

SEMESTER
REGULATIONS 2020



Semester Regulations

University of Sahiwal, Sahiwal

(With effect from Spring Semester 2020 and onward)

1. SHORT TITLE COMMENCEMENT AND APPLICATION

- i.** These regulations shall be called University of Sahiwal Semester Regulations-2020.
- ii.** These regulations shall come into force from Spring Semester 2020.
- iii.** These regulations shall be applicable to all degree programs offered by University of Sahiwal under Semester System.

2. DEFINITION

- i.** “University” means University of Sahiwal, Sahiwal.
- ii.** “Vice Chancellor” means Vice Chancellor of University.
- iii.** “Registrar” means Registrar of University.
- iv.** "Controller" means Controller of Examinations of University.
- v.** “Academic Program” means a program of studies which leads to the award of degree to the students in that program upon successful completion of all requirements of that degree.
- vi.** “Course” means a regular / full time course of study leading to the partial / successful completion of the program, as the case may be.
- vii.** “Grade Point Average (GPA)” means the semester grade points earned in a semester or in the course of study divided by total number of credit hours.
- viii.** Cumulative Grade Point Average (CGPA) means grade points (GPs) earned in all courses including thesis (if applicable) divided by the total number of credit hours taken by a student.
- ix.** “Unfair Means Committee” means a committee constituted under these regulations to deal with matters related with use on unfair means by students in exams.
- x.** “Semester Implementation Committee” means a committee constituted to deal with the case referred to it under these regulations.

3. TIME SCHEDULE

- i)** There will be two regular semesters in an academic year (fall and spring semesters), each semester shall be of 16-18 weeks (inclusive 1-2 weeks for exams). However, the Summer Semester shall be 8-9 weeks of concentrated study for completing remedial

course work. The contact hours in summer semester may be doubled to ensure that the course is completely taught during the summer semester/session.

ii) The dates for starting of each semester in each academic year shall be notified by the Registrar/ Director Academics in the form of Academic Calendar.

4. ACADEMIC CALENDAR

The Registrar / Director Academic will publish a schedule of complete academic year, including Fall and Spring semesters for the convenience of the all stakeholders. The calendar will include the following information:

- i. Semester starting date
- ii. Holidays during the semester
- iii. Mid Term / Final Term Examinations
- iv. Date of Thesis Submission of BS / MS / MPhil / LLM / Ph.D. as the case may be
- v. Final year project / Thesis / reports of BS / BBA / ADP (where applicable)

5. CREDIT HOURS

- i. A credit hour means teaching / earning a theory course for one hour each week throughout the semester.
- ii. One credit hour in Computer Lab or practical work/ project would require Lab contact of three hours per week throughout the semester.

6. TEACHING METHODOLOGY

- i. Teaching at the University shall be conducted through lectures, presentations, discussions, case studies and practical work in laboratories, demonstrations, field work, seminars, tutorials, audio-visual aids, video conferencing and study tours.
- ii. Teaching shall be conducted by the faculty member of the university or such other person(s) as may be declared to be a faculty member by the competent authority of the University who may be called as visiting faculty member.
- iii. Medium of instruction for teaching and examination will be English except the subjects which are in other languages i.e. Urdu, Arabic & Punjabi etc.

7. ATTENDANCE:

(i) Every student of the University is required to maintain at least 75% attendance in each course. A student who fails to meet the minimum requirements of attendance in any course will not be allowed to take final examination for that course.

ii) Attendance list of each course will be displayed on notice board at least one (01) week before the start of final examination by the course instructor / Chairman / HOD / Teacher In-Charge / Senior Most Teacher.

iii) In case the student remains absent from the class for seven (07) consecutive days without leave, his/her name will be removed from the rolls.

iv) If a student wants to re-join the class, will submit a request to Chairman / HOD / Teacher In charge / Senior Most Teacher who after the approval from the competent authority may allow him / her to continue studies / classes.

v) In case of any deficiency in attendance, properly notified through the notice board, the student will not be allowed to sit in the final examination otherwise concerned teacher will be responsible in case of any issue.

vi) Students having less than required class attendance in a particular course will be required to repeat the course.

vi) A leave will always be counted as absence.

8. COURSE FILE

Maintenance of Course File is mandatory for all faculty members teaching a course(s). The Course File shall have complete record of all relevant academic activities undertaken throughout the semester. The Course File may contain:

1. Description of course (s)
2. Course coding
3. Weekly teaching schedule
4. Dates of midterm examination
5. Copy of each work assignment
6. Copy of each quiz given
7. Copy of Midterm examination results.

8. Copy of final term and Sessional results duly signed by the teacher
9. Difficulties/problems faced during classroom/course delivery
10. Class attendance of students

9. WITHDRAWAL OF COURSE(S)

i) A student shall be allowed to withdraw only one course in first semester provided that the withdrawal can help the student in improving his / her performance. Such withdrawal can be made within 14 days from the commencement of semester. Withdrawal of the course will not be counted as a failure. This shall also be communicated to the office of the Controller of Examinations.

ii) Withdrawn course shall be represented by the letter grade “W” in GPA calculation and will not be treated as “F” grade, i.e. the credit hours of a W course will not be counted towards calculating GPA / CGPA of the student.

iii) Students have to repeat the withdrawal course (s).

10. REPEATING COURSES

If a student is not allowed to take the examination of any course due to shortage of attendance or on failing a course, he/she shall be required to register himself / herself in that course whenever offered again, attend the classes regularly and reappear in examination. The credit hours of repeating courses shall be considered for the purpose of calculating maximum semester work load of the student.

