

**Hazara University Mansehra, Pakistan**  
**Academic Rules, Regulations & Procedures**  
**(Revised 2023)**



*[Handwritten Signature]*  
Dean  
Faculty of Biological  
& Health Sciences

**Deputy Registrar  
(Academics)  
Hazara University Mansehra**

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No. 4(170)HU/Reg/2024/3003

Nov. 25, 2024

NOTIFICATION

It is notified for the Information of all concerned that the Syndicate in its 87th meeting held on November 02, 2024 vide Ontable agenda Item approved the "Hazara University Academic Rules, Regulations & Procedures (Revised 2023)", and "HEC Institutional Affiliation Policy (Revised June 2024)" and further directed to present the case of necessarily required amendments in Affiliation Statutes as mentioned in the recommendations of the Sub-Committee, to the Anomaly Committee in accordance with the Statutes.

  
Deputy Registrar  
(Meetings)

Copy to:

1. PS to Vice Chancellor
2. PA to Registrar
3. Treasurer
4. Deputy Registrar Academics (*for further necessary action please*)
5. Deputy Registrar Establishment
6. Master File
7. Relevant File

## Preamble

Hazara University, Mansehra aims to produce high quality graduates who can provide solutions to the problems faced by our society through the skills they have learnt during their stay at the university. To produce high quality graduates, the university has developed these comprehensive rules, regulations, and procedures for all academic programs. This document is entitled as "Hazara University Academic Rules, Regulations and Procedures" and approved by all Statuary bodies. For students pursuing their studies at Hazara University and for the faculty and the academic-related staff at Hazara University, this document provides a quick reference to all necessary information concerning the recurring academic activities such as eligibility criteria, plan of studies, thesis, examination, award of degree and many more. The document consists of clauses/sections on various aspects of the degree programs offered by the university. The HEC's guidelines on academics, especially undergraduate and graduate policies 2023, for semester system have also been considered while developing these rules, regulations, and procedures. This document will be highly beneficial for students pursuing their studies at Hazara University. Students/candidates who are seeking admission in the graduate (MS/MPhil and PhD) programs are also advised to consult the other document entitled "HU Graduate Rules, Regulations and Procedures" specifically designed for graduate programs.

Prof. Mohsan Nawaz  
Vice Chancellor

  
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**ACADEMIC RULES AND REGULATIONS PERTAINING TO  
ADMISSION, REGISTRATION AND EXAMINATIONS REGARDING  
THE PROGRAMS/SEMESTER SYSTEM OF HAZARA UNIVERSITY -  
(REVISED 2023)**

**1. SHORT TITLE, COMMENCEMENT, AND APPLICATION**

- i. These regulations shall be known as “*Academic Rules and Regulations Pertaining to Admission, Registration and Examinations regarding the Programs/Semester System of Hazara University-(Revised 2023)*” framed under section 29 & 31 of Khyber Pakhtunkhwa Universities Act 2012 (amended 2016), read with Section 7.
- ii. These Rules and Regulations shall come into force with immediate effect and shall be applicable to students admitted in Fall 2023<sup>1</sup>
- iii. Students of previous batches may take benefits from these rules.

**2. DEFINITIONS**


- i. “**Academic Council**” means the Academic Council of Hazara University.
- ii. “**Academic Department**” means a teaching, research and technology development department maintained and administered by Hazara University.
- iii. “**Academic Program**”. An “Academic Program” means a program of studies, which leads to the award of a University Degree to the students, after successful completion of all its requirements.
- iv. “**Affiliated College**” means an educational institution affiliated to the University but not maintained or administered by it.
- v. “**ASRB**” means Advanced Studies and Research Board of the University.
- vi. “**Authority**” means any of the authorities of the University specified in Khyber Pakhtunkhwa Universities Act 2012 (Amended 2016).
- vii. “**Board of Faculty**” means the Board of Faculties of the University.
- viii. “**Board of Studies**” means the Board of Studies of the Department.
- ix. “**CGPA**” means Cumulative Grade Point Average.
- x. “**Chairman of the Department/Director of the Institute**” means the head of an Academic Department/Institute and includes the Chairperson.
- xi. “**Chancellor**” means Chancellor of the Hazara University.
- xii. “**CMS**” means Campus Management System
- xiii. “**Committee**” means Committee constituted for a specific purpose.
- xiv. “**Competent Authority**” Any Officer or Body or forum empowered

<sup>1</sup> Previously enrolled students may take advantage from this policy.

  
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- by/under the Act, Statutes or Rules to have competency of decision making.
- xv. **“Comprehensive Examination Committee”** means a committee constituted for the purpose of conducting comprehensive examination.
- xvi. **“Contact Hour”** means student are engaged for academic/research related activities including instructional work/tutorials, lab work (practicals), research work, projects, seminars, workshops, internships, etc., during studies at the university (face to face or online).
- xvii. **“Controller”** means the Controller of Examinations of Hazara University.
- xviii. **“Co-Supervisor”** means a person holding the necessary academic degree and experience, appointed by the relevant body/authority of university.
- xix. **“Course”** Means a course of study leading to the successful completion of the degree.
- xx. **“Credit Hour (CrHr)”** means the academic load assigned to a course, i.e., 1 CrHr, 2 CrHr, 3 CrHr, etc.
- xxi. **“Dean”** means the Dean of the Faculty, who is also Chairperson of the Board of Faculty.
- xxii. **“Faculty”** Group of Academic Department(s).
- xxiii. **“Government”** means Government of the Khyber Pakhtunkhwa.
- xxiv. **“GPA - Grade Point Average”** means the accumulative grade point earned in a semester or in the whole course of studies.
- xxv. **“Grade Point (GP)”** Number of points representing the letter grades scored by a student in a subject.
- xxvi. **“SGPA”** means weighted average of grade points earned in a Semester.
- xxvii. **“CGPA”** means weighted average of all the courses taken so far except NC.
- xxviii. **“Grade”** A mark (letter grade or number) indicating the quality of students' academic performance is called Grade.
- xxix. **“GRC”** means Graduate Research Committee within each Academic Department.
- xxx. **“HEC”** means Higher Education Commission of Pakistan.
- xxxi. **“LMS”** means Learning Management System
- xxxii. **“MPhil”** means the Master of Philosophy.
- xxxiii. **“Non-Credit Course (NC)”** means a course of study, which shall not be counted towards SGPA/CGPA.
- xxxiv. **“PhD”** means the Doctor of Philosophy.
- xxxv. **“Prescribed”** means prescribed by Statutes, Rules or Regulations made under Khyber Pakhtunkhwa Universities Act 2012 (Amended 2016).
- xxxvi. **“Registered Graduate”** means a graduate of the University who has his name entered in the register maintained for this purpose.

