ATTENDANCE, STRUCK OFF CASES AND READMISSION

- a. A candidate with less than 75% of the attendance in lectures or practical work or equivalent academic activity separately shall not be eligible to sit for the examination and may be dropped from the course.
- b. A student having less than 75% attendance but more than 70% in a particular course and having made up the deficiency (in exceptional cases / hardship cases) in consultation with the concerned teacher, may be allowed by the concerned Dean/Head of Department to sit in the examination.
- c. If a student fails to attend any lecture (without any authorization) during the first four weeks of the commencement of the semester as per the announced schedule, his/her admission shall stand cancelled automatically without any notice.
- d. The student will have to get himself / herself re-admitted within four (04) days from struck off date with fee Rs.1000/- and within further three (03) days with fee Rs.1500/-. On failure of readmission his admission shall stand cancelled.
- e. There shall 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.
- f. There shall 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.
- g. A student seeking readmission shall not be exempted from the payment of readmission fee.
- h. A student shall not be allowed to sit for terminal examination of any semester unless he/she has 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.
- i. A student may apply for the leave of absence in case of illness, family circumstances and in emergency. The length of leave will have to be mentioned and the circumstances should be explained in the application. The length of leave of absence will be a deciding factor whether he/she can continue his studies for the rest of the semester. If the leave is longer than a specified period, the student may apply for the deferment of the semester.

15. CANCELLATION OF ADMISSION

- a. 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.

16. REPEATATION/IMPROVEMENT OF COURSE(S)

- a. A student may repeat a course if he/she fails such a course or he/she may repeat a course to improve D grade. The student will be provided the given two options to repeat the course. For both options, a student shall be permitted to repeat a course only if the course is offered in the department or other departments of the UoT. The student shall appear for midterm and final exams as per regular semester exam schedule. In case of clearing a failed course (F Grade) he/she will be given the option 2 only. In case of option 1, the student shall not be allowed to appear in the midterm and terminal examination consecutively.
 - i. **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)

- ii. **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.
- b. A student may not be allowed more than 2 times in attempting to repeat a course.
- c. The student will also have to pay the prescribed tuition fee for the repeated course.
- d. A student who repeats a subject will not be eligible for top student honors/awards even if he/she improves it and comes in that bracket after repeating it.
- e. It is the student's responsibility to clear the failed subjects within the prescribed time limits.
- f. The maximum time limit for the registration validity is 4 years for 2-year program and 6 years for 3.5/4 years' programs
- g. Maximum no. of courses allowed for improvement is 2 for a 2-year program and 3 for a 3.5/4-year program.
- h. A student repeating the course for improvement can only attempt once in that course.
- i. The student transcript will show the new earned grade if Improved, if not, the old earned grade will be shown in the transcript.

17. WITHDRAWAL / CHANGE OF COURSE(S)

- a. 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.
- b. 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**.
- c. A student may not be allowed to withdraw more than one course in one semester.

18. CHANGE OF ELECTIVE COURSE

- a. 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.

19. FREEZING OF A SEMESTER

- a. Freezing of studies in first semester is not allowed in any circumstances.
- b. A student may be allowed to freeze studies for two consecutive semesters (one year) once and twice in the whole academic program of 2-year and 4-year degree programs on medical ground/genuine reasons. However, one semester freezing, in special circumstance, may be allowed only if the same courses are offered in the forthcoming semester.
- c. A student wishing to freeze studies under normal condition shall apply for the same with in the first month (Before the Midterm Examination) of the start of the semester, failing which he/she will not be allowed to freeze the studies.
- d. The freezing of studies may, however, be required to be approved by the concerned Dean on the recommendations of HoD. The concerned HoD shall intimate the freezing cases to the Controller Examinations.
- e. During the freeze period, the student will be required to pay 15% of the tuition fee of both the freeze semesters to continue his registration in the University.
- f. Maximum duration of the degree program shall remain the same. The freezing time will not be counted towards maximum duration of study of a program. The frozen period shall count

towards the maximum requirement of completion period for the degree program, however, it will not be counted to the normal period of the program

- g. Upon expiry of the frozen period, the student may be allowed to continue his/her degree program. The student will, however, be required to successfully complete all the semesters of his/her degree program as described in respective scheme of study. Freezing and unfreezing of study will be notified by the Controller Examination with the recommendation of the HoD and approval of Dean concerned.

