

The University of Haripur Semester Rules and Regulations  
(Revised Sep. 2019)  
(For Undergraduate Degree Programs)

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**These Rules & Regulations were approved by the 17<sup>th</sup> Syndicate of the University of Haripur, held on 12 Sep. 2019 and shall be effective w.e.f Semester Fall 2019.**

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

- 1.1. These Rules and Regulations shall be known as "The University of Haripur Semester Rules & Regulations (Revised) 2018 for regular students". These Rules & Regulations are framed under Sections 29 and 31 of the Khyber Pakhtunkhwa Universities Act, 2012 (as amended vide Khyber Pakhtunkhwa Universities Amended Act, 2016).
- 1.2. These Rules and Regulations shall come into force with immediate effect and these shall apply to all the students registered in the University of Haripur, whether they are studying in the University or in its constituent colleges/ affiliated institutions/ sub-campus(s) in BS (4-Years) and M.A/M.Sc (2-Years) and other equivalent/similar semester based undergraduate degree programs.

## **2. DEFINITIONS**

- 2.1. **Academic Program:** A "Program of Studies", which leads to the award of a university degree to a student, after the successful completion of all the prescribed requirements.
- 2.2. **Admission:** Admission of a student as a regular student of the University of Haripur or in its constituent/affiliated college/institute/Sub-Campus(s).
- 2.2A. **Dual Admission:** Simultaneous admissions in more than one programs of studies. Such cases shall be dealt as per HEC Policy in vogue.
- 2.3. **Admission Committee:** A departmental committee notified for the purpose of admissions of the students who qualify the prescribed eligibility criteria for admission in a particular program.
- 2.4. **Assessment:** The assessment of the performance or achievement of the students in an academic program. This can include assessment methods such as assignments, examinations, practical (Lab) work/field work project work, seminar papers, and tutorial participation etc. as per HEC relevant policy (as amended from time to time).
- 2.5. **Assignment:** A task relevant to a course of study assigned to the student by concerned faculty member to substantiate the course contents. The assignment may or may not be graded.
- 2.6. **Associate Degree Program:** A four-semester (two-year) undergraduate regular study program (offered as per HEC/HED Policy in vogue).
- 2.7. **Cease:** A student is considered unsuitable for further studies at The University of Haripur as a regular student for a specified time on disciplinary grounds by university authorities, as defined in The University of Haripur Discipline Rules.
- 2.8. **Chairperson/ Head:** Chairperson/Head of an academic department.
- 2.9. **Contact Hour:** One contact hour means 60 minutes of teacher – student interaction (with 05minutes break inclusive) spent on academic/research related activities including instructional work/tutorials, research work, projects, seminars, workshops etc. during the course of studies at the university.
- 2.10. **Controller:** The Controller of Examinations of the University of Haripur.

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- 2.11. **Course:** A set of contents related to an academic Program, which is to be studied by a student for a fixed number of hours during a semester. Each subject will carry a specific discipline code and number.
- 2.12. **Credit Course:** A "Credit Course" means a course of study, successful completion of which shall be a requirement for the degree.
- 2.13. **Credit Hour (Cr. Hr):** credit hour in class means teaching/earning a theory course for one hour each week throughout the semester. One credit hour in laboratory or practical work/project would require lab contact of three hours per week.
- 2.14. **Cumulative Grade Point Average (CGPA):** The summation of grade points of all credit courses divided by the total number of credit hours taken by a student.
- 2.15. **Dean:** The Dean of a faculty.
- 2.16. **Department:** An Academic Department of the University of Haripur.
- 2.17. **Drop out:** A student considered unsuitable upon academic performance for further studies at The University of Haripur or its constituent Institute/ Affiliated College/Sub-campus and is removed from the roll of the University.
- 2.18. **Examiner:** A person appointed to conduct the examination.
- 2.19. **Faculty:** A faculty of the University of Haripur.
- 2.20. **Grade:** A mark (letter grade or number) indicating the assessment of student's academic performance.
- 2.21. **Grade Point (P):** Number of points representing the letter grades scored by a student in a course.
- 2.22. **Grade Points of a Credit Course:** Total number of points scored by student in a credit course. This number is the product of points representing the letter grade scored by the student in a course and the number of credit hours taken of the course.
- 2.23. **Grade Point Average (GPA):** The average of the accumulative grade point earned in a semester or in the whole course of study.
- 2.24. **Internship:** Students' engagement in a relevant academic, research or business organization related to the discipline chosen for specialization of maximum of 3 credit hours offered in any upper division semester as per requirement of discipline.
- 2.25. **Make-Up Test/Exam:** A Terminal test/exam for the students who could not appear for any genuine reason or due to attending sports/national/international event on behalf of the University.
- 2.26. **Non-Credit Course:** A course of study, successful completion of which is required for a degree/diploma but not counted towards CGPA.
- 2.27. **Practical/Laboratory (Lab) Test:** These tests include all such examinations/assessment to ascertain the level of competence of practical application of knowledge acquired.
- 2.28. **Project:** Project is a research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into its practical application at Undergraduate Program.
- 2.29. **Probation:** A student is said to be on probation if he/she is deficient in standards to the extent where he/she is likely to be relegated/withdrawn, is allowed to continue studies for one semester (in Two Years degree Program) and for two semesters (in Four Years degree Program).

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- 2.30. Research/Project Report:** A report comprising the original research of a student/researcher which is counted towards the partial fulfillment of his/her degree subject to fulfillment of relevant prescribed procedure.
- 2.31. Registrar:** The Registrar of the University of Haripur.
- 2.32. Registration:** Registration of the student with the office of the Registrar of the University of Haripur.
- 2.33. Research/Project Supervisor:** A Teacher who supervises/guides Research/Project of an undergraduate Student till the successful completion of research work. The Supervisor must have prescribed experience and relevant qualification in the field of research.
- 2.34. Semester:** an academic period (mentioned in the Academic Calendar of the University), in which one set of courses in any discipline is offered.
- 2.35. Teacher:** A person serving in an academic department as lecturer, Assistant Professor, Associate Professor or Professor.
- 2.36. Theory:** A theory course is of 03 to 04 credit hours as per requirement of the discipline; time duration of the credit hour in class and lab shall be measured as below:

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

- 2.37. Undergraduate Program:** A 16 years educational program including BS (4 Years), B.Sc (Honors), MA/MSc (2 Years) or equivalent Program.
- 2.38. Unfair Means Committee:** A committee appointed to deal with cases pertaining to use of unfair means in the examination by the students.
- 2.39. Vice Chancellor:** The Vice Chancellor of the University of Haripur.  
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### 3. INTRODUCTION

- 3.1.** The University of Haripur shall offer undergraduate study programs in the subjects approved in prescribed manner.
- 3.2.** Admission to the University is open to all eligible candidates without distinction of caste, creed, gender, or place of origin or domicile. Application for admission to various courses of study shall be invited from all over Pakistan. However, foreign students seeking admission to the University shall be required to submit their applications through the Ministry of Education, Government of Pakistan or other lawfully authorized quarters.

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- 3.3. Any quota of admissions formally approved by the University of Haripur's relevant bodies/authorities shall be maintained accordingly.
- 3.4. Admissions in the University shall be regulated through "The University of Haripur Admission Rules & regulations in vogue.
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#### 4. SEMESTERS

- 4.1. **FALL / SPRING Semesters:** There will be two regular semesters (**Fall** and **Spring**) in an academic year.
- 4.2. Each semester will be spread over 16-18 weeks (inclusive of 1-2 weeks for examinations).
- 4.3. University/institutes/colleges are at liberty to enroll students (if they fulfill admission criteria) for any semester and issue transcript with letter grades at the end of the semester. The Fall semester shall start in September and the Spring semester shall start in February each year. In case the teaching in the whole of the University is suspended because of some exigency, the period of the semester shall be extended to the extent of the lost period of time or as the university management decides within the legal framework.
- 4.4. **Summer/condensed Semester:** Summer Semester will be of 8 – 9 weeks (inclusive of examination) of concentrated study for completing remedial course work.
- 4.5. Depending on the availability of staff and necessary facilities (subject to financial feasibility and willingness of the teacher concerned). Students can enroll maximum of 2 courses during summer semester.
- 4.6. Summer semester will be offered as an optional semester. Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 08 credit hours during summer (as mentioned in 4.5 above).
- 4.7. Moreover, a student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer/condensed semester.
- 4.8. The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.
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## 5. DEGREE STANDARDIZED FORMAT SCHEME OF STUDIES

### 5.1. Four Year undergraduate degree programs

a.	Total No. of Credit Hours	124 – 140
b.	Semester Duration	16 – 18 Weeks
c.	Number of Regular Semesters	08 Semesters (4 years)
d.	Course Load per Semester	15 – 18 Credit Hours

### 5.2. Two year undergraduate degree programs

a.	Total No. of Credit Hours	60 – 70
b.	Semester Duration	16 – 18 Weeks
c.	Number of Regular Semesters	04 Semesters
d.	Course Load per Semester	15 – 18 Credit Hours

**5.3. Internship:** Students may do internship of minimum three (3) Credit Hours in a relevant academic, research or business organization (as per HEC guideline relevant to departments/programs) offered in any upper division semester as per requirement of the discipline.