11. SEMESTER FREEZING

A student may be allowed to freeze a semester if s/he is not able to continue under unavoidable circumstances. However, this option can only be exercised subject to the following conditions:

- i.** Semester freezing will be granted by the Chairman/ HOD/Teacher In- Charge/ Senior Most Teacher in response to the request made by the student with cogent and plausible reasons under intimation to office of the Controller of Examinations.
- ii.** If a student freezes a semester, s/he will resume his / her studies from the same stage where s/he left (froze).
- iii.** The maximum duration of the degree program as stipulated in these regulations shall remain the same.

- iv. Freeze semester shall be counted towards the duration of the program. The facility of freezing will be allowed only once during whole degree program and for two semesters only (one academic ear). A student so permitted to freeze his/ her semester is required to resume his / her studies after the two semesters (one freed semester and other gap with zero credit hour semester) on the recommendation of Chairman / HOD / Teacher In charge / Senior Most Teacher. For the de-freezing of a semester, the student will have to submit his / her request to Chairman / HOD / Teacher In charge/ Senior Most Teacher at least one (01) week before the start of semester.
- v. The option of semester freezing will only be exercised / availed after the completion of first semester.
- vi. The students on probation are not eligible for freezing of semester. The Student has to deposit the fee as prescribed from time to time for freezing of semester. During the semester freeze, bonafide status of the student shall remain suspended. The student will not be entitled to avail any privilege of a regular student.
- vii. The semester freeze request can only be entertained within 14 days from the commencement of semester. The student will have to pay dues at the prevalent rate at rejoining time and shall be required to follow all the Regulations & Regulation prescribed for new session as applicable for all Programs.

12. REGULATIONS FOR SUMMER SEMESTER

- i) A course in the summer semester will be offered only if a minimum of 05 students are willing to take the course. However, in exceptional cases a course will be offered to less than 5 students as a special case on the recommendation of the Chairman / HOD / Teacher In-Charge / Senior Most Teacher and the Dean of the Faculty duly approved by the Vice Chancellor.
- ii) The students are allowed to take only 2 courses during summer semester (up to 08 credit hours).
- iii) Students opting internships are not allowed to take course(s) in summer semester.
- iv) The fee as prescribed by the University from time to time will be charged per course per student, if less than five (05) students are enrolled in a course, they will have to pay the fee equivalent to five (05) students accumulatively

13. DEGREE PROGRAMS AND DURATION

- i. The duration and credit hours requirement of various degree program is tabulated as under:

Program	Years of Education	Duration		Minimum Credit Hours
		Minimum	Maximum	
Bachelors (4 years)	16	4 years	6 Years	124
Bachelor (5 years)	16	5 years	7 years	160
Master	16	2 years	3 years	66
MS/M.Phil. or equivalent (all programs)	18	2 years	4 years	30
Ph.D.	21	3 years	8 years	18

- ii. All degree programs must be completed within the time period laid above.

Note:

- Maximum duration implies the compensation for time lost due to unavoidable circumstances if degree is not completed within minimum duration.
- Every department can set their own standard of credit hours according to guidelines of respective Accreditation Councils or Board of Studies of concerned department and Academic Council.

14. COMPREHENSIVE EXAMINATIONS

There shall be a qualifying comprehensive examination for Ph.D. degree at the end of coursework. A maximum of two chances will be given to a candidate to pass the comprehensive examination. The comprehensive examination will be held twice in a year.

To qualify comprehensive examination, students will have to secure a minimum of 60% marks. The comprehensive paper will be prepared and administered by the Departmental

Examination Committee and two external examiners. External examiners shall be approved by the Vice Chancellor.

15. COURSE LOAD FOR FALL AND SPRING SEMESTERS

a) Student Admitted to BS / BBA / LLB / M.A / M.Sc. or Equivalent Programs

A student normally enrolls 15-18 credit hours in a regular semester. Undergraduate students must take at least 15 credit hours in a regular semester to be classified as a full-time student. To qualify a course, it is essential to pass separately theory part and practical part (where applicable). A student who wishes to enroll for more than 21 credit hours may be allowed by the respective Chairman / HOD / Teacher In charge/ Senior Most Teacher to take one extra course of maximum 3 credit hours in case of repeating /failed/dropped courses.

b) Students Admitted to MS / LLM / MPhil or Equivalent Programs

A student normally enrolls for minimum 9 credit hours in a regular semester. A graduate student must take at least 9 credit hours in a regular semester to be classified as a full-time student. To qualify a course, it is essential to pass separately theory part and practical part (where applicable). However, student can take an additional course of maximum 3 Credit hours in case of repeating /failed/dropped courses/improvement course.

c) Students Admitted to Ph.D.

A student normally enrolls for minimum 9 credit hours in a regular semester. A student must take at least 9 credit hours in a regular semester to be classified as a full-time student. To qualify a course, it is essential to pass separately theory part and practical part (where applicable). However, the student can take an additional course of maximum 3 Credit Hours in case of repeating /failed/dropped courses/ Improvement course.

Note: If a student fails to improve the marks, the previous marks will be considered for the calculation of GPA/CGPA.

