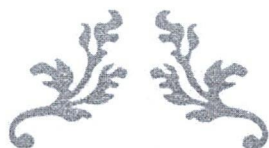




Lahore University of Biological and Applied Sciences



# ATTENDANCE POLICY AND SEMESTER REGULATIONS

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Proposed by	Prof. Dr. Naeem Mubarak (Pro-Vice Chancellor)
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# **ATTENDANCE POLICY AND SEMESTER REGULATIONS ASSURANCE**

# **Attendance Policy and Semester Regulations**

## **1. INTRODUCTION**

Students are required to attend all lectures for each course on which they are enrolled/registered. Failure to comply with the attendance policy will result in the student being barred from the final examination and receiving a grade of "W" in the course. A minimum attendance of 75% is mandatory for each course or lab. Any student missing more than 25% of the total classes or lab sessions will be withdrawn from the course. There will be no transfer of dues or tuition fees when a student is withdrawn from a course.

## 2. ATTENDANCE POLICY

Sr.	Course Credit Hours	Total Classes of One Hour Duration	Min Classes to Attend (75% of Total)	Maximum Leaves + Absents Allowed 25% of Total	Auto Leaves Without Fine	Absents Allowed with Rs 500/- each Fine	Course Withdrawal on Excessive Absents
1	4	64	48	16	8	8	17 <sup>th</sup> Absent
2	3	48	36	12	6	6	13 <sup>th</sup> Absent
3	2	32	24	8	4	4	9 <sup>th</sup> Absent
4	1	16	12	4	2	2	5 <sup>th</sup> Absent
5	0*	36	27	10	5	5	11 <sup>th</sup> Absent
6	2 (Lab)	96	72	24	12	12	25 <sup>th</sup> Absent
7	1 (Lab)	48	36	12	6	6	13 <sup>th</sup> Absent

Leave and Absent Policy for One Hour Slot Classes

\*Skill Centre Class

Absent Fine Per One Hour Class:

• Rs. 500/-

Late Fine Per One Hour Class:

• Rs.250/-



### **3. SEMESTER CREDIT HOURS**

One theory credit hour (1 Cr. Hr.) corresponds to at least one hour of instruction per week over a period of 16 weeks. Therefore, a 3 Cr. Hrs. course will involve 48 contact hours in a semester. Conversely, one lab credit hour (1 Lab Cr. Hr.) equates to three contact hours per week for 16 weeks. For a 3 Cr. Hr. course, there would be three 1-hour slots per week, and similarly, for a 1 Cr. Hr. lab, there would be three 1-hour slots, as outlined in the timetable. The time allocated for Midterm and Final examinations is not included in the computation of class/lab contact hours

### **4. WITHDRAWAL FROM A COURSE**

To withdraw from a course, a written request must be submitted to the Dean/HOD within the deadlines specified in the University Academic Calendar by the Registrar's Office. Upon approval by the Dean/HOD, the student may withdraw from the course, but a "W" grade will appear on the transcript, and any fees paid for the course will not be refunded or carried over to the next semester.

### **5. SEMESTER LEAVE OR FREEZING A SEMESTER**

Students wishing to discontinue their studies for a semester must obtain written permission from the Dean's Office within the first week of the semester by completing the prescribed form. They may resume their studies in the subsequent semester after receiving approval from the Dean's Office during registration. Please note:

- a) Students who take a semester break without permission will be removed from the university's role and considered inactive. They will not be permitted to register for the next semester until their absence is regularized.
- b) Unauthorized absences for two consecutive semesters will result in the cancellation of admission, and such students will need to pay the admission fee again if granted re-admission.

### **6. SUMMER SEMESTER**

The summer semester is typically offered for makeup and deficiency courses. In an accelerated 8-week summer semester, a 3-credit hour theory course or a 1-credit hour lab can be completed by fulfilling 48 contact hours. The maximum course load allowed for Graduate/Undergraduate students during the summer

semester is 8 Cr. Hrs. (equivalent to two courses). Typically, students are not permitted to register for both summer internships and courses simultaneously. As summer courses are usually offered at the student's request, the course drop policy does not apply. Courses registered for in the summer semester are considered confirmed and will be charged accordingly

## **7. INCOMPLETE GRADE**

A student may be assigned an "I" (Incomplete) grade if they are unable to meet all course requirements due to circumstances beyond their control, subject to the following conditions:

- a) It is generally permitted in research-related studies and requires prior approval from the Dean/HOD.
- b) An I-Grade in regular courses or labs may only be granted under extenuating circumstances, with approval from the CoE.
- c) The I-Grade must be converted to an earned grade within four weeks of the result declaration, otherwise, it will automatically be converted to an F-Grade.

## **8. ACADEMIC PROBATION AND EXPULSION**

Undergraduate and graduate students who fail to maintain a minimum CGPA of 2.0 or 2.5, respectively, will be placed on warning status when the semester results are declared. Students receiving two consecutive warnings will be placed on probation for the following semester. If they fail to achieve the required minimum CGPA (2.0 for undergraduates and 2.5 for graduates) by the end of that semester, they will be dropped from the university roll. It is crucial for all students to ensure that their CGPA remains above the minimum required level throughout their academic journey.

## **9. COURSE LOAD UNDER PROBATION**

Students on probation are advised to repeat courses in which they received a grade below 'C+' for graduate courses and below 'C' for undergraduate courses. They will not be allowed to enroll in new courses in the following semester. These students will be assigned courses by their Advisors with the approval of the relevant Dean's Office.

## **10. COURSE REPETITION**

Students who receive an F-Grade must repeat the course or its equivalent, and both grades will appear on the transcript. To improve their CGPA, students are allowed to retake up to six courses at the undergraduate level and three at the graduate level, excluding those in which an F-Grade was replaced. Both the original and revised grades for repeated courses will be shown on the transcript, however, the better grade will be considered for CGPA calculation.

## **11. TIME LIMIT FOR PROGRAMME COMPLETION**

From the date of first registration, all bachelor's degree programs must be completed within a maximum of 7 years. MS/MPhil degree programs, whether with or without a thesis, must be completed within 4 years. PhD Scholars must complete their coursework and pass the comprehensive examination within two years (4 semesters) from the date of enrolment and qualify their synopsis within three years (6 semesters). The maximum allowed duration for a PhD program, including any semester breaks, is 7 years. Under extreme circumstances, a one-year extension may be granted with the approval of the University's competent authority. Further, HEC Undergraduate and Graduate Policy 2023 would be implemented in letter and spirit in all such cases.

## **12. APPLICATION TO REQUEST A TRANSCRIPT/DEGREE**

Transcripts and degrees are issued only upon the student's written request. Verbal or telephonic requests for transcripts or degrees will not be entertained. Official transcripts and degrees are issued on university stationery, bearing the official embossed seal. Transcripts or other proof of attendance will not be issued if a student's dues are unpaid. Before requesting a transcript, each student must obtain clearance from the relevant university departments, ensuring that all outstanding dues, books, or equipment have been returned.

A transcript or degree for program completion will be issued only if attested copies of previous academic records are submitted or original documents are shown in person to the Registrar/CoE of the University.



### **13. RETAKE OF FINAL EXAMINATION**

Students who encounter exceptional circumstances that prevent them from attending exams must submit detailed documentation to the CoE Office. This documentation will be reviewed by the CoE Office, and the case may be returned for additional documents and forwarded to the three-member Deans Committee for final consideration. A retake exam may be approved in two scenarios: (a) the student experiences a serious illness, or (b) there is a death of an immediate family member following steps must be ensured:

- a) The student must notify the CoE Office before the exam and submit a detailed application with supporting evidence as soon as possible, but no later than 7 days from the date of the exam.
- b) In case of illness, a certifiable medical certificate from a reputable hospital is required.
- c) In case of the death of an immediate family member (parent, sibling, child, or spouse), a death certificate from an appropriate authority must be provided.
- d) The committee may interview the student, if deemed necessary, and will verify the submitted evidence to assess the validity of the request. The findings will be finalized within two weeks of the result declaration.
- e) If the retake request is due to the death of an immediate family member, only one day of exams may be considered for re-examination.
- f) If the retake is approved by the Deans Committee, an I-Grade will be granted, which must be converted to an earned grade within four weeks of the result declaration. Otherwise, the I-Grade will be converted to an F-Grade.
- g) Retake examinations will be graded on an absolute scale without considering the average or normalization factors.
- h) If a student fails to attend all the exams of the registered courses, they will not be eligible for a retake, instead, the Deans Committee will evaluate the case for a semester freeze or drop, and its decision will be final.

