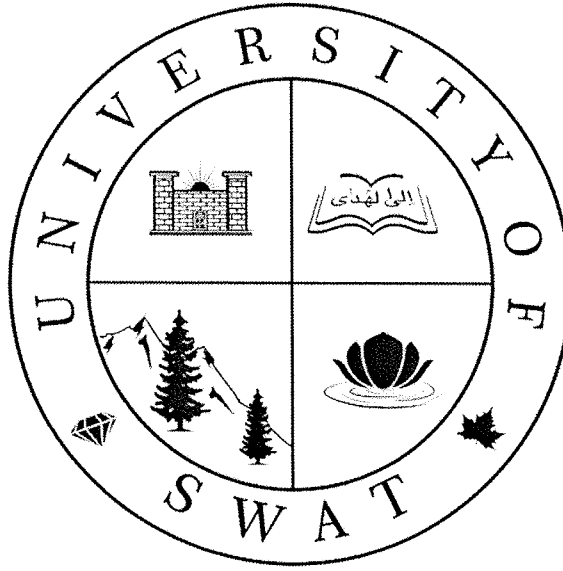


UNIVERSITY OF SWAT

SEMESTER SYSTEM REGULATIONS

(2022 onward)



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THE UNIVERSITY OF SWAT

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[University of Swat Semester System Regulations (2022 Onward) approved by syndicate in its 51st meeting (held on June 10, 2023) vide item No.13 duly notified vide No. UoS/Meetings/51-SYND/2023-21, dated July 05, 2023]

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UNIVERSITY OF SWAT

SEMESTER SYSTEM REGULATIONS (2022 ONWARD)

1. SHORT TITLE, COMMENCEMENT, AND APPLICATION:

- a. These regulations shall be called *University of Swat, Semester System Regulations (2022 onward)*.
- b. These Regulations shall come into force with immediate effect.

2. DEFINITIONS:

- a. "University" means University of Swat.
- b. "Vice Chancellor" means the Vice Chancellor of the university;
- c. "Deans" means the Deans of the faculty;
- d. "Registrar" means the Registrar of the university;
- e. "Controller" means the Controller of Examinations;
- f. "Provost" means the Provost of the university;
- g. "Academic Unit" means the academic Centre, Institute, or Department of the University.
- h. "Head" means the head of academic unit.
- j. "Admission office" the admission section of the University.
- k. "Faculty" means the faculty of the university; (including contract, permanent & visiting faculty for the time importing instructions on the directives of the University)
- l. "Board" means any Board related to Academics of the University including Board of Studies, Board of Faculty, Advanced Studies and Research Board, etc. but not limited to these nomenclature; .
- m. "College" means a constituent or affiliated college with the university;
- n. "Course" means a course of study leading to the successful completion of the degree, certificate, Diploma etc.;
- o. "Grade Point" means the score of the student obtained in an examination under semester system;
- p. "Grade point Average" means the grade point average (GPA)
- q. "Cumulative Grade Point Average" means the Cumulative Grade Point Average (CGPA) earned by a student in a semester or in the whole programme of study;
- r. "Contact Hour" Means one hour spent on teaching, lab work, practicals, research work, projects, seminars, workshops, internships, etc.
- s. "Examinations" means the semester examinations;
- t. "Examiner" means a person appointed to conduct the examination or as determined by the university;
- u. "Fee" means fee charged from students for any academic or related activity.;
- v. "Registration" means registration number of a student allotted by the university.
- w. All other terms will mean the same as given under Khyber Pakhtunkhwa Universities Act-2012 (Amended from time to time) and relevant Statutes.

3. DURATION OF SEMESTER:

- a. Each semester shall normally not be less than 18 weeks, inclusive of examinations. Provided further that in special circumstances the semester shall be determined on the basis of contact hours not on number of weeks.
- b. The 'summer semester' shall be determined on the basis of contact hours instead of counting the weeks.
- c. A reasonable break may be allowed, as semester break for preparation/ submission of results and admission/ registration processes of next semester.

- d. There shall be two examinations in a given semester midterm and final term examination.
- e. If teaching is suspended due to some exigency, the period of the semester shall be adjusted as per requirement of the academics calendar. Additional teaching or contact hours shall be added during the remaining part of the semester.

4. ACADEMIC YEAR/SESSION:

The academic year/session shall comprise of two regular and summer semesters as follows:

- a. Fall semester, starting from 1st week of September (or date of completion of admission, in case of fresh students) to mid of January.
- b. Winter vacation 3rd week of January to 1st week of March. (7 weeks)
- c. Spring semester starting from 2nd week of March to 1st Week of July.
- d. Summer semester/vacations from 2nd week of July to end of August.

5. SUMMER SEMESTER:

- a. Summer semester will be offered as an optional semester. Students will be offered courses to remove deficiencies (short of attendance/repeat courses/bridging courses, Improvement of Grades etc.) and can enrol in up to a maximum of 09 credit hours.
- b. A student will only be allowed to register in 1-3 courses of up to 09 credit hours for remedial work.
- c. The contact hours per week during the summer semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.
- d. The approval for start of summer semester shall be given by the Vice Chancellor on the recommendation(s) of Departmental Semester Committee.

