

# **EXAMINATION RULES – 2023**



**NATIONAL UNIVERSITY OF MODERN LANGUAGES**  
**(REVISED)**

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## **CHAPTER NO. 1** **DEFINITIONS**

1.1 **Overview.** The examination rules have been formulated in line with HEC policies and guidelines. The rules have been framed with an aim to provide flexibility to the Faculties and Departments.

### 1.2 **Definitions**

a.	Government	"Government" means the Federal Government.
b.	Commission	"Commission" means the Higher Education Commission set up under the Higher Education Commission Ordinance, 2002.
c.	University	"University" means National University of Modern Languages.
d.	Authority	An "Authority" means any authority of the University.
e.	Board of Governors	"Board of Governors" means Board of Governors of the University.
f.	Rector	"Rector" means Rector of the University.
g.	Pro-Rector (Academic)	Pro-Rector (Academic) means Pro-Rector (Academic) of the university.
h.	Branch	"Branch" means an administrative Branch of the University.
i.	Director Examination	"Director Examination" means Director Examination of the University.
j.	Examination Branch	"Examination Branch" means the Branch which deals with examination related issues etc.
k.	Director Academics	"Director Academics" means Director Academics of the University.
l.	Academic Branch	"Academic Branch" means the academic branch of the university.
m.	Examination Centre	"Examination Centre" means the place designated by the University for holding an examination.
n.	Board of Advanced Studies & Research (BASR)	"BASR" means Board of Advanced Studies & Research of the University.
o.	Academic Council	"Academic Council" means the Academic Council of the University.
p.	Faculty Board of Studies (FBS)	"FBS" means the Faculty Board of Studies (FBS) of the respective Faculty.
q.	Departmental Board of Studies (DBS)	"DBS" means the Departmental Board of Studies (DBS) of the respective Department.
r.	Graduate Advisory Committee (GAC)	"GAC" means the committee formed by a Faculty ( <b><i>Annex A</i></b> ).

s.	Thesis Defense Committee (TDC)	"TDC" means the board ( <b>Annex A</b> ) formed by a Faculty to conduct the final thesis defense.
t.	Plagiarism Standing Committee (PSC)	"PSC" means the committee notified by the University.
u.	Unfair Means Committee	"Unfair Means Committee" means a committee formed for considering cases of use of unfair means during exam or a breach of discipline during the conduct of examination.
v.	Faculty	"Faculty" means an administrative and academic unit of the University consisting of one or more departments.
w.	Dean	"Dean" means the head of a Faculty of the University.
x.	Department	"Department" means a teaching department of the University.
y.	Academic Program	"Academic Program" means a program of studies which leads to the award of a certificate or a University degree to students after successful completion of all its requirements.
z.	Course	"Course" means a subject related to an academic program which is offered by a Department for a fixed number of credits during a semester.
aa.	Credit Hour	"Credit Hour" means a lecture of 50 Minutes per week per semester or a seminar/tutorial or laboratory work, of 100-150 minutes per week per semester.
bb.	Grade Point	"Grade Point" means number of points representing letter grades scored by a student in a course.
cc.	Grade Point Average	"Grade Point Average" means total number of points scored by a student in the examination divided by total number of credits earned.
dd.	Cumulative Grade Point Average	"Cumulative Grade Point Average" means summation of grade points of all courses taken by a student divided by the total number of credits earned from his admission until the last semester completed.
ee.	Semester	"Semester" means a regular semester (Fall or Spring) offered by the University.
ff.	Summer Semester	"Summer Semester" means a condensed semester (at least 8 weeks) offered by the University during summer.



gg.	Timeline	"Timeline" means the milestones defined by the University for completion of various stages of an MPhil/MS degree ( <b>Annex B</b> ) and PhD degree ( <b>Annex C</b> ).
hh.	Examiner/invigilator	"Examiner" means one who marks the answer sheets or conducts the viva voce etc.
ii.	External Examiner	"External Examiner" means a person who is not teaching in a Department of the University as a regular or visiting faculty member.
jj.	Internal Examiner	"Internal Examiner" means: a: A person who is teaching in the University OR b: A person who taught in the university during last year but is no more part of the university.
kk.	Non-Credit Course	"Non-Credit Course" means a course not counted towards a student's Cumulative Grade Point Average.
ll.	Sponsored Student	"Sponsored Student" means a student nominated by the services headquarters, ministries, government departments or autonomous organizations / corporations etc.
mm.	Superintendent	"Superintendent" means the person appointed by the Department to supervise the conduct of an examination.
nn.	Withheld	"Withheld" means result is not announced due to any reason.
oo.	Affiliated Institution	Affiliated Institution means an education institution affiliated with the University but not maintained or administered by it.
pp.	Regional Campus	"Regional Campus" means a Regional Campus of NUML located outside Islamabad.
qq.	Services Headquarters	"Services Headquarters" means Joint Staff Headquarters, General Headquarters, Naval Headquarters or Air Headquarters.
rr.	Ceased	"Ceased" means the student is dropped from an academic program and he is not eligible to continue his studies.
ss.	Probation	"Probation" means a student is promoted but placed on probation to caution him that he is academically deficient and liable to be relegated or ceased in next semester.
tt.	Relegated	"Relegated" means the student is not promoted and is allowed to repeat his semester or repeat/improve courses of his previous semesters.

**CHAPTER - 2****CONDUCT OF EXAMINATIONS**

2.1 **Introduction.** Smooth conduct of examination is one of the most significant areas of an institution's credibility. This chapter includes procedures for conduct of examination, marking/evaluation of answer sheets and preparation/declaration of results.

2.2 **Procedure for Conduct of Exams:** Following procedure will be observed for the smooth conduct of the university exams during a semester: -

- a. The departmental coordinator/office will issue Roll Number slips to the eligible students to appear in the midterm/final exam. The slips will carry list of subjects and photograph of the student. The slips will be distributed at least three days before the examination.
- b. Recommended date sheet will be forwarded by Faculties / departments at least **05** weeks before the planned date of the start of examination. The final date sheet will be issued by Examination Branch and it will also be placed / uploaded on the university website.
- c. Midterm/final examination of degree and certificate courses will be conducted at Faculty / departmental level in the overall supervision of the Examination Branch.
- d. All the departments will prepare a proper seating plan before start of the examination. The seating plan should indicate room number, strength of the students in a room etc. This seating plan will be displayed on the door of the exam room/hall.
- e. Superintendent/Deputy Superintendents of examination will be appointed by the respective HoDs / Deans for smooth conduct of the examination.
- f. Invigilation duties would also be assigned and notified by the respective Dean/HoDs.
- g. On the day of the examination, sealed envelopes containing question papers will be issued by the concerned HoD to the Superintendent Examination, who will further issue these sealed envelopes to the concerned invigilators. The invigilators will open these envelopes in the exam hall at the time of the start of the examination.
- h. At the end of the paper, the invigilator will collect the solved answer sheets from students and will hand over the same to the superintendent/ Deputy Superintendent. Total number of answer sheets will be marked on the envelopes.
- i. Superintendent of examination will deposit these answer sheets to the Departmental coordinator immediately after the examination for evaluation.
- j. It will be the responsibility of the invigilator to return the unused/blank answer sheets to superintendent exams by the end of each paper.

2.3 **Developing / Printing of Question Papers.** Question papers are a primary tool to assess the learning outcome of the students in a semester. To ensure secrecy and smooth functioning in terms of setting, vetting, printing, storing and dispatching of question papers, following procedure will be observed:-

- a. **Dissemination of Course Contents.** The HoDs at Main Campus will disseminate week wise course outline for each course to all regional campuses / Rawalpindi Branch before the start of a semester. The respective Deans of the faculty will arrange a meeting with the concerned HoDs at Regional Campuses/Main Campus to get the course completion report three weeks before the start of final term exams and a certificate to this effect will also be obtained from the HoDs of Regional Campus.
- b. **Setting / Developing of Question Papers:** The paper setter at main campus may set two sets of question papers; one copy will be used for printing and the other one will be retained as reserved paper. In case of any requirement, the reserved paper will be utilized with the consent of concerned Dean/Director Exams. Nomination from main as well as regional campuses will be acquired by R&SI for arrangements of training session for papers setting.
- c. **Observing Ethics in Developing/Setting of Question Papers Quizzes and Assignments etc.** For developing/setting of question papers, quizzes, assignments etc., faculty members should refrain from asking questions that are linked with conflicts of ideology, religious, social and political controversies. They should also take care of the provisions of Constitution of Islamic Republic of Pakistan and avoid content that is clearly repugnant to the social values, moral standards of the society.
- d. **Vetting of Question Papers** A senior concerned faculty member will be nominated by the HoD to vet the question paper to ensure its quality of content, header/footer, title indicating shift (Mor/Eve), paper name, timing, marks etc.
- e. **Arranging of question papers according to Seating Plan.** Before reporting for printing of the question papers in the secrecy room, the concerned coordinator will arrange his envelopes according to the seating plan and strength of the students. This plan will be displayed/ reflected both on the entrance of the exam hall and envelopes.
- f. **Printing of Question Papers:** Printing of question papers for main/regional campuses and Rawalpindi branch will be carried out as per procedure and according to the schedule issued by the examination branch. The departmental coordinator will liaison with secrecy officer of the examination branch and the printing will be done as per schedule by adopting the secrecy measures.

- g. **Placing of Question Papers:** After printing and sealing of the question papers in envelopes, the departmental coordinator will handover these envelopes to concerned HoD, who will be responsible for secrecy and placement of these question papers in proper lock and key in his department.
- h. **Change in Question Papers.** In case of any dire requirement, only 20% change in the question papers will be allowed with the consent of concerned Dean and Director Exam. However, a strong rationale will be required in this regard.

2.4 **Handling / Procedure for Printing of Question Papers:** Following procedure will be observed for handling/printing of question papers: -

- a. **Collection of Data:** The exams branch will obtain the data of courses and number of students from all regional campuses one month before the start of the examination. After receipt of the said data, the desk in-charge of respective program/course will prepare the envelopes of all regional campuses according to the date sheet by mentioning the name of course, date of exams, strength of students and the shift (i.e. morning /evening). The Superintendent and Assistant / Deputy Director will ensure the accuracy of the said data.
- b. **Appointment of Secrecy Officer.** Director exams will depute a secrecy officer among the officers of exam branch to monitor the process of printing, sealing and dispatching of the question papers to all concerned by adopting all the secrecy measures.
- c. **Issue of Printing Schedule.** The exams branch will issue a schedule for paper printing one month prior to the start of exams. The departments are required to follow the schedule in true letter and spirit.
- d. **Procedure for Printing of question Papers.** Following procedure for the printing of question papers will be observed: -
  - (1) Before printing of the question papers, the concerned coordinator will arrange envelopes as per seating plan/strength of the students and the envelopes will be sealed in the secrecy room, accordingly.
  - (2) The departmental coordinator will report examination branch (secrecy room) and will complete the printing process in coordination with concerned desk in charge.
  - (3) After printing of question papers, the papers for regional campuses will be handed over to the desk in charge for enveloping and sealing in presence of the coordinator. The envelopes of question papers of regional campuses will also be checked by the secrecy officer to ensure the accuracy. The sealed envelopes for main campus will be taken along by the coordinator and the envelopes of the

regional campuses will be kept in the safe custody of secrecy officer in the secrecy room under lock and key.

- (4) All the misprinted and damaged paper will be disposed of through shredder and memory of the printing machine will be re-set in the presence of the coordinator and secrecy officer.
  - (5) After completion of printing process of all the regional campuses, the secrecy officer will arrange the bundles of these envelopes campus wise and will prepare separate bags for each campus. These bags will also be properly locked.
- e. **Dispatch of Question Papers.** After completion of printing process, these question papers will be dispatched to the regional campuses through following procedure: -
- (1) The question papers of four regional campuses (i.e. Peshawar, Lahore, Multan and Faisalabad) will be dispatched through bus service. 1 x Asst Director of exams branch will be detailed to handover these bags to the transport company preferably early in the morning and will intimate concerned campus regarding the dispatch. Proper tracking of the bundles will be monitored from both ends till receipt of question papers. Soon after the receipt, Asstt Director (regional campus) will acknowledge the receipt of these bags.
  - (2) The question papers of three regional campuses (i.e. Quetta, Karachi and Hyderabad) will be dispatched through TCS. Proper tracking will also be monitored from both sides till delivery of the question papers.
  - (3) All the Question papers of Rawalpindi Branch will be handed over to the controller exams one day prior to the start of the examinations.
- f. **Handling of Question Papers at Regional Campuses/Rawalpindi Branch.** On receipt of question papers from Main Campus, the recipient will immediately handover these question papers to concerned Regional Director who will be responsible for the secrecy/ safe custody. The question papers will be issued to the centre superintendent according to the date sheet.

## 2.5 **Marking of Answer Sheets and Preparation of Result (Time Line)**

- a. The coordinators/departmental office will hand over the envelopes containing answer sheets to the teacher **within 2 days**.
- b. The teachers will grade the answer sheets and return the graded sheets to the coordinator/departmental office **within 5 working days** of the conduct of the examination. The teacher will also handover hard and soft copies of the result to the coordinator/departmental office.

- c. The coordinator/departmental office will prepare subject wise result of all courses being offered in the semester.
- d. The department will show the graded answer books to the students before the display of provisional result on the departmental notice board.
- e. The provisional result will also be displayed on the Departmental noticeboard **within 5 working days** after the termination/completion of the examination.
- f. Hard and soft copies of the provisional result of all courses will be forwarded to the Examination Branch **within 8 working days** after the termination / completion of the examination through HoD/Dean. The department will ensure that observations of students have been taken care of before forwarding the result to the examination branch.
- g. The examination branch will counter check and scrutinize the result and notify it **within 12 working days** of the receipt of the result from the faculty / department.
- h. The result prepared by the examination branch will clearly show the following:
  - i. SGPA and CGPA
  - ii. Academic Deficiency (if any)
  - iii. Status of the student.
- i. The notified result will be displayed on noticeboard by the departments for information of the students.
- j. Errors/omissions if any will be forwarded by the departments through Dean to the examination branch. Details of error/omission and statements of teachers, if any, should accompany the case.
- k. The examination branch will process the errors/omissions for approval of competent authority. Changes, if any, will be notified after the approval.