## 14. UNDERGRADUATE REGULATIONS

The policy details are as follows:

### *14.1. Short Title and Commencement*

- a) These regulations may be called the Lahore University of Biological and Applied Sciences Undergraduate Programs Regulations, 2023.
- b) These regulations shall come into force at once.

### *14.2. Definitions*

In these regulations, unless there is anything repugnant in the subject or context –

- a) “Active Registration” means a student is registered in a semester.
- b) “Consecutive Semesters” means two successive semesters i.e., spring and fall.
- c) “Controller of Examinations” means Controller of Examinations of the University.
- d) “Credit Hour” means one hour of classroom teaching or three hours of lab teaching in one week.
- e) “Cumulative Grade Point Average (CGPA)” means earned grade points multiplied by credit hours of that course; the sum of the product is then divided by the total number of credit hours attempted in the program.
- f) “Degree Program” means in which the student is enrolled.
- g) “Department” means the department of the University in which the student is admitted.
- h) “Fall Semester” means last semester of the calendar year.
- i) “Faculty” means a teaching entity of the University comprising of two or more departments.
- j) “Grade Point Average (GPA)” means earned grade points multiplied by credit hours of that course; the sum of the product is then divided by the total number of credit hours attempted in a semester.
- k) “Higher Education Commission (HEC)” means the Higher Education Commission of Pakistan established under High Education Commission Ordinance 2002.
- l) “Student” means student of University of Biological and Applied Sciences registered for an undergraduate program.
- m) “Semester” means a period of 16 weeks of academic activities.

- n) "Similarity index" means a report generated by a plagiarism checking software for a particular piece of writing.
- o) "Spring Semester" means first semester of the calendar year.
- p) "Summer Semester" means a semester falling between spring and fall semesters having 8-weeks duration.
- q) "Registrar" means Registrar of the University.
- r) "Registration Department" means registration department of the University.
- s) "Regular Semester" means spring or fall semester.
- t) "University" means the University of Biological and Applied Sciences.

### **14.3. Admission**

- a) The University shall invite applications for admissions in various undergraduate academic programs through publication of advertisement.
- b) The eligibility criteria for admission in an undergraduate program shall be as follows:
  - successful completion of at least 12 years of education with relevant subjects as prescribed by the University for an academic program at the time of admission, and
  - qualified the admission test of the undergraduate program, but the applicants who have taken HEC approved test may be exempted from the admission test,
- c) If a candidate with associate degree applies for a 4-year degree program in the same discipline, he/she may be admitted in 5th semester with the approval of the concerned department and shall complete all the Courses and Labs from 5th semester and onward.
- d) An applicant having 2 years BA/BSc degree (14 years of education) shall be eligible for admission in a BS degree program. He/she shall be placed in 5th semester and shall be required to complete 15–18 credit hours of deficiency courses as determined by the concerned department.
- e) In case of foreign qualification an applicant shall be required to provide Inter Board Committee of Chairmen (IBCC) certification.
- f) The admission requirements and roadmap of each undergraduate degree program shall be made available on the University website or in the prospectus published by the University from time to time.



- g) An applicant awaiting result may apply for admission, but if he/she fails to provide the result before the compilation of merit list, then his/her last available result would be used for merit list positioning.
- h) If a candidate awaiting result fails to provide the result within the time prescribed by the University authorities or fails to attain the required percentage announced by the University at the time of admission, his/her admission shall stand cancelled.
- i) Admission in the University shall remain provisional until submission of academic documents by the candidate duly attested by IBCC or HEC or Ministry of Education, as the case may be, and a failure in submission of documents as aforesaid shall result in cancellation of admission.
- j) The admission shall be awarded on merit based on:
- admission test,
  - earlier academic standing, and
  - interview, if so desired by the department.
- k) Subject to Clause 14.3.(j), admission of an applicant shall be confirmed on the receipt of prescribed dues within due date as prescribed by the University from time to time.
- l) If a first semester student (new admission) decides to withdraw from the University after having registered, he/she shall be entitled to:
- full (100%) tuition fee refund: —up to 7<sup>th</sup> day of commencement of classes,
  - half (50%) tuition fee refund: —from 8<sup>th</sup> – 15<sup>th</sup> day of commencement of classes,
  - no fee (0%) refund: —from 16<sup>th</sup> day of commencement of classes.
- m) In case of incorrect or forged information or documents, the admission shall be cancelled summarily, and no transcript shall be issued.
- n) A candidate seeking admission or admitted in the University shall abide by all its rules, regulations and policies published from time to time.

#### ***14.4. Credit Hour***

A course Cr. Hrs. is defined as one hour of class work per week for sixteen weeks and laboratory credit hour shall be three hours of practical lab work per week for sixteen weeks.

#### ***14.5. Academic Year***

- a) There shall be two regular semesters i.e., Fall and Spring in an academic year, each semester shall have 16 teaching weeks.
- b) A summer semester shall be of 8-weeks duration, and it shall be used for internship, business projects and for makeup courses. A limited number of courses, at the discretion of a department, may be offered in a summer semester.

#### ***14.6. Assessment of Tuition Fee***

- a) Fee shall be charged per credit hour as determined by the University from time to time.
- b) Tuition fee for the registered credit(s) shall be paid within due date to validate the registration. Non-payment of fee within the due date shall result into default status.
- c) A student who defaults in payment of fee shall not appear in the attendance roll.
- d) In a regular semester, if the fee is not paid within the prescribed time, the registration of the course(s) may be cancelled.
- e) For all practical purposes, the cancelled course(s) shall be deemed as never registered.
- f) In a Summer semester, if a course is registered, it shall be treated as confirmed and fee shall be charged.

#### ***14.7. Credit Transfer Policy***

- a) Transfer credits may be accepted for work completed at an HEC recognized Pakistani or foreign university, and the original transcript issued by the concerned university, which administered the examination shall be submitted to the University along with application for credit transfer.
- b) Each credit transfer case shall be examined on its merit by the admission department, in consultation with the respective HOD.
- c) Only those courses/credits shall be transferred in which the candidate has got grade C+ or higher and if those can be counted as part of applicants' degree program.
- d) Accepted credit hours against course(s), without grades, shall appear on the transcript.
- e) Maximum credits transfer shall not exceed 50% of the total credit hours required for the degree program.
- f) The department holds an exclusive right to accept or reject any request for transfer of credits.

#### ***14.8. Registration***

- a) Subject to 14.8.(b) below the normal registration in a Spring or in a Fall semester shall be 15-18 Cr. Hrs. while the maximum shall be 21 Cr. Hrs. In a summer semester, it shall be 2 courses with associated labs, if any.
- b) The semester load of an individual student shall be determined by the department on the basis of his/her GPA in the previous semester.
- c) A fulltime student is required to register for a minimum of 9 Cr. Hrs.
- d) A student not registered for a minimum semester load shall not be treated as a fulltime student.
- e) Final year project shall be registered after the completion of minimum coursework prescribed by the department from time to time.
- f) Final year project shall be registered in two parts, Part-I and Part-II in two distinct semesters, none of which can be a summer semester.
- g) It is mandatory to qualify the internship after the completion of third year, if it is required by the degree program, and it shall be graded by the department with pass or fail grade.
- h) A student cannot register for a course while doing an internship.

#### ***14.9. Add/Drop Courses***

After registration of courses in a semester, a student may add or drop a course within a specified period announced by the registration department. A course dropped by a student will be deemed as never registered.