6. ADMISSIONS:

- a. Admissions for BS (4 years) degree programs shall be made every year.
- b. Admission to BS (4 years) and LL.B Law & Shari'a (5 years) will be announced preferably within a week of the declaration of the results of Intermediate and the whole process shall be completed preferably within one month prior to commencement of the semester.
- c. Admissions for lateral entry into BS 5th semester shall be advertised in Spring (even) semester, which will be considered as bridging semester. Further, the applicant shall be eligible for taking admission in lateral entry into BS 5th semester having minimum marks of 45% (2nd Division) or 2 CGPA at foundation degree. Relevancy of course contents at foundation degree with corresponding BS Program is mandatory that will be determined by the Departmental Admission Committee and endorsed by the respective Board of Studies. Admission in the program shall be merit based.
- d. Eligibility for admission to various programs shall be described in the advertisement for admissions.
- e. Each candidate shall apply for admission as per Admission Policy of the University.
- f. Admission shall be made on the basis of merit.
- g. Academic Council/Competent Authority (CA) may prescribe/revise the criteria for determining merit for admission from time to time.
- h. Admission form complete in all respect, shall be submitted to the Admission office within due date. Merit lists shall be prepared under the supervision of the university admission

committee. The departmental admission committees of the respective disciplines will interview students according to merit lists provided by the Admission office. During the interview original documents of the candidate shall be checked. The concerned Academic Unit shall submit list of provisionally admitted students to the Admission Office and the Controller of Examinations within due date for record soon after admission process is completed.

- j. Admissions shall be confirmed after verification of the academic documents by the concerned academic unit from the respective institutions (verification fee of the documents will be charged from the students). Admission of a candidate shall be cancelled immediately, if any of his/her documents are found fake or in case of any other evidence of ineligibly.
- k. A student can be migrated to another department/discipline as per admission policy of the University.
- l. Afghan refugees seeking admission shall be required to submit their application form through Afghan Commissionerate/Ministry of Education. Their admission shall be over and above, the maximum number of reserved seats not above 01 in each programme.
- m. A student must be a full time student, shall not be enrolled in other institution.
- n. Foreign student shall also be admitted as per government policy and laid down procedure of the university, provided further that the number of foreign students in each degree programme shall not exceed 05.

7. SCHEME OF STUDIES/PROGRAMME STRUCTURE:

a. Credit hour requirement of each degree program

Category	Degree Programs				BA LLB Law & Sharia'/other Degree Program (5 Years)
	1-year Degree (Master)	2-year Degree (Master)	3-Year Degree (Hons)	4-Year Degree (BS/ Bachelor)	
Total No. of Cr. Hrs	33-36 *	60-72 *	99-108 *	124-140	160-180 or above***
Maximum No. of semesters	2	4	6	8	10
Maximum duration** (in semester)	4	8	10	12	14
Course Load of students (in Cr. Hrs)	15-18	15-18	15-18	15-18	15-24

* Subject to University/HEC Policy

** Maximum duration implies the compensation for time lost due to unavoidable circumstances.

*** Subject to the requirements of relevant accreditation council for credit hour requirement

- b. In case of valid reason (time barred cases), the period of study may be extended for one additional year (Two Semesters) in all university programs by the Vice Chancellor on recommendation of University Semester Committee. A student who could not complete his/her studies within stipulated time including extension shall be struck off from the roll of the university. A student who have been granted extension in duration of study for one additional year is required to pay semester fee in vogue.
- c. In case any student wishes to enrol for one more course beyond 18 Credit Hours, she/he may be allowed by institution if a student needs the course(s) to complete his studies in time and or wants to improve his/her GPA.

8. CREDIT HOURS:

- "Credit hour" means teaching a theory class for **01 hour** or laboratory/practical work of **02 hours** or as may be prescribed by the relevant accreditation council or a field work of **one day** every week throughout the semester.
- The number of credit hours for a degree program is inclusive of credit hours assigned to internship/research project/thesis etc.
- The credit hours are denoted by two digits within brackets with a hyphen/+sign in between. The first (left side) digit represents the theory part while the second (right side) digit represents the practical. Thus **3(3+0)** means three credit hours of theory, while **3(2+1)** means a total of three credit hours, of which two credit hours applies to theory, two contact hours applies to lab work/field work. Similarly, **1(0+1)** means two contact hours of lab work.
- The weekly **contact hours of a 3(3+0) course** will be **three**, while the **contact hours of a 4(3+1) course** will be **five** such that three contact hours for theory and **two** contact hour for laboratory/field work.
- A course that shall be counted in calculation of GPA/CGPA is called '**credit course**', while a course that shall be mandatory to pass but shall not be counted in calculating GPA/CGPA is called '**non-credit course**'.

