



THE UNIVERSITY OF HARIPUR

SEMESTER RULES & REGULATIONS

FOR GRADUATE ACADEMIC PROGRAMS

REVISED
2022



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REGISTRAR OFFICE - ACADEMIC SECTION





The University of Haripur

Semester Rules and Regulations

For Graduate Academic Programs

REVISED - 2022

PREAMBLE

This document presents approved Semester Rules and Regulations of The University of Haripur for the Graduate Academic Programs offered under semester system. The University reserves the right to amend or discard these rules and regulations, completely or in part thereof, with the approval of the competent authorities.

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CHAPTER I
INTRODUCTION

1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- 1.1. These Rules and Regulations shall be called "*The University of Haripur Semester Rules and Regulations (Revised – 2022) for Graduate Academic Programs (MS/MPhil or equivalent and PhD)*". These Rules & Regulations are framed under Sections 29 and 31 of the Khyber Pakhtunkhwa Universities Act, 2012 [as amended vide **Khyber Pakhtunkhwa Universities (Amendment) Act, 2016**].
 - 1.2. These Rules and Regulations shall come into force from the date of approval by the Academic Council with immediate effect.
 - 1.3. These Rules and Regulations shall apply to all graduate scholars of The University of Haripur.
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2. DEFINITIONS

In these regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

- 2.1. **Academic Council:** means the Academic Council of the "The University of Haripur".
- 2.2. **ASRB:** means the Advanced Studies and Research Board of the "The University of Haripur".
- 2.3. **Assessment:** means the assessment/evaluation of the performance of a scholar in a graduate academic program or achievement in a unit (assignments, presentations, quiz, examinations, project work, seminar, papers and tutorial participation etc.)
- 2.4. **Assignment:** means a task relevant to a course of study assigned by concerned faculty to substantiate the course contents. The assignment may or may not be graded.
- 2.5. **Board of Studies:** means the Board of Studies (BoS) of a department of the University.
- 2.6. **Cease:** means that a scholar is considered unsuitable for further studies at The University of Haripur as a regular scholar and is removed from the study program.
- 2.7. **Central Admission Committee:** means a committee constituted by the Vice Chancellor of the University to overview and streamline whole admission process in the University and to devise and frame policy and procedures regarding the admissions to various degree programs offered by the University.
- 2.8. **Chairperson/ Head:** means the Chairperson/Head of an academic department of the University.
- 2.9. **Contact Hour:** A contact hour means sixty (60) minutes of teacher – student interaction [with five (05) minutes 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. **Cumulative Grade Point Average (CGPA):** means the summation of grade points of all credit courses divided by the total number of credit hours taken by a scholar.
- 2.11. **Controller:** means The Controller of Examinations (CoE), The University of Haripur.
- 2.12. **Course:** means a course of study leading to the successful completion of the degree.

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- 2.13. Credit Course:** means a course of study, successful completion of which shall be a requirement for the award of degree.
- 2.14. Credit Hour (Cr. Hr.):** One credit hour teaching/ earning a theory course for one hour each week throughout the semester for a course countable towards a scholar's Cumulative Grade Point Average (CGPA). However, in case of seminars, tutorials and laboratory work, one credit hour may require two contact hours depending upon the nature of the subject.
- 2.15. Dean:** means the Dean of the Faculty.
- 2.16. Director Academics and Research:** means the Director of Academics and Research of "The University of Haripur" and responsible for leading and controlling the affairs of Directorate of ASRB, Directorate of Undergraduate Studies and Directorate of Affiliated Institutions.
- 2.17. Department:** means the Academic Department of "The University of Haripur."
- 2.18. Departmental Examination Committee (DEC):** A committee notified by the concerned Chairperson/Head of the Department comprising of three senior faculty members. Chairperson/Head of Department shall be the convener of the committee. The Committee shall be responsible for dealing with all matters related with the departmental examination.
- 2.19. Departmental Graduate Coordinator:** means a graduate coordinator notified by the Chairperson/Head of the Department, who will serve as secretary of Graduate Admission Committee (GAC) and Graduate Research Committee (GRC).
- 2.20. Director ASRB (DASRB):** means the Director of Advanced Studies and Research Board of "The University of Haripur."
- 2.21. Directorate of ASRB:** means the Directorate of Advance Studies and Research Board of "The University of Haripur."
- 2.22. Director:** means the director of an academic institute under a faculty of "The University of Haripur."
- 2.23. Drop out:** means that a scholar is considered unsuitable for further studies at the University/Institute and is removed from the roll of the Program.
- 2.24. Entry Test:** means a test conducted by any agency approved by the University for admission in a graduate academic program.
- 2.25. Examiners:** means a person appointed to conduct the examination.
- 2.26. Faculty:** means the faculty of "The University of Haripur."
- 2.27. Faculty Member:** means the faculty member of "The University of Haripur."
- 2.28. Fee:** means fee charged for every semester/course attended by a registered scholar.
- 2.29. Final Examination:** means external evaluation of thesis and confirmation by ASRB.
- 2.30. Full Time Student (Scholar):** means a student (Scholar) enrolled in any academic program of learning and taking at least the minimum number of course credit hours according to the program requirements.
- 2.31. Grade:** means a mark (letter grade or number) indicating the quality of scholar's academic performance.
- 2.32. Numerical Grade (NG):** means the number of points representing the letter grades scored by a student in a course.
- 2.33. Grade Points of a Credit Course:** means the product of points representing the numerical grade earned by the student in a course and the number of credit hours taken.
- 2.34. Grade Point Average (GPA):** means the average of the accumulative grade points earned in a semester.

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- 2.35. Graduate Academic Program:** means a program of studies, which leads to the award of an MS/MPhil or equivalent or a PhD Degree to a scholar, after successful completion of all its requirements.
- 2.36. Graduate Admission Committee (GAC):** means a committee notified by Chairperson/Head of the Department (HoD) concerned and will be authorized to grant admission to any candidate.
- 2.37. Graduate Research Committee (GRC):** means a Graduate Research Committee within each Academic Department constituted with the recommendations of concerned Chairperson/ Head of Department and approval of the concerned Dean. The concerned Chairperson/Head of Department will notify the committee.
- 2.38. Head:** means the Head of the academic department.
- 2.39. Institution:** means an Institute / Centre / Academy of the University.
- 2.40. Non-Credit Course:** means a course of study that will not be considered in computation of CGPA.
- 2.41. Practical/Lab Test:** includes all such examinations/evaluations to ascertain the level of competency of practical application of knowledge acquired.
- 2.42. Probation:** means a scholar is said to be on probation if s/he is deficient in standards to the extent where s/he is likely to be relegated/withdrawn is allowed to continue studies for one semester.
- 2.43. Quality Enhancement Cell (QEC):** means the Quality Enhancement Cell of “The University of Haripur.”
- 2.44. Registrar:** means the Registrar of “The University of Haripur.”
- 2.45. Registration:** means registration of a scholar with the office of the Registrar of the University.
- 2.46. Scholar:** means a student of a Graduate Academic Program.
- 2.47. Semester:** means an academic period, in which one set of courses in any discipline is offered.
- 2.48. Subject or Course:** means a topic or a content related to an academic Program, which is to be studied by a scholar for a fixed number of hours during a semester. Each subject will carry a specific discipline code and number.
- 2.49. Supervisor:** means faculty member who supervises/guides thesis/dissertation of a scholar enrolled in a Graduate Academic Program till successful completion of research work and thesis.
- 2.50. Syndicate:** means the Syndicate of “The University of Haripur.”
- 2.51. Thesis:** means a dissertation comprising the original research of a scholar which is counted towards the partial fulfillment of a Graduate Academic Program.
- 2.52. Vice Chancellor:** means the Vice Chancellor of “The University of Haripur.”
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CHAPTER II
GENERAL RULES AND REGULATIONS
FOR GRADUATE ACADEMIC PROGRAMS

3. ADMISSIONS

- 3.1.** The University of Haripur shall offer admissions in graduate academic programs as approved in the prescribed manner.
- 3.2.** Admissions shall be regulated/governed through the “*University of Haripur Admission Policy*” by the Central Admission Committee.

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- 3.3. Admissions to the University shall be open to all eligible candidates without distinction of caste, creed, gender, or place of origin or domicile except quota duly approved by the University.
 - 3.4. Any quota for admissions formally approved/adopted by relevant bodies/authorities of the University shall be maintained accordingly as per the “University of Haripur Admission Policy”.
 - 3.5. Admission shall be announced by Directorate of Advanced Studies and Research Board (ASRB) depending upon availability of seats through advertisement as decided by the Competent Authority.
 - 3.6. A candidate interested in securing admission in a graduate academic program shall apply online or according to guidelines provided by the University.
 - 3.7. Foreign scholars shall apply for admission as per criteria laid down by the Higher Education Commission (HEC), if they fulfill all other requirements of the University’s admissions as per Admission Policy of the University.
 - 3.8. International/foreign candidates seeking admission will submit their application to the University as per Admission Policy of the University. However, they will be required to fulfill all the requirements set by the Government for foreign scholars.
 - 3.9. For the confirmation of admission, candidate will have to qualify for University conducted entry test/GAT General or any other aptitude test, as per the Higher Education Commission’s (HEC) guidelines with minimum passing marks required for graduate academic program. In case of University conducted entry test, the following committee shall prepare and conduct the test:
 - *Dean of the concerned faculty or his nominee;*
 - *Chairperson of the concerned department;*
 - *Two senior teachers of the concerned department.*
 - 3.10. Students with disabilities must be able to request special arrangements for entrance tests or interviews as per their needs. The University will ensure the provision of reasonable accommodations (facilitations) for students with disabilities as mentioned in Section 28.12.
 - 3.11. In some cases, students with disabilities may be exempted from a part of an entrance examination because of a disability. The university may decide to use an alternate assessment tool to ascertain suitability of the student for the degree program. This will be decided by the Admission Committee of the University. In case the entrance exam is administered by a third party, if the designated test administrator does not provide appropriate facilities for students with disabilities to suitably take the test, the University may arrange for an alternate entrance exam for students with disabilities.
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4. GRADUATE ADMISSION COMMITTEE (GAC)

- 4.1. Each department shall have a Graduate Admission Committee (GAC) with the following composition notified by Chairperson/Head of the Department (HoD) concerned and will be authorized to grant admission to any candidate as per laid down criteria.

S.No.	Committee Members	Status
1.	<i>Chairperson / Head of Department</i>	<i>Convener</i>
2.	<i>Two senior faculty members to be nominated by the Chairperson / Head of the Department/</i>	<i>Member</i>

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	<i>Director of the Academic Institute.</i>	
3.	<i>Departmental Graduate Coordinator</i>	<i>Member/Secretary</i>

- 4.2. All applications received will be scrutinized by the GAC as per the admission requirement.
 - 4.3. During selection of the candidate, weightage shall be given to the choice of the prospective research supervisor.
 - 4.4. Merit list of the qualified candidates as per Admission Policy will be displayed by the department after conduction of admission test and interview by the GAC.
 - 4.5. The candidate appeared in the merit list shall be required to deposit semester fee as per admission schedule of the university.
 - 4.6. The department concerned shall be responsible to communicate the qualified scholars to pay their semester fee as per announced admission schedule.
 - 4.7. After admission, a scholar will be required to submit photocopies of the following credentials/documents along with admission form to the concerned Chairperson/Head of the Department/Institute:
 - a. *DMCs of all passed examinations including Matriculation and Intermediate.*
 - b. *Original/Provisional degree/certificates.*
 - c. *One passport size photograph.*
 - d. *National Identity Card (N.I.C).*
 - e. *Valid result card University conducted entry test/GAT General or any other aptitude test, as per the Higher Education Commission's (HEC) guidelines with minimum passing marks.*
 - 4.8. The GAC shall forward admission forms with all documents (mentioned in Section 4.7 above) to ASRB office through concerned Dean, within two (02) weeks after the admission. Registration number will be issued by the concerned department accordingly.
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5. ACADEMIC CALENDAR

- 5.1. The University of Haripur shall routinely publish the “Academic Calendar” reflecting schedule of a complete academic year.
- 5.2. The Academic Calendar of the University shall be prepared by a committee comprising of the following members:

S.No.	Committee Members	Status
1.	<i>Senior most Dean</i>	<i>Convener</i>
2.	<i>Director, Academics and Research</i>	<i>Member</i>
3.	<i>Director, Advanced Studies and Research Board</i>	<i>Member</i>
4.	<i>Director, Undergraduate Studies / Head, Undergraduate Admissions</i>	<i>Member</i>
5.	<i>Director, Affiliated Institutions</i>	<i>Member</i>
6.	<i>Director, Quality Enhancement Cell</i>	<i>Member</i>
7.	<i>One Head/Chairperson of Department from each Faculty to be nominated by concerned Dean</i>	<i>Member</i>
8.	<i>Controller of Examinations</i>	<i>Member</i>
9.	<i>Registrar Office (Academic Section)</i>	<i>Member/Secretary</i>

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- 5.3.** The Calendar will be notified by the Registrar Office, before the commencement of semester of the Academic Year mentioning the following items:
- *Orientation dates for fresh students*
 - *Semester commencement date*
 - *Semester/course registration date*
 - *Add/drop courses*
 - *Mid-term examination*
 - *Mid semester students' activity week (Sports Gala etc)*
 - *Schedule of terminal examination*
 - *Semester end date*
 - *Result preparation/ make-up examination dates*
 - *Result declaration/notification date by the departments and its onward submission to the Controller of Examinations.*
 - *Admission announcement for the next semester*
 - *Holidays (normally including public holidays during academic year)*
- 5.4.** In case, the University is closed owing to the circumstances beyond the control, then special make-up/online/hybrid mode of classes will be arranged converting weekends or holidays to working days to cover the lapsed period of students.
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6. ACADEMIC YEAR / SESSION

- 6.1.** An academic year/session under the semester system comprises of two (02) regular semesters (Fall and Spring) and an optional summer/condensed (shorter duration) semester as per The University of Haripur Academic Calendar.
- a. *Fall Semester normally starts from September and ends in January, however, duration may extend in circumstances beyond control.*
 - b. *Spring Semester normally starts from February and ends in June, however, duration may extend in circumstances beyond control.*
- 6.2.** Each semester will be spread over a duration of sixteen to eighteen (16-18) weeks i.e. minimum sixteen (16) weeks of teaching excluding one to two (01-02) weeks for examinations.
- 6.3.** University/institutes are at liberty to enroll scholars (if they fulfill admission criteria) for any semester and issue transcript with letter grades at the end of the semester. 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 that semester or as the University management decides within the legal framework.
- 6.4.** Summer/condensed semester will be of eight to nine (08 – 09) weeks (inclusive of examination) of concentrated study for completing remedial course work.
- 6.5.** Scholar willing to avail summer semester has to apply on prescribed Pro forma (**Annexure 1**) in due time as per the Academic Calendar.
- 6.6.** The minimum cost of single course in the University shall be set (as per the University's approved rate) based on five (05) scholars.
- 6.7.** Scholar(s) shall be charged in the following manner:

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- 6.7.1. If the number of registered scholars in any course is less than five (05), then scholars shall have to bear the total fee (as per the University's approved rate) to start that course.
- 6.7.2. If the number of registered scholars in any course is more than five (05), then scholars shall have to pay the fixed cost (as per the University's approved rate).
- 6.8.** Depending on the availability of staff and necessary facilities (subject to financial feasibility and willingness of the teacher concerned). Scholars can enroll maximum of two (02) courses up to eight (08) credit hours during summer semester.
- 6.9.** Moreover, a scholar who has either failed or has been stopped to take the examination due to shortage of class attendance, deficiency/bridging course(s) or wishes to improve grade shall be allowed to register in summer/condensed semester.
- 6.10.** 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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7. SUPERVISOR AND SUPERVISORY COMMITTEE

- 7.1.** The process of supervisor allotment to the graduate scholars will be carried out at the time of admission for PhD and after admission for MS/MPhil or equivalent programs.
- 7.2.** The Chairperson/Head of concerned department will ensure that each faculty member's current supervision is as per Higher Education Commission's (HEC) guidelines and fulfilling the criteria for supervision of graduate academic program.
- 7.3.** A supervisor will be allotted to a graduate scholar, based on:
- Mutual consent of the supervisor and scholar;*
 - The available specialization among the supervisors and research interest of the scholar indicated at the time of interview/admission;*
 - Availability of approved supervisor in the department;*
 - A scholar may opt for a relevant supervisor from different/other department within the University with the permission of GRC of the parent department.*
- 7.4.** Supervisor can be changed at any time in genuine cases (with mutual consent of supervisor and the scholar) with strong justification through GRC and notified by Director ASRB. The supervisor may change the supervisory committee, duly recommended by GRC and notified by Director ASRB.
- 7.5.** In case of change of supervisor, the work done with the previous supervisor will be the property of the relieving supervisor, but can be part of the scholar's research work after prior consent of the relieving/previous supervisor.
- 7.6.** There shall be a Supervisory Committee (comprising minimum of two members) for each enrolled scholar in a graduate academic program comprising of a principal/main supervisor (within the University) and co-supervisor(s) (within or outside the University). The supervisor may include members (within or outside the University) in the supervisory committee as per the requirement of the research.
- 7.7.** A co-supervisor could be from the same academic department offering the degree program or from other research organization or any degree awarding institute. Furthermore, if some part of research is required to be conducted in other department

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of The University of Haripur or other university/research organization, then a co-supervisor can also be engaged from that institute.