2.6 **Instructions for Conduct of Exams.** Centre Superintendents/Dy Superintendents and Invigilators will be required to ensure the following before the start of paper in the exam hall/room: -

- a. The students must bring their Roll Number Slips to the examination every day. The invigilators must identify the student and initial his Roll Number Slip for every subject he is appearing in the examination.
- b. The invigilators must sign/initial the main answer sheet and the continuation sheets of the students. Eligibility of a student to appear in the papers is subject to payment of semester fee, minimum attendance requirement and no other academic deficiency etc.

- c. Use/possession of any gadgets, helping material, misbehavior or any kind of communication during exam is strictly prohibited. It is mandatory for the invigilator to announce these instructions on daily basis.
- d. In case, a student is found involved in any unfair means, his/her paper will be confiscated immediately and the case will be referred to the concerned committee through superintendent exam for decision
- e. The faculty is also advised to avoid the use of Cell Phone in the exam hall/room during the examination.
- f. Use of wash room by the students should be discouraged during the papers, however, in case of any dire need it must be watched by the supervisory staff.
- g. Once a student leaves the examination hall after submitting the paper, he/she will not be allowed to enter the exam hall again.
- h. Concerned HoDs/RDs are required to visit the exam hall /room on daily basis to ensure the smooth conduct of examinations.
- i. All the relevant information/instructions must be communicated to the students through their departments well before the start of the exams.

## 2.7 **Affiliated Institutions**

- a. Affiliated institutions will forward question papers of final examination of all their courses to Main Campus for vetting. Question papers must reach the examination branch at least two weeks before the planned dates for commencement of examination.
- b. Examination branch will forward the sealed envelopes containing question papers to respective Deans to be given to HoD /departmental committee for vetting.
- c. The Deans will return vetted question papers in sealed envelopes within 4 working days to Examination Branch for onward return to concerned affiliated institution.
- d. In case a question paper needs major changes requiring re-setting, it will be returned separately. The concerned institution will ensure setting of new question paper and getting it vetted from the concerned HoD before conduct of the exam.

## 2.8 **Regional Campuses.**

- a. Regional campuses will conduct Midterm exam under their own arrangements. However, the question papers for end term exams will be provided by the Main Campus.
- b. If a subject is not being offered at main campus but is being offered by any of the Regional Campuses, paper for it will be set by the respective campus and sent to the HoD at main campus for vetting.

- c. If the date sheet of main campus is not synchronized with Regional campus, even then, question papers for regional campuses will be prepared by the teachers at Main Campus.
- d. Answer sheets of Regional Campuses will be graded by their teachers themselves.
- e. Three graded answer sheets (highest, lowest and average marks) as a sample of every subject will be submitted to the Examination Branch by Regional Campuses.
- f. The graded answer sheets must reach examination branch within two weeks of the termination of the examination. Director Examination will forward these answer sheets to the concerned Faculties.
- g. Concerned Deans/HoDs will get the answer sheets reviewed from local teachers and forward remarks/comments about grading of answer sheets to Examination Branch for the information of the competent authority.

2.9 **Miscellaneous Tests/Examinations.** The University also conducts other examination such as Entrance tests for admission, GAT for MPhil and PhD admission and examination for hiring new faculty / staff etc. These tests will be conducted as follows: -

- a. Procedure for conducting the examination and checking of answer sheets will be specified by the respective branch/faculty responsible for the conduct of the examination.
- b. Respective Branch will assign the responsibility for conduct of examination to the concerned Faculty.
- c. The Dean/HoD will assign responsibility for setting up the question paper(s) to the concerned teacher(s).
- d. The Dean will forward question paper(s) to the concerned department.
- e. The answer sheets may be checked by the concerned Branch or the grading may be assigned to a department.
- f. The Dean will forward the result to concerned branch within the due date.

2.10 **Makeup Examinations (Degree Courses only).** Makeup of Mid/ End semester examination will be conducted of those students who could not appear in the scheduled examinations of the university and fall under following categories: -

- a. Death of a close relative (i.e. mother, father, brother, sister, child, and spouse)
- b. Maternity issue.
- c. Accident resulting into severe problem in movement.
- d. On genuine Medical grounds.

**Note:** All above reasons must be supported with documentary proof. The veracity of the reason will be determined by the HoD/Dean.



- e. **Award of Incomplete (I) grade:** The students who could not appear in the exam an Incomplete (I) grade will be awarded by the faculty subject to fulfilling the following conditions: -
- i. **For Mid Semester Examination.** The student shall meet minimum attendance requirement.
  - ii. **For End Semester Examination.**
    - (a) The student should meet minimum attendance requirement i.e. 75%.
    - (b) Internal evaluation of the student is completed in all respect.
    - (c) The student has appeared in mid semester examination.
- f. **Procedure:** Following procedures will be adopted for conduct of make-up exam of a student:
- i. The students will apply for make-up exam on a prescribed application form **(Annex R).**
  - ii. It will be the sole responsibility of the student to initiate his case for make-up exam.
  - iii. The coordinator of the departments will prepare and complete all cases with his comments and will submit the request of the students to the concerned Dean through HoD.
  - iv. Concerned Dean will complete the process keeping in view the genuineness of the request of the student through exam committee of the Department.
  - v. After completion of the above mentioned process, the Dean will return the applications of all the students to the concerned Departments/HoDs. The HoD/Departments will communicate the decision of the Dean to the students and will allow them to submit their requisite fee.
  - vi. A list of the application forms duly completed in all respect along with date sheet will be prepared, duly signed by the departments/HoD through Dean Office and will be forwarded to the office of the Director Examination for obtaining approval of the Pro-Rector Academics.
  - vii. All above process should not take more than 05 working days after end of both the examinations.
  - viii. Make-up examination of all the faculties of the university will be conducted on the same date and time according to university academic calendar.

- ix. A **fee of Rs. 2000/=** & **Rs. 3000/=** per paper will be charged from the students at undergraduate and graduate levels respectively.
- x. The second set of question paper which was submitted by the concerned teacher for both the exams will be used for the conduct of makeup exam.

2.11 **Directed Studies for Students Who Fail in some subject/s.** At present students opting for courses during summer are offered studies. However, if the number of students is less than 10 in case of MA&BS and less than five in case of M.PHIL./PhD for a course, it is not offered. In cases where students are in the final semester of their course work or degree program, it becomes a hurdle in the timely completion of their degrees. The idea of directed studies can be adopted for the failed subjects where the students will register for such subject(s) and a supervisor/teacher will be assigned to him/her.

- a. Directed studies/studies on supervision will be allowed during summer semester only for all degree programs. However, if the student is in the final semester and only two courses are remaining to be cleared, he/she may be allowed to study under supervision.
- b. Regular classes will not be held. Instead, according to the spirit of directed studies, the student will work under the direct supervision of a teacher who will give him/her weekly assignments on various topics pertaining to the subject failed courses.
- c. The student will be required to meet the teacher once a week for an hour and a half for discussion on topics of their choice as per given syllabus.
- d. The record of the directed studies/contact hours/submission of assignments / exams will be monitored by the coordinator concerned. A proforma will be developed for such monitoring.

2.12 **Unfair Means Committee (UMC).** All efforts will be made to eliminate/eradicate the use of unfair means in the examination. To control the use of unfair means, an unfair means Committee will be constituted by the Examination Branch for every semester. The committee shall comprise concerned HoDs and it will be headed by a Dean. Director Examination will be the secretary of the committee. The cases filed for deliberation for UMC may include but are not limited to the following: -

- a. Disclosing the identity of the candidate or making peculiar marks on his answer sheet.

- b. Communication, or attempt to communicate, with examiners, Pro-Rector (Academic)/Director of Examinations or other officer/s of the University with the object of influencing them in the award of marks.
- c. An approach made to an examiner or any other officer of the University by a relative, guardian or friend of the candidate.
- d. Making an appeal to the examiner through an answer sheet.
- e. Misbehaving with the supervisory staff or refusal to adhere to University rules.
- f. Having in his possession or accessible to him books or other helping/cheating material.
- g. Giving or receiving assistance or copying from a book, paper or another candidate's answer sheet or allowing any other candidate to copy from his answer sheet.
- h. Making deliberate previous arrangements to cheat in the examination such as bringing another answer sheet, or impersonation etc.
- i. Obtaining admission to an examination on false identity.
- j. Using abusive or obscene language in his answer sheet (s).
- k. Refusing to obey the lawful order of a Superintendent of the Examination Centre in the examination room or changing his seat or Roll Number Slip with another candidate.
- l. Creating disturbance of any kind during the examination or otherwise misbehaving in or around the Examination Centre/s.
- m. Found in or around an Examination Centre in possession of weapons.
- n. Found in possession of a mobile phone, programmable calculator or other electronic device during examination.
- o. Talking to another candidate during examination in the exam hall.
- p. Talking to anyone while going to washroom.
- q. Any other attempt of use unfair means in the examination.

2.13 **Procedure for Reporting.** The superintendent of examination will immediately report the cases of unfair means to his HoD/Dean. The report should include brief description of the case, statements of the invigilator/s and student and cheating material (If any) recovered from the student. The cases will be forwarded to examination branch by concerned Dean. The cases shall be presented individually in the unfair means committee meeting. The committee will recommend punishment for individual case where the student is found guilty.

2.14 **Award of Punishment.** The punishment will be recommended by the UMC. Penalties may include but are not limited to: -

- a. Paper cancellation.
- b. Subject cancellation.
- c. Debarring the student for one or more semesters.
- d. Expulsion from the university.
- e. Any other punishment appropriate for the offence committed by the student.

2.15 **Appointment of a Writer**

- a. Writer shall be allowed only if a candidate suffers from a disability which renders him unable to write normally provided that the fact is duly certified by a Registered Medical Practitioner.
- b. The student will seek permission from the Dean/HoD through program coordinator.
- c. The candidate shall select suitable writer (below in academic qualification than the candidate) in consultation with the concerned HoD. The writer must show documentary proof of his qualification. His highest qualification must be a recent one.
- d. The Superintendent shall arrange for a suitable room if required for the candidate and also appoint a special Assistant Superintendent for invigilation.

2.16 **Computer Assistance for Blind Students**

- a. The candidate whose disability is already determined as per HEC policy will be given permission to use computer assistance. This permission will be required once only for the entire duration of the degree/course.
- b. If computing facility is not available in the department, the approved cases will be forwarded to the department/Dean FE&CS for the conduct of examination.
- c. Technical Assistance will be provided by a computer Lab Assistant during the scheduled examination.
- d. Invigilation of examination will be handled/monitored by the concerned department.
- e. Students will NOT be allowed to use their Electronic devices viz, PCs/Laptops etc. Hardware provided only by the university will be used for the conduct of exams.
- f. Sufficient time will be provided to the student to check the functionality of the provided hardware in front of the invigilator before starting the examination.

**2.17 Rechecking\* of Graded Answer Sheets**

- a. An appeal for rechecking will be entertained within one month of the declaration of the result by the Examination Branch. However, fee will be charged as per rates announced by the university.
- b. In case of a rechecking plea, the answer sheet will be forwarded to the concerned HoD, who, in the presence of teacher concerned and program coordinator who will re-check the answer sheet as per following criteria:
  - i. That the script is completely checked and no part is left unchecked or unmarked.
  - ii. That the total brought forward is correct.
  - iii. That the marks allocated by the examiner are in accordance with those indicated in the question paper.
  - iv. There is no mistake in the grand total.

**\*Note:** Rechecking does not mean re-evaluation.

**2.18 Custody of Record of Examination**

- a. Graded answer sheets of midterm and final examination will be forwarded to the examination branch by the departments along with the result.
- b. The answer sheets will be kept for one semester and thereafter, the sheets will be disposed of.
- c. The applications for issuance of Degree, DMC and result card will be retained for three years.

**2.19 Misplacement of Solved Answer Sheets.** If a candidate's answer sheet is misplaced after having been received by the Superintendent of the examination/invigilation staff, following procedure will be adopted: -

- a. In case of internal assessment and mid semester exam, makeup of the examination, quiz, assignment, project etc. will be arranged.
- b. In case of final examination, average marks obtained in internal assessment and mid semester exam will be awarded to the concerned student.

**CHAPTER - 3****UNDERGRADUATE PROGRAMS**

3.1 **Degree Requirements.** The National University of Modern Languages (NUML) awards undergraduate degrees to its students who fulfill following conditions and number of credits with a minimum CGPA of 2.00/4.00 as mentioned against each: -

<b><u>Ser</u></b>	<b><u>Program</u></b>	<b><u>No. of Credit Hours</u></b>
a.	Four Years – BS Degree Program	124 - 140 credit hours
b.	3.5 Years degree Program.	90 – 96 credit hours.
c.	2.5 Years degree Program	72 – 76 credit hours.
d.	Two Years – Master Degree Program	64 - 70 credit hours
e.	1.5 Years degree Program.	30 – 36 credit hours.
f.	One Year Degree Program.	30 - 36 credit hours.

3.2 **Semester Duration**

- a. Duration of a regular semester will be 16-18 weeks.
- b. A special intensive summer semester will be offered with a minimum duration of eight weeks.
- c. Summer semester must cover the same course contents as in a regular semester.
- d. Only one summer semester will be offered in a calendar year.

3.3 **Registration of Courses.** At the beginning of a semester, a student shall register in course(s) being offered by the department.

- a. A student shall normally be required to register for 15 -18 credits in a semester. However, the HoD may allow a student to register up to 21 credits in a semester as a special case.
- b. In summer semester a student may register for a maximum of two courses only of up to 8 credit hours.
- c. In second or subsequent semesters a student may improve/repeat courses in which he obtained ***D<sup>+</sup>/D/F*** grade provided it is within limit of Para 'a' above.
- d. A student may drop course(s) within first two weeks of a semester on the recommendation of the HoD concerned without refund of fee and without reporting the grade and counting towards repeat/improve chances.
- e. The students are not allowed to register in more than one-degree program in NUML or anywhere concurrently.

