



No. UOM/Acad/25/348

Dated: 22-Sep-2025

NOTIFICATION

It is notified for the information of all concerned that the Syndicate in its 61st meeting held on 16-Aug-2025 [vid agenda No. 13], has confirmed the approval of the amended version of the regulations titled *The University of Malakand Semester Regulations, 2024 and Onwards*.

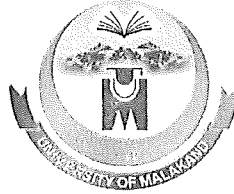
Encl: (as stated above)

Assistant Registrar Academics

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

1. All Deans
2. Heads of All Teaching Departments/Sections/Offices/Coordinator WSCB
3. PS to Vice-Chancellor
4. PA to Registrar
5. Relevant File

Assistant Registrar Academics



No. UOM/Acad/25/233

Dated: 10-Jul-2025

NOTIFICATION

It is notified for the information of all concerned that the Vice Chancellor, on recommendation of the committee constituted by the Syndicate in its 57th meeting held on 02-Nov-2024, (notified vide No. UOM/Acad/24/470, dated 05-Dec-2024), has approved the adoption of a revised draft of *the University of Malakand Semester Regulations, 2024 and Onwards*, and to notify the revised version for information and compliance of all the concerned teaching and administrative departments of the University to avoid any future complications.

Encl: (Final version of the *University of Malakand Semester Regulations, 2024 and Onwards*)


Assistant Registrar Academics

Copy for information/necessary action (if any) to:

1. All Deans
2. Heads of All Teaching Departments/Sections/Offices/Coordinator Women Sub-Campus
3. Director IT, UOM (with the request to upload the revised draft on the University website)
4. PS to Vice-Chancellor
5. PA to Registrar
6. File


Assistant Registrar Academics

THE UNIVERSITY OF MALAKAND SEMESTER REGULATIONS, 2024 AND ONWARDS

(Amended 2025)



S. Kap 10-Jul-25
Assistant Registrar
(Academics)
University of Malakand

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Skap 10-Jul-25
Assistant 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 Semester Regulations, 2024 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 the 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 undergraduate admissions and foundation, certificate, diploma programs etc.
- (3) **Assessment:** The evaluation of students' performance within a program of studies through university-approved assessment methods such as exams, assignments, quizzes, practicals (lab/field/project work), reports and participation in seminars, tutorials etc.
- (4) **Chairperson:** Chairperson means the head of a teaching department.
- (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 course approved by the statutory bodies for specified academic program(s).
- (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 prescribed contact hours in field; spent on academic/research related activities at the university.
- (9) **Drop/Drop-out:** A student considered ineligible, upon academic performance, for further studies at the university and is removed from the roll of the university.
- (10) **Examiner:** An examiner, appointed for the purpose of examination, thesis, project etc.
- (11) **HEC:** Higher Education Commission, Pakistan
- (12) **Internship:** Students' engagement in relevant academic, research or public/private organization related to the discipline.
- (13) **Level 5 Degree:** As defined in the HEC National Qualifications Framework (NQF), including BA, BSc, BTech, Associate Degree (AD) etc.
- (14) **Level 6 Degree:** As defined and mentioned in the National Qualifications Framework including Bachelor (Hons): BS, B.E., B Arch., BSc (Eng), BSc (Agri), B.Tech (Hons), LLB, B.Com, MBBS, DVM, BDS, Pharm D etc.
- (15) **Level 7 Degree:** As defined and mentioned in the National Qualifications Framework including MS, MPhil, MBA, MSc (Eng.), ME, M. Tech., LLM or equivalent etc.
- (16) **Level 8 Degree:** As defined and mentioned in the National Qualifications Framework, level 8 degree programs include PhD or equivalent.
- (17) **Non-Credit Course:** A course of study, successful completion of which may be required for a degree/diploma/promotion to next semester but is not counted towards CGPA.
- (18) **Probation:** A student is said to be on probation if he is deficient in academic / discipline standards but is allowed to continue studies.
- (19) **Project/Capstone Project:** 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.
- (20) **Semester Coordinator:** A teacher of a teaching department assigned with the duties to coordinate academic activities of a program at a department by the Vice Chancellor.

