

UNIVERSITY OF KAMALIA

SEMESTER RULES

Approved by Syndicate in its 5th meeting held on 07-04-2025

A SHORT TITLE AND COMMENCEMENT

Short Title means, Examination Regulations. These Regulations shall come into force with immediate effect.

1. GENERAL REGULATIONS

The Short Title refers to the Examination Regulations. These Regulations will take effect immediately upon approval.

1.1 DEFINITIONS

In these Regulations, unless the context indicates otherwise, the following terms shall carry the meanings respectively assigned to them:

- i. "Academic Year" refers to the period during which learners attend the University. It comprises the Fall and Spring semesters, along with an optional shorter Summer semester.
- ii. "BASR" stands for the Board of Advanced Studies and Research.
- iii. "BOS" denotes the Board of Studies of the concerned department.
- iv. "Chairperson" refers to the head of an academic department at the University of Kamalia.
- v. "Controller" means the Controller of Examinations of the University of Kamalia.
- vi. "Course" refers to an instructional unit of a discipline taught within a Semester or Academic Year as defined in the approved curriculum of the program. Each course is identified through a specific Course Code, Title, and Credit Hours.
- vii. "Course Instructor" means the faculty member who has taught a specific course to the learners.
- viii. "Credit Hours" refers to the weight assigned to a course based on the amount of instructional time.
- ix. "Curriculum" refers to the collection of courses, course work, and content offered for a program, including objectives, content outlines, and teaching methodologies.
- x. "CGPA" stands for the Cumulative Grade Point Average.
- xi. "Department" refers to an academic department of the University of Kamalia.
- xii. "Degree" denotes the title awarded to a graduate under the seal of the University of Kamalia, signifying successful completion of the prescribed courses of study for a particular program.

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- xiii. "Examinations Coordinator" refers to the person responsible for all examination-related matters at the departmental or affiliated institution level, nominated by the Chairperson/Director or Principal of the concerned institution.
- xiv. "Examiner" means the individual who prepares and evaluates an examination to assess students' knowledge or competence.
- xv. "Extraordinary Circumstances / Force Majeure" refers to unusual conditions not covered by standard rules.
- xvi. "End-Semester Examinations" refer to the exams conducted at the end of each semester, covering the entire prescribed syllabus of each course.
- xvii. "Grade" means the letter mark assigned to a student in a course according to the prescribed formula, based on the marks obtained.
- xviii. "Graduate" refers to a learner who has successfully completed the program and has been conferred the degree.
- xix. "GPA" stands for the Grade Point Average.
- xx. "Head of Department" refers to the head of the academic department at a sub-campus or affiliated institution.
- xxi. "Internal Assessment" means evaluation components such as Mid-Semester Tests, Quizzes, Assignments, or Projects given by the respective course instructor.
- xxii. "Marks" refer to the actual numerical scores obtained by a student.
- xxiii. "Make-up Test" refers to a test arranged for students who missed internal assessments as specified under their respective programs.
- xxiv. "Mid-Semester Examination" means the examination held midway through the semester by the concerned department in collaboration with the Office of the Controller of Examinations.
- xxv. "ORIC" stands for the Office of Research, Innovation, and Commercialization.
- xxvi. "Plagiarism" means any act as defined in the plagiarism policy approved by the University.
- xxvii. "Probation" refers to the academic status assigned to a learner whose performance falls below the acceptable level.
- xxviii. "Program" refers to a broad field of study designed for a particular degree over a specified duration.
- xxix. "Progress Report" refers to a semester-wise record of the courses taken and marks or grades earned by a student, issued after each semester.
- xxx. "QEC" denotes the Quality Enhancement Cell.
- xxxi. "Repeat Course" refers to retaking a course that has been previously studied.

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xxxii. "Semester" refers to an academic term lasting 16–18 weeks during which classes are conducted by the University.

xxxiii. "Student" refers to an individual enrolled at the main campus, sub-campus, or any affiliated institution of the University of Kamalia.

xxxiv. "Sub Campus" refers to any sub-campus of the University of Kamalia.

xxxv. "Summer Semester" means a short-term semester of nine weeks offered during the summer break.

xxxvi. "Transcript" refers to the comprehensive record of all courses taken and marks or grades earned by a student throughout the program, issued upon completion of the degree.

1.2 STATUS OF STUDENT

1.2.1 Every student admitted to any program at the University of Kamalia will be considered a full-time student and must be enrolled for on-campus study.