3.4 **Grading & Evaluation.** The performance of students is evaluated through a system of continuous testing spread over the entire duration of a semester. In addition to the final examination, the students are also tested through mid-term examination and internal evaluation consisting of a number of quizzes, class discussions, written assignments, presentations, and class projects etc., all of which contribute to the final grade. However, following will be applied:-

- a. If the paper of end term exam is cancelled due to involvement in unfair means case, the marks of class evaluation and midterm exam will not be calculated to declare the result.
- b. If a student is absent in final exam and his aggregate marks are 50 in remaining two components, he will not be declared as passed.
- c. 25% marks in end term exams should be mandatory for the calculation of aggregate passing marks.
- d. Marks of a subject in decimal of 0.5 or above will be rounded off to the next digit and below than 0.5 will be ignored.

3.5 **Course Evaluation Breakdown.** Breakdown of course evaluation is as follows: -

a. **All Faculties (Less Faculty of Engineering and Computer Science)**

- i. End term Exams      50%                      Duration:      03 Hours
- ii. Midterm Exams:      30 %                      Duration:      02 Hours
- iii. Internal Evaluation: 20%
  - (a) Quizzes (5-10%)
  - (b) Assignments: (5-10%)
  - (c) Project/Presentation/Technical Report (5-10%)
  - (d) Before Midterm Exams:  
2 x quizzes – 2 x Assignments – 1 x Presentation
  - (e) After Midterm Exams:  
1-2 x quizzes – 1-2 x Assignments – 1 x Project

b. **Faculty of Engineering and Computer Science**

- i. End term Exams      50%                      Duration:      03 Hours
- ii. Midterm Exams:      25%                      Duration:      02 Hours
- iii. Internal Evaluation: 25%
  - (a) Quizzes (5-10%)
  - (b) Assignments: (5-10%)
  - (c) Project/Presentation/Technical Report (5-10%)
  - (d) Before Midterm Exams:  
2 x quizzes – 2 x Assignments – 1 x Presentation
  - (e) After Midterm Exams:  
1-2 x quizzes – 1-2 x Assignments – 1 x Project

c. **Lab Course Assessment (Faculty of Engineering & Computer Science).**

Considering Outcome Based Education (OBE) system guidelines regarding separate assessment of Theory and LAB courses, the following assessment policy will be adopted with effect from Spring-2023 semester: -

- i. A student will be required to pass both Theory and LAB courses separately. If a student fails in either the Theory or the LAB course, he/she must repeat that failed course only.
- ii. Equal fee will be charged in case of repeating/improving either of Theory or LAB course.
- iii. The LAB course will be mentioned in the transcript separately with the same course code as of Theory course with the addition of the letter "L" to differentiate Theory and LAB course. For example:
  - (a) Programming Fundamentals Theory course will be written as CSPF-141
  - (b) Programming Fundamentals LAB course will be written as CSPF-141 L
- iv. There will be maximum of two open ended labs in a LAB course.
- v. The department will announce the final term exam schedule of LAB courses.
- vi. The minimum 25% marks in the final term exam are required to pass the Lab course.
- vii. LAB course will be evaluated out of 100 marks. Overall distribution of marks will be as follows:

<b>Assessment Method</b>	<b>Weightage</b>
Internal evaluation throughout the semester	60%
Open ended lab(s)	15%
Final term exam	25%

- Viii. This policy is applicable for all batch intakes of BEEE and BS Electronics programs from Fall 2022.
- ix. This policy is applicable for all computing programs under OBE system offered by CS and SE Departments from batch intake Spring 2023 onwards.



3.6 **Grading Ranges.** Absolute grading system with following ranges\* will be used:-

<b>Grades</b>	<b>Percentage</b>	<b>Grade Points</b>
A+	90% and above	4.00
A	80-89.99%	4.00
B+	75-79.99%	3.50-3.99
B	70-74.99%	3.00-3.49
C+	65-69.99%	2.50-2.99
C	60-64.99%	2.00-2.49
D+	55-59.99%	1.50-1.99
D	50-54.99%	1.00-1.49
F	Below 50 %	0.00

3.7 **GPA Calculation.** The Grade Point Average (GPA) is calculated as follows:

$$\text{SGPA} = \frac{\text{Sum over all courses in a semester (Course Credits Hours X Grade Points Earned)}}{\text{Total Credits Hours of a Semester}}$$

$$\text{CGPA} = \frac{\text{Sum over all courses in all semesters (Course Credits Hours X Grade Points Earned)}}{\text{Total Credits Hours of all Semesters}}$$

Only two types of GPA will be used; Semester GPA (SGPA) and Cumulative GPA (CGPA). SGPA is the weighted average of grade points earned in a particular semester whereas CGPA is the weighted average of grade points in two or more semesters.

3.8 **Transfer of Credits**

- a. Credits may be considered for transfer from programs of other local or foreign accredited institutes/universities of similar quality if they are relevant and appropriate to an undergraduate program in a discipline approved by NUML.
- b. Following rules will be applicable for the transfer of credits: -
  - i. Only undergraduate level courses in which at least a 'C' grade or its equivalent was secured shall be considered for transfer.
  - ii. A maximum of 50% of total credits for a program may be transferred but the CGPA/grades will not be transferred. Final Transcript will reflect the grades of transferred courses but the transferred grades will not be used for calculation of final CGPA.
  - iii. The transfer of credits will be recommended by concerned Dean keeping in view time duration of course work and deficiencies, if any. Academic branch will process the case for approval from Pro Rector (Academics) and notify the transfer of credits.

- c. Following **procedure** will be followed for transfer of credits: -
- i. The applicant shall apply to the Academic Branch on the credit transfer application form available on the university website (**Annex D**). The application must accompany the transcript of current program and copies of certificates/degrees from matric onwards along with NOC from previous institution.
  - ii. Director Academics will forward complete application to the concerned Dean/Faculty for evaluation/recommendations for transfer of credits as per following parameters: -
    - (a) The amount of time spent in the previous Institution for completion of course work will be considered towards the total duration of course work/program specified by the university. It would be ensured that the student would be able to complete the remaining course work within the time limit specified by the university.
    - (b) Deficiencies, if any, from NUML curriculum to be made up by the applicant must be specified clearly.
    - (c) The credits to be transferred must be specified clearly indicating the number of credits and grades.
    - (d) The applicant must fulfill the pre requisites for admission to the program for which he is applying.
    - (e) The credits can be transferred any time after the first semester provided that the student has studied at least 50% courses according to NUML scheme of studies.

3.9 **Academic Deficiencies.** A student is considered academically deficient if he obtains one or more of the following grades in a semester:

- a. Failure in a course
- b. SGPA less than 2.00/4.00
- c. CGPA less than 2.00/4.00
- d. Attendance less than 75% in a course.

3.10 **Disposal of Academically Deficient Students.**

- a. Academically deficient students are categorized as follows:
  - i. Placed on probation.
  - ii. Relegated to a junior semester
  - iii. Ceased from the university
- b. The deficiency status will be reflected in the final result notification issued by the examination branch.

3.11 **Probation.** A student is placed on academic probation under following conditions:-

- a. If a student earns a CGPA of 1.50/4.00 or more but less than 2.00/4.00 in any semester he will be placed on 1<sup>st</sup> probation.
- b. If a student is on 1<sup>st</sup> probation and again earns a CGPA of more than 1.50/4.00 but less than 2.00/4.00 in very next semester, will be placed on 2<sup>nd</sup> probation.

3.12 **Relegation.** Relegation means the student is not promoted and is allowed to repeat/improve courses of his previous semester(s). A student may be relegated due to following :-

- a. If he earns an SGPA of less than 1.50/4.00 in 1<sup>st</sup> semester, he will not be promoted but will be allowed to repeat his full semester. This repeat of semester will not be counted as a relegation for the first time.
- b. If a student earns Final/2<sup>nd</sup> consecutive probation and again earns a CGPA of less than 2.00/4.00.
- c. If a student earns a CGPA of less than 1.50/4.00 in any semester.
- d. If a student fails in more than 50% of the registered courses. Final year project/Thesis is not considered a course in this regard.
- e. **Self-Relegation/ Voluntary Semester Repetition.** A student can opt an option of self-relegation although he is promoted to the next semester, however, following terms and conditions will apply:-
  - i. After declaration of the end semester examinations result, the department/Regional Campuses should forward the list of those students who intend to avail the self-relegation/ voluntary Semester repetition to exam branch within **10 working days** of the issuance of result notification for updating of status of these students.
  - ii. There is only one chance of relegation during the entire duration of a course, if a student again earns relegation (i.e. 2<sup>nd</sup> relegation), will be CEASED from the university roll.
  - iii. Ceased students are not allowed to avail self-relegation/voluntary Semester repetition.
  - iv. Those students who will apply for self-relegation/voluntary semester repetition will also be required to submit an undertaking regarding the availing of their chance.

3.13 **Ceased.** Ceased means that a student is considered unsuitable to continue his studies and is removed from a program. A student may be ceased due to following reason(s):-

- a. If a student earns 2<sup>nd</sup> relegation due to any reason.
- b. If a student fails to earn a CGPA of 2.00/4.00 even after availing maximum permissible chances for improvement vide ***Para 3.17 b.***
- c. If a student exceeds the maximum time duration specified for a program. Maximum time durations are as follows: -

<b>Minimum Duration of a Program</b>	<b>Maximum</b>
B.S (4 Years)	7 Years
MBA (3.5 Years)	7 Years
Masters 2 – 2.5 years	4 Years
One and half (1.5) year Program	3 Years
One year Program	2 Years

3.14 **Re-Admission Procedure for Ceased Students.** A ceased student may seek re-admission only once in same degree program subject to the following conditions:

- a. The student will apply for re-admission in a regular semester.
- b. The student will be exempted from entry test. In case of MPhil/Ph.D. admission, the student will be exempted from GAT General/subject, if already qualified.
- c. The student will pay re-admission fee as per university rules.
- d. New registration number will be allotted to the student.
- e. The student will apply for exemption of courses as permissible.
- f. In case his maximum duration has not expired.
- g. In case the remaining courses (after exemption) are coverable within the maximum duration.
- h. **Exemption of Courses.** The ceased students will be granted exemption of courses passed with Grade C or above marks for undergraduate and Grade B or above marks for M. Phil/Ph.D. scholars on re-admission in the same program.

3.15 **Struck off from University Roll.** A student may be struck off from university rolls due to the following reasons: -

- a. If a student remains absent without sanctioned leave for 10 working days during a semester, the departments shall forward his name to Academic Branch for struck off from university rolls. However, he will be considered for re-admission once in a semester subject to payment of requisite fee within 10 working days of the issuance of the notification of his struck off.

- b. If a student neither freezes his semester nor registers himself in a semester within 30 days of commencement of a semester, the departments shall forward his name to Academic Branch for struck off from university rolls. However, he will be considered for re-admission in the next semester subject to the fulfilment of other requirements.
- c. During the extended semester (beyond minimum duration), if a student is still deficient to fulfill the degree requirement and neither applies for continuation of his study nor deposits his fee within 30 working days of the commencement of a semester, he will not be allowed to register his course(s) in current semester. However, he will be allowed to continue his study in remaining semesters to fulfill his degree requirements within maximum duration of the course. Moreover, the student will be bound to deposit the fee of missing semester according to the credit hours.
- d. **SOR due to Facing Disciplinary Proceedings.** In case a student is facing disciplinary proceedings, his/her name will be struck off from the rolls of the university, after due process through Deptt/University disciplinary committee.
- e. **SOR due to Non Submission of Fee.** If a student fails to submit the requisite semester fee within 30 working days of the commencement of a semester, s/he will be issued a warning letter by the Deptt to submit the fee within 10 working days, failing which, his/her name will be struck off from university rolls. Such students will not be allowed to appear in Midterm exams.
- f. **Exceptions:** Students availing financial assistance from Pakistan Bait-ul-Maal, HEC need based Scholarships or any other sponsoring agency will be treated as per NUML Fee policy. They will have to submit semester fee in time which will later be reimbursed to them subject to approval of their cases from above mentioned departments/agencies.
- g. **Re-instatement:** The students of undergraduate level and M.S/M. Phil /Ph.D (during their course work) will be re-instated subject to deposit of semester fee alongwith a penalty of Rs. 10,000/= (Rs. Ten Thousand) within 45 working days of the commencement of the semester.

3.16 **Attendance Requirements.** 75% attendance in a course is mandatory to become eligible to appear in the final examination, failing which, the student will be awarded 'F' grade in the course. 'F' grade will be treated as a normal 'F' grade earned by a student by failing in a course and it will carry all penalties associated with it.

3.17 **Repetition / Improvement of Courses**

- a. A student must repeat a course in which he earns an 'F' grade / re-appear.
- b. A student may improve his CGPA by taking courses in which he obtained D/D+ & below grade. A student can only improve a maximum of following number of courses: -

Program Duration	Max Number of Courses Allowed to Improve
4 years	6
3.5 Years	5
2 - 2.5 Years	3
1 – 1.5 years	2

- c. The student repeating/improving a course will be required to complete all formalities applicable to a regular course that is attendance, midterm examination, final examination, internal evaluation based on quiz, assignments and projects etc. The same will also be applicable for a summer semester.
- d. It will be the student's responsibility to repeat/improve courses within the prescribed time limits to avoid relegation and / or cease.
- e. Repetition of courses may be done in summer or with junior classes or whenever the course is offered (subject to availability of necessary resources, and date sheet/time table limitations etc.). The minimum duration of a specially arranged repeat course will be at least 8 weeks. It will be ensured that required number of credits are covered in a repeat course.
- f. If a student repeats/improves a course, both of his grades will be reflected on his transcript. However, better grade will be used for calculation of CGPA.
- g. The change in academic status, if any, of a student will take effect from the date of notification of the result of the repeated / improved course.
- h. **Procedure / Time Line for Repeat/Improve.** The student will apply to the department for repeat/improve of a course within **5 working days** of the commencement of a semester. The HoD will ensure the eligibility of the student and will forward a consolidated list of all these students to examinations /academic Branch within **2 working days**. The examination branch shall further examine the eligibility of the students in the light of their semester result/status and shall forward the list to Finance Branch through academic branch within **3 working days** for issuance of fee challans forms. The finance branch will issue fee challans within **3 working days**. The students will deposit their fees within **5 working**

**days** after issuing of the challan form and will submit a copy of fee slip in their respective department. (All above procedure must be completed within **18 working days** of the start of a semester).