**5.4. Project/Research:** Every student shall write a project/research/internship report in the final year up to maximum of 06 credit hours (as per HEC guideline relevant to departments/ programs) individually on a research topic approved by the faculty member/supervisor. The student may take 2 courses in lieu of the report, If, otherwise allowed by the approved Scheme of Studies.

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## 6. ASSOCIATE DEGREE PROGRAM

The primary types of Associate Degree are:

- a) Associate Degree in Arts (ADA)
- b) Associate Degree in Science (ADS).

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- c) Associate Degree in Applied Science (ADAS)
- d) Associate Degree in Social Science (ADSS)

**6.1. Guidelines for Associate Degree Program**

- a) Admission requirement for Associate Degree shall be Intermediate/12-year schooling or equivalent.
- b) It shall be awarded upon completing 65-68 credit hours in a four semesters/two-years program which will be offered through specially designated campuses / constituent colleges/affiliated colleges of the University.
- c) The degree shall be considered equal to 14-year Bachelor (Pass) degree.
- d) Students enrolled for Associate Degree Program may undertake BS (4 years) program seeking admission in 5<sup>th</sup> semester of the program, if allowed by the University.
- e) Minimum requirement for grant of Associate Degree is CGPA 2.0 after four semesters. [New insertion by 6<sup>th</sup> Academic Council & 17<sup>th</sup> Syndicate]

**6.2. Forms of Associate Degree program:**

Associate Degree program will be of two types:

- A. Program for those students who will be joining the Associate Degree program after completing 02 years Bachelor (Annual system) or have completed 4 semesters earlier.
  - i. They have to complete 124 to 136 credit hours courses (as the case may be) to earn BS (4 YEARS) degree. Their (previous qualification) passed Bachelor shall get 50 Credit Hour equivalence.
  - ii. They will study 15 to 18 Credit Hours as “Bridging Courses” before admitting them in the 5<sup>th</sup> semester of 4-year BS/B.Ed etc programs.
  - iii. After passing bridging courses they will have to complete remaining 68 credit hours in next 4 semesters (provided that courses taken by them during the 2 year Bachelor Program (Annual System) are relevant to the BS (4-years) degree program to which student is applying.
  - iv. Eligibility of admissions in such cases shall be determined by the Board of Studies of the department concerned in accordance with the HEC policy in vogue. However, such admissions shall be made by following the university’s merit.
- B. Associate Degree program after intermediate or equivalent
  - i. A two-year (4 semesters) academic degree primarily in market driven subjects. Admission requirement for this Associate Degree programs shall be Intermediate/12-year schooling or equivalent qualification and will be



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awarded upon qualifying 65-68 credit hours in four (04) semesters to be completed under a regular study program.

- ii. The concerned Board of Studies will make curricula of such programs.

## **7. DURATION OF THE UNDERGRADUATE PROGRAMS**

- 7.1.** For completing BS (4 years) B.Sc (Honors), minimum duration shall be eight semesters and maximum twelve semesters.
- 7.2.** For MA/MSc (2 Years), minimum shall be four semesters and maximum six semesters.

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## **8. COURSES OF STUDY**

The courses of study and syllabi for the various degree programs of the University shall be approved by the respective Boards of Studies and subsequently approved by the Boards of Faculty, the Academic Council and the Syndicate.

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## **9. ORGANIZATION OF TEACHING**

- 9.1.** Teaching in the various courses shall be conducted in the University departments or constituent institutions through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work and other methods of instruction approved by the Academic Council.
- 9.2.** Teaching in each department/institute shall be conducted by the University teachers or such other persons as may be allowed by the authorities.
- 9.3.** Teaching in each department/institute shall be organized through courses specified for each discipline and approved by the competent authorities as prescribed in the Khyber Pakhtunkhwa Universities Act, 2012 as amended in 2016 and statutes, rules & regulations made there under and amended from time to time.
- 9.4.** Each student shall have to follow the syllabi and courses of study as prescribed by the Academic Council and the Syndicate from time to time.
- 9.5.** English shall be the medium of instruction, except in language courses, Islamic Studies and/or any other course approved by the Academic Council and the Syndicate (Examination of Islamic Studies / Pakistan Studies shall be optional in Urdu or English).

## **10. SEMESTER'S DUES**

University dues (at the rate in vogue approved by the university's authorities) shall have to be paid as per following schedule:

Sr.#	Time of fee submission	Fee
A	Within seven working days of commencement of the semester.	Normal semester fee
B	During 2 <sup>nd</sup> week (7 working days) of commencement of the semester.	Normal semester fee plus Rs. 1000.00 fine

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C	During 3 <sup>rd</sup> week (7 working days) of commencement of the semester.	Normal semester fee plus Rs. 2000.00 fine
D	Till one week (seven working days) before commencement of Mid-term Examination	Normal semester fee plus Rs. 3000.00 fine
E	Till one week (seven working days) before commencement of Terminal Examination	Normal semester fee plus Rs. 5000.00 fine

f. However, if a student fails to submit the dues as per schedule mentioned above (a to e) due to some genuine reasons with valid/documentary proofs, a committee comprising of the HoD (convener) and two senior faculty members of the department concerned and the Provost shall decide such cases accordingly and place recommendations to the Vice Chancellor through concerned Dean for final decision. (read in conjunction with Section 29 and section 11 of the Annexure-A of Rule 33 of the Semester Rules & Regulations).

***Amended in 6<sup>th</sup> Academic Council and approved by 17<sup>th</sup> Syndicate.***

#### 10.1. Fee Refund

*In case of cancellation of an admission in a discipline, program or department, refund of the deposited fee shall be as under:*

<b>%age of Tuition Fee</b>	<b>Timeline of Semester System</b>	<b>Time for Annual System</b>
<b>Full (100%) fee refund</b>	<b>Up to 7<sup>th</sup> day of commencement of classes</b>	<b>Up to 15<sup>th</sup> day of commencement of classes</b>
<b>Half (50%) fee refund</b>	<b>From 8<sup>th</sup> – 15<sup>th</sup> day of commencement of classes</b>	<b>From 16<sup>th</sup> – 30<sup>th</sup> day of commencement of classes</b>
<b>No fee (0%) refund</b>	<b>From 16<sup>th</sup> day of commencement of classes</b>	<b>From 31<sup>st</sup> day of commencement of classes</b>

***Amended in 6<sup>th</sup> Academic Council and approved by 17<sup>th</sup> Syndicate.***

**10.2. Dual Enrollment:** All cases of dual enrollment/multiple degrees during same period of time shall be dealt in accordance with the HEC policy in vogue (current HEC's policy was notified vide No. DUAL DEGREE/AD-1/QA/HEC/2015/674, dated November 13, 2015).

#### 10.3. Credit Hours

The credit hours are denoted by two digits within brackets with a hyphen/plus in between. The first digit represents the theory part while the second (right side) digit represents the practical. Thus 3(3+0)/3(3-0) means three credit hours of theory, while 4(3+1)/4(3-1) means a total of four credit



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hours, of which three are of theory while one credit hour is for laboratory/studio work/field work/practical work supervised and graded by the faculty, and 4(1+3)/4(1-3) means a total of four credit hours, of which one is of theory while three credit hours are for laboratory/studio work/field work/practical work as per requirement of discipline.