16. GRADING SYSTEM

i. Ready Recknor (4.00 GPA)

Marks	GPA	Grade
100	4.00	A
99	4.00	A
98	4.00	A
97	4.00	A
96	4.00	A
95	4.00	A
94	4.00	A
93	4.00	A
92	4.00	A
91	4.00	A
90	4.00	A
89	4.00	A
88	4.00	A
87	4.00	A
86	4.00	A
85	4.00	A
84	4.00	A
83	4.00	A

Marks	GPA	Grade
82	4.00	A
81	4.00	A
80	4.00	A
79	3.90	B
78	3.90	B
77	3.80	B
76	3.70	B
75	3.70	B
74	3.60	B
73	3.50	B
72	3.50	B
71	3.40	B
70	3.30	B
69	3.30	B
68	3.20	B
67	3.10	B
66	3.10	B
65	3.00	B

Marks	GPA	Grade
64	2.90	C
63	2.90	C
62	2.80	C
61	2.70	C
60	2.70	C
59	2.60	C
58	2.50	C
57	2.50	C
56	2.40	C
55	2.30	C
54	2.30	C
53	2.20	C
52	2.10	C
51	2.10	C
50	2.00	C
Below 50 Marks		Fail

- i. Fraction of marks obtained in a course shall be counted as one mark, e.g. 60.3 shall be considered as 60 while 59.5 or more is to be considered as 60.
- ii. Grade Point Average (GPA) is an expression for the average performance of student in the courses, he/she has taken during any semester. Thus GPA may be calculated for 1st semester, 2nd semester or any other semester.
- iii. CGPA and GPA shall be rounded to 2 decimal places, e.g. a CGPA/GPA of 3.084285 shall be reported as 3.08, while a CGPA/GPA of 3.065124 shall be reported as 3.07.
- iv. If a student fails in a course, s/he will be awarded “F” for failure in a given course grade representing s/he has failed the course in that semester. S/he will repeat the failed course whenever offered again. In case he / she passes the same in subsequent semester, it will be signified by“(r)” showing that it is a repeated course passed later on.
- v. It shall be mandatory for a student to pass both written and viva voce examination of a research project/research thesis/research report (where applicable).

- vi. Scripts of midterm examinations should be shown to students after marking by the relevant teachers.

17. EVALUATION

The students' performance would be evaluated through subjective and objective methods including quizzes, presentations (individual and group), group discussions / case studies / project assignments/lab reports (where applicable) in addition to mid-term and final term examinations. Question paper for the mid and final term examination shall be set by the respective teacher. However, Chairman / HOD / Teacher In-Charge/ Senior Most Teacher shall ensure the quality and standard of the question paper set by the teacher. Schedule of examinations (Date Sheet) for midterm and final-term examinations shall be notified at least one week before the commencement of respective examinations and also be forwarded to the office of the Controller of Examinations. The teacher shall send the final award list of the course through the respective Chairman / HOD / Teacher In-Charge/ Senior Most Teacher to the office of the Controller of Examinations within 10 days after the end of a semester. The Dean may condone the delay in result submission. A copy of the award list will be maintained by the respective department. On receipt of the award lists, the Controller of Examinations shall notify the results and send copies to the office of the Dean / Chairman / HOD / Teacher In charge/ Senior Most Teacher. Moreover Chairman / HOD / Teacher In charge/ Senior Most Teacher can send all award lists of a semester collectively to the Controller of Examinations for the declaration of results. Provisional announcement of the result of a program will be made by the Controller of Examinations and Final Notification of the results shall be made by the Controller of Examinations by displaying on the University Notice Board / Gazette / University Website

These assessment marks (to be determined by the faculty member concerned) will have different weightage contributing towards the overall assessment in percentage marks. This weightage will be determined on the basis of the following guidelines:

Sessional Marks (Quizzes/Presentations/Assignments)etc,20%

Mid-Term Examinations	30%
Final Examinations	50%

18. DURATION OF EXAMINATIONS

In view of weightage for examinations, the duration of various exams shall be as follows:

Midterm Examination:	At least 90 Minutes
Final Term Examination:	At least 2-3Hours

19. COMPUTATION OF SEMESTER GPA AND CGPA

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

$$\text{GPA} = \frac{\text{Sum of Courses in Semester (Course Credit Hours x Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum Over all Taken courses in all semesters (Course Credit Hours x Grade Point Earned)}}{\text{Total Credit Hours Taken In All Semesters}}$$

Note: For Project / Dissertation, the evaluation of a student will be based on:

- *Project Report/ Dissertation submitted by the student.*
- *Performance in viva voce examinations.*

20. CGPA REQUIREMENT TO QUALIFY FOR NEXT SEMESTER

- i.** Students must maintain a minimum CGPA of 2.00 (for BS/ BBA / LLB / MA/ M.Sc. or equivalent), 2.50 (for MS / LLM / M.Phil or equivalent) and 3.00 for Ph.D. on cumulative basis during the course of their academic program.
- ii.** However, students securing a CGPA equal to or more than 1.70 but less than 2.00 in BS/ BBA / LLB / MA / M.Sc programs in first semester and CGPA equal to or more than 2.00 but less than 2.50 in MS / LLM / MPhil programs in first semester shall be on probation for next semester.
- iii.** Students acquiring CGPA less than required for BS/ BBA / LLB / MA / M.Sc & MS / LLM / MPhil programs in two consecutive semesters shall be dropped from university rolls. However these students may be allowed to seek re-admission (if applicable in admission policy of the university).

- iv. However, if a student fails to comply with above mentioned conditions in fifth and subsequent semesters in undergraduate program and third and subsequent semesters in two years programs, he/she will be detained in that semester and he / she will repeat the semester. He / She may be promoted to the next semester on attaining a CGPA of 2.00. The students will have to complete their courses within the stipulated time for completion of degree which is two additional semesters for two years programs and four additional semesters for four years programs.