### 3.18 **Project / Thesis / Internship etc.**

- a. Some degree programs require students to complete final year project/internship/Thesis etc. as a mandatory part of their degree. The degree will not be awarded unless the requirement is fulfilled.
- b. A student is required to complete his Final Year Project / Internship / Thesis etc. within the grace period of 60 days. The grace period for submission of final year Project etc for both the semesters i.e Spring and Fall will be counted from the date of commencement of the next semester instead of ending date of final exams.
- c. If a student fails to complete the requirement within his last semester (including 60 days' grace period), he will have to re-register in his Final Year Project / Internship / Thesis etc. He will have to pay fee equivalent to the number of credits allocated to the project in last semester of his degree program till the completion of his Project. 60 days' grace period is allowed in the last semester of an academic program only.
- d. ***Para c*** above applies only if the student is eligible to continue his studies under NUML rules.

### 3.19 **Semester Freeze**

- a. Semester freeze of up to two regular semesters (in entire program) during course work (within the minimum duration of a program) is allowed to students facing extraordinary circumstances / valid reasons subject to approval of the Rector on recommendations of Dean/HoD. Penalties associated with relegation will not be applied to a semester freeze.
- b. In case semester freeze is requested within first 30 days of commencement of a semester, the student will pay 25% of the total tuition fee and allied charges. If the request is made after 30 days of commencement of a semester but before start of the Midterm Examination, the student will have to pay 50% of tuition fee and allied charges.
- c. In case an emergency/illness occurs after the midterm examination, the semester freeze may be allowed but no fee will be refunded at this stage.
- d. Semester freeze in 1<sup>st</sup> semester of a program is not allowed.

- e. **Continuation Fee for BEEE Students.** The intake of students in BEEE program is allowed once a year as per PEC rules. If a student is dropped in a semester, he has to wait for one semester to repeat the same semester. BEEE students during wait period of one semester will pay a nominal fee of 5% (of semester fee and allied charges) to maintain registration. However, if a student enrolls in a course(s) during this semester then he will have to pay fee as per university rules. The rule will also be extended to other programs where admission is done only once a year.

3.20 **Continued Registration for Completion of a Program.** If a student has completed minimum duration of a course of study / program specified by the university and still is not eligible for award of degree, he will continue to pay a registration fee for a minimum of three credits till he fulfills the requirements for graduation or completes the maximum duration allowed for the program. However, if a student registers for more than three credits for improvement/repeat or any other reason, he will pay the fee for the number of courses registered.

### 3.21 **Transcript and Degree**

- a. The Semester Result Card, Provisional Result Card, Transcript and Degree etc. will be issued by the Examination Branch only.
- b. The degree will reflect CGPA earned by a student on conclusion/completion of his studies at NUML.
- c. The transcript will reflect details of each course (Earned Grades, Grade Points, SGPA and CGPA for each semester, Course Pass, Fail, Repeat, improve, Cease, Semester Freeze, Degree Complete / Incomplete status etc.).
- d. For every improvement/repetition, the transcript will reflect the previous grade and the new grade mentioning the semesters. However, in case of improvement, better grade will be used for calculation of CGPA.
- e. Following may also appear on a transcript against a course:
- |                                          |                                    |
|------------------------------------------|------------------------------------|
| <b>R</b> Repeated (also for improvement) | <b>RW</b> Result Withheld          |
| <b>I</b> Incomplete                      | <b>RA</b> Re-appear (absent /fail) |
- f. If a transcript is issued to a student whose program requirements are not completed, then I (incomplete) grade will be shown against pending requirements. On expiry of the maximum permissible duration of the program, the 'I' grade will automatically convert to 'F' grade.



- g. The transcript or degree will not show the position of a student in his class. However, the Exam Branch will issue a separate merit certificate as under: -
  - i. Top Position holder in a class of less than 10 students.
  - ii. First two position holders in class of 10-20 students.
  - iii. First three position holders in a class of more than 20 students.
- h. The university reserves the right to cancel a transcript and/or degree at any time because of an error / deficiency.

3.22 **Merit Scholarships:** Merit Scholarships will be awarded on basis of academic excellence. Merit scholarships may be awarded in following forms: -

- a. Fee waiver
- b. Fee refund
- c. Monetary incentive / award
- d. Any other form approved by the Statuary Bodies.
- e. Merit Scholarship will be awarded to the top students in a class or batch considering the number of students. Regional campuses will be considered separately for the award of scholarship depending upon type of scholarship. The award will be as per university policy.

3.23 **Award of Gold Medal.** Gold Medal will be awarded to the highest achiever student of a discipline/batch on the basis of CGPA. Each Regional campus and Rawalpindi Branch will be considered separately for the award of Gold Medal as under:-

- a. Main Campus - 01 Gold Medal
- b. Rawalpindi Branch/Regional Campuses - 01 Gold Medal (separate for each)
- c. **Criteria:** Following will be the criteria:-
  - i. If the number of students is between **1 and 4**, minimum CGPA for award of Gold Medal will be 4.00 /4.00.
  - ii. If the number of students is between **5 and 9** in a program, minimum CGPA for award of Gold Medal will be 3.75/4.00.
  - iii. If the number of students is **10 or above**, the Gold Medal will be awarded, provided minimum CGPA is 3.50/4.00.
- d. In case two students are tied on CGPA, their percentage/CGPA will be counted up to three decimal points to break the tie. If the tie is not broken, both the students will be awarded Gold Medal.

- e. **Disqualification from Medal.** Students in following cases will be disqualified from the award of medals: -
- i. A student who has been punished by the Unfair Means Committee during his academic program.
  - ii. A student who has ever been awarded 'F' grade /re-appear for any reason whatsoever or has improved course(s).
  - iii. A student who has been issued with written warning over discipline.
  - iv. Any student who fails to complete degree requirements within the minimum duration of the program.
  - v. The students who have been migrated/transferred from any other university.
  - vi. In the above mentioned cases, the university will have the right to either award the medal to the next student on the merit list or the medal for that particular position may be cancelled for that batch.

**CHAPTER – 4****M.S /M. Phil PROGRAM**

Rules for MS/M.Phil. program have been formulated in the light of HEC guidelines. However, these rules are subject to changes/amendments because of time to time changes in HEC rules/policies. Milestones specified by the Timeline have been incorporated at ***Annex B***.

**4.1 Eligibility Criteria for MS/M Phil**

- a. 16 years of education in relevant discipline from HEC recognized university with following score: -
  - i. **Semester system:** 2.50/4.00 CGPA or grade "B".
  - ii. **Annual System:** 50% marks (45% for English and Urdu)
- b. GAT-General with a minimum cumulative score as determined by HEC.
- c. Passing of entrance test /interview conducted by the university.

**4.2 Degree Requirements:** NUML awards degree to MPhil/MS students who fulfill following conditions: -

- a. Complete 30 credits with following breakup: -
  - i. Coursework: 24 Credits
  - ii. Research/Thesis/Project: 6 Credits
- b. A minimum CGPA of 2.50/4.00 in course work and passing of Research/Thesis/Project.

**4.3 Length of Program.** Total duration for MS/MPhil program is 1.5 to 4 years.**4.4 Semester Duration:** *As per para 3.2 of Chapter 3***4.5 Registration of Courses.** At the beginning of a semester, a student shall register in the course(s) being offered by the department.

- a. A student shall normally be required to register for 9 to 12 credits in a semester. However, the HoD may allow a student to register up to 15 credits in a semester as a special case.
- b. In summer semester a student may register for a maximum of two courses only of up to 8 credit hours.
- c. In the second or a subsequent semester, a student may improve/repeat courses in which he obtained C/F grade provided it is within limits of *Para 'a'* above.
- d. A student may drop course(s) within first two weeks of a semester on the recommendation of the HoD concerned without refund of fee and without reporting the grade and counting towards repeat/improve chances.
- e. Students are not allowed to register in more than one-degree program in NUML or anywhere concurrently.

4.6 **Grading & Evaluation.** The performance of students is evaluated through a system of continuous testing spread over the entire duration of semester. In addition to the final examination given at the end of each semester, students are tested through mid-term examination and internal evaluation consisting of a series of short quizzes, class discussions, written assignments, presentations, and class projects etc., all of which contribute to the final grade. However, following will also be applied:-

- a. If the paper of end term exam is cancelled due to involvement in unfair means case, the marks of class evaluation and midterm exam will not be calculated to declare the result.
- b. If a student is absent in final exam and his aggregate marks are 50 in remaining two components, he will not be declared as passed.
- c. 25% marks in end term exams should be mandatory for the calculation of aggregate passing marks.
- d. Marks of a subject in decimal of 0.5 or above will be rounded off to the next digit and below than 0.5 will be ignored.

4.7 **Course Evaluation Breakdown.** Breakdown of course evaluation is as follows: -

a. **All Faculties (Less Faculty of Engineering and Computer Science)**

- i. End term Exams      50%                      Duration:      03 Hours
- ii. Midterm Exams:      30 %                      Duration:      02 Hours
- iii. Internal Evaluation: 20%
  - (a) Quizzes (5-10%)
  - (b) Assignments: (5-10%)
  - (c) Project/Presentation/Technical Report (5-10%)
  - (d) Before Midterm Exams:  
2 x quizzes – 2 x Assignments – 1 x Presentation
  - (e) After Midterm Exams:  
1-2 x quizzes – 1-2 x Assignments – 1 x Project

b. **Faculty of Engineering and Computer Science**

- i. End term Exams      50%                      Duration:      03 Hours
- ii. Midterm Exams:      25%                      Duration:      02 Hours
- iii. Internal Evaluation: 25%
  - (a) Quizzes (5-10%)
  - (b) Assignments: (5-10%)
  - (c) Project/Presentation/Technical Report (5-10%)
  - (d) Before Midterm Exams:  
2 x quizzes – 2 x Assignments – 1 x Presentation
  - (e) After Midterm Exams:  
1-2 x quizzes – 1-2 x Assignments – 1 x Project

4.8 **Grading Ranges.** Absolute grading system with following ranges\* will be used:-

<b>Grades</b>	<b>Percentage</b>	<b>Grade Points</b>
A+	90% and above	4.00
A	80-89.99%	4.00
B+	75-79.99%	3.50-3.99
B	70-74.99%	3.00-3.49
C+	65-69.99%	2.50-2.99
C	60-64.99%	2.00-2.49
F	Below 60%	0.00

4.9 **Transfer of Credits.** Credits may be considered for transfer from other local or foreign accredited universities/institutes of similar quality if they are relevant and appropriate to an MS/MPhil/PhD program in a discipline approved by NUML. Following rules will be applicable for the transfer of credits: -

- a. Only MS/MPhil/PhD level courses in which at least a 'B' grade or its equivalent was received shall be considered for transfer.
- b. A maximum of 50% of total credits for a program may be transferred but the CGPA/grades will not be transferred. Final transcript will reflect the grades of transferred courses but the grades will not be used for calculation of CGPA.
- c. The transfer of credits will be recommended by concerned Dean keeping in view time duration of course work and deficiencies, if any. The transfer of credits will be allowed only up to the third semester. Academic branch will process the case for approval of Pro Rector (Academics) and notify the transfer of credits. Following **procedure** will be followed **for transfer of credits:** -
  - i. The applicant shall apply to the Academic Branch on the credit transfer application form available on the university website (**Annex D**). The application must accompany the transcript of current program and copies of certificates/degrees from matric onwards along with NOC from previous institution.
  - ii. Director Academic will forward complete application to the concerned Faculty/department for evaluation/recommendations as per following parameters:
    - (a) The applicant must fulfill the pre requisites for admission to the program for which he is applying.
    - (b) The amount of time spent in the previous Institution for completion of course work will be considered towards the total duration of course work/program specified by the university. It would be ensured that the student would be able to complete the remaining

course work within the time limit specified by the "Timelines"  
**(Annex B and Annex C).**

- (c) Deficiencies, if any, from NUML curriculum to be made up by the applicant must be specified clearly.
- (d) The credits to be transferred must be specified clearly indicating the number of credits and grades.
- (e) The applicant must fulfill the pre requisites for admission to the program for which he is applying.
- (f) The credits can be transferred any time after the first semester provided that the student has studied at least 50% courses according to NUML scheme of studies.

4.10 **Academic Deficiencies.** A student under one or more of the following conditions is considered to be academically deficient:

- a. Failure in a course
- b. SGPA less than 2.50/4.00
- c. CGPA less than 2.50/4.00
- d. Attendance less than 75%

4.11 **Disposal of Academically Deficient Students.**

- a. Academically deficient students are categorized as follows:
  - i. Placed on probation.
  - ii. Relegated to a junior semester.
  - iii. Ceased from university
- b. The deficiency status will be reflected in the final result notification issued by the examination branch.

4.12 **Probation.** A student is placed on academic probation under following conditions:-

- a. If a student earns a CGPA of 2.00/4.00 or more but less than 2.50/4.00 in any semester he will be placed on 1<sup>st</sup> probation.
- b. If a student is on 1<sup>st</sup> probation and again earns a CGPA of more than 2.00/4.00 but less than 2.50/4.00 in very next semester, will be placed on 2<sup>nd</sup> probation.

4.13 **Relegation.** Relegation means that a student is not promoted and is allowed to repeat/improve courses of his previous semester (s). A student may be relegated due to following:-

- a. If he earns an SGPA of less than 2.00/4.00 in 1<sup>st</sup> semester, he will not be promoted but will be allowed to repeat his full semester. This repeat of semester will not be counted as a relegation for the first time.
- b. If a student earns Final/2<sup>nd</sup> consecutive probation and again earns a CGPA of less than 2.50/4.00.

- c. If a student earns a CGPA of less than 1.50/4.00 in any semester.
- d. If a student fails in more than 50% of the registered courses. Final year project/Thesis is not considered a course in this regard.