- (21) **Student:** A person enrolled in a program offered by the university under semester system, after fulfilment of the requirements.
- (22) **Teacher:** A person serving in an academic department and declared to be a teacher by the Act/Statutes of the university.
- (23) **University:** The University of Malakand

3. ACADEMIC YEAR

- (1) One academic year shall comprise two regular semesters i.e., Fall and Spring Semester, and an optional Summer Semester.
- (2) Each regular semester shall be of 18 weeks duration; out of which 16 weeks shall be reserved for instruction.
- (3) Fall semester shall normally start from the last week of August/ first week of September and shall last till last week of December/ first week of January.
- (4) Spring semester shall normally start from January/February and last till May/June.
- (5) A summer semester of 8/9 weeks duration may be offered during summer.

4. DURATION OF SEMESTER

- (1) There shall be two examinations in a regular semester i.e., Mid-Exam (after 8 weeks of teaching) and Final-Exam in the last week of a semester.
- (2) There shall be 16 weeks of teaching. In unusual circumstances, duration of a semester may be shortened to 14 weeks of teaching, subject to approval of the University Academic Committee. A course shall not be considered a taught course with less than 14 weeks of instruction or equivalent number of contact hours.
- (3) There shall be a teaching break to be called “Semester Break” of at least one week.

5. SUMMER SEMESTER

- (1) Summer semester shall commence immediately after spring semester, no later than mid of June, and shall continue for 8-9 weeks.
- (2) A student desirous of taking deficiency courses or wishes to repeat a course(s) to pass/improve grades, he/she may be allowed to register on the proforma (**Annex. A**) in up to two courses in summer semester.
- (3) The contact hours in summer semester shall be doubled and thus workload of the student and teacher shall be calculated twice from normal workload.
- (4) The tuition fee for summer semester (single or two courses) shall be equivalent to the normal semester fee of that program.
- (5) Payment to the teachers shall be made per credit hour, as prescribed by the university.
- (6) A student on probation can register up to three courses in a summer semester.

6. ACADEMIC CALENDAR

- (1) The Director Academics, in consultation with the Director Admissions and approval of the Vice Chancellor, shall notify a schedule of complete academic year, including fall, spring and summer semesters for the convenience of the students, staff and teachers. The calendar may include the following information:
 - a. Announcement of admissions/ admissions schedule
 - b. Orientation week/ Semester starting week
 - c. Semester ending week
 - d. Exams weeks and results submission/notification dates
 - e. Holidays/vacations/semester break during semester/session

- f. Sports week/students week or other such activities' dates

7. CREDIT HOURS

- (1) One credit hour means teaching a theory course for one contact hour, followed by two hours of reading/homework etc. by student, per week throughout the semester.
- (2) One credit hour in Lab/practical work or project would require two contact hours, followed by one hour report writing, per week throughout the semester.
- (3) One credit hour of fieldwork/project work shall be as prescribed by the University for particular discipline/course(s).
- (4) Credit hours are denoted by two digits within brackets, with a hyphen in between. Initial digit represents theory part while the second (right-side) digit denotes the practical part.
 - i. Thus 3(3-0) means three credit hours of theory, while 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) 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) credit hour course will be three; and weekly contact hours of a 4(3-1) course will be five to six.
- (5) Thesis/ research/ project report etc. in the final year of the undergraduate program shall comprise of up to six credit hours.
- (6) An internship in the relevant discipline, if required, shall be of up to three credit hours.
- (7) For MS/MPhil and equivalent programs, thesis/research shall comprise of 6 credit hours.
- (8) In case of PhD program, thesis/research shall comprise of up to 9 credit hours per semester, with a maximum of 36 credit hours.

8. TEACHING METHODOLOGY

- (1) Teaching at the University shall be conducted through lectures, discussions, case studies, and/or practical work in laboratories, demonstrations, field works, seminars, tutorials, audiovisual aids, video conferencing, and/or study tours etc.
- (2) Medium of instruction for teaching and examinations shall be English except for programs required in other languages such as Pashto and Urdu etc. For Islamic Studies, the medium of instruction shall be optional in Urdu or English.
- (3) A class in normal circumstances means a physical class. Subject to the approval of the University Academic Committee, 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.
- (4) A non-credit course may preferably be taught through online/transmission mode of teaching.