20. MIGRATION/TRANSFER OF CREDITS

- a. The Vice Chancellor on the recommendation of the Migration/Credit Transfer Committee allows migration/transfer of credits of a student from HEC recognized Institutions to the University.
- b. provided that the institution concerned agrees on the migration/transfer of credits of such a student;
 - i. Migration/transfer of credits cases is initially scrutinized by the head of department/institute/college concerned.
 - ii. A non-refundable Migration Application Processing Fee of Rs. 3,000/- will be charged.
 - iii. A student must fulfill the required entry qualification of the program.
 - iv. A student, who has been dropped out, rusticated, expelled, or whose entry in the parent institute was banned for any reason whatsoever at any time during his/her academic career, the case for transfer of credits is not considered.
 - v. Credits are transferred on course to course basis i.e. a person taking a course at the parent University is allowed to transfer his/her credits to the University of Turbat provided that the course is equivalent to a course taught at the University of Turbat.
 - vi. Courses with credit hours and course contents equivalent to the degree program, are considered for transfer.
 - vii. Exempted courses along with their credit hours are displayed on the final/official transcript but their grades obtained from the parent institution not displayed. Such subjects are marked as “Transferred Credits” (TR).
 - viii. She/he has to provide NOC from the institution from where migration is required.
 - ix. In case of outward migration, the condition of accepting institution of credit hour transfer is applicable.
 - x. In case of inward migration, a candidate is required to complete minimum 50% of the courses from the University of Turbat.
 - xi. Credit hours of a course are not transferred if the grade is less than C for undergraduate degree programs.

21. INTERNSHIPS

- a. Internship with reputed public / private sector organizations for a minimum duration of 6-8 weeks for the students may/can be arranged where applicable.
- b. 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.
- c. University will assist to the maximum possible extent but the ultimate responsibility goes to the student in finding the internship
- d. Student must submit the internship report to the respective department.

22. ROLE OF TEACHER IN CONDUCT OF EXAMINATION

- a. 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.
- b. Concerned teacher shall hand over the scripts along with two award lists to the Chairperson within one week of termination of an examination.
- c. 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.

23. ROLE OF SEMESTER COORDINATOR OF EXAMINATION

- a. 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.
- b. Coordinate with controller of Examination office to prepare and display of final date sheets of examinations.
- c. Coordinate with Controller of Examination office for the smooth conduct of examination.
- d. Maintain all the necessary records of examination at departmental level in collaboration with Controller of Examination office.
- e. 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.

24. EXAMINATIONS

- a. A student shall be eligible to appear in the terminal examinations provided that:
 - i. he/she has been enrolled at the University during that semester;
 - ii. has registered himself/herself for the courses of study, and
 - iii. has 75% attendance in that course.
 - iv. has paid all the University dues including tuition/hostel fees, etc, by the commencement of the semester.
- b. A student shall be evaluated in each course on the basis of
 - i. sessional tests,
 - ii. class assignments,
 - iii. quizzes,
 - iv. midterm examinations
 - v. terminal examinations.
 - vi. give presentation,
 - vii. participate in group discussion, and
 - viii. submit projects/lab reports by the due dates
 - ix. any other
- c. In case a student joins a course after it has started, he/she will be responsible for any missed quizzes, assignments and lectures.
- d. 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.
- e. 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.

- f. 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:
 - i. 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.
 - ii. 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.
 - iii. 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.

25. STUDENTS RESPONSIBILITY / INSTRUCTIONS TO CANDIDATES

- a. 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.
- b. 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.
- c. 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.
- d. No candidate shall leave the examination hall without the permission of the Superintendent.
- e. 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.
- f. No candidate shall be allowed to re-enter the examination hall if he/she leaves after handing over the answer book.
- g. 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.
- h. The candidate shall fill in the details on the title page of the answer book.
- i. 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.

- j. Candidate shall not borrow anything from other candidates during the examination.
- k. Candidate shall not talk or disturb other candidates after commencement of the examination.
- l. Candidate shall not remove a leaf or a part there of, from the answer book.
- m. While leaving the examination hall candidate shall handover all answer books/papers etc to the Supervisory staff.
- n. 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”.
- o. 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.
- p. It is the responsibility of the examiner/teacher on duty to report UFM cases through concerned HoD/Dean and forward them to the controller of examinations so that the cases presented before the UFM Committee.