#### ***14.10. Withdrawal***

- a) If a student decides not to continue in a course, and add/drop time has lapsed, he/she may withdraw from the course within ten weeks from the start of the semester.
- b) A course withdrawn shall be reported on the transcript with a 'W' status.
- c) A withdrawn course shall not be counted towards the calculation of GPA.
- d) A withdrawn course shall be treated as a registered course for the evaluation and charging of tuition fee.



#### ***14.11. Repeat and Substitute a Course***

- a) Student receiving F-Grade must repeat that course or its equivalent and both grades shall appear on the transcript.
- b) In order to improve CGPA, a student is allowed to improve a maximum of 6 courses within normal degree duration. The original as well as the revised grades of all repeated courses shall be shown on the transcript, however, better grades shall be considered towards CGPA calculation.
- c) A student may request for substitution of an elective course with another elective course for the purpose of improving the CGPA required for the award of degree. Substitution of a course shall be allowed, with the approval of HOD, and it shall be counted towards a repeat course.
- d) A course once substituted or bracketed shall not be reverted, i.e. brackets once opted cannot be removed.

#### ***14.12. Semester Break***

- a) A student, under circumstances beyond his/her control, may apply for a semester break, subject to its approval, the enrolment of the student shall remain intact on the payment of prescribed fee during a semester break.
- b) A student who is not registered in a semester shall lose his/her enrolment if he/she is not on a semester break.
- c) A consecutive two-semester non-registered status shall lead to the cancellation of admission.
- d) A student with cancelled admission shall be required to apply for re-admission on the prescribed form.
- e) A re-admission request shall only be considered provided the applicant can complete his/her degree program within maximum allowed duration.

#### ***14.13. Change of Program***

- a) A University student may apply on the prescribed proforma for change of the program with the approval of the concerned Dean/ Head of Department. Such a student shall be issued a new registration number if the transfer is approved.
- b) Only related courses along with the grades shall be transferred to the changed program.
- c) Student shall pay transfer fee as determined by the University from time to time.

#### ***14.14. Attendance***

- a) A student shall only be eligible to appear and take the final examination of a course or lab if he/she has secured 75% attendance in that course or lab work.
- b) There shall be no relaxation in the attendance requirement as mentioned in the Regulation 14.14.(a) above under any circumstances.
- c) A student may request for withdrawal of a course, prior to the examinations, in which his/her attendance is short by paying a fine as determined by the University from time to time.

#### ***14.15. Examination and Grading***

- a) Without prejudice to Regulation 14.14.(a) above, a student shall be eligible for final examinations if his/her name is included in the exam seating plan.
- b) If a student misses final examination, he/she shall be graded on the basis of sessional performance of the semester.
- c) If a student misses final examination on medical grounds, he/she may apply for course(s) withdrawal before the declaration of final results. The department may require the student to provide medical certificate by a registered medical practitioner.
- d) Letter grades shall be awarded, at the end of each semester, as per the following distribution:
  - Midterm Examination: 20%
  - Assignment, Quizzes, Projects etc.: 30% – 40%
  - Final Examination: 40% – 50%
- e) Midterm and final term examinations shall be administered by the office of Controller of Examinations.
- f) Part-I or Part-II of a final year project shall be graded independently in the semester in which it is registered.
- g) The final year project of one year duration shall be graded based on:
  - supervisor's assessment,
  - project oral presentation(s),
  - project report, and
  - project demonstration.

- h) The final year project shall be graded by a committee constituted by the department and grade shall be awarded on the submission of project report. Failing to submit the project report in time shall lead to one step lowering (e.g., A to A-) of the project final grade.
- i) A final year project report having similarity index greater than 40% shall be awarded F-Grade.
- j) The university shall follow the following grade definitions:

Grades	Definition
A	Excellent
B	Good
C	Satisfactory
D	Poor but passing
F	Fail
I	Incomplete
N	Continued
W	Withdrawn
P	Pass
NC	No Credit
()	Grade Replaced
S	Satisfactory
US	Unsatisfactory



- k) The University, in general, follows the relative grading scheme which has the following definition:

Letter Grades	Grade Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00

**l) Incomplete (I) Grade**

- A teacher may award I (incomplete) grade to a student who fails to meet all requirements for the reasons beyond his/her control.
- I-Grade can be awarded with the prior approval of the HOD.
- I-Grade shall not be allowed in a regular course/lab work.
- I-Grade must be changed into an earned grade within the following semester, otherwise it shall automatically be converted to F-Grade.

#### ***14.16. Retake of Final Examination***

- a) Retake examination can be considered under two extenuating circumstances: a) serious illness of the student or b) death of an immediate family member.
- b) The student must intimate the CoE Office prior to the examination and a detailed application with evidence indicating exceptional circumstances faced by the student must be submitted as soon as possible but not later than 7 days from the date of examination.
- c) In case of self illness, certifiable evidence from a reputed Hospital shall be required.
- d) In case of death of an immediate family member (Parent/Real Brother or Sister/Son or Daughter/Husband or Wife) a death certificate from an appropriate office should be submitted.
- e) A three members Dean Committee constituted for the purpose shall interview the applicant, if deemed appropriate, and it shall verify the submitted evidence to assess the genuineness of the requests. It shall finalize its findings within two weeks from the date of declaration of result.
- f) If the retake application is because of the death of an immediate family member, only one day exam(s) could be considered for re-examination.
- g) If retake is approved by the Deans Committee, I-Grade shall be granted to the approved cases, which must be converted into an earned grade within four weeks from the date of declaration of the result, otherwise, I-Grade shall be converted into F-Grade.
- h) Retake examination shall be awarded final letter grade on absolute scale.
- i) If a student failed to attend all the examinations of the registered courses, he/she shall not be considered for retake, rather the Deans Committee shall evaluate such a case for semester freeze/drop and in this respect, its finding shall be final.

#### ***14.17. Review of Grade***

- a) A student may file an application to the office of the Controller of Examinations for the review of a final grade within two weeks after the declaration of the results.
- b) The review of a grade shall be limited to omission and calculation errors.
- c) The review process shall be initiated after the receipt of requisite fee as prescribed by the University from time to time.

#### ***14.18. Probation and Expulsion***

- a) An undergraduate student who fails to maintain a minimum CGPA of 2.00/4.00, shall be placed on warning status at the time of declaration of the result.
- b) A student with two consecutive warnings shall be placed on probation for the next semester and at the end of that semester, if he/she fails once again to attain the required minimum CGPA that is 2.00/4.00, such a student shall cease to continue.

#### ***14.19. Undergraduate Degree Requirements***

- a) Subject to Clause 14.19.(b), a student shall be awarded the degree on the completion of the following requirements:
  - program Cr. Hrs. as prescribed by the department from time to time,
  - internship and any other requirement as prescribed by the department, and
  - attaining a minimum CGPA of 2.0 on the scale of 4.0.
- b) The minimum duration requirement for the award of an undergraduate degree shall be four years divided into eight regular semesters, whereas the maximum allowed time shall be seven years divided into 14 regular semesters. Similarly, for a minimum two-year degree program, the maximum allowed duration shall be three years.
- c) For the award of associate degree, a student has to complete all requirements that are listed in the respective road map within allowed duration i.e. 4–6 semesters
- d) If a student of BS 4 years degree program wants to quit the program after 4th semester, he/she may be issued the associate degree with the approval of concerned department, if not restricted by the respective regulatory council. Provided his/her CGPA is at least 2.00/4.00 and the student has completed minimum 60 credit hours in 4 to 6 semesters including 30 credit hours general education. The exit from 4 years degree to associate degree shall be mentioned on the transcript.
- e) On the successful completion of the credit hours required for an undergraduate degree, a student shall be awarded the degree after it is conferred in the convocation. However, prior to the convocation, a student may request program completion transcript and provisional certificate through concerned Head of Department.