- 7.8. A faculty member after retirement/ superannuation can act as a co-supervisor only. However, the retiring faculty before retirement may be allowed to supervise the allotted scholars till the completion of degree with prior written assurance.
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8. COURSE FILE

- 8.1. Maintenance of course file of each semester is compulsory for the teacher concerned.
- 8.2. At the end of semester, teacher shall submit the course file to the concerned Chairperson/Head of Department.
- 8.3. The “Course File” will have a complete record of semester’s contents, for instance:
- i. *Details of scholars’ enrollment / registration in the program.*
 - ii. *Timetable of classes.*
 - iii. *Course code and contents as per recommendation of respective Board of Studies.*
 - iv. *Weekly breakup of classes.*
 - v. *Details of rescheduling of classes, if any.*
 - vi. *Brief points of lecture’s handouts*
 - vii. *Record of assignments/ quizzes (one best and worst) / lab work given to the student with evaluation.*
 - viii. *Record of Mid-term Examination, including question paper and results.*
 - ix. *Record of Terminal Examination, including question paper and results.*
 - x. *Copy of one the best and the worst answer sheet submitted by the scholar in mid-term and terminal examination.*
- 8.4. **Course File Review:** At the end of a semester, the Quality Enhancement Cell (QEC) will visit each department to review the course files as per criteria mentioned in the Section 8.3. The review report will be submitted to the concerned Dean for necessary action, if required.
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9. SEMESTER DUES

- A. In case of first (1st) semester, no candidate will be entitled to deposit any dues if admission is not offered or to claim any right till the confirmation of the admission. A student shall be required to submit dues after confirmation of admission.
- B. For subsequent semesters, University dues (at the rate in vogue approved by the University’s authorities) shall have to be paid as per following schedule:

S.No.	Time of dues/fee submission	Fee
1.	<i>Within five working days of the commencement of classes.</i>	<i>Normal Semester Fee.</i>
2.	<i>From 6th to 10th working day of the commencement of classes.</i>	<i>Normal Semester Fee plus Fine as per the University’s approved rates</i>
3.	<i>From 11th to 15th working day of the commencement of classes.</i>	<i>Normal Semester Fee plus Fine as per the University’s approved rates</i>
4.	<i>From 16th to 20th working day of the commencement of classes.</i>	<i>Normal Semester Fee plus Fine as per the University’s</i>

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		approved rates
5.	<i>From 21st to 30th working day of the commencement of classes.</i>	<i>Normal Semester Fee plus Fine as per the University's approved rates</i>
6.	<i>From 31st working day of the commencement of classes till commencement of mid-term examination</i>	<i>Normal Semester Fee plus Fine as per the University's approved rates</i>

Note: The same schedule shall be followed for research scholars.

- C. It will be the responsibility of concerned Chairperson/Head of the Department to remain vigilant on defaulter students and timely intimate such students to pay the dues.
- D. Concerned teacher will not allow the defaulter student to sit in any examination and Chairperson/Head of the Department will ensure the implementation of rules.

9.1. Refund of Semester Dues

All freshly admitted students can apply for the refund in writing (Pro forma is attached as **Annexure 2**). The semester dues/fee charged under all heads shall be refunded in addition to refund schedule of Tuition Fee as prescribed in the UoH Statutes 2016 except Registration Fee and Admission Fee according to the following timeline:

Percentage of Refund	Timeline of Semester System	Timeline for Annual System
<i>Full (100%) fee refund</i>	<i>Up to 7th working day of commencement of classes</i>	<i>Up to 15th working day of commencement of classes</i>
<i>Half (50%) fee refund</i>	<i>From 8th – 15th working day of commencement of classes</i>	<i>From 16th – 30th working day of commencement of classes</i>
<i>No (0%) fee refund</i>	<i>From 16th working day of commencement of classes</i>	<i>From 31st working day of commencement of classes</i>

- a) Commencement of classes date shall be considered as per Academic Calendar of the University.
- b) Full security fee shall be refunded to student maximum till two years after completion of a study program or in case discontinues /transfers to any other institution for any reason after deduction/ adjustment of arrears (if any). After two years, the amount of security fee shall be transferred/deposited in Students Welfare Fund.
- c) In exception to the above, full refund of dues/charges/fee (including Admission Fee and Registration fee) shall be made to a student who remained successful in securing admission in a program/department but the program could not be started by the University for any reason. Furthermore, if a student has deposited fee mistakenly for a department, full refund of dues/charges/fee (including Admission Fee and Registration fee) shall be made to such student.
- d) In case, where a scholar remains failed to deposit dues within stipulated time due to any reason which involves procedural delay on the University's part and claims for fine waiver or refund of semester dues, such a case may

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be considered by a committee comprising of Head/Chairperson of concerned department (Convener), Registrar or his nominee (Member) and Treasurer or his nominee (Member/Secretary). In such a case, the decision of the committee shall be considered as final.

9.2. Payment of Semester Dues in Installments

1. There will be two installments. Scholar of any semester including newly admitted scholars can avail this facility.
 2. First (1st) installment will be admission and other charges excluding Tuition Fee.
 3. First (1st) installment will be submitted as per recommendations of Directorate of ASRB.
 4. Second (2nd) installment will be submitted before commencement of mid-term examination.
 5. The case of installment will be processed on the personal guarantee of University of Haripur employees only.
 6. In case of a student getting the benefits of installments, such student shall be eligible for fee refund as per policy.
 7. In case of failure of deposit of fee i.e. second (2nd) installment within due time i.e. mid-term examination, the same shall be deducted from salary of guarantor.
 8. The application will be processed on a prescribed Pro forma **Annexure 3** obtainable from University of Haripur website / concerned department.
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10. DUAL DEGREE ENROLMENT

All cases of dual enrollment/multiple degrees of the same period shall be dealt in accordance with the Higher Education Commission (HEC) policy in vogue (current policy of the Higher Education Commission (HEC) was notified vide No. DUAL DEGREE/AD-1/QA/HEC/2015/674, dated November 13, 2015) annexed as **Annexure 4**.

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11. REGISTRATION OF NEW SEMESTER

- 11.1. At the end of each semester (after the result announcement), scholar (if not dropped out) is required to register the new semester/courses (as per dates specified in Academic Calendar) through ERP/CMS/ Online System or in hard on a prescribed Pro forma (**Annexure 5**), if ERP/CMS/ Online System is not available. Scholar has to submit two copies of semester registration form to concerned Chairperson/HoD, one for the department and one for ASRB office. Concerned Chairperson /Head of Department will make sure that all the courses being offered in a semester are displayed on website/notice board, uploaded on ERP/CMS/ Online System and relevant teachers are assigned well before the start of semester registration. Registration of new semester is not required for first (1st) semester (fresh) scholars.
- 11.2. Scholar will mention all courses (repeat, improvement, major, minor, optional, university compulsory etc.) in the Pro forma and get it signed from concerned Supervisor. Scholar will discuss the courses with Supervisor before registering the semester/courses on ERP/CMS/ Online System.

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- 11.3.** If scholar could not apply for repeat/improve/deficiency courses (considering the maximum allowable credit hours limits) at the time of semester registration, then may apply it within ten (10) working days of start of classes by filling Registration/Withdrawal Pro forma or by registering through ERP/CMS/ Online System (if available) and get it signed from the concerned supervisor.
 - 11.4.** Scholar will pay the due semester fee (Fee challan may be generated automatically when scholar submit the semester registration form on ERP/CMS/ Online System) only in designated banks. Course(s) offered by other departments will also be visible to concerned Chairperson/HoD/scholars on ERP/CMS/Online System for registration.
 - 11.5.** Scholar who fails to register the semester within due time will be considered “suspended” and will be dealt as per “Suspension of Semester” rules. Such scholar will not be considered a regular scholar of the University in that period. The scholar may then register these course(s) in a subsequent semester.
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12. ADD / DROP / CHANGE / WITHDRAWAL OF COURSE(S)

- 12.1. Add / Drop / Change Course(s)**
 - i. Scholar willing to add any course(s) has to apply to concerned Chairperson/Head of Department on a prescribed Pro forma **Annexure 6** within ten (10) working days of the commencement of the semester considering the minimum/maximum course load for a semester.
 - ii. When a course, for which a scholar 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 seven (07) days after the date of enrollment and in this case scholar will not pay dues afresh.
 - iii. A scholar, after taking consent from supervisor and approval of the concerned Chairperson/Head of Department, may be allowed to change/drop a course within fourteen (14) working days of the commencement of a semester. If the dropped course belongs to the regular scheme of study then no semester fee will be refunded, however, if dropped course is taken as repeat/improvement/deficiency and scholar had paid extra fee, then same may either be refunded or adjusted in subsequent semester fee.
 - iv. A scholar may convert a credit course into a non-credit course or vice versa within fourteen (14) working days from the date of commencement of a semester with the consent of supervisor and approval of the Chairperson/Head of Department.
 - v. A scholar can drop (by freezing) an entire semester after registration/renewal, however, such scholar shall be required to pay semester charges for that semester as per semester freeze rules.
 - vi. The dropped semester shall be counted towards the maximum number of semesters allowed for completion of degree, provided further that the dropped semester will not be counted towards calculation of Cumulative Grade Point Average (CGPA).

12.2. Withdrawal of Course(s)

- i. Scholars are allowed to withdraw from a course till the commencement of mid-term examination. In such a case, the transcript shall record that the scholar enrolled in the course and withdrew. Consequently, grade “W” will be awarded

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to the scholar, which shall have no impact on calculation of the Grade Point Average (GPA) of the student.

- ii. A scholar withdrawing after the commencement of mid-term shall be automatically awarded “F” grade which shall be counted in the Grade Point Average (GPA) calculation.
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13. REPEATING (TO PASS OR TO IMPROVE) OR DEFICIENCY/ BRIDGING COURSE(S)

- 13.1. Scholar willing to repeat (to pass or to improve) or appearing for deficiency/bridging course(s) shall register for the same or an equivalent course whenever offered. Scholar has to apply for the registration of course(s) within ten (10) working days of commencement of classes on prescribed Pro forma (**Annexure 7**).
- 13.2. Scholar who gets “B or less grade” in a course can improve the course whenever offered to improve Grade Point Average (GPA)/ Cumulative Grade Point Average (CGPA).
- 13.3. To pass the failed course(s)/subject(s), a scholar shall be allowed to repeat failed course(s)/subject(s); same or recommended alternates whenever offered, till termination of maximum allowed duration of the program as well as extension allowed, however, “F” grade obtained earlier shall also be recorded on the transcript(s).
- 13.4. Scholar desirous to improve courses (B or less grade) after completion of degree requirement may be allowed to do so till termination of maximum time allowed for degree completion and subject to the condition that the same course is being offered by the department (as per the approved Scheme of Studies) at the time of improvement. After improving course(s), if one gets the grade less than the previous, the previous grade will be counted towards the calculation of CGPA.
- 13.5. In case a student repeats the failed course which has already been taken, then:
- The old grade will be replaced with the new grade and will be marked improved/repeated on the Detailed Marks Certificate (DMC).*
 - In case, a student takes a new course in lieu of the course failed, both the grades will be reflected on transcript, i.e. old course grade (for information only) and new course grade for calculation of grade.*
- 13.6. Fee/charges for repeating (to pass or to improve) or appearing for deficiency/bridging courses shall be as follows:
- Scholar shall be charged full semester fee till submission of final thesis (read in conjugation with Section 40.3 and 55.1 (c)).*
 - In case of repeating (to pass or to improve) or appearing for deficiency/bridging courses within the degree duration shall pay additional fee/charges (for one course) as per the University's approved rate, (not applicable on condensed/ summer semester).*
 - Scholars applying for improvement after completion of degree shall have to pay charges for each lapsed semester along with full semester fee for registering the concerned semester as per the University's approved rate*
- 13.7. Attendance shall not be mandatory for scholars repeating for improvement.
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14. ATTENDANCE

- 14.1.** Every scholar of the University is required to maintain at least 75% of the attendance in each course. A scholar who fails to meet the minimum requirements of attendance in any course shall not be allowed to take final examination for that course.
- 14.2.** In courses with Lab, every scholar studying such course is required to maintain at least 75% of the attendance in a lab and 75% in a classroom, separately. A scholar who fails to meet the minimum requirements of attendance, either in Lab or in a classroom, shall not be allowed to take final examination for that whole course
- 14.3.** Teacher shall record (soft/hard) and update (ERP/CMS/ Online System) scholars' attendance within five (05) working days of a particular week. If a teacher could not update (ERP/CMS/ Online System) attendance within the stipulated time, the teacher shall send a request to Directorate of IT Services through concerned Chairperson/Head of department for update of attendance record. In case of a compliant placed by a scholar or if any ambiguity exists relating to scholar's attendance, the Graduate Admission Committee (GAC) shall listen to the scholar, consider the matter and decide in writing, which shall be considered final.
- 14.4.** Scholars short of attendance will be detained and examination admit-cards/clearance certificate (ERP/CMS/ Online System generated) shall clearly mention that "this admit card is not valid for subject(s) with less than 75% attendance" (**Annexure 8**).
- 14.5.** A scholar having less than 75% attendance will be considered failed and shall be awarded 'F' grade in that subject.
- 14.6.** Scholars having class attendance less than 75% in a particular course will be required to repeat the full course when it is offered again.
- 14.7.** Absence from class for two (02) consecutive weeks or more [two weeks means six (06) classes of a three (03) credit hours course and four (04) classes of a two (02) credit hours course] without any genuine reason shall entail cancellation of registration in the course (either by the class teacher or automatically on ERP/CMS/ Online System) which would only be restored on appeal to the concerned teacher made within five (05) days of the cancellation with payment of due charges as per approved rate [to be submitted in Departmental Fund (DF) subject to the condition that minimum attendance percentage requirement will be fulfilled. Otherwise, the concerned teacher will intimate the Chairperson/Head of the Department for notification of the cancellation of registration in the course that will be visible on the scholar portal.
- 14.8.** Leave up to seven (07) days shall be sanctioned by the Chairperson/Head of the concerned department/institute. Sanction of leave beyond seven (07) days will be granted by the concerned Dean on the recommendations of the Chairperson/Head of the concerned department. 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 scholar will not be eligible to appear in terminal examination.
- 14.9.** The required minimum attendance will be 75%. However, the Departmental Students' Grievances Redressal Committee (as mentioned in the Semester Rules and Regulations) may relax it up to 10 % with resultant attendance of up to 65 % as follows:

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- i. A scholar of any level/program shall be given relaxation in required attendance up to 10% with fine (at an approved University rate) for each percent of shortage of attendance in a course and that fine shall be submitted in the Departmental Fund (DF).

