



Superior Academic Regulations BS Level Programs

Version 4.0

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Superior University
17 km Raiwind Road, Lahore

1. **"University"** means the Superior University, Lahore.
2. **"Academic Advisor"** means a university teacher appointed as academic advisor for the class, batch or semester by the Dean of the Faculty.
3. **"Academic Council"** means the Academic Council as prescribed under the Superior University Act, 2004.
4. **"Academic Year"** of the University shall comprise of two regular semesters i.e. Fall and Spring, duration of which shall be a minimum of sixteen (16) weeks and not exceeding eighteen (18) weeks duration including the end semester examination. During the summer break, there may be a Summer Session of not exceeding nine (9) weeks including the end session examination. The contact hours during the Summer Session will be doubled to ensure that a course is completely taught with half of the duration as compared to a regular (Fall or Spring) Semester.
5. **"Chairperson"** means Head of Board of Studies equivalent to the position of Professor or Associate Professor of the Department. Provided that where there is no Professor or Associate Professor in the Department, the Dean himself shall act as the Chairperson.
6. **"Commencement of Semester"** means the day on which classes for the semester start as per the Academic Calendar of the University.
7. **"Contact Hours"** means the total number of weekly hours of lectures, tutorials, laboratory, studio or any other academic work by whatever name it may be called.

REGULATIONS RELATING TO THE ADMISSIONS, REGISTRATION AND EXAMINATION AT UNDERGRADUATE LEVEL

1. Superior University shall offer courses/ programs leading to the undergraduate degrees, diplomas and certificates to be held under semester system, in the courses of reading duly approved by the Academic Council of the University from time to time. Applications for admission to various courses of study shall be invited through advertisement and admissions shall be made based on merit.
2. Wherever applicable the regulations prescribed from time to time by the professional councils/bodies such as Pakistan Engineering Council (PEC), Pakistan Medical Commission (PMC) formerly PM&DC, Pharmacy Council of Pakistan (PCP), Pakistan Council for Architects and Town Planners (PCATP), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), etc. shall be preferential.

3. DEFINITIONS

In these regulations, unless there is anything repugnant in the subject or context, following meanings shall be assigned:

8. **"Credit Hour"** means teaching a theory course of 50-60 minutes duration per week throughout the semester. One Credit Hour in laboratory / library research / Museum / Clinical Wards/ library research/Design Studios would require contact of two-three (2-3) hours spent per week throughout the semester.
Explanation: The credit hours are denoted by two digits within brackets with a hyphen in between. The first (left side) digit represents the theory part while the second (right side) digit represents the laboratory / research work / Museum / Clinical Wards/ Studios/Workshop etc. Thus 3(3-0) means three credit hours of theory while 4(3-1) means a total of four credit hours, of which, three credit hours are of theory while one credit hour is for laboratory / research / Museum / Clinical Wards. The weekly contact hours of a 3(3-0) course will be three, while the contact hours of 4(3-1) course will be five to six while the contact hours of 3(1-2) will be five to seven.
9. **"Controller of Examinations"** means the Controller of Examinations of the University.
10. **"Credit Course"** means a course of study, successful completion of which shall be the requirement for the award of degree. The grade obtained in a credit course shall appear on the transcript.
11. **"Non-Credit Course"** means a course registered by the student or prescribed by the concerned Department, which is not to be counted towards the minimum degree requirements. The grade of a non-credit course shall appear on the transcript with a special mark, and it shall not be used in calculation of the SGPA/CGPA. Internship shall be shown in the transcript as a non-credit course.
12. **"Cumulative Grade Point Average (CGPA)"** means the weighted average of the Grade Points earned for all the credit courses in all the semester attended.
13. **"Dean"** means the Dean of a Faculty of the University.
14. **"Department"** means a teaching department / institute / school / Centre / affiliated or constitute institute of the University or an academic institution with which Superior University has a valid Memorandum of Understanding or proof of affiliation.
15. **"Faculty"** means the Faculty of the University.
16. **"Freshman"** means zero semester or orientation session of approximately 610 weeks.
17. **"Grade Point"** means the points (numerical value) associated with each letter grade.
18. **"Grade"** means the letter grade earned by a student in a course depending on his performance in that course.
19. **"Program"** means the undergraduate program leading to a degree, diploma, or certificate.
20. **"Registrar"** means the Registrar of the University.
21. **"Semester Grade Point Average (SGPA)"** shall mean the weighted average of the Grade Points earned for all the credit courses in a single semester.
22. **"Student"** means an enrolled student at the University.