**10.4. Minimum & Maximum Course Load (Credit Hrs) in a Regular (Fall/Spring) Semester**

A department can offer a minimum 12 credit hours in a regular semester and maximum of 18 credit hours. Any student who wishes to enroll for more than 18 credit hours may be allowed to take one more course if his/her CGPA is above 3.5 or in case of repeating failed/dropped courses with the prior permission of the Chairperson/Head of the Department/Principal concerned. *[Sign “/” deleted after word “repeating” by 6<sup>th</sup> Academic Council & approved by 17<sup>th</sup> Syndicate.]*

**10.5.** A credit hour means teaching a theory course for 60 minutes each week throughout the semester.

**10.6.** One credit hour in laboratory or experimental work would require lab contact of three hours per week throughout the semester.

**10.7.** The contact hours during the Summer Session will be doubled to ensure that the course is completely taught in a semester with half of the duration compared with a regular (Fall/Spring) semester.

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**11.1 M. Ed PROGRAM**

- a. The M.Ed (one year) course will extend over a minimum period of two Semesters and maximum of three semesters.
- b. Minimum of 30 credits is required for M.Ed Program.

**11.2 B. Ed PROGRAM**

**1. B. Ed (1.5 years) Secondary Program;**

- a. Course of B.Ed (1.5 years) Secondary program shall extend over minimum of three Semesters and maximum of five semesters.
- b. MA/MSc or equivalent qualification is required for admission in B.Ed Secondary (1.5-years) Program.

**2. B. Ed (2.5 years) Secondary Program**

- a. Program Course of B.Ed (2.5 years) Secondary program will extend over a minimum of five Semesters and maximum of seven semesters.

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- b. BA/BSc or equivalent qualification is required for admission in B.Ed Secondary (2.5-years) Program.
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**12. ACADEMIC CALENDAR**

The University of Haripur shall publish "Academic Calendar" reflecting complete schedule of the academic year. The Academic Calendar shall be prepared by a committee comprising Head of the Academic Section of the Registrar Office (convener), Controller of Examination, Director ASRB, Provost and one HOD from faculty nominated by Dean concerned. The Calendar will be issued after approval of the Vice Chancellor before commencement of the semester of the Academic Year mentioning the following items:

- Semester starting dates
  - Mid-term exams
  - Holidays
  - Terminal exams' prep week
  - Schedule of terminal exams
  - Result notification date
  - Sports schedule etc.
  - Admission announcement
- a. Students are responsible to meet the requirements and deadlines given for each activity in the academic calendar of the University. Students will also be expected to know and adhere to the rules, regulations, course loads, pre-requisites, and policies of the University, as well as those of the departments / institutes in which they are enrolled.
- b. In case, the University is closed owing to the circumstances beyond the control, then special makeup classes will be arranged converting weekends or holidays to working days to cover the lapsed period of students.
- c. For affiliated colleges/institutes a separate committee shall comprise of the following members to recommend/propose the Academic Calendar:  
Head of the Academic Section of the Registrar Office (convener), Controller Examination, Principals of the concerned colleges/institutes two from public sector (preferably one boys and one girls' college) and one from private sector.

**13. WITHDRAWAL / DROP/ CHANGE OF COURSE(S)**

**13.1. Drop/Change of Course**

- a. When a course, for which a student has enrolled, cannot be offered according to the announced Program, the student may take an alternative course. However, this must be done not later than 7 days after the date of enrollment and in this case students will not pay dues afresh.

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- b. A student, with the consent of the concerned Dean/Head of Department/Principal, may be allowed to
  - i. Change a course within 14 working days of the commencement of a semester, and
  - ii. Drop a course within three weeks of the commencement of semester.
- c. A student may convert a credit course into a non-credit course or vice versa within 14 working days from the date of commencement of a semester on the recommendations of the Chairperson/Head of the department concerned/Principal of the college/Director of a Center.
- d. A student can drop an entire semester after registration/renewal, however, he/she shall be required to pay semester charges for that semester
- e. The semester shall be dropped provided the student seeks permission of the Chairperson of the Department/Principal/Dean of the Department/ college/ faculty concerned before the commencement of the terminal exam.
- f. The dropped semester shall be counted towards the maximum number of six semesters allowed for completion of Master's degree/two-year programs and twelve semesters for completion of BS degree/four-year programs, provided further that the dropped semester will not be counted towards CGPA.

### **13.2. Withdrawal of Course**

- a. Students are allowed to withdraw from a course within fourteen working days of the commencement of the semester. In such a case the transcript shall record that the student enrolled in the course and withdrew. Consequently, grade **W** will be awarded to the student which shall have no impact on calculation of the GPA of the student.
- b. A student withdrawing after the 4th week of the commencement of semester shall be automatically awarded "F" grade which shall count in the GPA.

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### **14. REPEATING OF COURSES (to pass and to improve)**

- 14.1** Those failing in any course or having shortage of attendance shall have to repeat that or an equivalent course whenever offered to pass.
- 14.2** Whenever a student gets 'D' grade in a course, he/she can repeat the course whenever offered to improve his/her GPA/CGPA.
- 14.3** Students are allowed to **repeat** maximum of six failed courses in four(4) years programs and three failed courses in two(2) year programs to pass their failed courses during his/her entire degree program.
- 14.4** Attendance shall not be mandatory in the courses for which one has registered for improvement of grades. And it will be the sole responsibility of

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the concerned student to coordinate with the subject teacher regarding class quiz, assignments, presentation etc.

- 14.5** The failed courses repeated by a student in Summer/Condensed Semester shall also be counted towards the maximum of six courses for BS (4 Years) and three courses for MA/MSc (Two Years) programs as mentioned in 14.3 above.
- 14.6** In addition to six chances allowed for passing failed courses (ref Section 14.3), the students are allowed to repeat 4 courses for improvement in a (4 Years) Program and 2 courses in a (2 Years) Program in which he secured GP less than 2.00.
- 14.7** A student desirous of improving grade(s) having CGPA less than 3 may be allowed to repeat not more than four course(s) for BS(4 Years) Program & Two courses for MA/MSc (2 Years), by the Head of relevant department, with information to the controller of examination, after declaration of the result of the final semester (end of Program), subject to the condition that number of courses so improved do not exceed the number of improvements i.e. four course(s) for BS(4 Years) & Two courses for MA/MSc (2 Years) as mentioned in section 14.6.
- 14.8** Improvements mentioned in 14.7 above shall be allowed within two semesters after declaration of the result of final semester (end of program). After improving course(s), if one gets the grade less than the previous, the previous grade will be counted towards his/her result.
- 14.9** In case a student repeats the failed course which has already been taken,
- i. The old grade will be replaced with the new grade, (for CGPA calculation).
  - ii. but in case a student takes a new course in lieu of the course in which he/she failed, both the grades will reflect on his/her transcript, i.e. old course grade (for information only) and new course grade for calculation of grade. The CGPA will be calculated on the base of New Course.
- 14.10** Students repeating complete semester shall be charged for full semester and for the leftover subjects, fee shall be charged on per subject basis with semester registration fee (read in conjunction with section 14.3).

## **15. ATTENDANCE**

- 15.1.** A student will be allowed to appear in examination only if he/she has attended, not less than 75% of the lectures/seminars delivered to his/her class in each course and 75% of the practical/laboratory demonstrations prescribed for the respective courses.
- 15.2.** Counting of attendance shall start from the date of commencement of the classes/semester.

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- 15.3.** A date -wise record of the attendance of students shall be maintained by each teacher and will be displayed on the notice board at the end of every month by the concerned Department.
- 15.4.** The period of absence in case of participation in co-curricular/sports activities outside of The University of Haripur, with the permission of the Competent Authority shall not be counted, as absence.
- 15.5.** Students short of attendance will be detained and examination admit-cards will not be issued to such students.
- 15.6.** Students having class attendance less than 75% in a particular course will be required to repeat the course when it is offered again.
- 15.7.** In addition to 'F' grade awarded on the basis of academic failure, a student having less than 75% attendance will also be awarded 'F' grade in that subject. The 'F' grade(s) so obtained will only be cleared by repetition of the course(s) whenever offered, so that the students are made to attend the missed courses.
- 15.8.** Absence from class for two consecutive weeks or more (two weeks means six classes of a three credit hours course and four classes of a two credit hours course) without any genuine reason shall entail cancellation of admission in the course by the class teacher which would only be restored on appeal to the concerned teacher made within 05 days of the cancellation with payment of Rs.500/-. The Chairperson/Head of the Department will notify the cancellation and restoration of admission in the course.
- 15.9.** Leave up to 07 days shall be sanctioned by the Chairperson/HoD/Principal of the Department/institute concerned. Sanction of leave beyond seven days will be granted by the Vice Chancellor on the recommendations of the Chairperson/Dean/Principal concerned. The maximum leave period to be availed in exceptional cases on very genuine grounds in one semester will not exceed thirty (30) days. (However the total percentage of attendance must be 75% after availing the leave, failing which student will not be eligible to appear in Terminal Exam.
- 15.10.** There shall be no additional relaxation in attendance, however, in case of female students extra waiver in attendance shall be sanctioned by the Vice Chancellor for certain genuine/physiological reasons like child birth, husband's death or divorce etc. **[New insertion by 6<sup>th</sup> Academic Council & 17<sup>th</sup> Syndicate]**
- 15.11. Class attendance record:**

- a.** Teacher shall record/update students' attendance within 5 working days of a particular week.