21. CGPA REQUIRED FOR THE AWARD OF BS / BBA / LLB / MA / MSC / LLM / M.PHIL / MS / Ph.D. DEGREE

- i. Minimum requirement for the award of BS / MA / MSc and MS / LLM / M.Phil degrees shall be a CGPA of 2.00 and 2.50 respectively.
- ii. In order to continue research at PhD level, a candidate must secure a CGPA of 3.0, however, GP of 2.50 is required in order to qualify a course. The evaluation procedure and the computation of CGPA shall be done according to procedures adopted for other programs by the university. If a student fails to obtain a qualifying CGPA at the end of final semester, he/she shall be allowed to improve the CGPA by taking the course with low grade i.e. C grade.

22. SPECIAL EXAMINATION

If a student is unable to appear in one or more courses in the Midterm and Final term Examinations of semester due to performing of Hajj and Umrah / Medical excegencies / maternity / death of parents, spouse, children, mother in law and real uncle in law, he/she may be allowed to appear in the special examinations within ten days of the examinations to be arranged by the department provided that:

- a) He / She fulfill the conditions of having attended the prescribed number of lectures as laid down in the regulations.
- b) He / She is laid down as an indoor patient of a recognized Hospital, or if he/she is not hospitalized as defined above, the candidate shall be examined by the Medical Superintendent of Civil Hospital who may certify the inability of the student to appear in the examination or otherwise.

- c) Application of the student must reach the department on or within three day (03) of Examination.
- d) The student shall have to pay a fee of Rs. 1000/- per course for special midterm and final term examination.

23. DEPARTMENTAL EXAMINATION COMMITTEE

a) Constitution of Committee

Each department / centre / institute / college shall have to constitute a Departmental Examination Committee comprising following members:

- i. Chairman / HOD / Teacher In charge/ Senior Most Teacher
- ii. Three to four senior most faculty members where available.

b) Functions of Committee

- i. In case of any query/ problem the committee may ensure content coverage of courses by comparing question papers with course outline and work plan.
- ii. Examine all problems regarding uniformity before declaration of results.
- iii. Address and decide student complaints/appeals regarding grade awards. In case student is not satisfied with the decision of Departmental Examination Committee then the student may put her appeal before Semester Implementation Committee.

24. SEMESTER IMPLEMENTATION COMMITTEE

There shall be a Semester Implementation Committee (SIC) comprising of the following as members:

Senior Most Faculty Member Nominated by the Vice Chancellor	Chairperson
One Faculty Member of each Faculty (Nominated by Vice chancellor)	Members
Registrar or his /her Nominee	Member
Controller of Examination/ Additional CoE or his /her Nominee	Member
Co-opted Members from Concerned Department	Member
Deputy Controller of Examinations (Semester System)	Secretary

i. QUORUM FOR THE SEMESTER IMPLEMENTATION COMMITTEE MEETING

The quorum of the committee for a meeting shall be one half of total members.

ii. FUNCTIONS OF THE SEMESTER IMPLEMENTATION COMMITTEE

- i. The Committee shall be appellate forum against the decisions of Unfair Means Committee; the decision of the Semester Implementation Committee shall be binding and final.
- ii. The Committee shall monitor and report on the implementation of semester regulations and address issues arising thereof.
- iii. All matters requiring guidance in respect of semester schedule, conducting of examinations and problems of the students will initially be referred by the faculty member concerned to Chairman / HOD / Teacher In charge / Senior Most Teacher who, if deems fit, shall refer the case to Semester Implementation Committee. The proceedings of Semester Implementation Committee shall be recorded by the Secretary, confirmed by the convener and approved by the Vice Chancellor.
- iv. The Semester Implementation Committee shall also monitor the decisions of Academic Council to ensure their implementation accordingly.

25. CONDUCT OF EXAMINATION

Schedule of examination (Date Sheet) for Mid-term and Final-term examinations shall be notified at least one week before the commencement of respective examinations.

26. INSTRUCTIONS FOR STUDENTS FOR EXAMINATION HALL/ROOM

- i. Students must enter the examination hall / room 10 minutes before the start of the examination and get seated according to sitting plan arranged for a paper for that day.
- ii. The students shall sit in the examination hall / room according to their attendance roll or sitting plan displayed by In-charge examinations / invigilator of relevant department.

- iii.** Students will be allowed to enter the examination room for up to 30 minutes after the start of the examination. No extra time shall be given to late comers for any reason.
- iv.** Students are allowed to leave if they finish their examination early, but not during the first and last 20 minutes of the examination.
- v.** No student will be allowed to appear in an examination without Clearance Slip (attendance & finance) from Chairman / HOD / Teacher In-charge / Senior Most Teacher and student ID card; ID Cards must be kept displayed during the examination.
- vi.** Each student is required to bring his/ her own calculator (wherever allowed), ruler, pen during the examination; borrowing of these items is strictly prohibited.
- vii.** All working i.e. rough work etc should be made on the back side of answer book.
- viii.** All paper must be solved on the provided answer book. No extra sheet is allowed.
- ix.** Writing anything on the question paper, except examination details, is prohibited.
- x.** Use of digital diary, note-book computer, mobile phone or any kind of electronic device during examination is prohibited, unless otherwise allowed by the faculty member concerned in writing.
- xi.** All these devices should be switched off and kept inside the pockets or hand bags.
- xii.** Students / candidates are not allowed to talk to each other inside the examination hall / room.
- xiii.** It is the responsibility of the student / candidate to check the Notice Board regularly for any Notice / Announcement regarding examination and point out any clash in papers to the In-Charge Examinations of department concern. No other way of communication will be used to such announcements of examinations etc.
- xiv.** Students must read the question paper carefully and make sure to observe / follow the instructions given therein.