9. 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) The 25% margin of absence from the classes, as mentioned in preceding sub-sections, is reserved for an illness or other unavoidable conditions falling under the Force Majeure.

- (4) Leave of three (03) days or more shall be sanctioned by the chairperson concerned with intimation to class teachers. Leave shall not be counted towards attendance.
- (5) Absence from class for six consecutive contact hours or more in a course, 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 fine of Rs.1000/-. Chairperson shall notify cancellation and restoration of registration in the course(s). Absence for twelve one-hour classes shall mean drop out from the course.
- (6) Students' participation in seminars, conferences, symposia, fieldwork, volunteer work, training, workshops, sports and other activities sanctioned by the university may be counted towards their attendance. Students must intimate to the department in advance, submit attendance record of activities or provide supporting documents. Participation in such activities must not consume more than 15% of attendance.
- (7) It is the responsibility of the students to constantly check his/her attendance level through CMS/Departmental Notice Board/teacher concerned etc.

10. COURSE FOLDER

- (1) Teachers are required to maintain a course folder, available on CMS or provided by chairperson, for every course they teach. The course folder shall contain:
 - i. Syllabus: Title & course code, instructor name, email address, office hours, textbook, weekly distribution of contents from textbooks/recommended readings.
 - ii. Academic calendar
 - iii. Weekly course break-up
 - iv. Timetable and Date sheet along with paper showing dates
 - v. Lab/practical contents and field objectives
 - vi. Copy of mid and final exam papers, quizzes and assignments etc.
 - vii. Copy of answer books (mid and final exams), quiz and assignment of the respective highest marks, average marks and lowest marks.
 - viii. Monthly students' attendance
 - ix. Copy of award lists of the course

11. DEGREE PROGRAMS & DURATIONS

- (1) Duration and credit hours requirement of various degree programs are tabulated below:

Program	Qualification Level (As per NQF)	Duration		Minimum/Maximum Credit Hours (As per HEC criteria)
		Minimum	Maximum	
BS	Level 6	4 years	7 years	130 – 144
PharmD / BS Law	Level 6	5 years	8 years	160 – 186
MS / MPhil / LLM	Level 7	1.5 years	4 years	30 – 36
PhD	Level 8	3 years	8 years	54 – 72
BEd (Hons)	Level 5	2 years	3 years	60 – 72
BEd (1.5)	Level 5	1.5 years	3 years	45 – 54
Associate Degree (AD)	Level 5	2 years	3 years	60 – 72

- (2) All degree programs must be completed within the time period laid down above.
 - i. *Maximum duration includes the frozen semesters or the time lost due to any other reason.*
 - ii. *The maximum duration in case of MS/LLM/MPhil can be extended up to 4 years by the Vice Chancellor on recommendation of the supervisor, subject to payment of prescribed additional amount along with normal semester fee.*

- iii. *Maximum duration for completion of PhD degree is eight years, however, approval of the Vice Chancellor shall be required for extension of time period from minimum, up to eight years, subject to payment of prescribed time extension fee along with normal semester fee.*

12. COURSE LOAD FOR REGULAR SEMESTERS

Undergraduate Students

- (1) An undergraduate program shall include 15-18 credit hours course load (with an additional non-credit hour course of up to 3 credit hours) in a regular semester.
- (2) In case a student wishes to register for a course beyond 18 credit hours, he/she may be allowed by the Departmental Semester Committee (DSC) in either of the cases below:
 - 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.

Graduate Students

- (3) Coursework of minimum 24 credit hours shall be completed by MS/MPhil students, while a minimum course work of 18 credit hours shall be completed by a PhD student.
- (4) The coursework may be distributed into the first two regular semesters of the program. However, a research student shall complete his/her course work within the first four regular semesters, failing which; his/her admission shall stand cancelled.
- (5) Course work can be extended beyond second semester in non-research MS or equivalent programs.
- (6) Upon recommendation of the Graduate Studies Committee (GSC), a student can repeat/substitute a maximum number of two courses.