9. ASSESSMENT/EVALUATION:

Marks breakdown for assessment of each course shall be made as follows:

S.No.	Item	Maximum Marks for Courses without Laboratory (3 + 0)	Maximum Marks for Courses with Laboratory (2 + 1)
1	Mid Terms	20%	20%
2	Quizzes/ Assignments/ Presentation/ Laboratory Work	20% Quizzes =05 marks Assignments = 05 marks Presentations = 10 marks	20% Quizzes =03 marks Assignments = 02 marks Presentations = 05 marks Laboratory work = 10 marks
3.	Final Terms	60%	60%

- a. **Midterm- 20%:** (duration 1 hour) number & nature of test questions shall be as:

Maximum time 10 minutes	Section-A	Maximum marks =10
Nature of questions	No. of questions	Marks allotted
MCQ's	05	01 mark each
Fill in the blanks	05	01 mark each
Maximum time 50 minutes	Section-B	Maximum marks 10
Essay Type*	2 out of 3 questions shall be attempted	05 marks per each question

- b. **Final term (60%)** (duration 3.0 hours) number & nature of test questions shall be as:

Maximum time 10 minutes	Section-A	Maximum marks 10
Nature of questions	No. of questions	Marks allotted
MCQ's	05	01 mark each
Fill in the blanks	05	01 mark each
Maximum time 2.50 hours	Section-B & C	Maximum marks 50
Short questions	5 out of 6 questions shall be attempted	04 marks per each question
Essay Type	3 out of 4 questions shall be attempted	10 marks per each question

Note-1:

- i. *Section-A shall be attempted on the same sheet provided and returned to supervisor after 10 minutes. Section-B& C shall be solved on separate answer book provided to the student.*
- ii. *The Final Term paper shall cover 20% from Mid Term exam and 80% from the Final Term courses. Every teacher shall be required to inform the students regarding this distribution in the beginning of the semester.*
- iii. *The students will be awarded 'F' grade if he/she failed either in theory or practical. Such a student will repeat midterm, final term and lab work of failed course(s) whenever offered by the Academic Unit.*
- iv. *For evaluation of thesis, an external examiner may be appointed and paid remuneration as per university rules.*

10. ATTENDANCE REQUIREMENT:

- a. A minimum of 75% attendance of the lectures delivered in each course shall be a prerequisite to appear in every examination in the semester system.
- b. A student who does not satisfy the requirements of attendance (at least 75% in each course) shall be ineligible to appear for the final-term examination of that course and she/he shall repeat that course as regular student whenever it is offered again. (The Departmental Semester Committee (DSC) would have the power to waive off 10% of shortage of attendance in case of genuine reason/s).
- c. The Semester Coordinator will maintain updated attendance record of every student in a register of attendance for ready reference.

Note-2: *If a student represents the university, province or country in sports, or any other officially sponsored activities during a semester, she/he will be given benefit in attendance up to 10% working days, in that semester, by the Departmental Semester Committee.*

11. EXAMINATION:

A student shall be eligible to appear in the final term examination provided that:

- a. She/he has been on the roll of the university during the semester.
- b. She/he has registered himself/ herself for the course of study.
- c. She/he has the minimum number of attendance mentioned in clause 10 (a).
- d. She/he has paid all the university dues including tuition fee/ hostel /late fee/ fine/s etc, before the commencement of midterm examination.
- e. An amanuensis may be allowed only if a candidate suffers from a disability which renders him/her to write normally provided that the fact has duly certified by a registered medical practitioner. The amanuensis employed must be of a lower grade in education than the candidate. In case of emergency the Superintendent of the examination center shall choose a suitable Amanuensis and forward the case to the Controller of Examinations immediately, giving full particulars of the candidate and of the Amanuensis employed.

The Superintendent shall arrange suitable place for the candidate and also appoint a special Assistant Superintendent for invigilation.

- f. A student who fail to submit the required documents in time, the semester coordinator will notify their results as Result Late (R.L) and will not be allowed to the following examination.

12. ORGANIZATION OF TEACHING:

- a. Teaching in various courses shall be organized through lectures (direct contact / online), tutorials, discussions, seminars, demonstrations, practical work in laboratories, fieldwork, projects, or any other method of instruction approved by the University.
- b. Teaching shall be conducted by the university teachers or such other persons as may be declared to be teachers by the Competent Authority/Statutes/Rules.
- c. The university shall offer every required course at-least once in an academic year.
- d. English shall be the medium of instructions and examinations for all courses, except where otherwise approved by the relevant bodies/authority.

13. CHANGE OF COURSE/S:

A student, with the permission of relevant Head of Department, may be allowed to change the course/(s) (where applicable) within 7 days of the commencement of a semester. No change of course shall be allowed beyond this time limit.

14. DROP/ADDITION OF COURSE/S:

(Applicable to integrated programme of studies whenever introduced):

- a. A student, with the permission of respective Head of Department may be allowed to drop/add a course within 7 days of the commencement of semester subject to the provisions of maximum and minimum semester workload.
- b. The dropped course will be deemed not to have taken by the student ab-initio and will not appear on his/her transcript altogether.

