

Salient Academic Regulations: Postgraduate Programmes

1. **Scheme/Duration of Studies.** The requirements of a minimum number of credit hours and duration for completing the Postgraduate Programmes are as under:

	Programme	Credit Hours (Minimum)	Duration	
			Minimum (On Campus)	Maximum
a.	Master of Science (MS)	30	1½ Years	4 Years
b.	Doctor of Philosophy (Ph.D.) For MS qualified	48	3 Years	8 Years

- c. Details of MS and Ph.D. Programmes offered at NUST are attached as **Annex A**.
- d. A minimum of three regular semesters are to be studied (exclusive summer semester) for the award of a Master degree.
2. **Tests, Examinations, and Grading Policy.** The following may be scheduled during a semester of studies for grading:

- a. **Minor Test (Quiz).** Several quiz tests are conducted frequently in each course at irregular intervals, (depending on course credit hours) throughout the semester, with/without informing the student.
- b. **Major Tests**
- (1) **Mid Semester Examination/One Hour Test (OHT).** A 2-3 hours test conducted at mid-semester or a number of one-hour tests 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 (two to three hours duration) is given in each course on its completion.
- c. **Class Assignment.** A class assignment is 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.
- 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 research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into practical use at the Bachelors/Masters level.
 - f. **Thesis.** A thesis is a report comprising the original research work of a student that counts toward the partial fulfilment of the student's Master/Ph.D. degree.
3. All End Semester Examinations of the University are managed by constituent institutions on dates and according to the schedule prepared by the respective institution, unless otherwise approved by the Rector, and duly forwarded to Main Office NUST.
 4. **Thesis.** A thesis is examined and evaluated by a Graduate Evaluation Committee (GEC) constituted for this purpose.
 5. **Question Papers.** All question papers are set by the respective faculty and duly scrutinized, approved, and conducted in accordance with the university policy. As per the spirit of the semester system, there is no choice in attempting the questions (unless specified otherwise). It is 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.
 6. **Use of Reference Material during Tests/Examinations.** Prior to class tests 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 will not be in possession of any other books, notes, papers, material, etc.
 7. **Examination Schedule.** The Deputy Controller of Examination of the respective institution publishes the examination schedule at least two weeks before the commencement of the End Semester Examination and forward a copy of the schedule to Main Office NUST (Examination Branch) for information and record. Any subsequent changes only are made after approval from Main Office NUST.
 8. **Academic Calendar.** Academic Directorate prepares the Academic Calendar of the University based on the details provided by the institutions and other directorates of Main Office NUST at least two months before the commencement of the academic year, i.e., Fall Semester.
 9. **Conduct of End Semester Examination.** HoDs approve the detailing of officers/faculty as superintendent/deputy superintendent for the conduct of End Semester Examination. These officers/faculty ensure the following:
 - a. Students are seated in the examination room according to the seating plan prepared by the Examination Branch.

- b. Answer books used in the examination are initialled by them. No other answer books are to be used.
- c. Answer books are issued to the invigilators fifteen 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.

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

- 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 must 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. 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.

11. **Invigilators' Responsibility.** The invigilators distribute the question papers to the students according to the schedule published by the Examination Branch of the respective institution. The invigilators collect answer books from the students and hand them over to the superintendent/deputy superintendent after the examination. The subject faculty remain available near the examination of their subject to clarify queries, if any.

12. **Students' Responsibility.** Students have to 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.

13. **Unfair Means.** Any student found using unfair means or assisting another student during a test/examination will be liable to disciplinary action. A student found guilty of such an act by the Institute Discipline Committee, shall be dealt with in the light of policy in vogue. The unfair means include but are not limited to 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 staff with the intention of accessing to or tampering with the official record/exam papers, etc.
- e. Possession of cell phone, smartphone, smart watch, or any other smart gadget/electronic device that may assist in the examination.