13. 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 all the required fees.
- (2) At graduate level, a student of one department can register course(s) in another department, with approval of chairpersons of both the departments, provided that the course(s) is/are approved by relevant bodies of both departments.
- (3) Attendance of students who fail to register, due to any reason, will not be marked.
- (4) A student who has not been promoted to the next semester, shall reregister in the same semester in the same manner as above, whenever offered again.

14. CHANGE OF COURSE/PROGRAM

- (2) 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.
- (3) Change in a program may be allowed to newly admitted students by the respective chairpersons within 3 weeks of the start of the 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.

15. 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), both old and new grades shall be reflected in transcript.
- (4) A student can repeat a maximum number of two courses in a semester except last two semesters where a student can register courses up to maximum course load.

16. ADMISSIONS IN 5th SEMESTER

- (1) A student with Associate Degree (AD) or BA/BSc, desirous of admission into BS program, may be allowed for admission in 5th semester of the relevant disciplines, subject to availability of vacant seats in the program, merit criteria as prescribed, and age suitability as per the University policy.
- (2) Students shall compete for admission on open merit basis, through the prescribed admission procedure, whenever the university announces admissions.
- (3) A student with AD must have completed 60 credit hours with minimum 2.00 CGPA, whereas a two-year BA/BSc shall be considered as equivalent to 50 credit hours and the candidate must have at least 50% marks.
- (4) Students admitted in 5th semester shall complete 130 credit hours (including credit hours in AD/BA/BSc or equivalent degree) to obtain a BS degree. Teaching departments shall ensure that students complete 130 credit hours, as per the university scheme of studies.
- (5) Students with credit hours deficiency at the time of admission shall register course(s) in regular/ summer semester to cover their credit hours deficiency. However, the concerned department can arrange an extra semester for students with deficiency.
- (6) For students admitted in 5th semester, the maximum duration to complete the degree shall be three years.
- (7) Students admitted in 5th semester shall receive transcripts from 5th semester onwards, including the deficiency courses (if any). The CGPA/percentage/division/grade of the AD/BA/BSc or equivalent shall be reflected separately in the final transcript of the BS (4-Year split) program.
- (8) The title of degree of students admitted in 5th semester shall include (4-Year Split), e.g., BS (4-Year Split) in Sociology.
- (9) In case there are too many applications for admissions in 5th semester, a separate class can be arranged. However, admissions in such case shall not be less than 20 students and seats allocation shall be as per the regular BS programs.
- (10) For the award of the final degree in split program for the students admitted on the basis of BA/BSc Degree, CGPA shall be calculated on the proportion of the credit hours of both the degrees.

17. EXIT FROM BS PROGRAM AND AWARD OF ASSOCIATE DEGREE

- (1) A student admitted into a BS program shall be allowed to exit with an Associate Degree (AD), if he/she has fulfilled the minimum requirements for the award of Associate Degree. Such cases shall be recommended by the DSC to the Controller of Examinations through the Dean. The option once exercised shall not be reversible.
- (2) A student may be awarded AD if the student is dropped out due to probation but has successfully completed initial four semesters with the required CGPA.
- (3) Students who fail to complete their BS degree due to reasons such as maximum duration, but have fulfilled all the requirements for the award of AD shall be awarded AD.

- (4) Students who have been successfully promoted to 5th semester or onwards in their BS program but cannot continue their studies due to disciplinary proceedings against them may be considered for AD. However, such cases for award of Associate Degree shall be subject to the recommendations of the University Students Discipline Committee.
- (5) The nomenclature of the associate degree shall be prescribed by the statutory bodies. The nomenclature may be Associate Degree in Arts (ADA), Associate Degree in Science (ADS), and Associate Degree in Applied Sciences (ADAS).