15. WITHDRAWAL FROM COURSE/S:

Withdrawal from a course will be allowed latest up to one week before the *midterm* examination on the recommendation of the concerned teacher with the approval of the respective Head of Academic Unit *up to a maximum of 3 courses in the whole programme*.

16. REPEATING COURSE/S:

- a. If a student was not allowed to take the examination of any subject due to shortage of attendance in that subject or if a student gets F or Incomplete (I) grade, she/he shall be required to register himself/herself in that subject whenever the courses are offered again by the academic unit in any semester. In case of short of attendance, the student concerned shall attend the classes regularly and appear in the examinations.
- b. The credit hours of repeating courses shall not be considered for the purpose of calculating maximum semester workload of the student.
- c. In case a student repeats the course, which has already been taken, the old grade will be substituted with the new grade (for CGPA calculation) including revised internal grades (if any).

- d. The re-registration for students with 'F' grade shall be allowed (on a written request) to appear in the Mid Term and Final Term examinations for the failed courses whenever such examinations are conducted again.

17. IMPROVEMENT OF GRADES:

- a. A student desirous of improving grade(s), from Grade C or *below*, in selected course(s) may be allowed by the Head of the relevant Academic Unit.
- b. Such improvement shall be allowed for a maximum number of six (06) courses during Undergraduate (4 Years BS) degree programs and seven (07) for Undergraduate (05 years) degree programs. Such improvement shall be carried out during the degree program or within two semesters after declaration of the final semester result.
- c. If a student failed to improve grade(s) marks/CGPA in an attempt, the previous result grade shall stand valid.
- d. If a student failed to improve his/her grade on first attempt, he/she shall not be eligible to avail second attempt.
- e. Attendance will not be mandatory in the courses for which one has registered for improvement of grades.
- f. Improvement of grade(s) would be recorded with (Imp) on the transcript.

18. MAKE-UP EXAMINATION:

- a. Make up Examination will be given on the request of those students who have fulfilled all requirements for appearing in the Mid/Final term examinations but could not appear for any genuine reason/s or due to attending national/international event/s on behalf of the university. Genuine reason refers to a condition/situation beyond the human control. A certificate to this effect shall be produced for the consideration of departmental semester committee.
- b. Make-up examinations shall be conducted preferably within 14 working days of notifying the results by the semester coordinator.
- c. The pattern, i.e. nature and number of questions and weight of the Make-up examination shall remain similar to that of the Mid/Final Term examination.
- d. Those students who missed Mid/Final term examination due to attending national/International events on behalf of University shall be charged with normal examination fee.
- e. Any student failing to appear in the Make-up examination shall be required to re-register for the same semester as and when that semester starts (in future). Such students will be required to re-register on the prescribed form issued by the Admission Office/concerned Head of Department.
- f. Those students, who availed makeup examination, it shall be reflected in the transcript. Such students shall not be entitled for any award/distinction (Gold Medal, Merit Certificate etc). This clause will not be applicable to students attend national/ international events on behalf of the University as per rules.
- g. Students will have the right to retotaling within a week after the declaration of result on the payment of Rs. 1500/- per paper. The retotaling will be done by the semester coordinator concerned. There shall be no re-evaluation of answer books.

- h. On the recommendation of the Departmental Semester Committee the Vice Chancellor may approve upto 5 grace marks in case the student has dropped out for scoring low grades in a single paper or in aggregate (for one time).
- j. The Vice Chancellor, on recommendation of the University Semester Committee, may grant approval of upto 5 marks (one time) in cases where individual are deficient by a maximum of 5 marks for the next higher grade. Such grace marks will be allotted during the maximum duration of the degree program.

Note 3:

- i. A student who complete all other requirement for the completion of degree and is failed in one or more papers will be required to pass these papers within a span of two years.
- ii. In case of ambiguity or conflict in these rules, the case will be referred by the university semester committee to the Vice Chancellor for a decision, which shall be treated as final.

19. PROMOTION TO UPCOMING SEMESTER:

For promotion the following conditions shall be followed:

- a. The minimum passing marks for each course shall be 50%. A students obtaining less than 50% marks in any course shall be deemed to have failed in that course.
- b. If the CGPA of a student falls below 2.0 she/he shall be promoted (conditionally) and will be put on 1st probation *in the next semester*.
- c. If the student does not come out by increasing his/her CGPA to 2.0 (undergraduate) in the succeeding semester, she/he will go on last probation.
- d. If the student who was earlier on last probation, does not come out by achieving the minimum desired CGPA, she/he shall be dropped from the Academic Unit and cannot be readmitted by the University in the same discipline.
- e. If a student fails to qualify at least 50% of the courses offered in a semester, she/he will not be promoted to the next semester. In this case the semester may be repeated. Semester Repeat will only be allowed once for a semester and twice in the entire program of study.

