

SEMESTER RULES FOR ADMISSION, REGISTRATION AND EXAMINATIONS OF 4 YEARS BS (HONS) & 2 YEARS MASTER PROGRAMMES OF ABDUL WALI KHAN UNIVERSITY, MARDAN

1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- 1.1 These regulations shall be known as the Regulations pertaining to Admission, Registration and Semester Examinations for 4 years BS (Hons) and 2 years Master programmes, framed under section 30(1) of the Abdul Wali Khan University, Mardan Act – 2009.
- 1.2 These Regulations shall come into force with immediate effect.

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 the successful completion of all its requirements.
- b) **Assessment.** The means by which a program or achievement in a unit is evaluated. This can include assessment methods such as assignments, examinations, project work, seminar papers, tutorial participation etc.
- c) **Cease.** Means that a student is considered unsuitable for further studies at the Abdul Wali Khan University, Mardan as a regular student and is withdrawn from the study programme.
- d) **Class Assignment.** A task relevant to a course of study assigned by the concerned teacher to substantiate the course contents. An assignment may or may not be graded.
- e) **Contact Hour.** One contact hour means one hour (including 05 minutes break) spent on academic activities including instructional work/tutorials, lab. work (practicals), research work, projects, seminars, workshops, internships, etc. during the course of studies at the University. Generally speaking one credit hour of a course work is equal to one contact hour whereas one credit hour of practical/lab/research work/ projects etc is equal to 03 contact hours.
- f) **Controller.** The Controller of Examinations of Abdul Wali Khan University, Mardan.
- g) **Course.** A course of study leading to the successful completion of a degree.
- h) **Credit Course.** A “Credit Course” means a course of study, successful completion of which shall be the requirement for a degree and it has effect on CGPA.
- i) **Credit Hour (Cr. hr) N.** A lecture of one-hour duration per week in a semester for a subject countable towards a student’s Cumulative Grade Point Average will be considered as one credit hour. However, in case of seminars, tutorials and laboratory work, one credit hour may require three contact hours depending upon the nature of the subject.
- j) **Dean.** The Dean of a faculty.
- k) **Department.** An Academic Department of the University.
- l) **Examinations.** The semester examinations.
- m) **Examiner.** A person appointed to conduct the examination.
- n) **Faculty.** The faculty of the University.
- o) **Fee.** Fee charged for every course attended by a registered student.

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

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

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

- u) **Head.** Head of the academic department
- v) **Non-Credit Course.** A “non credit course” means a course of study, successful completion of which shall be the requirement for a degree. It has no effect on CGPA.
- w) **Practical/Lab Test.** These tests include all examinations/evaluations that ascertains the level of competency of the practical application of knowledge acquired by a student.
- x) **Project.** Project is a research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical use at Bachelor/Master level.
- y) **Probation.** A student is said to be on probation if he/she is deficient in standards to the extent that he/she is likely to be relegated/withdrawn but is allowed to continue studies for one semester.
- z) **Thesis/Dissertation.** It is a report comprising the original research of a student which is counted towards the partial fulfillment of his/her Master/M.Phil/Ph.D degree.
- aa) **Registrar.** The Registrar of the University
- ab) **Registration.** Registration of the student with the office of the Registrar of the University
- ac) **Semester Grade Point Average (Sem GPA).** The summation of grade points of all credit courses divided by the total number of the credit hours taken by a student during a semester.
- ad) **Semester.** An academic period, in which a set of courses in any discipline is offered. The duration of a semester is minimum of 18 weeks including 16 weeks for teaching and 02 week for exams. An academic year consists of two semesters; fall and spring semesters. There may be a short summer semester of minimum 8 weeks duration with twice the pace and progress.
- ae) **Subject or Course.** A “Subject” or “Course” means a topic or a subject related to an academic program, which is to be studied by a student for a fixed number of hours during a semester. Each subject will carry a specific discipline code and number.

- af) **Vice Chancellor.** The Vice Chancellor of the Abdul Wali Khan University, Mardan

3. INTRODUCTION

- 3.1 Abdul Wali Khan University, Mardan shall offer undergraduate (Hons.) and graduate study programmes in the subjects provided in the schedule and introduced from time to time.
- 3.2 Undergraduate (Hons.) study programme means an academic study programme that allows admission to intermediate qualified applicants subjected to fulfill other eligibility criteria of the respective disciplines. Undergraduate (Hons) study programmes include BBA, B.Com, and BS (Hons) in various other disciplines. They spread over a minimum of 4 years (8 semesters) duration.
- 3.3 Graduate study programmes mean an academic study programme that allows admissions to applicants who have acquired 14 years of education and fulfill other eligibility criteria of the respective disciplines. Graduate study programmes include MBA, MPA, and MA/M.Sc in various other disciplines. A graduate study program spreads over a minimum of 2 years (4 semesters).
- 3.4 Admission to the University is open to all eligible candidates without distinction of caste, creed, gender, or place of origin or domicile. Applications for admission to various courses of study shall be invited from all over Pakistan. However, foreign students seeking admission in the University shall be required to submit their applications through the Ministry of Education, Government of Pakistan.
- 3.5 Academic year of the University shall comprise of two semesters, each of a minimum 18 weeks duration including 16 weeks of teaching, one week for mid term, and one week for terminal exams. If the University remains closed for any reasons, a semester will be extended for that much period of time.
- 3.6 Summer semester may be arranged as per requirements of a specific discipline, and a specific academic department may offer certain courses during the summer vacations.

4. SCHEME OF STUDIES

All Academic departments shall develop their own scheme of studies as per requirements of the respective academic programmes, in line with the standard format of the University.

4.1 Four-years Bachelor Degree

- a. Bachelor degree programme shall spread over a minimum of 4 years and a maximum of 6 years covering a minimum of 8 and a maximum of 12 semesters excluding summer semesters, if any.
- b. Four years Bachelor Degree programme shall consist of a study of 124- 136 credit hours consisting of various courses and other academic activities.
- c. A regular student may be allowed a maximum course load of 15 to 18 credit hours per semester. In case of repeating courses a student may be allowed to take a maximum of 21 credit hours by approval of the Chairman & Dean concern (Refer *rule 10 minimum/maximum work load and registration of courses*).
- d. The scheme of study of a particular department may require a student to undertake internship/project, in addition to the course work, and submit a report describing the activities covered in the internship/project. The particular scheme

of study will determine the intensity of the internship/project report and the time of the activity.

4.2 Two-Years Master Degree

- a. A two years Master Degree Programme shall spread over a minimum of 2 years and a maximum of 3 years covering a minimum of 4 and a maximum of 6 semesters excluding summer semesters, if any.
- b. Two years master degree programme shall offer a study of 66-72 credit hours consisting of various courses and other academic activities.
- c. A regular student may be allowed a maximum course load of 15 to 18 credit hours. In case of repeating courses a student may be allowed to take a maximum of 21 credit hours (Refer rule 10 minimum/maximum work load and registration of courses).
- d. The scheme of study of a particular department may require a student to undertake internship/project, in addition to the course work, and submit a report describing the activities covered in the internship/project. The particular scheme of study will determine the intensity of the internship/project report and the time of the activity.