23. **"Teacher"** means a person declared as teacher by the University, it includes Teaching Associate /Visiting/part time teachers/ demonstrators, and any other person called instructor for the purpose of teaching.
24. **"University Registration"** means a process whereby a student is assigned a unique number by the Registrar of the University as per prescribed pattern.
25. **"Program Enrollment"** Program enrollment means enrollment of a student in a particular program offered by the University.
26. **"Semester Enrollment"** Semester enrollment means enrollment of a student in a specific semester as per Academic Calendar issued by the Registrar. Provided the student 's enrollment is confirmed after submission of fee.

4. CURRICULUM OF A DEGREE PROGRAM

1. Each department shall develop the curriculum for each of its programs through the relevant Board of Studies and submit it through the concerned Board of Faculty to the Academic Council for approval. Such curriculum shall become effective from the date of its approval by the Academic Council or as may be prescribed. The curriculum of a program shall normally consist of the objectives and scope of the program, structure/requirements of the program, scheme of studies and syllabi of the courses.
2. The requirements of the program shall be completed within time period as prescribed for the HEC/ relevant Accreditation Agency (as applicable). Provided that in some compelling/extraordinary circumstances the Academic Council upon recommendations of concerned Board of Faculty may give extension as per HEC rules and regulations or relevant councils.
3. Each student shall follow the curriculum of the program as may be prescribed by the Academic Council from time to time.

5. ORGANIZATION OF TEACHING

1. Teaching in various courses shall be conducted in the University Departments or the constituent colleges or the affiliated institutions through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work, clinical wards, and other methods of instructions as approved by the Academic Council.
2. English shall be the medium of instructions and thesis/examinations for all subjects except Oriental languages, in which case the medium of instruction shall be either the language itself or English. The medium of instruction for Islamiyat and such as other—i.e., Pakistan Studies such shall be either Urdu or English. Any changes in the medium of instruction or examination of any module shall be approved by the Academic council.

6. ADMISSION TO THE UNDERGRADUATE PROGRAM

1. To be eligible for admission to a program, a candidate must have successfully qualified all the prerequisites including the number of years of schooling/ education. Each department shall define the eligibility criteria of its program and get it approved by the Academic Council before offering the program.
2. Anyone who has been rusticated or expelled by any university or college for misconduct or for use of unfair means in the examinations or any offense involving moral turpitude, or punished by law shall not be eligible for admission.
3. Each candidate shall make an application for admission on a prescribed form along with documents specified in the form.
4. Admission shall be made on the basis of cumulative merit to be prescribed by the University from time to time.
5. In addition to the University-wide Admission Committee, an Admission Committee for each department shall be constituted by the Dean of the Faculty concerned to ensure that each admitted student fulfills the required criteria of the program.
6. The admission to Undergraduate program shall be finalized by the Dean after a candidate has qualified in a written test / interview or as recommended by the admission committee of the department concerned. A merit list of selected students will be displayed after the completion of Admission campaign.

7. REGISTRATION AND ENROLLMENT

a. University Registration

1. A student seeking admission in a program of the University shall register himself/herself with the Registrar within the dates notified for registration, failing which he/she shall not be allowed to appear in the terminal (University) examinations and his/her admission may be cancelled.
2. The Registrar shall issue a University registration number to each student.

b. Semester / Course Enrollment

1. The Department shall complete the semester / course enrollment of students within two weeks before the commencement of a semester.
2. The student must have cleared his/her unpaid dues (if any) of the previous semester.
3. A student shall register for the courses offered by the department on the prescribed enrollment form (or online) in consultation with the Academic Advisor/Program Leader/ HoD/Chairperson.