Note-4:

- i. *Whenever a student fails or gets 'F' grade, she/he has to repeat the course, whenever offered by the Academic Unit, provided that credit hours and course title will be the same.*
- ii. *The re-registration for students with 'F' grade shall be allowed (on a written request) to appear in the Mid Term and Final Term examinations for the failed courses whenever such examinations are conducted by the Academic Unit.*

20. SEMESTER FREEZING/LEAVE OF ABSENCE:

Students shall be permitted to freeze maximum of two semesters (undergraduate programme) due to illness or circumstances beyond their control, by providing a written application with reasonable justification under the following conditions:

- a. Semester freezing will be granted by the Vice Chancellor/ relevant Dean on the recommendations of the Departmental Semester Committee (DSC).

- b. A student will be permitted to freeze a semester before the commencement of the semester provided she/he has passed the final examination of the previous semester with a minimum GPA/CGPA required for remaining enrolled in the university.
- c. Normally, no freezing is allowed during the semester. Whenever semester freezing is granted on the request of the student, it would be effective from the beginning of the respective semester, thus all the attendance, quizzes, assignments, Mid-Term etc. taken so far in the semester by the student, would be deemed as not to have taken place in respect of the concerned student.
- d. At the end of semester freezing, a student will have to resume his/her studies in the following semester whenever offered by the Academic Unit. If he/she fails to resume the following semester (when offered) his/her name shall be struck off from the University roll.
- e. The maximum duration allowed for completion of degree will be extended by the duration of semester freezing.
- f. Fresh students will not be permitted to freeze a semester without payment of admission fee/semester fee as well as submission of required documents, which are pre-requisite for admission.

Note-5: *During semester freezing the concerned student shall not be provided any facility by the University. Provided further that a student who availed 'Semester Freezing' shall not be entitled for the award of gold medal and merit certificate.*

21. AWARD OF GOLD MEDAL/MERIT CERTIFICATE:

Gold Medal/Merit Certificate shall be awarded in each degree program of studies, who fulfil the following criteria:

- a. He/she has secured overall CGPA in a program of studies and has obtained at least 3.5 CGPA in first attempt without failing/absenting in any course. CGPA, otherwise will be rounded to two decimal places, shall be calculated up to any decimal place for the determination of merit position(s). Provided further that makeup examination availed in single examination (Mid or Final term) on genuine reasons as mentioned in semester regulation shall be eligible for the award of Gold Medal)
- b. The student has secured top position in more than 50% of all the examinations (Mid/Final term).
- c. The Controller of Examinations shall issue a certificate of merit to a student who stands first in a program of study based on overall result, provided that the student has obtained at-least **3.5 CGPA**. Furthermore, the candidate has completed the course work in normal period as prescribed for BS programmes. The recipient for the award of certificate of merit shall also be awarded the Chancellor's gold medal and shall be based at University level.
- d. Merit certificate shall be issued to the candidates secured 1st, 2nd and 3rd positions in overall degree program. Merit position shall be determined in a manner prescribed in (a) and (b) mentioned above for the award of gold medal.
- e. A student availed 'semester freezing' shall not be entitled for the award of gold medal and merit certificate.

22. EXAMINATION FEE:

- a. Examination fee shall be paid along with admission fee and other dues at the time of admission to a semester within the prescribed time notified by University.

- b. The examination related stationary shall be provided by the University.
- c. The amount of prescribed fee and remuneration rates etc. will be as per university rules to be notified from time to time.
- d. Each student shall be required to pay tuition fee and such other dues as may be determined by the syndicate from time to time.

23. CONDUCT OF EXAMINATION:

- a. Schedule (date sheet), for mid-term and final-term examinations, shall be notified by the Head of Department in consultation with Admission office, at least two weeks before the commencement of respective examination.
- b. Every course teacher shall submit the question paper to the semester coordinator of the department concerned, at least 02 working days before the scheduled date of mid/final term examinations.
- c. The semester coordinator shall make necessary arrangements for the conduct of examinations including date sheets, acquisition of stationary (answer books) from the Controller of Examinations' office, seating arrangement, photocopying of question paper/s etc.

24. UNFAIR MEANS (UFM) CASES:

- a. Duty teacher/invigilator shall report any unfair means (UFM) case to the semester coordinator soon after the termination of the paper on the same date.
- b. The semester coordinator shall report the UFM cases to the departmental semester committee, which shall decide all such cases at the most within three days of the termination of the examination.
- c. The UFM cases shall be dealt with as per approved rules of the university.
- d. The Vice Chancellor shall approve UFM cases to be decided by appellate committee in case a candidate shows his/her dissatisfaction about the UFM.
- e. In case of mishaps/mishandling of the supervisory staff of the university the case shall be dealt as per E&D statutes of the university, whereas, if a supervisory staff is from other department he/she shall be reported to concern department for necessary action.