  
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- xxxvii. "Registration" means registration of the student in the relevant program of the University.
- xxxviii. "Semester" means academic term as per the academic calendar of the university.
- xxxix. "SSC" means Student Services Centre
- xl. "Statutes", "Rules" and "Regulations" respectively mean the Statutes, the Rules and the Regulations made or deemed to have been made under the Khyber Pakhtunkhwa Universities Act 2012 (Amended 2016).
- xli. "Supervisor" means a faculty member holding the necessary academic degree and experience, appointed by the relevant body/authority of university.
- xlii. "Syndicate" means the Syndicate of the University.
- xliii. "Teacher/Faculty member" includes Professors, Associate Professors, Assistant Professors and Lecturers engaged by the University or by the college for teaching diploma, degree or postgraduate classes and engaged in research and development and such other persons who may be declared as Teacher or Faculty member by Regulations.
- xliv. "Terminal Examination" Means terminal/final examination of a semester.
- xlv. "UGAT" University's Graduate Admission Test.
- xlvi. 'University' means Hazara University.
- xlvii. "Vice-Chancellor" means the Vice Chancellor of the University.

  
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### 3. INTRODUCTION

- i. Hazara University shall offer study Program in the subjects introduced and approved from time to time.
- ii. Admission to the University is open to all eligible candidates without discrimination of caste, creed, gender, or place of origin or domicile. Applications for admission to various courses of study shall be invited from all over Pakistan. The admission rules, eligibility criteria and other formalities shall be determined as per the University and HEC policy in vogue.

### 4. STUDENT AND FACULTY ACADEMIC INTEGRITY

The University expects all faculty, teachers, and students to stay away from academic dishonesty in all scholarly endeavors.

- i. Every faculty member will strictly follow a Code of Conduct i.e., regularity, punctuality, total delivery of assigned courses, timely fulfilment of assignments & conduct of quizzes and evenly distributed terminal and mid-term examinations. The faculty member will also make himself/herself available for consultation and counseling of students during the weekly timetable.

### 5. DEGREE STANDARDIZED FRAMEWORK OF STUDIES

In accordance with HEC policy, the University offers various degree programs of undergraduate and graduate levels. Under the undergraduate level, the university offers 4-year, 5-year, and associate degree programs<sup>2</sup>.

### 6. TYPES OF UNDERGRADUATE DEGREE PROGRAMS

In accordance with HEC undergraduate policy, there are five categories of the undergraduate/equivalent degree programs, as detailed below:

- i. **Four-Year Degree Programs:** These include four-year degree programs which do not require licensure.
- ii. **Five-Year Degree Programs:** These include five-year degree programs which do not require licensure.
- iii. **Four-Year Degree Programs (requiring Licensure):** These include four-year degree programs which require licensure to enable graduates to practice in the field. These are mainly offered in disciplines which are regulated by their respective accreditation or professional councils.
- iv. **Five-Year Degree Programs (requiring Licensure):** These include five-year degree programs which require licensure to enable graduates to practice in the field. These are also offered in disciplines which are regulated by their respective

<sup>2</sup> Accreditation Council based programs will follow the guidelines of the respective council

  
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accreditation or professional councils.

- v. **Two-Year Associate Degree Programs:** These include two-year degree programs offering fundamental academic and working knowledge of a particular field to enable graduates enter in the job market earlier than those who enter after four-year undergraduate/ equivalent degree programs. These programs generally do not require licensure unless required by their respective accreditation or professional councils.

### 6.1 Structure of Undergraduate Degree Programs

#### 6.1.1 4-Year Bachelor Degree Program (Single Major)

An undergraduate/equivalent degree program with a single major is focused on one disciplinary specialization and comprises of a minimum of 120 credit hours including the requirements of field experience/internship and capstone project. The breakup of credit hours is as under:

a.	Total No. of Credit hrs.	<b>120<sup>3</sup></b> i. General education courses: 30 credit hours ii. Major: minimum 72 credit hours iii. Interdisciplinary/allied courses: minimum 12 credit hours iv. Field experience/internship: 03 credit hours v. Capstone project: 03 credit hours
b.	Semester Duration	<b>16 – 18 Weeks Including Examination</b>
c.	Number of Regular Semesters	<b>08</b>
d.	Number of Summer/Winter Sessions	<b>1 – 2 in one calendar year</b>
e.	Normal Load per Semester	<b>15 – 18 Credit Hours</b>

#### 6.1.2 4-Year Bachelor Degree Program (Single Major with One Minor)

An undergraduate/equivalent degree program with a single major and one minor is focused on one disciplinary specialization and one secondary but supporting concentration and comprises of a minimum of 132 credit hours including the requirements of field experience/internship and capstone project. The breakup of credit hours is as under:

a.	Total No. of Credit Hours	<b>132<sup>4</sup></b> i. General education courses: 30 credit hours ii. Major: minimum 72 credit hours iii. Interdisciplinary/allied courses: minimum 12 credit hours iv. Minor: minimum 12 credit hours v. Field experience/internship: 03 credit hours vi. Capstone project: 03 credit hours
b.	Semester Duration	<b>16 – 18 Weeks Including Examination</b>
c.	Number of Regular Semesters	<b>08</b>

<sup>3</sup>Accreditation Council based programs will follow the guidelines of the respective council

<sup>4</sup>Accreditation Council based programs will follow the guidelines of the respective council

  
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d.	Number of Summer/Winter Sessions	1 – 2 in one calendar year
e.	Normal Course Load per Semester	15 – 18 Credit Hours

**6.1.3 4-Year Bachelor Degree Program (Single Major with Two Minors)**

An undergraduate/equivalent degree program with a single major and two minors is focused on one disciplinary specialization and two secondaries but supporting concentrations and comprises of a minimum of 144 credit hours including the requirements of field experience/internship and capstone project. The breakup of credit hours is as under:

a.	Total No. of Credit Hours	144 <sup>5</sup> i. General Education: 30 credit hours ii. Major: minimum 72 credit hours iii. Interdisciplinary/allied courses: minimum 12 credit hours iv. Minor 1: minimum 12 credit hours v. Minor 2: minimum 12 credit hours vi. Field experience/internship: 03 credit hours vii. Capstone project: 03 credit hours
b.	Semester Duration	16 – 18 Weeks Including Examination
c.	Number of Regular Semesters	08
d.	Number of Summer/Winter Sessions	1 – 2 in one calendar year
e.	Normal Course Load per Semester	15 – 18 Credit Hours