4.14 **Ceased.** Ceased means that a student is considered unsuitable to continue his studies and his name is removed from the program. A student may be ceased due to following reason(s): -

- a. If a student earns 2<sup>nd</sup> relegation due to any reason.
- b. If a student fails to achieve a CGPA of 2.50/4.00 even after availing maximum improvement chances (i.e. three courses) within two years (maximum course work duration).
- c. If a student exceeds the maximum time duration of the program i.e. four years.
- d. If a student fails to defend his **Research Proposal/Synopsis** by the end of 4<sup>th</sup> month of 5<sup>th</sup> semester (maximum two attempts), his case will be referred to BASR.
- e. If a student fails to submit his **Final Thesis** despite availing extensions and issuance of 3<sup>rd</sup> warning letter, his case will be sent to BASR for dismissal.
- f. If a student fails to achieve the required/ acceptable similarity index of 19% even after availing two repository attempts run by QEC.

4.15 **Re-Admission Procedure for Ceased Students.** *As per Para 3.14 of Chapter 3*

4.16 **Struck off from University Roll.** A student may be struck off from university rolls due to the following reasons: -

- a. If a student remains absent without sanctioned leave for 10 working days during a semester, the departments shall forward his name to Academic Branch for struck off from university rolls. However, he will be considered for re-admission once in a semester subject to payment of requisite fee within 10 working days of the issuance of the notification of his struck off.
- b. If a student neither freezes his semester nor registers himself in a semester within 30 days of commencement of a semester, the departments shall forward his name to Academic Branch for struck off from university rolls. However, he will be considered for re-admission in the next semester subject to the fulfilment of other requirements.
- c. During the extended semester (beyond minimum duration), if a student is still deficient to fulfill the degree requirement and neither applies for continuation of his study nor deposits his fee within 30 working days of the commencement of a semester, he will not be allowed to register his course(s) in current semester. However, he will be allowed to continue his study in remaining semesters to fulfill

his degree requirements within maximum duration of the course. Moreover, the student will be bound to deposit the fee of missing semester according to the credit hours.

- d. **SOR due to Facing Disciplinary Proceedings.** In case a student is facing disciplinary proceedings, his/her name will be struck off from the rolls of the university, after due process through Deptt/University disciplinary committee.
- e. **SOR due to Non Submission of Fee.** If a student fails to submit the requisite semester fee within 30 working days of the commencement of a semester, s/he will be issued a warning letter by the Deptt to submit the fee within 10 working days, failing which, his/her name will be struck off from university rolls. Such students will not be allowed to appear in Midterm exams.

**Exceptions:**

- (i) Students availing financial assistance from Pakistan Bait-UI-Maal, HEC need based Scholarships or any other sponsoring agency will be treated as per NUML Fee policy. They will have to submit semester fee in time which will later be reimbursed to them subject to approval of their cases from above mentioned departments/agencies.
- (ii) During Research Phase, the scholars of M.S/M.Phil/P.hD are bound to submit their semester fee within 45 working days of the start of the semester alongwith semester registration proforma (Annex S).
- f. **Re-instatement:** Following procedure for re-instatement will be adopted:-
- (i) The students of undergraduate level and M.S/M. Phil /Ph.D (during their course work) will be re-instated subject to deposit of semester fee alongwith a penalty of Rs. 10,000/= (Rs. Ten Thousand) within 45 working days of the commencement of the semester.
- (ii) During Research Phase, the scholars of M.S/M.Phil/P.hD will be re-instated subject to deposit of semester fee alongwith a penalty of Rs. 10,000/= (Rs. Ten Thousand) within their current semester.
- g. **SOR due to Number of Warnings Issued by the Supervisor.** If a student fails to attend supervisory meetings regularly, the concerned supervisor is required to write a formal report about the lack of satisfactory progress and s/he will be issued 1<sup>st</sup> Warning with 1<sup>st</sup> negative report, 2<sup>nd</sup> warning with 2<sup>nd</sup> negative report and SOR after 3<sup>rd</sup> negative report and warning, his case will be forwarded to program coordinator/HoD for SOR.

**Note\*** Each Department running graduate program will issue a schedule of supervisors' meetings for each supervisor and the supervisee. At least 3 x meetings are mandatory in each semester. These meetings will also be recorded on the prescribed proforma.



- h. **Procedure for SOR (during Research Phase).** The warning issued by the supervisor will be sent to the HoD/program coordinator to be placed before FBS. The recommendations of FBS will be sent to BASR for discussion/validation.

4.17 **Attendance Requirements.** *As per Para 3.16 of Chapter 3.*

4.18 **Repetition / Improvement of Courses**

- a. A student must repeat a course in which he earns 'F' grade.
- b. A student may improve his CGPA by improving courses in which he obtained 'C' grade. However, a student can only improve a maximum of 3 courses during the course work.
- c. The student repeating/improving a course will be required to complete all formalities applicable to a regular course, that is, mid semester examination, end semester examination, internal evaluation based on quiz, assignment, projects etc. The attendance policy will be applicable as in regular course.
- d. It will be the student's responsibility to repeat/improve courses within the prescribed time limits to avoid relegation and / or cease due to 'F' grades.
- e. Repetition of courses may be done in summer or with junior classes or whenever the course is offered (subject to availability of necessary resource, faculty and date sheet limitations etc.). The minimum duration of a specially arranged repeat course will be at least 8 weeks. It will be ensured that required number of credits are covered in a repeat course.
- f. If a student repeats/improves a course, both of his grades will be reflected on his transcript. However, better grade will be used for calculation of CGPA.
- g. The change in academic status, if any, will take effect from the date of notification of result of repeated/improved courses.

h. **Procedure / Time Line for Repeat/Improve.** *As per para 3.17h of Chapter 3.*

4.19. **Semester Freeze.** *As per Para 3.19 of Chapter 3.* However, MPhil/MS students are allowed to freeze only one semester during entire course work duration. Freeze of first semester is not allowed.

4.20 **Continued Registration for Completion of a Program.** If a student has completed minimum duration of a course of study / program specified by the university and still is not eligible for award of degree, he will continue to pay fee for the research phase till the formal submission of thesis as per ***Para 4.28b*** or completes the maximum duration allowed for the program.

## **RESEARCH PHASE**

### 4.21 **Allocation of Supervisor.**

- a. The department will issue the list of available supervisors and their area of research for dissemination among respective students in the beginning of each semester.
- b. A student who fulfills the requirements of course work will consult faculty members of the university from his research area. He will get the Form ***MSTH1 (Annex E)*** signed from proposed supervisor. The form will be countersigned by the HoD and approved by the Dean.
- c. The eligibility of supervisor will be as per HEC rules on the subject.
- d. The maximum number of MPhil/MS students working under supervision of a faculty member will be as per HEC policy.
- e. Supervisor shall ensure that synopsis/thesis is prepared as per the approved format of the Faculty.
- f. Students are allowed to have a co-supervisor with the approval of HoD/Dean. However, students working in interdisciplinary fields will be required to have a co-supervisor from the related field.
- g. The coordinator will ensure and pursue supervisor for timely issuance of progress report ***MSTH2 (Annex F)*** and warning letters by the Department/Faculty as per requirements of the "Timeline".

4.22 **Change of Supervisor.** Supervisor may be changed in case of extra ordinary circumstances. Following procedure will be adopted: -

- a. The student will apply to HoD on ***MSTH3 (Annex G)*** form for the change of supervisor by mentioning the reasons.
- b. The student will give an undertaking that he is responsible for meeting all deadlines/Timelines. He should state that he understands that no extension or relaxation will be given in the prescribed Timeline because of change of his supervisor.
- c. Remarks /consent of the current and proposed supervisor will be obtained on ***MSTH2 Form***. If the change is approved by the Dean, it will be processed for the provisional approval of FBS.
- d. Final approval for the change will be given by BASR.

#### 4.23 **Research Proposal Defense**

- a. The student will prepare his research proposal under guidance of his supervisor. The same will be presented in a meeting of GAC. The result of the Defense will be declared on ***MSTH4 Form (Annex H)***. The department must hold the meeting of GAC at least twice in a semester.
- b. The proposal will be provisionally approved by FBS.
- c. Final approval of the proposal will be given by BASR.
- d. Proposals must be prepared according to the guidelines and format provided by the respective Faculty.
- e. All proposals shall be run on Turnitin by the department to ensure permissible similarity index and it must be certified by the Supervisor.
- f. Proposals prepared in foreign languages shall have an English/Urdu version as well.
- g. A maximum of two attempts are allowed for proposal defense. However, he must defend his proposal by the end of 4<sup>th</sup> month of 5<sup>th</sup> semester, failing which he will be ceased.
- h. Synopsis will be presented in the target language with a brief in English/Urdu.
- i. Questions may be asked in the target language or English/Urdu and replies shall be given in the language the question is asked.

4.24 **Length of Thesis.** Minimum length of thesis including footnotes/ end notes but excluding prefatory pages, references, bibliography and annexure/s is as under: -

- |    |                                |   |                      |
|----|--------------------------------|---|----------------------|
| a. | Faculty of Engg & CS           | = | 15000 words          |
| b. | Mathematics Department         | = | 6000 words           |
| c. | Faculty of Management Sciences | = | 20000 words          |
| d. | All other Faculties            | = | 20000 to 25000 words |

4.25 **Similarity Check of Thesis/Turnitin.** The turnitin software is used to check the similarity index (text-matching) of a document with (an)other source/s whereas plagiarism means the presence of unacknowledged material. The two are different and should not be equated or considered identical. Following procedure will be adopted:-

- a. Hard and soft copies of thesis will be submitted to QEC by respective Faculties/ departments for similarity Index evaluation.
- b. Scholar Student must state if he or his supervisor has already run his thesis on Turnitin so that necessary steps are taken to avoid getting high similarity index.
- c. NUML shall not take any responsibility if incomplete information is provided.
- d. The departmental coordinator will get the final report from QEC within six working days of the submission.

- e. Turnitin report, submitted by QEC, shall only be considered as valid and final.
- f. Only one non-repository turnitin attempt will be allowed.
- g. Only two repository/QEC-controlled attempts will be allowed.
- h. In case of higher similarity index even after two attempts, the thesis will not be processed any further. However, in case the similarity index is slightly higher than the permissible limit of 19 % and up to 25%, a third attempt may be allowed with permission of the BASR. No thesis shall be sent for evaluation unless the similarity index falls within the permissible limit.
- i. In case of major changes suggested by (an) examiner/s before/after the defense, the thesis will be run on turnitin again. This will be considered a special permission and may be availed twice at most.
- j. In case of re-Defense with major changes, it will be treated as a fresh similarity check. Earlier attempts will not be counted.
- k. If a student fails to achieve the required/ acceptable similarity index of 19% or below after availing of **third repository attempts, scholar** will be ceased from the program.

#### 4.26 **Plagiarism Check**

- a. In case of detection of plagiarism at any stage after submission of the thesis for evaluation, the thesis will not be processed any further until it is thoroughly studied and plagiarism determined in view of HEC/NUML policy on the same.
- b. In disciplines where plagiarism check software is not available, an affidavit prepared on Rs.100/- stamped paper duly signed by the student and countersigned by the supervisor shall be submitted.
- c. The text of the affidavit shall be provided by the respective Faculty/ department.
- d. Plagiarism detected at any point, even after issuance of degree, is punishable under the rules as per HEC policy on plagiarism.
- e. NUML has zero-tolerance on submission of fraudulent or plagiarized data/thesis/papers. Such cases will be forwarded to the Plagiarism Standing Committee of the university (PSC).

4.27 **Thesis Grading:** The Thesis shall be graded for 200 marks for allocation of grade. However, minimum passing grade is "C<sup>+</sup>" (2.50 points). The Faculties / departments will formulate their own policies for breakdown of 200 marks and forward the same to the Examination Branch for seeking approval of the competent authority.

4.28 **EVALUATION PROCEDURE:**

- a. If a scholar fails to submit his/her thesis within stipulated timeline, s/he will be provided only one chance for Thesis Defence.
- b. In case of late submission of the thesis, and.15 the Thesis Defence Committee requires major changes, such scholars will not be given a chance to re-appear for viva-voc (exams) and their names will be struck off from the roll of the university.
- c. **SELECTION OF EXAMINERS**
  - i. The process of selection of examiner/s will be initiated by the respective department and will be sent to the respective Dean.
  - ii. The Dean will recommend the examiner/s for approval by the Competent Authority. The academics and examination branch will be responsible to review and scrutinize the cases in terms of timelines and other University and HEC requirements.
  - iii. Thesis should be accepted for evaluation well in time. It will be accepted by the department keeping in view sufficient time for evaluation ***AS PER NUML TIMELINE FOR RESEARCH WORK.***
- d. After successful similarity check report from QEC, the student will formally submit his thesis to the department through his supervisor. The Dean on the recommendations of HoD and coordinator will send the thesis to one external and one internal reviewer within 10 working days. The identity of the evaluators will be kept confidential. In case, the student is a NUML faculty member, the thesis will be sent to Two external reviewers and no internal reviewer from the University. However, in the case of languages if external reviewers are not available two internal reviewers will be taken from NUML.
- e. All examiners will be requested and persuaded to submit their evaluation report/s within eight weeks of receipt of the thesis. After the expiry of this period, a reminder will be sent to the examiner/s after every 15 days up to a maximum of two months only.
- f. In case of refusal or no response from the evaluator/s, the thesis will be sent immediately to (a) new evaluator/s.
- g. Evaluation reports shall be shared with the scholar to ensure incorporation of changes before Defense.
- h. If a student fails to submit his thesis formally by the end of 6<sup>th</sup> semester, he will be given one-month extension and a warning will be issued to him. Another extension and 2<sup>nd</sup> warning will be given after another 30 days. If he fails to submit his thesis even after two extensions, his case will be placed before the BASR for guidance (***Anx B***).

- i. In case of a clear rejection by both (external/internal) examiner, thesis will not be processed further.
- j. In case of rejection by the external examiner only, thesis will be revised and sent to another examiner for evaluation.
- k. In case of a clear rejection by both (external/internal) examiners, thesis will not be processed any further.
- l. In case of rejection by the second external examiner, thesis will not be processed any further.
- m. In case of major changes, suggested by any examiner/s before the viva, the thesis will be revised and re-evaluated by the same examiner/s.
- n. For holding the viva, the reports of both external and internal examiners should be positive and clear. However, if the internal examiner rejects the thesis even after second time evaluation, viva will be held after the reports are presented/discussed in the Graduate Advisory Committee (GAC)/Faculty Board Study (FBS) meeting.