#### ***14.20. Medal Award Policy***

- a) A student desirous to compete for the award of a medal shall apply on the prescribed form to the office of Controller of Examinations within the announced time.
- b) A medal shall be awarded only in the respective convocation announced by the Registrar office of the University.
- c) Only those graduates shall be considered for the award of a medal who fulfill the following criteria:
  - completion of degree requirements within normal duration defined in Clause 14.19.(a),
  - CGPA 3.50 or higher on the scale of 4.00,
  - no F-Grade in the transcript,
  - no transfer of credits from other universities/institutions, and
  - no disciplinary proceedings leading to the award of punishment.
- d) Subject to Clause 14.20.(c), Gold, Silver and Bronze medals shall be awarded to the top three students of each batch of a degree program in their order of merit.
- e) If there is a tie in the award of a medal, both will be awarded the medals of the same category.

#### ***14.21. Quaid-i-Azam Gold Medal***

- a) A Quaid-i-Azam gold medal shall be awarded, in a convocation, to an overall best achiever of the University and shall be based on:
  - academics,
  - co-curricular, and
  - extra-curricular activities.
- b) Quaid-i-Azam gold medal for each convocation shall be decided as per the Criteria given in Clause 14.21.(a) by a committee constituted by the Vice Chancellor of the University.
- c) A student desirous to compete for the award of a Quaid-i-Azam gold medal shall apply on the prescribed form to the office of Controller of Examinations within the announced time.

#### ***14.22. Removal of Difficulties***

If any difficulty arises in giving effect to the provisions of these regulations, the Academic Council may, by order, do anything which appears to it to be necessary for the purpose of removing the difficulty.

## **15. MS/MPHIL. REGULATIONS**

In exercise of the powers conferred by the Board of Governors, the University is pleased to make the following regulations for graduate programs namely: —

### ***15.1. Short Title and Commencement***

- a) These regulations may be called the Lahore University of Biological and Applied Sciences Graduate Programs (MS/MPhil) Regulations.
- b) These regulations shall come into force at once.

### ***15.2. Definitions***

In these regulations, unless there is anything repugnant in, the subject or context –

- a) “Academic Council” means Academic Council of the University.
- b) “Board of Advanced Studies and Research (BASR)” means Board of Advanced Studies and Research (BASR) of the University.
- c) “Controller of Examinations” means controller of examinations of the University.
- d) “Credit Hour” means one hour of classroom teaching or three hours of lab teaching in one week.
- e) “Cumulative Grade Point Average (CGPA)” means earned grade points multiplied by credit hours of that course; the sum of the product is then divided by the total number of credit hours attempted in the program.
- f) “Dean” means the Dean of the faculty in which the scholar is pursuing his/her studies.
- g) “Defence Committee” means a committee constituted by the Dean for the oral defence of a thesis.
- h) “Department” means the department of the University in which a scholar is enrolled.
- i) “Thesis” means a piece of writing by a scholar involving original study of a subject through academic research.
- j) “External” means an expert from outside the department or the University.
- k) “Fall Semester” means last semester of a calendar year.
- l) “Faculty” means a teaching entity of the University.



- m) "Grade Point Average (GPA)" means earned grade points multiplied by credit hours of that course; the sum of the product is then divided by the total number of credit hours attempted by the scholar in a semester.
- n) "Higher Education Commission (HEC)" means the Higher Education Commission of Pakistan.
- o) "Registrar" means registrar of the University.
- p) "Registration Department" means registration department of the University.
- q) "Regular Semester" means a Spring or a Fall semester.
- r) "Scholar" means a student who has been awarded admission in a MS/MPhil program of the University and his/her registration is intact.
- s) "Semester" means a period of 16 weeks of academic activities.
- t) "Similarity Index" means a report generated by a plagiarism checking software for a particular piece of writing.
- u) "Spring Semester" means first semester of a calendar year.
- v) "Summer Semester" means a semester falling between spring and fall semesters having 8-weeks duration.
- w) "Supervisor" means a faculty member not below the ranks of an Assistant Professor/researcher having a minimum MS qualification appointed by the Dean to advise the scholar.
- x) "University" means the University of Biological and Applied Sciences.

### ***15.3. Admission Requirements***

- a) The eligibility criteria for admission in the MS/MPhil Program shall be as follows:
  - 16 Years of schooling or 4-years of education (minimum 120 credit hours) after HSSC/F.A./F. Sc./Grade 12 or Equivalent.
  - Qualify University admission test or HEC approved test with 50% marks.
- b) Intra-discipline admission is allowed with 6–9 Cr. Hrs. deficiency courses of graduate level and GRE Subject/Equivalent Test (Min. 50%) in the field selected for MS/MPhil
- c) In addition to the requirements mentioned under 15.3(a) above, an applicant who has obtained the qualifying degree from abroad shall provide an equivalence certificate from the Higher Education Commission (HEC) of Pakistan.

- d) An applicant who has already completed a part of credit hours of MS/MPhil. Program in another HEC recognized University may be eligible for admission: Provided that only a maximum of four courses (12 Credit Hours), which are relevant to the applicants' proposed degree program and having grades 'B' or higher, may be considered for credit transfer: Provided further that the University shall have the exclusive right to accept or reject the request for credit transfer.

#### ***15.4. Degree Requirements***

- a) In order to be eligible for the degree of MS/MPhil one of the following options must be successfully completed by the MS/MPhil scholar with minimum CGPA of 3.00/4.00:
- 24 Cr. Hrs. coursework (8 courses) and Six (06) Cr. Hrs. Thesis.
  - 30 Cr. Hrs. coursework (10 courses).
- b) Minimum duration to complete the MS/MPhil. shall be 1.5 years or 3 Regular Semesters, whereas the maximum allowed duration shall be 4 years or 8 Regular Semesters.

#### ***15.5. Registration***

- a) The maximum allowable courses for registration shall be equivalent to twelve (12) Cr. Hrs. in a Spring/Fall semester and six (06) Cr. Hrs. in a Summer semester.
- b) A scholar who is not registered in a regular semester shall have an inactive registration status unless he/she is on a semester break.
- c) A scholar who has completed 30 Cr. Hrs. registration but couldn't complete the program shall have to register at least 01 Cr. Hr. in subsequent Spring/Fall Semester to continue to maintain his/her registration status active.
- d) An unauthorized absence from the University for two consecutive semesters shall lead to cancellation of the admission.
- e) In case of cancellation of admission under 15.5.(d), a re-admission request may be considered provided that the scholar has a chance to complete the program within maximum allowable duration as mentioned under regulation 15.4.(b) above.
- f) A scholar may add or drop a course within a specified period as announced by the Registration Department and a course so dropped or added shall be deemed to have been omitted or registered, as the case may be, from the start of registration.

- g) A scholar may withdraw a course within the specified period as announced by the Registration Department. A withdrawn course shall be reported on the transcript of the scholar with a 'W' grade.
- h) A withdrawn course shall not be counted towards the calculation of Grade Point Average (GPA), but it shall be treated as a registered course for the evaluation of tuition fee.
- i) An elective course passed by a scholar may be substituted, with the approval of the concerned department, with another elective course on the request of the scholar and such substitution shall be treated as a repeat course.

#### ***15.6. Assessment of Tuition Fee***

- a) Fee shall be charged per credit hour as determined by the University from time to time.
- b) Tuition fee for the registered credit(s) shall be paid within due date to validate the registration. Non-payment of fee within the due date shall result into default status.
- c) A student who defaults in payment of fee shall not appear in the attendance roll.
- d) In a regular semester, if the fee is not paid within the prescribed time, the registration of the course(s) may be cancelled.
- e) For all practical purposes, the cancelled course(s) shall be deemed as never registered.
- f) In a Summer semester, if a course is registered, it shall be treated as confirmed and fee shall be charged.