**6.1.4 4-Year Bachelor Degree Program (Double Majors)**

An undergraduate/equivalent degree program with double majors without any minor is focused on two related or unrelated disciplinary specializations and comprises of a minimum of 192 credit hours including the requirements of field experience/ internship and capstone project. The breakup of credit hours is as under:

a.	Total No. of Credit Hours	192 <sup>6</sup> i. General Education: 30 credit hours ii. Major 1: minimum 72 credit hours iii. Major 2: minimum 72 credit hours iv. Interdisciplinary/allied courses: minimum 12 credit hours v. Field experience/internship: 03 credit hours vi. Capstone project: 03 credit hours
b.	Semester Duration	16 – 18 Weeks Including Examination
c.	Number of Regular Semesters	10-12
d.	Number of Summer/Winter Sessions	1 – 2 in one calendar year
e.	Normal Course Load per Semester	15 – 18 Credit Hours

**Note:** A second major will be offered subject to the approval of the relevant statutory body upon recommendation of the concerned department. Additional semester(s) will be required to complete the degree requirements in case

<sup>5</sup> Accreditation Council based programs will follow the guidelines of the respective council

<sup>6</sup> Accreditation Council based programs will follow the guidelines of the respective council

  
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two majors are offered provided that the total duration to complete the undergraduate/equivalent degree program does not go beyond the maximum duration prescribed in HEC semester guidelines. Where two majors have common courses, a student can get exemption for maximum of 30 credit hours for the second major, in which case, the minimum requirement to complete the degree program with double major shall be 162 credit hours including the requirements of field experience/ internship and capstone project.

### 6.1.5 Five-Year Degree Programs:

a.	Total No. of Credit Hours	160-200 <sup>7</sup>
b.	Semester Duration	16 – 18 Weeks Including Examination
c.	Number of Regular Semesters	10
d.	Number of Summer/Winter Sessions	1 – 2 in one calendar year
e.	Normal Course Load per Semester	15 – 18 Credit Hours

### 6.1.6 Structure of Two-Year Associate Degree Programs

An Associate Degree is a two-year post higher secondary school certificate (HSSC) academic degree offered by the universities primarily in the market-driven subjects based on local and regional community and industry needs. The immediate link of the associate degree with the requirements of the marketplace is a core requirement of this program. An Associate Degree program is structured to be comprised of four regular semesters over a period of two years and consists of 60-72 credit hours. After completion of the associate degree, the qualification holder will have the option of seeking admission in the fifth semester of a relevant undergraduate/equivalent degree program through exemption of courses already studied in the associate degree. The courses to be exempted in this case shall be decided by the admitting university on a case- to-case basis. The breakup of credit hours is as under:


a.	Total No. of Credit Hours	60-72 <sup>8</sup> i. General Education: 30 credit hours ii. Major: 30-42 credit hours iii. Field experience/internship: (Only applicable where prescribed by the respective Accreditation Council, National Curriculum Review Committee, or the concerned university)
b.	Semester Duration	16 – 18 Weeks Including Examination
c.	Number of Regular Semesters	04
d.	Number of Summer/Winter Sessions	1 – 2 in one calendar year
e.	Normal Course Load Per Semester	15 – 18 Credit Hours

### 6.1.7 Field Experience/Internship

Every student of bachelor program is required to do internship in an organization which relates to his / her discipline of studies. The field experience of six to eight weeks (preferably undertaken during semester break) must be graded by a faculty

<sup>7</sup> Accreditation Council based programs will follow the guidelines of the respective council

<sup>8</sup> Accreditation Council based programs will follow the guidelines of the respective council

  
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member in collaboration with the supervisor in the field. This is a mandatory degree award requirement of 3 credit hours for all undergraduate/equivalent degree programs. However, for Associate Degrees, the requirement shall only be applicable where prescribed by the respective Accreditation Council, National Curriculum Review Committee or by the concerned university.

### 6.1.8 Capstone Project

Every student of bachelor program is required to write a project report (similar to the thesis with less intensity) which relates to his / her discipline of studies. A capstone project is multifaceted body of work that serves as a culminating academic and intellectual experience for students. The capstone project (preferably undertaken in the final year of program/ when the student is at senior level) must be supervised and graded by a faculty member as per the protocols prescribed by the concerned department. This is a mandatory degree award requirement of 3 credit hours for all undergraduate/equivalent degree programs (except for associate degrees).

### 6.2 Duration of Undergraduate Degree Program

The university follows HEC guidelines to allow normal and maximum duration for each degree program. However, to get extension beyond normal period, permission shall be required from the concerned Dean on the recommendations of Chairperson. Further extension beyond maximum allowed period shall be granted by academic council on the recommendations of the chairperson and duly endorsed by the concerned Dean subject to provision of solid reasons supported by documentary proof, and that there are no gap/missing semesters.

Program	Normal period (Semesters)	Maximum allowed period as per HEC (Semesters)	Extension beyond Maximum period by Academic Council (semesters)
4 Years Degree Programs	8 Semesters (10-12 for double major)	12 semesters	02 Semesters
5 Years Degree Programs	10 semesters	15 semesters	03 Semesters
Associate Degree	4 semesters	06 semesters	01 semester
1.5 years Program	3 semesters	04 semesters	01 semester

### 6.3 Structure of Graduate Degree Programs

The following tables show structure, no. of CrHr and other fundamental

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information regarding MS/MPhil and PhD programs.

MS/MPhil Program		
a.	Total No. of Credit Hours	<b>30</b> (24 credit hours of Course Work + 06 credit hours of Research Work)
b.	Semester Duration	<b>16- 18 Weeks</b> Including Examination
c.	Number of Regular Semesters	<b>04</b> (including 02 semester course work)
d.	Number of Summer/Winter Sessions	<b>1 - 2 in one calendar year</b>
e.	Normal Course Load per Semester	<b>9 - 12 CrHr</b>

PhD Program		
a.	Total No. of Credit Hours	<b>18 CrHr Course Work + PhD thesis</b>
b.	Semester Duration	<b>16 - 18 Weeks</b> Including Examination
c.	Number of Regular Semesters	<b>06</b> (including 02 semester course work)
d.	Number of Summer/Winter Sessions	<b>1 - 2 in one calendar year</b>
e.	Normal Course Load per Semester	<b>6 - 9 CrHr</b>

**Note:** Other details such as overall structure, duration, course work, thesis, examination, and other matters related to these Graduate programs can be found in "*Graduate Rules, Regulations and Procedures (2023)*".

## 7. CURRICULA AND MEDIUM OF INSTRUCTION

- i. The curricula of any discipline taught at the university shall be approved by the Academic Council on the recommendation of the respective Board of Studies and Board of Faculty. Such courses and syllabi shall become effective from the date of concurrence by the syndicate or such other date as the Syndicate may determine.
- ii. All teaching units and students at the university must follow the approved curriculum applicable to them.
- iii. English shall be the medium of instructions and examinations, except in language courses and Islamic Studies.