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- b. If a teacher could not record attendance as mentioned in clause (a) above, he/she will apply with valid reasons to the Chairperson/Head of the Department to update his attendance record at the end of same month.
- c. In case of complaint placed by a student or there exist any ambiguity with regard to student's attendance, a committee comprising of concerned Dean, Chairperson/HoD and the teacher under headship of the Dean shall listen to the student/consider the matter and decide in writing, which shall be considered final.

*[New insertion by 6<sup>th</sup> Ac. Council & approved by 17<sup>th</sup> Syndicate]*

**16. MAKE-UP TEST/EXAMINATION:**

- 16.1. Make up test will be given on the request of those students who have fulfilled all requirements for appearing in the Mid/Final Term Examination but could not appear for any genuine reason/acute emergency or unavoidable circumstances/accidental health problem/ death of parents/ spouse/ children/ brother/sister or similar) or due to attending sports/national/international event on behalf of the University.
- 16.2. Make-up Examination shall be conducted within 2 weeks of the end of the Examination on approval of the Chairman/HoD concerned.
- 16.3. The pattern, i.e. nature and number of questions and weightage of the Make-up Examination shall be same as of the regular exam.
- 16.4. Student, except those who couldn't appear in regular exam for representing the university in some event, appearing in the Make-up Examination shall be charged examination fee for leftover paper(s) as the case may be.
- 16.5. There will be no Makeup/Special Examination in a semester for failed students; if a student fails in a course, he/she is required to repeat it.

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**17. TRANSFER OF CREDIT HOURS**

- 17.1. Credit hours shall only be transferred between the University of Haripur and chartered Universities/Institutes.

No credit hour of a course shall be transferred to the University of Haripur if:

- a. the grade is less than C for undergraduate programs and
- b. the student has not secured approval from the concerned Departmental Admission Committee regarding the availability of seats and relevance/adequacy of courses taken by the student in the previous institution/program.

- 17.2. Transfer of credit Hours from the University of Haripur shall not be allowed before the completion of 3<sup>rd</sup> semester for BS/4 Years and 2<sup>nd</sup> semester for MA/MSc/2 Years programs.

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**18. MIGRATION:**

Migration shall be allowed between the colleges/institutes affiliated with the UoH or other universities. All such cases shall be considered as per policy in vogue of the Directorate of Colleges/HED, Govt. of Khyber Pakhtunkhwa.

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**19. EVALUATION OF DIFFERENT COMPONENTS OF TESTS**

**19.1.** A student shall be evaluated in each course on the basis of

- a. sessional tests,
- b. class assignments,
- c. quizzes,
- d. mid-terms,
- e. Terminal examinations.
- f. presentation,
- g. projects/lab reports

The above tests (from 1 to vii) carry different weightages and contribute towards the overall assessment in percent marks.

**19.2.** Following weightage shall be given to the different components of the examinations, assignments etc. for each course in each semester:

Courses without practical(s)	
Evaluation Category	Distribution of Marks
Class tests/ Quizzes/	10%
Assignments/Presentations etc	15%
Mid Term	25%
Terminal examination	50%
Courses with practical(s)	

Evaluation Category	Distribution of Marks
Class tests/ Quizzes/	5%
Assignments/Presentations etc	5%
Practical	15%
Mid Term	25%
Terminal examination	50%

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**Note:**

- a) All the above mentioned evaluation categories shall have the documentary evidence.
- b) Results of class tests, quizzes, assignments and presentations shall be submitted 10 days before the commencement of terminal examination.
- b) The marks in missed quizzes etc will be zero, however, quizzes, assignments, presentations can be arranged in consultation with the teacher/Head of Department in genuine cases and marks will be considered

**20. GRADING POLICY**

Letter grading should only be used for representing the individual courses and not to report the semester GPA/CGPA.

- 20.1.** The percentage of marks or values of grades other than grade points should not be reported on the transcripts.
- 20.2.** The minimum pass marks for each course as well as lab work shall be (fifty percent) 50%. A student obtaining less than 50% marks in any course/test shall be considered failed in that course/test. Less than 50% marks in any course shall not be counted towards the aggregate marks.
- 20.3.** The equivalence between letter grading and numerical grading shall be as follow: Percentage of marks shall be calculated up to one significant figure. If the first fraction after decimal is 4 or less, it will be ignored. However, if the first fraction is 5 or more, it will be taken into account by raising the percentage to the next higher digit.
- 20.4.** The result of a student in each course having passed or failed shall be indicated on the transcript by letter grade. For a student completing his/her study program in the normal prescribed period / semesters, a mention to this effect shall be made in their transcripts.
- 20.5.** Keeping in view the variations related to both academic systems (semester and annual system), the following equivalence of GPA/CGPA and percentage shall be the grading policy:

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

*\*fraction is to be rounded as a whole.*

**21. CONVERSION OF ANNUAL SYSTEM MARKS TO GPA/CGPA**

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

**Note:**

- The range of marks defined above for a particular grade may be split further to reflect incremental grade points.
- This conversion table is only for the purpose of students who have obtained degrees under the annual system.

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

**22.1 GPA:** This is a figure ranging preferably from 0.00 to 4.00 be used to indicate the performance of a student in a particular semester.

**22.2 CGPA:** This is a figure ranging preferably from 0.00 to 4.00 be used to indicate the performance of a student in two or more semesters.

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

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

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

**22.4 CGPA Required for Degree Completion:** The minimum qualifying CGPA for completion of an undergraduate level is 2.00.

**23. PROMOTION, PROBATION, DROPOUT AND RE-ADMISSION**

**23.1 Promotion from First Semester to Second Semester**

- a. An undergraduate student with Grade Point Average (GPA) of 2.0 and above in the first semester shall be promoted to the second semester.
- b. An undergraduate student with GPA 1.50 or more but less than 2.0 in the first semester shall be promoted to the second semester on "Probation".
- c. An undergraduate student with GPA less than 1.50 in the first semester shall be dropped from the Program and Roll of the University.

*Clauses a, b & c were recommended in 6<sup>th</sup> Academic Council, approved by 17<sup>th</sup> Syndicate.*

**23.2 Promotion from the Second and Subsequent Semesters**

- a. An undergraduate student with Cumulative Grade Point Average (CGPA) of 2.0 and above shall be promoted to the next semester.
- b. An undergraduate student with CGPA 1.50 or more but less than 2.0 shall be promoted to the next semester on "Probation".
- c. An undergraduate student with CGPA less than 1.50 shall be dropped from the Program & Roll of the University.
- d. An undergraduate student shall be dropped from exam/Program after availing the maximum probations allowed.

*Clauses a, b, c & d were recommended in 6<sup>th</sup> Academic Council & approved by 17<sup>th</sup> Syndicate.*

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**23.3 Probation Status**

- a. No probation shall be allowed in a Program comprising of two semesters duration.
- b. There shall be only one probation allowed in a Program comprising of three and four semesters duration.
- c. There shall be two probations allowed in a Program comprising of eight semesters duration.
- d. A student who has availed his/her allowed probations, and is still unable to maintain CGPA 2.0 for undergraduate shall be dropped from the Program as well as from the Department/College/Institute/Center/The University of Haripur rolls.

**23.4** An undergraduate student who has been declared to be dropped in 1<sup>st</sup>, 2<sup>nd</sup> or subsequent semester may be readmitted to the first semester as a fresh candidate.

**24. REQUIREMENT FOR AWARD OF DEGREES**

**24.1** An undergraduate student must have a proper admission/registration in the Undergraduate Program of the University of Haripur or in an authorized program of its constituent Institute or its affiliated college and should earn a minimum of 124 credit hours for his/her Bachelor (4 Years) program.