1.3 CODE OF EXAMINATION

1.3.1 All Mid-Semester and End-Semester examinations will be held within the premises of the University.

1.3.2 In exceptional or force majeure circumstances, the Vice Chancellor may authorize the establishment of an examination centre outside the University premises or conduct the End-Semester Examination online.

1.3.3 The medium of instruction and examination at the University of Kamalia will be English, except for Islamic studies, Pakistani, Regional, Foreign, or Oriental language courses, where the relevant language may also be used alongside English.

1.3.4 Quizzes, Assignments, activities and Projects, etc. assigned by the respective teachers will be referred to as "Sessional Assessment", whereas the examination conducted at the mid and the end of the Semester will be termed as Mid-Semester Examination and the "End-Semester Examination respectively."

1.3.5 The End-Semester Examination will cover the entire prescribed syllabus for each course.

1.3.6 The Academic Calendar will be notified by the Controller of Examinations/ Registrar at the start of each academic session.

1.3.7 Under normal conditions, the schedule of Examinations must be strictly followed. In special circumstances, the Controller of Examinations with the approval of the Vice Chancellor, revise the schedule and issue a notification accordingly.

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- 1.3.8 The attendance of students appearing in the Examinations will be collected by the Examinations Coordinator and submitted to the Office of the Controller of Examinations upon completion of the Examinations on the same day.
- 1.3.9 The Examination office will preserve the records of question papers and marked answer sheets for Mid-Semester and End-Semester Examinations for a minimum period of two years from the date of evaluation.
- 1.3.10 The Office of the Controller of Examinations will maintain the records of question papers and evaluated answer scripts for the End-Semester Examinations for at least two years from the date of completion of prescribed session.
- 1.3.11 The final result for each course will be submitted by the respective course instructor, through the Department Chairperson or Examination Coordinator of the concerned department/ affiliated institution, to the Controller of Examinations within ten working days after the last examination date.

1.4 CONDUCT OF EXAMINATION

- 1.4.1 The invigilation staff for each examination centre will be notified by the Controller of Examinations/ the Chairperson of the respective department prior to the scheduled date of the Examination.
- 1.4.2 The invigilation staff will instruct students to search themselves and surrender any papers, books, notes, electronic devices, or other materials that could in any way assist them during the examination.
- 1.4.3 Students arriving more than thirty minutes after the commencement of the examination will not be permitted to enter the Examination Centre, and no additional time will be granted to such latecomers.
- 1.4.4 No student will be allowed to leave the Examination Centre before half of the total examination time has elapsed. Should a student leave early, they must hand over both the question paper and the answer sheet to the invigilator.
- 1.4.5 Students will not be permitted to sit for the examination without presenting their University Identity Card or Computerized National Identity Card (CNIC).

1.5 UNFAIR MEANS CASES COMMITTEE

- 1.5.1 The Unfair Means Cases (UMC) Committee shall be constituted by the Vice Chancellor. The Committee shall decide the indiscipline cases relating to Examination, referred to it by the Controller of Examinations, and present its recommendation to the Vice Chancellor for approval and implementation of the recommendations.

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- 1.5.2 The Invigilation Staff or any person authorized by the University shall prepare the indiscipline case, if any, together with the statement of the student along with the material recovered from the student and forward it to the Controller of Examinations for necessary action.
- 1.5.3 The Controller of Examinations shall arrange, at the earliest, to refer all the indiscipline cases to the Unfair Means Cases Committee, who shall decide the cases within a week after the receipt of the cases.
- 1.5.4 In case of disagreement among committee members regarding any decision, such cases shall be referred to the Vice Chancellor for final decision.