25. CANCELLATION OF ADMISSION:

- a. If a student fails to attend any lecture during the first two weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically and the same will be notified by the Head of department concerned. If a student fails to attend classes for 02 consecutive weeks without prior/justified information, his/her name will be struck off from the roll of the institution and re-admission may be allowed if sufficient grounds are available on the payment of at least 30% of the semester fee or as approved by the Competent Authority.
- b. If a student is found involved in any sort of political activities his/her case will be forwarded to Disciplinary Committee for cancellation of admission or any other appropriate disciplinary action.

26. COURSE FILE:

Maintenance of course file is mandatory for the teacher. The file must contain all relevant information / event happened during the semester. The course file will contain:

- a. Description of course/course contents;
- b. Course coding;
- c. Weekly teaching schedule;
- d. Dates of Mid/Final term examinations;
- e. Grading policy;
- f. Record of each activity such as homework, quizzes, presentation, attendance, results of mid/final term examination;
- g. Grading sheets of the Course detailing statistical data of the grades obtained by the students;
- h. Difficulties, problems faced during classroom/course delivery in a semester

27. DECLARATION OF RESULTS:

- a. The result of the mid-term examination of a semester shall be prepared and displayed on the departmental notice board by the concerned teacher within seven days after the termination of midterm examination.
- b. After holding the final-term examination of a semester, each teacher shall prepare three copies of the result/award lists on the prescribed subject award list. She/he shall retain one copy and submit two copies to the semester coordinator along with answer books and question paper/s.
- c. The semester coordinator shall keep one copy for record and forward second copy of the award lists to the Controller of Examinations duly signed by the *coordinator and* Head of the Academic Unit.
- d. The result of each semester of any programme of studies shall be prepared and notified provisionally by the departmental semester coordinator after taking approval from the concerned Head of Academic Unit. Such a result shall be notified within 15 working days of the termination of final-term examination. A copy shall be forwarded to the Controller of Examinations of the university, for record. A copy of the result (semester-wise transcript) will be given to the student concerned by the semester coordinator.
- e. For the programs/degrees where research is optional, the students will be required to submit thesis/research project, within two months (extendable on approval of the Competent Authority) from the date of last examination of the final semester. Provided that Extension of 03 months' time shall be granted upon the approval of the Vice Chancellor for submission of thesis/research project/internship reports. Further extension shall be granted for submission of thesis/research project/Internship report on the approval of the Vice Chancellor and upon deposition of fee of the credit hours equal to thesis/research project/Internship report up to the maximum duration as per requirement of the respective degree program. It should be reflected in the transcript of the student, whereas, such student shall not be eligible for the award of Gold Medal and Merit Certificate.

28. RECORD KEEPING:

All answer books shall be kept on record for two years after the declaration of the final result at the concerned department.

(PW)

29. GRADING SYSTEM:

- a. The grading shall be done on a scale of 1 – 4.
- b. Equivalence between Letter grading and Numerical grading shall be as follows:

% age of Marks	Value	Grade	Remarks
85 and above	4.0	A	Excellent
84	3.9	B	Very Good
83	3.8		
82	3.7		
81	3.6		
80	3.5		
79	3.4		
78	3.4		
77	3.3		
76	3.3		
75	3.2		
74	3.2		
73	3.1		
72	3.0		
71	2.9	C	Good
70	2.8		
69	2.7		
68	2.6		
67	2.5		
66	2.5		
65	2.4		
64	2.4		
63	2.3		
62	2.2		
61	2.1		
60	2.0		
59	1.9	D	Fair
58	1.8		
57	1.7		
56	1.6		
55	1.5		
54	1.4		
53	1.3		
52	1.2		
51	1.1		
50	1.0		
49 and below	0.0	F	Fail
I	Incomplete	W	Withdrawal
R	Repeat	P	PASS (Non-Credit Course)

- c. Fraction of marks obtained in a course shall be counted as one mark, e.g. 60.3 shall be considered as 60, while 49.5 or more is to be considered as 50.
- d. Grade Point Average (GPA) is an expression for the average performance of the student in the courses s/he has taken during any semester, thus GPA may be calculated for 1st semester, 2nd semester or any other semester.

e. GPA shall be rounded to two decimal places, e.g. a GPA of 2.064285 shall be reported as 2.06, while a GPA of 2.065124 shall be reported as 2.07.

f. GPA shall be calculated in the following manner:

GPA = $\Sigma GP / \Sigma CH$ (for all the courses offered in a single semester), where:

GP = Numeric value of % of marks obtained in a course multiplied by credit hours of the course.

ΣGP = Sum of all the Grade Points of courses offered in a semester.

ΣCH = Sum of all credit hours of courses offered in a semester

Example: Calculation of GPA without withdrawal of courses:

Course Code	%age of Marks Obtained	Grade	Value	Credit Hours (CH)	Grade Point (GP)
511	65	C	2.4	3	7.2
513	72	B	3.0	3	9.0
515	80	B	3.5	3	10.5
517	51	D	1.1	2	2.2
519	42	F	0.0	3	0.0
Total				14	28.9

GPA = $\Sigma GP / \Sigma CH$ (for all courses offered in a semester) = $28.9/14 = 2.064285$, and by rounding to two decimal places, the GPA will become 2.06.

