

Scheme of Studies, Examinations, and Academic Standards for the Award of Degrees

1. **Credit Hours.** The minimum number of credit hours, as approved by NUST Academic Council for each programme, and duration for completing the Bachelors' Programmes are given below:

Ser	Programme Title	CHs
a.	Bachelor of Electrical Engineering	131-135
b.	Bachelor of Mechanical Engineering	137
c.	Bachelor of Computer Engineering	136
d.	Bachelor of Mechatronics Engineering	139
e.	Bachelor of Software Engineering	134+X
f.	Bachelor of Avionics Engineering	135
g.	Bachelor of Aerospace Engineering	136
h.	Bachelor of Science in Maritime Sciences	130
i.	Bachelor of Civil Engineering	136
j.	Bachelor of Environmental Engineering	132
k.	Bachelor of Geoinformatics Engineering	132
l.	Bachelor of Science in Computer Science	133
m.	Bachelor of Chemical Engineering	139
n.	Bachelor of Metallurgy & Materials Engineering	139
o.	Bachelor of Science in Mathematics	135
p.	Bachelor of Science in Physics	134
q.	Bachelor of Science in Chemistry	131
r.	Bachelor of Business Administration	136
s.	Bachelor of Science in Accounting & Finance	138
t.	Bachelor of Science in Mass Communication	132
u.	Bachelor of Public Administration	135
v.	Bachelor of Science in Economics	135
w.	Bachelor of Science in Psychology	129
x.	Bachelor of Science in Biotechnology	133
y.	Bachelor of Military Arts and Science	132
z.	Bachelor of Architecture	182
aa.	Bachelor of Industrial Design	140
bb.	Bachelor of Engineering in Naval Architecture	136

cc.	Bachelor of Laws	171
dd.	Bachelor of Engineering in Information Security	132+X
ee.	Bachelor of Tourism and Hospitality Management	135
ff.	Bachelor of Science in Food Science and Technology	142
gg.	Bachelor of Science in Bioinformatics	130
hh.	Bachelor of Science in Data Science	133
ii.	Bachelor of Science in Agriculture	137
jj.	Bachelor of Science in Environmental Science	134
Ser	Programme Title	CHs
kk.	Bachelor of Science in Artificial Intelligence	133
ll.	Bachelor of Medicine, Bachelor of Surgery, MBBS	Annual System
mm.	Bachelor of Science in Human Nutrition and Dietetics	136

2. **Duration.** The minimum and maximum duration of all above-mentioned programmes except Bachelor of Architecture is 4 and 7 years respectively. However, Bachelor of Laws and Architecture's minimum and maximum duration is 5 and 8 years respectively.
3. **Internship.** Internship (Voluntary / Mandatory) with reputed public/private sector organizations has been introduced in the undergraduate degree programmes. Voluntary internship for the duration of 4-8 weeks may be undertaken by 1st / 2nd year students in NGOs, Trusts and Public Sector organizations in Summer Semester. However, Mandatory internship (graded course of 3 credit hours) for minimum duration of 6 weeks must be performed by 2nd / 3rd / 4th year undergraduate students once during the degree programme. Mandatory internship will be conducted in the industry / public or private sector organization relevant to the individual's degree programme. Mandatory internship will be reflected on the transcript as Qualified / Not Qualified being the essential component for the award of degree.
4. **Community Service Course.** Each student is required to undergo a 2-Credit Hour (CHs) Community Service course as part of the standard curriculum. The students who do not complete the course are usually at a disadvantage during job placements and practical life.
5. **Examinations & Other Semester Requirements.** The following may be scheduled during a semester of studies for grading:
 - a. **Minor Test (Quiz).** Several unannounced/announced quiz tests are conducted frequently in each course at irregular intervals, (normally 2-3 per credit hour) throughout the semester.
 - b. **Major Tests**
 - (1) **Mid Semester Examination/One Hour Test (OHT).** Mid Semester Exam is a 2–3 hour test conducted at mid-semester or a number of OHTs (one-

hour duration), conducted (normally one per credit hour) in each course at regular intervals with due notice of at least two days.

