



No. UOM/Acad/24/29

Dated: 23-Jan-2024

## **NOTIFICATION**

In continuation of this office notification No. UOM/Acad/23/490 dated 19-Dec-2023, the committee has submitted the final version of the Regulations titled “**The University of Malakand Undergraduate Degrees Regulations for Semester System, 2023 and Onwards**” (enclose)

Encl: (The University of Malakand Undergraduate Degrees  
Regulations for Semester System, 2023 and Onwards)

**Deputy Registrar Academics**

**Copy for information and necessary action (if any) to:**

1. All Deans
2. Heads of all Teaching Departments/Administrative Sections/Coordinator Women Sub-Campus
3. Director IT with the request to take necessary action for provisions of the regulations in the CMS for the students of Fall 2023 and onward.
4. Controller of Examinations
5. Coordinator Women Sub-Campus, Batkhela
6. Director QEC
7. PS to Vice-Chancellor
8. PA to Registrar
9. Relevant File

**Deputy Registrar Academics**



### NOTIFICATION

It is notified for the information of all concerned that the Syndicate in its 15<sup>th</sup> Emergency meeting held on 30-Nov-2023 [vide agenda item 2], principally agreed with the Regulations titled "University of Malakand Semester Regulations, 2023 and Onward" and constituted the following committee to harmonize the same with the new curriculum developed under the Undergrade Education Policy 2023;

- |   |             |
|---|-------------|
| 1. Prof. Dr. Mir Azam Khan, Dean of Biological Sciences | (Convener)  |
| 2. Prof. Dr. Arab Naz, Director Academics               | (Member)    |
| 3. Assistant Registrar Academics                        | (Secretary) |

The committee shall submit the final version of the Regulations for implementation from the ongoing Semester.

**Assistant Registrar Academics**

**Copy for information and necessary action (if any) to:**

1. All Deans
2. Convener & Members of the Committee
3. Heads of All Teaching Departments
4. Controller of Examination
5. Director QEC
6. Deputy Registrar Admission
7. PS to Vice-Chancellor
8. PA to Registrar
9. Relevant File

**Assistant Registrar Academics**



THE UNIVERSITY OF MALAKAND  
UNDERGRADUATE DEGREES REGULATIONS FOR  
SEMESTER SYSTEM, 2023 AND ONWARDS






  
Deputy Registrar  
(Academics)  
University of Malakand  


Table of Contents

1. SHORT TITLE, COMMENCEMENT AND APPLICATION.....	1
2. DEFINITIONS.....	1
3. ACADEMIC YEAR .....	2
4. DURATION OF SEMESTER.....	2
5. ACADEMIC CALENDAR.....	3
6. CREDIT HOURS .....	3
7. TEACHING METHODOLOGY .....	3
8. ATTENDANCE .....	4
9. COURSE FOLDER.....	4
10. DEGREE PROGRAMMES & DURATIONS .....	5
11. COURSE LOAD FOR REGULAR SEMESTERS.....	5
12. COURSE/SEMESTER REGISTRATION.....	5
13. CHANGE OF COURSE/PROGRAM .....	5
14. REPEATING COURSES.....	5
15. TRANSFER OF CREDIT HOURS AND MIGRATION .....	6
16. FREEZING OF SEMESTER/PROGRAM.....	6
17. EVALUATION .....	7
18. GRADING SYSTEM .....	8
19. CONVERSION OF MARKS IN CONVENTIONAL TO SEMESTER SYSTEM .....	10
20. GPA/CGPA REQUIREMENT AND PROBATION .....	10
21. IMPROVEMENT OF GRADES.....	11
22. CGPA REQUIRED FOR AWARD OF DEGREE.....	11
23. AWARD OF GOLD MEDAL/DISTINCTION CERTIFICATES.....	11
24. MAKE-UP EXAMINATION .....	11
25. CONDUCT OF EXAMINATIONS .....	12
26. RESULTS SUBMISSION/ DECLARATION.....	12
27. FORMAT OF TRANSCRIPT.....	13
28. RECORD KEEPING .....	13
29. PROCEDURE TO REPORT UNFAIR MEANS.....	13
30. DEPARTMENTAL SEMESTER COMMITTEE (DSC).....	13
31. FUNCTIONS OF DEPARTMENTAL SEMESTER COMMITTEE.....	13
32. ACADEMIC COMMITTEE.....	14
33. FUNCTIONS OF THE ACADEMIC COMMITTEE.....	14
34. REMOVAL OF DIFFICULTIES .....	14
35. FEE DEPOSIT SCHEDULE.....	15
36. REPEAL AND SAVING.....	15

  
Deputy Registrar  
(Academics)  
University of Malakand



## 1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- (1) These Regulations are framed under Sections 29 and 31 of the Khyber Pakhtunkhwa Universities Act, 2012 (amended up to date) and shall be called *The University of Malakand Undergraduate Degrees Regulations for Semester System, 2023 and onwards*.
- (2) These Regulations shall come into force at once.
- (3) These Regulations shall be applicable to all degree programs under semester system, offered by the University of Malakand in its main and sub-campuses.