4. A regular student shall register a minimum of 15 credit hours and a maximum of 18 credit hours or as per the permission of the Regulatory Body in a regular semester and up to maximum 8 credit hours/3 courses in a summer session. In a summer session only the remedial, non-credit courses, and/or the repeatable courses with grade "D", "F" or —W|| may be allowed to register. In exceptional cases/hardship one more course could be taken up depending upon the nature of the case.
5. If a student needs a maximum of 21 credit hours to complete his/her degree requirements, the Rector, on the recommendation of the Dean, may allow the student to register for all the remaining courses.
6. The student shall deposit his/her semester dues according to the total number of registered credit hours before the commencement of semester.
7. If a student fails to register the courses before the commencement of the semester, the Dean may allow the student to register for courses within two weeks after the commencement of semester subject to the payment of late fees as prescribed by the University from time to time.

c. Add/Drop of Courses

1. A student may add or drop his/her enrolled course(s) or convert a credit course into a non-credit course or vice-versa within two weeks from the commencement of the semester on the recommendations of the Academic Advisor and approval of the concerned CoD / Program Leaders.
2. Add/Drop of course(s) for a student who is repeating any course(s) or is on academic deficiency (with a low SGPA or CGPA than the minimum requirement) may be allowed by the Dean on recommendations of the Academic Advisor through the CoD/ Program Leader.
3. No add/drop may be allowed in Summer/Remedial Sessions.
4. The student shall deposit the dues for the additional credit hours course(s) accordingly. In case of drop of course(s), the amount shall be refunded or adjusted accordingly.
5. If the student gets dropped in one core course then he/ she will be dropped in other courses as well. The drop course will not be shown in the transcript.

d. Freezing of Semester/Re-admission (Unfreezing)

1. Freezing/Re-admission or Unfreezing can only be allowed at the start of the semester (i.e. by second week).
2. A student dropping all the registered courses or choosing not to register in any course for a semester, shall be required to apply for freezing his/her semester through COD/PL.
3. No freezing shall be allowed in the first semester however under special circumstances freezing of first semester can be considered by the approval of Chairman /Program Leader and Registrar. Special circumstance may be:
 - Iddat - Accident
 - Death in the immediate family (first blood relation)
 - Any other subject to acceptance on justified rationale
4. The frozen semester shall be counted towards the maximum period allowed for completing the program.

5. Freeze semester will automatically stand un-frozen after one semester however student can extend his/her duration of freezing up to one more semester by submitting additional application. The maximum duration of freeze should not exceed the time limit of one year in a program.
6. A student freezing a semester between first 3-6 weeks of the commencement of semester shall be required to pay prescribed tuition fee and other dues.
7. A student, who neither registers any course for a semester nor requests for freezing of the semester, shall deem to have abandoned his/her program. However, he/she may be allowed to reinstate his/her program in a subsequent semester/ session on his/her request, provided he/she has sufficient time to complete the requirements of the program within the maximum time period allowed from the date of his/her initial admission in the program. He/she shall be required to pay 100% of the admission fee as the prescribed reinstatement fee along with other dues of the semester/session.

e. Cancellation of Enrollment

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

f. Migration / Transfer of Credits/Exemption of Courses

1. A student may be allowed to transfer the credit hours from other accredited Universities / Degree Awarding Institutes only at the time of admission or at the start of the regular semester of the University. Similarly, a student studying in any other undergraduate degree program offered by Superior University can be allowed to transfer credits provided that he meets the eligibility criteria for the program (in which he is seeking admission) as set by university or other accreditation bodies.
2. The Dean shall constitute a committee to evaluate and recommend the transfer of credits. The Dean shall endorse the acceptance of transferred credit hours.
3. No transfer will be allowed once the Add/Drop deadline (two weeks after the start of the semester) has passed.
4. No credit of a course shall be transferred if the letter grade is less than C with minimum grade point of 2.00 on the 4.00 scale or in case if grade is not available with minimum 60% marks.
5. A maximum of 50% of the total credit hours required for completion of the program may be allowed for transfer.
6. The courses allowed to be transferred shall have at least 70% similarity of the course contents for the core courses on the current scheme of study of the program and for the elective courses, the Committee shall evaluate the courses and recommend the transfer based on comparable and identical courses.