#### ***15.7. Course Examinations***

- a) A scholar shall be eligible for final examination if he/she meets the requirements specified from time to time by the office of Controller of Examinations.
- b) Midterm and final term examinations shall be administered by the office of Controller of Examinations.
- c) Midterm and final term examinations of a course shall be as per the date sheet announced by the Controller of Examinations and if a scholar misses an examination, usually there shall be no re-examination.
- d) The University, in general, follows the relative grading scheme which has the following definition:



Letter Grades	Grade Points	Academic Standing
A	4.00	Excellent
A-	3.67	Very Good
B+	3.33	Good
B	3.00	Acceptable
B-	2.67	Average
C+	2.33	Below Average
C	2.00	Poor
C-	1.67	Exceptionally Poor
F	0.00	Fail
I	–	Incomplete
N	–	Continued
W	–	Withdrawn
P	–	Pass
S	–	Satisfactory
US	–	Unsatisfactory
NC	–	Non-Credit
()	–	Grade Replaced

- e) A scholar not satisfied with the awarded grade may file a petition to the office of Controller of Examinations for review of the final grade within fifteen days after the declaration of the result. The review of the grade shall be limited to omissions and calculation errors only.
- f) In order to improve CGPA, a graduate student is allowed to improve a maximum of 3 courses within normal degree duration. The original as well as the revised grades of all repeated courses shall be shown on the transcript; however, better grades shall be considered towards CGPA calculation.

- g) A scholar receiving F-Grade must repeat that course or its equivalent and both the grades shall appear on the transcript.
- h) A scholar at any time may request for substitution of an elective course with another elective course for the purpose of improving the CGPA required for the award of degree. Substitution of a course shall be allowed, with the approval of HOD/Dean, and it shall be counted towards a repeat course
- i) A course once substituted or bracketed shall not be reverted, i.e. brackets once opted cannot be removed.

#### ***15.8. Retake of Final Examination***

- a) Retake examination can be considered under two extenuating circumstances: a) serious illness of the scholar or b) death of an immediate family member.
- b) The scholar must intimate the CoE Office prior to the examination and a detailed application with evidence indicating exceptional circumstances faced by the scholar must be submitted as soon as possible but not later than 7 days from the date of examination.
- c) In case of self illness, certifiable evidence from a reputed Hospital shall be required.
- d) In case of death of an immediate family member (Parent/Real Brother or Sister/Son or Daughter/Husband or Wife) a death certificate from an appropriate office should be submitted.
- e) A three members Dean Committee constituted for the purpose shall interview the applicants, if deemed appropriate, and it shall verify the submitted evidence to assess the genuineness of the requests. It shall finalize its findings within two weeks from the date of declaration of result.
- f) If the retake application is because of the death of an immediate family member, only one day exam(s) could be considered for re-examination.
- g) If retake is approved by the Deans Committee, I-Grade shall be granted to the approved cases, which must be converted into an earned grade within four weeks from the date of declaration of the result; otherwise, I-Grade shall be converted into F-Grade.
- h) Retake examination shall be awarded final letter grade on absolute scale.
- i) If a scholar failed to attend all the examinations of the registered courses, he/she shall not be considered for retake; rather the Deans Committee shall evaluate such a case for semester freeze/drop and in this respect, its finding shall be final.



### ***15.9. Probation and Expulsion***

- a) A MS/MPhil scholar who fails to maintain a minimum CGPA of 3.00/4.00, shall be placed on warning status at the time of declaration of result.
- b) A scholar with two consecutive warnings shall be placed on probation for the next semester and at the end of that semester, if he/she fails once again to attain the required minimum CGPA that is 3.00/4.00, such a student shall cease to continue.

### ***15.10. Thesis Submission and Defense***

- a) A thesis shall be submitted as per the approved format and submission shall be allowed only if the scholar's registration in the program is intact.
- b) A thesis shall be cleared for defence if its similarity index is less than 19% in total and less than 5% from a single source, but similarity from the scholar's own published work carried out during the MS/MPhil. studies shall be excluded.
- c) Thesis defence shall be arranged by the University within 8-weeks after the receipt of the thesis.
- d) Thesis shall be examined in an open defence by a thesis defence committee comprising of:
  - Dean of the Faculty or a Senior Professor – Convener
  - External Examiner – Member
  - Internal Examiner – Member
  - Supervisor – Member
- e) After the defence, the convener of the defence committee shall invite the recommendations of examiners as to:
  - thesis may be accepted as is,
  - thesis may be accepted after minor revisions,
  - thesis may be accepted after major revisions, or
  - thesis may be rejected.
- f) Thesis shall be graded by the members of the defence committee as per the following weightage:
  - external examiner – 40%
  - internal examiner – 30%
  - supervisor – 30%



- g)** Subject to the distribution defined in section 15.10.(f), a letter grade shall be awarded as per the definition given in Section 15.7.(d).
- h)** In case of Fail (F) grade, the scholar can re-submit his/her thesis after a period of 90 days with a fresh registration of credit hours associated with the thesis.
- i)** Thesis with minor revisions shall be submitted within 04 weeks from the date of examination, with a certificate from the supervisor that 'the revisions have been incorporated satisfactorily' failing which, it shall be treated as re-submission.
- j)** Thesis re-submission shall require a fresh registration of credit hours associated with the thesis.
- k)** A thesis with major revisions shall be submitted within 12 weeks from the date of examination and shall be accepted with certificates from both external and internal examiners that 'the revisions have been incorporated satisfactorily' failing which, it shall be treated as re-submission.
- l)** Thesis may be submitted anytime during a semester and the date of completion shall be the date of submission provided that the thesis is accepted either with no or minor revisions.
- m)** A scholar's MS/MPhil. program completion shall be subject to the approval from the BASR, and the semester of completion shall be the semester in which the thesis is submitted.
- n)** List of scholars who have completed the MS/MPhil. shall be issued under the seal of the Controller of the Examinations.

## 16. PhD REGULATIONS

In exercise of the powers conferred by the Board of Governors, the University is pleased to make the following regulations for graduate programs namely: —

### *16.1. Short Title and Commencement*

- a) These regulations may be called the Lahore University of Biological and Applied Sciences Graduate Programs (PhD) Regulations.
- b) These regulations shall come into force at once.

### *16.2. Definitions*

In these regulations, unless there is anything repugnant in, the subject or context

- a) “Academic Council” means Academic Council of the University.
- b) “Board of Advanced Studies and Research” means Board of Advanced Studies and Research (BASR) of the University.
- c) “Controller of Examinations” means Controller of Examinations of the University.
- d) “Credit Hour” means one hour of classroom teaching or three hours of lab teaching in one week.
- e) “Cumulative Grade Point Average (CGPA)” means earned grade points multiplied by credit hours of that course; the sum of the product is then divided by the total number of credit hours attempted in the program.
- f) “Dean” means the Dean of the faculty in which the scholar is pursuing his/her studies.
- g) “Defence Committee” means a committee constituted by the BASR for the oral defense of a PhD dissertation.
- h) “Department” means the department of the University in which the scholar is admitted.
- i) “Dissertation” means a piece of writing by the scholar involving original study of a subject through academic research.
- j) “External” means an expert from outside the department or the University.
- k) “Fall semester” means last semester of a calendar year.
- l) “Faculty” means a teaching entity of the University.

- m) "Grade Point Average (GPA)" means earned grade points multiplied by credit hours of that course; the sum of the product is then divided by the total number of credit hours attempted in a semester.
- n) "Registrar" means Registrar of the University.
- o) "Registration Department" means registration department of the University.
- p) "Regular Semester" means spring or fall semester.
- q) "Higher Education Commission (HEC)" means the Higher Education Commission of Pakistan.
- r) "Scholar" means a student who has been awarded admission in a PhD program of the University and his/her registration is intact.
- s) "Semester" means a period of 16 weeks of academic activities.
- t) "Similarity Index" means a report generated by a plagiarism checking software for a particular piece of writing.
- u) "Spring Semester" means first semester of a calendar year.
- v) "Summer Semester" means a semester falling between spring and fall semesters having 8 weeks duration.
- w) "Supervisor" means a professor/researcher having PhD degree appointed by the BASR to advise the scholar.
- x) "University" means the University of Biological and Applied Sciences.

### ***16.3. Admission Requirements***

- a) An applicant desirous for admission in a PhD program shall be required to meet the following minimum eligibility criteria:
  - MS/MPhil. degree in the relevant discipline from a degree awarding institution recognized by the Higher Education Commission (HEC) of Pakistan,
  - At least 3.0 (on the scale of 4.0) Cumulative Grade Point Average (CGPA) in the MS/MPhil degree or 60% aggregate marks if the degree is earned from an annual system; and
  - Qualify University admission test or HEC approved test with 60% marks
  - Statement of Purpose shall be submitted at the time of admission which should reflect applicant's research potential, clarity of the subject and its applications.