## 8. ADMISSIONS

- i. The university shall advertise the admissions for undergraduate and graduate programs. A prior vetting of the advertisement by the Directorates of Academic & Research and Quality Enhancement shall be sought to align with the HEC policy/accreditation council (where applicable) for both undergraduate and graduate

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- programs.
- ii. Each candidate shall make an application for admission on a prescribed form or through an online system in response to an advertisement.
  - iii. Application and admission processing fee shall be paid before the closing date.
  - iv. The candidates are required to submit application along with documents as per the university policy announced in the admission advertisement. The university will state the procedure to apply and documents which are required on the official website or any other available media for the candidates.

#### 8.1 Composition and Role of University Central Admissions Committee

Admission shall be supervised and conducted by the University central Admission Committee. The committee shall be comprised of:

- |      |                           |             |
|------|---------------------------|-------------|
| i.   | Vice Chancellor           | (Convener)  |
| ii.  | All Deans                 | (Member)    |
| iii. | Director (A & R)          | (Member)    |
| iv.  | Registrar or his Nominee  | (Member)    |
| v.   | Controller of Examination | (Member)    |
| vi.  | In charge SSC             | (Member)    |
| vii. | Provost                   | (Secretary) |

The Committee shall be responsible to plan/scrutinize the advertisement/admission in line with HEC policies before each intake.

#### 8.2 Departmental Admission Committee

All applications (undergraduate and graduate) shall be scrutinized online (CMS) by a departmental committee for determining the minimum eligibility criteria and statement of purpose (where applicable). The committee shall comprise of the following members:

- |      |                                    |           |
|------|------------------------------------|-----------|
| i.   | Chairperson/Head of the Department | Convener  |
| ii.  | Senior Faculty Member              | Member    |
| iii. | One Female Faculty Member          | Member    |
| iv.  | Academic Coordinator               | Secretary |

The committee shall also conduct the interviews of graduate applicants for the award of interview-based marks in accordance with the graduate program regulations.

#### 8.3 Eligibility Criteria for Various Degree Programs

##### 8.3.1 Eligibility Criteria for Graduate Programs

See the "HU graduate Policy/regulations, rules, and procedure" for eligibility criteria.

##### 8.3.2 Eligibility Criteria for Admission to Undergraduate Programs

Eligibility for admission to undergraduate programs shall be FA/FSC/ICS, or an equivalent certificate/diploma from any recognized institution, with at least 'a second

  
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division' or 'its equivalent grade based on minimum 50% marks for other than annual system'. However, in the case of Accreditation Council or specific HEC based degree program such as Computing, Engineering, Pharm-D, DPT etc., the criteria of the relevant council/HEC shall be followed.

### 8.3.3 Evaluation of the Candidate and Preparation of Merit List for Undergraduate Program

- A. 10% weightage is allocated to the percent marks in SSC/Equivalent
- B. 50% weightage is allocated to the percent marks in the HSSC/Equivalent or 1st year marks in case the result of intermediate is not declared.
- C. 40% weightage is allocated to the percent marks in NAT/Entrance Test (ETEA)/ETS., (HEC)/HAT/USAT or other Provinces Testing Agencies (recognized by HEC) with valid passing marks or University own test for the admission purpose.

$$\text{Merit} = A + B + C$$

### 8.4 General Provision Related to University Admission

- i. Admission shall be carried out strictly based on merit.
- ii. All admissions shall be on a provisional basis and confirmed after all sort of verification by the University.
- ii. The number of open merit and quota seats shall be determined by the Syndicate on the recommendations of the Academic Council.
- iii. Where applicable, if any candidate fails to appear for interview/admission test at the fixed time, he/she shall not be considered for admission.
- iv. Candidates selected for admission will be required to finalize the admission requirements within the notified period, failing which their right of admission will be forfeited and the seats will be allotted to the next candidate on waiting list.
- v. If two candidates have equal merit, the one senior in age shall be given preference over the other for the purpose of admission.
- vi. All the candidates must bring the original certificates for verification in the interview (where applicable).
- vii. Wherever needed, the equivalence of academic qualification shall be determined by the IBCC/HEC.
- viii. Incorrect information or concealment of facts in the application form shall entail refusal of admission, and of expulsion from the University even if admission has already been granted.
- ix. Late admission will be allowed to only those candidates who are on the waiting list. They will be informed of their selection and will be required to finalize the admission requirements within the notified period.
- x. Late admission may be granted in very special cases by the Vice Chancellor up to one week after the last date with the late fee as per the rates prescribed by the finance department of the university.
- xi. The merit list(s) for admission shall be finalized on completion of the interview (where applicable) and the admission shall be confirmed after verification of the academic documents from the respective Boards/Universities.

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- xii. Admission to one department/campus/institution shall not give a student a right to migrate to another department/campus/institution. Similarly, a student shall have no right of migration/transfer from this university to its affiliated colleges and vice versa.

#### 8.5 Ineligibility

The applicants who have been expelled from this or any other University/institute/college on disciplinary grounds shall not be eligible for admission to any program of the university.

#### 8.6 Dual Enrollment

As per HEC policy in vogue, a full-time regular student can be simultaneously admitted in this or any other university subject to fulfillment of the following conditions:

- i. The programs are offered in different sessions i.e. one program in morning and other in evening.
- ii. Prior approval of the Vice Chancellor shall be mandatory before seeking dual enrollment in this or any university.

#### 8.7 Admission of Foreign Students:

Foreign students shall be considered for admission on open merit/ student exchange program/scholarship subject to the fulfillment of all codal formalities as per existing rules i.e., prior approval/NOC of the relevant Ministry of the Government of Pakistan and HEC.

### 9. DEPARTMENTAL ACADEMIC ADVISORY COMMITTEE


Each academic department shall have an advisory committee comprised of three faculty members (at least one female member). The advisory committee shall guide the newly admitted students and those on probation to develop the study plan and selection of courses.

### 10. ACADEMIC YEAR AND ACADEMIC CALENDAR

Academic year at the University shall comprise of two regular and 1-2 optional summer/winter semesters. The university prepares the Academic calendar for the academic year with the approval of the Academic Council. The academic calendar is binding for the departments at the university. The Vice Chancellor is the only authority to make minor changes under severe and emergency circumstances. The details about semesters are as follows:

#### 10.1 Fall / Spring Semester

- i. There will be two regular semesters (Fall and Spring) in an Academic year.
- ii. Each semester will be spread over 16-18 weeks (inclusive of examinations).
- iii. In case the teaching in the whole of the University is suspended due to some

  
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exigency, the period of the semester shall be extended to the extent of the lost period.

## 10.2 Summer/Winter Semester

During the break, University may offer intensive 1-2 summer/winter sessions, each of 8-9 weeks of concentrated study for completing remedial course work. A student who has either failed or has been stopped taking the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer/winter semester.