- (2) **End Semester Examination (ESE).** The last comprehensive examination of approximately three hours duration is given in each course on its completion.
- c. **Class Assignment.** A task, relevant to a course of study, is assigned by concerned faculty to substantiate the course contents. The assignment may or may not be graded.
 - d. **Practical/Lab Test.** These tests include all such examinations/evaluations to ascertain the level of competency of the practical application of knowledge acquired.
 - e. **Project.** Project is a research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical use. Projects are usually assigned as part of coursework to individuals or groups of students and each student is required to present the project work.
 - f. **Attendance.** 75% attendance is a must for a student to be allowed to appear in the End Semester Examination of a subject. Students shall be awarded **XF** grade if their respective attendance falls below 75%. No deviation from this rule is allowed under any circumstances.
 - g. Students are required to make oral presentations during the semesters as part of courses specially configured to develop their soft skills.
6. All End Semester Examinations are managed by the constituent institutions on dates and according to the schedule prepared by them.
7. **Question Paper.** All question papers are set by respective faculty and duly scrutinized, approved, and conducted in accordance with the University policy. As per the spirit of the semester system, there shall be no choice in attempting the questions. It shall 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.
8. **Use of Reference Material during Test/Examination.** Before the quiz, OHT, and mid/end-semester examinations, the concerned faculty/invigilator may announce such books, notes, or other material which can be referred to by the student during the test/examination. Students should not be in possession of any other book, notes, papers or material, etc.
9. **Examination Schedule.** The Deputy Controller of Examinations of the respective institution publishes the examination schedule at least two weeks prior to the commencement of the End Semester Examination.
10. **Academic Calendar.** Director Academics prepares the academic calendar of the University based on the details provided by each institution and other directorates of Main

Office NUST at least two months before the commencement of the academic year, i.e., Fall Semester.

11. **Conduct of End Semester Examination.** S. HoD/Dean approves the detailing of officers/faculty as superintendent/deputy superintendent for the conduct of End Semester Examination. These officers/faculty shall ensure the following:

- a. Students are seated in the examination room according to the seating plan prepared by the Examination Branch.
- b. All answer books used in the examination are initialed by the invigilator. No other answer books are to be used.
- c. Answer books are issued to the invigilators five minutes before the commencement of the examination and retrieved at the end of the examination.
- d. The absentee report, if any, is prepared and forwarded to the Examination Branch at the end of each examination.

12. **Invigilation Duties.** Invigilators are detailed by the Deputy Controller of Examinations of the institution after the approval of the Dean. They report to the superintendent/deputy superintendent thirty minutes before the commencement of examination and shall ensure the following:

- a. Students are seated according to their seating plan.
- b. Students are warned against the use of unfair means and have been advised to surrender notes, papers, cell phones, iPads, etc., or other unauthorized material before the commencement of the examination.
- c. No student is allowed to join the examination thirty minutes after its commencement.
- d. No student is allowed to leave the examination room within one hour of commencement of the examination. The visits to washrooms shall be carefully controlled.
- e. The question papers and answer books of a student detected using unfair means or assisting another candidate, are taken away and the matter is reported to the superintendent/deputy superintendent of examination. The superintendent records all available evidence to be used as written proof later on.
- f. The students write their examination code number on the front cover of each additional answer book used. If more than one answer book is used, they are stapled together. All unused answer books are handed over to the superintendent/deputy superintendent after the examination.

13. **Invigilators' Responsibility.** The invigilator distributes the question papers to the students according to the schedule published by the Examination Branch of the respective institution. The invigilator collects answer books from the students and hands them over to the superintendent/deputy superintendent after the examination. The subject faculty shall remain available near the examination of their subject to clarify queries if any.

14. **Students' Responsibility.** Students shall report half an hour before the time fixed for the examination on the first day and ten minutes on subsequent days. No books, notes, or documents are to be taken in the examination room except those authorized by the examiner.

15. **Unfair Means.** Any student found using unfair means or assisting another student during a test/examination shall be liable to disciplinary action. A student found guilty of such an act by the institution Discipline Committee, will be dealt with in the light of policy in vogue. Use of unfair means generally covers the following:

- a. An attempt to have access to the question paper before the test/ examination.
- b. Use/possession of unauthorized reference material during test/examination.
- c. Any form of communication by the student with anyone in or outside the examination room while the test/examination is in progress.
- d. Unauthorized entry into faculty's office or that of his/her staff with the intention of having access to or tampering with the official record/ Examination papers etc.
- e. Possession of cell phones, smart phones, smart watches, or any other smart gadget/electronic device that may assist in the examination.