26. UNFAIR MEANS / MALPRACTICES

- a. 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:
 - i. An attempt to have access to the question paper before the test / examinations.
 - ii. 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.
 - iii. 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.
 - iv. Use / possession of unauthorized reference material during test / Examination.
 - v. Any form of communication by the examinee with any one in or outside the examination room while the test / Examination is in progress.
 - vi. 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.
 - vii. Receives assistance from other persons in the examination.
 - viii. Gives assistance to another candidate or allow him/her to copy from his/her answer book in the examination.
 - ix. Removes a leaf or leaves from his answer book.
 - x. Uses abusive or obscene language in his answer book.
 - xi. Smuggles an answer book in or out from the examination hall.
 - xii. 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.

- xiii. 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.
- xiv. If a candidate gains admission to the examination or attempts to gain admission by making a false statement in his/her admission form.
- xv. Producing a false document forging another person's signature on a document.
- xvi. Allowing another person to impersonate him/her.
- xvii. 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.
- xviii. 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.
- xix. 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.

27. PUNISHMENTS / PENALTIES TO BE CHARGED TO UFM CANDIDATES

- a. 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.
- b. 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.
- c. 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/- .
- d. 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.
- e. 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.
- f. 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.

- g. 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.
- h. 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.
- i. 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).
- j. 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.
- k. 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.
- l. 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.
- m. 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.
- n. 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.
- o. 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.
- p. 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.
- q. 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.
- r. 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.
- s. 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.
- t. 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.

- u. 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.

28. COMMITTEE DEALING CASES OF UNFAIR MEANS IN THE EXAMINATIONS

- a. 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.
- b. 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.
- c. Each member shall have a single vote.
- d. The senior most member shall be the Chairman of the Committee.
- e. 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.
- f. The quorum of the Committee shall be two-third of its total membership.
- g. In case of difference of opinion among the members, the majority decision shall be regarded as the decision of the Committee.
- h. 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.
- i. 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.
- j. 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.
- k. 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.
- l. 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.

29. APPELLATE COMMITTEE

- a. 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.

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

- a. The following policy for destruction of Question Papers/Answer Books/result sheet of all types of University examinations will be adopted.
 - i. Question paper, if not part of the answer book, will be disposed-off after the conduct of the examination.
 - ii. Answer scripts along with a sample question paper will be preserved for one year after the declaration of the terminal result.
 - iii. Soft copies will be retained forever as duplicate record at a different and secure place.

31. SPECIAL EXAMINATIONS

32. The Special Examination will be allowed for final term examinations only and the student must submit his/her request for Special Examination to University Examination Committee through the DAC within a month after the final examination. The Special Examination shall be allowed on the following conditions:

- a. Attending a sports event or any other official engagement on behalf of the University during the scheduled examination issued by the Controller of Examination, which has been approved by the Competent Authority/ Vice Chancellor.
- b. Death of an immediate family member (mother, father, brother, sister, children, spouse and grandparents) of a student on the day of scheduled examination issued by the Controller of Examination. The grieving student shall produce the death certificate of his/her immediate family member issued by the NADRA or recognized public/ private hospital in favour of kin student. The grieving student has to submit the relevant document/ CNIC/ B.Form of the deceased family member. Special Examination shall not be conducted on the death of family members except for listed above.
- c. Hospitalization of the student in a recognized public/private hospital on the day of scheduled examination by the Controller of Examination. Hospitalization means a student is admitted to a recognized public or private hospital on medical grounds. The student has to produce a hospitalization medical certificated issued by the Medical Superintendent (MS) of Government Hospital or CEO of the Private Hospital. The OPD slip or any medical prescription/test from a medical officer/ medical technician/ medical compounder or any unrecognized medical clinic/laboratory shall not be acceptable for Special Examination.
- d. The grieving student shall fulfill all requirements of examination including 75% attendance and no outstanding fee/dues against him/her.
- e. The request of students for Special Examination fulfilling the above-mentioned conditions shall be vetted by the DAC concerned within a month of the end of the final examination and shall be forwarded to the Special Examination Committee of for further necessary action, which shall be the approving authority.
- f. The Special Examination Committee shall be consisted of the following members:
 - i. Pro-Vice Chancellor Chair/ Convener
 - ii. Dean of Faculty Concerned Member
 - iii. Chairperson of Department Concerned Member
 - iv. Registrar Member
 - v. Medical Consultant of UoT Member