- The contact hours during the summer/winter session will be doubled or more to ensure that the course is taught completely.
- Undergraduate students can take up to 9 CrHr during summer/winter semester (3 Theory courses; or 1 theory & 1 lab course).
- Graduate students can take up to 6 CrHr hours during summer semester.

## 11 CREDIT HOURS

The Credit Hours (CrHr) are denoted by two digits within brackets with a hyphen in between i.e., 3(2-1). The first digit represents the theory part while the second (right side) digit represents the practical. Thus 3(3-0) means three credit hours of theory work with no laboratory/studios/practical field work, while 3(2-1) means a total of three credit hours, of which two are of theory while one credit hour is for laboratory/Studio work/practical field work. Further details are given in the table below:

Course	Duration of Class
Theory Course of 03 Credit Hours	3 classes of 01 hour per week/ 2 classes of 1.5 hour per week/1 class of 03 hours class per Week
Practical (Lab)Work/Field Work of 01 Credit Hour	03 hours per week <sup>9</sup>

## 12 STUDENT COURSE LOAD

### 12.1 Undergraduate students

- Normally a full-time regular student is required to take a load of 15-18 credit hours in a regular (Fall & Spring) semester.
- A student may register additional non-credit course(s) out of the prescribed courses, on successful completion of which the course(s) will be included in the transcript.
- The department may allow one or two more courses beyond the normal specified CrHr while observing the following conditions.
- The Chairperson/HoD may allow a student to take a maximum course load of 21

<sup>9</sup> Professional degree programs shall follow the guidelines of the respective council/HEC

  
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- credit hours to improve/pass a previous semester course.
- v. Under special circumstances, the Chairperson/HoD may allow a maximum of 24 credit hours provided that the student is graduating in that semester, provided student is not under probation.

### 12.2 Graduate Students

A regular graduate student is required to take either 9–12 credit hours (M. Phil/MS) or 6-9 credit hours (PhD) per regular (Fall & Spring) semester. A graduate student must take at least 9 credit hours (MPhil/MS) or 6 credit hours (PhD) in Fall/Spring semesters to be considered as a full- time graduate student.

### 13. COURSE REGISTRATION DURING THE SEMESTER

The registration process shall take place through CMS/any other prescribed procedure and shall be completed as per the academic calendar. The students will be able to register for courses by themselves. The office of the Chairman/HoD/Academic Coordinator shall facilitate the registration of student in the relevant courses.

#### 13.1 Late Registration

In case, a student could not register on a deadline due to unavoidable circumstances, he must formally apply to the respective Chairman/HoD for granting approval of the late registration. Late registration shall be granted on the following terms and conditions.

- i. The registration shall not be late by more than three weeks, inclusive of holidays if any.
- ii. If approved, the student shall have to deposit the required late registration fee at the rates prescribed by F&PC from time to time.

#### 13.2 Failure in Registration in a Semester

To be considered as a regular student at the university/college, registration in the courses offered by the respective department is mandatory. If a student fails to register for a semester his/her admission shall be suspended. Such a student shall not be entitled to avail the University's facilities during that semester and will be required to vacate the hostel room allotted to him.

For *restoration*, the student shall have to submit a written request to Chairman/HoD duly supported by solid/acceptable reasons. The Chairman after determining the genuineness of the case shall restore subject to depositing of the requisite admission-restoration-fee as approved by the F&PC. This fee shall be in addition to the regular course registration/enrollment fee.

### 14. CHANGE/ DROP/ WITHDRAWAL OF COURSE(S)

#### 14.1 Change of Course(s)

- A student, with the consent of the concerned Chairman/HoD may be allowed to:
- i. Change a course at his own. within one (01) week of the commencement of a semester.

  
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- ii. Change or convert a credit course into a non-credit course or vice versa within two (02) weeks from the date of commencement of a semester with the approval of chairman of the department.
- iii. Changing of course(s) shall not be allowed after two weeks of the commencement of the semester.

#### 14.2 Drop of Course(s)

On approval of Chairman/HoD, a student may drop a course within two weeks of the date of commencement of a semester. However, before such recommendations, the Chairman/HoD shall consider the following:

- i. That the course is not a core course.
- ii. That the course is not a pre-requisite to a course that will be offered in next semester.
- iii. That the course will not affect the student's regular study plan.
- iv. That the course is not a first semester's course.
- v. That the application is not later than 2 weeks of the commencement of classes (After two weeks, rules related to "withdrawal of course" shall be implemented).

#### 14.3 Withdrawal of Course

- i. On approval of Chairman/HOD, a student can withdraw from a course(s) between the 3<sup>rd</sup>-12<sup>th</sup> week of the semester.
- ii. Withdrawn courses will appear on transcript with letter W, which shall have no impact on the calculation of the SGPA or CGPA of the student.
- iii. The withdrawal approval so granted by the Chairman/HoD, must reach to the registration section of the University before the end of the 15th week, otherwise the withdrawal will not be considered, and 'F' grade shall be counted instead of 'W'.

### 15. CHANGE OF DEGREE PROGRAM

An undergraduate student may apply for a change of Program (at the end of 2<sup>nd</sup> semester only) on prescribed proforma duly signed by Heads/Chairperson of both departments and recommended by the Deans concerned. The department accepting the student shall ensure that it has vacant seat, and the student fulfils all the codal formalities (minimum eligibility criteria, accreditation council requisite) of the discipline.

### 16. FREEZING OF A SEMESTER

- i. A student who desires to freeze a semester shall submit a written request to chairman/HOD at least two weeks before commencement of a semester. The Dean concerned, on recommendation of Chairperson/HOD, shall approve the student request and forward to registration section for implementation. Freezing shall not be allowed:
  - a) After commencement of semester

  
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- b) First semester of undergraduate and graduate programs.
- ii. Under special hardship circumstances related to religious (Iddah), Medical (Maternity etc.) or death in the immediate family, freezing conditions can be relaxed by the Vice Chancellor.
  - iii. The student shall be required to pay 25% of tuition fee for each frozen semester to continue his/her registration with the University. In case the student uses the institutional facilities (such as library, labs, help from faculty etc.) of the college/institute/center, he/she shall be required to pay 50% of tuition fee for the frozen semester.
  - iv. During the entire program, a maximum of two semesters can be frozen by the undergraduate student and one semester by the graduate student.
  - v. After the completion of the freezing semester, the student shall apply (2 weeks before commencement of semester) to unfreeze the semester and get registration in the upcoming semester. The Dean Concerned, on the recommendation of Chairperson, shall approve and forward the unfreeze request to registration section.
  - vi. In case of a situation that is not covered above, the case may be referred to Vice Chancellor with the recommendations of the concerned Dean for decision.
  - vii. On completion of freezing period, the student will resume his/her studies from the same stage where he/she left (froze).