18. UNDERGRADUATE TRANSFER OF CREDIT HOURS AND MIGRATION

- (1) A student, desirous of transferring his/her credit hours to another HEC recognized institution, shall submit application for NOC along with transcripts to the Head of Department, who shall forward it to the Director Academics and Admissions. After securing admission in the desired institute, a migration certificate may be issued, subject to clearance from all quarters, by the Controller of Examinations after receipt of application from the Head through the Dean.
- (2) An undergraduate student of an HEC recognized degree awarding institute/ affiliated college/ sub-campus/ department can apply for transfer of courses to a department/ sub-campus of the University before commencement of a semester, through an application along with NOC, transcripts, course contents of the courses, 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:
 - i. A vacant seat is available in concerned program at the department; and the desirous student has successfully completed the transferable courses.
 - ii. The desirous student was eligible for admission at the time the program was advertised.
 - iii. 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.
 - iv. The minimum requirement for credit transfer shall be grade C.
 - v. Credits are transferred on course-to-course basis i.e. a person taking course A at the parent institution is allowed to transfer his/her credits to the university provided that course A is equivalent to course B taught at the university.
 - vi. The maximum transferable courses shall not exceed 50% of the courses/credit hours required for completion of the program at the university.
- (5) The total transferred courses shall be reflected on the final transcript with reference to the parent institution.
- (6) The student shall fulfil all the degree requirements including the deficiency courses.

19. FREEZING OF SEMESTER/PROGRAM

- (1) A student may be allowed by the concerned GSC/DSC to freeze a semester/program if he/she is not able to continue under *Force Majeure*, provided that:
 - i. The student seeking freezing of studies shall not be under probation and there must be no disciplinary proceedings against him/her.
 - ii. A student must register in the semester before freezing, however, freezing of studies shall be allowed subject to providing evidence by student, to the satisfaction of DSC/GSC.

- iii. University shall not be responsible for negative consequences to student due to freezing.
- iv. Semester freezing shall be granted by the DSC/GSC (as the case may be) on the request of the student with cogent and plausible reasons, and the student shall resume his/her studies from the same stage where he/she had left (frozen).
- v. Maximum duration of the degree program shall remain the same and the frozen semester(s) shall be counted towards maximum duration of the program.
- vi. The duration of freezing is one year; a student who gets a semester frozen shall resume studies the next year with upcoming session, or the next semester, if available. In case the studies are not resumed after one academic year, his/her admission shall stand cancelled.
- vii. The option of semester freezing shall be exercised after completion of first semester.
- viii. A graduate student can freeze studies only before the approval of his/her synopsis.

20. EVALUATION

- (1) In a semester, students' assessment shall be made through quizzes, tests, mid and final exams, presentations (individual/group), group discussions, and projects/assignments/lab reports etc. The assessment shall have different weightages contributing towards overall calculation in percent marks; as per guidelines below:

Type of Assessment	3-0, 2-0	3-1	2-1	1-1	0-1, 0-2, 0-3
Internal assessment by teacher (assignments, presentations, term papers, quizzes, reports etc.)	20%	15%	10%	10%	
Practical/Lab assessment	--	25%	30%	50%	100%
Mid Examination	30%	20%	20%	10%	
Final Examination	50%	40%	40%	30%	

- (2) Courses based on fieldwork etc., shall be assessed as per assessment mechanism approved by the statutory bodies for the particular course(s).
- (3) Mid exam is to be taken in the course taught during the initial eight weeks of a regular semester. Final exam, at the end of a semester, is to be taken in the entire course.
- (4) The exams, both mid and final exam, must be conducted within the weeks specified in academic calendar, unless otherwise notified by the university.
- (5) Mid exam may be conducted as in-class test and shall be of one hour. Final exam shall be of up to three hours. Practical exam/lab assessment shall be from two to four hours.
- (6) In order to pass a course, a student must obtain at least grade D in that course.
Provided that the evaluation of practical and theory, separately or in aggregate, shall be treated as approved by the University authorities for the particular courses.
- (7) For undergraduate project report evaluation of a student shall be based on:
 - a) Project Report submitted by the student,
 - b) Performance in viva voce
- (8) In order to save space and resources, one hard copy of undergraduate project report shall be submitted to the university library.