1.6 INDISCIPLINE IN EXAMINATIONS

- 1.6.1 Any student who:
- i. submits forged or fake documents in connection with the examination.
 - ii. commits impersonation in the examination.
 - iii. copies from any paper, book, notes or electronic device.
 - iv. mutilates the Answer Sheet.
 - v. possesses any kind of material/ electronic device, which may be helpful to his/her in the examination.
 - vi. does anything, which s/he should not do morally or legally in connection with the examination and which may be helpful to his/her in the examination.
 - vii. refuses to obey the examination staff or refuses to follow the instructions issued by the University in connection with the examination.
 - viii. misbehaves or creates any kind of disturbance in or around the examination centre.
 - ix. uses abusive or obscene language in an Answer Sheet.
 - x. possesses any kind of weapon in or around examination centre.
- 1.6.2 The case shall be referred to the Unfair Means Cases (UMC) Committee, which, after due investigation and upon establishing guilt, may recommend one or more of the following disciplinary actions, depending on the nature and severity of the offence:
- i. Issuance of a warning letter.
 - ii. Imposition of a fine ranging from Rs. 2,000 to Rs. 15,000.
 - iii. Cancellation of the concerned paper and award of an 'F' grade in that subject.
 - iv. Cancellation of all papers of the ongoing semester and award of an 'F' grade in all subjects.
 - v. Suspension from the University for one or more semesters.
 - vi. Permanent expulsion from the University.

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1.6.3 If a student is involved in a cognizable offence, the University may, apart from the actions prescribed in the above regulations, also initiate legal proceedings against the offender in accordance with the law.

1.7 APPEAL AGAINST THE DECISION OF THE UNFAIR MEANS CASES COMMITTEE

1.7.1 Students may file an appeal against the decisions of the UMC Committee to the Vice Chancellor through Controller of Examination office within 10 days of the notification of the decisions.

1.7.2 An Appellant Committee headed by a senior faculty member, shall decide the appeal cases, and present its recommendation to the Vice Chancellor for approval and implementation of the recommendations.

1.8 PLAGIARISM

1.8.1 Any act categorized as plagiarism under the plagiarism policy endorsed or approved by the University is strictly prohibited.

1.8.2 All cases of plagiarism will be handled in accordance with the plagiarism policy approved and implemented by the University.

1.9 GRADING SYSTEM

1.9.1 The final grade for each course will be assigned to students based on the marks they obtain in that specific course. These grades will be converted into Grade Points (GP), and the Grade Point Average (GPA) system will be used to determine a student's academic standing at the end of each semester.

1.9.2 GRADING FORMULA

Marks in Percentage	Letter Grade	Numeric Value of Grade (Grade points)
85 and above	A+	4.00
80-84	A	3.70
75-79	B+	3.40
70-74	B	3.00
65-69	B-	2.50
60-64	C+	2.00
55-59	C	1.50
50-54	D	1.00
Below 50	F	0.00
W	W	Withdrawal
I	I	Incomplete

*Fractional marks will be rounded to the nearest whole number for grade determination.

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1.9.3 GRADE POINT (GP)

Grade Point = Numeric Value of Grade x Credit Hours

$$GP = (\text{Numeric Value of Grade} \times CH)$$

1.9.4 GRADE POINT AVERAGE (GPA)

A student's performance for each semester is reflected through the Grade Point Average (GPA). It represents the weighted average of grade points earned across all courses taken during that semester. The GPA is calculated by dividing the total grade points earned in all courses by the total number of credit hours for that semester.

$$GPA = \frac{\text{Sum of Grade Points earned}}{\text{Sum of Credit Hours earned}}$$

OR

$$GPA = \frac{\sum GP_x}{\sum CH_x}$$

($x = 1 \rightarrow n$, n is the number of courses in a semester)

1.9.5 CUMULATIVE GRADE POINT AVERAGE (CGPA)

The Cumulative Grade Point Average (CGPA) represents the overall average of the grade points a student has earned throughout their program of study. It serves as a measure of the student's academic performance at any given stage in the program. The CGPA is computed by dividing the total grade points accumulated across all semesters by the total number of credit hours attempted in those semesters.

$$CGPA = \frac{\text{Sum of Grade Points earned during the program}}{\text{Sum of Credit Hours earned during the program}}$$

OR

$$CGPA = \frac{\sum GP_z}{\sum CH_z}$$

($z = 1 \rightarrow m$, m is the number of total courses studied by the student in all semesters)

1.9.6 CREDIT HOURS

Credit hours are weights assigned to a course. The distribution is as follows:

- i. Theory: One credit hour is equivalent to One contact hour of class for course of theory per week throughout the semester.
- ii. Practical/ Lab: One credit hour is equivalent to Three contact hour of Laboratory/ studio work per week throughout the semester.
- iii. The above ratio can differ if required by the respective accreditation council.