**24.2** Whereas Master degree **(Two Years Duration)** will be awarded on successful completion of a minimum of 60 to 64 credits on same terms & conditions mentioned in Section 24.1.

**24.3** Students of those departments where project/research is a requirement for undergraduate degrees will be required to carry out internship/research on a project of 3 to 6 credits (as per HEC guideline relevant to departments/programs) and submit a project report/dissertation as a requirement for partial fulfillment of their Master/Bachelor/ (Hons) degrees in their opted program.

**24.4** A student will select the topic of research in consultation with his/her supervisor during the 3rd semester in case of Master's degree and during the 7th semester in case of Bachelor's degree.

**24.5** The time of summer vacation prior to or following the 4<sup>th</sup> and 8<sup>th</sup> semester will be utilized for the project report/dissertation by Master's and Bachelor's degrees students, respectively.

**24.6** The student will be required to do field work up to 16 weeks where necessary.

**24.7** The final project/research/internship report will be submitted by the student in binding form through the supervisor to the department by the end of the 4th and

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8th semester of 2-years and 4-years programs respectively or during the extended period.

- 24.8** The HOD concerned will submit the details for evaluation and viva, of project/research/internship report to the controller of examination and that date shall be considered as cutoff date for fee calculation (read in conjunction with Section 14(i) of the Annexure-A of Rule 33 of the UoH Semester Rules).

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**25. STUDENTS' GRIEVANCES REDRESSAL MECHANISM**

**25.1 DEPARTMENTAL STUDENTS' GRIEVANCES REDRESSAL COMMITTEE**

Each Department / Institute shall have 3 members notified Departmental Students' Grievances Committee of the senior faculty members. The Chairperson/Head of the Department concerned may convene meetings of the Committee as and when required. He/she shall maintain a regular record of the proceedings of the Committee.

The committee shall redress the grievances of the students about any course instructor or grades or for any other academic issue/grievance.

Student has to write about his grievance to the Chairperson/HoD. The head of the institute / department shall forward the application to the 3 member committee and it will be binding on the committee for hearing parties, and will give a final decision within 5 days or before the start of registration for the new semester whichever comes early.

In case the problem is not resolved by the Departmental Grievance Committee, the matter shall be referred to the UoH Students' Grievance Committee.

**25.2 THE UOH STUDENTS' GRIEVANCES REDRESSAL COMMITTEE**

There shall be an appellant Committee at the University level "The University of Haripur Students Grievance Redressal Committee" appointed by the Vice Chancellor consisting of 02 senior faculty members to be appointed by the Vice Chancellor, relevant head of the department, Controller of the Examination and the Dean of the concerned faculty (Convener) to redress the grievances of the students about any course instructor or grades referred by a Departmental Grievance Committee through the Vice Chancellor or for any other academic issue referred by the Vice Chancellor. The Decision of this committee shall be final in cases referred to it.

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**26. COURSES ON PASS / FAIL BASIS**

- 26.1** Courses can be taken on Pass / Fail Basis.



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**26.2** The maximum 9 credit hours of courses can be taken (out of electives).

**26.3** The grade awarded towards these courses will not be considered for calculating the GPA or CGPA.

**26.4** If a student fails, he/she has to repeat the course whenever course is offered.

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**27. CANCELLATION OF ADMISSION**

If a student fails to attend any lecture during the first four weeks of the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notice.

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**28. COURSE FILE**

**28.1** Maintenance of Course File of each semester is compulsory for the teacher concerned.

**28.2** The "Course File" will have a complete record of semester's contents, for instance:

- a. Details of students' enrollment / registration in the program.
- b. Timetable of classes.
- c. Course Code and contents as per recommendation of respective Board of Studies.
- d. Weekly breakup of classes.
- e. Details of reschedule of classes, if any.
- f. Brief points of lecture's handouts (no need to attach photocopies of books and Web Pages).
- g. Record of assignments/ quizzes/lab work given to the student with evaluation.
- h. Mid-term Examination's question paper.
- i. Record of terminal exam.
- j. Students' course review report.
- k. Teacher's course review report.

**28.3** The Course outline/file of each subject will be made available on the University's web for students.

**28.4** Course File Review Committee:  
This committee shall be comprised of Chairperson/Head and a Coordinator of the concerned department, In charge of Academics Section (Registrar Office), Director AS&RB and Director QEC. This committee will review the Course File process from time to time.

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**29. FREEZING OF SEMESTER**

**29.1**

“A student can apply for freezing his study up to two semester(s) at a time or separately in 8 semesters program and one semester in 4 semester program as:

- a. In normal circumstances on valid reason(s), before commencement of Mid-term examination subject to approval of the Vice Chancellor on recommendation of the Chairperson/HOD/Principal concerned.
- b. Before commencement of terminal exam, In case of acute emergency situations like domestic problems (child birth in case of female student, death of a blood relative or spouse or divorce or imprisonment) and severe accidental situation with documentary/valid proof subject to fulfillment of required class attendance and other requirements and approval of the Vice Chancellor on recommendation of the Chairperson/HOD/Principal concerned.

[Amended]

*This was recommended in 6<sup>th</sup> Academic Council and approved by 17<sup>th</sup> Syndicate.*

- 29.2** The student will resume the frozen/same semester whenever offered by the University/Institute,
- 29.3** No freezing in the first semester is allowed.
- 29.4** Freezing up to two semesters (combined or separately) is allowed to students facing acute domestic problems/valid reasons subject to approval of Vice Chancellor on the recommendation of the Chairperson/HOD/Principal concerned.
- 29.5** For frozen semester the student will be required to pay 25% of tuition fee for each frozen semester to continue his/her registration with The University of Haripur.
- 29.6** The process of freezing of semester and restoration will be done by the Academic Section of Registrar Office

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**30. TEACHER'S AND COURSE'S EVALUATION**

- 30.1** It is mandatory for the Chairperson/ Head of the Department/Principal of the constituent/affiliated college/institute to manage evaluation of every teacher by the students concerned on what they have been taught by their instructor. The Teacher evaluation will be carried out by the Quality Enhancement Cell (QEC) of the University.
- 30.2** It must be done in the last two weeks of the semester (without the presence of the course teacher so as to maintain impartiality/transparency).
- 30.3** This evaluation should be objective and should be shared with the concerned course teacher for his / her improvement / information.
- 30.4** Evaluation done by the students will be completely anonymous, i.e. the student is not supposed to indicate himself / herself by name, or roll numbers, or registration numbers or by any other means.
- 30.5** No student will be issued Exam admit Card unless he/ she does not submit the teacher evaluation profarma.

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**31. MERIT CERTIFICATES/MEDALS**

- 31.1** The Controller of Examinations shall issue a certificate of merit to a student who stands first in the degree program on the basis of overall result provided that the student has obtained CGPA 3.5 or more in the aggregate, has not failed in\*, or repeated any course and has completed the course work in normal period as prescribed for Master's and Bachelor's Programs. The recipient for the award of certificate of merit shall also be awarded the Chancellor's Gold medal.
- 31.2** The president's gold medal shall be awarded to the student who stands first in Master or Bachelor's Program in the respective faculty. The Controller of Examinations shall also issue a certificate of merit to such a student.
- 31.3** If more than one student secures the same CGPA; the position will then be determined on the basis of percentage of marks obtained. Even if still a tie remains, the award will go to the older in age.

*\*Note: First Attempt means that all requirements, i.e. mid-term, assignments, quizzes, term paper, practical and final examination of a subject are completed in time and are shown on the first award list submitted by the course instructor to the examination section.*

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**32. UNIVERSITY'S DISCIPLINE:**

Disciplinary/Criminal cases will be dealt as per "The University of Haripur Students' Discipline Rules & Regulations".

**33. CONDUCT OF SEMESTER EXAMINATIONS**

- 33.1** All mid-term/terminal Semester Examinations of the University shall be held at the concerned department/institute/colleges or where the university's authorities decide, on the dates and schedule notified by the department/Institutes/college, as approved by the Vice Chancellor and duly forwarded to Controller of examinations.

**33.2 EXAMINATION SCHEDULE**

The Departmental examination office of the respective department/institute/college will notify the examination schedules at least 02 weeks prior to the commencement of the mid-term/terminal examination and forward a copy of the schedule to Controller of Examinations, The University of Haripur.