4.3 One Year Degree Programmes (B. Ed/M. Ed)

- a. Course of study of B. Ed/M. Ed shall comprise a minimum 02 and a maximum 03 semesters.
- b. B.Ed / M.Ed shall consist of a study of 36 credit hours consisting of various courses and other academic activities.

5. COURSES OF STUDY

All Academic departments shall be responsible for devising their schemes of study, and developing the required syllabi/courses of study. The courses of study and syllabi shall be reviewed and finalized by the respective Boards of Studies. The same shall be submitted to the Academic Council. The Academic Council, after approving it will in turn recommend them to the Syndicate for approval. These courses and syllabi shall become effective from the date of approval by the syndicate or any other date as the Syndicate may determine. However, the Dean concerned can grant approval in anticipation to the courses adopted by concerned department.

6. TEACHING METHODOLOGY

- 6.1 An academic department shall offer courses, as per requirements of the respective disciplines/schemes of studies, approved by relevant statutory bodies as defined in the Abdul Wali Khan University, Mardan Act – 2009.
- 6.2 It shall be binding upon all the stakeholders (teachers, students, examiners, etc.) to follow the syllabi and courses of study prescribed/ approved by the relevant statutory bodies from time to time.
- 6.3 Teaching in various courses shall be conducted in the University's departments / constituent / affiliated institutions, in any appropriate method as per requirements of the respective course. Teaching methods may include lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work and any other method of instructions approved by the Academic Council.
- 6.4 The medium of instructions shall be English, except in language courses & Islamic Studies.

- 6.5 Teaching in each department/institute shall be the responsibility of the University teachers including Professors, Associate Professors, Assistant Professors, Lecturers and Teaching Assistant, or such other persons as may be declared “teachers” by the University.
- 6.6 Teaching at BS (Hons), Master, M.Phil, and Ph.D levels shall be entrusted to a person who possesses a Doctoral degree unless otherwise permitted by the Vice Chancellor/Advanced Studies & Research Board.

7. ADMISSIONS

- 7.1 The University shall invite applications for admission to various academic programmes on prescribed application form, through an advertisement by the Director Academics/Provost.
- 7.2 Potential candidates shall be required to submit an application form, within the stipulated time, complete in all respects, along with attested copies (attested by an Officer of BPS-17 and above) of the following documents.
- S.S.C, H.S.S.C, B.A / B.Sc. or equivalent examination certificates / degrees or a surety certificate in case of non-declaration of result but submit the transcript one day before of the display of the merit list.
 - Detail marks certificates
 - Character certificate from the head of the institution last attended
 - Domicile certificate
 - Four passport size photographs
 - Migration certificate (original)
 - Computerized national identity card or form ‘B’ or CNIC of father / guardian
 - Every application shall be accompanied by a declaration signed by the applicant and countersigned by his father/guardian stating that he/she will abide by the Statutes, Rules and Regulations of the University and instructions issued to him/her, from time to time, by the Vice Chancellor, Dean, Chairperson, or his/her teacher.
- 7.3 Candidates applying for admission to more than one discipline will be required to submit a separate application form along with all supporting documents, for each category.

7.4 Eligibility

Academic departments may set specific eligibility requirements for admission to their respective study programmes. The minimum general eligibility requirements are, however, given below.

(i) **For Admission to Four Years Bachelor Degree Programmes**

A person holding FA/F.Sc, or an equivalent certificate/diploma from any recognized institution, with at least second division (for annual system) or 50% marks/ equivalent CGPA (for other than annual system), shall be eligible for admission to the Bachelor Degree Programmes.

(ii) **For Admission to Two Years Master Degree Programmes**

A person holding a 02 years bachelor/equivalent degree from any recognized University, with at least second division (for annual system) or 50% marks/ equivalent CGPA (for semester system), shall be eligible for admission to the master degree programmes.

- 7.5 A candidate having third division/less than 50% marks (for other than annual system) is not eligible for admission to any regular study programme of the University.
- 7.6 Candidates considered eligible for admission for all degree programs shall appear before the Selection Committee for test and/or interview.
- 7.7 Admission shall be carried out strictly on the basis of merit. The Academic Council may advise policy guidelines on merit criteria for admissions from time to time.
- 7.8 Within the policy guidelines set by the Academic Council, the academic departments shall determine specific merit criteria for admission to their respective study programmes. However, where quota system exists, the criterion of merit shall be applied within each quota group.
- 7.9 In case of admission on quota seats, the applicants/ nominees shall apply through proper channel. If no candidate appears for quota seat than Chairman of concern department will convert quota seats to open merit seat with the approval of Dean.
- 7.10 The total number of seats and quota allocation (if any), in a specific discipline shall be proposed by the respective academic department to the Academic Council. The Academic Council after thorough review shall recommend the same for approval to the Syndicate.
- 7.11 Academic departments shall constitute an Admission Committee comprising at least of 03 members including the Chairman/HOD/Principal of the Department/Institute/College concerned, as a Head of the Committee. The whole admission process shall be conducted by the Admission Committee.
- 7.12 The Admission Committee shall submit the list of admitted applicants to the Dean of the concerned faculty for approval.
- 7.13 If any candidate fails to appear before the Admission Committee for admission test and/or interview, at the specified time and venue, he/she shall not be considered for admission and the seat shall be offered to the next candidate.
- 7.14 If two candidates have equal merit. The one senior in age shall be given preference over the other for the purpose of admission.
- 7.15 All the candidates shall be required to bring the relevant original documents for verification at the time of the interview.
- 7.16 Candidates selected for admission must finalize the admission requirements within the notified period, failing which their right of admission will be forfeited and the seats will be offered to the next candidate(s) on waiting list.
- 7.17 Appropriate time will be allowed to the selected candidates for fulfilling the admission requirements after which admissions will be closed and no late admission will be allowed in any case.
- 7.18 Wherever needed, the equivalence of academic qualification shall be determined by the Equivalence Committee of the Abdul Wali Khan University, Mardan. In case of absence of Equivalence Committee the candidate with provide HED equivalence certificate.
- 7.19 Foreign students shall be considered for admission after prior approval from the Ministry of Education, government of Pakistan, Islamabad.
- 7.20 **Migration.** In order to protect the merit policy and quality of education of the University, AWKUM shall allow no migration from any other University/College/Institute, in any case. However the Vice Chancellor has the power to grant migration to a candidate in a special case.
Inter departmental migration will be allowed subject to the condition that:

- (i) Submission of application for admission in both departments.
 - (ii) Availability of seats
 - (iii) Before commencement of classes
 - (iv) Qualifying Merit
 - (v) NOC from both Chairman of the Department
- 7.21 **Undertaking.** All candidates selected for admission will be required to submit an undertaking, on a judicial stamp paper of Rs.50, as per specimen provided in the prospectus before commencement of classes.
- 7.22 Within 15 days of completion of admission, the profile of all the newly admitted students alongwith the recommendations of the departmental admission committee shall be reported to the Vice Chancellor in the prescribed format by the Provost after due verification of their particulars and payment of dues for registration in the University's Students Register at the Controller Examination Office. The profile of the newly admitted students shall include their name, date of birth, examinations passed with years, roll number, marks, divisions, percentage marks, the institution last attended and the course to which he/she has been admitted.
- 7.23 All admissions shall remain provisional till verification of all the credentials/information of newly admitted students by the Director Academics/Provost. If any student is found guilty for submission of fake document(s), his/her admission shall be cancelled immediately without any right of appeal in any court of law.
- 7.24 Incorrect information or suppression of facts in application form, shall result in refusal/cancellation of the admission and expulsion from the University if admission has already been granted.
- 7.25 Admission to one department shall not give any student a right to migrate to another department.
- 7.26 The Vice Chancellor may cancel/refuse admission of/to any student/candidate without assigning any reason.
- 7.27 The University may suspend any particular discipline due to non sufficient number of applicants/any other reasons. In such case the applicants may be considered for admission to another discipline subject to meeting other prescribed eligibility criteria and competition.
- 7.28 **Ineligibility.** The following categories of people shall not be eligible for admission to the Master and/or Bachelor study programmes of the University.
- a. Who have got third division in the basic qualification required for admission to the specific degree programme.
 - b. Who have ceased to be a students of this University on disciplinary grounds.
 - c. Who already possess a Master or Bachelor degree or an equivalent degree from this or any other University in the same discipline.
 - d. Who are already on the roll of this University or any other University.
- 7.29 **Age Limit.** Maximum age limit for admission to the Bachelor and Master programmes shall be **22 and 25** years respectively. The competent authority may, however, grant relaxation in the upper age limit on the recommendation of the Chairman/Head of the concerned department in exceptional cases. The maximum age attained by the applicant, shall be counted on the closing date, fixed for submission of admission forms.

- 7.30 **University dues.** (i) All newly admitted students shall be required to deposit University dues immediately after their interview and the initial verification of documents. (ii) Continuing students shall pay the University dues within one week of the start of each semester failing which will debar a student from attending the classes and will suspend his/her admission. The defaulters of the University dues will not be allowed to take the examination (refer 14.2 d & 14.17).
- 7.31 **Dual Enrollment.** A student/candidate enrolled, as a full time regular student in any of the degree programme of the Abdul Wali Khan University, Mardan shall not be allowed to take admission in any other degree programme of AWKUM of any other University/Degree awarding institution simultaneously. In case of dual enrollment a student/candidate will be liable for cancellation of his/her both enrollment.
- 7.32 **Cancellation of Admission.** If a student fails to attend any lecture during the first four weeks of the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notice. (Refer rule 13 attendance)

8. SEMESTERS

8.1 **Fall / Spring Semester**

- a. There shall be two regular semesters (Fall and Spring) in a year. A semester shall be defined on the basis of duration in weeks.
- b. Each semester shall be of eighteen weeks duration. Out of this period, sixteen weeks shall be reserved for teaching and two weeks for conduct of examinations. If teaching in the whole University is suspended due to any reasons, the period of the semester shall be extended to the extent of the lost period of time.
- c. Fall semester shall start in the first week of September each year and will end in the second week of January the next year. The spring semester shall start in the first week of February and will end in the second week of June.
- d. There will be a semester break in the last two weeks of January for finalization and declaration of semester results and preparation for the next semester.
- e. University will observe winter, spring break & summer vacations from the mid of June to the end of August each year.

8.2 **SUMMER SESSION**

- a. At times, a specific academic department may offer a special semester in summer vacation to be called Summer Session.
- b. A Summer session will be of 8 weeks duration and will use contact hours double in duration to the regular semester contact hour.
- c. A Summer Session shall not be a regular semester and will offer opportunity only to those students who are short of the required GPA/grade for promotion to the next semester.
- d. Those students who have failed or have withdrawn from a course may also be allowed registration in Summer Session if the same or an equivalent course is offered.

Note: The Teacher involved in Summer Session must be paid as per rules.

- 8.3 The University/Institutes may enroll students, according to their prescribed criteria, for any semester or for any single course and issue transcript with letter grades at the end of the semester.

9. CREDIT HOURS

- 9.1 A credit hour means teaching a theory course for 60 minutes each week throughout the semester for minimum of 16 weeks.
- 9.2 A course shall be defined on the basis of credit hours being taught in a week.
- 9.3 One credit hour in laboratory or experimental work would require lab contact of at least three hours per week throughout the semester.
- 9.4 The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit represents the theory part while the second (right side) digit represents the practical. Thus 3(3-0) means three credit hours of theory, while 4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory. The weekly contact hours of a 3(3-0) course will be three, the contact hours of a 4(3-1) course will be six while the contact hours of a 3(1-2) course will be seven.
- 9.5 A course having 4 credit hours with denotation of 4(3-1), means three lectures of one hour each and one practical of 03 hours per week. The practical of 03 hours may be divided in three periods of one hour duration each, in a week.
- 9.6 A course having 3 credit hours with denotation of 3(2-1), means two lectures of one hour each and one practical of 03 hours per week.

10. MAXIMUM/ MINIMUM WORK LOAD AND REGISTRATION OF COURSES

- 10.1 A full time regular student will be allowed a maximum work load of 15-18 credit hours per week in a semester.
- 10.2 In case a student is repeating a course, he/she may be allowed a maximum of 21 credit hours per week.
- 10.3 However, in summer semester (if there is any), a maximum of 6 credit hours per week, may be offered to the students for registration.
- 10.4 A student may be allowed to register an additional course as non-credit course, which may not be in excess of the maximum work load of 7 courses in a semester. The additional course, if successfully completed, will be reflected in the transcript as non-credit course in the footnote, without any impact on the grade/CGPA of the student.
- 10.5 A student may register a minimum of 3 credit hours per week in a regular/summer semester but the maximum completion period shall remain the same, i.e. 12 semesters for 4 years BBA/BS degree programme and 6 semesters for 2 years MBA/MPA/M.Sc/MA degree programme. (Refer *rule 4 scheme of studies*)
- 10.6 If a student does not wish to register in any course in a semester, he/she will be required to freeze the particular semester as per *rule 21 freezing of semester*.
- 10.7 Academic departments shall display the list of courses being offered on the very first day of the semester. All students shall register courses from that list as per requirements of their degree programme by the end of first week of the semester.
- 10.8 After submission of registration forms by the students, the Chairman of each department shall forward the same to the Controller of Examinations, maximum by the end of second week of the semester.
- 10.9 The University shall offer every required course at least once in an academic year.

11. CHANGE / DROP/ WITHDRAWAL OF COURSE(S)

- 11.1 Every student should register for the courses offered in the Semester on the prescribed proforma with in one week of the commencement of classes.
- 11.2 A student may be allowed to change a specific course on a proper request due to valid reasons, with in one week of the registration.
- 11.3 A student may be allowed to drop a specific course on a proper request due to valid reasons, with in 8 weeks of the start of the semester. In such case the course will not be reflected on the transcript but request for any refund will not be entertained.
- 11.4 A student may also be allowed to drop a semester after registration of courses, within 8 weeks of the start of the semester. Such a student will, however, not claim any refund of the University dues/tuition fee, etc. already paid by him/her for the particular semester. The dropped semester shall, nevertheless, be counted towards the maximum completion period of the degree, i.e. 12 semesters for 4 years bachelor degree programmes and 6 semesters for 2 years master degree programmes. (Refer *rule 4 scheme of studies*)
- 11.5 A student may be allowed to withdraw from a course latest by the end of 15th week, but the same course will be reflected on the transcript with letter W.