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1.10 SEMESTER FREEZE

- 1.10.1 A student may take a Semester off due to unavoidable circumstances (e.g. Financial/ Health Constraints etc.) by applying for a Semester Freeze. Such student must submit an application, verified by the Chairperson of the respective department/ Principle of Affiliated Institution, to the Controller of Examinations for notification, after due recommendation of the Dean of the respective faculty.
- 1.10.2 Semester Freeze for Semester-I of any program shall not be allowed
- 1.10.3 The application for Semester Freeze should be submitted by the student within TWO weeks from the start of the Semester.
- 1.10.4 A Student may apply for freeze at the most Two semesters, subject to the maximum length of the program.
- 1.10.5 Such a student should re-join the same Semester in the following academic year subject to the maximum duration as per the Examination Regulations of the program.
- 1.10.6 The duration of Semester Freeze shall be counted towards maximum duration allowed for the completion of respective degree.

1.11 PERMISSION OF WRITER FOR SPECIAL STUDENTS

- 1.11.1 A visually impaired student may be allowed to attempt the Examinations of the University on Braille or Computer, subject to approval of COE.
- 1.11.2 In case a student is physically handicapped/ visually impaired, s/he may apply to the Chairperson of the respective Department/ Examination Coordinator of Affiliated Institution (with Medical Certificate as proof of his/her disability) for permission to engage a writer in Examinations of the University Two weeks before the start of Examination. If permitted by the competent authority, s/he shall be allowed 45 minutes (maximum) extra time to solve the Question Paper.
- 1.11.3 The qualification of the person who acts as writer of a handicapped/ special student must be at least one level lower than that of the student (e.g. for a BS student, the writer should be at the most F.A./F.Sc. etc.).

1.12 INSTRUCTIONS FOR MAKE-UP EXAMINATIONS

- 1.12.1 Make-up examination Fee (Rs. 1500/- Per Course) will be submitted only, after case will be approved from the committee.
- 1.12.2 If a student fails to appear in the Mid-Semester or End-Semester Examination due to unavoidable circumstances—such as the death of an immediate family member (parents, grandparents, brother, or sister), hospitalization resulting from severe illness, or a serious accident requiring a hospital stay—but has otherwise fulfilled all other course

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requirements, including attendance and completion of assessment activities, the case may be considered by the Committee for appropriate relief upon the recommendation of the course instructor and the student advisor. In addition to these specified situations, the Committee may also consider other genuine cases of unforeseen hardship on compassionate grounds.

1.12.3 Supporting documents (Medical Certificate (Issued from Government Hospital) / Death Certificate (Issued from NADRA Office) / etc.) must be attached with this form according to reason mentioned above.

Note: Medical certificate from a DHQ duly endorsed by the University Medical Officer/Doctor is acceptable.

1.12.4 Mid-semester or End-Semester exam may be rearranged by University, only after the approval and determination of the modalities of the case.

1.12.5 Any such exam if allowed shall be held within the 3rd week of that semester's End-Semester exam of which the student is defaulter.

1.12.6 Failure to take the Make-up Exam at the agreed date and time will lead to "F" Grade for either the Make-up Exam.

1.13 RECHECKING OF ANSWER SHEETS

1.13.1 A student can apply to the Controller of Examinations for rechecking of the answer sheets of End-Semester Examination of a Semester within 15 days of the date of declaration of result, on prescribed Proforma after payment of prescribed fee.

1.13.2 During Re-checking, the Re-checking Committee, constituted by the Vice Chancellor shall check:

- i. Total marks awarded in the answer sheet.
- ii. The posting of marks from inside to the front page of answer sheet.
- iii. Any question left unmarked.

The Answer Sheets once marked shall not be re-evaluated.

1.13.3 In case of any dispute, the case may be referred to the University Examination Committee, by the Rechecking Committee, whose recommendations will be sent to the Vice Chancellor for approval.

1.14 DAMAGED/LOST ANSWER SHEET

1.14.1 In an exceptional case where an answer sheet is damaged, lost or destroyed due to unavoidable circumstances, then the student may be given the following options:

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- i. Average marks shall be awarded to the student in that subject/course on the basis of his/her performance in other subjects/courses being studied during the respective semester.
- ii. In case of End-Semester Examination if the student so desires s/he shall be given another chance as a special case to take the Examination in that subject/course in the next examination and no examination fee shall be charged from the student.

1.14.2 In case the student opts for special chance to re-appear in the End-Semester Examinations, this will not affect his/her eligibility of Academic Distinction.