## 2. DEFINITIONS

- (1) **Academic Program:** A program of studies, which leads to award of the university degree to a student, after successful completion of all the prescribed requirements.
- (2) **Admission Committee:** A departmental committee notified for the purpose of admissions of the students at undergraduate level.
- (3) **Assessment:** The assessment of performance or achievement of students in an academic program. This may include assessment methods such as assignments, quizzes, exams, practical (Lab) work/field work, project work, seminars, and tutorial participation etc., as approved by the university.
- (4) **Capstone Project/Thesis:** Any work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into its practical application in an undergraduate program.
- (5) **Contact Hour:** One hour spent on teaching, lab/practical work, research work, project, seminar, workshop, internship, fieldwork etc.
- (6) **Controller of Examinations:** The Controller of Examinations of the university.
- (7) **Course:** A set of contents related to an academic program, which is to be studied by a student for specified number of credit hours during a semester. Each course shall carry a specific code.
- (8) **Credit Hour:** One credit hour means one contact hour of teacher-student interaction in theory, or two to three contact hours in Lab/project/practical work per week, or eight contact hours in field, spent on academic/research related activities at the university.
- (9) **Drop/Drop-out:** A student considered unsuitable, upon academic performance, for further studies at the university and is removed from the roll of the university.
- (10) **Head/Head of Department:** Chairperson of a department, principal, director of center/institution or such other person who is assigned the charge as head of academic department/ center/ institute by the competent authority.
- (11) **HEC:** Higher Education Commission of Pakistan
- (12) **Internship:** Students' engagement in relevant academic, research or public/private organization related to the discipline.
- (13) **Non-Credit Course:** A course of study, successful completion of which may be required for a degree/diploma but is not counted towards CGPA.
- (14) **Probation:** A student is said to be on probation if his/her GPA/CGPA in a semester is lower than the required for promotion into the next semester.
- (15) **Program Coordinator:** A teacher of the concerned teaching department, having PhD degree, assigned with the duties to coordinate academic/research activities of graduate programs at the department by the competent authority.
- (16) **Semester Coordinator:** A teacher of teaching department assigned with the duties to coordinate academic activities of a program at a department by the competent authority.



- (17) **Student:** A person enrolled in a program offered by the university under semester system, after fulfilling the requirements.
- (18) **Teacher:** A person serving in an academic department and declared to be a teacher by the statutes/regulations of the university.
- (19) **University:** The University of Malakand

### 3. ACADEMIC YEAR

- (1) One academic year shall comprise two regular semesters i.e., Fall and Spring Semester.
- (2) Fall semester shall normally start from end of August/ early September and shall last till January/February.
- (3) Spring semester shall normally start from February/March and last till June.
- (4) There shall be an optional summer semester during the summer vacations as per the following details:
  - a) The summer semester shall comprise 08 - 10 weeks.
  - b) A student desirous to take deficiency/failure/improvement/repetition of course, he/she may enroll in a maximum of 2 courses of 03 or 4 credits each in summer semester.
  - c) The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer semester with half of the duration as compared to a regular (Fall/Spring) semester.
  - d) During summer semester, the selected subjects will be offered in accordance with university policy.
  - e) Contact hours in the summer system shall be doubled to ensure that a course is fully taught in the prescribed duration.
  - f) A teacher shall be allowed to teach a maximum of 02 courses (up-to 08 CH).
  - g) The examination pattern, paper evaluation etc. shall be as per the semester Rules/Regulations of the University.
  - h) The tuition fee per course shall be determined by the university from time to time.
  - i) The registration for courses in the summer semester shall start immediately after declaration of result of the spring semester.
  - j) The result shall be declared before 1<sup>st</sup> September or start of the fall semester whichever is later each year.
  - k) The payment to all teaching staff shall be made as prescribed by the university from time to time.
  - l) The fee in all cases shall be paid by the students prior to the commencement of classes in the summer semester.

### 4. DURATION OF SEMESTER

- (1) Each regular semester shall be of 18 weeks duration; out of which 16 weeks shall be reserved for teaching.
- (2) There shall be two examinations in a regular semester i.e., Mid Examination (after 8 weeks of teaching) and Final Examination in the last week of a semester.
- (3) In case of untoward circumstances, the duration of the semester may be condensed, but the minimum contact hours must be completed.
- (4) There shall be a teaching break to be called "Semester Break" of one week after every semester; this break shall be used for preparation/ submission of results and admission/ registration processes of next semester.



## **5. ACADEMIC CALENDAR**

- (1) The university shall regularly notify the schedule of complete academic year at the end of spring semester (mid-June to mid-July). However, an optional summer semester may be offered in summer vacations. The calendar may include the following information:
  - Announcement of admissions
  - Regular (Fall and Spring) and summer semester starting and ending dates
  - Course/semester registration dates
  - Add/drop of courses deadline
  - Withdrawal from courses deadline
  - Holidays/vacations during semester/session
  - Mid- and final exams weeks
  - Results submission/notification dates of all semesters
  - Sports week/students week or other such activities' dates