- xv. No written material including blank papers in any form is allowed inside the examination hall / room.
- xvi. Student's misbehavior and disturbance in and outside the examination hall / room may lead to his/ her expulsion from the hall / room and shall be proceeded against as per the university regulations.

27. RESULT SUBMISSION / DECLARATION

The result notification / overall result of each semester shall be prepared by the Controller Office upon receiving complete results from departments; the notification shall be approved by the Controller of Examinations / Additional Controller of Examinations and signed by Deputy Controller of Examinations / Assistant Controller of Examinations. The result notified by the Controller of Examinations Office shall also be displayed on the notice board by the department.

28. UNFAIR MEANS (UFM)

In case a candidate, who has been allowed to an examination or is appearing or appeared in an examination, commits or attempts to commit any of the following acts:

- i. Removes a leaf from his / her answer book, the answer book shall be cancelled.
- ii. Submits forged or fake documents in connection with the examination.
- iii. Commits impersonation in the examination.
- iv. Copies from any paper book or notes.
- v. Mutilates the Answer Book.
- vi. Possesses any kind of material, which may be helpful to his/her in the examination.
- vii. Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.
- vii. Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
- viii. Misbehaves or creates any kind of disturbance in or around the examination centre.
- ix. Uses abusive or obscene language on the answer script.
- x. Possesses any kind of weapon in or around examination centre.
- xi. Possesses any kind of electronic device which may be helpful in the examination

His / Her case shall result in penalties keeping in view the nature and intensity of offence.

- Cancellation of paper
- Suspension from program for one semester/ one year / more.
- Fine as recommended by the Unfair Means Committee.
- Expulsion forever from the University.
- Any other.

29. PROCEDURE TO REPORT UNFAIR MEANS (UFM) CASES

- i.** Invigilator / course instructor shall report any unfair means (UFM) case in writing along with substantial evidences / relevant material to the Chairman / HOD / Teacher In-charge / Senior Most Teacher soon after the conduct of concerned paper.
- ii.** Chairman / HOD / Teacher In-charge / Senior Most Teacher shall report the unfair means cases to the Unfair Means Committee which shall decide all such cases within 14 working days of the end of respective mid-term / final term examinations.

30. UNFAIR MEANS COMMITTEE (UFM):

There shall be a UFM Committee to be constituted by the Vice Chancellor, for a period of three years, to deal with the cases of alleged use of unfair means in the examination hall/room.

The UFM Committee shall consist of:

- | | |
|---|-----------|
| a) Senior Most Faculty Member (Nominated by Vice Chancellor) | Convener |
| b) Concern Chairman / HOD / Teacher In-Charge/ Senior Most Teacher | Member |
| c) Director of Student Affairs | Member |
| d) Two Faculty Members (Nominated by Vice Chancellor) | Member |
| e) Controller of Examinations / Additional Controller of Examinations | Member |
| f) Examinations | Member |
| g) One member From Faculty of Law (Nominated by Vice Chancellor) | Member |
| h) Deputy Controller of Examinations (Semester System) | Secretary |

- i.** The quorum of the Committee shall be one-half of the total membership.
- ii.** The majority decision of the Committee shall be regarded as verdict of the

Committee.

- iii. If the Committee fails to reach a decision, the matter shall be referred to the Vice Chancellor, who shall decide the case himself
- iv. The student accused of adopting unfair mean in examination hall / room shall be issued show cause notice to give his / her reasonable opportunity to reply.
- v. The student concerned shall be afforded the opportunity of hearing to defend himself / herself.
- vi. If necessary, the Committee may call the reporting examiner / invigilator / teacher to its meeting for further confirmation.
- vii. The student aggrieved of the decision of the Unfair Means Committee may file an appeal to the Vice Chancellor, within 10 days of the notification of the decision of Unfair Means Committee, who shall take the final decision.
- viii. All the proceedings shall be recorded by the secretary and approved by the convener
- ix. The Secretary shall communicate the decision of the UFM Committee to the accused student(s) and to all concerned.

31. RE-CHECKING OF EXAMINATION SCRIPT

The answer book of a candidate shall not be re-assessed under any circumstances.

- a. Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Controller of Examination / Additional Controller of Examinations can arrange for re-checking of examination script by any faculty member from the relevant discipline on the complaint/request of students on payment of prescribed fee to University of Sahiwal. The Controller of Examination or any officer appointed shall see that:

There is no computational mistake in the grand total on the title page of the answer book.

- 1. The total of various parts of a question has been correctly made at the end of each question.
- 2. All totals have been correctly brought forward on the title page of the answer book.
- 3. No portion of any answer has been left un-marked.
- 4. Total marks in the answer book tally with the marks sheet.
- 5. The hand-writing of the candidate tally in the questions/answer book.
- b. The candidate has no right to see or examine the answer books for any purpose.

- c. The marks of a candidate could increase or decrease in light of (a) (iii) above. In the event of changing marks the record shall be corrected accordingly and revised transcript will be issued.

32. DAMAGED / LOST ANSWER SCRIPT

In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the student may be given the following options:

- i. Average marks shall be awarded to the student in that subject/course.
- ii. In case of Final Examination, if the candidate so desires, he/ she shall be given another chance as a special case to retake the Examination in that subject/course in the next examination and no examination fee shall be charged from the student.
- iii. In case of Internal Assessment, if the candidate so desires, he / she shall be given another chance as a special case to take the Make-up Assessment in that subject/course in the same academic session.