- b) Intra-discipline applicants are allowed for admission with 6–9 Cr. Hrs. graduate level deficiency courses provided the applicant has passed GRE Subject/Equivalent Test in the field selected for PhD.
- c) A PhD applicant having MS/MPhil. degree from abroad shall submit an equivalence certificate from the HEC indicating his/her academic eligibility for admission in the PhD program.
- d) An applicant who has already completed a part of PhD credit hours (Cr. Hrs.) in another HEC recognized University may be eligible for admission subject to the following conditions:
  - i. no transfer of Cr. Hrs. against research work shall be made; and
  - ii. the University shall have the exclusive right to accept or reject the request for transfer of Cr. Hrs. against course work.
- e) The admission of an applicant in the PhD program shall be subject to the approval of the Board of Advanced Studies and Research (BASR).

#### ***16.4. Degree Requirements***

- a) A PhD scholar shall be required to successfully complete the following requirements:
  - 18 Cr. Hrs. coursework, if the scholar has earlier degree in the same discipline and the coursework is to be completed on campus,
  - 30 Cr. Hrs. research work,
  - comprehensive examination,
  - research work synopsis,
  - dissertation foreign/external reviews,
  - publication from PhD research work as per HEC requirement, and
  - dissertation defence.
- b) Subject to the above regulation , a PhD scholar shall cease to continue his/her studies if he/she fails to complete 18 Cr. Hrs. coursework within six regular semesters with at least 3.00/4.00 CGPA.

### ***16.5. Registration***

- a) The maximum allowable registration in a Spring or Fall semester shall be 9 Cr. Hrs., while in a Summer Semester, it shall be 3 Cr. Hrs.
- b) A PhD scholar shall register in each regular semester.
- c) A PhD scholar who is not registered in a regular semester shall have an inactive registration status unless the scholar is on a semester break.
- d) A PhD scholar who has completed 48 Cr. Hrs. registration but did not complete the degree program shall register at least 1 Cr. Hr. in subsequent regular semester to continue to maintain his/her registration status active with the approval of the Department.
- e) An unauthorized absence of the scholar from the University for two consecutive regular semesters shall lead to cancellation of the admission.
- f) Where the admission of a scholar has been cancelled, the re-admission request may be considered, if supported by the Supervisor, and if the scholar has a chance to complete the program within allowed duration.
- g) A PhD scholar may add or drop a course within a specified period announced by the Registration Department and a course so added or dropped shall be deemed to have been registered or omitted, as the case may be, from the start of registration.
- h) A scholar may withdraw a course within the time limits announced by the Registration Department and a course so withdrawn shall be reported on the transcript with 'W' grade.
- i) A withdrawn course shall not be counted towards the calculation of Grade Point Average (GPA). However, it shall be treated as a registered course for the evaluation of tuition fee.
- j) A PhD scholar may repeat up to a maximum of 6 Cr. Hrs; to improve his/her CGPA but if he/she fails to obtain 3.00/4.00 CGPA after registering 24 Cr. Hrs. coursework, he/she shall cease to be the student of the University.
- k) In order to improve CGPA, a PhD scholar is allowed to improve a maximum of 2 courses. The original as well as the revised grades of all repeated courses shall be shown on the transcript; however, better grades shall be considered towards CGPA calculation.

### ***16.6. Assessment of Tuition Fee***

- a) Fee shall be charged per credit hour as determined by the University from time to time.
- b) Tuition fee for the registered credit(s) shall be paid within due date to validate the registration. Non-payment of fee within the due date shall result into default status.



- c) A student who defaults in payment of fee shall not appear in the attendance roll.
- d) In a regular semester, if the fee is not paid within the prescribed time, the registration of the course(s) may be cancelled.
- e) For all practical purposes, the cancelled course(s) shall be deemed as never registered.
- f) In a Summer semester, if a course is registered, it shall be treated as confirmed and fee shall be charged.

#### **16.7. Course Examinations**

- a) A scholar shall be eligible for final term examination only if he/she meets the requirements specified from time to time by the office of Controller of Examinations.
- b) Midterm and final term examinations shall be administered by the office of Controller of Examinations.
- c) Midterm and Final Term examinations of a course shall be as per the datesheet announced by the Controller of Examinations, and if a scholar misses an examination, usually there shall be no re-examination.
- d) The University, in general, follows the relative grading scheme which has the following definition:

Letter Grades	Grade Points	Academic Standing
A	4.00	Excellent
A-	3.67	Very Good
B+	3.33	Good
B	3.00	Acceptable
B-	2.67	Average
C+	2.33	Below Average
C	2.00	Poor
C-	1.67	Poor
F	0.00	Fail
I	–	Incomplete



Letter Grades	Grade Points	Academic Standing
N	—	Continued
W	—	Withdrawn
P	—	Pass
S	—	Satisfactory
US	—	Unsatisfactory
NC	—	Non-Credit
()	—	Grade Replaced

- e) A scholar not satisfied with the awarded grade may file a petition to the office of Controller of Examinations for the review of the final grade within fifteen days after the declaration of the result. The review of the grade shall be limited to omissions and calculation errors.

#### ***16.8. Retake of Final Examination***

- a) Retake examination can be considered under two extenuating circumstances: a) serious illness of the scholar or b) death of an immediate family member.
- b) The scholar must intimate the CoE Office prior to the examination and a detailed application with evidence indicating exceptional circumstances faced by the scholar must be submitted as soon as possible but not later than 7 days from the date of examination.
- c) In case of self illness, certifiable evidence from a reputed Hospital shall be required.
- d) In case of death of an immediate family member (Parent/Real Brother or Sister/Son or Daughter/Husband or Wife) a death certificate from an appropriate office should be submitted.
- e) A three members Dean Committee constituted for the purpose shall interview the applicants, if deemed appropriate, and it shall verify the submitted evidence to assess the genuineness of the requests. It shall finalize its findings within two weeks from the date of declaration of result.
- f) If the retake application is because of the death of an immediate family member, only one day exam(s) could be considered for re-examination.

- g) If retake is approved by the Deans Committee, I-Grade shall be granted to the approved cases, which must be converted into an earned grade within four weeks from the date of declaration of the result; otherwise, I-Grade shall be converted into F-Grade.
- h) Retake examination shall be awarded final letter grade on absolute scale.
- i) If a scholar failed to attend all the examinations of the registered courses, he/she shall not be considered for retake; rather the Deans Committee shall evaluate such a case for semester freeze/drop and in this respect, its finding shall be final.

#### ***16.9. Probation and Expulsion***

- a) A PhD scholar who fails to maintain a required minimum CGPA of 3.00/4.00, shall be placed on probation at the time of declaration of the result.
- b) A scholar with two consecutive probations shall cease to continue.

#### ***16.10. Comprehensive Examination***

- a) A PhD scholar is required to qualify the comprehensive examination within a maximum of two attempts. Maximum duration to qualify comprehensive examination shall be three years from the date of admission.
- b) A PhD scholar is required to register for the comprehensive examination, which shall be conducted in each regular semester (Spring and Fall).
- c) List of the PhD registered scholars, who shall appear in the PhD comprehensive examination shall be issued under the seal of Controller of Examinations.
- d) For a given program, the courses and the course contents of the comprehensive examination shall be defined by the scholar's respective department.
- e) A PhD scholar is required to qualify the comprehensive examination with a cumulative qualifying score of at least 60%.
- f) A PhD scholar who registered the comprehensive examination but did not appear in the examination shall be deemed to have consumed one chance with 'W' grade.
- g) A PhD scholar may drop the registration of the comprehensive examination and such a request shall be considered if it is communicated in writing by the scholar at least two working days before the holding of examination.

- h) A PhD scholar who failed the comprehensive examination in the second attempt or completed three years but did not qualify the comprehensive examination shall cease to continue his/her studies.