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| vi. Controller of Examination | Member/Secretary |
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- g. The Special Examination Committee shall scrutinize the requests for Special Examination submitted the DAC on the basis of above conditions.
 - h. After the approval of the conduct of the Special Examination, the student shall deposit the Special Examination Fee within time.
 - i. The Special Examination, after the approval of the Special Examination Committee, shall be conducted by the Controller of Examination Office in consultation/ Coordination of the Departmental Chairperson and the course instructor/teacher within a week and the result shall be submitted by the course instructor/ teacher to the Controller of Examination within a week, i.e. a fortnight period.
 - j. There shall be no Special Examination in a semester for failed students. If a student fails in a subject/ course, he/she has to repeat the said subject/ course.

33. TEACHER EVALUATION BY STUDENTS

- a. A teacher will be evaluated as per the following HEC criteria. Head of the Department/QEC will ensure to have every course teacher evaluated by the students on the prescribed proforma.
- b. Evaluation shall be done in the last two week of the semester but before the terminal examination, in the absence of the course teacher so as to maintain impartiality.
- c. This evaluation will be objective and will be shared with the concerned course teacher for his knowledge and improvement.
- d. Evaluation done by the students will be completely anonymous, i.e. the student is not supposed to indicate himself by name, or roll numbers, or registration numbers or by any other means whatsoever.
- e. The evaluation will be sent to concerned Dean for further necessary action.

34. COURSE FILE

- a. Maintenance of Course File is compulsory for the course teacher/instructor.
- b. The “Course File” will have a complete record of everything that happened during the semester. The course file will usually contain:
 - i. Academic calendar
 - ii. Time table
 - iii. Course title and short description of the course
 - iv. Course coding
 - v. Lecture breakdown for entire semester
 - vi. Weekly Teaching schedule
 - vii. Date sheets of mid and final term examinations
 - viii. Grading policy will identify each activity such as homework, quizzes, mid-semester examination, terminal examination, term papers
 - ix. Copy of each homework assignment
 - x. Copy of each quiz given
 - xi. Copy of mid semester examination
 - xii. Grading sheets of the course detailing statistical data on the grades obtained by students
 - xiii. Difficulties/problems faced during classroom / course delivery.

35. MAINTENANCE OF EXAMINATION RECORDS

- a. 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 the Vice Chancellor. The Controller's office shall act as Central Record Office.
- b. 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/her custody.
- c. 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.
- d. All answer books and other scripts of mid-term and final term examinations shall be kept on record by the Controller Examinations for at least one year after the declaration of the final semester results. However, in case of a student's degree program extends beyond the normal duration his/her records shall be separated and kept on record for at least six months after the declaration of his/her results.
- e. All students should be given a time of at least six months for any grievances including correction of typos, errors, and mistakes in marks, names, etc. and they should be informed before their final semester examinations.

36. RESULT DECLARATION

- a. All assessment records of sessional marks including quizzes, assignments, projects, etc. shall be shown to students for the purpose of maintaining transparency and their satisfaction.
- b. The mid-term result of a semester shall be prepared and displayed on the departmental notice board by the concerned teacher within 7 days of the end of such examination. The course instructor/teacher shall show the students their mid-term examination papers including the answer books.
- c. After holding the final-term examination of a semester each teacher shall prepare three copies of the result/awards on the prescribed subject award list. He/she shall retain one copy and submit two copies to the Semester Coordinator of Examinations along with answer books and question paper. The Semester Coordinator of Examinations shall keep one copy in his/her record while forward the second copy of the award list to the Controller of Examinations for notification and declaration of results duly signed by the head of department/institute/center. A teacher may show the students the assessment records of their final term examination papers including answer books.
- d. The result of each semester shall be declared within 10 days of the conduct of the Final Term examination.
- e. The consolidated result shall be declared within 30 days of the conduct of the last examination of the Final Semester of the program.
- f. For the programs / degrees where research is optional, the students are required to submit the Thesis / Research Project report within two months from the date of last examination of the final semester. The evaluation of the project shall be made by the panel of three examiners including his/her supervisor appointed by the Dean on the recommendation of HoD concerned. The final project results in term of marks and letter grade shall be compiled by the panel and send to the Controller Examinations through concerned HoD within one week of the final successful oral examination.