**Note: Detailed mechanism of conduct of semester examinations and disposal of UFM cases etc is given in "Annexure-A of the Rule 33" (given at the end).**

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**34. MAINTENANCE OF EXAMINATION RECORDS**

- 34.1** The Controller's office shall act as Central Record Office of the all examinations held under the University. Controller of Examination will maintain the records of the examinations. The result will be announced by the department and Controller will issue the transcripts.
- 34.2** The Examination scripts of mid-term and final examination of each semester will be sent to Controller of Examinations who will keep the record in his custody safely.
- 34.3** The teacher concerned will prepare five copies of the results. He shall retain one copy with him, display one copy on the notice board and remaining three copies will be handed over to the Departmental Examination Committee.
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**35. RESULTS**

The result of each exam (mid-term and terminal) along with answer books shall be submitted to the Controller of Examinations within 10 days after the examination and it shall be displayed on departmental notice-board and university's website before submission of the results to Controller of Examinations.

**36. Disputes**

In case, a dispute arises on a matter related with the Semester Rules & Regulations, and these semester rules & regulations are silent or unclear on a matter, the matter shall be referred to the "Semester Rules & Regulations Review Committee" for resolution and its decision shall be final on the issue.

**NOTE: "Annexure-A" of the Rule 33 of "The University of Haripur Semester Rules & Regulations (Revised) 2018" is given below:**

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**"ANNEXURE- A" OF RULE 33 OF SEMESTER RULES & REGULATIONS, THE  
UNIVERSITY OF HARIPUR FOR CONDUCT OF SEMESTER EXAMINATIONS.**

1. A student shall be eligible to appear in the terminal examinations provided s//he:
  - a. has been on the roll of the University during the semester;
  - b. has registered him/herself for the courses of study, and
  - c. has 75% class attendance (for details see rule 15.1 to 15.7).
  - d. has paid all the University dues (including hostel fees, fines, etc. if applicable) within notified time.
2. Mid-term examination will be held in the 9<sup>th</sup> week of each semester. The terminal examination will be held at the end of each semester on the dates fixed/notified by the university authorities concerned. The Provost/ Director Admissions/ Academics shall announce the approximate dates of examinations at the beginning of the semester according to the Academic Calendar of that particular year.
3. Minimum time allowed for mid-term examination and practical examination in each course will be one hour and that for the final examination shall be two hours.
4. In order to pass in the examination of a course, a students must obtain **at least 50%** marks. Passing the practical examinations (if applicable) shall be mandatory.
5. After marking the class tests, quizzes, mid-term examination and final examination papers the same maybe shown to the students (where requested in writing) to discuss any reservation of the student.
6. A student may apply for re-totaling of marks within 10 days of the submission of results to Controller of Examinations (C.E) which will be considered by a committee comprising of the concerned HoD, C.E and in-charge academics section. If during the process of re-totaling the committee observes any serious mistake in evaluation of the paper it may refer the case to Grievance Committee for re-evaluation/rechecking.
7. The evaluation shall be internal, except for the research/project report/viva voce examination for which an external examiner may be involved.
8. About one week before the final examination, the teacher in each course shall send to the Chairperson / Director of the Department / Institute a statement in duplicate, giving the total number of lectures delivered (and practicals conducted) by him/her together with the total number of lectures and practicals attended by each student.
9. A handicapped/disabled student will be provided writer/amanuensis at the expense of the student concerned on the recommendations of the Chairperson of

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the teaching department. The writer/amanuensis shall be of a lower grade of education than the candidate. He/she would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.

10. All cases pertaining to UFM shall be dealt with in accordance with the provisions made under the regulations relating to UFM/malpractices in the examinations through "Unfair Means Committee".

11. The defaulters of the University dues are not permitted to sit in the examinations.

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## **12. Examination Aids**

- a. The only items students can take into the examination room are writing material (pens, pencils, eraser, and ruler). Writing materials are not permitted to have any annotations relevant to the content of the Unit.
- b. All bags, textbooks and notes etc must be left outside or at the front of the room/Hall.
- c. Bringing of mobile telephone to the examination room is NOT permitted. The mobile telephones will fall in the category of prohibited material in examination. If captured such material by the invigilating staff, its damage/loss will not be the responsibility of the University/examination staff and the same will be kept for record being a UFM support material.
- d. Where a particular examination allows in writing to bring and use specific aids, any candidate bringing items that exceed or contradict with the permitted aids will have such items either confiscated for the duration of the examination or, in marginal cases, handed in with their examination scripts.

**13. Open Book Examinations.** In addition to writing materials, students may take text books, notes, files, or a calculator into the examination room. However, Laptops, palm computers, mobile telephone sets and other electronic devices are NOT permitted except where allowed in writing by the University authorities. Students enrolled shall be informed from time to time about such items and limits during semester.

## **14. Panel Of External Examiners**

- a. A panel/list of external examiners for evaluation of project/research/internship report and to conduct viva-voce examination shall be recommended by the respective Board of Studies.



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- b. The External Examiner shall be appointed by the Dean of the concerned faculty on the recommendations of the Chairperson/Head of the Department concerned from the approved panel/list.
- c. 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/Head of the department concerned.
- d. In case the project report is adjudged inadequate by the external examiner, he/she may reject the project report or ask the student to revise/edit the same as per approved format.
- e. The student shall be required to submit revised version of project report/dissertation within a period of one month from the date of viva-voce examination. Revised version of the project report/dissertation shall be examined by the Supervisor/Chairperson of the department concerned.
- f. The result of revised project report as received from the supervisor/Chairperson of the department concerned shall be declared and no further extension shall be granted in case the revised version of the project report is rejected, The student shall have to submit a new project report.
- g. After the viva-voce examination, the successful student shall submit three hardbound copies of the project report to the department for further process for the declaration of the result.
- h. The result of the student shall not be declared unless he/she has submitted three copies of the project report to the department on prescribed format.
- i. Student has to submit his/her project/internship/research report to the controller of examination through HOD concerned, in last semester (8th in BS & 4th in MA/MSc). If he/she fails to submit in specific time, he/she has to pay fee equal to two courses as the case may be (read in conjunction with 24.8).

## **15. Conduct Of Semester Examinations**

All mid-term/terminal Semester Examinations of the University, shall be held at concerned Department/institute/colleges, on dates and schedule announced by the Department/ Institute/college concerned, unless otherwise approved by the Vice Chancellor and duly forwarded to Controller of examinations as per Para 2 below.

## **16. Examination Schedule**

The Departmental examination office of the respective department/institute/college will publish the examination schedules at least 02 weeks prior to the commencement of the mid-term/terminal examination and forward a copy of the schedule to Controller of Examinations and Academics Section of The University of Haripur.

## **17. Conduct Of Terminal Examination**

The Chairperson/HOD of concerned Department/Institute will approve the detailing of Faculty/ invigilators as Superintendent/Deputy Superintendent/ invigilators for the conduct of mid/terminal examination. These invigilators/ Faculty will ensure the following:

- a. Candidates are seated in the examination room according to the seating plan prepared by the examination officer/Coordinator of the Department.
- b. All answer books used in the examination are initialed by them. No other answer books are to be used.
- c. Answer books are issued to the invigilators 05 minutes before the commencement of the examination and retrieved at the end of the examination.
- d. Absentee report, if any, is prepared and forwarded to the departmental Examination Officer/Coordinator.

## **18. Invigilators**

Invigilators are detailed by the departmental examination officer of the department/institute after the approval of the Chairperson/HOD. They will report to the Superintendent/Deputy Superintendent 30 minutes before the commencement of examination and will ensure that:

- a. The students are seated according to their seating plan.
- b. The students are warned against the use of unfair means and have been directed to surrender notes, papers or other unauthorized material before the commencement of the examination.
- c. That no Candidate is allowed to join the examination after 10 minutes in mid-term and after **20** minutes of terminal examination after its commencement.
- d. No Candidate is allowed to leave the examination room before half time of commencement of examination. The visits to 'wash rooms' will be carefully controlled.
- e. The question papers and answer books of candidate detected using unfair means or assisting another candidate, or is copying from another candidate is taken away and the matter reported to the Superintendent/Deputy Superintendent of examination. The Superintendent records all available evidence to be used as written proof later on.
- f. The candidates write their examination roll/code/detail number on the front cover of each additional answer book used. If more than one answer book is used, they handed over to the Superintendent or Deputy Superintendent after the examination.