12. REPEATING A COURSE

- 12.1 If a student fails to secure a minimum of 50% marks in any course, or drops a course, or withdraw from a course, he/she shall be required to repeat the same or an equivalent course whenever offered.
- 12.2 If a student fails to attend a minimum of 75% classes in any particular course, he/she shall be required to repeat the same or an equivalent course whenever offered.
- 12.3 If a student repeats the same course, the old grade will be replaced with the new grade, (for CGPA calculation). But if a student takes a new course in lieu of the failed/dropped/withdrawn course, both the grades will be reflected on his/her transcript, i.e. old course grade and new course grade.
- 12.4 A student may be allowed to repeat a course for improving his/her GPA, if it is less than 2.0/passed in D grade for undergraduate and less than 2.5 for graduate. For improvement, however, a student may repeat a maximum of 6 courses at undergraduate level and 4 courses at graduate level.
- 12.5 Repeating a course shall entail all the essential components of a course including attendance, assignments, class tests, mid term and terminal examination.

13. ATTENDANCE

- 13.1 A student will be allowed to appear in examination only if he/she has attended, not less than 75% of the lectures/seminars delivered to his/her class in each course and 75% of the practicals/laboratory demonstrations prescribed for the respective courses.
- 13.2 Calculation of attendance shall start from the date of commencement of classes.
- 13.3 A date-wise record of the attendance of students shall be maintained by the respective teacher in each course. One week before the commencement of the final examination, the teacher of each course shall send to the Chairman/Head of the Department/Institute a statement in duplicate giving the total number of

- lectures delivered (practicals conducted) by him together with the total number of lectures and practicals attended by each student.
- 13.4 The period of absence in case of participation in co-curricular/sports activities outside the Abdul Wali Khan University, Mardan, with the permission of the Competent Authority may not be counted, as absence.
- 13.5 Students having class attendance less than 75% in a particular course shall be awarded 'F' grade in that course and he/she shall be required to repeat the same course, if it is a compulsory course or an equivalent course in lieu thereof, if it is an optional course.
- 13.6 Absence from class for two consecutive weeks or more (two weeks means six classes for a three credit hours course and four classes for a two credit hours course) without any genuine reason shall entail cancellation of admission in the course by the class teacher which would only be restored on appeal to the concerned teacher made within 05 days of the cancellation order with payment of Rs.1000/-. The class teacher will inform the Chairman of the Department regarding cancellation and restoration of admission in the course. However, the payment of Rs.1000/- will not remove the absence of a students from the attendance sheet and it will be counted while calculating the percentage of total attendance of the student for the purpose of examination.
- 13.8 Absence from a class for four or more weeks, consecutive, will debar the student from examination and the course will be considered dropped. He / she will be required to be repeat it as per *rule 12 repeating a course*. (Refer *rule 7.32*)

14. EXAMINATIONS

- 14.1 All students shall be required to take two centralized exams (midterm, and terminal examinations) in a semester besides class tests, assignments, etc, to be conducted by the course teacher as per usual semester practice. The mid term examination will be held in the 9th week of each semester. The terminal examination will be held at the end of each semester (in the 18th week) on the dates fixed by the concerned Deans in consultation with the Chairmen of the departments. The Provost/Director Academics shall announce the approximate dates of examinations at the beginning of the semester.
- 14.2 A student shall be eligible to appear in the examinations provided that:
- he/she has been on the role of the University during that semester;
 - has registered himself/herself for the concerned course(s) of study, and
 - has 75% attendance (refer *rule 13 attendance*)
 - has paid all the University dues including tuition/hostel fees, etc, by the commencement of the semester (refer *7.30 University dues & 14.17*).
- 14.3 A student shall be evaluated in each course on the basis of various components of the study including class attendance/participation, assignments, projects / lab. reports, presentation, quizzes, sessional tests, mid term, and terminal examinations according to the following weightage assigned to each category.

Evaluation Category	Distribution of Marks
Attendance	10%
Quizzes/Assignments/Presentations etc	10%
Mid Term	20%
Terminal examination	60%

Note: The concerned teacher may, however, add/delete/adjust any of these components as per requirements of a specific course with the approval of Ex. committee.

- 14.4 If any student fails to appear in the mid term or terminal exam, due to any reasons, no separate/make up exam will be arranged for him/her and he/she shall be treated as absent and failed. (refer *rule 14.6* also)
- 14.5 In case a student joins a course after it has started, he/she will claim no compensation for any missed quizzes, assignments and lectures. The concerned teacher may, however, assignments, projects, labs, and any other class activity, if possible.
- 14.6 If 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. (refer *rule 14.4* also).
- 14.7 Minimum time allowed for mid term examination in each course will be one hour and that for the final examination shall be 2½ hours. **Note: with no choice.**
- 14.8 There will be no supplementary/special examination in semester system; if a student fails he/she will have to repeat the course as per “*rule 12 repeating a course*”.
- 14.9 In order to pass a course, a student must obtain at least 50% marks in aggregate in that course, i.e. marks obtained in class tests/assignments, etc plus marks obtained in mid term plus marks obtained in terminal examination. It will also be essential to pass in the laboratory work, where involved. (Refer *rule 14.10 & 15.4*)
- 14.10 **Field Work.** In case of any field work, in any specific discipline, the concerned department/institution shall determine an appropriate method of evaluation.
- 14.11 After marking the class tests, quizzes, mid term examination and final examination papers the same must be shown to the students and discussed with the class. Any question relating to marking should be discussed with individual students but the answer papers, projects assignments, term paper etc, should be taken back from the students immediately after the students have seen their performance and discussed the questions, if any, with the instructor to be kept safely for record.
- 14.12 There shall be no re-evaluation of answer books, only re-checking/re-totaling of marks will be allowed as per *Annex-A/rule 70 re-checking/re-totaling*.
- 14.13 All evaluations in semester system, at 4 years BS and 2 years Master level shall be internal. The concerned teachers in all respective courses shall evaluate the students according to the break up given in *rule 14.3*.
- 14.14 Project reports/thesis at 4 years BS and 2 years master level, if there is any, shall also be evaluated by the concerned teacher/supervisor (internal). Academic departments shall devise appropriate procedures for the evaluation/ supervision of project reports/thesis of 4 years BS and 2 years master programmes, if there is any.
- 14.15 External examiner(s) may, however, be invited for viva voce examination, with prior approval by the competent authority.
- 14.16 Each department shall have a departmental examination committee, consisting of at least 3 members to decide all problems regarding evaluation. The decision of the committee shall be final. (Refer *rule 18*)