#### ***16.11. Research Synopsis***

- a) Research synopsis shall be submitted as per the approved format and it shall be qualified by the PhD scholar at least two semesters prior to the dissertation submission. The semester in which it is qualified shall be counted and the date of qualification shall be the date of examination, subject to the approval by the BASR.
- b) Subject to the BASR approval, the synopsis shall be examined by a committee, constituted by the Chairman BASR on the recommendation of the Dean, comprising of:
- Dean of the faculty/his nominee – Chairman approved by Chairman BASR
  - BASR nominee – Member
  - one internal examiner – Member
  - supervisor – Member
- c) A synopsis shall be evaluated as:
- accepted as is,
  - accepted with revisions, or
  - rejected
- d) In case of revision, the revised synopsis shall be submitted within four weeks, failing which the synopsis shall be rejected.
- e) A rejected synopsis may be submitted at any time during a semester for re-examination with a certificate from the supervisor that 'reasons of rejection have been addressed adequately'.
- f) Recommendations of synopsis evaluation committee shall be placed before the BASR for approval or otherwise.
- g) There shall be a maximum of two chances to qualify the PhD research synopsis, and if a scholar fails to qualify the synopsis even after passage of three years from the admission, he/she shall cease to be the student at the University.



#### **16.12. Research**

- a) Research credits registered by a PhD scholar shall be evaluated by the scholar's supervisor at the end of each semester with satisfactory or unsatisfactory grade, and a scholar with unsatisfactory performance shall be placed on probation.
- b) If a PhD scholar is awarded two consecutive Unsatisfactory (US) grades, as per Regulation 16.12.(a) of Chapter 3, such a scholar shall cease to be the student of the University.
- c) An Unsatisfactory grade as per standard University grading policy has to be repeated by the scholar.
- d) A PhD dissertation, as per the approved format, may be submitted after the completion of 30 research Cr. Hrs. subject to the conditions that the scholar must have an active registration status at the time of submission.
- e) A PhD dissertation shall be cleared for foreign/external review if its similarity index is less than 19% in total, and less than 5% from a single source. Similarity from the scholar's own published work carried out during the PhD studies shall be excluded.
- f) In case of any ambiguity in plagiarism assessment, the following committee shall evaluate the case and submit its recommendations to the BASR for decision:
  - concerned Dean (Convener)
  - concerned Head of Department
  - scholar's Supervisor
  - Director Graduate Studies/Research
- g) A PhD dissertation shall be reviewed by at least two foreign/external experts who shall be:
  - PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year OR
  - Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or Professors from top universities ranked by HEC; or Professors from any Pakistani University having a minimum H-Index 30 for Sciences, 15 for Social Sciences or 8 for Art and Humanities as determined by Web of Science.

- h) BASR shall approve a panel of five foreign/external reviewers proposed by the concerned Dean in consultation with the supervisor.
- i) A foreign/external review recommending minor revisions shall be accepted under the Supervisor's certificate and if a reviewer is asking for major revisions it shall be sent back to the concerned reviewer, after corrections, if so desired by the reviewer otherwise a local review shall be arranged to certify that the revisions have been incorporated satisfactorily.
- j) A PhD dissertation must have at least two out of three positive foreign/external reviews to make the scholar eligible for the final defence.
- k) The Dean shall propose the examiners for the final defence, in consultation with the supervisor, for the approval of the BASR. The Chairman of the BASR may allow the conduct of the defence in anticipation of the BASR approval.
- l) A PhD dissertation shall be examined, in an open defence, by a defence committee comprising of:
  - Dean of the faculty or a Senior Professor approved by Chairman BASR – Chairman
  - two external examiners – Members
  - one internal examiner – Member
  - supervisor – Member
- m) Provided that if the Dean of the concerned faculty himself is the supervisor, then a senior faculty member shall be appointed by the Chairman BASR as the chairman of the defence committee.
- n) The chairman of the defence committee shall ensure the fairness in the conduct of the defence and the recommendations received from the members under regulation 16.12.(n) shall be presented in the next BASR meeting for approval or otherwise.
- o) After the defence, the chairman of the defence committee shall invite the recommendations of the examiners that:
  - dissertation may be accepted as is,
  - dissertation may be accepted after minor revisions,
  - dissertation may be accepted after major revisions; or
  - dissertation may be rejected.

- p) A dissertation with minor revisions shall be submitted within 04 weeks from the date of defence and shall be accepted with a certificate from the supervisor that 'the revisions have been incorporated'.
- q) A dissertation with major revisions shall be submitted within 12 weeks from the date of examination and shall be accepted with certificates from both external and internal examiners that 'the revisions have been incorporated satisfactorily'.
- r) A dissertation with major revision requires re-defence by the same defence committee, however, the re-defence can be waived-off by the BASR by evaluating the certificates furnished by the examiners.
- s) If, after the final defence, a scholar fails to submit the corrected version of his/her dissertation within specified time, the case shall be referred to the BASR for final decision.
- t) In case of difference of opinion by the defence committee examiners the recommendations of majority shall prevail for the purpose of approval of the BASR.
- u) A dissertation may be rejected if the examiners are convinced, for reasons to be recorded, that most of the research work presented in the scholar's dissertation is not carried out by him/her independently and there is a significant external help involved and the scholar does not have reasonable strength of knowledge on the material presented in the dissertation.
- v) A scholar whose dissertation has been rejected by the BASR on the recommendations of the defence committee shall cease to be the student of the University.
- w) If the chairman of the defence committee observed that in his opinion the conduct and the recommendations of the examiners were not fair, he may submit his written observations to the BASR with the request that the defence may be nullified, and upon receiving the report of the Chairman of the defence committee, the BASR may nullify the oral defence and direct that a fresh defence be arranged by constituting a new defence committee which may comprise of one or more examiners different from the previous examiners.
- x) Each scholar is required to publish research article(s) out of his PhD research work, after qualifying PhD synopsis, as per the following:
  - **Sciences and Technology:** One W–Category or Two X–Category publications.
  - **Social Sciences:** One X–Category or Two Y–Category publications.
- y) A scholar's PhD degree completion shall be subject to BASR approval, and the date of completion shall be the date on which the case is approved.



- z) A minimum duration for the PhD degree shall be 3-years and the maximum allowable duration, inclusive of semester breaks, shall be 7-years from the date of admission. However, the BASR can relax the upper limit to a maximum of one year.
- aa) By auditing the compliance for the award of PhD degree, a PhD completion notification shall be issued under the seal of the Registrar.

#### ***16.13. Removal of Difficulties***

If any difficulty arises in giving effect to the provisions of these regulations, the Academic Council may, by order, do anything which appears to it to be necessary for the purpose of removing the difficulty.

## **17. GENERAL POLICIES**

### ***17.1. Admission***

- a) The University shall invite applications for admissions in various academic programs through publication of advertisement.
- b) There shall be an admission test for each program and the applicants with 50% NTS/SAT/GAT may be exempted from the admission test. NTS/SAT/GAT percentage of an applicant shall be equated to admission test percentage conducted by the university.
- c) O/A levels percentages shall be equated to Matric and Intermediate level percentages respectively.
- d) The admission requirements and roadmap of each degree program shall be made available on the university website or in prospectus published from time to time.
- e) A result awaiting candidate can apply for admission by furnishing a certificate that he/she has already appeared in the exam and hoping to meet minimum percentage required for the program.
- f) If a candidate fails to provide the result within prescribed time, or fails to attain the required percentage, his/her admission shall stand cancelled. No admission fee shall, however, be charged if such candidate applies for fresh admission.
- g) In case of incorrect or forged information the admission shall be cancelled, and no transcript shall be issued.
- h) A candidate seeking admission in the university shall abide by all its rules, regulations and policies published by the university from time to time.
- i) Admission in the university shall remain provisional until provision of academic documents by the candidate duly attested by IBCC/HEC/Educational Ministry whichever is applicable.

### ***17.2. Fee Refund Policy***

If a 1st semester student decides to withdraw from the University after having registered, he/she shall be entitled for full tuition fee refund provided that:

- a) the withdrawal is requested, in writing, at least one week before the start of the semester;  
and

- b) the applicant was a result awaiting candidate and failed to achieve minimum percentage required for the program.