#### 17. REPEAT / IMPROVE COURSES

- i. Courses with 'F' grade must be repeated.
- ii. A student (Undergraduate and graduate) can improve a course awarded with a C- (62% marks) or below.
- iii. An undergraduate student can be allowed to improve a maximum of six courses/18 credit hours (excluding the F grade courses) in entire degree program.
- iv. A graduate student can be allowed to repeat a maximum of two courses (06 credit hours) to improve their grades.
- v. The entire academic history of a student shall be recorded and all previous grades i.e. "F" "W" "I" "WF" etc. shall be reflected on transcript. However, for CGPA calculation, better grades shall be counted.

#### 17.1 Replacement of Course

- i. In a case, a course which student wants to repeat/improve is not offered or removed from the scheme of studies, the student may take an alternate equivalent course instead.
- ii. If alternate course is taken for improvement, in such a case, both courses (old & alternate) and their respective grades will be recorded on the transcript. However, only the better grade shall be calculated in the CGPA.

#### 18. ATTENDANCE

- i. Students must maintain at least 75% class attendance to qualify for examinations.
- ii. Students with attendance between 65% and 75% in a course may be permitted to

  
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- iii. take the examination by the Chairperson/HoD.
- iii. The Vice Chancellor, upon the Dean's recommendation, may condone attendance deficiencies for justified, documented reasons.
- iv. Absences due to participation in approved co-curricular or sports activities outside Hazara University will not count as absences, provided they have Competent Authority approval.
- v. Students debarred on account of short attendance in a course will receive a "WF" grade, must repeat the course, and it will not be included in SGPA/CGPA calculations.
- vi. Missing two consecutive weeks of classes without a valid reason (equivalent to six classes for a three-credit course or four classes for a two-credit course) will result in struck off from course by the class teacher. The restoration can be made upon appeal within five days, with a fee of Rs.1000 as per approval of F&PC.

## 19. EXAMINATIONS

A student shall be eligible to appear in the terminal examinations provided that:

- i. S/he has been on the roll of the University during that semester.
- ii. has registered for the courses of study.
- iii. has minimum required attendance in course as per the university policy.
- iv. has paid all the University dues including tuition/hostel fees, etc., by the commencement of the semester as per the university policy.
- v. There will be no makeup test or exam when a student misses it. However, in case of an emergency such as death of mother, father, brother, spouse, or sister, the Vice Chancellor may consider the case(s) as he deems fit.
- vi. Terminal Examination paper of a Semester shall cover whole course of the respective subject. The nature and number of questions for Terminal Examination shall be as per the university guidelines.
- vii. There will be no supplementary/special Examination in Semester System; in case a student fails, he/she will have to repeat the course.
- viii. After marking the class tests, quizzes, mid-term, and Terminal examination papers the same shall be shown to the students and discussed with the class. Any question relating to marking shall be discussed with the individual student. The answer sheet of the Terminal examination shall be taken back from the students immediately after discussion and kept for record.
- ix. There shall be no re-evaluation of answer books except as per the university approved policy.
- x. The evaluation of all the components of a course shall be internal, except for the thesis/project etc., for which an external examiner shall be appointed as per the university approved policy.
- xi. On the recommendations of the Chairperson/Head of the teaching department, a handicapped/disabled/blind student shall be provided writer/amanuensis (lower grade/level). He/she would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.
- xii. All cases pertaining to UFM shall be dealt with in accordance with the

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## University Examination rules.

### 19.1 Evaluation of Students

A student may be evaluated in each course based on the parameters given in the table. Each parameter shall have a specific weightage and shall contribute towards the overall assessment in percentage marks.

Category	Marks (%)	Duration of the exam/assessment
Class test/discussion/ Quizzes/Sessional/Monthly tests	10	30-min to one hour
Assignment/Presentations/group discussion	10	As per instructor's guidelines
Mid-term	30	1.5 to 2 hours
Terminal paper/exam	50	3 hours

### 19.2 Examination Aids

- i. Written materials and cell phones shall not be permitted in the examination hall and shall be confiscated. Damage/loss shall not be the responsibility of the University and such aid will be treated as a UFM support material.
- ii. In case of open book examination, the relevant instructor shall determine about the permitted/prohibited items.
  - a. **Practical/Lab work:** If a course includes Practical/Lab work, the practical examination shall be held once (with terminal examination). The laboratory course shall carry separate marks. A student shall have to pass theory as well as practical examinations independently.
  - b. **Field Work:** Where fieldwork is involved, the method of evaluation shall be determined by the department according to the laid down procedures.
  - c. **Teaching Practice:** The teaching practice shall be evaluated in accordance with rules and procedures for the purpose.

### 19.3 Panel of Examiners

- i. For undergraduate students, the External Evaluator/Examiner shall be appointed from another related department of this university. The Dean concerned, on the recommendations of the Chairperson/Principal in case of affiliated college, shall approve the examiner from a panel of three evaluators. Same practice shall apply for affiliated colleges. *For evaluation of graduate students, see the HU graduate regulations.*
- ii. The external examiner shall evaluate the project report/dissertation and conduct viva-voce examination of the student on the date and time given by the chairperson/Principal of the department/college concerned.

### 20. HU GRADING AND GP POLICY

The University has adopted the policy of Absolute Grading System, and the

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following table shall be used to determine the performance of student based on letter and numerical grades.

% Marks	Grade point Value	Grade	Remarks
<b>GRADE - A</b>			
90 & above	4.00	A+	Exceptional
85-89	4.00	A	Excellent
80-84	4.00	A-	High Distinction
<b>GRADE - B</b>			
79	3.9	B+	Very Good
78	3.8	B+	"
77	3.7	B+	"
76	3.6	B+	"
75	3.5	B	Good
74	3.4	B	"
73	3.3	B	"
72	3.2	B-	Fairly Good
71	3.1	B-	"
70	3.0	B-	"
<b>GRADE - C</b>			
69	2.9	C+	Satisfactory, Credit Pass
68	2.8	C+	"
67	2.7	C+	"
66	2.6	C+	"
65	2.5	C	Adequate
64	2.4	C	"
63	2.3	C	"
62	2.2	C-	Fairly pass
61	2.1	C-	"
60	2.0	C-	"
<b>GRADE -D</b>			
59	1.9	D+	Subjective Pass Minimum acceptable
58	1.8	D+	"
57	1.7	D	"
56	1.6	D	"
55	1.5	D	"
54	1.4	D	"
53	1.3	D	"
52	1.2	D	"
51	1.1	D	"
50	1.0	D	"
<b>GRADE - F</b>			
0-49		F	Fail
Pass		P	In case of research thesis/dissertation
Unsatisfactory Completion		U	Unsatisfactory
Withdrawn course		W	Withdrawn