- 14.17 A handicapped/disabled student will be provided writer/amanuensis at the expense of the student concerned on the recommendations of the Chairman of the teaching department. The writer/amanuensis shall be of a lower grade of education than the candidate. He/she would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.
- 14.18 **Examination Aids**
- a. Students will take only writing material (pen, pencil, eraser, ruler, etc) into the examination room. Writing materials are not permitted to have any annotations relevant to the content of the paper.
 - b. All bags, textbooks and notes etc will be left outside or at the front of the room.
 - c. Bringing mobile telephone to the examination room is NOT permitted. The mobile telephones will fall in the category of prohibited examination aid. If captured such material by the invigilating staff, its damage/loss will not be the responsibility of the University and the same will be kept for record being a UFM support material.
 - d. Where a particular examination states that candidates are allowed to bring and use specific aids, any candidate bringing items that exceed or contradict that statement will have such items either confiscated for the duration of the examination or, in marginal cases, handed in with their examination scripts.
- 14.19 **Open Book Examinations.** At times, the University may allow open book examination in a specific course, on the recommendation of the teacher and Chairman concerned. In such case the students may be allowed to take text books, notes, files, or a calculator into the examination room, in addition to the writing materials. Laptops, palm computers, mobile telephone sets and other electronic devices shall, however, not be allowed unless required by the University Authority.
- 14.20 All cases pertaining to UFM shall be dealt with according to the provisions made under the regulations relating to UFM/malpractices in the examinations. For detail regarding conduct of semester examinations and disposal of UFM cases etc. refer *Annex – A*.
- 14.21 **Maintenance of examination records**
- 14.21.(a) Controller of Examination will retain the records of the examination till the completion of the degree of respective program and issue the transcripts. The result will be announced by the department. The Controller's office shall act as Central Record Office.
 - 14.21.(b) The Examination scripts of mid term and final examination will be sent to Controller of Examinations who will keep the record in his custody.
 - 14.21.(c) The teacher concerned will prepare five copies of the results. He shall retain one copy with him, display one copy on the notice board and remaining three copies will be handed over to the Departmental examination committee.
- 14.22 **Results**
- a. The result of each course shall be declared within 10 days after the examination and the result along with the scripts shall be sent to the Controller Examinations.
 - b. Late submission of the result by the concerned teachers creates serious problems in implementation of the clause *12 repeating a course* and *16*

(16.1 to 16.9) *computation of GPA/CGPA*. Therefore, all teachers must submit the results as per clause 14.23 (a), failing which the concerned teacher will be held responsible.

15. GRADING POLICY

15.1 Letter grading should only be used for representing the individual courses and not report the semester GPA/CGPA and letter grad should be reflect in DMC transcript.

15.2 The following range of grade points for each letter grade will be followed;

Marks Range (in %)	Grade Point (Value)	Grade
90 and above	4.00	A+
85 – 89	4.00	A
80 – 84	4.00	A-
75 – 79	3.5 – 3.9	B+
73 – 74	3.3 – 3.4	B
70 – 72	3.0 – 3.2	B-
66 – 69	2.6 – 2.9	C+
63 – 65	2.3 – 2.5	C
60 – 62	2.0 - 2.2	C-
50 – 59	1.0 -1.9	D
0 – 49*	0.00	F
Incomplete	-	I
Withdrawal	-	W

**fraction is to be rounded up to two decimal.*

15.3 The percentage of marks or values of grades other than grade points shall not be reported on the transcripts whether they are relative grades or absolute grades.

15.4 The minimum pass marks for each course shall be (fifty percent) 50%. A student obtaining less than 50% marks in any course shall be deemed to have failed in that course. Less than 50% marks secured by a student in any course shall not be counted towards the aggregate marks. (refer 14.9)

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

% Marks	Grade point Value	Grade	Remarks
GRADE – A			
90 & above	4.00	A+	Excellent
85-89	4.00	A	Very Good
80-84	4.00	A-	Very Good
GRADE – B			
79	3.9	B+	Good
78	3.8	B+	“
77	3.7	B+	“
76	3.6	B+	“
75	3.5	B	“
74	3.4	B	“
73	3.3	B	“
72	3.2	B-	“
71	3.1	B-	“
70	3.0	B-	“
GRADE – C			
69	2.9	C+	Satisfactory
68	2.8	C+	“
67	2.7	C+	“
66	2.6	C+	“
65	2.5	C	“
64	2.4	C	“
63	2.3	C	“
62	2.2	C-	“
61	2.1	C-	“
60	2.0	C-	“
GRADE –D			
59	1.9	D	Pass
58	1.8	D	“
57	1.7	D	“
56	1.6	D	“
55	1.5	D	“
54	1.4	D	“
53	1.3	D	“
52	1.2	D	“
51	1.1	D	“
50	1.0	D	“
GRADE – F			
0-49		F	Fail
Withdrawn course		W	Withdrawn
Incomplete course		I	Incomplete

15.6 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).

15.7 The result of a student in each course having passed or failed shall be indicated on the transcript by letter grade. For students completing Master’s and Bachelor’s (Hons) degrees in the normal period of four and eight semesters respectively, a mention to this effect shall be made in their transcripts.

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

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

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

$$CGPA = \frac{\text{Sum over all taken Courses in all Semesters (Course Credit Hours} \times \text{Grade Point Earned)}}{\text{Total Credit Hours Taken in all Semesters}}$$

16.1 **CGPA Required For Completion of Degree.** The minimum qualifying CGPAs for the award of degree to the students of Bachelor study programmes shall be 2.0 and the minimum qualifying CGPAs for the award of degree to the students of Master study programmes shall be 2.5.

16.2 **Probation**

Note: For 2 Semester program there will be no probation.

For 4 Semester only 1 probation is allowed.

For 8 Semester 2 Probations are allowed.

- a. Whenever an undergraduate student's CGPA decreases from 2.0 (for graduate students 2.5), he/she will be on 1st probation for the next semester.
- b. If the undergraduate student does not come out by increasing his/her CGPA to 2.0, then again, he/she will go on the "last probation". However, if the student who was earlier on 1st probation, does not come out in the last probation by achieving the minimum desired CGPA, he/she shall be dropped out from the department/institute.

16.3 At the end of the any semester an undergraduate student must obtain CGPA of 2.0 (& graduate student 2.5) in order to become eligible for registration in the next semester. *

16.4 A student failing to complete successfully a minimum of 124 credit hours for Bachelor and 66 credit hours for Master degree program by the end of the 12th and 6th semester respectively shall cease to be a student of the University. (Refer *rule 4 scheme of studies*)

16.5 **Compulsion.** While on probation, a student shall

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

16.6 Every student of Bachelor's (Hons) and Master must successfully complete his/her course requirements in a maximum of twelve and six semesters respectively from the date of his/her first registration (commencement of classes). No student under any circumstances shall be allowed to continue studies beyond sixth semester in case of Master programme and beyond twelve semesters in case of Bachelor's (Hons). (Refer *rule 4 scheme of studies*)

16.7 **Drop Out:**

- i. Drop out means that a student is considered unsuitable for further studies at University and is dropped out from the programme.
- ii. Policy: A student is recommended for drop out as per policy of the University by the Departmental Examination Committee for approval by Dean concerned of the University subject to one or all of the conditions listed below:
 - (a) On disciplinary grounds when recommended by discipline committee of the University.
 - (b) If the student remains absent for 7 consecutive days without valid reasons and would not readmit him / her within 15 days would be drop out.
 - (c) If a CGPA decreases from 1.0 in any Semester he/she will be drop out from Department or University.