## **6. CREDIT HOURS**

- (1) One credit hour means teaching a theory course for one contact hour per week throughout the semester.
- (2) One credit hour in Lab/practical work or project would require two to three contact hours per week throughout the semester.
- (3) One credit hour of fieldwork implies eight contact hours (one working day) per week, or as per requirement of the discipline.
- (4) Credit hours are denoted by two digits within brackets, with a hyphen/plus in between. Initial digit represents theory part while the second (right-side) digit denotes the practical part.
  - i. Thus 3(3+0)/3(3-0) means three credit hours of theory, while 4(3+1)/4(3-1) means a total of four credit hours, of which three credit hours are of theory and one credit hour is of Lab/Practical. Similarly, 3(2+1)/3(2-1) means a total of 3 credit hours, of which two credit hours are of theory and one credit hour is of Lab/Practical.
  - ii. Thus, weekly contact hours of a 3(3+0)/3(3-0) three credit hour course will be three; and weekly contact hours of a 4(3+1)/4(3-1) course will be five to six.
- (5) Thesis/Research/Capstone Project report in the final year of the undergraduate program shall comprise of three credit hours.
- (6) An internship in the relevant discipline shall be of up-to three credit hours.

## **7. TEACHING METHODOLOGY**

- (1) Teaching at the University shall be conducted by a teacher through lectures, discussions, case studies, and/or practical work in laboratories, demonstrations, field works, seminars, tutorials, audiovisual aids, video conferencing, and/or study tours.
- (2) Medium of instruction for teaching and examinations shall be English except for programs in other languages such as Pashto and Urdu. For Islamic Studies, the medium of instruction shall be optional in Urdu or English.
- (3) For a course to be considered a taught course, minimum of 16 weeks of teaching (or equivalent number of classes) is required in a regular semester.
- (4) A class in normal circumstances means a physical class. Under special circumstances, a hybrid of online and physical mode, or, exclusively online mode of class can be adopted. In such circumstances, university may notify prescribed platform(s) for online mode of teaching and learning.



## **8. ATTENDANCE**

- (1) Every student of the university shall maintain at least 75% of 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-exam for that course.
- (2) In courses with Lab, every student studying such course shall maintain at least 75% of the attendance in lab and 75% in classroom, separately. A student who fails to meet the minimum requirements of attendance, either in Lab or in classroom, shall not be allowed to take final-exam for that course.
- (3) In a seminar series or similar other courses, 75% attendance is mandatory for every registered student.
- (4) The 25% margin of absence from the classes is reserved for an illness case or other unavoidable circumstances falling under the Acts of God / Force Majeure.
- (5) Leave of three (03) days or more shall be sanctioned by head of department concerned with intimation to class teachers. Leave shall not be counted towards attendance.
- (6) Absence from class for two consecutive weeks or more (six one-hour classes of a three credit-hour course or equivalent), without sanctioned leave or genuine reason, shall entail cancellation of registration in the course, which would only be restored on appeal to the head within one week of cancellation with payment of Rs.1000/- (per course). The head shall notify cancellation and restoration of registration in the course(s).
- (7) Students' participation in seminars, conferences, symposia, field work, volunteer work, training/workshops, sports and other professional activities, under the university; may be counted towards their attendance. Students must ensure prior intimation, marking attendance in such activities/providing documentary proof, and communicating it to class teachers well in time. Participation in such activities must not consume more than 10% of attendance.
- (8) It is responsibility of the students to constantly monitor their attendance level.

## **9. COURSE FOLDER**

- (1) Teachers are required to maintain a course folder, provided by the head of department, for every course they teach. The course folder shall contain:
  - i. Course code, title and approved course contents
  - ii. Academic calendar
  - iii. Weekly course break-up
  - iv. Lab/practical/field objectives and contents
  - v. Assignments and quizzes etc
  - vi. Copy of mid and final exam paper
  - vii. Monthly students' attendance
  - viii. Copy of award lists of the course
- (2) In case of CMS, the CMS shall be considered as course folder for each course if all the above information/document are uploaded/entered on the CMS.



## 10. DEGREE PROGRAMMES & DURATIONS

Duration and credit hours requirement of various degree programs are tabulated below:

Program	Years of Education	Duration		Minimum/Maximum Credit Hours (As per HEC criteria)
		Minimum	Maximum	
<b>BS Program/ B. Ed. (4-Year)</b>	16	4 years	7 years	130 – 142
<b>PharmD / LLB (5-Year)</b>	17	5 years	8.5 years	160 – 200
<b>B.Ed. 1.5 Year</b>	16	1.5 years	2.5 years	45 - 63
<b>B. Ed. (2-Year)</b>	16	2 years	3.5 years	60 – 72
<b>Associate Degree</b>	14	2 years	3.5 years	60 – 72

## 11. COURSE LOAD FOR REGULAR SEMESTERS

- (1) An undergraduate program shall include 15-18 credit hours (up-to 21 credit hours in special circumstances) course load in a regular semester. Required course load for a full time undergraduate is a minimum of 15 credit hours per semester.
- (2) In case a student wishes to register for a course beyond 18 credit hours but not exceeding 21 credit hours, he/she may be allowed by the Departmental Semester Committee in either of the following cases:
  - a. If his/her CGPA is above 3.50.
  - b. The student needs the course to graduate on time.
  - c. A student has credit hours deficiency towards minimum requirement of the degree.