Example: Calculation of GPA with withdrawal of courses:

Suppose a student withdraws course code '519' as provided in these rules, the GPA shall be calculated as follow:

Course	%age of Marks Obtained	Grade	Value	Credit Hours (CH)	Grade Point (GP)
511	65	C	2.4	3	7.2
513	72	B	3.0	3	9.0
515	80	B	3.5	3	10.5
517	51	D	1.1	2	2.2
519	42	W	-	-	-
Total				11	28.9

GPA = $\Sigma GP / \Sigma CH$ (for all courses offered in a semester) = $28.9/11 = 2.6272$, and by rounding up to two decimal places, the GPA will become 2.63.

- g. Cumulative Grade Point Average (CGPA) is an expression for the average performance of the student in all the courses s/he has taken during all the previous semesters (the entire course of study), thus at the end of 1st semester, there will be only GPA, while CGPA will be calculated at the end of 2nd or any subsequent semester taken by the student.
- h. The CGPA shall be rounded to two decimal places, except for final semester for which it shall be rounded to one decimal place.
- j. A student shall be awarded incomplete grade represented by 'I' in the following cases:
- If a student fails to complete any assignment, term paper or presentation assigned to him by the teacher for the purpose of internal assessment, within the due dates.
 - In case a student is unable to appear in part or whole of the mid or final term examination of a semester on medical grounds or circumstances beyond the control of student to be determined by the Head of Department, provided that s/he fulfils the condition of having attended the prescribed number of lectures.

Note-6: *The result of a student in each course having passed or failed shall be indicated on the transcript by letter grade. A provisional transcript for each semester be issued to each student, showing percentage of marks and grade obtained in each course, shall be issued by Head of Department concerned. However, final (consolidated) transcript shall be issued by the Controller of Examinations.*

30. PANEL OF EXAMINERS:

- a. A panel of external examiners for evaluation of project report/dissertation and conduct of viva-voce examination shall be forwarded by Head of Department through the Controller of Examinations and approved by the Vice Chancellor.
- b. The external examiner shall be appointed by the Vice Chancellor through the controller of examinations preferably from the approved panel of external examiners.
- c. The external examiner shall evaluate the project report/dissertation and conduct viva-voce examination of the student on the date and time given by the Controller of Examination in consultation of Head of Department concerned. Provided that in hard ship cases, the Vice Chancellor on recommendations of the departmental semester committee may allow a student to appear in online viva-voce examination.
- d. In case the project report/dissertation is judged as inadequate by the external examiner, she/he may reject the project report/dissertation or ask the student to revise the same.
- e. The student shall be required to submit revised version of the project report/dissertation. Revised version of the project report/dissertation shall be examined by the Supervisor/Head of Department concerned and a certificate will be issued to the effect that required changes have been made.
- f. The result of revised version as received from the supervisor/Head of Department concerned shall be declared and no further extension would be granted in case the revised version of the project report/thesis has been rejected.
- g. After the viva-voce examination, the successful student shall submit five hard bind copies of the project report/dissertation to the department for onward submission to the examination section for declaration of the result.

Note-7: *Anti-plagiarism test will be conducted by the Quality Enhancement Cell (QEC)/Director Academics of the university.*

31. CGPA REQUIRED FOR THE AWARD OF DEGREES:

Minimum requirement for the award of 4 year BS degree programmes (16 year of education) and 5 years/ 17 years education shall be a CGPA of 2.0.

32. DEPARTMENTAL SEMESTER EXAMINATION COMMITTEE:

Departmental semester examination committee, comprising of members (including Head of Department as Convener, two senior faculty members and semester coordinator as the Secretary of the Committee) will be forwarded to Registrar's office by the Head of Department concerned for approval of the Vice Chancellor. After approval, the committee will be notified by the academic section. Functions of the Departmental Semester Examination Committee will be as under:

- a. Periodic assessment of the progress of different courses being taught.
- b. Periodic assessment of the contents of different courses being taught.

- c. Investigation of any irregularity in the assessment of any course taught.
- d. Periodic assessment of the method of teaching, pattern of question papers, and any other relevant aspect.
- e. The committee shall submit annual report on the academic performance and assessment of students to the respective Dean.
- f. The committee shall also submit a report, to the respective Dean, on the evaluation of teachers by the students and evaluation of the courses by the students, using the questionnaires available with the Director, Quality Enhancement Cell.
- g. The committee shall look after the use of unfair means during any examination, and also the general behaviour of the students. The committee shall be entitled to impose appropriate penalties as per university rules.
- h. To review and analyse the question paper on standard format.
- j. All the proceeding of the committee shall be recorded by the secretary and approved by the convener.