1.15 MATTERS RELATED WITH CONVOCATION

1.15.1 In case the result of any student is not notified by the Controller of Examinations until One month before University Convocation date, s/he may not be awarded Degree on that Convocation.

1.15.2 The Medals, Rolls of Honour and other certificates shall be issued to the students after these have been formally conferred in the Convocation.

1.15.3 The Degrees will be issued to the students at the time of Convocation. However, a student can apply for issuance of "Degree before the Convocation", after at least 15 days of the declaration of Final Result. Such student shall have to submit an application stating reason of such early issuance along with prescribed fee.

1.15.4 Duplicate Degree may be issued to a candidate in case the original degree is lost or damaged. The candidate has to apply to the Controller of Examinations for the issuance of duplicate degree along with the relevant documentary proof and submission of prescribed form and fee.

1.15.5 In case of change or correction in the name/ fathers name of candidate, the matter shall be discussed and decided in the Name Correction Committee, and after due approval a revised degree shall be issued. The candidate shall has to apply to the Controller of Examinations for the issuance of revised degree along with the relevant documentary proof and submission of prescribed form and fee.

1.15.6 In case of change in result/ CGPA of a student, after grade improvement, revised degree shall be issued. Such student shall has to apply to the Controller of Examinations for the issuance of revised degree on prescribed form after submitted fee.

1.15.7 In case a student has lost his/her Gold medal/Roll of Honour/Certificate of Distinction/Certificate of Merit, s/he shall not be issued duplicate Medal/Roll of Honour/Certificate of Distinction/Certificate of Merit. In such cases a certificate to the fact that s/he was awarded a Medal/Roll of Honour/Certificate of Distinction/Certificate of Merit shall be given, if s/he duly applies for that along with relevant documentary proof.

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1.16 STUDENT GRIEVANCE AGAINST ANY ASSESSMENT/ EVALUATION

- 1.16.1 All cases pertaining to students' grievances shall be dealt in accordance with the provisions of the University of Kamalia Grievance Redressal Regulations, duly approved by the Syndicate in its 8th meeting. The consideration and disposal of such cases shall be subject to the principles of natural justice, transparency, and due process, as envisaged under the said regulations.

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2. EXAMINATION REGULATIONS FOR BACHELOR PROGRAM (SEMESTER SYSTEM)

2.1 PROGRAM BREAKUP

- 2.1.1 Bachelor program is divided into four/five academic years (named as Year-I, Year-II, Year-III, Year-IV/ Year-V).
- 2.1.2 Each academic year shall be divided into Two Semesters.
- 2.1.3 Each semester is generally of 18 weeks duration, comprising of 16 weeks for teaching and 02 weeks of Examinations.
- 2.1.4 The maximum duration allowed to a student for the completion of BS Degree is Six years in case of four years degree program. However, in exceptional cases, an extension of One more year may be granted, after approval of Academic council.
- 2.1.5 The Course Load allowed for a Regular Student in a Regular Semester shall be as per HEC/ Accreditation Council.
- 2.1.6 In case of repeating failed/ dropped/ improve course, a student can take maximum Two extra courses during the final year.
- 2.1.7 The students shall be required to get registered for any repeat course within one week of the start of Semester. No student shall be allowed to add/ drop any course after the end of second week of semester.
- 2.1.8 A student can enrol (optional) for course(s) being offered as minor(s)/ double major, provided such provision is approved by the respective Statuary Bodies/ Accreditation Council.
- 2.1.9.1 The final result of such students shall be notified only after successful completion of these optional courses. However the student can withdraw from these options at any stage.

2.2 SESSIONAL ASSESSMENT – FORMAT

- 2.2.1 Quizzes/ Assignments/Projects etc. given by the respective teacher to the students in a Semester shall be called sessional assessment.

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2.2.2 The weightage of marks for each theory course in a Semester shall be as under:

Assessment	
Mid-Semester Examination	30%
Sessional Assessment	30%
End-Semester Examination	40%
Total	100%

*The course instructor shall be responsible for allocation of sessional work (i.e. quizzes/ assignments/ presentations etc., and shall inform the students about the allocation at the start of each semester.

2.2.3 MID-SEMESTER TEST

2.2.3.1 Mid-Semester Test shall be conducted by the respective course instructor in coordination with respective Chairperson/ Examination Coordinator of Affiliated Institution and Controller of Examinations during Mid of Semester.