### ***17.3. Semester Credit Hour***

- a) A course Semester Credit Hour (SCH) is defined as one hour of class work per week for sixteen weeks.
- b) A laboratory semester credit hour shall be three hours of practical lab work per week for sixteen weeks.

### ***17.4. Academic Year***

- a) There shall be two regular semesters i.e., Fall and Spring in an academic year. Each Semester shall have 16 teaching weeks.
- b) A Summer semester is of 8-weeks duration and is usually used for internship, business projects and makeup courses.
- c) A limited number of courses, on the discretion of a department, may be offered in a Summer semester.

### ***17.5. Assessment of Tuition Fee***

- a) Fee shall be charged per credit hour as determined by the university from time to time.
- b) Tuition fee for the registered courses shall be paid within due time period to validate the registration.
- c) A student with fee default status shall not appear in the attendance roll and there shall be no attendance correction afterwards.
- d) If the fee is not paid, within the prescribed time, the registration of the course(s) shall stand cancelled.
- e) For all practical purposes cancelled course(s) shall be deemed as if they were never registered.



#### ***17.6. Credit Transfer Policy***

Transfer credits may be accepted for work completed at a recognized Pakistani or foreign university and an original transcript issued by the university which administered the examination shall be submitted.

- a) Only those courses/credits shall be transferred in which the candidate has got grade B or higher and they can be part of applicants- degree program at UBAS.
- b) Each transfer credit case shall be examined on its merit by the Admission Department in consultation with the respective HOD.
- c) Accepted credit hours, without grades, shall appear on the transcript.
- d) Maximum credits transferred shall not exceed 60% of the total credit hours required for the degree program.
- e) The department has the exclusive right to accept or reject any request of transfer of course /courses.
- f) A student with transfer credit hours shall not be eligible for a university medal.

#### ***17.7. Add/Drop***

A student may add or drop a course within a specified period announced by the Registration Department. A course dropped will be deemed as if it was never registered.

#### ***17.8. Withdrawal***

- a) If a student decides not to continue in a course, and add/drop time has expired, he/she may withdraw from the course within twelve weeks from the start of the semester.
- b) A course withdrawn will be reported on the transcript with a 'W' status.
- c) A withdrawn course shall not be counted towards the calculation of GPA.
- d) A withdrawn course shall be treated as a registered course for the evaluation of tuition fee.

#### ***17.9. Repeat and Substitute a Course***

- a) An undergraduate course with grade 'C-' or below and a graduate course with grade 'B-' or below may be repeated and only the better grade shall be counted towards CGPA.

- b) A student may substitute an elective course with another elective course. Such a substitution shall be treated as a repeat course.
- c) A student can repeat any number of credit hours within permitted time duration but prior to the degree completion.
- d) Substitution shall be allowed, with the approval of HOD, at the end of a degree program.

#### ***17.10. Semester Break***

- a) A student, under special circumstance, may apply for a semester break to the concerned HOD. However, to maintain his/her registration the student has to pay the semester break fee as determined by the university from time to time.
- b) A student who is not registered in a semester shall lose his registration if he/she is not on semester break.
- c) A consecutive two-semester non-registered status shall lead to the cancellation of admission.
- d) A student with cancelled admission is required to apply for readmission on the prescribed form.
- e) A re-admission case shall only be considered if it is within the maximum time duration allowed for a degree program.

#### ***17.11. Change of Program***

- a) A UBAS student may apply for the change of program with the approval of concerned HODs before the start of a semester. Such a student shall be issued a new registration number.
- b) Only related courses shall be transferred with grades to the opted program.
- c) Courses transferred shall appear in the transcript without mentioning the semester details in which they were studied.
- d) Program transfer facility shall only be given to UBAS students.
- e) Student shall submit transfer fee as determined by the university from time to time.
- f) Program transferred student shall not be considered for the award of a medal.

### **17.12. Attendance**

- a) To be eligible for final examination 80% attendance shall be required in a course or in a lab work.
- b) There shall be no relaxation in attendance requirement under any circumstances.
- c) Class attendance shall only be marked if a student has no outstanding dues.
- d) A student may request for withdrawal of a course in which his/her attendance is short by paying a fine as determined by the university from time to time.

### **17.13. Examination and Grading**

- a) A student shall be eligible for final examination if his/her name is included in the exam seating plan.
- b) If a student misses final examination for whatsoever reason, he/she shall be graded on the basis of sessional performance and there shall be no re-examination.
- c) If a student misses final examination, he/she may apply for course(s) withdrawal provided he/she was hospitalized on the day of examination.
- d) Letter grades shall be awarded at the end of each semester as per the following distribution:

Assessment	Undergraduate	Graduate
Midterm Examination	20%	20%
Assignments, Quizzes, Projects etc.	30% – 40%	30% – 50%
Final Examination	40% – 50%	30% – 50%

- e) Midterm and final examinations shall be administered by the CoE office.
- f) Letter grades shall be awarded at the end of each semester as per the following distribution:

Grades	Definition
A	Excellent
B	Good
C	Satisfactory



Grades	Definition
D	Poor but Passing
F	Failure
I	Work in Progress
W	Withdrawn
P	Pass
NC	No Credit
()	Grade Replaced

g) Letter grades shall be awarded on following scheme:

Marks	Grades	Undergraduate	Graduates
86-100	A	4.00	4.00
82-85	A-	3.67	3.67
78-81	B+	3.33	3.33
74-77	B	3.00	3.00
70-73	B-	2.67	2.67
66-69	C+	2.33	2.33
62-65	C	2.00	2.00
58-61	C-	1.67	1.67
54-57	D+	1.33	0.00
50-53	D	1.00	0.00
Below 50	F	0.00	0.00

- h) Grade Point Average (GPA) shall be computed by multiplying the number of credit hours of each course by the grade points assigned to grade earned, then dividing the sum of these products by the total number of credit hours in which the student was registered in a semester.
- i) Cumulative Grade Point Average (CGPA) shall be calculated by summing all the earned grade points divided by the total number of registered credit hours during the program.
- j) **Incomplete (I) Grade**
  - A teacher may award I (incomplete) grade to a student who fails to meet all requirements for reasons beyond his/her control.
  - I-Grade shall not be allowed in a regular course/lab work.
  - I-Grade must be changed into an earned grade within the following semester otherwise it will automatically be converted to F-Grade.

#### ***17.14. Change of Grade***

- a) A student may file a petition with the CoE's office for review of a final grade within two weeks after the declaration of the results.
- b) The review of a grade shall be limited to omission and calculation errors.
- c) The review process shall be initiated after the receipt of requisite fee as prescribed by the university from time to time.

#### ***17.15. Probation and Expulsion***

- a) A student shall be on probation if he/she fails to attain CGPA required to qualify the degree.
- b) If a student stays on probation for two consecutive semesters, he/she shall cease to be the student of the university.

#### ***17.16. Medal Award Policy***

- a) Student desirous to compete for the award of a medal shall apply on the prescribed form to the CoE Office.
- b) A medal shall be awarded only in the respective convocation.
- c) Only those graduates shall be considered for the award of a medal who fulfill the following:

- Completion of all degree requirements within normal duration.
  - CGPA 3.50 or higher on the scale of 4.00.
  - No F-Grade in the transcript.
  - No transfer of credits from other Universities / Institutions.
  - No disciplinary punishment throughout the tenure of the degree.
- d) If number of students in a degree program is less than 10:
- Only one medal will be awarded
  - CGPA of winner will be compared with the CGPA of the winner of a medal in a program having more than 10 students, to assess the type of medal to be awarded.
- e) Gold, Silver and Bronze medals shall be awarded to the top three students of each batch of undergrad degree program, whereas only Gold medal shall be awarded to the toppers of each batch of MS/MBA graduate degree programs.
- f) If there is a tie in the award of a medal both will be awarded the same medal.

#### ***17.17. Quaid-i-Azam Gold Medal***

A Quaid-i-Azam Gold Medal shall be awarded, in a convocation, to an overall best achiever of the university and shall be based on:

- a) academics,
- b) co-curricular, and
- c) extra-curricular activities.