21. GRADING SYSTEM

- (1) The university has adopted absolute grading system according to the following details:

Percentage of Marks	Grade Points	Grade
80 & above	4.00	A
75 – 79	3.5 – 3.9	B+
70 – 74	3.0 – 3.4	B
65 – 69	2.5 – 2.9	C+
60 – 64	2.0 – 2.4	C
55 – 59	1.5 – 1.9	D+
50 – 54	1.0 – 1.4	D
Below 50	0.00	F

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

Marks %age	Grade Value	Grade
80 and above	4.0	A
79	3.9	B+
78	3.8	
77	3.7	
76	3.6	
75	3.5	
74	3.4	
73	3.3	B
72	3.2	
71	3.1	
70	3.0	
69	2.9	C+
68	2.8	
67	2.7	
66	2.6	
65	2.5	
64	2.4	C
63	2.3	
62	2.2	
61	2.1	
60	2.0	
59	1.9	D+
58	1.8	
57	1.7	
56	1.6	
55	1.5	
54	1.4	D
53	1.3	
52	1.2	
51	1.1	
50	1.0	
49 and below	0.00	F (Fail)
I	--	I (Incomplete)
W	--	W (Withdrawal)
P	--	NC (Pass (Non-Credit Course))

- 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 "R".
 - (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) Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) will be calculated using the following formulas:

$$\text{GPA} = \frac{\text{Sum of all (Course Credit Hours} \times \text{Grade Point Earned)}}{\text{Total Credit Hours}}$$

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

22. 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	3.70
34	1.05	47	1.88	60	3.01	73	3.72
35	1.11	48	1.99	61	3.08	74	3.74
36	1.17	49	2.10	62	3.15	75	3.76
37	1.23	50	2.21	63	3.22	76	3.78
38	1.29	51	2.32	64	3.29	77	3.80
39	1.35	52	2.43	65	3.36	78	3.82
40	1.41	53	2.54	66	3.43	79	3.84
41	1.47	54	2.65	67	3.50	80	3.87
42	1.53	55	2.66	68	3.57	81	3.90
43	1.59	56	2.73	69	3.65	82	3.93
44	1.65	57	2.80	70	3.66	83	3.96
45	1.66	58	2.87	71	3.68	84	3.99

23. PROMOTION AND PROBATION

- (1) For promotion to the next semester, at least 50% of the courses, excluding non-credit course(s) shall be passed, for example, 3 courses out of 5 and 6 courses. In case a student fails more than 50% of the courses in a semester, he/she shall reregister that semester and repeat all courses of that semester whenever offered.
- (2) At the undergraduate level, the probation and dropout formula in **any three semesters** the first three semesters is as follows:

Number of Probations	Probation	Dropped out
First probation	GPA < 2.0 and have passed 50% of the courses	No
Second probation	GPA < 2.0 and have passed 50% of the courses	No
After availing of any two probations if the GPA < 2.0 and CGPA < 2.0, the student shall be dropped from the University rolls.		

- (3) A student shall maintain 2.5 in MS/MPhil or equivalent, and 3.0 in PhD programs.
- (4) Students on probation in three consecutive semesters even after attending Summer Semester, except last year of the undergraduate degree, will be dropped from the University rolls.
- (5) Probation shall be reflected in Semester Transcript. Probation shall also be notified by the department concerned, and/or be displayed on the student's CMS dashboard.

24. IMPROVEMENT OF GRADES

- (1) A student desirous to improve his/her overall CGPA in courses with less than 3.0 grade value, may be allowed by the respective DSC/GSC, upon prescribed repeat course(s) fee.
- (2) Improvement shall be allowed in undergraduate programs, in up to five courses, however, course load in summer semester shall not exceed two courses.

Provided that improvement shall not be allowed after one academic year of the completion of the degree program.

Provided further that the improvement does not exceed maximum duration of degree program.

- (3) A graduate student can repeat/substitute up to two courses to improve their grade.
- (4) If a student fails to improve his/her grade in a course, the previous grade shall remain intact.
- (5) 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.

25. CGPA REQUIRED FOR AWARD OF DEGREE

- (1) Minimum CGPA for the award of undergraduate, MS/MPhil/LLM, and PhD degrees shall be 2.00, 2.50, and 3.00, respectively.