15. SEMESTER(S) FREEZE, UNFREEZE AND SUSPENSION

15.1. Semester(s) Freeze

- 15.1.1. Scholars can apply for freezing of study (only during coursework) for maximum one (01) semester in MS/MPhil or equivalent programs and two (02) semester(s) in PhD degree program. During the frozen semester, the scholar will not be allowed to take any course in university.
- 15.1.2. In normal circumstances semester freeze will not be allowed in the first semester. Under special circumstances, freezing of first semester can be considered subject to approval by the concerned Dean. Scholars repeating the semester due to shortage of CGPA, but courses which scholar intends to improve/repeat are not being offered in that semester, in such case scholar may freeze the semester and pay a prescribed fee/charges (as per approved University's rate) for each frozen semester.
- 15.1.3. Scholar will apply to the concerned Chairperson/Head of the Department on prescribed pro forma (**Annexure 9**). The Chairperson/Head of the Department will forward the case to concerned Dean for approval. On approval from Dean, Chairperson/Head of the Department will notify accordingly (Update ERP/CMS/ Online System) making sure the freezing fee is paid and will intimate same to the offices of the Directorate of ASRB /Treasurer/Dean/Directorate of IT Services/Controller of Examinations etc.
- 15.1.4. Freezing semester within two (02) weeks of commencement of classes will require payment of prescribed fee/charges as per approved University's rate. In case full semester fee already paid, the same will be refunded or adjusted upon unfreezing of the semester, as the case may be.
- 15.1.5. Freezing semester before the commencement of midterm will entail forfeiture of 50% (only) of total semester fee while remaining half will be refunded or adjusted upon unfreezing of the semester, as the case may be.
- 15.1.6. Freezing semester before the commencement of terminal examination will entail 100% forfeiture of semester fee.

15.2. Semester Unfreeze

- 15.2.1. To unfreeze the semester, scholar will apply on a prescribed Pro forma (**Annexure 10**) to the Chairperson/Head of the Department within two (02) weeks of commencement of classes who will notify to all concerned accordingly with the approval of the concerned Dean. (Update ERP/CMS/ Online System).
- 15.2.2. All cases of freeze and unfreeze shall be moved on file by the concerned Chairperson/Head of the Department [with a note sheet and draft for approval (DFA)] to the concerned Dean.

15.3. Suspension of Semester(s)

- 15.3.1. Scholar who is marked absent from classes beyond the allowed duration or did not pay pending semester fee [except for first (1st) semester admission] within due time will be considered suspended (Teacher/Head of the

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Department to update ERP/CMS/Online System).

- 15.3.2. Maximum of two (02) consecutive semesters may be considered towards suspension. Thereafter, scholar will be considered expelled from the roll of the program/university.
- 15.3.3. Suspended semester(s) shall be counted towards the maximum allowed duration of the concerned program of study and, in no case, maximum allowed duration of the program shall be extended on basis of suspension or freeze of a semester(s). However, suspended/frozen semester(s) shall carry no numeric or letter grade on transcript.

15.4. Restoration of Suspended Semester

- 15.4.1. To reactivate the suspended semester, scholar will have to apply to the Chairperson/Head of the Department either before the start of semester or within two (02) weeks of the commencement of the classes who will notify the same with the approval of concerned Dean and after the payment of due semester fee, if any, as mentioned in Section 15.4.2. below (ERP/CMS/ Online System will be updated). The Chairperson/Head will intimate same to the offices of the Directorate of ASRB /Treasurer/Dean/Directorate of IT Services/Controller of Examinations etc.
 - 15.4.2. At the time of restoration of semester, fee/charges (as per approved University's rate full semester fee along with fine as per approved University rate for each suspended semester) will be charged for each suspended semester.
 - 15.4.3. All cases of restoration shall be moved on file [with a note sheet and draft for approval (DFA)] to the concerned Dean.
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16. MAKEUP EXAMINATIONS

- 16.1. Make-up examinations shall be conducted on the request of those scholars who have fulfilled all requirements for appearing in the mid/final term examination but could not appear due to attending sports/national/international event on behalf of the University or any other certain/valid reason. Scholar has to apply on a prescribed pro forma (**Annexure 11**) to the concerned Head/Chairperson of the Department for makeup examination request along with justification within ten (10) working days of completion of relevant examination.
- 16.2. If re-take is approved by the Chairperson/Head for final term examination, *Grade "I"* shall be granted to the approved cases, which must be converted into an earned grade within three (03) weeks from the date of declaration of the result by department; otherwise *Grade "I"* shall be converted into *Grade "F"* automatically. In case of midterm examination, the concerned Chairperson/Head of the Department has to submit the results to the Controller of Examinations within three (03) weeks after the completion of mid-term examination.
- 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 examination.
- 16.4. There will be no make-up/special examination in a semester for failed scholars; if a scholar fails in a course, such a scholar is required to repeat it, whenever offered.
- 16.5. In case of make-up examinations (mid or terminal examination), the scholar shall pay a prescribed fee/charges (as per approved University's rate) for the mid-term and terminal examination, (within the specified time). The Chairperson/Head of the

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Department will send the approval to the Director ASRB for issuance of fee challan.

- 16.6.** As an exception to the above (particularly on medical grounds), special make-up exams may be arranged (till the end of subsequent semester) for scholars on recommendation of the concerned Chairperson/Head of the concerned department (with valid documentary evidence) and approval from the Dean.
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17. TRANSFER OF CREDIT HOURS

- 17.1.** Credit hours shall be transferred (within the same degree program) between the University of Haripur and chartered universities/institutes on the recommendations of Graduate Admission Committee (GAC) of concerned department.
- 17.2.** The credit transfer shall be subject to the following conditions:
- Scholar has to apply at least one month before the start of semester but in no case after one week of start of classes along with the following documents:
 - *Attested/Verified photocopies of all academic certificates (from matriculation onwards).*
 - *Original/Verified transcripts of the semester(s) issued by the Controller of Examination Office of the parent university.*
 - *Original recent Bonafide Certificate from the parent university.*
 - *No Objection Certificate (NOC)/Migration Certificate issued from the parent university (in original).*
 - *Complete scheme of studies with course contents of parent institution.*
 - *Attested photocopy of NIC.*
 - Scholar has passed at least one semester in the parent institution.
 - Scholar must be fulfilling the admission criteria of that program.
 - There must be a vacant seat available in that program.
 - The course for which credit is claimed has not been used for any degree obtained.
 - The course for which credit is claimed shall not be more than three years old (inclusive of course work period).
 - Only those courses and credits shall be considered for transfer in which the applicant has got grade “B” or higher as per parent institution grading policy. In case, if only percentage is written/ mentioned on transcript, the applicant shall be required to provide grading policy of the parent institution.
 - The courses shall be transferred on course to course basis. The transferred course must be similar in content and scope to a UOH course (at least 70%).
 - The maximum transferable courses shall not be more than 50% of total credit hours required for the completion of coursework of the graduate academic program at The University of Haripur.
 - Study period spent in parent institution shall be counted toward the maximum allowed period to complete the degree.
 - The total courses transferred shall be reflected along with credit hours (without grades) on the transcript issued by The University of Haripur with reference to the parent institution. The transferred credit hours shall not be counted towards the Cumulative Grade Point Average (CGPA) calculation.
- 17.3.** The applicant has to pay processing fee for transfer of credit hours as per the University's approved rate. Furthermore, on admission, scholar will pay the

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semester fee as of first (1st) semester student admitted in that current session and for the subsequent semesters, the fee shall be charged at par with the scholars enrolled in the same session.

- 17.4.** Application (on prescribed Pro forma **Annexure 12**) along with all necessary documents will be submitted to the concerned Chairperson/Head of the Department, which will be evaluated by the Graduate Admission Committee (GAC). The Graduate Admission Committee (GAC) may co-opt members from other disciplines for courses other than the major subjects. The Graduate Admission Committee (GAC) will submit its detailed report to the “*Faculty Credit Transfer Committee*” comprising of the following for final approval and notification by the Director Academics and Research (DAR):
- Concerned Dean as *Convener*
 - All Deans as *Members*
 - Concerned Chairperson/Head of Department as *Member*
 - Controller of Examinations as *Member*
 - DAR/Director, ASRB or his nominee as *Member/Secretary*
- 17.5.** Transfer of credit Hours from The University of Haripur shall be allowed as follows:
- 17.5.1. Transfer of credit hours will subject to the following conditions:
- a. *Scholar must have completed the first (1st) semester at the University.*
 - b. *After completion of coursework, the Scholar must not have prepared or submitted the first draft of synopsis to the respective Supervisor.*
 - c. *Scholar has paid a prescribed fee for issuance of No Objection Certificate (NOC) along with payment of fee for any lapsed/ suspended semester(s) as per the University's approved rates.*
- 17.5.2. The Chairperson/ Head of Department will forward the case to the Directorate of ASRB with the approval of concerned Dean, for issuance of No Objection Certificate (NOC). After confirmation that the scholar has cleared all previous dues and subsequent issuance of No Objection Certificate (NOC), the ERP/CMS/ Online System will be updated accordingly. Furthermore, after issuance of No Objection Certificate (NOC), scholar will be not on the roll of the University.
- 17.5.3. A scholar who has obtained No Objection Certificate (NOC) for transfer credit hours from the University but has not secured admission in another institution may be re-admitted to the University on the recommendation of Graduate Admission Committee (GAC) within fifteen (15) days of the commencement of classes in the same semester or the subsequent semester. The Directorate of ASRB will notify the cancellation of No Objection Certificate (NOC) through concerned Chairperson/Head of the Department.

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18. CREDIT SHARING FOR A GRADUATE COURSE(S)/ TRANSFER AMONGST PAKISTANI UNIVERSITIES

- 18.1.** Following policy guidelines will be followed for credit sharing/transfer of postgraduate courses amongst HEC recognized universities/DAIs:
- a. Every university (host university) will upload their scheme of studies (including name and qualification of faculty member(s) teaching the course) and study plan covering course title, code, credit hours, objectives, detailed

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- course contents, recommended text / reference books, time schedule and course fee for each course, on their website two months before the start of the academic session/semester to enable students of other universities to adjust their time schedule for attending a particular course.
- b. Students desirous of attending a course at other universities will fill graduate course sharing application form and send it to Registrar of the Host University thorough their own parent university (The University of Haripur).
 - c. Host University will ensure following before allowing the student to attend the course:
 - i. *There is no over-crowding and students of Host University do not suffer because of shortage of resources/space/equipment.*
 - ii. *The desirous student has sufficient pre-requisite knowledge of the course which s/he intends to attend. Same may be assessed through last transcript and / or interview of the students (copy of the last transcript is to be attested).*
 - d. Parent University (The University of Haripur) will ensure that a student is not allowed to take a course which is being offered by it in the current semester.
 - e. Registration number of the Parent University (The University of Haripur) shall be used by the Host University for result preparation and declaration. The Host University would however, assign its own registration number while registering the student for the course.
 - f. Rules/Regulations of the Host University for the examination, attendance, leave discipline etc. will be applicable to the students from other universities as well.
 - g. Counting of shared credits towards CGPA calculation for a program will be as per policy of the university in which the student is registered.
- 18.2.** Result of the guest student will not be notified by the Host University. The result/transcript for the particular course showing code No, name of the course, No of credits, duration and grade earned will be issued by the Host University. The Parent University will incorporate the grades earned by a student in a Host University as per its own statutes/policy i.e. the calculation of CGPA.
- 18.3.** Maximum countable courses that a student can take outside the own university shall be two (02) courses for graduate academic programs. However, there will be no restriction on the additional courses (non-credited)
- 18.4.** Credit sharing of only graduate courses shall be allowed which are taught by fully qualified faculty and well known in his/her area of specialization.
- 18.5.** Improvement/repetition of courses as a policy will not be allowed, however, Parent University can recommend cases of students facing acute domestic problem, valid reason subject to approval by the Host University.
- 18.6.** Contents of the course should be attached with the application to check usefulness/relevance of the course.
- 18.7.** Tuition fee per credit hour will be charged as per rules of the Host University (Parent University, where tuition fee is charged on monthly basis may reimburse such fee)
- 18.8.** Host University may accept or reject the request of a student to attend a course.
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19. RE-ADMISSION/EXEMPTION OF COURSES

- 19.1. The time barred/dropped out scholars may apply for readmission in the same program.
 - 19.2. Any scholar desirous of readmission in any program may avail exemption for courses not older than three (03) years (inclusive of coursework period) in the coursework.
 - 19.3. Only those courses shall be considered for exemption in which the applicant has got grade 'B or equivalent' or higher, subject to recommendation of GAC.
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20. GRADUATE RESEARCH COMMITTEE (GRC)

- 20.1. The Graduate Research Committee (GRC) shall be the main recommending body in matters pertaining to graduate studies such as facilitating graduate research work, evaluation of research proposal/synopsis, thesis and send recommendations to Advanced Studies & Research Board (ASRB) for approval. The primary objectives of the GRC are to achieve excellence in research and timely completion of theses of graduate scholars.
- 20.2. Graduate Research Committee (GRC) shall comprise of the following members:
 - i. *Chairperson/HoD (Convener);*
 - ii. *Two faculty members of concerned department (members);*
 - iii. *Two faculty members from other relevant department(s) to be recommended by Chairperson of the concerned department and approved by concerned Dean;*
 - iv. *Departmental Graduate Coordinator shall act as member cum secretary to maintain record of all proceedings of the GRC meetings.*
 - v. *The Chairperson/HoD may have any other co-opt member(s) as and when required.*
- 20.3. The Chairperson concerned department shall send nomination of GRC to concerned dean for approval, notify the GRC and send a copy to all concerned. The GRC members will suggest changes/improvement on a specified Pro forma(s).
- 20.4. The number of GRC members shall be six (06), in case where the total number is less than six (06), then on the recommendations of Chairperson/HoD, the concerned Dean shall appoint the deficient number of member(s) from other department(s) of the University.
- 20.5. The minimum quorum of GRC for the meeting shall be four (04) with at least one (01) member from other department. The tenure for the members shall be three (03) years.
- 20.6. Graduate Research Committee (GRC) shall perform the following functions:
 - a. *Recommend changes in supervisory committee with mutual consent of supervisor/co-supervisor and the scholar, for notification by the Director, ASRB.*
 - b. *Evaluation of research proposal/synopsis of graduate scholars and forward the recommendations to ASRB.*
 - c. *Consult regarding the direction and research progress of a scholar.*
 - d. *Review of the final thesis submitted by the scholar before submission to ASRB for external evaluation.*
 - e. *Ensure/certify the proper incorporation of changes/comments in thesis suggested/proposed by external examiners (before viva-voce/public defense) or*