14. The performance of each student in a course of study will be graded as follows:

Letter Grade	Grade Points
A	4.00
B+	3.5
B	3.00
C+	2.5
C	2.00
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 is applicable to the specified course(s) as per NUST Policy.

15. Grade Point Average (GPA) will be worked out by awarding relative grading on a scale of 1.00 to 4.00 points.

16. To successfully complete the degree requirement, a student must obtain a minimum CGPA of 3.00 for a Master and 3.50 for a Ph.D. degree.

17. **Award of Grades**

- a. **Award of Grade F.** In addition to the **F** grade awarded based on academic failure, a student is not allowed to appear in the final examination of a subject in which student's attendance is less than 75%, thus shall be awarded **XF**

grade in that subject. The **XF** grade so obtained will 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 student's overall attendance is not less than 75%, will be given **I** as a grade. When a student, receiving such a grade, makes up the unfinished portion of that course, a student will be given a grade at the discretion of the faculty without prejudice to the previous grade **I**. If a student fails to make up the coursework, he will be awarded an **F** grade. However, in highly extraordinary cases further, the extension may be approved by Registrar Dte (MS Section), 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 will be arranged within the period to be decided by the DBS but not later than four weeks from the original date of the missed Mid Semester Exam/OHT.

(2) **End Semester Examination.** Whenever a student misses the End Semester Examination due to reasons acceptable to the FBS, a makeup examination will 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.

18. **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 is 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** will

appear in the transcript against the specific course and will not be considered for computation of GPA.

- c. Students with **W** on the transcript will not be considered for any academic honour/award.
- d. A Masters student is allowed to get one **W** in a semester, provided that registered credit hours do not fall below 6 credit hours in a regular semester.

The students are not allowed to accumulate more than two **Ws** at a particular time during their studies.

- e. **Offering and Registration of Courses.** Each institution shall 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.
- f. **Courses at other institutions of NUST.** Master students of NUST are allowed to undertake courses at other institutes of NUST while remaining in their maximum 2 courses limit allowed to take at other NUST institutions. It is the responsibility of the student to ensure, that the application is submitted to his institution well in time (i.e., four weeks before the start of the semester/ programme) for case processing with the host institution. Students must have cleared previous dues and submitted the prescribed fee for taking the course.

19. **Final Grade.** The grade earned by a student in home assignments, quizzes, laboratory work, mid-semester/OHTs, End Semester Examination, etc., shall be formalized into the 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 before the finalization of the results. The faculty will prepare the final results of the students on Qalam and submit them to the DBS. The grade sheets of each course duly approved by the DBS shall be sent to the Deputy Controller of Examination on Qalam.

20. **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 Examinations 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.

21. **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 two copies of individual student semester transcripts. The original copy shall be sent to the sponsoring authority (where applicable). The second 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.
22. **Re-assessment/Re-checking of Papers.** Re-assessment/re-checking of papers means a re-evaluation of answer(s) already checked/evaluated by the examiners. Answer books of a student, in any exam, will not be reassessed under any circumstances. The rechecking procedure will be carried out according to instructions mentioned in **Annex B**.
23. **Issuance of Academic Transcript/Detailed Marks Sheet.** A student desirous of obtaining Academic Transcript/Detailed Marks Sheet may apply to Controller of Examinations NUST through their own institution along with the prescribed fee, as per the policy issued on the subject.
24. **Issuance of MS Degree before Convocation.** A student desirous of obtaining an MS degree before convocation may apply to NUST Main Office (Registrar Dte) through their own institution or directly with the prescribed fee. MS degree can be collected through any person by providing an authority letter of the student.
25. **Issuance of Certificates.** Different types of certificates may be obtained from Main Office (Registrar Dte for MS Students and Acad Dte for PhD Students) after payment of the prescribed fee. The form may be downloaded from the NUST website link.
26. **Certificate of High Achiever.** A certificate of High Achiever is awarded to MS Research based students only, who have secured CGPA 4.0, as recognition to their efforts.