33. PERMISSION OF WRITER FOR SPECIAL STUDENTS

A visually impaired student / unable to write may be allowed to attempt the mid / final term Examinations of the University on Braille / Computer / any other means of facilitation. In case a student is physically handicapped / visually impaired, s/he may apply to the Chairperson of the respective department (with medical certificate as proof of her/his disability) for permission to engage a writer in Tests / Examinations of the University two weeks before the start of Tests / Examinations .S/he will be allowed 45 minutes (maximum) extra time to solve the question paper. The qualification of the person who acts as writer of handicapped student must be at least one step lower than that of the student. (E.g. for level 6 student, the writer should be at the most of level 5).

34. AWARD OF GOLD MEDAL / DISTICTION CERTIFICATES

Graduating students fulfilling the following criteria in their respective degree program will be eligible to earn the Medals / Distinction Certificate as under:

1st position: Gold Medal (with Distinction Certificate)

- i.** Students admitted to a particular degree program in a particular year / session will compete as one group irrespective of the sections or morning / evening program.
- ii.** The disciplines where number of students is less than 05, no position will be awarded in semester system.
- iii.** No medal or roll of honor or distinction certificate will be granted to candidates who passed examination in 2nd attempt.
- iv.** The recipient must not have failed or repeated or improved any course during the program and should have completed the degree within the minimum prescribed time period.
- v.** In case of the same cumulative grade point average (up to two decimal places), the matter will be decided on the basis of highest percentage of marks scored by a candidate.
- vi.** Students appearing for improvement will not be eligible for the award of Medal /Distinction.
- vii.** A student will not be eligible for the award of Medal / Distinction, if s/he has been penalized in the past for violation of the regulations of the University, during his/her stay at the University.
- viii.** A position certificate shall be issued to the first five students in terms of CGPA of each session as mentioned in clause (i).

35. DEGREES CONFERMENT

University should conduct Convocation as and when required as per described / approved criteria. Urgent degree can be issued as per University policy upon the request of student. Duplicate Degree may be issued (with completion of all requirements) to a candidate in case the original degree is lost / damaged or in case of change in the name of candidate. .The candidate has to apply to the Controller of Examinations / Additional Controller of Examinations for the issuance of duplicate degree along with the relevant documentary proof as per University regulations.

The Duplicate Degree shall be signed by the Controller of Examinations only.

36. INVIGILATORS FOR ONE CLASS

The invigilation of the midterm and final term examinations will be the responsibility of Chairman / HOD / Teacher In-charge / Senior Most Teacher who along with his / her faculty and administrative staff will manage the affairs related to invigilation of midterm and final term examinations

37. FEE DEPOST SCHEDULE

- i.** At the time of admission to the university, students shall be required to pay the fee and others as prescribed / as per regulations.
- ii.** At the beginning of each semester, students shall have to deposit the fees as may be prescribed.
- iii.** Fees and dues shall be charged for the semester in lump sum. However, a repeating student shall have to pay fees and dues for the course(s) opted by his/her.
- iv.** If dues are not cleared by the dates specified, a fine will be charged and result will be with-held.
- v.** In case a student fails to pay the dues along with fee even after the lapse of four months, he / she shall automatically lose his / her right of enrollment in the semester and his /her name shall be removed from the rolls of the university. But in special cases, if required, Chairman / HOD / Teacher In-charge / Senior Most Teacher can relax the above mentioned condition with the approval of the Vice Chancellor.
- vi.** If a student is provisionally registered in a semester, fails to appear in the examinations due to any reason e.g. attendance shortage, non-clearance of dues, discipline he / she will have to pay all dues of the semester.
- vii.** The fees/ charges for the program are provisional and are subject to change for both the new and continuing student without prior notice.

- viii. Students shall pay fee for, make-up examination, issue of duplicate transcript and duplicate degree, etc.
- ix. Fifty percent concession in tuition fee & admission fee will be granted to those students whose brother(s) / sister(s) are already studying in the university. However, this concession will not be admissible if any of the brother / sisters is getting another scholarship.

38. EQUIVALENCE COMMITTEE**

For admission of candidates from other Universities, Colleges, Institutes, etc. to this University whose courses/examinations are different from the corresponding courses/examinations of this university, a standing committee of the Academic Council called the Equivalence Committee, shall be set up to examine the cases of such students and make recommendations to the Vice Chancellor for final approval on behalf of the Academic Council. The members of the equivalence committee shall hold office for two years.

The Equivalence Committee shall consist of

Senior Most Faculty Member (Nominated by Vice Chancellor)	Convener
Three Senior Faculty Members (Nominated by Vice Chancellor)	Members
Controller of Examinations / Additional Controller of Exams	Member
Director Academics	Member
Chairman / HOD / Teacher In-charge / Senior Most Teacher of Concern Department	Member
Deputy Controller of Examinations (Semester System)	Secretary

The quorum of the Committee shall be one-half of the total membership.

**regarding conversion of grades/marks obtained in Semester system into Annual system or vice versa and course waiver per students under migration.

39. MIGRATION REGULATIONS AND REGULATIONS RELATED TO MIGRATION UNDER SEMESTER SYSTEM OF EXAMINATION.

- i. Subject to the provision of Regulations, the Vice-Chancellor may admit a student to the University by migration from other HEC / HED recognized Universities or Institutions according to the regulations.
- ii. No student shall be admitted to First Year (1st & 2nd Semester) and Last year (last two semesters) for more than Two years Degree Programs. For a two years

Degree Program, migration shall only be allowed other than 1st& 4th Semester. In case of M. Phil / Ph.D. credit of course work will only be transferable after determination of equivalence.