16. The basis for determining a student's grade in a course of studies is left at the wellconsidered discretion of the individual faculty/Departmental Board of Studies (DBS). Since some courses are purely theoretical, some are purely practical and some have a theoretical as well as a practical portion, the grading scheme in the format given below may be followed by each department for the purpose of uniformity:

Grading Scheme per Semester

Engineering / IT / Sciences			
Nature of Examination	Duration	Frequency	Weighting (%age)
End semester examination	2- 3 hours	1	40-50

One Hour Test(s)*	One hour	<ul style="list-style-type: none"> • 1 CH Course – minimum 1 OHT • 2-4 CHs Courses – minimum 2 OHTs 	30-40
Mid Semester Exam	90-120 mins	1	25-35
Quizzes	-	<ul style="list-style-type: none"> • 1 CH Course – minimum 2 • 2 CHs and above Courses – minimum 3 	10-15
Assignments	Own time@	-	5-10
Project(s)	Own time@	-	10-20
Lab Work			
Lab Work/ Psychomotor Assessment/ Lab Reports	3 contact hours	1 per week for each lab CH	50-70
Lab Project/ Open-ended Lab Project/ Assignment/Quiz	-	1-2	10-20
Final Assessment/Mid Semester Assessment (Written, viva, hands-on experimentation, group task)	-	1	20-30

Mid Semester Examination will be held in lieu of OHTs during Summer Semester.

@ Duration of own time is decided by the class teacher.

17. For purely theoretical and purely practical courses, the grading scheme is evident in the suggested format. However, for subjects having two categories (theory and practical) combined, the final grade is computed by multiplying the number of credits assigned to each category with the percentage marks obtained in that category and dividing the sum of the two by the total credits in that subject. For example:

Example				
Subject	Theory Credit	Practical Credit	% age Marks Earned	
			Theory	Practical
Physics	3	1	70	90

$$\text{Overall grade} = (70 \times 3 + 90 \times 1) / (3 + 1) = 75 \%$$

18. The overall subject percentage thus obtained shall be rounded off by the individual faculty up to two decimal points.
19. The performance of each student in a course of studies is graded as follows:

Letter Grade	Grade Points
A	4.00
B+	3.50
B	3.00
C+	2.5
C	2.00
D+ (for UG only)	1.50
D (for UG only)	1.00
F	0.00
I	Incomplete
W	Dropped
Q	Qualified
T	Transfer
XF	0.00 (F Grade due to shortage of attendance)

Note: Q Grade i.e., Qualified applies to the specified course(s) as per NUST Policy.

20. **Relative Grading System.** The University follows a relative grading system on a scale of 1.00 to 4.00 points.
21. To earn course credits, a student must obtain a minimum of 1.0-grade points for the undergraduate programme in each course.
22. To successfully complete the degree requirement, a student must obtain a minimum CGPA of 2.00 (2.50 for BBA, BS Economics, BS Public Administration, BS Mass Communication, BS Accounting & Finance, and BS Psychology).
23. **Credit and Contact Hour Correlation.**
 - a. **Credit Hour (CH)** means a lecture of one-hour duration (including ten minutes break) per week per semester for a subject countable towards a student's Cumulative Grade Point Average (CGPA). However, in the case of the studio, one credit hour requires two CHs.

- b. **Contact Hour** means one hour including ten minutes break spent on academic and research-related activities including instructional work/tutorials, studio work, research work, projects, seminars, workshops, internships, etc., during the course of studies at the University. Generally speaking, one CH of course work is equal to one contact hour whereas one CH of studio work is equal to two contact hours, and one CH of lab work/workshop/seminar/research work/project is equal to three contact hours.
24. **Class size & Composition.** In all NUST programmes the class size usually does not exceed 50. To have healthy academic competition among the students, the composition of the class is based on the performance in NET/Semester results. In the first semester, the sections are formed based on admission merit; however, after one year of study, the composition is readjusted as per the latest semester result. In case a student requests for a change of section, the request be evaluated as per justification and shall be decided by the head of the institution.
25. **Award of F, I, & W Grades**
- a. **Award of Grade F.** In addition to the **F** grade awarded based on academic failure, a student shall not be allowed to appear in the final examination of a subject in which his/her attendance is less than 75%, and s/he shall be awarded **XF** grade in that subject. The **XF** grade so obtained shall only be cleared by repetition of the course whenever offered.
- b. **Award of Grade I.** A student, who, because of illness or other acceptable reasons approved by the DBS/FBS, fails to complete the required work in any course or misses any examination/test defined as under, provided his/her overall attendance is not less than 75%, is given **I** as a grade. If a student fails to make up the coursework, he will be awarded an **F** grade. However, in highly extraordinary cases further, an extension may be approved by Registrar Dte, Main office on the recommendation of the FBS.
- (1) **Mid Semester Examination/OHT.** Whenever a student misses the Mid Semester Examination/OHT due to reasons acceptable to the DBS, a make-up test should be arranged within the period to be decided by the DBS but not later than four weeks from the original date of missed Mid Semester Exam/OHT.
- (2) **End Semester Examination.** Whenever a student misses the End Semester Examination due to reasons acceptable to the FBS, the make-up examination should be arranged within the first six weeks after the beginning of the subsequent semester. In highly exceptional cases, approval for any further extension beyond six weeks period is to be obtained from Registrar Dte, Main office on the recommendation of FBS.