#### 4.29 **Composition of Thesis Defense Committee (TDC)**

- a. Concerned Dean                      Chairman
- b. Concerned Head of Department
- c. External Examiner
- d. Internal Examiner
- e. Supervisor
- f. Co-Supervisor                      (If appointed)
- g. Subject Expert                      (optional)
- h. Director Academic                (Non-voting member)
- i. Director QEC.                      (Non-voting member)

#### 4.30 **Thesis Defense:**

- a. Thesis defense will be an Open Defense which will be held only after all reports have been received and reviewed by the Supervisor and proposed changes, if any, have been incorporated. After the open defense a close viva/Defense session may be conducted by the TDC. ***MSTh6 (Annex J)***
- b. Result of defense will be declared on ***MSTh5 (Annex I)***
- c. After Defense, the scholar will be responsible to resubmit the dissertation to his supervisor after incorporation of all changes. The supervisor will obtain approval of HoD/Dean.
- d. Finally, the student will submit the error free bound copy of the thesis to his HoD for approval/signature of Dean.

**4.31 Thesis Re-Defense**

- a. A student failing in the 1<sup>st</sup> attempt of defense may be given another chance upon the recommendation of TDC. No Third chance will be given. The TDC reserves the right (on a majority decision) to reject a thesis without giving second chance if the performance of the student is extremely poor. Similarity check of the revised document is mandatory for re-defense.
- b. Similarity check attempts carried out for the 1<sup>st</sup> defense will not be counted as chance(s) for the similarity check of the revised document.

**4.32 Allocation of Grade**

- a. The thesis will be assigned grade as per grading ranges specified in ***Para 4.8***. However, minimum pass grade for a thesis will be C<sup>+</sup> (2.50/4.00 CGPA).
- b. The grade will be considered for calculation of CGPA and will be reflected on the transcript.

**4.33 Completion of MPhil/MS Degree.** A student must register for all semesters till submission of his MPhil/MS thesis (***Para 4.28b***). However, the date of notification for M. Phil/MS degree will be treated as completion date of the degree.

## **CHAPTER -5**

### **Ph.D. PROGRAM**

Rules for PhD program have been formulated in the light of HEC guidelines. However, these rules are subject to changes/amendments because of time to time changes in HEC rules/policies. Milestones specified by the Timeline (***Annex C***) have been incorporated in these rules.

#### 5.1 **Eligibility Criteria for PhD**

- a. CGPA of 3.00/4.00 in MPhil/MS/Equivalent degree in the Semester System **OR** First Division in the Annual System.
- b. GAT- Subject/International GRE (subject) score as determined by HEC.
- c. Passing of entrance test/interview conducted by the university.

5.2 **Degree Requirements.** NUML awards PhD degrees to the students who fulfill following conditions: -

- a. Completion of 18 credits of course work with a minimum CGPA of 2.50/4.00.
- b. Passing of Comprehensive Examination.
- c. Successful completion of thesis/dissertation. The thesis/dissertation will comprise of 24 credits.
- d. Publication/acceptance letter for the research paper in the relevant field in HEC recognized journal of specified category.
- e. The notification for the award of Ph.D. degree will be issued subject to the submission of published article by the scholar within the prescribed duration of a degree program, failing which the scholar will stand ceased from the university rolls.

5.3 **Length of Program.** Total duration for PhD program is 3-8 years.

5.4 **Semester Duration.** *As per para 4.4 of Chapter 4.*

5.5 **Registration of Courses.** At the beginning of a semester, a student shall register in the course(s) being offered by the department as under: -

- a. A student shall normally be required to register for courses of 9 credits in a semester. However, the HoD may allow a student to register up to 12 credits in a semester in case of repeat/improve of courses.
- b. In summer semester a student may register for a maximum of two courses of up to 8 credits.



- c. In second or a subsequent semester, a student may improve/repeat courses in which he obtained C/F grade provided it is within limit of para 'a' above.
- d. A student may drop course(s) within first Two weeks of a semester on the recommendation of the HoD concerned without refund of fee but without reporting the grade and counting towards repeat/improve chances.
- e. The students are not allowed to register in more than one degree programs in NUML or anywhere concurrently.

5.6 **Grading & Evaluation.** The performance of students is evaluated through a system of continuous testing spread over the entire duration of a semester. In addition to the final examination, the students are also tested through mid-term examination and internal evaluation consisting of a number of quizzes, class discussions, written assignments, presentations, and research papers/ projects etc., all of which contribute to the final grade. However, following will also be applied: -

- a. If the paper of end term exam is cancelled due to involvement in unfair means case, the marks of class evaluation and midterm exam will not be calculated to declare the result.
- b. If a student is absent in final exam and his aggregate marks are 50 in remaining two components, he will not be declared as passed.
- c. 25% marks in end term exams should be mandatory for the calculation of aggregate passing marks.
- d. Marks of a subject in decimal of 0.5 or above will be rounded off to the next digit and below than 0.5 will be ignored.

5.7 **Course Evaluation Breakdown.** Breakdown of course evaluation is as follows: -

a. **All Faculties (Less Faculty of Engineering and Computer Science)**

- i. End term Exams      50%                      Duration:      03 Hours
- ii. Midterm Exams:      30 %                      Duration:      02 Hours
- iii. Internal Evaluation: 20%
  - (a) Quizzes (5-10%)
  - (b) Assignments: (5-10%)
  - (c) Project/Presentation/Technical Report (5-10%)
  - (d) Before Midterm Exams:  
2 x quizzes – 2 x Assignments – 1 x Presentation
  - (e) After Midterm Exams:  
1-2 x quizzes – 1-2 x Assignments – 1 x Project

b. **Faculty of Engineering and Computer Science**

- i. End Term Exams 50% Duration: 03 Hours
- ii. Midterm Exams: 25% Duration: 02 Hours
- iii. Internal Evaluation: 25%
  - (a) Quizzes (5-10%)
  - (b) Assignments: (5-10%)
  - (c) Project/Presentation/Technical Report (5-10%)
  - (d) Before Midterm Exams:  
2 x quizzes – 2 x Assignments – 1 x Presentation
  - (e) After Midterm Exams:  
1-2 x quizzes – 1-2 x Assignments – 1 x Project

5.8 **Grading Ranges.** Absolute grading system with following ranges\* will be used: -

Grades	Percentage	Grade Points
A+	90% and above	4.00
A	80-89.99%	4.00
B+	75-79.99%	3.50-3.99
B	70-74.99%	3.00-3.49
C+	65-69.99%	2.50-2.99
C	60-64.99%	2.00-2.49
F	Below 60 %	0.00

5.9 **Transfer of Credits.** *As per Para 4.9 of Chapter 4.*

5.10 **Academic Deficiencies.** A student under one or more of the following conditions in a semester final result is considered academically deficient:

- a. Failure in a course
- b. SGPA less than 2.50/4.00
- c. CGPA less than 2.50/400
- d. Attendance less than 75%

5.11 **Disposal of Academically Deficient Students.**

- a. Academic deficient students are categorized as follows:
  - i. Placed on probation.
  - ii. Relegated to next junior class
  - iii. Ceased from the university
- b. The deficiency status will be reflected in the final result notification issued by the examination branch.

5.12 **Probation.** *As per para 4.12 of Chapter 4*

5.13 **Relegation.** *As per para 4.13 of Chapter 4*

5.14 **Ceased.** Ceased means that a student is considered unsuitable to continue studies at the university and his name is removed from the program. A student may be ceased due to following reason(s): -

- a. If a student earns 2<sup>nd</sup> relegation due to any reason.
- b. If a student fails to achieve CGPA of 2.50/4.00 even after availing maximum improvement chances (i.e. two courses) within two years (maximum course work duration).
- c. If a student exceeds the maximum time duration of the program i.e. eight years.
- d. If a student fails to clear his comprehensive exam by the end of 5<sup>th</sup> semester. (Maximum two attempts).
- e. If a student fails to successfully defend his **Research Proposal/Synopsis** up to the end of 6<sup>th</sup> semester (maximum two attempts).
- f. If a student fails to submit his **Final Thesis** after fulfilling all formalities despite availing extension by the end of 12<sup>th</sup> semester his case will be referred to BASR for dismissal. The BASR may cease the student.
- g. If a student fails to achieve the required/ acceptable similarity index of 19% even after availing Two repository attempts run by QEC.

5.15 **Re-Admission Procedure for Ceased Students.** *As per para 4.15 of Chapter 4*

5.16 **Struck off from University Roll.** *As per Para 4.16 of Chapter 4.*

5.17 **Attendance Requirements.** *As per para 4.17 of Chapters 4.*

5.18 **Repetition / Improvement of Courses.** PhD scholars are allowed to **improve only two courses** during the entire study program. Other rules are same as for M. Phil program (*Para 4.18 of Chapter 4*).

5.19 **Semester Freeze.** *As per Para 4.19 chapter 4.*

5.20 **Continued registration for completion of program.** If a student has completed minimum duration of a course of study / program specified by the university and still is not eligible for award of degree, he will continue to pay fee for the research phase till the formal submission of thesis as per **Para 5.28b** or completes the maximum duration allowed for the program.

## **RESEARCH PHASE**

### 5.21 **Allocation of Supervisor**

- a. The department will issue the list of available supervisors and their area of research for dissemination among perspective students in the beginning of each semester.
- b. A student who fulfills the requirements of course work will consult faculty members of the university from his research area. He will get the Form ***PhDTH1 (Annex k)*** signed from proposed supervisor. The form will be countersigned by the HoD and approved by the Dean.
- c. The eligibility of supervisor will be as per HEC rules on the subject.
- d. The maximum number of Ph.D. students working under the supervision of a faculty member will be as per HEC policy.
- e. Supervisor shall ensure that synopsis/thesis is prepared as per approved format of the Faculty.
- f. The students are allowed to have a co-supervisor with the approval of HoD/Dean. However, students working on inter-disciplinary fields will be required to have a co-supervisor from the related field.
- g. The coordinator will ensure and pursue supervisor for timely submission of progress reports ***PhDTH2 (Annex L)*** and reminders / warnings by the Department/ Faculty as per requirements of the "Timeline".

5.22 **Change of Supervisor.** Supervisor may be changed in case of extra ordinary circumstances. Following procedure will be adopted: -

- a. The scholar will apply to HoD on ***PhDTH3 (Annex M)*** for the change of supervisor by mentioning the reason(s).
- b. The student will give an undertaking that he is responsible for meeting all deadlines/Timelines. He should state that he understands that no extension or relaxation will be given to him in the Timeline because of change of his supervisor.
- c. Remarks /consent of the current and proposed supervisor will be obtained on ***PhDTh3 Form***. If the change is approved by the Dean, it will be processed for the provisional approval of Pro-Rector academics.
- d. Final approval for the change will be given by BASR.

5.23 **Comprehensive Examination.** The comprehensive exam is conducted to assess the preparedness of a scholar to take on his PhD research. The exam should adequately cover areas/specializations of the Department/Field. The comprehensive exam will be based on the course work offered by the Department. In addition, it may also cover other areas specific to the discipline. Faculties/Departments offering PhD program will prepare details/areas to be covered by the exam and get these approved from the competent authority. A broad outline of the topics/curriculum/subjects to be covered must be given to the students well in time. Procedure for conduct of the exam is as follows: -

- a. Duration of written exam will be at least three hours and passing marks will be 70%. However, the marks/grades of comprehensive exams will not be counted towards GPA.
- b. Comprehensive examination will be conducted twice in a regular semester and all eligible candidates may appear in the exam.
- c. A maximum of two attempts are allowed for the passing of comprehensive exam.
- d. Result of comprehensive Exam will be declared on ***PhDTh4 (Annex N)***.

5.24 **Research Proposal Defense**

- a. The student will prepare his research proposal under guidance of his supervisor. The same will be presented in a meeting of GAC. The result of the Defense will be declared on ***PhDTH5 Form (Annex O)***. The Department must hold meeting of the GAC at least twice in a semester.
- b. The proposal will be provisionally approved by FBS.
- c. Final approval of the proposal will be given by BASR.
- d. The proposal must be prepared according to the guidelines provided by the respective Faculty.
- e. All proposals shall be run on Turnitin to ensure permissible similarity index and it must be certified by the Supervisor.
- f. Proposals prepared in foreign languages shall have an English / Urdu version as well.
- g. Proposal will be presented in the target language with a brief in English/Urdu.
- h. Questions shall be asked in the target language and English/Urdu and replies shall be given in the language in which the question is asked.
- i. If the scholar fails in proposal defense in first attempt, he will be given one more chance/attempt to defend a new/same proposal. However, he must complete his defense by the end of 6<sup>th</sup> semester, failing which he will be ceased.

5.25 **Length of Thesis.** Minimum length of thesis including footnotes/ end notes but excluding prefatory pages, references, bibliography and annexure/s is as under:-

- |    |                                      |   |                      |
|----|--------------------------------------|---|----------------------|
| a. | Faculty of Engg and Computer Science | = | 30000 words          |
| b. | Faculty of Management Sciences       | = | 50000 words          |
| c. | Faculty of Social Sciences           |   |                      |
|    | i. Quantitative Research             | = | 55000 to 60000 words |
|    | ii. Qualitative Research             | = | 75000 to 80000 words |
| d. | Faculty of Languages                 | = | 75000 to 80000 words |
| e. | Faculty of Arts and Humanities       | = | 75000 to 80000 words |

5.26 **Similarity Check of Thesis/Turnitin.** The turnitin software is used to check the similarity index (text-matching) of a document with (an)other source/s whereas plagiarism means the presence of unacknowledged material. The two are different and should not be equated or considered identical. Following procedure will be adopted:-

- a. Hard and soft copies of thesis will be submitted to QEC by respective Faculties/ departments for similarity Index evaluation.
- b. Scholar Student must state if he or his supervisor has already run his thesis on Turnitin so that necessary steps are taken to avoid getting high similarity index.
- c. NUML shall not take any responsibility if incomplete information is provided.
- d. The departmental coordinator will get the final report from QEC within six working days of the submission.
- e. Turnitin report, submitted by QEC, shall only be considered as valid and final.
- f. Only one non-repository turnitin attempt will be allowed.
- g. Only two repository/QEC-controlled attempts will be allowed.
- h. In case of higher similarity index even after two attempts, the thesis will not be processed any further. However, in case the similarity index is slightly higher than the permissible limit of 19 % and up to 25%, a third attempt may be allowed with permission of the BASR. No thesis shall be sent for evaluation unless the similarity index falls within the permissible limit.
- i. In case of major changes suggested by (an) examiner/s before/after the defense, the thesis will be run on turnitin again. This will be considered a special permission and may be availed twice at most.
- j. In case of re-Defense with major changes, it will be treated as a fresh similarity check. Earlier attempts will not be counted.