8. A candidate who has already earned a degree or other qualification from a recognized University/DAI with a lesser duration/study as compared to that of the duration/studies of the program in which he/she intends to take admission, may be given exemption of studied courses and allowed to bridge his/her previous qualification with the required duration/studies of the desired program. The case of exemption shall also be dealt by departmental admission committee and referred to Dean for final approval.
9. The grade and the grade point of the transferred course shall not be used in calculating the SGPA and CGPA.
10. The candidate shall be responsible for providing the migration certificate/NOC, and syllabi (attested by previous University), letter grades and grade points of all the courses that he/she has qualified at the last University / DAI and shall meet all the admission requirements of the program.

8. EXAMINATIONS

1. A student shall be evaluated in each course based on periodical quizzes/ mid semester test(s)/ assignment(s)/ group discussion(s)/ presentations / project(s) during the semester and terminal (University) examination at the end of the semester. These (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percentage marks. The weightage may be determined, based on the following guidelines:

Nature of Examination	Course with Lab	Course Without Lab
Quizzes	5 – 10%	5 – 15%
Mid Semester Examinations	20 – 30%	30 – 40 %
Assignments / Presentations/Case Studies etc.	5 – 10%	5 – 10%
Practical / Project (if applicable)	10 – 20%	–
Final Semester Examination	40 – 50%	40 – 50%

Note : The weightage can be varied by the Board of Studies depending upon the nature of the subject.

2. Each faculty member will prepare the course file/ course dossier as per the above plan in each semester for all the courses assigned to him/her.
3. In case a student joins a course after it has been started, he/she shall be responsible for any missed assignments and lectures.
4. There shall be a written examination for each course at the end of each semester on the basis of Academic calendar.
5. The faculty members/visiting teacher shall discuss all the sessional tests, assignments, quizzes, terminal examination papers and their evaluation with the students during the semester.
6. A date-wise record of the attendance of students shall be maintained by each teacher.
7. Final term examinations will cover the whole course of the semester. QCH is responsible for ensuring the validity of assessment process and quality of the papers set by the teachers/examiners.
8. To appear in the final term examinations is compulsory otherwise students will be awarded grade "F".
9. The transferred/exempted courses and their credit hours shall appear on the transcript with a description stating the work as transferred and/or exempted and the name of the University/DAI from where these were originally qualified and earned.
10. If a student becomes unable to appear in mid-term exams due to special circumstances as defined in 7 d (iii) HOD can re-conduct the mid-term with the consent of Additional Controller Examination. A student is liable to submit his/her application to HOD within 7 days of closing of examinations. Provided further that reconduct of the examination shall be arranged within one semester.
11. If a student become unable to appear in final-term exams due to special circumstances as defined in 7 d (iii) Examination Department can re-conduct the exams with the approval of Rector. Student is liable to submit his/her application to CoD within the 7 days after the examination. The reexamination will be taken before the commencement of the next semester.
12. A student shall be eligible to appear in the end semester examination provided that:
 - He/she has been on the rolls of the University during that semester.
 - He/she has registered himself/herself for the courses of study and has attended at least 75% of the lectures/laboratory work (whatsoever may be the reason including medical, renewing of AQAMA and emergency situations) and completed the course work to the satisfaction of the department concerned.
 - The student falling short of the required percentage of attendance of lectures/seminars/practical/laboratory/demonstrations, etc., shall not be allowed to appear in the final semester examination of the concerned course. In case of shortage of attendance, the student will be marked as "Fail" in that course.
 - He/she has paid all the University dues including tuition fee / hostel fee etc. before the commencement of the Final Term examination.
13. A handicapped/ disabled (blind) student will be provided writer/amanuensis at the expense of the University on the recommendations of the Dean. The writer/ amanuensis shall be of a lower grade of education than the student. He/she would be allowed an additional 25% time for solving the question paper over and above the time stipulated for a question paper.