17. REQUIREMENTS FOR THE AWARD OF A DEGREE

- 17.1 A student shall have a proper admission in the respective study programme of the University, and shall earn the minimum required credit hours of the respective study programme for the award of the degree.
- 17.2 A master's degree will be awarded on the successful completion of 66-72 credits hours of study. (Refer *rule 4 scheme of studies*)
- 17.3 A bachelor's (Hons) degree will be awarded on successful completion of 124-136 credits hours of study. (Refer *rule 4 scheme of studies*)
- 17.4 Students shall be required to successfully complete all the essential components of the respective study programme according to the scheme of studies of the respective department.

18. DEPARTMENTAL EXAMINATION AND STUDENTS GRIEVANCES COMMITTEE

- 18.1 Each department / Institute shall have a 03 member Departmental Examination Committee headed by a senior faculty member. Departmental members of the Board of Studies of the department concerned will constitute the committee. If the number is less than three, then the Chairman / Director of the department / Institute will suggest the name of one or two persons (as the case may be) to be appointed on the committee.
- 18.2 The Chairman of the Department concerned may convene meetings of the Committee as and when necessary. He/she shall maintain a regular record of the proceedings of the Committee.
- 18.3 Main functions of the Committee will be;
 - a. To maintain uniformity of standards in the courses taught in the department / Institute by individual teachers.
 - b. To formulate suggestions or rules about the distribution of different kinds of questions (items) in different courses and to scrutinize the relevant papers.
 - c. To make arrangements for the conduct and supervision of examination.
 - d. To hear appeals arising from marking/evaluation of papers in different courses. (Refer *18.4*)
 - e. To suggest course offerings, provision of seminars, assignments etc.
 - f. Timely preparation and announcements of results of midterm and terminal examinations.
 - g. To submit an advance copy of the tabulated result showing detailed marks subject wise, aggregate and grades duly authenticated by the Chairman of the Committee to the Chairman/HOD for his approval before the result is announced.
- 18.4 The committee will also redress the grievances of the students about any course instructor or grades or for any other issue. (Refer *18.3d*)
- 18.5 A student must approach the Head of the Department/Institute for a grievance on grade, within 7 days of the declaration of result.
- 18.6 The head of the institute / department shall forward the grade grievance to the committee and it will be binding on the committee for hearing both sides (student and the instructor), and will give a final decision within 5 days or before the start of registration for the new semester whichever comes early.
- 18.7 The decision of the committee shall be final.

19. COURSE FILE

- 19.1 Every teacher shall maintain a complete Course File of the subject he/she teaches.
- 19.2 The course file shall contain at least:
- a. Attendance record
 - b. Detail description/outlines of the course
 - c. Weekly teaching schedule
 - d. Date of mid-term examination
 - e. Details of marks allocation/grading as described in *rule 14.3*
 - f. Copy of each homework assignment
 - g. Copy of each quiz/class test
 - h. Copy of mid term examination
 - i. Grading/result sheets of the students
 - j. Difficulties/problems faced during course delivery and recommendations

20. FREEZING OF SEMESTER

- 20.1 No freezing in the first semester shall be allowed, in any case. However, the Vice Chancellor has the authority to allow a student as special case on the basis of some genuine / inevitable reasons / circumstances.
- 20.2 A student may be allowed to freeze up to maximum of two semesters if he/she is in need of the same. The freezing of semester(s) may, however, be required to be approved by the concern Dean on the recommendations of Chairman/HOD. During freezing semester the student will be required to pay 25% of tuition fee for each suspended semester to continue his/her registration with the University. In case the student uses the institutional facilities (such as library, labs, help from faculty etc) of the college/institute/centre, he/she will be required to pay 50% of tuition fee during the suspended period.
- 20.3 The student wishing to freeze a semester shall apply for the same with in the first two weeks of the start of the semester, failing which will disallow freezing of semester. The student may, however, drop a semester as per *rule 11.3*.
- 20.4 Maximum duration of the degree program shall remain the same. The frozen semester(s) shall be counted towards the maximum completion period of the degree programme, i.e. 12 semesters for 4 years bachelor degree programmes and 6 semesters for 2 years master degree programmes. (Refer *rule 4 scheme of studies*)
- 20.5 On expiry of the frozen semester(s), the student may be allowed to study the same or an advance semester of his/her degree, whichever is offered. The student will, however, be required to successfully complete all the semesters of his/her degree programme as described in respective scheme of study.

21. TEACHER EVALUATION

- 21.1 Director Academics / Dean will ensure to have every course instructor evaluated by the students on what they have been taught by their instructor on the prescribed proforma.
- 21.2 It will be done in the last week of the semester (In the absence of the course instructor so as to maintain impartiality).
- 21.3 This evaluation will be objective and will be shared with the concerned course instructor for his / her improvement / knowledge.
- 21.4 Evaluation done by the students will be completely anonymous, i.e. the student is not supposed to indicate himself / herself by name, or roll numbers, or registration numbers or by any other means whatsoever.

21.5 The evaluation will be sent to concerned Dean for further necessary action.

22. MERIT CERTIFICATES

22.1 The Controller of Examinations shall issue a certificate of merit to a student who stands first in the discipline on the basis of overall result provided that the student has obtained **CGPA '4'** with **A⁺ grade** (i.e. **90%** or above marks,) or more in the aggregate, has not failed in*, or repeated any course and has completed the course work in normal period as prescribed for Master's and Bachelor's programmes. The recipient for the award of certificate of merit shall also be awarded the Chancellor's Medal.

22.2 The president's Gold Medal shall be awarded to the student who stands first in Master or Bachelor's programme in the respective faculty. The Controller of Examinations shall also issue a certificate of merit to such a student.

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

22.4 Honours/Medals shall be awarded to the candidate who passes all courses of a degree program at the first attempt*. Student who repeats a subject/course will not be eligible for top student honours/awards even if he/she improves it and comes in that bracket after repeating it. It is the student's responsibility to clear the failed subjects within the prescribed time limits.

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

** First Attempt means that all requirements, i.e. mid term, assignments, quizzes, term paper, practical and terminal examination of a subject are completed in time and are shown on the first award list submitted by the course instructor to the examination section. Incomplete results or result submitted on another award list shall be considered a second attempt.*

CONDUCT OF SEMESTER EXAMINATIONS

1. All mid term/terminal Semester Examinations of the University, shall be held at concerned Department/Institute/Affiliated Colleges, on dates and schedule prepared by the Department/Institutes, duly forwarded to Controller of Examinations as per para 2 below.

EXAMINATION SCHEDULE

2. The examination office of the respective department/institute/centre will publish the examination schedules at least one week prior to the commencement of the mid term/terminal examination and forward a copy of the schedule to Controller Examinations, Abdul Wali Khan University, Mardan.

CONDUCT OF TERMINAL EXAMINATION

3. The Chairman/HOD of concerned Department/Institute will approve the detailing of Faculty/Office as Superintendent/Deputy Superintendent for the conduct of Mid/Terminal Examination. These invigilators/ Faculty will ensure the following:
 - a. Examinees are seated in the examination room according to the seating plan prepared by the examination officer of the Department.
 - b. All answer books used in the examination are initialed by them. No other answer books are to be used.
 - c. Answer books are issued to the invigilators 05 minutes before the commencement of the examination and retrieved at the end of the examination.
 - d. Absentee report, if any, is prepared and forwarded to the departmental Examination Officer.
 - e. All the Examination material would be provided by Controller of Examinations AWKUM and record of the answer sheet will be kept by Chairman concern.