2.3 ATTENDANCE CRITERIA

2.3.1 A student must attend at least **75%** of the lectures delivered in each course in a semester to be eligible to appear in the End-Semester Examination of that course. Failing this requirement, s/he shall not be allowed to appear in the End-Semester Examination of the respective course(s).

2.3.2 The list of eligible students for the End-Semester Examination shall be notified by the Chairperson of the respective department/ Examination Coordinator of Affiliated Institution before the start of End-Semester Examination of each Semester and same shall be submitted to the Office of Controller of Examinations for record.

2.4 END-SEMESTER EXAMINATION OF SEMESTER

2.4.1 There shall be a End-Semester Examination for each course at the end of each Semester covering the whole prescribed syllabus.

2.4.2 The End-Semester Examination shall be conducted by the Controller of Examinations through Chairperson of respective department/ Examination Coordinator of Affiliated Institution.

2.4.3 The schedule of End-Semester Examination shall be prepared and notified by the respective Chairperson of the department, within the dates specified by the Controller of Examinations.

2.4.4 The Attendance Sheet of End-Semester Examination shall be collected by the Examination Coordinator, so assigned by the Chairperson of the respective Department/

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Principle of Affiliated Institution, on the day of Examination and shall be submitted in the Office of Controller of Examinations at the end of Examinations.

- 2.4.5 The Course Instructor shall mark the Answer Sheets and Controller of Examinations shall assign letter grades to the comprehensive scores according to the prescribed guidelines.
- 2.4.6 The final result shall be submitted by the course instructor to the Controller of Examinations through Chairperson of the respective department/ Examination Coordinator of Affiliated Institution within 10 Days of the last day of End-Semester Examination.
- 2.4.7 The result once submitted by the respective course instructor to the Controller of Examinations shall not be revised, until the revision is recommended by the respective Chairperson/ Principle of Affiliated Institution / Dean/ Vice Chancellor.
- 2.4.8 The Controller of Examinations shall be responsible for the compilation and notification of the result of each Semester within 10 days.

2.5 PRACTICAL EXAMINATION

Separate Practical Paper shall be given to students in courses where practical is involved. Weightage shall be determined by the respective statutory body.

2.6 GENERAL CRITERIA FOR QUALIFYING A SEMESTER

- 2.6.1 A student shall pass a course if s/he scores at least **50%** marks (D Grade) in the Sessional Assessment, Mid-Semester and End-Semester Examination combined. In addition, a student must appear in the End-Semester examination.
- 2.6.2 No grace marks shall be awarded to the students.
- 2.6.3 In order to continue in good academic standing a student must achieve a Cumulative Grade Point Average (CGPA) of at least 2.00 on scale of 4.00 during the entire period of his/her studies.
- 2.6.4 If a student's GPA drops below 2.00 in the first semester he/she shall be on 1st probation in the next semester. He/she shall be required to makeup CGPA of 2.00 or more in the next semester.
- 2.6.5 If a student GPA drops below 1.00 in the first semester, he/she shall be expelled from the university.
- 2.6.6 If a student is unable to maintain the CGPA of 2.00 in the second semester, he may be promoted to the next semester and would be on final probation. If a student fails to maintain the CGPA of 2.0 in that semester, he/she shall be expelled from the University and cannot be readmitted.

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- 2.6.7 If a student fails to pass certain courses, yet manages to maintain CGPA of 2.00 or above he/she may be allowed to repeat and clear the courses when such courses are offered.
- 2.6.8 A student on probation may be allowed to take less load e.g. of 12 credit hours in the next regular semester for improvement in his performance.
- 2.6.9 A student is allowed only two academic probations in a program after which he/she shall be expelled from the University. There will be no expulsion in the final year.
- 2.6.10 A student who scores "F" grade in any course(s) in a Semester, shall have to repeat the respective course(s) along with the forthcoming semester/summer semester when these course(s) are offered by the University.
- 2.6.11 A student can be given only chance to improve a course with grades F, D, and C.
- 2.6.12 In case a student repeats one or more course(s) in order to improve the grade and fails to improve the grade, then the grade scored previously by the student shall be retained.

2.7 SUMMER SEMESTER

- 2.7.1 A summer semester shall be scheduled during summer vacation. Selective courses shall be offered by the respective departments.
- 2.7.2 A student may register for a maximum of 06 (Six) credit hours course/s during summer semester, provided they are being offered by the respective department. However, in case of Final Year students the department may recommend courses of maximum nine (09) credits hours.
- 2.7.3 The Course Registration, Attendance and Assessment policies shall be followed as that in case of Regular Semester.