n. Final Year Project (FYP) / Thesis

1. The students of those departments where project / thesis is a requirement for the program will be required to carry out research on a project / thesis of maximum 6 credit hours and submit a project report / thesis as a requirement for partial fulfillment of their degree / program in the relevant disciplines. However, each department may devise its own policy regarding projects.
2. Each student shall perform his/her research work under the supervision of a teacher appointed by the HOD.
3. Where necessary and desirable, a co-supervisor may also be appointed by the HOD. He / she may be a teacher of relevant field / taken from the industry concerned.
4. The student shall be permitted to project according to the scheme of study of the program to select a topic of research project in consultation with his/her supervisor.
5. The student is required to complete the project/thesis and submit his/her report/thesis for evaluation to the department through his/her supervisor within the stipulated time period as defined by the HOD. This requirement is not applicable on students with grade F.
6. In case a student fails to complete the project/thesis within the given time, the HOD may allow him/her an extension up to a maximum of two (2) months, provided that the maximum time period allowed for completion of the program permits to do so. Provided that the notification of conduct of examination shall be issued under intimation to the Controller of Examinations.
7. For the FYP Plagiarism check is compulsory and the bar of similarity shall not cross limit set by HEC (maximum 19%).

The student shall pay such charges for use of facilities for his/her project/thesis as prescribed by the University from time to time. If a student is given extension in the period for completion of his/her project/thesis, he/she shall pay the fee/charges for the extended period and no fellowship or financial assistance shall be provided during the extended period. However, if the student is still unable to complete the project/thesis within the given time period, full fee of 6/3 Cr. Hrs. (whichever is applicable) shall be applicable on each period of semester.

o. Panel of Examiner

1. A panel of examiners for evaluation of project report/thesis and conduct of viva-voce examination shall be recommended by HOD of the respective department.
2. The examiner shall be appointed by the Dean of the Faculty concerned.
3. The examiner shall evaluate the project report/thesis and conduct viva-voce examination of the student on the date and time given by the HOD of the department concerned in consultation with the COE.
4. In case the project/thesis is adjudged inadequate by the examiner, he/she may reject the project report/thesis or ask the student to revise the same.
5. The student shall be required to submit the revised version of the project report/thesis within a period of one month from the date of viva-voce examination. The revised version of the project report/thesis shall be re-examined by the supervisor.

6. The result of the revised version received from the supervisor shall be declared and no further extension shall be granted.
7. After the viva-voce examination, the successful student shall submit three hard bound copies of the project report/thesis to the department for onward transmission to the Controller of Examinations for declaration of result. A copy of the project report/thesis will be deposited by the Controller of Examinations in the library. Provided that copies may be kept in soft or hard form as per the requirement of the Council, if applicable.
8. The result of the student shall not be declared unless he/she has submitted three soft / hard bound copies of the project report/thesis to the department or as required by the concerned council.
9. The project report/thesis shall be printed on A4 size (8.27" x 11.69") paper and shall have a black hard binding.
10. Each successful student shall be awarded the degree on successful completion of all the requirements of Undergraduate program

9. GRADES, PROMOTIONS AND MERIT

1. Each course shall carry 100 marks. The minimum pass marks for each course shall be 50%.

Marks and grade points shall be calculated according to the following table.

TABLE FOR AWARD OF GRADES

Percentage / Marks	Grade	Grade Points
85 – 100	A	4.00
80 – 84	A-	3.66
75 – 79	B+	3.33
71 – 74	B	3.00
68 – 70	B-	2.66
64 – 67	C+	2.33
61 – 63	C	2.00
58 – 60	C-	1.66
54 – 57	D+	1.33
50 – 53	D	1.00
0.0 – 50	F	0.00
Incomplete	I	-
Withdrawal	W	-
Replaced Grade	R	-
Improvement	Imp	Grade awarded as per marks
Short Attendance	SA	---

1. Marks will be rounded off for each course only once after adding in semester and final examination marks. Marks would be rounded up / down from first decimal as under:

- 1. If the first decimal is equal to or greater than 5, the value is to be rounded up to the next higher whole number e.g. 67.5 will be treated as 68 and 69.5 will be treated as 70.
- 2. If the first decimal is less than 5, the value is to be rounded down to the current whole number e.g. 67.4 will be treated as 67 and 69.4 will be treated as 69.

2. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:

SGPA = $\frac{\sum \text{Course Credit Hours in the semester (excluding W and I) Grade Points Earned}}{\text{Total Semester Credit Hours (excluding W and I)}}$

CGPA = $\frac{\sum \text{Course Credit Hours in all semesters (excluding W, I \& R) Grade Points Earned}}{\text{Total Credit Hours taken in all semesters (excluding W, I \& R)}}$

3. SGPA and CGPA shall be rounded off up to two decimal places when shown on the transcript and in record(s) of result.
4. The result of a student in each course, whether passed or failed, shall be indicated on the transcript by letter grade. A separate transcript shall, however, be issued to each student showing percentage of marks, grade obtained in each course, SGPA and CGPA.
5. Non-Credit courses as defined in Clause 3(p) of these regulations shall not be counted in the SGPA and CGPA calculations.

g. Withdrawal of Course and Grade "W"

1. A student shall be allowed to withdraw from a course between 3-6 weeks or before the midterm after the start of the classes in the semester subject to the approval by the course teacher and Dean concerned. The withdrawn courses shall appear on the transcript with letter grade "W". For the courses with co-requisites (for example, courses with theory as well as lab work), if a student withdraws one component of such a course, then it shall be deemed as he/she has withdrawn the whole course.
2. A student withdrawing after the 6th week shall be automatically awarded "W" grade which shall count in the GPA and stay on the transcript. In this case, tuition fee and other dues will NOT be refunded or adjusted. Withdrawal will be allowed till the end of 10th week of the semester. In case of withdrawal full fee of that course will be charged and it will be shown in the transcript.
3. No credits shall be given to the withdrawn course(s) and it shall not be used in the SGPA and CGPA calculations.
4. The student may repeat the withdrawn course whenever offered next. He/she shall attend all the classes / tutorial and shall appear in all quizzes/mid semester test(s)/assignment(s)/group discussion(s)/presentation(s)/project(s) during the semester/session and terminal examination at the end of the semester/session.
5. He/she shall pay full dues for repeating the withdrawal course(s).

a. Grade "F"

1. If a student fails to appear in the terminal examination of a course, he/she be treated as absent and failed.
2. The minimum pass marks for each course shall be 50. A student obtaining less than 50 marks in any course shall be deemed to have failed in that course.
3. The grade point for the Grade "F" shall be 0 and it will be used in the SGPA and CGPA calculations.
4. Whenever a student fails in a course, he/she shall repeat the course as soon as the course is offered to improve his/her grade. He/she is required to attend all the classes / tutorial and shall appear in all quizzes/ mid semester test(s)/ assignment(s)/group discussion(s)/presentations/project(s) during the semester and terminal examination at the end of the semester.
5. He/she shall pay the dues for repeating the failed course(s).

Grade "I"

1. If a student fails to appear in the terminal examination of a course on medical or for any other reasons, he/she be treated as absent and failed. However, in special circumstances, on the request of the student, the Dean of the Faculty concerned, on the recommendations of the teacher/supervisor concerned, may allow for the award of Grade "I" to the student in a course provided that the attendance and other requirements of the course must have been completed by the student.

2. No credits shall be given to the Grade "I" and it shall not be used in the SGPA and CGPA calculations.
3. Incomplete requirements must be met no later than the end of the next regular semester, otherwise it will automatically be changed to an —F||. It will be the responsibility of the student to complete the specified requirements within the stipulated time as approved by the Dean on recommendations of teacher/supervisor.
4. In case the project is split into 2 parts then —I|| will be written in the 1st part and it will be replaced by the original grade in the 2nd part.