37. DEPARTMENTAL SEMESTER COMMITTEE (DSC)

- a. The Head of every Department shall notify a Departmental Semester Committee (DSC), comprising of 4 members including the Head of the Department as the Convener, two senior faculty members and Semester Coordinator of Examinations as the Secretary of the Committee, to perform the following functions:
 - i. Supervise and ensure the semester schedules, class attendance, readmission, semester break according to policies of University.
 - ii. Periodic assessment of the progress of different courses being taught.
 - iii. Periodic assessment of the contents of different courses being taught.
 - iv. Investigation of any irregularity in the assessment of any course taught.
 - v. Periodic assessment of the method of teaching, pattern of question papers, and any other relevant aspect.
 - vi. The Committee shall submit annual report on the academic performance and assessment of students to the respective Dean.
 - vii. Approval of change of specialization.
 - viii. Co-ordinate with the Controller of Examination through Semester Coordinator of Examination.
 - ix. Review and forward to Controller of Examination the case of a student to appear in a special examination.
 - x. 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.
 - xi. The decision of the Departmental Semester Committee shall be final.
 - xii. The Committee shall look after the use of un-fair means during the any examination, and also the general behavior of students.
 - xiii. The Committee shall be entitled to impose appropriate penalties as per university rules.
 - xiv. The Committee shall be entitled to review and analyze the question paper on standard format.
 - xv. All the proceeding of the Committee shall be recorded by the Secretary (Semester Coordinator of Examinations) and approved by the Convener.

38. COMPUTATION AND APPROVAL OF RESULTS

- a. The Semester Coordinator of Examination 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 and approved by the Vice Chancellor.

39. RECHECKING

- a. 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-totaling of marks and checking for unmarked questions or re-examining the answers.
- b. 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.

40. POLICY / PROCEDURE FOR ISSUANCE OF TRANSCRIPT AND DEGREE

- a. Provisional results of examinations at the end of each semester shall be notified by the Controller of Examinations and shall be available to students at the department and online.
- b. Final transcript shall be issued to students once they have completed all the requirements for the award of degree.
- c. Outstanding dues should be cleared before student request for the final transcript.
- d. Degree shall be issued in the convocation. However, a student desirous of obtaining degree before convocation should apply on the prescribed form.
- e. For issuance of duplicate transcript, a student has to submit an application stating the reason along with the duplicate transcript fee to the Examination Branch.
- f. For issuance of duplicate degree, a student has to submit an affidavit notarized or signed by magistrate stating the reason on a stamp paper of Rs. 20/- along with duplicate degree fee. Sample affidavit is available in the Examination Branch.

41. AWARD OF GOLD MEDAL

- a. Gold Medal will be awarded to the highest achiever student of a discipline/batch on the basis of CGPA.
- 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 results.
- c. An Award/Merit Certificate Committee constituted by the Vice Chancellor including controller examinations, deans of faculty and Registrar. A senior most Dean will be the Convener and Controller Examinations will be the Secretary of the Committee.
- d. The medals shall only be awarded during the respective convocation.
- e. Following will be the criteria for the award of Gold Medal:
 - i. If the number of students is between 1 and 4, minimum CGPA for award of Gold Medal will be 3.75 /4.00.
 - ii. If the number of students is between 5 and 9 in a program, minimum CGPA for award of Gold Medal will be 3.50/4.00.
 - iii. If the number of students is 10 or above, the Gold Medal will be awarded, provided minimum CGPA is 3.25/4.00.
 - iv. In case two students are tied on CGPA, then the CGPA/ their percentage will be counted up to three decimal points to break the tie.
 - v. If the tie is not broken, both the students will be awarded Gold Medal.
- f. **Disqualification from Medal:** Students in following cases will be disqualified from the award of medals:
 - i. A student who has been punished by the Unfair Means Committee during his academic program.
 - ii. A student who has ever been awarded 'F' grade /re-appear for any reason whatsoever or has improved course(s).
 - iii. A student who has been issued with written warning over discipline.
 - iv. Any student who fails to complete degree requirements within the minimum duration of the program.
 - v. The students who have been migrated/transferred from any other university.

- vi. In the above mentioned cases, the university will have the right to either award the medal to the next student on the merit list or the medal for that particular position may be cancelled for that batch.