## 12. COURSE/SEMESTER REGISTRATION

- (1) At the start of every semester, students shall register themselves in the offered courses in that semester within a week time, using registration form (**Annex. A**), accompanied by bank receipt of the registration fee.
- (2) Attendance of students, who fail to register a course, will not be marked.

## 13. CHANGE OF COURSE/PROGRAM

- (1) A student may be allowed to change elective courses within 21 days of commencement of a semester. No change of course shall be allowed after 21-days' time limit.
- (2) Change in a program may be allowed to newly admitted students by the Heads within 3 weeks of the start of semester, subject to availability of vacant seats and fulfillment of merit criteria in the program. No change of program shall be allowed after 3 weeks.

## 14. REPEATING COURSES

- (1) If a student is not allowed to take exam of any course due to attendance shortage, or fails the course, he/she shall be required to register himself/herself in that course whenever offered in regular or summer semester and reappear in all examinations/assessments.
- (2) Credit hours of repeating courses shall be considered for the purpose of calculating maximum semester workload of the student.
- (3) In case a student repeats a course, which has already been taken, the old grade shall be replaced with the new grade. However, if a student substitutes (takes new course in lieu of the course which he/she failed, it shall be reflected with an "s").
- (4) Minimum attendance shall be mandatory for a student in a substitute course or the courses in which he/she has registered in a summer semester.



- (5) A student can repeat a maximum number of two courses in a semester but not exceeding the maximum of 21 credit hours.

## **15. TRANSFER OF CREDIT HOURS AND MIGRATION**

- (1) A student at the university, desirous of transferring his/her credit hours to another HEC recognized institution, shall be allowed to do so after clearance from all quarters.
- (2) A student of an HEC recognized degree awarding institutions/sub-campus of the university /affiliated colleges with the University of Malakand can apply for transfer of courses to a department of the university before commencement of a semester, through written application along with NOC, transcripts, course contents, and certificate to the effect that he/she has not been expelled from the parent institution on disciplinary grounds.
- (3) The DSC shall evaluate the application for relevancy i.e., course contents, suitability of grades, maximum allowed duration etc. The DSC may co-opt members from other disciplines for courses other than the major subjects.
- (4) The DSC shall forward the application along with its recommendations to the Academic Committee for review, who shall forward it to the Vice Chancellor for approval (with clear recommendations) if the following conditions are fulfilled:
- A vacant seat is available in concerned program at the department; and the desirous student has successfully completed the transferable courses.
  - The desirous student was eligible for admission at the time the program was advertised.
  - At undergraduate level, marks of desirous student in intermediate/equivalent certificate are not less than marks of last admitted student on merit in the same session in the department.
  - The minimum requirement for credit transfer shall be grade C (65% marks) at undergraduate level, and grade B (74% marks) at graduate level.
  - The courses shall be transferred on course-to-course basis.
  - The maximum transferable courses shall not exceed 50% of the courses/credit hours required for completion of the program at the university.
  - NOC from the parent institution has been obtained.
  - Desirous student has not been expelled from parent institution on disciplinary grounds.
- (5) The total transferred courses shall be reflected in the final transcript with reference to the parent institution.
- (6) Marks of the transferred courses shall be counted towards total marks, percentage and CGPA.
- (7) Deficiency courses shall be offered to the student in order to fulfill the minimum credit hours required for completion of the degree.

## **16. FREEZING OF SEMESTER/PROGRAM**

- (1) A student may be allowed to freeze a semester/program if he/she is not able to continue under *Force Majeure*, provided that:
- The student seeking freezing of studies shall not be under probation and there must be no disciplinary proceedings against him/her.
  - A student must register in the semester before freezing, however, freezing of studies shall not be allowed after three weeks of the commencement of a semester.
  - Semester freezing shall be granted by the Departmental Semester Committee (as the case may be) on the request of the student with cogent and plausible reasons.
  - If a student freezes a semester, he/she shall resume his/her studies from the same stage where he/she had left (frozen).



- v. Maximum duration of the degree program as stipulated in these Regulations shall remain the same and frozen semester shall be counted towards maximum duration of the program.
- vi. The option of semester freezing shall be exercised after completion of first semester.
- vii. Before freezing a semester, a student shall have made payment of all semester fee/dues etc.

## 17. EVALUATION

- (1) In a semester, students may be required to appear in quizzes, tests, mid and final exams, presentations (individual/group), group discussions, and submit projects/assignments/lab reports etc.
- (2) For courses without practical/lab work, such as, 1(1+0), 2(2+0), 3(3+0) and 4(4+0), the assessment shall have the following weightage:

Type of Assessment	Weightage
Internal Assessment by Teacher (assignments, presentations, term papers, quizzes, reports etc.)	20%
Mid Examination	30%
Final Examination	50%

- (3) For courses with practical/lab work, such as, 3(2+1), 3(1+2), 4(3+1), the weightage for the practical may be considered 25% per credit hour and the evaluation shall be made through report/lab/field work report/presentation/practical notebook/viva voce/final exam or other mechanism as deemed fit.