INVIGILATORS

4. Invigilators are detailed by the departmental examination officer of the Department/Institute after the approval of the Chairman/HOD. They will report to the Superintendent/Deputy Superintendent 30 minutes before the commencement of examination and will ensure.
 - a. That students are seated according to their seating plan.
 - b. That the students are warned against the use of unfair means and have been directed to surrender notes, papers or other unauthorized material before the commencement of the examination.
 - c. That no examinee is allowed to join the examination 30 minutes after its commencement.
 - d. That no examinee is allowed to leave the examination room within one hour of commencement of examination. Visits to ‘wash rooms’ will be allowed only in special circumstances and should be carefully controlled.
 - e. That the question papers and answer books of an examinee detected using unfair means or assisting another candidate, or is copying from another candidate is taken away and the matter reported to the Superintendent/Deputy Superintendent of

examination. The Superintendent records all available evidence to be used as written proof later on.

- f. That the examinees write their examination roll/code/detail number on the front cover of each additional answer book used. If more than one answer book is used, they are handed over to the Superintendent/Deputy Superintendent after the examination.
- g. Remuneration for paper setter, checker and person preparing result will be awarded as per vogue in other Universities.

USE OF REFERENCE MATERIAL DURING TESTS / EXAMS

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

QUESTION PAPER

6. All question papers are set by respective faculty and duly scrutinized, approved and conducted in accordance with the Abdul Wali Khan University, Mardan policy. As per the spirit of Semester system, there will be no choice in attempting the questions (60% will be objectives and 40% will be subjective). 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.

ACADEMIC CALENDAR

7. Director Academics / Provost will prepare Academic Calendar of the University based on the details to be provided by each Department / Institute / Affiliated College / centre at least two months before the commencement of Academic Year i.e. Fall Semester. The tentative schedule of the semester examinations shall be clearly mentioned in the Academic Calendar.

STUDENTS RESPONSIBILITY / INSTRUCTIONS TO CANDIDATES

8. 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.
9. No candidate shall be allowed to enter the examination centre after commencement of the examination. However, in exceptional circumstances, and after applying strict criteria the Centre Superintendent may provisionally allow into the examination hall a candidate who is late up to fifteen 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.
10. In case the examination starts late, for any reasons to be recorded in writing by the Superintendent and forwarded to the Chairman concerned, the Superintendent shall extend the time for the period that has been lost.
11. No candidate shall leave the examination hall without the permission of the Superintendent.

12. No candidate shall be allowed to leave the examination until half the scheduled time of that examination has passed. In case candidate has to leave the examination hall in emergency situation before this time, for any reasons to be recorded in writing by the Hall Superintendent, he/she shall not be allowed to take the question paper with him/her.
13. No candidate shall be allowed to re-enter the examination hall if he/she leaves after handing over the answer book.
14. No candidate shall be allowed to use toilet facilities until at least one hour after the commencement of the examination, and during the last thirty minutes of the examination. (Refer *para 4d*)
15. The candidate shall fill in the details on the title page of the answer book.
16. 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 Hall Superintendent, it shall be done strictly after obtaining permission of the Chairman concerned.
17. Candidate shall not borrow anything from other candidates during the examination.
18. Candidate shall not talk or disturb other candidates after commencement of the examination.
19. Candidate shall not remove a leaf or a part there of, from the answer book.
20. While leaving the examination hall candidate shall handover all answer books/papers etc to the Supervisory staff.
21. 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”.
22. In case answer book of a candidate is lost after having been received by the Hall Superintendent, and if he/she passes in all other subjects of the examination, his / her result will be prepared on overage marks of passed papers of the said semester. 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 Superintendent or not, the findings of the Departmental Examination Committee subject to the approval of the Vice Chancellor, shall be final.

UNFAIR MEANS / MALPRACTICES

23. Any student found using unfair means or assisting another student during a test/examination or copying from another student would be liable to disciplinary action. A student found guilty of such act by the Unfair Means Committee, will be dealt with in the light of policy in vogue. Use of unfair means generally covers the following:
 - a. An attempt to have access to the question paper before the test / examinations.
 - b. Direct or indirect communication 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 of marks.
 - c. Direct or indirect communication with the Superintendent 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 favour to the candidate.

- d. Use / possession of unauthorized reference material during test / Examination.
- e. Any forms of communication by the examinee with any one in or outside the examination room while the test / Examination is in progress.
- f. Unauthorized entry into faculty's office or that of staff with the intention of having an access to or tampering with the official record / exam paper etc.
- g. Receiving assistance from other persons in the examination.
- h. Giving assistance to another candidate or allow him/her to copy from his/her answer book in the examination.
- i. Removing a leaf or leaves from the answer book.
- j. Using abusive or obscene language in the answer book.
- k. Smuggling an answer book in or out from the examination hall.
- l. Direct or indirect communication with any official of the University with the intention of obtaining any information connected with the examination, which such official is bound not to disclose.
- m. If the guardian or a relative of a candidate communicates or attempts to communicate directly or indirectly with any of the persons mentioned in para 23 (b) & (c) 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 rules.
- n. If a candidate gains admission to the examination or attempts to gain admission by making a false statement in his/her admission form.
- o. Producing a false document forging another persons signature on a document.
- p. Allowing another person to impersonate him/her.
- q. If a candidate possesses any firearms or anything capable of being used as weapon of offence in or around the examination center/hall/room or assaults or threatens to assault a person engaged in the conduct of an examination.
- r. If a person on the rolls of the University abets a candidate in the commission of any of the offenses mentioned above, his/her act shall be taken as malpractice.
- s. If a person on the rolls of the University obstructs any University official, the Inspector of any examination centre or any person connected with the conduct of an examination, in the discharge of such person's duties, such enrolled student shall be dealt with according to UFM rules.

PUNISHMENTS / PENALTIES TO BE AWARDED TO UFM CANDIDATES

24. 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 superintendent from the Examination Room and his/her **answer book shall be cancelled** and the case be reported to the Departmental Examination Officer/Chairman of the Department.
25. 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 / misbehaving / disturbing 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 examination committee will be final.

26. 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.3000/- to 10,000/-**.
27. 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 examination 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**. *

** In case of his/her conviction by a court of law for cheating by impersonation will render himself/herself liable to punishment under section 419 P.P.C. to imprisonment which may extend up to seven years, or fine, or both.*

28. Any candidate found guilty of resorting to physical assault misbehave on the Supervisory Staff or University Officers or University Officials or any other person deputed in the Examination Centre or other candidates shall be **disqualified permanently**.
29. 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 be imposed by the Discipline Committee**.
30. 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 Departmental Examination Officer 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**.
31. 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**.
32. 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)**.
33. 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**.
34. 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 be imposed by the Discipline Committee**.