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### **19. Use of Reference Material During Tests / Exams**

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

### **20. Question Paper**

All question papers are set by respective faculty and duly scrutinized, approved and conducted in accordance with the University of Haripur policy. As per the spirit of Semester system, there will be no choice in attempting the questions. It will also be ensured that the question Papers are balanced with respect to the examination policy and have been prepared to cover the essentials of the whole syllabus completed by the faculty. In case the teacher who teaches a course is not present at the time of the examination, the Chairperson/Head of the Department may appoint another teacher for the purpose.

### **21. Students Responsibility/ Instructions To The Candidates**

- a. Candidates will report to the Examination Hall/Room, half an hour before the time fixed for the examination on the first day and 10 minutes on subsequent days. No books, notes or documents or other electronic devices like mobile .headphones, Bluetooth are to be taken in the examination room except those authorized by the examiner.
- b. All the female candidates will ensure their ears uncovered to avoid the use of Electronic devices.
- c. No candidate shall be allowed to enter the examination center after commencement of the examination. However, in exceptional circumstances, and after applying strict criteria the Centre Superintendent may provisionally allow into the examination hall a candidate who is late up to **ten** minutes after commencement of the examination, provided the candidate is required to fill in a Late Arrival Form giving valid reasons, subject to concurrence of the departmental examination officer/Coordinator .
- d. In case the examination starts late, for any reasons to be recorded in writing by the Superintendent and forwarded to the Chairperson/HOD concerned, the Superintendent shall extend the time for the period that has been lost.
- e. No candidate shall leave the examination hall without the permission of the Superintendent.
- f. No candidate shall be allowed to leave the examination until half the scheduled time of that examination has passed. In case candidate has to leave the examination hall in emergency situation before this time, for any reasons to be recorded in writing by the Hall Superintendent, he/she shall not be allowed to take the question paper with him/her.

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- g. No candidate shall be allowed to re-enter the examination hall if he/she leaves after handing over the answer book.
- h. No candidate shall be allowed to use toilet facilities during the last fifteen minutes of the examination except in emergency.
- i. The candidate shall fill in the details on the title page of the answer book & continuation sheet.
- j. Candidate shall not ask for, and shall not be given any explanation about the question paper except misprint/error.
- k. Candidate shall not borrow anything like ruler, pen, calculator etc. from other candidates during the examination in any circumstances.
- l. Candidate shall not talk or disturb other candidates after commencement of the examination.
- m. Candidate shall not remove a leaf or a part there of, from the answer book continuation sheet.
- n. While leaving the examination hall candidate shall handover all answer books/papers etc to the Supervisory staff.
- o. Candidate who tries to use unfair means or creates law and order situation during the conduct of the examination or otherwise shall be dealt with under "Unfair Means Regulations".
- p. In case answer book of a candidate is lost after having been received by the Hall Superintendent, and if he/she passes in all other subjects of the examination, he/she may be required to reappear in that one subject of which answer book is lost. If, on reappearing, he/she obtains pass marks he/she shall be deemed to have passed the examination. In case of any dispute as to whether a candidate's answer book was duly received by the Superintendent or not, the findings of the departmental examination committee subject to the approval of the Vice Chancellor, shall be final.

## **22. Unfair Means / Malpractices**

- a. Any student found using unfair means or assisting another student during a test/examination or copying from another student would be liable to disciplinary action. A student found guilty of such act by the Unfair Means Committee, will be dealt with in the light of policy in vogue. Use of unfair means generally covers the following:
  - i. An attempt to have access to the question paper before the test / examinations.
  - ii. Communicates directly or indirectly with an examiner with the intention of getting to disclose any question or questions set or to be set by him or with the object of influencing him in the award or marks.

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- iii. Communicates directly or indirectly with the Superintendent of the examination center/hall or any other person connected with the supervision of an examination for the purpose of inducing such person to give undue assistance or show undue favor to the candidate.
- iv. Use / possession of unauthorized reference material during test / Examination. whether the material is used or not during the examination. The penalty of such cases will be cancellation of Paper(s) or a fine of up-to Rs.2000/- or both.
- v. Any form of communication by the Candidate with any one in, or outside the examination room while the test / Examination is in progress.
- vi. Unauthorized entry into faculty's office or that of staff with the intention of having an access to or tampering with the official record / exam paper etc.
- vii. Receives assistance from other persons in the examination.
- viii. Gives assistance to another candidate or allow him/her to copy from his/her answer book in the examination.
- ix. Removes a leaf or leaves from his answer book.
- x. Uses abusive or obscene language in his answer book.
- xi. Smuggles an answer book in or out from the examination hall.
- xii. Communicates directly or indirectly with any official of the University with the intention of obtaining any information connected with the examination, which such official is bound not to disclose.
- xiii. If the guardian or a relative of a candidate communicates or attempts to communicate directly or indirectly with any of the persons mentioned in paras 23 (b) & (c) above with the object mentioned therein, such communications may be deemed to have been made by the candidate himself/herself and shall be liable for penalty or penalties according to the UFM made.
- xiv. If a candidate gains admission to the examination or attempts to gain admission by making a false statement in his/her admission form.
- xv. Producing a false document forging another person's signature on a document.
- xvi. Allowing another person to impersonate him/her.
- xvii. If a candidate possesses any firearms or anything capable of being used as weapon of offence in or around the examination center/hall/room or assaults or threatens to assault a person engaged in the conduct of an examination.

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- xviii. If a person on the rolls of the University abets a candidate in the commission of any of the offenses mentioned above, his/her act shall be taken as malpractice.
- xix. If a person on the rolls of the University obstructs any University official, the Inspector of any examination center or any person connected with the conduct of an examination, in the discharge of such person's duties, such enrolled student shall be dealt accordingly with UFM penalties.

**23. Punishments / Penalties to be awarded to UFM Candidates**

- a. Any candidate who, after announcement made by Superintendent, fails to part with or is found to have access to books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders or any other material or equipment in his/her possession relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be expelled by the superintendent from the Examination Room and his/her answer book shall be cancelled and case be reported to the departmental examination officer/Chairperson of the department.
- b. Any candidate found guilty of copying from any paper, book or notes, or allowing any other candidate to copy his/her answer-book, or creating disturbance in the hall by whispering/talking may be disqualified from appearing in examination for a period which may extend to two semesters and fine imposed up to Rs.1000/- to 5000/- (or both). Decision given by the examination committee shall be final.
- c. Any candidate found guilty of impersonation and is on the rolls of the university/ or constituent institution, he/she shall be disqualified (i.e. both the candidate and the impersonator), shall be liable to expulsion and to be debarred from admission to any class and from appearing at any examination for a period not exceeding five years with a fine of Rs.3000/- to 10,000/- (or both).
- d. If the impersonator is not on the rolls of the university/ constituent institution but holds a degree or diploma conferred or granted by the University, the examination committee shall register a case with the Police, and shall send intimation to this effect to the Vice Chancellor/Registrar of the University for cancellation of his/her Degree/diploma.\*

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



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- c. Any candidate found guilty of resorting to physical assault on the Supervisory Staff or University Officers or University Officials or any other person deputed in the Examination Centre or other candidates shall be disqualified permanently.
- d. Any candidate found guilty of possessing firearms, daggers, knives and other weapons/hazardous material, which may cause injury, shall be disqualified for a period of three years to appear in any examination of the University and his regular admission from the department/institute be cancelled. In addition a fine as deemed suitable be imposed by the discipline committee.
- g. Any candidate found guilty of instigating others to stage a walkout or resort to a pen-down strike shall be liable to expulsion by the Superintendent or the Departmental examination officer or any officer duly authorized by the Vice Chancellor and shall be disqualified for a period up to three years to appear in any examination of the University along with imposition of suitable fine.
- h. Any candidate found guilty of obtaining admission to the examination on false statement made on his/her document by any means, shall be disqualified to appear in that examination.
- i. Any candidate found guilty of forging another person's signatures on his/her application or admission form may be disqualified for a period of one year (02 semesters).
- j. Any candidate found guilty of intentionally spoiling/parting/damaging his/her or any other candidate's answer book or any other important document/item related to the examination, shall be barred from appearing in the examination for two consecutive semesters and a fine of Rs.5000/- to Rs.10000/- be imposed.
- k. Any candidate found guilty of smuggling/taking answer book/related document with him or stealing of blank answer book/additional sheet/other document, shall be disqualified for a period of three years to appear in any examination of the University and his regular admission from the department/institute be cancelled. In addition a fine as deemed suitable will be imposed by the discipline committee.
- l. If a candidate is found guilty of disclosing his/her identity or making peculiar marks or using abusive or obscene language or making an appeal in his/her answer book to the examiner, the answer book of such candidate shall be cancelled.
- m. Any candidate found guilty of influencing or attempting to influence, the Examiners or Supervisory Staff or the departmental examination officer and other University Staff directly or through his/her relatives or guardians or friends with the objective of gaining benefit in the examination shall be disqualified for the examination.
- n. Any candidate who refuses to obey the Exam. Superintendent or changes his/her seat with another candidate, or changes his/her roll number, shall be expelled