*Provided that courses with the composition of 1(0+1), 2(0+2), 3(0+3) and 4(0+4) shall be evaluated through report/lab/field work report/internship certificate/presentation/practical notebook/ viva voce/final exam or other mechanism as deemed fit.*

- (4) The DSC shall decide pattern of question papers for exams of individual courses, OR, as per the following break-up:

**i. Mid:**

One question (mandatory) carrying ten (10) marks shall comprise definitions, short questions, multiple choice questions (MCQs), True/False or fill in the blanks. The rest of the twenty (20) marks shall be equally allocated to 02 – 04 subjective type questions

**ii. Final**

One question (mandatory) carrying fifteen (15) marks shall comprise definitions, short questions, multiple choice questions (MCQs), True/False or fill in the blanks. The rest of the thirty-five (35) marks shall be allocated to 03 – 05 subjective questions.

- (5) Mid exam is to be taken in the course taught during the initial eight weeks of a regular semester. Final term exam, at the end of a semester, is to be taken in the entire course consisting 30% of the mid and 70% of the final course.
- (6) The exams, both mid and final exam, must be conducted within the weeks specified in the academic calendar, unless otherwise notified by the university.
- (7) Mid exam shall be of one hour, final exam shall be of up to three hours, and practical exam/Lab assessment shall be from two to four hours.
- (8) In a course with practical/Lab, the practical/lab assessment may be conducted after the final exam of the course.
- (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 exams, quizzes, assignments etc. However, practical exam/lab assessment, wherever applicable, shall be passed separately.



- (10) For undergraduate thesis/project report/capstone project/internship, evaluation of a student shall be based on:
- Project Report/Thesis/Internship Report submitted by the student,
  - Performance in viva voce
- (11) In order to save space and resources, one hard copy of undergraduate thesis/project/internship report shall be submitted to the university library and examinations section, each. A soft copy in PDF format shall be submitted online on university portal/CMS/LMS etc., for record and easy access.
- (12) The teacher concerned shall ensure to check similarity/plagiarism of all the assignments/internship reports/capstone projects/thesis etc. prior to submission for examination purposes along with certificate duly signed by the supervisor concerned/teacher showing acceptable similarity level as specified by the university.

## 18. GRADING SYSTEM

- (1) The following shall be the grading system of the university.

Grade	Grade Points	Percentage obtained in a semester system
A	3.67 – 4.00	85 – 90 and above
A-	3.34 – 3.66	80 – 84
B+	3.01 – 3.33	75 – 79
B	2.67 – 3.00	71 – 74
B-	2.34 – 2.66	68 – 70
C+	2.01 – 2.33	64 – 67
C	1.67 – 2.00	61 – 63
C-	1.31 – 1.66	58 – 60
D+	1.01 – 1.30	54 – 57
D	0.10 – 1.00	50 – 53
F	0.00	Below 50

- (2) Detailed split of percentage of marks, value, letter grades and corresponding remarks are tabulated below:



Percent Obtained Marks	Grade Value	Grade	Percent Obtained Marks	Grade Value	Grade	Percent Obtained Marks	Value	Grade
50	0.10	D	64	2.01	C+	78	3.25	B+
51	0.40		65	2.12		79	3.33	
52	0.70		66	2.22		80	3.34	A-
53	1.00		67	2.33		81	3.42	
54	1.01	D+	68	2.34	B-	82	3.50	
55	1.11		69	2.50		83	3.58	
56	1.20		70	2.66		84	3.66	
57	1.30	C-	71	2.67	B	85	3.67	A
58	1.31		72	2.78		86	3.74	
59	1.49		73	2.89		87	3.80	
60	1.66		74	3.00		88	3.87	
61	1.67	C	75	3.01	B+	89	3.93	
62	1.84		76	3.09		90 – 100	4.00	
63	2.00		77	3.17				

- 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. GPA shall be rounded to 2 decimal places, e.g., a GPA of 3.084285 shall be reported as 3.08, while a GPA of 3.065124 shall be reported as 3.07.
  - iii. Grade Point Average (GPA) is an expression for average performance of a student in the courses he/she has taken during any semester, thus GPA is calculated for individual semester.
  - iv. A student shall be awarded incomplete grade represented by "I" in case he/she is unable to appear in part or whole of the mid or final examination on medical grounds or circumstances beyond their control, to be determined by the semester committee, provided that he/she fulfills the condition of having attended the prescribed number of lectures.
- (3) If a student fails a course, he/she shall be awarded "F" for failure in a given course grade representing that he/she has failed the course in that semester. He/she shall repeat the course whenever offered again. In case he/she passes the same in a subsequent semester it shall be signified by "\*" showing that it is a repeated course passed later.
  - (4) If a student improves a course, it shall be signified by iota "i".
  - (5) It shall be mandatory for a student to pass both project report and viva voce exam of a research project at all levels where research project is opted for degree completion.
  - (6) Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) will be calculated using the following formulas:

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



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

## 19. CONVERSION OF MARKS IN CONVENTIONAL TO SEMESTER SYSTEM

- (1) The conversion table, provided below, is only for the purpose of students who have obtained degrees under the annual system.