2.8 DISSERTATION/ PROJECT/ FIELD EXPERIENCE/ INTERNSHIP / CAPSTONE PROJECT

- 2.8.1 Every student must have to do Field Experience/ Internship of six to eight weeks (preferably during Summer Semester) of 03 credit hours. S/he shall work under the supervision of a faculty member of respective department (Supervisor) along with a Field Supervisor.
 - 2.8.1.1 A report shall be submitted by the student which shall be graded by Supervisor in coordination with the Field Supervisor.
- 2.8.2 Capstone Project of 03 credit hours shall be a compulsory requirement for the award of BS Degree.
 - 2.8.2.1 Every student shall work under the supervision of a faculty member. Title of project and name of Supervisor shall be approved by the respective Board of Studies.

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- 2.8.2.2 The report regarding Capstone project shall be submitted by the student at the end of respective Semester and shall be graded by the Supervisor.
- 2.8.2.3 In case, a student fails to submit the report regarding Capstone Project within the stipulated time due to some genuine problem, an extension of maximum Three months can be granted, subject to the maximum length of the program. The applications of such students shall be forwarded by the Chairperson of the respective Department/ Examination Coordinator of Affiliated Institution to the Controller of Examinations, who shall notify the extension, if granted.
- 2.8.2.4 In case a student fails to submit the report regarding Capstone Project even after availing the extended period, s/he shall be declared fail in said report. Such student shall be asked to submit his/her report after next Semester, subject to maximum length of the program, failing which his/her candidature shall be cancelled. All the necessary University dues shall be payable uptill the submission of Report.
- 2.8.2.5 In case of change in title of Capstone Project/ Supervisor, the procedure outlined in 2.7.2.1 shall be followed.
- 2.8.3 In case an accreditation council decided not to opt the options given in 2.8.1 and 2.8.2, the students of such departments can opt from the following:
- i. Dissertation/ Project of Six (06) Credit Hours.
- OR
- ii. Internship of Three (03) Credit Hours. Such students shall study an additional course of theory (3 credit hours).
- OR
- iii. Two special papers of (3+3=6) credit hours subject to approval of respective Board of Studies/ Accreditation Council.
- 2.8.3.1 The Topic of Dissertation/Project/ Internship Report along with the name of Supervisor shall be approved by the Departmental Board of Studies at the beginning of semester VII/ IX and the students shall have to submit the Dissertation/ Project/ Internship Report within one month after the last day of End-Semester Examination of Eighth/ Tenth Semester.
- 2.8.3.2 In case, a student fails to submit the Dissertation/Project/ Internship Report within the stipulated time due to some genuine problem, an extension of maximum Three months can be granted, subject to the maximum length of the program. The applications of such students shall be forwarded by the Chairperson of the respective Department/ Examination Coordinator of Affiliated Institution to the Controller of Examinations, who shall notify the extension, if granted.
- 2.8.3.3 In case a student fails to submit the Dissertation/ Project/ Internship Report even after availing the extended period, s/he shall be declared fail in Dissertation/ Project/ Internship Report. Such student shall be asked to submit his/her Dissertation/ Project/

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Internship Report after next Semester, subject to maximum length of the program, failing which his/her candidature shall be cancelled. All the necessary University dues shall be payable uptill the submission of Dissertation/ Project/ Internship Report.