42. BRIDGING OF ASSOCIATE DEGREE PROGRAM (ADP) WITH FOUR YEARS BACHELOR DEGREE PROGRAM (BSP)

- a. **Associate Degree Program (ADP):** University of Turbat shall offer two (2) year Associate Degree Programs (Level-5 Qualification) after intermediate (12 years schooling) through its department/institute and allows its affiliated colleges to offer the ADP in market driven subjects based on local and regional community and industry needs.
- b. **Award of Associate Degree:** Upon successful completion of four (4) semesters of a four (4) year BS degree program in any discipline, if a student is unable to continue his BS program due to personal or other reasons, he/she shall be considered eligible for the award of an Associate Degree in the relevant subject. The Nomenclature of the Associate Degree 'Title' may be written on degree as Associate Degree in (Field of Study/Discipline) e.g. "Associate Degree in Botany".
- c. **Requirements for Award of Associate Degree:** Within the requirements given in the Pakistan Qualification Framework, to obtain an AD degree, students will have to complete the following requirements:
 - i. Credits and Courses: To be eligible for the honor of an associate degree from the University of Turbat, a student must complete at least 60 credit hours of courses (or 50% of the courses taken in the first four semesters of BS degree program) in either the AD or BS degree programs.
 - ii. The minimum cumulative grade point average (CGPA) for the award of an associate degree is 2.00 out of 4.00.
 - iii. The actual number of courses will depend on the credit hours of the courses. If all courses are of 3 credit hours, students must take a total of 20 courses as a minimum requirement for the award of the AD degree.
 - iv. The AD Degree shall be awarded to the students quitting the BS degree program after passing four semesters from 2020 and onwards.
- d. **Admission in BS Degree Programs with Associate Degree:** An associate degree may also be transferred to a four (4) year bachelor's degree in a related discipline. However, students with this qualification will need to formally apply for admission to a discipline-specific BS program. Applications of students will be scrutinized as per the rules and regulations. Availability of seats in the BS program will be required for admission of associate degree students.
- e. **Requirements for Admission in a BS Degree Program with Associate Degree:** Students with AD degree from University of Turbat or any other university or HEI recognized by HEC will be allowed to take admission in BS degree program in a given department/institute/affiliated college of UoT provided that:
 - i. For admission to the 5th semester of the BS program, a minimum cumulative grade point average (CGPA) of 2.00 out of 4.00 is required in the AD degree.
 - ii. The hosting department/institute/affiliated college should have vacant seats before announcing the admission for the 5th semester of the respective BS degree program.
 - iii. The students may be required to take deficiency courses apart from the remaining courses at the hosting department/institute/affiliated college of UoT.

- iv. The maximum duration of four (4) years BS Degree program remains the same (i.e. 6 years).
- f. Transfer of Credits among the affiliated colleges:** Students enrolled in an affiliated college may transfer their credit hours to another affiliated college with the same AD degree program prior to the start of classes and subject to seat availability at the hosting college. However, such credit transfer cases will be processed by the Head of affiliated colleges and approved by the Migration/Credit Transfer Committee of the University.
- g. Transition from Annual based BA/BSc. and ADA/ADS to BS (4-Years) degree Programs:** Students who have already graduated with BA/BSc. or ADA/ADS (annual system) shall be accommodated in BS degree programs of UoT and its affiliated colleges under the following rules.
- As per the academic calendar of UoT, admission to the BS (Bridging) program will be announced in the Fall semester so that these students can effectively catch up with other students in the 5th semester in the Spring semester.
 - For admission to 5th semester of BS program, a minimum of 48% marks (or equivalent to 1.99 CGPA) obtained in BA/BSc. or ADA/ADS (annual system) is required.
 - The University or its affiliated colleges shall admit students with BA/BSc or ADA/ADS (Annual System) degrees for fifth semester of the respective BS degree program one semester before the fifth semester.
 - Students shall be required to take 5-6 deficiency courses of 15-18 credit hours in the bridging semester before merging in fifth semester, in addition to remaining courses at the hosting department/institute/affiliated college of UoT.
 - After intake of BA/BSc/ADP into BS program through 5th semester, a student needs to complete the degree into 3.5 years. All other rules and regulations for bridging degree programs, unless explicitly mentioned, the rules and regulations for two-year associate degree programs shall apply.
 - The title of the degree with bridging semester shall be same as the BS Degree, but the transcript shall be designed differently. The courses in transcript shall be deigned in three portions. The first part includes all courses of BA/BSc or ADA/ADS with the title ‘BA (2-year)’, BSc (2-year)’, ‘ADA (2-year)’, or ‘ADS (2-year)’ in the transcript. The second part include a semester with title ‘Bridging Semester’ that includes the courses offered in the bridging semester. And the final part of transcript includes courses in the 5th, 6th, 7th, and 8th semester with semester title ‘Fifth Semester’, ‘Sixth Semester’, ‘Seventh Semester’ and ‘Eighth Semester’ respectively. For calculating the CGPA, all courses in BSc/BA or ADS/ADA would be counted 50 credit hours as per the HEC ‘National Qualifications Framework of Pakistan 2015’.
 - The courses of BA/BSc or ADA/ADS (annual system) shall be converted into a total of 50 credit hours for calculation of CGPA as per the given formula:

| BA/ADA | | | BSc/ADS | | |
|------------------|-------|--------------|------------------|-------|--------------|
| | Marks | Credit Hours | | Marks | Credit Hours |
| English | 200 | 12 | English | 100 | 6 |
| Pakistan Studies | 50 | 4 | Pakistan Studies | 50 | 4 |
| Islamic Studies | 50 | 4 | Islamic Studies | 50 | 4 |
| Elective – I | 200 | 12 | Elective – I | 200 | 12 |
| Elective - II | 200 | 12 | Elective - II | 200 | 12 |
| Optional | 100 | 6 | Elective - III | 100 | 12 |

| | | | | | |
|-------|-----|----|--|-----|----|
| Total | 800 | 50 | | 800 | 50 |
|-------|-----|----|--|-----|----|

- viii. **Conversion of Annual System marks to GPA/CGPA:** The percentage marks obtained in BA/BSc or ADA/ADS (annual system) are converted into following grade points as per HEC guidelines:

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

This conversion table is only for the purpose of students who have obtained degrees under the annual system.

- ix. The range of marks defined above for a particular grade shall be split further to reflect incremental grade points.

| % Marks | Grade Points | Letter Grade |
|--------------|--------------|--------------|
| Less than 33 | 0.00 | F |
| Grade: D | | |
| 33 | 1.00 | D |
| 34 | 1.06 | D |
| 35 | 1.12 | D |
| 36 | 1.18 | D |
| 37 | 1.24 | D |
| 38 | 1.30 | D |
| 39 | 1.36 | D+ |
| 40 | 1.42 | D+ |
| 41 | 1.48 | D+ |
| 42 | 1.54 | D+ |
| 43 | 1.60 | D+ |
| 44 | 1.65 | D+ |
| Grade: C | | |
| 45 | 1.66 | C |
| 46 | 1.77 | C |
| 47 | 1.88 | C |
| 48 | 1.99 | C |
| 49 | 2.10 | C |
| 50 | 2.21 | C+ |
| 51 | 2.32 | C+ |
| 52 | 2.43 | C+ |
| 53 | 2.54 | C+ |
| 54 | 2.65 | C+ |
| Grade: B | | |
| 55 | 2.66 | B |
| 56 | 2.73 | B |
| 57 | 2.80 | B |
| 58 | 2.87 | B |
| 59 | 2.94 | B |
| 60 | 3.01 | B |
| 61 | 3.08 | B |
| 62 | 3.15 | B |

| | | |
|--------------|------|----|
| 63 | 3.22 | B+ |
| 64 | 3.29 | B+ |
| 65 | 3.36 | B+ |
| 66 | 3.43 | B+ |
| 67 | 3.50 | B+ |
| 68 | 3.57 | B+ |
| 69 | 3.65 | B+ |
| Grade: A | | |
| 70 | 3.66 | A |
| 71 | 3.68 | A |
| 72 | 3.71 | A |
| 73 | 3.73 | A |
| 74 | 3.75 | A |
| 75 | 3.78 | A |
| 76 | 3.80 | A |
| 77 | 3.82 | A |
| 78 | 3.84 | A |
| 79 | 3.87 | A |
| 80 | 3.89 | A |
| 81 | 3.91 | A |
| 82 | 3.94 | A |
| 83 | 3.96 | A |
| 84 | 3.99 | A |
| 85 and above | 4.00 | A+ |

Note: Fraction is to be rounded as a whole percentage. For conversion detail see Clause 7d)