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

- (2) The range of marks defined above for a particular grade may be split further to reflect corresponding incremental grade points, as below:

Marks %age	Value	Marks %age	Value	Marks %age	Value	Marks %age	Value
33	1.00	46	1.77	59	2.94	72	3.71
34	1.06	47	1.88	60	3.01	73	3.73
35	1.12	48	1.99	61	3.08	74	3.75
36	1.18	49	2.10	62	3.16	75	3.78
37	1.24	50	2.21	63	3.23	76	3.80
38	1.30	51	2.32	64	3.30	77	3.83
39	1.35	52	2.43	65	3.37	78	3.85
40	1.41	53	2.54	66	3.44	79	3.87
41	1.47	54	2.65	67	3.51	80	3.90
42	1.53	55	2.66	68	3.58	81	3.92
43	1.59	56	2.73	69	3.65	82	3.94
44	1.65	57	2.80	70	3.66	83	3.97
45	1.66	58	2.87	71	3.68	84	3.99

## 20. GPA/CGPA REQUIREMENT AND PROBATION

- (1) Probation is a status granted to the student whose academic performance falls below the minimum University standard.
- The students acquiring less than 2.00/4.00 GPA in a semester but passing in all papers will be promoted with the condition to achieve more than 2.0 GPA in the next semester and s/he will be put on probation for the next semester.
  - The students acquiring GPA 1.7 and above but failing in any paper(s) will be placed on probation and promoted to the next semester conditionally. They will have to be registered for summer semester to improve the grade.
  - Students acquiring GPA less than 1.7 in two consecutive semesters and failing in any paper(s) even after attending summer semester for one academic year will be dropped from university rolls. However, s/he will be eligible to seek re-admission. Re-admission will be allowed only once during 4 years BS degree program. Readmission will be allowed after the payment of full admission fee and the student will be considered as external candidate) and two years
  - Students on probation in two consecutive semesters even after attending Summer Semester in one academic year will take re-admission in that particular academic year once only.
  - There will be maximum two academic probations in four-year Bachelor degree program. Both the probations cannot be granted / availed in first four semesters. 28 A student who is on



probation 2nd time even after attending summer semester in first four semesters shall be removed from rolls of the university. However, s/he can take re-admission only once during 4 years BS degree program.

vi) It is also mandatory to obtain at least 50% marks in Practical, Projects, Thesis, Assignments, Test and Theory Paper separately/aggregate.

- (2) In case a student secures less than 2.00 CGPA at the end of final semester, he/she may be allowed to repeat up to six courses, in which his/her Grade is below B-, provided that he/she is not debarred under Section 21 of these regulations.

## **21. IMPROVEMENT OF GRADES**

- (1) An undergraduate student desirous to improve his/her overall grade(s) from B- or below in selected courses, may be allowed by the DSC, after completion of course work of the program, in up to six courses, upon the prescribed repeat courses fee.
- (2) Improvement shall be allowed in undergraduate programs within one academic year after declaration of the final semester results.
- (3) If a student fails to improve his/her grade in a course, the previous grade shall be counted towards his/her passing CGPA.
- (4) Minimum required attendance of a student shall be mandatory in summer semester and the substitute course(s) for which he/she has registered for improvement of grades.

## **22. CGPA REQUIRED FOR AWARD OF DEGREE**

Minimum CGPA for the award of undergraduate, degrees shall be 2.00.

## **23. AWARD OF GOLD MEDAL/DISTINCTION CERTIFICATES**

- (1) Undergraduate students fulfilling the following criteria in their respective degree programs shall be eligible to earn the Medal/Distinction Certificate as under:

1 <sup>st</sup> position:	Gold Medal (with Distinction Certificate)
2 <sup>nd</sup> and 3 <sup>rd</sup> positions:	Distinction Certificate
- (2) University students admitted to a degree program in a particular academic session shall compete as one group irrespective of sections, morning/evening program or sub-campus.
- (3) The recipient's CGPA must not be less than 3.50 for award of the Gold Medal.
- (4) The recipient shall have not failed or repeated any course due to short attendance during the program and shall have completed the degree within the minimum prescribed time.
- (5) In case of tie in CGPA of the students, percentage of marks shall be taken into account.
- (6) In case of tie of the percentage, number of A+ grades in all courses shall be considered.
- (7) In case of a tie in A+ grades, the number of A grades in subjects shall count.
- (8) In case of a tie of A grades in subjects, the one older in age shall receive the medal.
- (9) Students appearing for improvement shall not be eligible for award of Medal/Distinction.
- (10) No Medal/Distinction shall be awarded in case a student was punished/finned by Disciplinary Committee of the university.
- (11) A student who has transferred courses from another institution shall not be eligible for award of Medal/Distinction.

## **24. MAKE-UP EXAMINATION**

- (1) No make-up/re-take examination shall be allowed due to shortage of attendance of a student, or if he/she fails the course. In such cases, the student shall repeat the course.



- (2) Make-up examination may however be allowed on case-to-case basis in circumstances below, subject to the satisfaction of DSC and completion of all the requirements mandatory for appearing in the final examination:
  - a) A student falls seriously ill/hospitalized due to such illness or accident or act of terrorism or any other unavoidable circumstances beyond his/her control. In such a case, production of medical certificate/other relevant document shall be required to the satisfaction of DSC; provided that in such a situation the Semester Coordinator shall be informed in time.
  - b) In case of death of parents, spouse, children of the student or his/her sibling.
- (3) Under the conditions mentioned above, a student shall register for make-up examination after approval of the DSC, as the case may be, provided that:
  - a) The student concerned shall pay the prescribed examination fee.
  - b) Make-up exam shall be arranged within three weeks from the date of commencement of the mid or final examination, as the case may be.