b. Repeating Courses /Improvement of CGPA

1. If a student gets "F" grade he/she will be required to repeat the course or its recommended alternate, if any. However, "F" grade obtained earlier will also be recorded on the transcript.
2. Undergraduate students may be allowed to repeat a course in which he/she has obtained grade below "C". In such a case both the previous and new grade obtained will be recorded on the transcript, however, only the better grade shall be used in the calculation of CGPA. The university can allow maximum number of 5 courses that a student can repeat in an undergraduate program to improve his/her CGPA.
3. In case of CGPA improvement it would be recorded with (Imp) on the transcript.
4. A student is required to attend all the classes/tutorial and shall appear in all quizzes/mid semester test(s)/assignment(s)/group discussion(s)/presentations/ project(s) during the semester and in terminal examination at the end of the semester.
5. He/she shall pay the dues for repeating the course(s).
6. A course which is repeated in a subsequent semester(s)/session(s) shall be reflected in the transcript corresponding to the respective semester(s)/ session(s) for as many times as it is registered for. The old grade of the course shall be replaced with the letter grade —R|| without changing the previous GPA/CGPA. The new grade, through its corresponding semester/session, shall be used for computation of the GPA/CGPA. Provided the new grade is lower than the previous grade then the previous grade shall retain as such; whereas the new (lower) grade shall be marked as —W|| without affecting the GPA/CGPA and the repeat shall be reflected in the transcript corresponding to the respective semester/session. Provided also a student, after approval of the Dean, takes a new elective course in lieu of a previous elective course in which he/she has failed then the grade of the previous course shall be replaced with the letter grade "R" without changing the previous GPA/CGPA. Both the previous and the substituted courses shall be reflected in the transcript corresponding to their respective semester/session and only the grade of the substituting course, through its corresponding semester/session, shall be used in computation of the GPA/CGPA. Withdrawal of a substituting course shall not change the grade of the previous course as well as the previous GPA/CGPA.

7. A student may be allowed to improve his/her CGPA by repeating course(s) after completion of the program with the approval and recommendations of the In-Charge/HOD through the Dean. Provided the maximum allowable time of the program is not over and that he/she has not been issued the degree. The student shall have to surrender his/her previous transcript, provisional certificate and other related document(s).

c. Academic Performance and Monitoring of Low Performance Students

1. A student shall be required to maintain a minimum CGPA of 2.0 throughout the period of study.
2. At the end of every regular semester, a probation warning is issued to the student if the CGPA of the student falls below 2.0. However, if a student cannot earn a minimum SGPA of 1.0 in the first semester then he/she shall be dismissed from the program. In case GPA of a student in the first semester falls below 1.5 but equal to or above 1.0 then he/she shall be given a serious warning (the last chance to attain a semester GPA of 2.0 or above). A student on serious warning shall be dismissed from the program if he/she fails to achieve minimum semester GPA of 2.0.
3. A student with a warning probation cannot register for courses in the subsequent semester without the approval of the Dean.
4. After each regular semester, if the CGPA of a student is less than the 2.0, the probation count increases by one.
5. If the CGPA of the student equals or exceeds 2.0, the probation count becomes zero.
6. If the probation count of a student becomes two (2), he/she shall be relegated. After 3rd probation period the student will be expelled from the University. A relegated student shall not be allowed to register for any new course(s) and only re-register his/her repeatable courses. During relegation he/she shall have to maintain a minimum SGPA of 2.00. To remove the relegation status, he/she shall have to earn a minimum CGPA of 2.00. The relegation period shall be counted towards the maximum period allowed for the program.

d. Procedure for Issuance of Academic Warning on Low Performance

1. Each student has to maintain the minimum **2.00 SGPA/CGPA** to be promoted to the next semester. Whenever the requisite score falls below 2.00, he / she will be issued **1st warning** requiring him/ her to remain careful to avoid 2nd warning. The Examinations department will issue 1st warning on the UMS after analysis of the data which will pop up on the portal of each student below the required SGPA/CGPA.
2. Heads of the Departments will generate a report after announcement of the result and hold a counselling session with the student in the presence of his/her parents. **Holding of Counselling Sessions** after the announcement of results will be mandatory for each Department. The Department of Examinations will monitor the process.
3. **2nd warning** if issued, and also in a row /consecutively will be treated as final warning and if the student fails to meet up the required standard in the next semester will be relegated to the relevant semester.
4. The student would be required to clear the probation/warning status in the next semester and henceforth.