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- by jury (after viva-voce/public defense), before final submission to ASRB.*
- f. Recommend the extension in maximum time allowed for degree completion.*
 - g. Consider and recommend minor corrections in the research proposal/synopsis title duly notified by Chairperson/Head of the concerned Department, or otherwise send the case to ASRB for approval (in case of major changes).*
 - h. Any other research matter concerned with graduate scholars research.*
- 20.7.** The mechanism for the conduct of GRC meeting shall be as follows:
- a. In general, there will be at least ten (10) meetings per year or as per requirement of concerned department, scheduled well in advance.*
 - b. GRC meeting/working paper should be distributed to members at least seven calendar days prior to each meeting to enable members to read the working paper and properly prepare for the meeting.*
 - c. The Chairperson/HoD shall preside over meetings of the GRC.*
 - d. If the Chairperson/HoD is absent or unable to discharge the duties of their office, the nominee of the Chairperson/HoD shall convene the meeting.*
 - e. All matters shall be decided by a simple majority of the members present.*
 - f. The Secretary will be responsible to record and maintain overall record of the GRC activities.*
 - g. Copy of the minutes will be sent to all concerned members including Dean and Director ASRB.*
- 20.8.** Performance of GRC has to be reviewed annually by the Dean concerned.
- 20.9.** The role and responsibilities of the Chairperson/HoD as “Convener” of GRC will be as under:
- a. The Chairperson/HoD will be responsible for approving the agenda for GRC meeting, ensuring that the agenda items are consistent with the GRC functions.*
 - b. The Chairperson/HoD will also be responsible for ensuring that meetings are conducted in a professional manner, where all members are able to contribute as independent individuals; that decisions and recommended actions taken are clear at the meeting; and that the minutes are an accurate reflection of proceedings.*
 - c. The Chairperson/HoD may call a special meeting of GRC for any matter of urgency.*
- 20.10.** Duties of members of GRC will be as following:
- a. To be diligent in attending GRC meetings, to act with respect for other members and to act in the interests of the University as a whole and not to fetter their discretion by promoting the interests of particular groups.*
 - b. To avoid perceived, potential and actual conflicts of interest and an obligation to disclose a conflict of interest in matters considered by the GRC. If a member has any doubt, they should discuss the matter with the Chair.*
 - c. To support the decisions of GRC in letter and spirit.*
 - d. Not to make improper use of information obtained through their position as a GRC member.*
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21. GRADING POLICY

- 21.1.** Letter grading should only be used for representing the individual courses and not to report the semester GPA/CGPA.
- 21.2.** The percentage of marks or values of grades other than grade points should not be

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- reported on the transcripts.
- 21.3.** 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.
- 21.4.** The equivalence between letter grading and numerical grading shall be as follows:
- Subject/course marks shall be recorded and reported in whole numbers and not in fractions/decimal.*
 - Calculation of Numerical Grade (NG) shall be calculated up to two digits after the decimal point.*
 - Rounding of percentage shall only be done at the time of calculation of final Cumulative Grade Point Average (CGPA) in the last semester of the degree program.*
- 21.5.** The result of a student in each course having passed or failed shall be indicated on the transcript by letter grade. For a scholar completing study program in the normal prescribed period / semesters, a mention to this effect shall be made in their transcripts.
- 21.6.** Keeping in view the variations related to both academic systems (semester and annual system), The University of Haripur has adopted the policy of Absolute Grading System as per following details:

The University of Haripur Grading Sheet			
Percentage Marks	Numerical Grade (NG) Range	Letter Grade	Quality of Performance
0-49	0.00	F	<i>Fail</i>
50-53	1.00-1.25	D	<i>Minimum acceptable</i>
54-57	1.33-1.58	D ⁺	<i>Minimum acceptable</i>
58-60	1.67-1.83	C ⁻	<i>Adequate</i>
61-63	1.92-2.08	C	<i>Adequate</i>
64-67	2.17-2.42	C ⁺	<i>Adequate</i>
68-70	2.50-2.67	B ⁻	<i>Good</i>
71-74	2.75-3.00	B	<i>Good</i>
75-79	3.08-3.42	B ⁺	<i>Good</i>
80-84	3.50-3.90	A ⁻	<i>Excellent</i>
85-100	4.00	A	<i>Excellent</i>

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

Detailed Numerical Grades (NG) and Corresponding Percentages								
%age Score	NG	Letter Grade	%age Score	NG	Letter Grade	%age Score	NG	Letter Grade
Below 50	0.00	F	62	2.00	C	75	3.08	B ⁺
50	1.00	D	63	2.08	C	76	3.17	B ⁺
51	1.08	D	64	2.17	C ⁺	77	3.25	B ⁺
52	1.17	D	65	2.25	C ⁺	78	3.33	B ⁺
53	1.25	D	66	2.33	C ⁺	79	3.42	B ⁺
54	1.33	D ⁺	67	2.42	C ⁺	80	3.50	A ⁻
55	1.42	D ⁺	68	2.50	B ⁻	81	3.60	A ⁻
56	1.50	D ⁺	69	2.58	B ⁻	82	3.70	A ⁻

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57	1.58	D ⁺	70	2.67	B ⁻	83	3.80	A ⁻
58	1.67	C ⁻	71	2.75	B	84	3.90	A ⁻
59	1.75	C ⁻	72	2.83	B	85-100	4.00	A
60	1.83	C ⁻	73	2.92	B			
61	1.92	C	74	3.00	B			

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22. CONVERSION OF ANNUAL SYSTEM MARKS TO GRADE POINT AVERAGE (GPA)/ CUMULATIVE GRADE POINT AVERAGE (CGPA)

Percentage obtained in Annual System	Letter Grade	Numerical Grade
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:

- a. The range of marks defined above for a particular grade may be split further to reflect incremental grade points.
 - b. This conversion table is only for the purpose of students who have obtained degrees under the annual system.
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23. COMPUTATION OF SEMESTER GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

- 23.1. **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.
- 23.2. **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.
- 23.3. The minimum qualifying CGPA for completion of MS/MPhil or equivalent degree shall be 2.50 and for PhD shall be 3.00.
- 23.4. Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) will be calculated using the following relationships:

$\text{GPA} = \frac{\text{Sum of the products in a Semester}}{\text{Total Semester Credit Hours}}$ $(\text{Product: Course Credit Hours} \times \text{Numerical Grade Earned})$

$\text{CGPA} = \frac{\text{Sum of the products in all Semester}}{\text{Total Credit Hours taken in all Semesters}}$ $(\text{Product: Course Credit Hours} \times \text{Numerical Grade Earned})$
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24. CRITERIA FOR PROMOTION, PROBATION AND DROPOUT

24.1. Criteria for MS/MPhil or Equivalent Academic Programs

- a. At the end of first semester, a scholar must obtain a minimum grade point average (GPA) of 2.50 to be promoted to second semester.
- b. If the GPA of a scholar at the end of first semester is 2.00 or more but less than 2.50, then the scholar shall be promoted to second semester on probation. If GPA is less than 2.00, then scholar will be dropped.
- c. At the end of second semester, if the CGPA is less than 2.50, then scholar will be dropped and may apply for re-admission as per rules.

24.2. Criteria for PhD Programs

24.2.1. For scholars admitted on the basis of BS or equivalent programs:

- a. In case, a scholar is unable to maintain GPA/CGPA of 2.50 or more in any semester, shall be dropped from the program and roll of the university. Such scholar may apply for re-admission as per rule.
- b. At the end of first semester, a scholar must obtain a minimum grade point average (GPA) of 3.0 to be promoted to second semester. If the GPA of a scholar at the end of first semester is 2.5 or more but less than 3.0, shall be promoted to second semester on "first probation".
- c. At the end of second semester, a scholar with Cumulative Grade Point Average (CGPA) of 3.0 and above shall be promoted to the next semester. A scholar with CGPA 2.50 or more but less than 3.0 shall be promoted to the next semester on "Second Probation".
- d. In third or any subsequent semester(s), if a scholar is unable to maintain a CGPA of 3.0 or more shall be dropped from the roll of the University, after availing the due probations.

24.2.2. For scholars admitted on the basis of MS/MPhil or equivalent programs:

- a. Scholars admitted in PhD program on the basis of MS/MPhil or equivalent programs, can avail only one (01) probation.
 - b. All the remaining conditions of probation mentioned in section 24.2.1 shall remain the same.
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25. ACADEMIC INTEGRITY

- 25.1. Students/scholars are expected to adhere to honest practices throughout their stay in the University. Some (not all) of the acts of academic dishonesty are listed here:

25.1.1. Use of Unfair Means/ Indiscipline in Examination

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 (UFM) Dealing Committee, will be dealt with in the light of policy in vogue (*Read in Conjugation with Section 30*).

25.1.2. Plagiarism

Deliberately presenting work, words, ideas, theories, etc. derived in whole or in part from a course external to the student as though they are the student's own efforts.

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Examples of plagiarism include, but not limited to the following:

- a. *Failure to use proper citations as acknowledgment of the true source of information presented in a paper, assignment, or any other academic exercise.*
 - b. *Presenting any work completed in whole or in part by any individual, group or organization other than the student, as though the work is the student's own, in any academic exercise.*
 - c. *Buying, selling, bartering, or in any other fashion obtaining or distributing material to be used fraudulently as part of any academic exercise.*
 - d. *All the plagiarism cases will be dealt as per approved HEC Policy. If needed, a Plagiarism Standing Committee may be constituted by the Competent Authority as per HEC guidelines.*
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26. SCHOLARS' GRIEVANCES REDRESSAL MECHANISM

26.1. Departmental Students' Grievances Redressal Committee

In order to redress the grievances of the students/scholars about any course instructor, grades or for any other academic issue/grievance, each Department shall have a committee comprising of three (03) senior faculty members duly notified by the concerned Chairperson/Head of the Department to address grievances of the students/scholars. The Chairperson/Head of the Department concerned may convene meetings of the Committee as and when required and proper record shall be maintained.

26.2. Procedure

- a. *Student/scholar shall submit grievance in writing to the concerned Chairperson/Head of the Department.*
- b. *The Chairperson/Head of the Department shall call a meeting of the committee and shall be bound to hear parties and submit report within (05) five days or before the start of registration for the new semester, whichever comes early.*
- c. *In case the any party is not satisfied with the decision of this committee, it can send appeal to the UoH Students' Grievances Redressal Committee.*

26.3. The UoH Students' Grievances Redressal Committee

There shall be an Appellate Committee at the University level "The University of Haripur Students' Grievances Redressal Committee consisting of the following members:

S.No.	Committee Members	Status
1	Concerned Dean	Convener
2	All Deans	Members
3	Controller of Examinations	Member
4	Concerned Head of Department	Member
5	Registrar or his Nominee	Member / Secretary

26.4. Disputes and Reviews

In case, a dispute arises on these Semester Rules & Regulations and the 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. The Committee shall consist of the following

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members;

S.No.	Committee Members	Status
1.	<i>Director Academics & Research</i>	<i>Convener</i>
2.	<i>Director ASRB</i>	<i>Member</i>
3.	<i>Director Undergraduate Studies</i>	<i>Member</i>
4.	<i>Director Affiliated Institutions</i>	<i>Member</i>
5.	<i>Director Quality Enhancement Cell (QEC)</i>	<i>Member</i>
6.	<i>Controller of Examinations</i>	<i>Member</i>
7.	<i>An elected faculty member of the Academic Council (to be nominated by the Vice Chancellor)</i>	<i>Member</i>
8.	<i>Registrar or his Nominee</i>	<i>Member/Secretary</i>
9.	<i>An Undergraduate Student (to be nominated by the Director, Undergraduate Studies)</i>	<i>Co-opt Member</i>
<i>The Convener may co-opt any other member from campus or other institutions as deemed suitable by committee.</i>		

Furthermore, the committee may propose changes in the existing Semester Rules or may propose new rules for the approval of the UoH Academic Council.

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27. UNIVERSITY'S DISCIPLINE

- 27.1. **The University of Haripur Students' Disciplinary Rules and Regulations**
Disciplinary/Criminal cases will be dealt as per "The University of Haripur Students' Disciplinary Rules & Regulations".
- 27.2. **Departmental Discipline Committee**
Each Officer in charge of the Hostel or Head of a University Department shall appoint a Discipline Committee consisting of three teaches of the University to deal with cases of indiscipline of its own students as may be prescribed.
- 27.3. **University Discipline Committee**
 - 27.3.1. University Discipline Committee shall consist of the following;
 - a. *All Deans amongst whom the Convener shall be nominated by the Vice Chancellor;*
 - b. *Registrar or his nominee;*
 - c. *Chairperson / HOD of the relevant department;*
 - d. *Controller of Examinations or his nominee;*
 - e. *Provost or his nominee;*
 - f. *Director Administration;*
 - g. *Chief Proctor (Secretary);*
 - 27.3.2. The quorum for a meeting of University Discipline Committee shall be two third of the total members.
 - 27.3.3. **Functions of the University Discipline Committee**
Functions of the University Discipline Committee shall be to;
 - a. *Propose Regulations to the Academic Council relating to the conduct*

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- of University students, maintenance of discipline and breach of discipline;*
- b. Impose minor / major penalties including to suspend, expel or rusticate students, on the basis of the inquiry conducted for violation of rules, regulations of the University or any gross misconduct; and*
 - c. Perform such other functions as may be assigned to it.*

27.3.4. Appellate Authority

The Appellate Authority against the decisions of the Discipline Committee shall be the Vice Chancellor.

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28. CONDUCT OF SEMESTER EXAMINATIONS

- 28.1.** All mid-term/terminal Semester Examinations of the University shall be held at the concerned department/institute or where the university's authorities decide, on the dates and schedule mentioned in the Academic Calendar or as may be notified by the Controller of Examinations. The Controller of Examinations will take necessary steps to make sure that examinations are conducted as per schedule in due manner.
- 28.2.** Mid-term and Terminal Examinations shall be administered by the Examination Office of the University.
- 28.3.** The examination focal person/exam coordinator the respective department/institute will notify the examination schedules at least two (02) weeks prior to the commencement of the mid-term/terminal examination and forward a copy of the schedule to the Controller of Examinations of The University of Haripur.
- 28.4.** A student/scholar shall be eligible to appear in the terminal examinations provided that the student:
 - a. Is an "active student" (not semester freeze, suspended) and on the roll of the University during the semester;*
 - b. Has registered for the course(s) of study,*
 - c. Has fulfilled the minimum class attendance requirement and*
 - d. Has paid all the University dues (semester fee, hostel fees, fines, etc. if applicable) within due time.*
 - e. Has the examination admit card.*
- 28.5.** Mid-term examination will be held in the mid of regular semester [eighth (8th) or ninth (9th) week of each semester]. The terminal examination will be held at the end of each semester as notified in Academic Calendar. Each department will announce the date sheet two (02) weeks before the start of examination and share the copy with the Controller of Examinations. It would be the responsibility of concerned Chairperson/Head of the Department to collect the attendance sheet of examination and submit to the Controller of Examinations, the University of Haripur on same day, in very genuine case on the very next day.
- 28.6.** Time allowed for mid-term examination will be one (01) hour, for the final examination shall be two (02) hours and forty (40) minutes will be given for practical part after the final examination (if applicable).
- 28.7.** 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.
- 28.8.** After marking the class tests, quizzes etc, mid-term examination and final examination papers may be shown to the students to discuss any reservation.