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- from the Examination room and his/her answer book as well as the concerned paper shall be cancelled.
- o. Any candidate, who interchanges his /her answer book (or a part of it) with another candidate, shall be expelled from the examination room and his/her answer book shall be cancelled. The entire examination of such candidate(s) shall be cancelled and a suitable fine be imposed.
  - p. Any candidate found guilty of tempering fee vouchers by way of depositing less fee and enhancing it through forgery on Bank receipt shall be debarred to appear in that Examination.
  - q. A Committee shall be constituted by the Vice Chancellor, The University of Haripur to deal with unfair means cases (see also Section 24).
  - r. In case of any emergency, the Vice Chancellor may award suitable punishment without reference to the Committee, in commensuration with the gravity of offence, to any candidate or to any student on the rolls of the University/ college, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Centre/room.
  - s. If a person on the rolls of the University abets a candidate in the commission of any of the offenses related to the malpractices/unfair means, he/she shall be liable to the same penalty to which the candidate is liable in respect of the offence abetted.
  - t. If a person on the rolls of the University obstructs any University official, the Inspector of any examination center or any person connected with the conduct of an examination, in the discharge of such person's duties, he/she shall be liable to be expelled from the University for a period not exceeding three years, inclusive of the year in which the offence occurred.
  - u. The above penalties (Para 42 & 43) may be imposed in addition to any other penalty to which the offender may be liable under any law for the time being in force.
  - v. Act of Supervisory/departmental Staff. If Supervising Staff, Paper Assessor, Practical Examiner or any other person employed in connection with an examination fails to comply with any instruction issued by the University of Haripur or any of its officers, commits any other irregularity, secures such appointment by supplying wrong information through alteration of facts, the department concerned shall report the matter to the Competent Authority for administrative action and/or take any other legal action that may be deemed necessary.

#### **24. Committee Dealing Cases Of Unfair Means In The Examinations**

- a. The Vice Chancellor shall appoint a Committee for a period of three years to be known as the "Unfair Means Committee" to deal with cases of the alleged use of

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- unfair means, or other matters affecting the discipline of the students in connection with examinations on hearing from Controller of Examinations.
- b. The Unfair Means Committee shall comprise of a minimum of three and a maximum of seven members. The Controller of Examinations shall be its Member/Secretary.
  - c. Each member shall have a single vote.
  - d. The senior most member shall be the Chairperson of the Committee.
  - e. The members of the Committee shall hold office for three years. In case of vacancy among the members, the Vice Chancellor shall appoint another person who shall hold office for the remaining period of the term.
  - f. The quorum of the Committee shall be two-third of its total membership.
  - g. In case of difference of opinion among the members, the majority decision shall be regarded as the decision of the Committee.
  - h. If the entire Committee disagrees over an issue, the case shall be referred to the Vice Chancellor, who shall either decide the case himself or refer it to the Syndicate for its verdict.
  - i. No penalty shall be imposed on a candidate unless he/she has been given a reasonable opportunity of showing cause against the action, proposed to be taken against him/her.
  - j. The Unfair Means Committee shall be the Authority to determine the charge of a breach of the rules of examinations and formulate recommendation to the Vice Chancellor for approval.
  - k. A candidate, aggrieved by the decision of the Unfair Means Committee, may bring to the notice of the Vice Chancellor any new facts within seven days of the receipt of such decision. The Vice Chancellor may reconsider the case and give his decision or refer it to the Appellate Committee.
  - l. In case of an emergency, the Vice Chancellor shall be competent to award suitable punishment to a student for breach of any law/rules pertaining to examination.

## **25. Appellate Committee**

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

## **26. Destruction/Disposal Of Question Paper/Answer Books/Result Sheet**

The following policy for destruction of Question Papers/Answer Books/result sheet of all types of University exams will be adopted.

- a. Question paper, if not part of the answer book, will be disposed of after the conduct of the examination. However result record will be kept with the secrecy Section of the exam office forever.
- b. Answer book will be preserved for **two years** after the completion of the degree program.
- b. Soft copies of Questions Papers will be retained forever by the concerned authorities.

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## **27. Computation and Approval of Results**

After the results are received from each teacher, the departmental examination officer compiles the final results of each class within 10 days after the last day of the examination. The final results show grades obtained in each course of the semester, the Semester GPA and the Cumulative GPA of each student. The result sheets also indicate the tentative disposal (probation, dropped out, withdrawal, incomplete etc) of students failing to achieve required standard. The final result will be announced by the Controller Examination.

## **28. Record Of Result**

- a. **Award Lists:** The teacher concerned shall prepare five copies of the awards for each semester. He shall retain one copy with him/her and shall send one copy each to;
  - i. The Chairperson/HOD of the Department concerned
  - ii. The Dean of the Faculty concerned.
  - iii. The Departmental examination Officer for preparation/compilation of the result.
  - iv. The Controller of Examinations, The University of Haripur (for future record).
- b. The final result is recorded on the provisional semester transcript of each student. The departmental examination officer of respective department/institute prepares four copies of individual student semester transcript. The original copy is sent to the Controller of Examination, The University of Haripur, the record copy to the provost Office for record, the third copy to the students. The fourth copy is retained in the student's personal file at the department/institute. The complete semester result of each course is sent to Exam Department of the University for resulting and formal notification.\*

**29. Issue Of Academic Transcript/Detail Marks Sheet**

- a. A student desirous of obtaining Academic Transcript/detailed Mark Sheet may apply to the Chairperson/HOD along with the prescribed fee as per the policy issued on the subject by the Controller of Examination, The University of Haripur.
- b. **Conduct of Project/Research/Internship Report Evaluation And Viva Voce.**

At the end of his course of study, the candidate shall present three copies of the Project/Research/Internship Report for examination. The candidate shall be required to attend an oral examination on his/her Project/Research/Internship Report.

- c. **Appointment Of Examiners**

On the recommendation of the Chairperson the Dean of Faculty concerned shall appoint two examiners for the Project/Research/Internship Report. Names of the examiners shall be duly endorsed by the Controller of Examinations. One of whom shall be the Supervisor. The examiner shall examine the thesis/dissertation and send the result through the Chairperson/HOD to the Controller of Examinations, The University of Haripur.

- d. **Project/Research/Internship Report examination**

An undergraduate student will be required to qualify the examination by obtaining GPA 2. If he fails, the Project/research/Internship Report may be rejected without the option of resubmission of the Project/Research/Internship Report.

- i. If the examiners find that the Project/Research/Internship Report need not be altogether rejected the candidate may be permitted to revise and submit his Project/Research/Internship Report for a new examination within two months.
- ii. If there is a difference of opinion amongst the examiners about the adequacy of the Project Report the Dean of Faculty concerned on the recommendation of the Chairperson/HOD shall appoint a third examiner. If the Project/Research/Internship Report is adjudged adequate, a viva-voce examination will be held for it.
- iii. Only one chance of resubmission shall be allowed to the student and if the revised Project/Research/Internship Report is not approved under aforesaid procedure the Project/Research/Internship Report shall be finally rejected.

**30. Viva-Voce Examination**

- a. The viva voce examination shall be conducted by the Project/Research/Internship Report examiners under the supervision of the Chairperson/HOD.
- b. If the candidate passes in the viva-voce examination, he/she will be awarded the degree. However, if the candidate fails in the viva-voce examination he /she will be permitted to re-appear once more in the viva-voce examination within two months. Failure for the second time may mean failure in the examination altogether.
- c. If the candidate passes the aforesaid viva-voce examination his/her result may be declared and the candidate may be awarded the degree.

- 31.** The grading of the report and viva-voce examination shall be included in the cumulative Grade Point Average (CGPA) of the result.