33. UNIVERSITY SEMESTER COMMITTEE:

- a. There shall be a University Semester Committee to be constituted by the Vice Chancellor. The committee shall comprise the following as members:
 - i. All Deans (Senior most Dean will be the Convenor)
 - ii. Registrar or his nominee
 - iii. Controller of Examinations or his nominee
 - iv. Director Admissions
 - v. Director Quality Enhancement Cell (QEC)
 - vi. **Concerned Program** Coordinator
 - vii. Assistant/Deputy Registrar Academics (Secretary of the Committee)
- b. The competent authority will make necessary arrangements for structuring of the semester committee in the absence of the above mentioned officers.
- c. The Committee shall perform the following functions:
 - i. Provide consultation to the departments regarding implementation of semester system.
 - ii. Provide support in the implementation of semester system by arranging short courses for the faculty on various aspects.
 - iii. Monitor and report on the implementation of semester regulations and address various issues arising thereof.
 - iv. Recommend necessary amendments in the semester regulations, if needed.
 - v. Any other task assigned by the Competent Authority.

34. ACADEMIC CALENDAR:

The university shall publish a schedule of complete academic year for Fall, Spring, and Summer semesters (when offered) in the respective prospectus for the convenience of students and faculty members.

Note-8: *Instruction should be given in the calendar to the students that they will be responsible to meet the requirement and deadline published for each semester in the academic calendar of the university. Students are expected to know, adhere to regulations, course loads, prerequisites and policies of the university as well as those of the Departments/Institutes/Centres in which they are enrolled.*

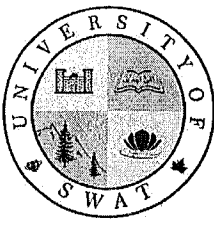
35. TEACHERS' EVALUATION:

- a. Director QEC will ensure to have every course teacher evaluated by the students on the prescribed proforma. Evaluation team will be framed by the competent authority to carry out teachers' evaluation.
- b. Evaluation shall be done in the last week of the semester, in the absence of the course teacher so as to maintain impartiality.
- c. This evaluation shall be objective and will be shared with the concerned course teacher for his/her improvement / knowledge.
- d. Evaluation done by the students shall be completely anonymous, i.e. the students may not indicate himself/ herself by name, or roll numbers, or registration numbers or by any other means whatsoever.
- e. The evaluation shall be sent to the Dean /Registrar Office for necessary action.
- f. If a teacher gets three overall negative evaluations, the report will go to the Vice Chancellor for a decision if it should be added to his ACR. The teacher concerned may be heard in person by the Vice Chancellor.
- g. HECs program and course evaluation recommendation may also be followed.

36. SAVING CLAUSE:

- a. In case of confusion in interpretation of these regulations the decision of the Vice Chancellor shall be considered as final.
- b. If any anomaly arises, which is not documented in these regulations the Vice Chancellor shall resolve it in consultation with University Semester Committee (USC) and report it to the next Syndicate meeting for consideration.
- c. Any amendments/changes in the regulations pertaining to BS Degree program notified by the Higher Education Commission (HEC) shall be implemented as per laid down procedure in the University.





Office of the Registrar

(Meetings Section)

University of Swat

Administration Block, Charbagh, Swat,

Ph: (0946) 730504

Email: meetings@uswat.edu.pk

No. UoS/Meetings/51-SYND/2023- 21

Dated: July 05, 2023


NOTIFICATION

Subject: **DRAFT UNIVESITY OF SWAT SEMESTER SYSTEM REGULATIONS (2022 ONWARD)**

It is notified for the information of all concerned that, the Syndicate in its 51st meeting (held on June 10, 2023) vide item No. 13, approved the draft University of Swat Semester System Regulations (2022 onward), the same shall be applicable to the session 2021-25 and onwards, subject to the following modifications:

- (i) Clause-8 shall be modified as "Credit hour means teaching a theory class for 01 hour or laboratory/practical work of 02 hours as may be prescribed by the relevant accreditation council or a fieldwork of one day every week throughout the semester."
- (ii) Clause-29 shall be modified as "The old grading scheme already implemented within the University shall be used instead of that mentioned under Clause-9 in the draft Semester System Regulations."

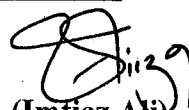
Furthermore, the Syndicate endorsed/validated the circular vide No. UoS/Acad/262, Dated: June 01, 2023.


(Imtiaz Ali)
Registrar

(Encl: Amended Final Copy of the Semester System Regulations (2022 onward) with the aforementioned changes already incorporated)

Copy for information / necessary action to the:

1. PS to Vice Chancellor
2. PS to Registrar
3. Controller of Examinations
4. Provost/Director Admission
5. All Deans of Faculties and Heads of Teaching Departments (w.r.t; that through the Departmental Semester committee compile the cases of all such students of your respective Departments who have encountered dropout or affected by variation in the grading policy under the previous semester system regulations and forward the same to office of the Controller of Examinations under intimation to office of the Hon'ble Vice Chancellor & Registrar's within seven (07) days (sharp) of the issuance of this notification, for an appropriate solution and addressal of their issues accordingly.)
- ✓ 6. Director IT, University of Swat (w.r.t to upload the attached Regulations on the University's official website for information)
7. Syndicate File


(Imtiaz Ali)
Registrar