35. 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 examiner, **the answer book of such candidate shall be cancelled.**
36. Any candidate found guilty of influencing or attempting to influence, the Examiners or Supervisory Staff or the Departmental Examination Officer 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.**
37. Any candidate who refuses to obey the Exam Superintendent 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.**
38. Any candidate, who interchanges his/her answer script (or a part of it) with an other 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.**
39. 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.**
40. 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.**
41. If a person on the rolls of the University obstructs any University official, the Inspector of any examination centre 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.**
42. **The above penalties (para 40 & 41) 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.**
43. **Act of Supervisory/Departmental Staff.** If Supervising Staff, Paper evaluator, Practical Examiner or any other person employed in connection with an examination fails to comply with any instruction issued by the Abdul Wali Khan University, Mardan 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.
44. In case of any emergency, the Vice Chancellor may award suitable punishment without reference to the Committee, in commensuration with the gravity of offence, to any candidate or to any student on the rolls of the University/Affiliated College, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Centre/room.

COMMITTEE DEALING CASES OF UNFAIR MEANS IN THE EXAMINATIONS

45. 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.

46. 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.
47. Each member shall have a single vote.
48. The senior most member shall be the Chairman of the Committee.
49. 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.
50. The quorum of the Committee shall be two-third of its total membership.
51. In case of difference of opinion among the members, the majority decision shall be regarded as the decision of the Committee.
52. 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.
53. 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.
54. The Unfair Means Committee has be the Authority to determine the charge of a breach of the rules of examinations and formulate recommendation to the Vice Chancellor for approval.
55. A candidate, aggrieved by the decision of the Unfair Means Committee, may bring it into 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.
56. In case of an emergency, the Vice Chancellor shall be competent to award suitable punishment to a student for breach of any law/rules pertaining to examination.

APPELLATE COMMITTEE

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

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

58. The following policy for destruction of Question Papers/Answer Books/result sheet of all types of University examinations will be adopted.
 - a. Question paper, if not part of the answer book, will be disposed off after the conduct of the examination.
 - b. Answer scripts along with a sample question paper will be preserved for one year after the declaration of the terminal result.

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

COMPUTATION AND APPROVAL OF RESULTS

59. After the results are received from each department, the Departmental Examination Officer compiles the final results of each class with in 15 days after the last day of the examination. The final results show grades obtained in each course of the semester, the 'semester GPA' and the 'Cumulative GPA' of each student. The result sheets also indicate the tentative disposal (probation, dropped out, withdrawal, incomplete etc) of students failing to achieve required standard. The final result will be finally announced by the Controller Examination.

RECORD OF RESULT

60. Award Lists; The teacher concerned shall prepare five copies of the awards for each course taught by him/her. He/she shall retain one copy with him/her and shall handover the four copies to the Chairman of the Department concerned for onward process.
61. The final result is recorded on the Provisional Semester Transcript of each student. The Departmental Examination Officer of respective Department/Institute prepares four copies of individual student semester transcript. The original copy is sent to the Controller of Examination Abdul Wali Khan University, Mardan, the second copy to the provost Office for record, the third copy to the student. The fourth copy is retained in the student's personal file at the Department/Institute. The complete semester result is sent to Examination Department of the University for formal notification.

ISSUE OF ACADEMIC TRANSCRIPT/DETAIL MARKS SHEET

62. A student desirous of obtaining Academic Final detailed Marks Sheet (Semester wise) / Transcript may apply to the Controller Examinations along with the prescribed fee as per the policy issued on the subject by the Controller of Examination, Abdul Wali Khan University, Mardan.

PROCEDURE OF THESIS EXAMINATION

Thesis may or may not be an integral part of the respective scheme of study of an academic programme at 4 years BS and two years master level. However, if any academic programme of such level requires their students to undertake a research and submit a thesis accordingly, the following procedures will be followed.

63. Thesis for the BS (Hons) degree shall not be accepted earlier than eighth semester and later than twelfth semester after the date of enrollment. Similarly the constraint of time for thesis acceptance of Master degree shall be fourth and sixth semesters. However, further extension for thesis could be given by the Board of Studies on the recommendation of the Supervisor. (extra semester fee will be paid by student)
64. At the end of the course of study, the candidate shall submit three printed /written copies of the thesis for examination. The supervisor may advise the student to revise and resubmit the thesis, if it is deemed necessary.

65. The supervisor/concerned teacher shall evaluate/examine the thesis and send the result to the Controller of Examinations Abdul Wali Khan University, Mardan through the Chairman/HOD. (OR)
The candidate may be required to attend an Oral Examination/Viva Voce on his/her thesis if the concerned scheme of study recommends so. In such case, the chairman may invite External Examiner(s) with prior approval from the competent authority, for the Viva Voce Examination. (Refer *rule 14.14, 14.15, & 14.16*, also)
66. In such case, the viva voce examination shall be conducted by the supervisor and external examiner(s) under the supervision of the Chairman/HOD and Dean concern.
67. If the candidate passes in the Viva-Voce Examination, his/her result will be declared and he/she will be awarded the degree. However, if the candidate fails in the Viva-Voce examination he /she will be permitted to re-appear in the Viva-Voce examination within two months. Failure for the second time may mean failure in the examination altogether.
68. The candidate will be required to qualify the thesis examination by obtaining GPA of 2.0. If he fails, the thesis may be rejected with the option of resubmission of the thesis. Failing which for 2nd time candidate must makeup the deficiencies through special courses through in next Semester offered by Chairman concern.
69. The grading of the thesis and Viva-Voce Examination shall be included in the Cumulative Grade Point Average of result.

RETOTALING (read in conjunction with *rule 14.13*)

70. There shall be no re-evaluation of answer books. Appeal for retotaling of paper(s) shall be lodged within 15 days after the announcement of results of semester concern to the Chairman concern with a fee of Rs.300/- per paper. Rechecking will mean re-totaling of marks and checking for unmarked questions (if so left without marking).

METHOD OF CALCULATING GRADE POINT AVERAGE

1. Calculating Grade Point

Example

Exam	Weightage	Total Marks	Marks Obtained
Quizzes & Assignment	25%	150	105
Midterm Exam	25%	100	80
Final Term Exam	50%	250	150
Total	100%	500	335

Divide 335 by 5 to obtain percentage which comes out to be 67 in this case.

From ready reckoner table 67 means.

Grade C⁺

Grade Point 2.7

2. Calculating Grade point average (For a Semester)

Example: During first semester suppose the grades and grade points in a particular programme are as follows:

Course No	Credit Hour	Grade	Grade point
503	3	A	4.00
515	3	B	3.10
521	3	A	4.00
587	4	C	2.40
591	3	F	0.0
Total Cr Hr	16	-	-

3x 4.0	=12.0	42.9÷16
3x 3.0	=9.3	
3x 4.0	=12.0	
4x 2.4	=9.6	
3x 0.0	=0.0	
-	42.9	

Multiply grade point with credit hour in each case and add. The total comes out to be 42.9. Divide it by total numbers of credit hour to get CGPA as shown.

$$3 \times A = 3 \times 4.0 = 12.0$$

$$3 \times B = 3 \times 3 = 9.3$$

$$3 \times A = 3 \times 4.0 = 12.0$$

$$4 \times C = 4 \times 2.4 = 9.6$$

$$3 \times F = 3 \times 0.0 = 0.0$$

$$= 42.9$$

$$42.9 \div 16 = 2.68$$

$$2.68 \approx 2.7$$

SEMESTER RULES