## **25. CONDUCT OF EXAMINATIONS**

- (1) In commencement of exams, Academic Calendar of the university shall be followed.
- (2) Schedule of examination (date sheet) for mid and final examinations shall be notified at least one week before the commencement of respective exams by the department concerned.
- (3) Every course teacher will submit printed/sealed question paper to the concerned Coordinator at least two working days before the scheduled date of his/her paper.
- (4) Examinations shall be held on consecutive days excluding holidays.
- (5) The teacher shall be present on the date of the exam of his/her course. In case of their absence, the head shall be informed well in advance to make necessary arrangements.
- (6) Concerned staff of teaching department shall arrange for the conduct of exams including acquisition of stationary (answer books etc.) from Examinations Section, attendance sheets, photocopying required number of question papers, notification of duty roster, etc.
- (7) The concerned teacher/duty staff shall be responsible to collect examination material (answer books, question papers, extra sheets, attendance list, award lists, UFM form etc.) from the concerned office 30 minutes before the start of each paper and return the unused answer books and remaining extra sheets to the concerned coordinator.
- (8) A teacher shall show the marked papers to the students, on a specified day, during the semester break after the end of the mid and final examinations. The teacher shall rectify the markings/ total marks (if any).

## **26. RESULTS SUBMISSION/ DECLARATION**

- (1) The award list, complete in all respects, of the mid and final exams of a course shall be prepared and submitted to the Semester Coordinator, along with answer books and attendance sheets, by the teacher concerned within one week of completion of the exam.
- (2) The result duly checked/signed by the members of DSC shall be submitted to the Head of the department for onward submission to Examinations Section of the university, within one week.
- (3) The Examinations Section shall notify results of the semester within two weeks of receipt of the results.
- (4) One copy of the results shall be given to the student concerned in the form of semester transcript by the department. However, final transcript/degree shall be issued upon clearance of the necessary prerequisites for acquisition of the final transcript/degree.



- (5) The head of the department may provide course completion/character certificate to a desiring student upon his/her written request. Course completion certificate shall be issued only after the final semester examination of the program.

## **27. FORMAT OF TRANSCRIPT**

- (1) Final transcript shall be issued by the Controller of Examinations.
- (2) The following types of transcripts shall be issued:
  - a. Semester Transcript: For each/all semester results (by the Department).
  - b. Final Transcript: On completion of degree program covering all semesters results.
  - c. Duplicate Transcript: In case a transcript is lost.
  - d. Revised Transcript: If the results are revised under these regulations.
- (3) Format of the final transcript shall be according to the HEC guidelines.

## **28. RECORD KEEPING**

- (1) University's Examinations Section shall act as central record office of all the examinations held under semester system of the university.
- (2) The exam scripts (answer books) of mid and final exams of each semester shall be sent to the Controller of Examinations who shall keep the record in his custody safe and secure.
- (3) All answer books shall be kept at the Examinations Section on record for three years after declaration of the final results of the program.

## **29. PROCEDURE TO REPORT UNFAIR MEANS**

- (1) Concerned teacher/ examiner/ duty Incharge shall report any unfair means (UFM) case to the Coordinator soon after the conduct of the paper.
- (2) Concerned Coordinator shall report UFM cases to the DSC which shall decide all such cases within five working days of the end of the respective mid/final exam.
- (3) UFM cases shall be dealt with under the University of Malakand Conduct of Examinations Bye-Laws/ regulations in vogue.

## **30. DEPARTMENTAL SEMESTER COMMITTEE (DSC)**

- (1) Semester Coordinator for a program shall be appointed by Vice Chancellor, on recommendation of the head, from among teachers of the department for a period of two years, on rotation in the order of seniority. Registrar office shall notify appointment of Semester Coordinators.
- (2) There shall be a Departmental Semester Committee (DSC) in each teaching department of the university, which shall comprise of the following:
  - i. Chairperson/ Head of department (Convener)
  - ii. Two teachers of the department (Members)
  - iii. Semester Coordinator (Member and Secretary)
- (3) Teachers of the department shall be recommended by the head for appointment to the DSC by the Dean for a period of two years, on rotation in the order of seniority.
- (4) Quorum of the committee for a meeting shall be two-third and meetings of the DSC shall be held on regular basis.

## **31. FUNCTIONS OF DEPARTMENTAL SEMESTER COMMITTEE**

- (1) To check the pattern of question papers/internal assessment for exams of courses.
- (2) To decide the unfair means (UFM) cases.