- k. If a student fails to achieve the required/ acceptable similarity index of 19% or below after availing of **third repository attempts**, he will be ceased from the program

#### 5.27 **Plagiarism Check.**

- a. In case of detection of plagiarism at any stage after submission of the thesis for evaluation, the thesis will not be processed any further until it is thoroughly studied and plagiarism determined in view of HEC/NUML policy on the same.
- b. In disciplines where plagiarism check software is not available, an affidavit prepared on Rs.100/- stamped paper duly signed by the student and countersigned by the supervisor shall be submitted.
- c. The text of the affidavit shall be provided by the respective Faculty/ department.
- d. Plagiarism detected at any point, even after issuance of degree, is punishable under the rules as per HEC policy on plagiarism.
- e. NUML has zero-tolerance on submission of fraudulent or plagiarized data/thesis/papers. Such cases will be forwarded to the Plagiarism Standing Committee of the university (PSC).

#### 5.28 **EVALUATION PROCEDURE**

##### **a. Selection of Examiners**

- i. The process of selection of examiner/s will be initiated by the respective department and will be sent to the respective Dean.
- ii. The Dean will recommend the examiner/s for approval by the Competent Authority. The academics and examination branch will be responsible to review and scrutinize the PhD cases in terms of timelines and other University and HEC requirements.
- iii. Thesis should be accepted for evaluation well in time. It will be accepted by the department keeping in view sufficient time for evaluation ***AND IN LINE WITH NUML TIMELINE FOR RESEARCH WORK.***
- b. After successful similarity check report from QEC the student will formally submit his thesis to his supervisor (See ***Para 5.20*** also). The Dean on the recommendations of HoD/coordinator will send the thesis to **Two** external and one internal reviewer within 10 working days. The identity of the evaluator will be kept confidential. In case, if the Scholar is a NUML faculty member, the Thesis will be sent to **Three** external reviewers and no internal reviewer from the University. However, in case of languages if external reviewers are not available **Three** internal reviewers will be taken from NUML.

- c. All examiners will be requested and persuaded to submit their evaluation report/s within eight weeks of receipt of the thesis. After the expiry of this period, a reminder will be sent to the examiner/s after every 15 days up to a maximum of two months only.
- d. In case of refusal or no response from the evaluator/s, the thesis will be sent immediately to (a) new evaluator/s.
- e. Evaluation reports shall be shared with the scholar to ensure incorporation of changes before Defense.
- f. If a student fails to submit his thesis formally by the end of 10<sup>th</sup> semester he will be issued a warning by HoD/Supervisor (***Annex C***).
- g. If the student fails to submit his thesis despite first warning even up to the end of 11<sup>th</sup> semester his case will be placed for another extension in FBS. If approved, he will be issued 2<sup>nd</sup> warning by his HoD/Supervisor.
- h. If the student fails to submit his thesis even after 2<sup>nd</sup> warning up to the end of 12<sup>th</sup> semester, his case will be referred to BASR for extension/ceasing.
- i. In case of a clear rejection by both the foreign examiners, thesis will not be processed any further.
- j. In case of rejection by one of the foreign examiners, thesis will be revised and sent to another examiner for evaluation.
- k. In case of rejection by the third foreign examiner, thesis will not be processed any further.
- l. If a thesis is rejected clearly by all three local examiners but approved by two foreign examiners, the thesis will be sent to two new local examiners. In case of rejection by new or 2<sup>nd</sup> set of examiners also, the thesis will be rejected.
- m. In case of major changes, suggested by any examiner/s before the viva, the thesis will be revised and re-evaluated by the same examiner/s.
- n. In case of a re-evaluation by the same foreign examiner, half evaluation fee will be charged from the student. However, if the thesis is re-evaluated by any other foreign examiner, full fee will be charged.

#### 5.29 **Foreign Evaluation of Thesis**

- a. After successful plagiarism check, the thesis will also be sent to two foreign evaluators by the HoD/Dean on the recommendations of coordinator as per HEC policy/approved list of countries. The identity of the evaluator will be kept confidential.



- b. Approved remuneration will be paid to the foreign reviewer as per NUML/HEC policy.
- c. Timely receipt of reports from foreign evaluators will be the responsibility of the HoD.

### 5.30 **Publication of Research Paper/Article**

- a. Publication of at least one research paper based on the PhD research is mandatory. The researcher should be the Principal Author. The paper must be published in an HEC approved Journal of specified category by the end of 12<sup>th</sup> semester. Published paper/acceptance letter from the Journal is required for scheduling/holding of PhD defense.
- b. Final defense of the student shall not be conducted unless all the requirements for awarding PhD degrees as per HEC criteria are fulfilled (including acceptance/publication of research paper).
- c. A copy of the article derived from the area of research and duly published must be submitted preferably along with the thesis for evaluation.
- d. If a student fails to submit published papers before the start of evaluation process, s/he will be allowed to submit an unconditional letter of acceptance in which the dates and issue of journal will be clearly mentioned. However, viva will not be held without the submission of a copy of published paper.
- e. The letter of acceptance must be issued by the Editor of an HEC recognized Journal which will be verified by the QEC office by contacting the Journal through email.
- f. All HEC rules pertaining to the article publication in recognized journal will apply.
- g. In case, a candidate fails to fulfil the requirements within specified time of the degree program, his/her name will be struck off from the roll of the University without conferment of the degree.

### 5.31 **Composition of Thesis Defense Committee (TDC)**

- a. Pro Rector (Academic) Chairman
- b. Concerned Dean
- c. Concerned Head of Departments
- d. External Examiner
- e. Internal Examiner
- f. Supervisor
- g. Co-Supervisor (If appointed)
- h. Subject Expert (optional)
- i. Director Academics (Non-voting member)
- j. Director QEC. (Non-voting member)

### 5.32 **Thesis Defense**

- a. Thesis defense will be an Open Defense which will be held only after all reports have been received and reviewed by the Supervisor and proposed changes, if any, have been incorporated. After the open defense a close viva/Defense session may be conducted by the TDC. ***Form PhDTh7 (Annex Q).***
- b. Result of defense will be declared on ***Form PhDTh6 (Annex P).***
- c. After Defense, the scholar will be responsible to resubmit the spiral bound copy of dissertation to his supervisor after incorporation of all changes. The supervisor will obtain approval of HoD/Dean on this copy.
- d. Finally, the student will submit the error free bound copy of the thesis to his HoD for approval/signature of Dean.
- e. Thesis should be accepted for evaluation well in time. It will be accepted by the department keeping in view sufficient time for valuation. A minimum of one and half (1.5) years should be spared for evaluation of Ph.D. thesis and completion of all other formalities.
- f. **In case of minor changes in the thesis**, the scholar will revise the thesis and submit to the supervisor within 90 days of the defense date and his notification date for the award of degree will be the date of his defense. In case of non-submission within prescribed time the date of approval of notification by the competent authority will be declared the date of notification.
- g. **In case of major changes in the thesis**, the scholar will be given more than 90 days' time for the revision of thesis, notification date for the award of degree will be the date of approval by the Competent authority.
- h. A committee will be formed by the concerned Dean to verify the changes made in the thesis before its process for notification.

### 5.33 **Thesis Re-Defense**

- a. A student failing in the 1<sup>st</sup> attempt of defense may be given another chance upon recommendation of the TDC. No Third chance is given. The TDC reserves the right (on a majority decision) to reject a thesis without giving second chance if the performance of the student is extremely poor. Similarity check of the revised document is mandatory for re-defense.
- b. Similarity check attempts carried out for the 1<sup>st</sup> defense will not be counted as chance(s) for the Similarity check for the revised document.

5.34 **Thesis Grading.** PhD thesis shall be graded as under:- (the grade will be reflected in the transcript)

- a. Distinction: Unconditional pass – no changes / amendments.
- b. Honors: Pass with minor revisions—some changes/amendments required.
- c. Pass: Satisfactory Thesis and satisfactory performance or pass in 2<sup>nd</sup> attempt.

5.35 **Completion of PhD Degree.** A student must register for all semesters till formal submission of his PhD Thesis (***Para 5.28b***). However, date of notification for PhD degree will be treated as completion date of the degree.

## **CHAPTER - 6**

### **NON DEGREE PROGRAMS**

- 6.1 **Types of Programs:** Non degree program are categorized as follows:-
- a. Programs of one semester are titled Foundation, Certificate and Diploma
  - b. Programs of two semesters are titled Diploma, Advanced Diploma or Interpretership.
- 6.2 **Types of Examinations**
- a. **Oral Examination.** Oral Examination will comprise of examination conducted by the university as part of continued assessment or viva voce. Marks will be allocated according to the syllabus.
  - b. **Written Examination.** Written Exam will comprise all written papers
- 6.3 **Scheme of Examinations**
- a. **Regular Programs.** Following will be the general scheme of examination for the Non-Degree Programs:
    - i. **Mid-Semester Exam.** Midterm Examination will be conducted at the end of the 8<sup>th</sup> week of the semester by all departments except English (FC) Division/allocation of marks will be determined by the respective department(s).
    - ii. **Final Examination.** At the end of a semester the students will be evaluated on the syllabus prescribed for the entire semester.
  - b. **Special Programs:** Special Programs will be conducted on the request of user agencies, for which the duration and evaluation will be determined by the department concerned in consultation with the user agency.
- 6.4 **Conduct of Examinations**
- a. **Regular Examinations.** At the end of a program, an examination will be conducted on the syllabus prescribed for the program.
  - b. **Supplementary Examinations.** The Supplementary examination will be held for the candidates who are unable to clear or appear in the regular examination for which they are eligible.
  - c. **Special Examinations.** The University may arrange for special tests/ examination exclusively for user organizations.

6.5 **Eligibility Criteria for Regular Examinations:** Eligibility for examination is determined on the basis of the candidate's status. There are two types of candidates:

- a. **Regular candidates.** Must be enrolled students and have a minimum of 75% attendance for non-sponsored students and 80% for sponsored students for issuance of roll number slips.
- b. **External/Sponsored.** External candidates are sponsored by user agencies and diplomatic missions etc. and are not enrolled students of NUML. The process of registration is carried out by the user agencies/candidates. External candidates must clear all dues before being allowed to appear in the examination.

6.6 **Eligibility for Appearing in Supplementary Examinations.** Supplementary examination will be held periodically by the university after the result of the Regular Examination has been declared. Only one chance will be given to candidates of one semester duration programs; two chances to two semester duration programs and three chances to a three semester duration program. There is no Supplementary Examination after the Mid-Semester Examination.

6.7 **Make Up Tests/Examinations.** A student who misses one or more papers of periodical test/examination because of sanctioned leave or for reasons beyond his control will be eligible for appearing in makeup test/exam in the paper(s) he missed within a period of 15 days of the end of the test/exam subject to the approval of the Director Examination.

#### 6.8 **Assessment and Evaluation**

- a. Marks of a subject obtained by a student will be rounded off to the nearest whole number 0.5 or more will be rounded off to one. Fractions of less than 0.5 will be counted as zero.
- b. Marks obtained by candidates in the periodical test/s and examination will be added and given weightage as per breakup given below:
  - i. Mid Semester: 40%
  - ii. End Semester: 60%
- c. Assessment for programs where there is no Midterm Examination will be made on the basis of the Final Examination only.
- d. **Course Evaluation Breakdown for ELT programs:**
  - i. End term Exams      50%                      Duration:      03 Hours
  - ii. Midterm Exams:      30 %                      Duration:      02 Hours
  - iii. Internal Evaluation: 20%

6.9 **Grading Ranges:** Candidates will be assigned grades follows:-

a. **Non Sponsored Students**

80% and Above	=	A
70% to 79%	=	B
60% to 69%	=	C
50% to 59%	=	D
(Below 50%)	=	Fail

b. **Sponsored Students**

<b>SPONSORERS</b>	<b>GRADING</b>
Army /ISI/ Rangers	90 % & Above = D
	76 % to 89.99 % = A
	66 % to 75.99 % = B+
	61 % to 65.99 % = BH
	56 % to 60.99 % = BA
	51 % to 55.99 % = BL
Pakistan Navy	90 % & Above = OS
	75 % to 89 % = A
	63 % to 74 % = B+
	50 % to 62 % = B
Pakistan Air Force Intelligence Bureau/ Others Civilians	70 % & Above = A
	60 % to 69.99 % = B
	50 % to 59.99 % = C

**Note\*** Minimum pass marks are 50% in each paper and also in aggregate. A candidate will have to pass each written exam separately and oral papers in aggregate.

c. **POSITIONS:** will be calculated as under:-

- i. Courses with intake 5 and Below merit positions will not be indicated.
- ii. Courses with intake between 6 to 20 only first positions will be indicated.
- iii. Courses with intake between 21 to 40 first two positions will be indicated.
- iv. Courses with intake 41 & above first three

6.10 **Rechecking of Answer Sheets.** Re-checking of answer sheets will be done as per criteria set for undergraduate programs.

6.11 **Issuance of Certificates/Diplomas.** All certificates/Diplomas will be issued as per NUML Regulations for Degree programs.