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- 28.9.** A student may apply for re-totaling of marks within ten (10) days of the announcement of results by the department and has to pay a prescribed fee/charges (per paper) as per approved University's rate. Re-totaling challan may be issued by the Chairperson/Head of the Department. Case will be considered by a committee comprising of the concerned Chairperson/Head of the Department (convener), the Controller of Examinations (or his representative as member), a representative from Directorate of Advanced Studies and Research Board (member) and the concerned teacher. The Chairperson/Head of the Department will decide all the cases within two (02) weeks after the receipt of request. If during the process of re-totaling the committee observes any miscalculation in marks, then the same will be corrected and record will be updated (on ERP), with intimation to the Controller of Examinations for correction of record.
- 28.10.** After re-totaling, if a student is not satisfied with the evaluation of paper and grades awarded, then student may apply to the Controller of Examinations within ten (10) days after declaration/notification of result by the Department and has to pay a prescribed fee/charges (per paper) as per approved University's rate. Re-checking fee challan can be collected from Controller of Examinations office. Paper shall be re-accessed by a committee comprising of concerned Dean (convener), the Controller of Examinations (secretary/member) and two (02) senior teachers of the concerned department (Including Chairperson/Head of the Department). Instructor/teacher whose paper is under consideration shall not be the member of committee. Convener may opt one external expert, if deem necessary. The Controller of Examinations will provide three (03) highly scored and three (03) least scored papers (mid-term and/or final term) of the subject to the committee for comparative analysis. Committee may hear both instructor/teacher and student. After re-evaluation, the Committee will notify the change (if any) in marks and record will be updated. The Committee will decide all the cases within one (01) month and decision of the committee shall be final.
- 28.11.** Teacher will submit the complete course file of each subject taught in the semester to the Chairperson/Head of Department after the declaration of result.
- 28.12.** Students with disabilities will be provided reasonable accommodations (facilitations) needed during exams on the recommendations of the Chairperson/Head of the teaching department. These accommodations (facilitations) may include modified exam materials such as Braille papers (Grade 1/un-contracted or Grade 2/contracted), large print exams: either A4 size (18pt bold font) or A3 size (15.5pt font) for students with visual impairment and special materials or lip-reading test for students with hearing impairments. Depending on the type of disability, including learning disabilities, arrangements such as the following may be made: extra time (25-100 percent extra time depending on the student's need), supervised breaks during the examination, reduced distractions, use of assistive technology such as computers/ laptops, use of an amanuensis, use of a reader or a scribe (The reader/amanuensis shall be of a lower grade of education than the candidate), option for an oral exam, separate invigilation, or a private area to take tests/exams. For physical disabilities, appropriate accommodations shall be provided depending on the individual case, including providing wheelchair access etc.
- 28.13.** All cases pertaining to Unfair Means (UFM) shall be dealt in accordance with the provisions made under the regulations relating to Unfair Means

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(UFM)/malpractices in the examinations through “Unfair Means (UFM) Dealing Committee” constituted by the University.

28.14. 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 an Unfair Means (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.*
- e. *In the open book examination, students may take text books, notes, files, or a calculator into the examination room with the permission of the concerned teacher/invigilation staff. However, laptops, palm computers, mobile telephone sets and other electronic devices are NOT permitted except where allowed in writing by the University authorities or concerned teacher. Students enrolled shall be informed from time to time about such items and limits during semester.*

28.15. Invigilation

28.15.1. The Chairperson/Head 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. One superintendent will be required for invigilation up to thirty (30) candidates. Furthermore, there will be an additional invigilator for every addition up to thirty (30) candidates.*
- b. *All answer books used in the examination are initialed by the invigilators. No other answer books are to be used.*
- c. *Answer books are issued to the invigilators five (05) minutes before the commencement of the examination and retrieved at the end of the examination.*
- d. *Chairperson/Head of the Department will collect student attendance report and will submit it to the Controller of Examinations, The University of Haripur on the same day or very next day.*

28.15.2. Invigilators are detailed by the Departmental Examination Officer of the department/institute after the approval of the Chairperson/Head of Department. They will report to the superintendent/deputy superintendent thirty (30) minutes before the commencement of examination and will ensure that:

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- 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 half time or not after a student has handed back the answer book (whichever is earlier).*
- d. *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 will hand it over to the superintendent or deputy superintendent after the examination.*

28.15.3. Inspection

Inspectors will be appointed by the Controller of Examinations with intimation to the Vice Chancellor for various examination center/hall of the University during the conduct of examinations.

28.15.4. Use of Reference Material During Tests / Examinations

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.

28.16. Question Papers

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.

28.17. It would be best that all teachers submit the question papers in signed & sealed envelope to the Chairperson/Head of the Department or Departmental Examination Coordinator before the start of examination to avoid delay in examination due to any unseen circumstance with teacher on examination day.

28.18. Students Responsibility/ Instructions To The Candidates

- 28.18.1. Candidates will report to the examination hall/room, half an hour before the time fixed for the examination on the first (1st) day and ten (10) minutes on subsequent days. No books, notes or documents or other electronic devices like mobile, headphones, blue-tooth are to be taken in the examination room except those authorized by the examination.
- 28.18.2. Female invigilator may check the ears of female candidates to avoid the

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- use of Electronic devices.
- 28.18.3. No candidate shall be allowed to enter the examination centre 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 half time after the commencement of the mid-term and terminal examination.
- 28.18.4. In case the examination starts late, for any reasons to be recorded in writing by the Superintendent and forwarded to the Chairperson/Head of Department concerned, the Superintendent shall extend the time to the extent of that delayed period.
- 28.18.5. No candidate shall leave the examination hall without the permission of the superintendent.
- 28.18.6. No candidate shall be allowed to leave the examination hall until first half of the scheduled time for that examination has passed. In case, a candidate has to leave the examination hall in an emergency situation before this time, for any reasons to be recorded in writing by the Hall Superintendent, such a candidate shall not be allowed to take the question paper with him/her.
- 28.18.7. No candidate shall be allowed to re-enter the examination hall if leaves after handing over the answer book.
- 28.18.8. No candidate shall be allowed to use toilet facilities during the last fifteen (15) minutes of the examination except in emergency.
- 28.18.9. The candidate shall fill in the details on the title page of the answer book and continuation sheet.
- 28.18.10. Candidate shall not ask for, and shall not be given any explanation about the question paper except misprint/error.
- 28.18.11. Candidate shall not borrow anything like ruler, pen, calculator etc. from other candidates during the examination in any circumstances.
- 28.18.12. Candidate shall not talk or disturb other candidates after commencement of the examination.
- 28.18.13. Candidate shall not remove a leaf or a part thereof, from the answer book continuation sheet.
- 28.18.14. While leaving the examination hall candidate shall handover all answer books/papers etc to the Supervisory staff.
- 28.18.15. 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”.
- 28.18.16. In case answer book of a candidate is lost after being collected by the Hall Superintendent, and if the candidate passes in all other subjects of the examination, such a candidate may be required to reappear in that one subject of which answer book is lost. If, on reappearing, a candidate obtains passing marks, s/he 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 respective Dean, shall be final.
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29. RESULTS

- 29.1.** Teacher will submit result of mid-term and terminal examinations to the Chairperson/Head of Department on prescribed ERP generated Pro forma or hand filled (if ERP is not available) within days as specified in academic calendar, for onward submission to the Controller of Examinations in due dates as specified in the Academic Calendar.
 - 29.2.** Teacher will include the marks of class tests/quizzes and assignments taken before mid-term in mid-term award list and similarly with final award list.
 - 29.3.** Teacher has to submit one best and one worst of each assignment/quiz/project etc while submitting the mid-term as well as with final results.
 - 29.4.** Teacher will make three (03) copies of each award list, one for course file and one for departmental record kept by Chairperson/Head of the Department and one to submit to the Controller of Examinations. It would be responsibility of respective Chairperson/Head of the Department to collect the results from all teachers and announce the results within due date as per Academic Calendar. Result may be displayed on notice board for the information of students.
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30. UNFAIR MEANS (UFM) / MALPRACTICES

30.1. Use of Unfair Means/Indiscipline in Examinations

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 (UFM) Dealing Committee, will be dealt with in the light of policy in vogue. Use of unfair means generally covers the following:

- 1. An attempt to have access to the question paper before the test/examinations.*
- 2. Communicates directly or indirectly with invigilation staff 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.*
- 3. 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.*
- 4. Use/possession of unauthorized reference material during test/ examination. Whether the material is used or not during the examination.*
- 5. Any form of communication by the candidate with any one in or outside the examination room while the test / examination is in progress.*
- 6. Unauthorized entry into faculty's office or that of staff with the intention of having an access to or tampering with the official record / examination paper etc.*
- 7. Receives assistance from other persons in the examination.*
- 8. Gives assistance to another candidate or allow him/her to copy from his/her answer book in the examination.*
- 9. Removes a leaf or leaves from the answer book.*
- 10. Uses abusive or obscene language in answer book by a candidate.*
- 11. Smuggles an answer book in or out from the examination hall.*
- 12. Candidate/guardian/relative communicates directly or indirectly with any*

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official of the University or officials on examination duty with the intention of obtaining any information connected with the examination, which such official is bound not to disclose, such communication may be deemed to have been made by the candidate and hence shall be liable for penalty or penalties.

13. *If a candidate gains admission to the examination or attempts to gain admission by making a false statement in his/her admission form.*
14. *Producing a false document forging another person's signature on a document.*
15. *Allowing another person to impersonate him/her.*
16. *If a candidate possesses any firearms or anything capable of being used as weapon of offence in or around the examination centre/hall/room or assaults or threatens to assault a person engaged in the conduct of an examination.*
17. *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.*
18. *If a person on the rolls of the University obstructs any University official, the Inspector of any examination centre 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 Unfair Means (UFM) penalties.*

30.2. Punishments / Penalties to be awarded to Unfair Means (UFM) Candidates:

1. *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, the superintendent will report to the Departmental Examination Officer/Chairperson/Head of the Department.*
2. *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 (02) semesters and fine imposed as per approved University's rate (or both).*
3. *Any candidate found guilty of impersonation and is on the rolls of the university/ or constituent institution, s/he 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 (05) years with a fine imposed as per approved University's rate (or both).*
4. *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 may 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*.*

** In case of his/her conviction by a court of law for cheating by impersonation will*

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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.

5. 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.
6. 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 shall be imposed by the Unfair Means (UFM) Dealing Committee.
7. 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 Examination, Superintendent, departmental examination officer or any officer duly authorized by the university and shall be disqualified for a period up to three (03) years to appear in any examination of the University along with imposition of suitable fine.
8. 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.
9. 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 (01) year (02 semesters).
10. 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 (02) consecutive semesters and a fine imposed as per approved University's rate.
11. Any candidate found guilty of smuggling/taking answer book/related document with him/her or stealing of blank answer book/additional sheet/other document, shall be disqualified for a period of three (03) years to appear in any examination of the University and his/her regular admission from the department/institute be cancelled. In addition a fine as deemed suitable will be imposed by the Unfair Means (UFM) Dealing Committee.
12. 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, such case shall be dealt as UFM and the answer book of such candidate shall be cancelled by the UFM dealing committee.
13. Any candidate found guilty of influencing or attempting to influence, the Invigilation 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.
14. Any candidate who refuses to obey invigilation staff or changes his/her seat with another candidate, or changes his/her roll number, shall be reported to the UFM dealing committee and his/her answer book as well as the concerned paper shall be cancelled and may be with fine.

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15. 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.
16. In case of any emergency, concerned Invigilation Staff will report to the Dean, who may suggest any suitable punishment (in commensuration with the gravity of offence) to the Vice Chancellor, without reference to the Committee, to any candidate or to any student on the rolls of the University.
17. 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, s/he shall be liable to the same penalty to which the candidate is liable in respect of the offence abetted.
18. If a person on the rolls of the University obstructs any University official, the Inspector of any examination centre or any person connected with the conduct of an examination, in the discharge of such person's duties, he shall be liable to be expelled from the University for a period not exceeding three (03) years, inclusive of the year in which the offence occurred.
19. The above penalties 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.
20. **Act of Supervisory/Departmental Staff:** If supervisory staff, paper Assessor, practical examination 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.
21. Invigilation staff shall confiscate any material used as Unfair Mean (UFM) (mentioned above) by the student and will fill the report form (**Annexure 13**, if available to him or may write details on white paper) and submit it to the Controller of Examinations, The University of Haripur.
22. In case of any physical interruption, physical assert, or impersonation case (as mentioned above), invigilation staff will write detailed report and get counter sign from any senior colleague present in Hall (if any) and will submit it to Controller of Examinations, The University of Haripur. If possible, invigilation staff may take photos or video of event or persons involved.
23. On whispering/talking, glancing, looking, Staring, responding to others whispers, assisting others in seeing own answer sheet or other offences of similar nature and intensity invigilator/inspector/examination may warn, change the seat on repeating the same.

30.3. Unfair Means (UFM) Dealing Committee

1. The Vice Chancellor shall appoint on recommendations of the Controller of Examinations, a Committee for a period of two (02) years to be known as the "Unfair Means (UFM) Dealing Committee" to deal with cases of the alleged use of unfair means, or other matters affecting the discipline of the students/scholars in connection with examinations as reported by the Controller of Examinations.
2. The Unfair Means (UFM) Dealing Committee shall comprise of a minimum of

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- three (03) and a maximum of five (05) senior faculty members. The Controller of Examinations (or his nominee) shall be its Member/Secretary.
3. Each member shall have a single vote.
 4. The senior member of faculty shall be the convener of the Committee.
 5. The quorum of the Committee shall be two-third of its total membership.
 6. In case of difference of opinion among the members, the majority decision shall be regarded as the decision of the Committee.
 7. No penalty shall be imposed on a candidate unless s/he has been given a reasonable opportunity to show cause against the action committed by him/her.
 8. The Unfair Means (UFM) Dealing Committee shall be the authority to determine the charge of a breach of the rules of examinations and give the verdict.
 9. A candidate, aggrieved by the decision of the Unfair Means (UFM) Dealing Committee, may appeal to Appellate Committee within seven (07) days of the Unfair Means (UFM) Dealing Committee decision.
 10. In case of an emergency, the Convener shall be competent to award suitable punishment to a student for breach of any law/rules pertaining to examination.
 11. The Controller of Examinations will take all necessary steps to conclude all the Unfair Means (UFM) cases within one (01) month after the completion of examination.

30.4. Appellate Committee

1. Any student/scholar who is not satisfied with the decision of Unfair Means (UFM) Dealing Committee may lodge appeal to the University Central Appellate Committee within seven days of the notification from Unfair Means (UFM) Dealing committee decision.
 2. The Vice Chancellor will appoint a Central Appellate Committee to hear the appeals against the decisions of the Unfair Means (UFM) Dealing Committee. The Committee shall comprise of three (03) senior faculty members preferably headed by a Dean and Controller of Examinations shall act as secretary. 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.
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31. ISSUANCE OF ACADEMIC TRANSCRIPT/DETAILED MARK SHEET

A scholar desirous of obtaining official Academic Transcript/Detailed Mark Sheet/Degree may apply to the Controller of Examinations, The University of Haripur on prescribed form (**Annexure 14** Pro forma for Original Transcript/Provisional Certificate or **Annexure 15** Application for Degree).