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Exempted from Course		E	Exempted
Force Withdrawal		WF	Force withdrawal from the course due to shortage of attendance or disciplinary action
Incomplete course		I	Incomplete
In progress		IP	If thesis/project/studio work/field work spread over more than one semester

- i. The minimum pass marks for each course shall be (fifty percent) 50% (i.e., 1 GP). A student obtaining less than 50% marks in any course shall deem to have failed that course.
- ii. **Incomplete grades on medical grounds:** If a student fails to appear in the terminal examination of a course on medical or any other exceptional reasons (beyond his controlling ability) duly recorded in application of the student and endorsed by the Chairperson/HOD, he/she shall be treated as absent and fail. However, such students shall be allotted grade "I" of incompleteness in the transcript instead of failed grade "F". The "I" grade will be replaced only if the student repeats and qualifies for the course in the next semester.
- iii. A student beside above-mentioned reason(s), who does not appear in the Mid- term or terminal examination of a semester shall be marked ABSENT and FAILED. Such a student will be awarded "F" grade.

Hazara University	Grade point relevant to scale of				
	4	4.5	5	8	10
A	4	4.5	5	8	10
B	3	3.375	3.75	6	7.5
C	2	2.25	2.5	4	5
D	1	1.125	1.25	2	2.5

- iv. Conversion of Annual System marks to GPA/CGPA for intent of deliberating merit of admission shall be as below:

SEMESTER CGPA on 4* scale as per Hazara University grading			ANNUAL SYSTEM
Grade	Grade point on 4 scale (Value)	Mark Range (in %age)	Percentage obtained in
Exceptional	A+	4.0	90 & above
Excellent	A	4.0	85-89
High Distinction	A-	4.0	80-84
Very Good	B+	3.5-3.9	75-79
			78 & above
			74%-77%
			70%-73%
			65%-69%

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Good	B	3.3-3.4	73-74	63%-64%
Fairly Good	B-	3.00-3.2	70-72	61%-62%
Satisfactory credit pass	C+	2.6-2.9	66-65	57%-60%
"	C	2.3-2.5	63-65	55%-56%
"	C-	2.0-2.2	60-62	45%-54
Subjective pass	D	1.0-1.9	50-59	40%-44%
Fail	F	0.0	0-49%	Less than 40%

\*For other/higher scale grading (i.e., 4.5, 5, 8 etc.,) shall be calculated to annual marks based on same analogy as done for 4 scale.  
 \*\*This conversion table is only for the purpose of students who have obtained degrees under the annual system.  
 \*\*\*The range of marks defined above for a particular grade may be split further to reflect incremental grade points.

## 20.1 Computation of SGPA and CGPA

Semester Grade Point Average (SGPA) and Cumulative Grade Point Averages (CGPA) shall be calculated using following standard formulas:

$$SGPA = \frac{\text{Sum of all Courses in Semester (Course CrHr x Grade Point Earned)}}{\text{Total Semester CrHr}}$$

$$CGPA = \frac{\text{Sum of all Courses in all Semester(s) (Course CrHr x Grade Point Earned)}}{\text{Total Credit Hours Taken in all Semester(s)}}$$

## 21. ACADEMIC PROBATION<sup>10</sup>

- i. Students are placed on academic probation when their Cumulative GPA (CGPA) falls below 2.00 in any semester.
- ii. The Controller of Examination shall issue a warning letter to such student(s) to improve his/her performance.
- iii. Academic probation serves as a formal warning, indicating that their academic progress is unsatisfactory and requires improvement to remain enrolled at the university. Students on probation face serious academic challenges and are strongly encouraged to work closely with their Academic Advisory Committee(s) for guidance and support.
- iv. At the beginning of each semester, the Office of the Chairperson/Head of Department (HoD) shall review the previous semester's performance of students on academic probation and schedule advising appointments.

### Probationary Advising Meetings

- v. Students on probation must meet with their academic advisor four times per semester, as follows:
  - A. First meeting at the beginning of the semester.

<sup>10</sup> Accreditation Council based programs will follow the guidelines of the respective council

  
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- B. Second meeting before the Mid-Term Examination.
- C. Third meeting after the Mid-Term Examination.
- D. Fourth meeting before the Final-Term Examination.
- E. Department must maintain all such record accordingly.

- vi. **End-of-Semester Review** at the end of the next Fall or Spring semester of enrollment, one of the following actions will be taken for students on academic probation status:
- vii. A student on probation can register maximum 12 credit hours, including failed courses duly approved by the Chairperson/HoD and Advisory Committee, in case a student remain academically weak may withdraw one course on the advice of Advisory Committee before the final examinations.
- viii. If his/her CGPA remains below 2.00 for three consecutive semesters (including summer/winter semester), his/her name shall be removed from the roll of the University.
- ix. A student removed from the university roll due to weak academic performance may be re-admitted to any program with the relevant transfer of course(s)/credit hours. provided they have a GPA of 2.00 or higher

## 22. TRANSFER OF CREDIT HOURS FOR UNDERGRADUATES/GRADUATES

- i. There shall be a CrHr Transfer Committee consisting of the following to evaluate all applications regarding the transfer cases to any academic program at the university.
 

a. Director Academic & Research	Convener
b. Chairperson/HoD of the Concerned Dept.	Member
c. Controller of Examination or his nominee	Member
d. Deputy Registrar Academic	(Member/Secretary)
- ii. It is advisable to receive applications for transfer cases at the beginning of each semester only (preferably at the time of admission).
- iii. No credit hour of a course will be transferred to the Hazara University if the grade is less than C (2.00) for undergraduate and 2.50 & 3.00 for graduate MS/MPhil/PhD respectively.
- iv. Credits shall be transferred on a course-to-course basis. The committee will analyze the course contents of each course to be transferred. The equivalence of each course shall be determined by the committee. The committee may co-opt experts if required to determine the equivalency of any course under consideration.
- v. For approval, the recommendations of the committee shall be submitted to the Dean concerned (undergraduate) and ASRB (Graduate).
- vi. All candidates who want to transfer from any other institution must submit all relevant documents as per the university policy to the Head SSC.
- vii. In case a student of the Hazara University wants to transfer his or her CrHr to any other university, s/he shall apply for NOC to the Department concerned. The Dean of the Faculty on the recommendation of the Chairmen/HoD shall approve the NOC which

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will be issued by the Provost on a prescribed fee.

### 23. DEPARTMENTAL EXAMINATION STANDARDS, AND STUDENTS' GRIEVANCES COMMITTEE

Each department shall have a three members departmental Examination Standards/Students Grievances committee. The committee shall comprise of the following:

- i. Chairman / HoD (Convener)
- ii. One senior faculty (Member)
- iii. Departmental Exam/Academic coordinator (Member/secretary)

The Chairman/HoD of the department shall call meetings as and when required.