- iii. Admission by migration to any semester shall not be allowed ordinarily after the expiry of three weeks from the commencement of the class work of that semester.
- iv. No student shall be admitted by migration from a University or Institution unless he produces a “No Objection Certificate” (NOC) and Good Moral Character Certificate to the effect that the student has not been debarred from taking university examinations and suspended or not expelled or rusticated from the University or Institution where he / she intend to migrates and no disciplinary action is pending against him.
- v. (a) An application for admission by migration shall be accompanied by a detailed marks certificate showing the examination(s) passed by a student on the basis of which he / she secured original admission in the parent University or Institution.

(b) No student admitted to any University or Institution against seats reserved for special categories shall be eligible for admission by migration.

(c) Only those students who possess academic record at par with the students, admitted in this university on open merit in the respective session shall be considered for admission by migration.

(d) The grounds for migration shall constitute changes in circumstances which render it practically impossible for the student to continue studies in his / her Parent University or Institution.

(e) A migration will be allowed only if that does not result in any increase in the number of seats sanctioned in the university.
- vi. Approval of the Migration will be notified by the Registrar’s office after getting approval from the Vice Chancellor.
- vii. Candidates must provide the details of courses (Course Titles, Credit Hours and Course Contents) that he / she had already completed in the parent University, for both theory & practical.

- viii. If the scheme of studies being followed at parent institution of a migrating student varies from the one being followed in accepting institution/ department, migration will be subject to fulfillment of other pre-requisites on case to case basis after determining equivalence (80 %) that can include:
- a) Grant exemptions(s) from studying subject(s) already passed by the student in his/her parent institution.
 - b) University may ask the student to undergo teaching/ training/ examination of subject(s) studied at parent but were part of scheme of studies of accepting institution/ department during the academic years(s) which he/she spent at parent institution
- ix. An application for the migration will be submitted by the student himself/ herself and not through a nominee or relative of the student.
- x. (a) Migration application will only be entertained on the prescribed application form, obtainable from the office of Directorate of Students Affairs.
(b) Migration fee shall be charged from candidates allowed to migrate to the University from other Universities/ Institution which will be equal to the prevailing Semester Fee of the respective department. Student will also deposit Semester Fee and other dues if any from that semester and onwards.
- xi. A student desiring to leave this University in order to join another University or Institution shall apply to the Chairman / HOD / In-Charge / Senior Most Teacher which will be routed through the Chairman / HOD / In-Charge / Senior Most Teacher Dean of Faculty concern on the prescribed form
- xii. No migration certificate shall be issued unless the student has cleared all University dues.
- xiii. In case of a student who has been debarred from taking University examination or has been expelled or rusticated no migration certificate shall be issued so far as the punishment is in process / pending.
- xiv. After approval from Chairman / HOD / In-Charge / Senior Most Teacher Dean of Faculty concerned, Registrar office shall be competent to issues a migration certificate on the prescribed form.
- xv. A student who has obtained Migration Certificate from the University but has not secured admission in another institution may be readmitted to the University in the class to which he can be admitted under the regulation provided that his

absence from the current teaching session of that class does not exceed four weeks and further that he surrenders the migration certificate

- xvi. Any change / addition or modification if made, in the above regulation will also be applicable.

40. VICE CHANCELLOR'S AUTHORITY IN SPECIAL CASES

Notwithstanding anything contrary to these Rules /Regulations, the Vice Chancellor shall have the powers conferred by the statutory bodies to issues order, directions or instructions for the smooth working of the Academics affairs of this University and on the issue(s) which are not covered under these "Semester Regulations", where any rule(s) /Regulation(s) are silent or in cases of ambiguity or discrepancy as regards into the interpretation of these Regulations, the decision of the Vice Chancellor shall be final.

41. RESEARCH THESIS / RESEARCH REPORT / PROJECT REPORT REGULATIONS

BS / BBA / LLB / MA/ M.SC.

1. The students shall submit their Research Thesis / Research Report/ Project within eight (08) weeks after the final examination unless otherwise prescribed.
2. The time period of resubmission of Research Thesis / Research Report/ Project can be extended by the Vice-Chancellor ordinarily not more than two months upon the request of the candidate duly recommended by the Supervisor / Chairman / HOD / In-Charge / Senior Most Teacher of relevant department.
3. The Vice Chancellor shall nominate the external examiner(s) for evaluation of thesis from the list of external examiners devised by Board of Studies of concerned department / Institute / Centre / College.
4. The evaluation procedure will be as follows:
 - a. The submitted Research Thesis / Research Report/Project will first be submitted to internal examiner/ supervisor.
 - b. A copy of the Research Thesis / Research Report / Project will be sent to the External Examiner for his / her perusal before viva-voce examination.

- c. Viva-voce examination will be conducted by the internal and external examiner. Vice Chancellor is the competent authority for the approval of the date of Viva-Voce examination.
- d. If minor improvements or re-writing is recommitted, the improvements/re-writing will be ensured by the Supervisor. However, grading would be made prior to these improvements. Contrary to this, if some major deficiencies is observed or major re-work is required, the candidate will have to complete the desired output within stipulated time period of degree mentioned in the Scheme of Studies of that Program.

MS / LLM / M.PHIL.