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32. MAINTENANCE OF RECORDS

32.1. Examination Record

- a. The Controller's office shall act as Central Record Office of the all examinations held under the University. The Controller of Examinations will maintain the record of the examinations. The result will be announced by the department and the Controller of Examinations will issue the transcripts.
- b. Question papers and answer books will be preserved for two (02) years after

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the completion of the degree program. After the due time destruction/disposal of question papers and answer scripts shall be made in a safe and secure manner.

- c. Award list/result record will be kept with the secrecy section of the examination office forever.

32.2. Scholar's Admission Record

- a. Each department will keep the record of all enrolled students, dropped out students and passed out students.
- b. At the start of each semester, departments shall send all the documents of newly admitted scholars (1st semester intake) and semester registration forms of already enrolled scholars to Directorate of Advanced Studies and Research Board within fifteen (15) days of commencement of classes for record purpose.
- c. Directorate of Advanced Studies and Research Board will reconcile the number of scholars enrolled on ERP and number of application forms received from departments.
- d. Departments will also send all subject repeat/improvement/deficiency form to Directorate of Advanced Studies and Research Board.

32.3. Fee Record

- a. It would be the responsibility of Treasurer office to reconcile all fee collections and maintain the record (soft and hard) of all the fees/dues/charges collected from students in different heads.
 - b. In each semester, Directorate of Advanced Studies and Research Board will send the list of all newly admitted students to treasurer for reconciliation of fees.
 - c. As fees are paid through ERP generated challans which are paid through CMS with different banks/vendors and payments are reflected in real time manner on ERP, therefore, provision of hard challan may not be mandatory in all the cases.
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33. REMOVAL OF A GRADUATE SCHOLAR

33.1. The ASRB may decide to remove a graduate scholar from the roll of the University on the basis of the following reasons:

- a. *If a scholar is involved in unethical conduct or proven guilty of misconduct through Departmental Disciplinary Committee or University Discipline Committee.*
 - b. *Remains suspended for two (02) consecutive semesters and did not apply for restoration in the subsequent third (3rd) semester.*
 - c. *Did not improve the minimum required CGPA for award of degree as per probation, promotion and dropout rules.*
 - d. *Submission of two (02) unsatisfactory/ adverse progress reports by the supervisor.*
 - e. *After exhausting the total allowed duration without completing a graduate degree.*
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CHAPTER 3

**MASTER OF SCIENCE (MS)/ MASTER OF PHILOSOPHY (MPhil)
OR EQUIVALENT ACADEMIC PROGRAMS**

34. ELIGIBILITY OF A CANDIDATE

(For MS/M.Phil or an Equivalent Academic Program)

- 34.1. A candidate possessing relevant BS or equivalent (minimum 16 years of education) with at least CGPA of 2.5 (out of 4.0 in semester system) or 50% marks in an annual system from a Higher Education Commission (HEC) recognized University, shall be considered eligible for admission in MS/MPhil or equivalent academic program.
 - 34.2. A candidate must have to pass/qualify an admission test conducted by a third party (approved by the Academic Council) or by the University according to the Higher Education Commission's (HEC) guidelines/requirements (where applicable).
 - 34.3. Those candidates who have already passed/qualified an admission test conducted by any other testing agency/institution with minimum 50% score and provide relevant validity record, may be considered for admission subject to the approval of ASRB.
 - 34.4. A candidate will be required to provide a Higher Education Commission's (HEC) Equivalence Certificate, in case, if possessing a foreign degree.
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35. MERIT DETERMINATION, QUANTIFICATION AND SELECTION

(For MS/M.Phil or an Equivalent Academic Program)

- 35.1. Merit will be determined using the following weightage:
 - a. Academic Qualification (*as per terminal Undergraduate Degree*) (Weightage 50%)
 - b. Entry Test (Weightage 40%)
 - c. Interview (Weightage 10%)
 - *Passing marks of interview shall be 50% to qualify for the admission.*
- 35.2. After selection, the candidate shall submit course registration form along with fee deposit slip to the Chairperson/Head of the concerned department as per advertisement.

Note: High weightage in academic marks does not necessarily guarantee admission in a program and suitability of the candidate will be adjudged by the Graduate Admission Committee (GAC). Merit determination, quantification and selection process will subject to any changes in Admission Policy subject to the recommendations of the Central Admission Committee of the University and its subsequent approval by the Academic Council.

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36. DEGREE DURATION AND REQUIREMENTS

(For MS/MPhil or Equivalent Academic Programs)

- 36.1. The normal duration of the MS/MPhil or equivalent academic program will be three (03) regular semesters (1.5 years) to six (06) regular semesters (03 years).
- 36.2. The extension after six (06) semesters for two (02) semesters can be granted by the ASRB on the recommendations of the Graduate Research Committee (GRC) on payment of full semester fee. After expiry of the maximum duration (08 semesters), the scholar shall be dropped from the roll of the university.

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- 36.3. Research-Based Program:** The study program of MS/MPhil or equivalent (Research degree) shall comprise of course work, research and thesis / (research project - for MBA only) of thirty (30) Credit Hours. A candidate is required to complete at least twenty four (24) credit hours of course work with a maximum of twelve (12) credit hours per semester and six (06) credit hours of research work before submission of thesis that will carry no numerical grade.
- 36.4. Course-Based program:** There will be a separate stream of taught program with an additional course work in lieu of thesis. Such program may be advertised as MS taught program (including MBA). A scholar admitted in MS/MPhil or equivalent course-based (taught) program shall have to complete a minimum of thirty (30) credit hours coursework with a minimum CGPA of 2.5/4.0.
- 36.5.** Change in nature of program (Course-based to Research-based or Vice Versa) shall be admissible on the recommendation of GRC and approval of ASRB.
- 36.6.** English shall be the medium of instruction, except in language courses, Islamic Studies and/or any other course approved by the Academic Council (Examination of Islamic Studies / Pakistan Studies/Arabic shall be optional in Urdu or English).
- *[In the above context, a specimen Pro forma for Medium of Instruction Certificate at The University of Haripur duly signed by the respective Chairperson/ Head of Department (all courses are being taught in English except the language courses) is attached as Annexure 16 and can be downloaded from ERP/CMS/ Online System as well].*
- 36.7.** In order to promote National language Urdu, the title and abstract of thesis shall be produced in Urdu in addition to English as compulsory part of thesis.
- 36.8.** Each scholar shall follow the syllabi and courses of studies as may be prescribed by the Academic Council from time to time.
- 36.9.** Course work may preferably be completed in first two semesters.
- 36.10.** After completion of coursework, the supervisor will submit the progress report (on prescribed Pro forma **Annexure 17**) at the end of each semester to the Directorate of ASRB through concerned Chairperson/HoD and Dean. (Progress report along with details of dues submission status).
- 36.11.** If the scholar is deceased after fulfillment of all requirements for the award of degree, the scholar will be awarded posthumous degree.
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37. RESEARCH PROPOSAL / SYNOPSIS
(For MS/MPhil or Equivalent Academic Programs)

- 37.1.** Each research scholar enrolled in MS/MPhil or equivalent academic program may select a title (topic of research) for thesis/dissertation in the first semester but not later than fourth (4th) semester.
- 37.2.** Plagiarism report (**Annexure 18**) and Ethical Review Form (**Annexure 19**) may be attached by the supervisor with research proposal/synopsis as per the HEC and University policies before sending the research proposal / synopsis to the Chairperson/HoD.
- 37.3.** The research proposal / synopsis shall be evaluated by the GRC on prescribed Pro forma (**Annexure 20**) according to the following numerical grade: *Unsatisfactory < 60 (F), Satisfactory > 60-69 (D), Good 70 -79 (C), Very Good 80-89 (B), Excellent 90-100 (A)*.

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- 37.4.** The scholar and concerned supervisory committee shall be responsible to submit compliance to the corrections suggested by GRC within a week before submission of research proposal/synopsis to ASRB, for approval, through concerned Chairperson/HoD and Dean.
- 37.5.** Any changes/corrections, as suggested by ASRB, in the research proposal / synopsis shall be communicated to the scholar through the Chairperson/HoD for compliance within two weeks of the approval of the minutes of ASRB. The department shall submit compliance report regarding corrections in the research proposal/synopsis to the Director ASRB, through Dean. The compliance report must be in line with decisions of the ASRB which may be any one of the following:
- Acceptance of research proposal / synopsis as such,*
 - Acceptance of research proposal / synopsis with minor changes,*
 - Acceptance of research proposal / synopsis with major changes (Resubmission)*
 - Rejection of research proposal / synopsis (Non-satisfactory status), in this case scholar will submit a new research proposal / synopsis following due procedure.*

*Note: In case of any change in the title or research objectives / questions after approval of the research proposal / synopsis, the same shall be required to be placed before the ASRB through the GRC concerned. However if there is a minor change in the title due to typographic mistake, it can be rectified by supervisor concerned on a pro forma (**Annexure 21**) and approved by the GRC concerned.*

- 37.6.** Components/contents of a research proposal / synopsis will be based on the format/template approved by the ASRB (**Annexure 22**).
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38. RESEARCH THESIS
(For MS/MPhil or Equivalent Academic Programs)

- 38.1.** Every scholar enrolled in MS/MPhil or equivalent academic program shall be required to submit research thesis to the office of the Chairperson/HoD through supervisor as per the format/template approved by the ASRB.
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39. INTERNAL THESIS EVALUATION
(For MS/MPhil or Equivalent Academic Programs)

- 39.1.** The scholar enrolled in MS/MPhil or equivalent academic program shall submit the thesis on approved title in properly complied form, using the approved format of the University to the office of the Chairperson/HoD through supervisor, for internal review through GRC.
- 39.2.** The Supervisor will check the “Similarity Index” using the tools available and anti-plagiarism certificate will be issued by the respective supervisor countersigned by concerned Chairperson. In case the “Similarity Index” is above the limit given by HEC, it must be corrected by the scholar as per HEC guidelines.
- 39.3.** The thesis shall comprise of a single page certificate (**Annexure 23**) from the supervisor duly counter signed by Chairperson/HoD approving the originality of the research work reported.
- 39.4.** The scholar will deliver a pre-defense seminar regarding the research work in the presence of graduate scholars, GRC and faculty members.

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- 39.5. The Departmental Graduate Coordinator shall call a meeting of the GRC for internal thesis evaluation of the scholar.
 - 39.6. Minutes of the suggestions or corrections by GRC members will be recorded and communicated to the scholar for compliance (**Annexure 24**).
 - 39.7. If the GRC finds the work relevant and worth of the degree, the case (along with the minutes of GRC) will be forwarded to the Directorate of ASRB for external review,
 - 39.8. A scholar shall be encouraged to participate and present the completed research work in a National or International Conference/Workshop/Symposium as oral or poster presentation.
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40. EXTERNAL THESIS EVALUATION
(For MS/MPhil or Equivalent Academic Programs)

- 40.1. For external evaluation of thesis, the soft copy of the thesis and one soft bound copy as per check list on university approved Pro forma (**Annexure 25**) will be submitted by supervisor to concerned Chairperson/HoD.
- 40.2. The Chairperson/HoD will submit the thesis through concerned Dean to the Director ASRB along with the proposed list of three (03) relevant examiners (from ASRB approved list) for approval by the Vice Chancellor. Concerned Chairperson/HoD will attach one pager CV of each proposed examiner; containing list of five (05) latest research publications and prior consent of proposed examiner along with the cover letter.
- 40.3. Once the concerned Chairperson/HoD submits the thesis to the ASRB (through concerned Dean) for evaluation, the scholar will not be required to register the next semester, subject to the fulfillment of all codal formalities (as mentioned in Section 39) and endorsement of the concerned Dean. However, the concerned Chairperson / HoD will make sure that the scholar is not having any outstanding semester dues.
- 40.4. The concerned authority will grant approval of two (02) external examiners; one priority examiner and second stand by examiner from the proposed list of external examiners and will forward the file to the Director ASRB.
- 40.5. The Director ASRB will send the thesis in soft format (preferably in PDF format), through online mechanism/email to external examiner along with Evaluation Pro forma (**Annexure 26**).
- 40.6. The external examiner will be required to review the thesis and communicate the result with the comments/decision within four to six (04 – 06) weeks. If, the external examiner does not respond within the given / requested time, then the Director ASRB shall send a reminder through email / phone call for submission of thesis evaluation report within next two (02) weeks, failure to which the Director ASRB may send the thesis to second stand by external examiner.
- 40.7. The examiner shall give any one of the following recommendations on evaluation Pro forma:
 - a. *Recommend the thesis for the award of degree in the present form as such.*
 - b. *Recommend the thesis for the award of degree with minor changes/revision.*
 - c. *Recommend the thesis for the award of degree with major changes/revision.*
 - d. *Recommend the thesis for resubmission/re-evaluation with major changes/revisions.*
 - e. *Reject the thesis, for the award of the degree, with valid reasons (Unsatisfactory status).*

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- The Director ASRB will inform the supervisor through Chairman along with the reasons of rejections for possible corrections and resubmission within Fifteen (15) working days.
 - The Director ASRB shall forward the thesis to second stand by examiner for re-examination.
 - If the second Examiner also rejects the thesis (unsatisfactory status) with valid reasons, the scholar will be declared failed in thesis and may apply for re-admission as per rules.
 - Failed scholar in thesis may opt for courses in lieu of thesis (research work) where applicable, for the award of Course - Based (taught) Degree.
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41. PREPARATION AND SUBMISSION OF ANNOTATIVE COMPLIANCE REPORT
(For MS/MPhil or Equivalent Academic Programs)

- 41.1. After receipt of external evaluation report, the Director ASRB will communicate the recommendation to concerned supervisor through concerned Chairperson/HoD.
 - 41.2. The scholar shall prepare detailed “Annotative Compliance Report” (**Annexure 27**) of corrections suggested by the examiner(s) in the revised version of the thesis duly endorsed by the supervisory committee.
 - 41.3. Before submission of thesis to GRC, the scholar shall ensure that the “Similarity Index” of the revised thesis is within the acceptable limit as per HEC criteria, duly checked by the supervisor and verified by the Quality Enhancement Cell (QEC) on prescribed Pro forma (**Annexure 18**).
 - 41.4. The supervisor shall submit the corrected thesis, Annotative Compliance Report and original comments of the external examiner(s) to the GRC for assurance of corrections in the thesis.
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42. VIVA-VOCE AND PUBLIC DEFENSE
(For MS/MPhil or Equivalent Academic Programs)

- 42.1. After approval of GRC, the concerned Chairperson/HoD will notify the date of public defense with the consent of concerned supervisor and after consultation with external examiner. Furthermore, the same external examiner (who has already evaluated the thesis of concerned scholar) will be preferred for viva voce/public defense. In case of non-availability of same external examiner, the Chairperson/HoD may choose any external examiner from the list of approved examiners by concerned statutory bodies.
- 42.2. The notification of viva-voce/public defense shall be publicized by respective supervisor on departmental web page/University website/ notice boards etc. (with intimation to ASRB and the concerned Dean).
- 42.3. There will be a jury comprising of concerned Chairperson, an external examiner and an internal examiner (excluding supervisory committee) to be nominated by the concerned Chairperson. The jury shall declare (Pass or Re-appear within two months for viva-voce/public defense) the final result, on prescribed Pro forma (**Annexure 28**) on the spot.