#### 23.1 Functions of the Committee

- i. To maintain uniformity of standards in the courses taught in the department/ Institute by individual teachers.
- ii. To hear appeals related to marking/evaluation of papers in different courses.
- iii. The Committee may check randomly a few answer sheets/papers of the terminal examination of a semester (of different courses) for uniformity of scoring & covering of the course content.
- iv. A student must approach the head of the Department/institute for a grievance on grade, within 5 days of the receipt of the grade/announcement of result.
- v. The Head of Department/Institute shall forward the student's grievance to the committee, and it shall be binding on the committee for hearing both sides (student and the teacher) and will give a final decision within 5 working days.

### 24. ACADEMIC APPELLATE COMMITTEE

- i. There shall be an Academic Appellate Committee constituted by the Vice Chancellor to consider students' appeal (against the decision of the departmental grievance committee) on any academic issue related to grading or teaching. The composition of the Committee shall be as following:

- |                                    |                  |
|------------------------------------|------------------|
| i. Pro Vice Chancellor/Senior Dean | Convener         |
| ii. Dean of Concerned Faculty      | Member           |
| iii. Director A & R                | Member           |
| iv. Controller of Examinations     | Member/Secretary |

- ii. The decision of the appellate committee shall be final. However, an aggrieved student may have the right to appeal to the Vice Chancellor against the decision of the committee. The Vice Chancellor, being Appellate Authority, may send the case back to the Academic Appellate committee for reconsideration or may decide as he deems fit.

### 25. COURSE FILE

  
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- i. Maintenance of Course File is compulsory for the course instructor. The course file shall be maintained using online system LMS/CMS – eLearning module and physical. However, in the case of the accreditation council, the course material shall be made available as per requirement of the accreditation council concerned.
- ii. The “Course File” will have a complete record of everything that happened during the semester. The course file will contain:
  - a. Course title and code
  - b. Description of approved course
  - c. Weekly Teaching schedule
  - d. Dates of Assignment(s)/Quiz
  - e. Dates of Mid and Terminal Examination
  - f. Copy of Each Quiz Given
  - g. Copy of Mid and final term Examination questions papers
  - h. Any other item which instructor may deem appropriate

## 26. MAINTENANCE OF EXAMINATION RECORDS

The Controller of Examinations shall act as a central record office to maintain the records and issue the transcripts. Result/gazette shall be kept in the custody of the Controller of Examinations.

### 26.1 Discard/Disposal of Examination Record

The following policy for discarding of Question Papers/Answer Books of all types of University’s examinations will be adopted.

- i. Extra Question papers, if not part of the answer book, shall be disposed-off after the conduct of the examination.
- ii. Answer scripts along with a sample question paper will be preserved by the controller office for **one year** after the declaration of the terminal result.
- iii. Records related to grades and marks shall be available on the CMS. The CMS team shall be responsible for maintaining the secrecy and security of the information stored in the computer system.

## 27. TEACHER EVALUATION

- i. It is mandatory for DQE team to conduct evaluation of each course taught at the university. The DQE team shall conduct online surveys through CMS without showing the identity of the students at the end of each semester.
- ii. This evaluation shall be objective and will be shared with the concerned course instructor for his/her improvement / knowledge.

## 28. HONORS/MERIT CERTIFICATES / AWARDS / DISTINCTIONS FOR UNDERGRADUATE PROGRAMS

The award of Gold Medal /Roll of Honor shall be checked and verified by a Committee constituted for the purpose by the Vice Chancellor. The committee shall be

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comprised of the following:

- |                                |                  |
|--------------------------------|------------------|
| i. Dean (Senior)               | Convener         |
| ii. All Deans                  | Member           |
| iii. Registrar                 | Member           |
| iv. Controller of Examinations | Member/Secretary |

Medals/Prizes/Rolls of Honor/Positions shall be awarded subject to fulfilment of following conditions:

- (i) The student has passed/qualified the degree in first attempt
- (ii) Has not failed in any course
- (iii) Has not repeated any course
- (iv) Has not withdrawn any course
- (v) Has not improved any course
- (vi) Has completed the course work in normal period prescribed for an undergraduate program (not in summer semester)
- (vii) Has obtained minimum 3.00 CGPA at the award of degree

## 28.1 Types of Awards/Medals/Certificates

### 28.1.1 Chancellor's Certificate of Merit

The Controller of Examinations shall issue a certificate of merit to an undergraduate student who stands first in the discipline based on overall result provided that the student has obtained CGPA "4.00" with A+ grade (i.e. 90% or above marks,) or more in the aggregate. The recipient of the award of certificate of merit shall also be awarded the gold medal.

### 28.1.2 Gold Medal

The Gold Medal shall be awarded to the student who stands first in an undergraduate discipline. However, the following conditions shall also be observed while awarding the medal.

- i. The disciplines where number of students is less than 05. no award shall be given in semester system.
- ii. The Gold Medal to an On-campus/ Sub-campus/ Affiliated Colleges Student(s) may be awarded separately.

**In case of tie:**

- a. If more than one student secures the same CGPA. the position will then be determined based on percentage of obtained marks.
- b. If still a tie, the marks of preceding degree will be considered for taking a final decision.
- c. If even then a tie, the candidate senior in age will be considered for award for medal.

The Controller of Examinations shall also issue a certificate in this regard.

### 28.1.3 Certificate of Merit for 2<sup>nd</sup> and 3<sup>rd</sup> Position(s)

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Dean  
Faculty of Biological  
& Health Sciences  
Hazara University Manshehra

  
Deputy Registrar  
(Academics)  
Hazara University Manshehra

  
REGISTRAR  
HAZARA UNIVERSITY  
Manshehra.

The students who stood 2<sup>nd</sup> and 3<sup>rd</sup> in their respective disciplines shall be awarded a certificate of merit subject to the fulfillment of conditions as specified for the award of gold medal.

## 29. RESULTS

- i. Results will be announced as per the Academic Calendar of the University. All departments will be required to follow the academic calendar in true spirit. Each instructor will be required to submit the result of his or her course within the 72 hours of the completion of the Terminal examination. In case the number of students in the course is more than 50, a 24-hour extension can be granted by the Dean concerned.
- ii. The result of the semester shall be compiled and declared by the Controller of Examinations as per the academic calendar.
- iii. The submission and announcement of results shall be made through the CMS.
- iv. It is compulsory for all faculty and staff members to use CMS for all the academic operations. Record of marks, attendances, examinations, and course materials shall be maintained through the CMS system. Only award lists shall be maintained in hard form by the Departmental Academic Coordinator.
- v. The Controller of Examinations must maintain a gazette duly signed from all concerned after each semester.

Thanks/The End

  
Dean  
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