- 2.8.3.4 A student shall submit at least Three Copies of the Dissertation/ Project/ Internship Report (in strip/ tape binding) to the Controller of Examinations through the Chairperson of the respective department/ Examination Coordinator of Affiliated Institution. The Controller of Examinations shall forward these to the External Examiner/ Internal Examiners.
- 2.8.3.5 The Internal Examiner (Supervisor) and External Examiner(s) for each student will be appointed by the Vice Chancellor from the panel of examiners recommended by the Departmental Board of Studies.
- 2.8.3.6 Before the Dissertation/ Project/ Internship Report is submitted to the Chairperson of the respective department/ Examination Coordinator of Affiliated Institution, the Supervisor must certify that it meets the minimum standard and the plagiarism test, using the software provided by Higher Education Commission, has been conducted.
- 2.8.3.7 A Board of Examiners consisting of Internal Examiner, External Examiner(s) and Convener (Chairperson of respective department) shall evaluate the Dissertation/ Project/ Internship Report in a Viva Voce (Oral Examination). In case the Dissertation/ Project/ Internship Report does not meet the minimum standards, the Board may recommend revision and one time re-submission of the Dissertation/ Project/ Internship Report.
- 2.8.3.8 The student shall be informed in writing about the changes s/he has to make in the Dissertation/ Project/ Internship Report and shall be directed to re-submit, within Two months of declaration of the result, along with prescribed fee.
- 2.8.3.9 In case the re-submitted Dissertation/ Project/ Internship Report is again not up to the mark, the student shall be directed to work on a new topic after approval of respective Board of Studies, subject to the maximum length of the program. Such student shall have to submit the required University dues. This shall be considered last chance, in case of failure again the candidature of such student shall be cancelled.
- 2.8.3.10 In case of change in title of Dissertation/ Project/ Internship Report and/or Supervisor, the procedure outlined in 2.8.3.1 shall be followed.
- 2.8.4 At least 50% marks are required to qualify the Capstone Project/ Dissertation/ Project/ Internship/ Field Experience.
- 2.8.5 The cover of the final copy of Capstone Project/ Dissertation/ Project/ Internship/ Field Experience Report should be Dark Green and hardbound.

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- 2.8.6 The Capstone Project/ Dissertation/ Project/ Internship/ Field Experience Report, which is accepted after evaluation, shall become the property of Lahore College for Women University, Lahore. One copy shall be kept in the respective Department and one in the Main Library.

2.9 DEGREE REQUIREMENTS

- 2.9.1 A student has to complete prescribed credit hours study for completion of BS Degree with Single Major, subject to the passing of all the courses offered by the University for the particular Program.
- 2.9.1.1 For the award of BS Degree with single minor, a student has to complete additional courses of minimum 12 credit hours.
- 2.9.1.2 For the award of BS Degree with Double Major, a student has to complete additional courses of minimum 72 credit hours of another specialization. In case of common courses in both Majors, an exemption of maximum 30 credit hours can be granted in courses of second major.
- 2.9.2 S/he has to score at least 2.00 CGPA at the end of program for the award of Degree.
- 2.9.3 In case a student does not have 2.00 CGPA at the end of Semester-VIII, s/he may be allowed to repeat one or more courses, as per policy-", along with the forthcoming semester, provided that s/he is not debarred under Regulation 2.1.4.

2.10 ACADEMIC DISTINCTION

- 2.10.1 Gold/ Silver Medal and Certificate of Merit shall be awarded to the students in each major, where total number of graduates is at least ten (10), who have secured first and second positions in the list of the successful students; provided that they have scored at least **3.70** CGPA and passed the End-Semester Examinations of all Semesters in first chance offered by the University.
- 2.10.2 The positions shall be determined on the basis of CGPA. In case more than one student scored same CGPA than position shall be determined on the basis of percentage marks obtained by the student.
- 2.10.3 The positions for each major shall be calculated collectively for the students admitted in Morning/ Self-Support Programs at University of Kamalia.

2.11 ADDITIONAL COURSE(S)

- 2.11.1 A student may be allowed to do additional course(s) in the Major or Allied subject of course in which s/he is doing his/her Graduation, subject to the maximum limit of course load allowed in a Semester.

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- 2.11.2 A student shall be allowed to study the additional course(s) along with the regular students.
- 2.11.3 S/he shall have to complete the Internal Assessment and shall have to appear in the End-Semester Examination of that Course.
- 2.11.4 A student shall qualify the Course(s) if s/he scores at least 50% marks in Sessional Assessment and End-Semester Examination combined.
- 2.11.5 In case s/he fails to score 50% marks, s/he shall be allowed to repeat the course along with the forthcoming Semester/ summer semester. In case s/he fails to qualify the course while repeating, no further chance will be given.
- 2.11.6 Additional course(s) shall not be included in the Transcript.
- 2.11.7 A Certificate to the effect that s/he has passed additional course(s) shall be issued to the student.

3 VICE CHANCELLOR'S AUTHORITY IN SPECIAL CASES

- 3.1 Notwithstanding anything contrary to these Regulations, the Vice Chancellor shall have the powers to issue orders, directions or instructions in connection with the smooth working of the Examinations where the Regulations are silent and in cases of ambiguity or discrepancy as regards the interpretation of these Regulations, the decision of the Vice Chancellor shall be final.