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- 42.4.** Presence of graduate scholars and other faculty members of the department shall be encouraged/commended.
- 42.5.** After successful conduction of viva voce/public defense the scholar shall be required to submit the complete file (within one month) along with the following documents to the Director ASRB through concerned Chairperson and Dean, for degree notification by the Controller of Examinations;
1. *Two (02) finalized hard-bound copy of updated thesis duly signed by the supervisory committee for onward submission to the Library and Examinations Office of the University;*
 2. *Endorsement of GRC on Annotative Compliance Report on prescribed pro forma (duly signed by the GRC members);*
 3. *Recommendations of the jury;*
 4. *Certificate of similarity index duly verified by QEC; and*
 5. *Clearance certificate.*

Note: In case, a scholar fails to submit complete file within one (01) month of the viva-voce/public defense, may be granted extension with the approval of concerned Dean for submission of the same within four (04) months with fine as per approved rate of the University through proper channel indicating reasons for the delay duly endorsed by the supervisor(s).

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CHAPTER 4
DOCTOR OF PHILOSOPHY (PhD)

43. ELIGIBILITY OF A CANDIDATE (For PhD Program)

- 43.1.** Candidate seeking admission to PhD program shall be evaluated by GAC on the basis of the following streams/criteria, in order to determine their eligibility :
- i. *Stream 1: Minimum requirement for admission in the Program shall be Bachelor's degree or equivalent (16 years) with minimum of 3.00 CGPA for semester system or 60% marks in Annual System.*
 - ii. *Stream 2: Candidates possessing MS/MPhil or equivalent degree after completion of minimum of thirty (30) credit hours [including twenty (24) credit hours graduate-level course and six (06) credit hours of research related work], from HEC- recognized university/DAI shall also be considered eligible for admission in PhD degree program. The candidate must have obtained a minimum 3.00 CGPA in Semester System.*
- 43.2.** It will be generally preferred that for admission to a PhD program (in both streams), the applicant may have completed a prior degree in the same (relevant) discipline. However, if the applicant has a strong interest in pursuing a PhD degree in a different discipline and, in accordance with the department's policy, the Graduate Admissions Committee (GAC) is satisfied that the applicant's prior education has sufficiently prepared to undertake the course of studies of the doctoral program [or, in the opinion of the Graduate Admissions Committee (GAC), the preparation can be deemed satisfactory by taking a few additional courses after starting the program], the applicant shall be considered for admissions notwithstanding their prior qualification in a different discipline.

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- 43.3.** The University reserves the right to offer PhD admission to BS graduate/equivalent of sixteen (16) years of education or MS/MPhil graduate only or both as determined by the GAC.
- 43.4.** **Entry Test Requirement:** All applicants to PhD programs shall be required to take one of the following non-subject specific admission test:
- i. *The Graduate Record Examination (GRE) test administered by the Education Testing Service; or,*
 - ii. *A Graduate Admission Test administered by the Education Testing Council or by any other testing agency duly approved by the Academic Council. In both cases minimum 60% score is required to qualify the entry test); or,*
 - iii. *An equivalent test developed by the University of Haripur, or by another university, for admissions to graduate programs. In case of University conducted entry test minimum 70% score is required to qualify the entry test.*

Note: The entry test shall be considered valid for maximum of two (02) years from the date of declaration of result or as determined by the testing agency.

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44. MERIT DETERMINATION, QUANTIFICATION AND SELECTION (For PhD Program)

- 44.1.** Merit will be determined using the following weightage:
- a. Academic Qualification (as per terminal BS/MPhil or Equivalent Degree) (Weightage 40%)
 - b. Entry Test (Weightage 40%)
 - c. Interview (Weightage 20%)
 - Passing marks of interview shall be 50% to qualify for the admission.

Note: Selection shall be made on the basis of cumulative merit as determined on the basis of above mentioned components.

- 44.2.** After selection, the candidate shall submit course registration form along with fee deposit slip to the Chairperson/Head of the concerned department as per advertisement.

Note: High weightage in academic marks does not necessarily guarantee admission in a program and suitability of the candidate will be adjudged by the Graduate Admission Committee (GAC). Merit determination, quantification and selection process will subject to any changes in Admission Policy based on the recommendations of the Central Admission Committee of the University and its subsequent approval by the Academic Council.

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45. DEGREE DURATION (For PhD Program)

- 45.1.** The degree duration for a PhD program shall not be less than six (06) semesters (03 years) and more than sixteen (16) semesters (08 years).
- 45.2.** The period for completion of PhD degree program shall be counted from the date of admission/registration.
- 45.3.** For scholars securing admission after MPhil/MS or equivalent degree, the minimum duration for completion of PhD degree shall be three (03) years i.e. [including minimum one (01) year for course work and minimum two (02) years for research work].
- 45.4.** For scholars scoring admission after sixteen (16) years BS or equivalent degree, the minimum duration for completion of PhD degree shall be four (04) years i.e.

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[including minimum two (02) years for course work and minimum two (02) years research period].

- 45.5.** The maximum time allowed for completion of PhD degree shall be eight (08 years) i.e. sixteen (16 Semesters). However, further extension upto two(02) years i.e. maximum up to four (04) semesters, may be allowed in cases where a scholar is not be able to complete the degree requirements within eight (08) years due to the circumstances beyond the scholar's control. In this case, the scholar shall have to apply through proper channel with justification to the Advanced Studies and Research Board (ASRB) through GRC, which can grant extension in duration for a maximum period of four (04) semesters counting to a total of maximum ten (10) years or twenty (20) semesters from the date of admission till the award of degree/notification by the Controller of Examinations. In such a case, the scholar shall submit full semester fee for the whole duration till the completion of degree.
- 45.6.** After the expiry of the maximum time allowed for degree completion and rejection of further extension in duration by ASRB, the scholar shall be notified as dropped out from the program.

**46. GENERALIZED SCHEME OF STUDIES AND ADVANCEMENT
OF CREDITS (For PhD Programs)**

- 46.1.** Each department may develop a list of major, minor or departmental compulsory courses (through concerned Board of Studies - BoS) keeping in view requirement of its PhD Program as per the given tables (Ref. Table 1 and Table 2). However, any time-to-time changes as recommended by the concerned Board of Studies (BoS) may be accepted accordingly.
- 46.2.** A candidate who secures admission in PhD program after BS or equivalent degree (16 years education) will have to take twelve (12) credit hours University compulsory courses in addition to major, minor, department compulsory courses and seminars. (*Ref. Table 1*). Furthermore, a student may enroll in any course (non-credit) with the consent of the concerned supervisor.
- 46.3.** A candidate who secures admission in PhD program after MS/MPhil or equivalent (18 years schooling) will have to take six (06) credit hours University compulsory courses in addition to major, minor, department compulsory courses and seminars. (*Ref. Table 2*). Furthermore, a student may enroll in any course (non-credit) with the consent of the concerned supervisor.
- 46.4. *Advancement of Credits:***
1. A graduate with MS/ MPhil or equivalent degree graduate will be given advanced credits up to 50% (maximum) from already earned credits (if the candidate have completed prior degree in the similar discipline) to fulfill forty-eight (48) credit hours course work for PhD degree completion. This will be decided and notified by respective department GAC.
 2. Only those credit hours will be given as advanced credits for which the applicant have been issued official transcript issued by the controller of examination.

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Table 1: Semester-wise scheme of studies for PhD (admission after BS or Equivalent)

Course Name	Credit Hours	Semester
University Compulsory – 1 *	03	1 st
Seminar – I (University Compulsory)	Non-credit	1 st
Major Course – 1 (Departmental)	03	1 st
Major Course – 2 (Departmental)	03	1 st
Minor Course – 1 (Departmental)	03	1 st
University Compulsory – 2 *	03	2 nd
Seminar – II (University Compulsory)	Non-credit	2 nd
Major Course – 3 (Departmental)	03	2 nd
Major Course – 4 (Departmental)	03	2 nd
Minor Course – 2 (Departmental)	03	2 nd
University Compulsory – 3 *	03	3 rd
Seminar – III (University Compulsory)	Non-credit	3 rd
Major Course – 5 (Departmental)	03	3 rd
Major Course – 6 (Departmental)	03	3 rd
Critical Research Review (Departmental Compulsory) **	03	3 rd
Research Methodology and Research Ethics (Departmental Compulsory) **	03	4 th
Seminar – 4 (Departmental)	Non-credit	4 th
Major Course – 7 (Departmental)	03	4 th
University Compulsory – 4 *	03	4 th
Research Techniques and Instrumentation (Departmental Compulsory) **	03	4 th

Table 2: Semester-wise scheme of studies for PhD (admission after MS/MPhil or Equivalent)

Course Name	Credit Hours	Semester
University Compulsory – 1*	03	1 st
Seminar – I (University Compulsory)	Non-credit	1 st
Major Course – 1 (Departmental)	03	1 st
Major Course – 2 (Departmental)	03	1 st
Minor Course – 1 (Departmental)	03	1 st
University Compulsory – 2 *	03	2 nd
Seminar – II (University Compulsory)	Non-credit	2 nd
Major Course – 3 (Departmental)	03	2 nd
Major Course – 4 (Departmental)	03	2 nd
Minor Course – 2 (Departmental)	03	2 nd

Notes:

- * The list of University Compulsory Courses is given in Table 3 below.
- ** The course may be developed by each department according to their specific need and approved by respective Board of Studies.

Table 3: List of University Compulsory Courses

University Compulsory Courses	Credit Hours
Technical writing and Presentation Skills	03
Statistics / [Literature Review / Econometrics / Advanced Econometrics] ***	03
Entrepreneurship, Innovation and Commercialization	03

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Logic and Critical Thinking	03
A course approved by the statutory bodies	03
A course approved by the statutory bodies	03

Note:

*** *The course will be offered for the scholars enrolled in graduate academic programs in Department of Linguistics, Department of Islamic & Religious Studies and Department of Management Sciences.*

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47. MINIMUM REQUIREMENTS FOR THE AWARD OF PhD DEGREE

47.1. General Requirements:

The following requirements shall be fulfilled before the award of a PhD Degree:

- a. In case of those students who have previously completed a graduate degree in the same discipline (BS or equivalent), such students shall complete coursework of at least 48 credit hours of which the majority shall be fulfilled through regular classes (i.e. classes that are taught on campus by fulltime faculty members of the university).
- b. In case of those students who have previously completed a graduate degree in the same discipline (MS/MPhil or equivalent), such students shall have to undertake twenty four (24) credit hour course work excluding non-credit compulsory seminars.
- c. There shall be a residency requirement for a period of at least two (02) years (students with 16 years schooling) and at least one (01) year (students with MS/MPhil or equivalent):

Note: Candidates who are full time employees have to provide undertaking (at the time of admission) to be resident/regular student at least for two (02) years for a candidate with BS or equivalent degree) at the time of interview and one (01) year for a candidate with MS/MPhil or equivalent degree.

47.2. **Comprehensive Examination:** Following the completion of coursework, every PhD student shall be required to pass a written comprehensive examination in order to be granted candidacy as PhD researcher; provided that if the student fails to pass the comprehensive test, (*read in conjugation with Section 49*).

47.3. **Satisfactory Research Progress Report** of the scholar for each research semester.

47.4. **Research Proposal / Synopsis:** Research Proposal / Synopsis recommended by GRC and duly approved by ASRB on prescribed format (*read in conjugation with Section 52*).

47.5. **Doctoral Dissertation/ Thesis:** Each PhD researcher scholar shall be required to write a doctoral dissertation/thesis that meets the minimum criteria (*read in conjugation with Section 53-56*).

47.6. **Viva Voce/Public Defense:** An open defense of the dissertation is required after positive evaluation of the dissertation by the committee members (*read in conjugation with Section 57*).

47.7. **Research Publication:** Each PhD researcher shall be required to publish at least one research paper as its first author, (*read in conjugation with Section 50.3 and 53.10*).

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48. EXIT OPTION FROM A PhD PROGRAM

- 48.1.** If a student successfully completes the full set of requirements for the award of an MS/MPhil (or equivalent) degree during the course of their PhD studies, the university may award the applicable degree to such students upon completion of the relevant requirements as under:
- A student can have an exit after completion of twenty four (24) credit hours course may enroll for research thesis as requirement for MS/MPhil or equivalent degree (with research).*
 - A student can have an exit after completion of twenty four (24) credit hours course may enroll for two courses as requirement for MS/MPhil or equivalent degree (with coursework).*
 - A student can have MS/MPhil or equivalent degree by coursework after completion of minimum thirty (30) credit hours as approved by the relevant statutory body (ASRB) and concerned council (if any).*
 - A student who has completed required coursework as well as research work but could not have any research publication within the maximum time allowed for degree completion, may opt for MS/MPhil or equivalent degree (with research).*
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49. COMPREHENSIVE EXAMINATIONS (For PhD Programs)

- 49.1.** On completion of the coursework, a PhD scholar is required to qualify a graduate level written comprehensive examination (within first five semesters for scholars admitted through MS/MPhil or equivalent program) and within first seven semesters (for scholars admitted through BS or equivalent program).
- 49.2.** The minimum qualifying score for PhD Comprehensive Examination shall be 70%.
- 49.3.** The concerned Chairperson/HoD will constitute a committee comprising of atleast three (03) members [including the course instructors who taught major and minor courses and the supervisor] for paper setting, marking and invigilation.
- 49.4.** The PhD comprehensive examination shall be subjective in nature and the duration for the exam shall be a single paper of three to four (03-04) hours designed by three (03) different course instructors. The paper of comprehensive examination shall consist of the following three (03) parts with the following weightage:
- Major – 1 Departmental Course (Weightage 30%)*
 - Major – 2 Departmental Course (Weightage 30%)*
 - Minor – 1 Departmental Course (Weightage 40%)*
- 49.5.** The Chairperson shall arrange the comprehensive exam within three (03) months from the date of completion of the coursework. There shall only be two chances for passing the comprehensive examination inclusive of scholar's absentee. In case of failure to qualify the comprehensive Examination in two attempts, the scholar will be academically ceased from the PhD program. The second attempt must be within three (03) months of the first.
- 49.6.** The Chairperson shall be responsible to maintain all records relating to the comprehensive examination. The complete results (Pass /Fail) shall be sent to the office of the concerned Dean for approval and subsequent notification of the results by the Chairperson/HoD. Copy of the same will be shared by the Chairperson/HoD with Directorate of ASRB for keeping record in the scholar's file.
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50. RESEARCH REQUIREMENTS (For PhD Programs)

- 50.1.** After securing admission and allotment of supervisor, the scholar may submit research proposal/ synopsis to the supervisor for further process in first (1st) semester but not later than sixth (6th) semester for completion of synopsis approval from ASRB.
- 50.2.** After successful research proposal/synopsis defense, the scholar shall submit the final draft of research proposal/synopsis in consultation with the supervisor for the approval of the ASRB through concerned GRC along with an anti-plagiarism certificate from Departmental Graduate Coordinator/Supervisor. However, a PhD student can continue the research work during coursework prior to the approval from ASRB.
- 50.3.** After successful approval of the research proposal /synopsis from ASRB, the scholar shall write a thesis in the field of major subject according to the approved format of the University. A copy in hard and soft form of the thesis shall be submitted to the Chairperson/Head of the Department for internal evaluation by GRC, for onward submission to the Directorate of ASRB for external evaluation/examination along with GRC/ASRB approved panel of examiner(s).
- 50.4.** The scholar shall be required to publish at least one (01) research paper (available in print or online form) as its first author (and supervisor as corresponding author) during doctoral studies (after admission in the program but before viva voce/ public defense) in an HEC approved X category or above (*as per HEC Journal Recognition System - HJRS*) for the award of PhD degree in Science disciplines and Y category or above in Social Sciences and Humanities.
- 50.5.** The scholar shall provide a certificate endorsed by the supervisor along with published research paper, stating that the paper is published from PhD research work/data.
- 50.6.** Thesis soft copy shall be submitted in both Word and PDF format via institutional e-mail.
- 50.7.** The hard copy (soft bound duly signed by the supervisor) and the anti-plagiarism certificate will be submitted to the Directorate of Advanced Studies for office record.
- 50.8.** The PhD thesis shall be of 24 (Twenty four) credit hours and there shall not be any numerical grade.