- (3) To carry out periodic assessments of the course contents and progress on different courses being taught in the department.
- (4) To investigate and decide on any irregularity in teaching methodology, attendance, and assessment of any course being taught in the department.
- (5) To monitor and report on the implementation of semester regulations and address issues arising thereof, or report them to the Academic Committee.
- (6) All matters requiring guidance in respect of semester schedule, conduct of exams and problems of students relating to evaluation will initially be referred by concerned teacher/student to the Semester Coordinator who, if deems necessary, will refer it to the DSC.
- (7) The committee shall recommend panel of examiners for internship/project reports, and thesis/viva at undergraduate level to the Controller of Examinations for approval.
- (8) Appeal against decision of the DSC shall be referred to the Academic Committee.
- (9) Proceedings/minutes shall be recorded by the secretary, signed by members, and approved by the convener, and submitted to the Dean for information/ necessary action.

### **32. ACADEMIC COMMITTEE**

- (1) The Academic Committee (of each faculty), notified by the Registrar office, shall consist of the following:
  - i. Dean of concerned Faculty (Convener)
  - ii. Chairperson/ Head of concerned department (Member)
  - iii. One teacher of the faculty (Member)  
(To be appointed by Vice Chancellor on recommendation of Dean for a period of two years, on rotation)
  - iv. Controller of Examinations or his nominee (Member)
  - v. Relevant Coordinator of the concerned department (Secretary)
- (2) Quorum for the meeting shall be two-third and meetings shall be held on regular basis.

### **33. FUNCTIONS OF THE ACADEMIC COMMITTEE**

- (1) The Committee shall be appellate forum against the UFM decisions by DSC; and the decision of the Academic Committee shall be binding and final.
- (2) Academic committee shall have the powers to inquire and review reports of periodic assessments and irregularities investigated by the DSC.
- (3) Academic committee shall also serve as students grievance redressal forum.
- (4) Quorum of the committee shall be two-third. Proceedings shall be recorded by the secretary, signed by members, and approved by the convener.
- (5) Academic Committee shall decide on issues and anomalies regarding semester regulations. In case the committee is unable to decide, the matter shall be sent to the University Academic Committee in Section 34 below.

### **34. REMOVAL OF DIFFICULTIES**

- (1) In case a dispute arises on a matter related to semester regulations, and these regulations are silent or unclear on the matter, it shall be referred by the Vice Chancellor to the University Academic Committee; which shall comprise of the following.
  - i. Pro-Vice Chancellor/ Senior-most Dean Convener
  - ii. All Deans Members
  - iii. Chairperson/Head of Concerned Section Member
  - iv. Registrar Member
  - v. Director Academics Member



vi.	Controller of Examinations	Member
vii.	Deputy Registrar (Academics)	Secretary

- (2) Quorum of the committee shall be two-third and decision of the committee shall be final.
- (3) If the committee suggests a change/modification, exclusion/inclusion of any clause etc., the recommendations shall be referred to the Academic Council of the university.

### **35. FEE DEPOSIT SCHEDULE**

- (1) At the time of admission to the University, students shall be required to pay admission fee, security, CMS fee or any other fee as may be prescribed.
- (2) At the beginning of each semester, students shall deposit prescribed semester fees.
- (3) Fees and dues shall be charged for the semester in lump sum and cannot be apportioned on the basis of courses offered or duration of the semester. However, a repeating student shall have to pay fees and dues for the course(s) opted by him/her.
- (4) If dues are not cleared by specified dates, a fine may be charged and result withheld; the fine will be charged at the rates prescribed by the university.
- (5) If a student, provisionally registered in a semester, fails to appear in exams due to any reason e.g., attendance shortage or disciplinary grounds; he/she shall have to pay all semester dues.
- (6) Students shall pay prescribed fees for make-up examination, issuance of all kinds of transcripts, degree and migration certificate, etc.

### **36. REPEAL AND SAVING**

The existing semester bye-laws/ regulations governing the undergraduate semester structure are hereby repealed. Provisions in these regulations shall replace the same in the **Academic Rules (Bye-Laws) for the Semester System, University of Malakand**. All admissions to any degree program made prior to the promulgation of these regulations, shall be governed under the relevant rules/ bye-laws of the university.





## Course/Semester Registration Form

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Program enrolled in: \_\_\_\_\_ Registration No: \_\_\_\_\_  
Current Semester: \_\_\_\_\_ Session: \_\_\_\_\_  
Campus: \_\_\_\_\_ Shift (Morning/Evening): \_\_\_\_\_

### Courses to be registered:

S. No.	Course Title	Course Code	Semester

### Purpose of Registration:

(Check in the appropriate box)

Semester Registration	<input type="checkbox"/>	Repeat Course	<input type="checkbox"/>	Improvement	<input type="checkbox"/>	Substitute Course	<input type="checkbox"/>
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Fee of Rs: \_\_\_\_\_ deposited in (bank) \_\_\_\_\_ receipt No. \_\_\_\_\_ Dated \_\_\_\_\_

Signature of the candidate

Office Assistant Remarks (if any): \_\_\_\_\_

Coordinator Remarks and Signature: \_\_\_\_\_

## ACKNOWLEDGEMENT

Student copy

Name: \_\_\_\_\_ Father Name: \_\_\_\_\_

Program: \_\_\_\_\_ Semester: \_\_\_\_\_ Roll No: \_\_\_\_\_

Department: \_\_\_\_\_ Date of form submission: \_\_\_\_\_

Signature

Dealing Assistant, Department of \_\_\_\_\_

  
Deputy Registrar  
(Academics)  
University of Malakand