e. Chaudhry Muhammad Akram (CMA) Gold Medal

A student obtaining overall first position in the batch shall be awarded a Certificate of Merit and CMA Gold Medal provided that He/she has obtained maximum CGPA in the batch but not less than

1. He/she has obtained maximum CGPA in the batch but not less than 3.5
2. He/she must have obtained Grade "D" or above in all the courses throughout the program.
3. He/she has not repeated any course.
4. He/she has not been punished on Academic Dishonesty grounds.
5. He/she has completed the entire requirements of the program at the same department of the University as a regular (non-transferred/non-migrated) student within the minimum prescribed and stipulated time-period.

f. Azra Naheed Gold Medal

A student shall be awarded a Certificate of Merit and Azra Naheed Gold Medal provided that

1. He/she obtains a maximum CGPA but not less than 3.5.
2. He/she must have obtained Grade "C" or above in all the courses throughout the program.
3. He/she has not repeated any course.
4. He/she has not been punished on disciplinary grounds.
5. He/she has completed the entire requirements of the program at the same department of the University as a regular (non-transferred/non-migrated) student within the minimum prescribed and stipulated time-period.
6. The overall performance shall be calculated as follows:
 - Academic Performance 70%
 - Co-Curricular Activities 15%
 - Extra-Curricular Activities 15%
7. The Co-Curricular Activities shall include:
 - Research publications
 - Academic Competitions and Exhibitions (Technopreneurship)
8. The Extra-Curricular Activities shall include (but not limited to the list below):
 - Debates
 - Quiz Competition
 - Essay Writing Competition
 - Participation in Social/Relief Service (must provide a certificate)
 - Event Management
 - Qirat / Naat Competition
 - Hifz-i-Quran

g. Rector's List

A student shall be included in the Rector 's List for a semester provided that

1. He/she has obtained an SGPA of 3.7 or more in a regular semester.
2. He/she has not repeated any course.
3. He/she has not been punished for academic dishonesty.

h. Dean's List

A student shall be included in the Dean's List for the semester provided that

1. He/she has obtained an SGPA of 3.5 or more in a regular semester.
2. He/she has not repeated any course.
3. He/she has not been punished for academic dishonesty.

i. Re-Checking of Answer Books

1. There shall be no reassessment and re-evaluation of the answer books.
2. A student may, on the payment of fee as prescribed by the University, get the answer book re-checked for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, Dean of the concerned department and the Controller of Examination, within one month from the date of declaration of the result.
3. Errors or omissions in calculation, if any, shall be rectified.

10. FEES AND OTHER DUES

Each student shall be required to pay tuition fees, and such other charges as may be determined by the Department and approved by the University from time to time.

11. Miscellaneous

1. Registration number and Class roll number may be one and the same except for some coding distinctions.
2. Pre-requisite issue may be dealt with in case where a student failed in 3 subjects and is eligible to move into next Semester but has been failed to fulfill the Pre-requisite requirement.

12. Applicability

1. The above regulations shall come into force with effect from the date of approval by the Academic Council.
2. The revised version shall remain in the field until amended/ modified or repealed by the Competent Authority.

13. Repeal

The existing regulations shall be repealed on notification of revised version 4.0. However, the matters of all the batches who have attempted any examination during the Spring Semester 2022 shall remain valid till the commencement of next semester.

Automation and Policy Control Department

The Automation and Policy Control Department at Superior University Lahore plays a critical role in managing and optimizing institutional processes by focusing on two major projects: ERP (Enterprise Resource Planning) and ODL (Open and Distance Learning). Through the implementation of ERP, the department streamlines administrative, academic, and financial operations, ensuring efficient resource management and data-driven decision-making. Simultaneously, the department supports the ODL initiative, enabling flexible and accessible education for a diverse student body through the integration of technology-enhanced learning platforms and robust policy frameworks. This dual focus ensures that Superior University remains at the forefront of innovation in both administrative efficiency and educational accessibility.

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