26. 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 st position:	Gold Medal (with Distinction Certificate)
2 nd and 3 rd 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 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 major courses shall be considered.
- (7) In case of a tie in A grade in major courses, number of A grades in all courses shall count.
- (8) In case of a tie of A grades in all 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/fined by the University Students Discipline Committee.
- (11) A student who has transferred courses from another institution or has been admitted in the 5th semester shall not be eligible for the award of Medal/Distinction.

27. SPECIAL EXAMINATION

- (1) Special examination shall not be allowed for a student who has already appeared in an exam of the course, or was not allowed to exam due to attendance shortage in that course.
- (2) In cases of Force Majeure, subject to the satisfaction of concerned DSC/GSC and payment of prescribed fee, a special examination may be allowed on case-to-case basis, within three weeks, in circumstances beyond the control of a student, e.g., accident, serious illness, death of parents/siblings/spouse, natural disasters etc.
- (3) In case a student is unable to appear in the special exam, he/she may be allowed to freeze the semester. Such option shall be given in writing before commencement of the exam, failing which the student concerned shall be deemed to have failed the exam.

28. CONDUCT OF EXAMINATIONS

- (1) Exams shall be conducted as per the Academic Calendar of the university.
- (2) Date sheets for the examinations shall be notified by the Chairperson of the Department at least one week before the commencement of the examinations. In accordance with the notified date sheet, the chairperson shall also assign examination duties to at least two teachers (other than the course teacher) for the conduct of the examinations.
- (3) Every course teacher shall submit printed and sealed question papers to the chairperson of the department at least four working days before the scheduled date of his/her paper.
- (4) The teacher concerned shall be present on the date of the exam of his/her course and at the end of the paper shall collect the answer books. In case of his/her absence, the chairperson shall be informed well in advance.
- (5) The Department shall make necessary arrangements for the conduction of the final exams, including staff, stationary etc.
- (6) A teacher shall show marked papers to the students, on a specified day, within a week time. The teacher shall rectify the markings/ total marks (if any). A student not satisfied with grading, may approach the concerned Chairperson/Incharge in writing within three working days. No concern of students shall be entertained after this time.

29. RESULTS SUBMISSION/ DECLARATION

- (1) The award list, complete in all respects, shall be downloaded from the CMS, signed by the concerned teacher and submitted to the concerned Coordinator, along with answer books and attendance sheets, by the teacher concerned within one week of completion of the exam.

- (2) The award lists and tabulated results shall be placed before the DSC/GSC for perusal and if found satisfactory, shall be submitted to the Examinations Section of the university, through the Dean, within two weeks.
- (3) The results of each semester shall be notified by the Examinations Section upon receiving complete result from the concerned departments.
- (4) Dropped students and those on probation shall be recorded in the DSC/GSC meeting minutes and notified by the department concerned.
- (5) Provisional transcript, other than final transcript, may be issued by the concerned department on prescribed fee. However, final transcript/degree shall be issued by the Examinations Section upon clearance of the necessary prerequisites for acquisition of the final transcript/degree.
- (6) The Chairperson/Incharge of the department concerned may provide course-completion/character certificate or NOCs to a desiring student upon his/her written request. Course completion certificate shall be issued only after the final semester examination of the program.

30. FORMAT OF TRANSCRIPT

- (1) The following types of transcripts shall be issued:
 - a. Provisional Transcript: Transcript excluding final semester
 - 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.

31. 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 exams of each semester shall be sent to the Controller of Examinations, after one semester of the respective exam, 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 two years after declaration of the final results of the program.

32. PROCEDURE TO REPORT UNFAIR MEANS

- (1) Concerned teacher/ examiner/ duty staff 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/GSC 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.

33. DEPARTMENTAL SEMESTER COMMITTEE (DSC)

- (1) A Semester Coordinator shall be appointed by Vice Chancellor, on recommendation of the chairperson through the Dean, from among teachers of the department for a period of three years, on rotation basis. Registrar office shall notify appointment of Semester Coordinators.
- (2) There shall be a Departmental Semester Committee (DSC) in each teaching department of the university, notified by the Registrar office, which shall comprise of the following:

- i. Chairperson/ Incharge (Convener)
 - ii. Two teachers of the department (Members)
 - iii. Semester Coordinator (Member and Secretary)
- (3) Teachers of the department shall be appointed by the Vice Chancellor on the recommendation of the chairperson through Dean for a period of three years, on rotation.
- (4) Quorum of the committee for a meeting shall be two-third and meetings of the DSC shall be held on regular basis.