- c. **Award of Grade W.** Grade **W** will be awarded on dropping of a course.

26. **Adding / Dropping of Course(s)**

- a. Adding / Dropping of course(s) shall be allowed within the first two weeks of start of a regular semester and 1st week of a summer semester. It shall be ensured that minimum number of credit hours is not less than 12 for Bachelors, 6 for Masters and 3 for PhD programs and maximum number of credit hours does not exceed 21 for Bachelors and 12 for Masters / PhD programs
- b. A student taking less than a regular semester load will not be considered for any academic honour/award, except Rector's Gold Medal.
- c. A student shall be allowed to drop a registered course latest by the 8th week of a regular semester and 5th week of a summer semester with the recommendation of the HoD and approval of the Dean / Associate Dean. Letter grade **W** shall appear in the transcript against the specific course and shall not be considered for computation of GPA.
- d. Students with **W** on the transcript will not be considered for academic honour/award, except Rector's Gold Medal.
- e. A student will be allowed to have a maximum of two Ws in a semester. S/he will not be allowed to accumulate more than four Ws at any one particular time during the course of studies.
- f. **Offering and Registration of Courses.** Each institution will finalize additional courses to be offered in a particular semester well before its start but not later than the last week of the previous semester, keeping in view the resources available.

27. **Final Grade.** The grades earned by a student in home assignments, quiz, laboratory work, mid-semester/OHT, End Semester Examination, etc., are formalized into final result by the concerned faculty. It must be ensured by the faculty that all examination answer sheets including End Semester Examination are shown to the respective students prior to finalization of the results. The faculty prepares the final results of the students on the Qalam and submits the same to the DBS. The grade sheets of each course duly approved by the DBS are sent to the Deputy Controller of Examination on Qalam.

28. **Computation and Approval of Results.** After the results are received from each Department, the Examination Branch of the institution shall compile the final results of each class. The final results shall show the grades obtained in each course of the semester, the Semester GPA, and the CGPA of each student. The result sheets shall also indicate the tentative disposal (probation, warning, suspension, withdrawal) of students failing to achieve the required standard. The institution shall hold the FBS meeting within two weeks of the conclusion of the End Semester Examination and

approve the result. The result shall be formally announced by the Examination Branch of the concerned institute after it is approved by the FBS. Result approved by FBS meeting shall be considered as Provisional Result and shall not be admissible in any court of law. Similarly, the provisional result prepared by the institutes in violation of NUST Regulations/Policies shall be considered null and void and shall not be admissible in any court of law.

29. **Record of Results.** The final result shall be recorded on the provisional semester transcript of each student. The Examination Branch of the respective institution shall prepare four copies of individual student semester transcript. The original copy shall be sent to the sponsoring authority (where applicable) second and third copy to the students and their parents/guardians. The fourth copy shall be retained in the student's permanent file at the institution. The complete semester result of each course shall be sent to Examinations Branch, Main Office NUST for scrutiny and formal notification. Result notified by Examinations Branch, Main Office, shall be considered as Approved Final Result.
30. **Reassessment/Rechecking of Papers.** Reassessment means a re-evaluation of answer(s) already checked/evaluated by the examiners. Answer books of a student in any examination shall not be reassessed under any circumstances. Rechecking will be carried out as per the instructions mentioned in **Annex A**.
31. **Issue of Academic Transcript/Detailed Mark Sheet.** A student desirous of obtaining Academic Transcript/Detailed Mark Sheet may apply to Controller of Examinations, University Main Office through his/her respective institution along with the prescribed fee, as per the policy issued on the subject.