51. PROGRESS REPORT (For PhD Programs)

- 51.1.** After completion of coursework, the supervisor will submit the progress report on a prescribed Pro forma (*Annexure 17*) at the end of each semester to the Directorate of ASRB through concerned Chairperson/HoD and Dean.

52. RESEARCH PROPOSAL/ SYNOPSIS (For PhD Programs)

- 52.1.** The research proposal/synopsis shall be submitted as per the format/template approved by ASRB, through the supervisors to the office of the Chairperson/HoD for the consideration of the GRC.
- 52.2.** Plagiarism test may be conducted by the supervisor as per the HEC and University policies before sending the research proposal / synopsis to the Chairperson/HoD.

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- 52.3.** The Departmental Graduate Coordinator will notify the research proposal/synopsis defense with information to all concerned. The scholar will present research proposal/synopsis in front of GRC.
- 52.4.** The research proposal / synopsis shall be evaluated by the GRC on prescribed Pro forma (**Annexure 20**) according to the following numerical grade: *Unsatisfactory < 60 (F), Satisfactory > 60-69 (D), Good 70 -79 (C), Very Good 80-89 (B), Excellent 90-100 (A)*.
- 52.5.** The GRC members will sign the necessary GRC Pro forma for synopsis defense and submit to the concerned Chairperson/HoD.
- 52.6.** The Chairperson/HoD shall forward the research proposal/synopsis on the recommendations of GRC to the office of the Director ASRB through the concerned Dean for the approval of the ASRB after revision/correction suggested by GRC members (if any).
- 52.7.** The Research Supervisor and Departmental Graduate Coordinator will be responsible to ensure compliance of the suggested corrections.
- 52.8.** The ASRB may approve or suggest amendments or reject the research proposal/synopsis. The Director ASRB shall forward the approved minutes to the respective Chairperson/HoD/supervisor for compliance.
- 52.9.** Any changes/corrections, as suggested by ASRB, in the research proposal / synopsis shall be communicated to the scholar through the Chairperson/HoD for compliance within two weeks of the approval of the minutes of ASRB. The department shall submit compliance report regarding corrections in the research proposal/synopsis to the Director ASRB, through Dean. The compliance report must be in line with decisions of the ASRB which may be any one of the following:
- Acceptance of research proposal / synopsis as such*
 - Acceptance of research proposal / synopsis with minor changes*
 - Acceptance of research proposal / synopsis with major changes (Resubmission)*
 - Rejection of research proposal / synopsis (Non-satisfactory status), in this case scholar will submit a new research proposal / synopsis following due procedure.*

Note: In case of any change in the title or research objectives / questions after approval of the research proposal / synopsis, the same shall be required to be placed before the ASRB through the GRC concerned. However if there is a minor change in the title due to typographic mistake, it can be rectified by supervisor concerned on a pro forma (**Annexure 21**) and approved by the GRC concerned.

- 52.10.** The research work on the ASRB approved research proposal/synopsis shall be considered for the award of PhD degree.
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53. INTERNAL THESIS EVALUATION (For PhD Programs)

- 53.1.** The scholar enrolled in PhD program shall submit the thesis on approved title in properly complied form, using the approved format of the University to the office of the Chairperson/HoD through supervisor, for internal review through GRC.
- 53.2.** The Supervisor shall check the similarity index using the tools available. In case the similarity index is above the limit given by HEC, the thesis will be referred back to the scholar concerned for rectification.
- 53.3.** The compiled thesis shall be submitted to the office of the Chairperson/HoD through

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supervisor for internal review and evaluation by GRC.

- 53.4.** The thesis shall comprise a single page certificate from the supervisor duly counter signed by Chairperson/HoD approving the originality (**Annexure 23**) of the research work reported.
 - 53.5.** The scholar will deliver a pre-defense seminar on the research work in the presence of graduate scholars and faculty members before GRC meeting.
 - 53.6.** The Departmental Graduate Coordinator shall call a meeting of GRC for evaluation.
 - 53.7.** Minutes containing suggestions or corrections (on prescribed Pro forma **Annexure 25**) will be recorded and communicated to the scholar for compliance.
 - 53.8.** If the GRC finds the work relevant and worth for the degree, the case will be forwarded to the Director ASRB through proper channel for external review.
 - 53.9.** A scholar is encouraged to participate and present the completed research work in a National or International Conference/Workshop/Symposium as oral or poster presentation.
 - 53.10.** The scholar shall be required to submit the proof of one published research article (in print or online form) from the PhD research work in HEC approved X category or above (*as per HEC Journal Recognition System - HJRS*) for the award of PhD degree in Science disciplines and Y category or above in Social Sciences and Humanities, along with soft bound copy of the thesis submission for external evaluation.
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54. PLAGIARISM CHECKING (For PhD Programs)

- 54.1.** Before submission of thesis for internal and external evaluation, the concerned supervisor will check the similarity index using available tools (as per HEC guidelines) without submitting in the repository, through official account and generate a detailed/summary report.
- 54.2.** However, at the time of final submission of PhD thesis after external evaluation, the Director QEC will check the plagiarism/Similarity Index* to generate a report of the thesis and issue a certificate (**Annexure 18**) as per following standard setting (or as per HEC guidelines):
 1. Overall similarity index should be less than 19%.
 2. Maximum acceptable range of similarity index from a single source should be less than 5%.
 3. While conducting similarity test, following settings, as recommended by HEC, should be followed:
 - a. *Exclude bibliographic material = Yes* ;
 - b. *Exclude small matches = Yes* ;
 - c. *Exclude matches by: Word count = 5 words* ;
 - d. *All other settings left at default*.

***Note:** While generating report, the Director QEC will ensure the exclusion of the published work of the scholar from the Similarity Index of submitted PhD research work.

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55. EXTERNAL THESIS EVALUATION (For PhD Programs)

- 55.1.** The following procedure will be used for thesis evaluation of PhD.

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- a. The soft copy of the thesis and one soft bound copy as per check list on university approved Pro forma (**Annexure 25**) will be submitted by supervisor to concerned Chairperson/HoD.
 - b. The Chairperson/HoD will submit the thesis through concerned Dean to the Director ASRB along with proposed list of eight (08) relevant examiners for approval by the Vice Chancellor. Concerned Chairperson/HoD will attach one page CV of each proposed examiner; containing list of five (05) latest research publications and prior consent of proposed examiner along with the cover letter.
 - c. Once the concerned Chairperson/HoD submits the thesis to the ASRB (through concerned Dean) for evaluation (**Annexure 26**), the scholar will not be required to register the next semester, subject to the fulfillment of all codal formalities (as mentioned in Section 53 and 54) and endorsement of the concerned Dean. However, the concerned Chairperson / HoD will make sure that the scholar is not having any outstanding semester dues.
 - d. The concerned authority will grant approval of four (04) external examiners; two (02) priority examiners and two (02) stand-by examiners from the proposed list of external examiners (as approved by the concerned BoS and ASRB in line with HEC PhD Policy in vogue) and will forward the file to the Director ASRB.
 - e. The Director ASRB will send the thesis in soft format (preferably in PDF format), through online mechanism/email to external examiner along with evaluation Pro forma for evaluation (**Annexure 26**).
 - f. The external examiner(s) is required to review the thesis and communicate the result with the comments/decision within four to six (04 – 06) weeks. If, the external examiner(s) does(do) not respond within the given / requested time, then Director ASRB shall send a reminder through email / phone call for submission of thesis evaluation report within next two (02) weeks, failure to which the Director ASRB may send the thesis to the stand-by external examiner(s).
- 55.2.** The examiner shall give any one of the following recommendations on evaluation Pro forma (**Annexure-26**).
- a. *Recommend the thesis for the award of degree in the present form as such.*
 - b. *Recommend the thesis for the award of degree with minor changes/revision.*
 - c. *Recommend the thesis for the award of degree with major changes/revision.*
 - d. *Recommend the thesis for resubmission/re-evaluation with major changes/revisions.*
 - e. *Reject the thesis, for the award of the degree, with valid reasons (Unsatisfactory status).*
- 55.3.** Along with detailed comments, each external examiner shall submit evaluation report to the Director ASRB, and:
- i. If the dissertation/thesis is of sufficient merit to justify the award of PhD degree to the candidate - accepted as such after further process as per PhD regulations, the Director ASRB will forward the Reports to concerned Chairperson/HoD, for viva-voce / public defense.
 - ii. If the dissertation/thesis is of sufficient merit to justify the award of PhD degree to the candidate - accepted with minor changes or corrections, the Director ASRB will forward the case to concerned Chairperson/HoD for

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- incorporation of suggested changes/corrections by the scholar and certified by the supervisor before open defense and viva voce examination.
- iii. If the dissertation/thesis is of sufficient merit to justify the award of PhD degree to the candidate - accepted with major changes or corrections, the Director ASRB will forward the case to concerned Chairperson/HoD for incorporation of suggested changes/corrections through GRC by the scholar and certified by the supervisor before viva voce / public defense.
 - iv. In case if one negative report or additional work/drastic amendments are suggested by the examiners, the Director ASRB will forward the case to concerned Chairperson/HoD for incorporation of suggested changes/corrections through GRC by the scholar and certified by the supervisor before submitting back to the examiner (s) as required.
 - v. If the dissertation/thesis is not acceptable and rejected completely by one examiner, in this case, the concerned Chairperson/HoD/Supervisor shall be informed by Director ASRB, that the thesis is required to be evaluated by the third (3rd) examiner.
 - vi. If the dissertation/thesis is not acceptable and rejected completely by two examiners in this case the concerned Chairperson/HoD/Supervisor shall be informed by Director ASRB that research work was not found worthy of the degree and hence the scholar will be considered failed and be removed from the roll of the university.
 - vii. Upon rejection of the thesis as per above Section 55.3. (vi), such scholar may opt for exit from PhD program/studies for MS/MPhil subject to the approval and subsequent notification by ASRB.
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56. PREPARATION AND SUBMISSION OF ANNOTATIVE COMPLIANCE REPORT (For PhD Programs)

- 56.1. After receipt of external evaluation reports, in case of Section 55.3 (i-v) above, the Director ASRB will communicate the recommendations to concerned supervisor through concerned chairperson.
 - 56.2. The scholar shall prepare detailed Annotative Compliance Report of corrections suggested by the examiner(s) in the revised version of the thesis duly endorsed by the supervisory committee.
 - 56.3. Before submission of thesis to GRC, the scholar shall ensure that the Similarity Index of the revised thesis is within the acceptable limit as per HEC criteria, duly checked by the supervisor and verified by the Quality Enhancement Cell (QEC) on prescribed Pro forma **Annexure 18**.
 - 56.4. The supervisor shall submit the corrected thesis, Annotative Compliance Report and original comments of the external examiner(s) to the GRC for assurance of corrections in the thesis.
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57. VIVA VOCE AND PUBLIC DEFENSE (For PhD Programs)

- 57.1. After approval of GRC, the concerned chairperson will notify the date of viva voce/public defense with the consent of concerned supervisor and after consultation with external examiners. Furthermore, the same external examiners (who have already evaluated the thesis of concerned scholar) will be preferred for viva

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voce/public defense. In case of non-availability of same external examiners, the chairperson may choose any external examiner(s) from the list of approved examiners by statutory bodies.

- 57.2.** The notification of viva-voce/public defense shall be publicized by respective supervisor on departmental web page/University website/ notice boards etc. (With intimation to ASRB and concerned Dean).
- 57.3.** There will be a jury comprising of concerned Dean, Chairperson/Head of Department, one (or preferably two) external examiner(s) and an internal examiner (excluding supervisory committee) to be nominated by the concerned Chairperson.
- If the thesis has been evaluated by one foreign and one local examiner, then physical presence of the local examiner is must in the public defense while foreign examiner shall be invited to join online through video conference.
 - The jury shall declare the final result on the spot, on prescribed pro forma (**Annexure 28**) as follows:
 - “*Pass*” or
 - “*Re-appear*” (*scholar will have to re-appear for viva-voce/public defense within two months after declaration of final result*)
- 57.4.** Director Academics and Research and Director ASRB will attend the viva-voce/public defense, however, graduate scholars (physical or virtual participation) and other faculty members of the department shall be encouraged to attend.
- 57.5.** After successful conduction of viva voce/public defense, the scholar shall be required to submit the complete file (within two months) along with the following documents to the Director ASRB through concerned Chairperson and Dean, for degree notification by the Controller of Examinations;
- Two (02) finalized hard-bound copies of updated thesis duly signed by the supervisory committee for onward submission to the Library and Examinations Office of the University. Also, two (02) soft copies written on Compact Disks (CDs) will required to be submitted by the scholar for onward submission to the HEC for country’s directory/Thesis Repository.*
 - Satisfactory Research Progress Report of the scholar for each research semester.*
 - Final approved copy of the research proposal/ synopsis.*
 - Endorsement of GRC on Annotative Compliance Report on prescribed pro forma (**Annexure 27**) (duly signed by the GRC members),*
 - Recommendations of the jury, and*
 - Certificate of similarity index duly verified by QEC*
 - Clearance certificate*
 - One published paper (either online with DOI No. or printed form in HEC approved journal)*

Note: In case, a scholar fails to submit complete file within two (02) months of the viva-voce/public defense, may be granted extension with the approval of concerned Dean for submission of the same within five (05) months with fine as per the University’s approved rate, through proper channel indicating reasons for the delay duly endorsed by the supervisor(s).

- 57.6.** The External examiners will be paid the approved thesis evaluation remuneration preferably on the day of viva-voce/public defense.

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58. DEGREE NOTIFICATION (For PhD Programs)

- 58.1.** The Director ASRB after scrutinizing the scholar's requirements right from admission to final examination and checking the synopsis approval and thesis format, will forward the case to the Controller of Examinations for final notification of PhD degree along with list of documents mentioned in Section 57.5.(a-h)
 - 58.2.** After fulfillment of all codal requirements, the Controller of Examinations will notify the award of PhD Degree by considering the date of the conduction of successful viva-voce/ public defense as the date of result declaration as well as degree completion.
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| 5. Dr. Shiraz Khan | Director, Affiliated Institutions |
| 6. Dr. Sami Ullah Khan | Director, Advanced Studies and Research Board |
| 7. Dr. Zahoor Ahmed | Director, Undergraduate Studies |
| 8. Dr. Zia ur Rahman | Controller of Examinations |
| 9. Ms. Memoona Bibi | Assistant Registrar – Academics |