1. MS /LLM/M. Phil course/ thesis will be of two to four semesters.
2. If a student take minor course (s) from other department, the same course code of that department will be allocated.
3. In first two semesters, 24 credit hours course work and in 3rd and 4th semesters 6 credit hours research work/ project (as the case may be) will be carried out.
4. Maximum permissible period for the completion of MS/ LLM/ M.Phil. / award of MS / LLM / M.Phil. Degree will be 02 to 4 years. After 4 years, the scholar shall cease to be a student of the University and shall not generally be eligible for readmission. The scholar shall have to complete all the activities including viva within 04 years.
5. The minimum period of completion of MS / LLM / M.Phil. Program shall be 02 years (one year 24 credit house course work for MS / M.Phil. 6 credit hours research work/ project (as the case may be) in 3rd Semester).

i) Cancellation of MS / LLM / MPHIL Admission

MS / LLM / M.Phil. admission shall be cancelled by the Registrar on the recommendations of HOD/ Chairman / In- Charge/ Senior Most Teacher after seeking approval from the Vice Chancellor, if the scholar:

- a. Fails to submit thesis within stipulated time period
- b. Fails to complete the all degree requirement including viva- voce examinations within stipulated time period
- c. Does not complete the course work
- d. Does not meet 75% attendance criteria.

- e. Is found guilty of misconduct as per regulations.

The aggrieved scholar may file an appeal against cancellation of admission to Chairman / HOD / In- Charge/ Senior Most Teacher within a period of 30 days. The Chairman / HOD / In- Charge/ Senior Most Teacher will give him / her an opportunity to be heard in person. However, the decision of HOD/ Chairman / In- Charge/ Senior Most Teacher will be final and will not be questioned in any court of law.

ii) Appointment of Supervisor

- i. Each student shall perform research work as partial fulfillment of requirement of the degree under the supervision of a supervisor appointed for the purpose.
- ii. The Research topic and Supervisor will be finally approved by Board of Advance Studies and Research (BASR) on the recommendation of concern Board of Studies (BOS).
- iii. A faculty member may be appointed as MS / LLM / M.Phil. Supervisor if he / she fulfill the criteria notified by Higher Education Commission.
- iv. The student can request for change of supervisor and will follow the following SOPs:
 - a. On the recommendations of concern HOD/ Chairman / Teacher In- Charge/ Senior Most Teacher.
 - b. Consent of new supervisor
 - c. Approval of the Board of Advance Studies and Research (BASR) on the recommendation of concern Board of Studies (BOS).

iii) Research Proposal / Synopsis

After securing a minimum of CGPA 2.5 in the course work of 24 credit hours, a student shall prepare a research proposal/synopsis of research work in the third semester.

iv) MS / LLM/ M.PHIL THESIS SUBMISSION AND EXAMINATIONS

- i) The research work shall start after the successful completion of course work.
- ii) The research work of six credit hours will be carried out in 3rd and 4th semester.
- iii) The student shall write the MS / LLM / M.Phil. thesis by following the guidelines/instruction of concerned supervisor and Chairperson / HOD/ Teacher In-Charge / Senior Most Teacher or as per HEC prescribed guidelines.

- iv) Research work shall be completed and thesis be submitted by the end of 4th Semester.
- v) The candidate shall be eligible to submit his / her MS / LLM / M.Phil. Thesis after completion at least two (02) academic years from the date of admission provided that the supervisor is satisfied with the quality or research.
- vi) The candidate shall submit three copies (ring binding), duly certified by the supervisor that contents and form of thesis are satisfactory, for evaluation of thesis in the format approved by the University or as per HEC guideline prescribed.
- vii) The Candidate shall be responsible for paying all the dues as per University regulations admissible at that time.
- viii) The Vice Chancellor on the recommendations of the Board of Studies (BOS) concerned to avoid any hardship in genuine cases, shall have the power to extend the date of submission of thesis for a period of six months at a time but extendable according to Higher Education Commission (HEC) Regulations. The candidate shall pay the prescribed fee for it according to the regulations of University of Sahiwal.
- ix) Internal and External Examiners for the evaluation of thesis shall be appointed by the Vice-Chancellor out of the panel recommended by Board of Studies (BOS) of concerned department and subsequently by the Board of Advance Studies and Research (BASR).
- x) The Candidate shall submit six binded copies of the final version as approved after viva-voce examinations of the MS / LLM/ MPhil thesis.
- xi) The Chairperson / supervisor (s) shall get thesis evaluated within six to eight weeks after the date of submission / resubmission of thesis to the office of the Department. Any delay beyond six months brought to the notice of the Vice Chancellor immediately.
- xii) The Chairperson/ HOD / Teacher In-Charge / Senior Most Teacher / Director/ Principal shall forward to the Controller of Examinations complete file compressing of reports from external examiner (s), thesis copy, award list, supervisor certificate and names and particulars of successful candidates for award of the Degree of MS/ LLM / MPhil
- xiii) On receipt of the names of successful candidates form the Chairperson/ HOD / Teacher In-Charge / Senior Most Teacher / Director/ Principal/ School, the Controller of Examinations shall issue a result notification.

42. Plagiarism Test:

The Plagiarism Test must be conducted on the MS / LLM / M.Phil. Thesis before its final submission in accordance with Higher Education Commission regulations by Quality Enhancement Cell (QEC).

43. Indemnity

Everything done, decision made, action taken, obligations and liability incurred before the enactment of these regulations shall be deemed to have been done, made, taken and incurred under these regulations and shall be considered valid.