34. FUNCTIONS OF DEPARTMENTAL SEMESTER COMMITTEE

- (1) DSC shall decide pattern of question papers/internal assessment for exams of courses.
- (2) The committee shall also decide on unfair means (UFM) cases in undergraduate exams.
- (3) DSC shall periodically assess progress of the courses being taught in the department.
- (4) DSC shall investigate and decide on any irregularity in teaching methodology, attendance, and assessment of any course being taught in the department.
- (5) The committee shall 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 Chairperson/Incharge who, if deems fit, will refer it to the DSC.
- (7) Appeal against decision of the DSC shall be referred to the Academic Committee.
- (8) Such other academic activities can be assigned to the DSC by the university.
- (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.

35. 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/ Incharge of concerned department (Member)
 - iii. One teacher of the faculty (Member)
(Appointed by Vice Chancellor on recommendation of Dean, for three years, on rotation basis)
 - iv. Controller of Examinations or his nominee (Member)
 - v. Coordinator of the concerned department (Secretary)
- (2) Quorum for the meeting shall be two-third and meetings shall be held on regular basis.

36. FUNCTIONS OF THE ACADEMIC COMMITTEE

- (1) The Committee shall be appellate forum against the UFM decisions by DSC/GSC; 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/GSC.
- (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.

37. UNIVERSITY ACADEMIC COMMITTEE

- (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.
- (2) The University Academic Committee shall comprise of the following:
 - i. Pro-Vice Chancellor/Dean nominated by the Vice Chancellor Convener
 - ii. All Deans Members
 - iii. Registrar Member
 - iv. Director Academics Member
 - v. Controller of Examinations Member
 - vi. Director QEC Member
 - vii. Director IT Member
 - viii. Deputy Registrar (Academics) Secretary
- (3) Quorum of the committee shall be two-third and decision of the committee shall be final.
- (4) 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.

38. FEE DEPOSIT SCHEDULE

- (1) At the time of admission to the University, students shall be required to pay admission fee, tuition fee, security, CMS fee or any other fee as may be prescribed.
- (2) At beginning of each semester, students shall deposit all the 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 prescribed fees and dues for the course(s) opted by him/her.
- (4) If dues are not cleared by the 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 fee for special examination, issuance of all kinds of transcripts, degree and migration certificate, etc.
- (7) A teacher/Head can impose a fine on students due to their absence or disciplinary grounds with prescribed amount of fine.

39. REPEAL AND SAVING

With the implementation of these Regulations, all other regulations/rules/bylaws governing semester system at the university are hereby repealed.

Provisions in these regulations shall replace the same in the *University of Malakand MS/M.Phil/Ph.D Bye-laws 2013 and Onwards*. 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.

Note: Notwithstanding the foregoing, the currently enrolled students may take advantage of these regulations through the concerned GSC/DSC, even if the student has been enrolled before the effective date.



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 Name	Course Code	Semester
1			
2			
3			
4			
5			
6			
7			

Purpose of Registration:
(Check in the appropriate box)

Semester Registration		Repeat Course		Improvement		Substitute Course		Summer Semester	
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Course (s) Reg Fee of Rs: _____ Deposited in (bank) _____ Receipt No. ____ Dated _____

Semester Fees of Rs: _____ Deposited in (bank) _____ Receipt No. _____ Dated _____

Signature of the candidate

Office Assistant Remarks (if any): _____

Coordinator: _____

Chairperson: _____

ACKNOWLEDGEMENT

Student copy

Name: _____ Father Name: _____

Program: _____ Semester: _____ Roll No: _____

Department: _____ Date of form submission: _____

Signature
Dealing Assistant, Department of _____

Shah
10-Jul-25
Assistant Registrar
(Academics)
University of Malakand