## **Annex A**

### **COMPOSITION OF GRADUATE ADVISORY COMMITTEE (GAC)**

1. Concerned Dean - Chairman
2. Concerned HoD
3. External Member
4. Supervisor
5. Co-Supervisor (if appointed)
6. Program Coordinator

### **COMPOSITION OF THESIS DEFENCE COMMITTEE (TDC)**

1. \*Pro-Rector (Academic) / Concerned Dean Chairman
2. Concerned Head of Departments
3. External Examiner
4. Internal Examiner
5. Supervisor
6. Co-Supervisor (If appointed)
7. Subject Expert (optional)
8. Director Academic (Non-voting member)
9. Director QEC (Non-voting member)

\*Note: Pro-Rector (Academic) will chair the TDC of PhD and Dean will chair the TDC for MS/M.Phil.


**Annex B**
**Timeline for MPhil/MS**

	Year 1		Year 2		Year 3			Year 4			
Task	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5		Sem 6	Sem 7		Sem 8	
Course					(a)						
Research Proposal (RP)					RP-1	RP-2	(b)				
Thesis Writing						Progress Report 1	Progress Report 2	(c)			
Submission of Thesis					2 months	2 months	2 months		Extension for 1 Month	After 30 Days	Evaluation and Final Defense
Deadline				Course – Work	Synopsis 1	Synopsis 2			FBS	FBS 2 <sup>nd</sup> Warning	Struck off

a- Maximum Deadline for Course Work

b- Deadline for Synopsis

c- Deadline for Thesis submission (In case of Failure 1<sup>st</sup> Warning)

2<sup>nd</sup> Warning

3<sup>rd</sup> Warning (In Case of failure case be processed for SOR after 15 days)





### Timeline for PhD

	Year1		Year2		Year 3		Year 4		Year 5		Year 6		Year 7		Year 8			
Task	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6		Sem 7	Sem 8	Sem 9	Sem 10	Sem 11	Sem 12	Sem 13	Sem 14	Sem 15	Sem 16	
Course					Ceased													
Final Comprehensive Examination (FCE)					F C E	Ceased						BASR						
Research Proposal (RP)						RP-I First FCE/2 <sup>nd</sup>	RP-2 1 <sup>st</sup> FCE/ 2 <sup>nd</sup> FCE											
Thesis Writing								Progress Report-1		Progress Report-2								
Submission of Thesis											Final Submission	Extension by FBS	Article Publication/ acceptance letter	Evaluation and Final Defense	Evaluation and Final Defense			
Deadline	Course Work									Comprehensive		Synopsis		1 <sup>st</sup> Warning	2 <sup>nd</sup> Warning	Submission of Thesis with article / acceptance letter		



**PRO-FORMA FOR MIGRATION / TRANSFER OF CREDITS**

**FACULTY:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

1. Name of Applicant: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. CNIC: \_\_\_\_\_ Email \_\_\_\_\_
4. Address: \_\_\_\_\_

5. **Academics Details\*:**

<b>Examination</b>	<b>Board / University</b>	<b>Year of Passing</b>	<b>CGPA/ Percentage</b>
Matric			
FA/FS.c			
BA/B.Sc. (14 years)			
MA/M.Sc. (16 years)			
MS / M. Phil (18 years )			
Ph. D			

\* Attach degrees/certificates and official transcripts of all the programs.

6. Current Program: \_\_\_\_\_
  - a. Name of University with City / Campus: \_\_\_\_\_
  - b. Title of Program: \_\_\_\_\_
  - c. Registration Number: \_\_\_\_\_
  - d. Date of Enrolment in the Current Program: \_\_\_\_\_  
(also indicate session i.e. Spring / Fall)
  - e. Current Semester: \_\_\_\_\_  
(Attach transcripts for all completed semesters)
  - e. Reasons for Migration: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signatures



**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

**Annex - E**  
**MSTH1**

**FACULTY:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

**ALLOCATION OF SUPERVISOR – M.S/M. Phil**

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

**Thesis Supervisor**

Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (for consent): \_\_\_\_\_ Date: \_\_\_\_\_

**CO-SUPERVISOR (if appointed)**

Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (for consent): \_\_\_\_\_ Date: \_\_\_\_\_

---

**(TO BE FILLED IN BY THE DEPARTMENT)**

Approved

Not Approved

HoD: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

**FACULTY:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

**QUARTERLY RESEARCH PROGRESS REPORT - M.S/M. Phil**

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

1. **Progress /Comments by Supervisor:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Recommendations/Future Work:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

2. **Comments by Program Coordinator:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(TO BE FILLED IN BY THE DEPARTMENT)**

Research Progress: Satisfactory (S)                      Unsatisfactory (U)

Action Required (If unsatisfactory) OR Other Comments: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

HoD: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

**Annex G**  
**MSTH3**

**FACULTY:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

**CHANGE OF SUPERVISOR - M.S/M. Phil**

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

**Reason (s) for Change:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**New Thesis Supervisor**

Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (for consent): \_\_\_\_\_ Date: \_\_\_\_\_

**Old Thesis Supervisor**

Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (for consent): \_\_\_\_\_ Date: \_\_\_\_\_

**(TO BE FILLED IN BY THE DEPARTMENT)**

Approved

Not Approved

HoD: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

FACULTY: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

**RESEARCH PROPOSAL DEFENCE – M.S/M.Phil.**

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

Attempts:  1st  2nd**STATUS** Approved Approved with Changes Not Approved**GRADUATE ADVISORY COMMITTEE (GAC)**1. SUPERVISOR: \_\_\_\_\_  
(Name) (Signatures)2. CO-SUPERVISOR: \_\_\_\_\_  
(Optional) (Name) (Signatures)3. EXTERNAL MEMBER: \_\_\_\_\_  
(Name) (Signatures)4. SUBJECT EXPERT: \_\_\_\_\_  
(Optional) (Name) (Signatures)5. HoD: \_\_\_\_\_  
(Name) (Signatures)6. Dean/Chairman: \_\_\_\_\_  
(Name) (Signatures)

Date: \_\_\_\_\_

**THESIS DEFENCE - MS/MPHIL  
(PRO-FORMA TO BE FILLED BY THE COMMITTEE AFTER THESIS DEFENCE)**

Faculty:		Department:	
Name of Student:		Regn No:	
CGPA:		Date of Enrolment:	
Expiray of Maximum Time:		Field of Specialization:	
Thesis Title			

Attempts:  1<sup>st</sup>  2<sup>nd</sup> Marks Obtained out of 200

Recommendations of Thesis Defence Committee (TDC)

Decision		Remarks
Approved without Changes	<input type="checkbox"/>	
*Approved with Minor Changes (To be submitted within three months)	<input type="checkbox"/>	
**Approved with Major Changes (To be resubmitted not before three months)	<input type="checkbox"/>	

OR

Decision		Remarks
***Not Approved & Re-defense (Minimum time after six months)	<input type="checkbox"/>	
Rejected	<input type="checkbox"/>	

**COMMENTS**

**External Examiner:** \_\_\_\_\_

\_\_\_\_\_

**Internal Examiner:** \_\_\_\_\_

\_\_\_\_\_

**Chair:** \_\_\_\_\_

\_\_\_\_\_

\* Changes to be verified by supervisor and certificate be submitted. In case of failure to re-submit the thesis within prescribed period i.e. three months, the further processing will be subject to provision of extension by BASR.

\*

\*\* Committee to be formed by Dean during the defense to verify the changes. Date of signature of Rector to be the date of award of degree.

\*\*\* In case of major changes /re-defense the similarity index will be checked.

**NATIONAL UNIVERSITY OF MODERN LANGUAGES****Annex J**  
**MSTH6**

FACULTY: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

**THESIS DEFENCE COMMITTEE (TDC) – MS/M. Phil**

Faculty:		Department	
Name of Student:		Registration No.	
CGPA:		Date of Enrolment	
Expiray of Maximum Time:		Field of Specialization	
Thesis Title			

S#	Designation	Name	Signature
1	Supervisor		
2	External Examiner		
3	Internal Examiner		
4	Director QEC		
5	Coordinator		
6	Head of Department		
7	Concerned Dean (Chair)		

Date: \_\_\_\_\_





<b>Annex k</b> <b>PhDTH1</b>
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**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

**FACULTY:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

**ALLOCATION OF SUPERVISOR – PhD**

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

**Thesis Supervisor**

Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (for consent): \_\_\_\_\_ Date: \_\_\_\_\_

**CO-SUPERVISOR (if appointed)**

Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (for consent): \_\_\_\_\_ Date: \_\_\_\_\_

---

**(TO BE FILLED IN BY THE DEPARTMENT)**

Approved

Not Approved

HoD: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

**FACULTY: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_**

**QUARTERLY RESEARCH PROGRESS REPORT – Ph.D.**

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

1. **Progress /Comments by Supervisor:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Recommendations/Future Work:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

2. **Comments by Program Coordinator:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(TO BE FILLED IN BY THE DEPARTMENT)**

Research Progress: Satisfactory (S)                      Unsatisfactory (U)

Action Required (If unsatisfactory) OR Other Comments: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

HoD: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

**FACULTY:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

**CHANGE OF SUPERVISOR – Ph.D.**

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

**Reason (s) for Change:** \_\_\_\_\_

\_\_\_\_\_

**New Thesis Supervisor**

Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (for consent): \_\_\_\_\_ Date: \_\_\_\_\_

**Old Thesis Supervisor**

Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (for consent): \_\_\_\_\_ Date: \_\_\_\_\_

---

**(TO BE FILLED IN BY THE DEPARTMENT)**

Approved

Not Approved

HoD: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **COMPREHENSIVE EXAMINATION RESULT - PhD**

**FACULTY:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

Attempts:  Ist  2<sup>nd</sup>

1. Date of Written Examination: \_\_\_\_\_

2. Marks Obtained: \_\_\_\_\_/100

3. Result of Examination: Pass  Fail

4. Deficiency Courses (if any) to be passed before taking on research:-

a. \_\_\_\_\_

a. \_\_\_\_\_

5. Thesis Supervisor: \_\_\_\_\_  
(Name) (Signature)

6. Co- Supervisor: \_\_\_\_\_  
 (if appointed) (Name) (Signature)

7. HoD: \_\_\_\_\_  
(Name) (Signature)

8. Dean: \_\_\_\_\_  
(Name) (Signature)



**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

**FACULTY: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_**

**RESEARCH PROPOSAL DEFENCE – Ph.D.**

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

Attempt:  1st                       2nd

**STATUS**

Approved

Approved with Changes

Not Approved

**GRADUATE ADVISORY COMMITTEE (GAC)**

1. SUPERVISOR: \_\_\_\_\_ (Name)                      \_\_\_\_\_ (Signatures)

2. CO-SUPERVISOR: \_\_\_\_\_ (Optional) (Name)                      \_\_\_\_\_ (Signatures)

3. EXTERNAL MEMBER: \_\_\_\_\_ (Name)                      \_\_\_\_\_ (Signatures)

4. SUBJECT EXPERT: \_\_\_\_\_ (Optional) (Name)                      \_\_\_\_\_ (Signatures)

5. HoD: \_\_\_\_\_ (Name)                      \_\_\_\_\_ (Signatures)

6. Dean/Chairman: \_\_\_\_\_ (Name)                      \_\_\_\_\_ (Signatures)

Date: \_\_\_\_\_



**NATIONAL UNIVERSITY OF MODERN LANGUAGES**  
**THESIS DEFENCE - Ph.D.**

**Annex P**  
**PhDTH6**

**(PRO-FORMA TO BE FILLED BY THE COMMITTEE AFTER THESIS DEFENCE)**

Faculty: \_\_\_\_\_ Department: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Expiry of Maximum Time \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization \_\_\_\_\_

Attempts:      1<sup>st</sup>                       2<sup>nd</sup>

Recommendations of Thesis Defense Committee (TDC)

Decision	Remarks
Approved Without Changes <input type="checkbox"/>	
* Approved with Minor Changes (To be submitted within three months) <input type="checkbox"/>	
**Approved with Major Changes (To be resubmitted after three months) <input type="checkbox"/>	

OR

Decision	Remarks
***Not Approved & Re-defense (Minimum time after six months) <input type="checkbox"/>	
Rejected <input type="checkbox"/>	

Comments

Internal Examiner: \_\_\_\_\_

\_\_\_\_\_

External Examiner (I): \_\_\_\_\_

\_\_\_\_\_

External Examiner (II): \_\_\_\_\_

\_\_\_\_\_

Chair: \_\_\_\_\_

\_\_\_\_\_

- \* Changes to be verified by supervisor and certificate be submitted. In case of failure to re-submit the thesis within the prescribed period i.e. three months, the further processing will be subject to provision of extension by BASR.
- \*\* Committee to be formed by Dean during the defense to verify the changes. Signature of Rector will be the date of notification.
- \*\*\* In case of major changes/re-defense the similarity index/plagiarism will be checked, again.

**NATIONAL UNIVERSITY OF MODERN LANGUAGES****Annex Q**  
**PhDTH7**

FACULTY: \_\_\_\_\_ DEPARTMENT OF: \_\_\_\_\_

**THESIS DEFENCE COMMITTEE (TDC) – P.hD**

1.	Supervisor	_____ Name	_____ Signature
2.	Co-Supervisor (if applicable)	_____ Name	_____ Signature
3.	External Examiner (I)	_____ Name	_____ Signature
4.	External Examiner (II)	_____ Name	_____ Signature
5.	Subject Expert (Optional)	_____ Name	_____ Signature
6.	Internal Examiner	_____ Name	_____ Signature
7.	Head of Department	_____ Name	_____ Signature
8.	Dean	_____ Name	_____ Signature
9.	Pro-Rector (Academic)	_____ Name	_____ Signature

Date: \_\_\_\_\_

**Note:** Before commencement of proceedings of Defense, HoD/Coordinator will intimate TDC about time available to scholar and any deadline/condition set by BASR. Additional time can only be given if the scholar has time available.

**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

Faculty: \_\_\_\_\_ Department: \_\_\_\_\_

**REQUEST FOR CONDUCT OF MAKE-UP EXAMINATION****(Graduate / Undergraduate)**

Name: \_\_\_\_\_ S/D/o: \_\_\_\_\_

Roll No: \_\_\_\_\_ Discipline \_\_\_\_\_ Semester: \_\_\_\_\_ (Mor/Eve): Session \_\_\_\_\_

Name of Exam: (End Semester Exam / Mid Semester Exam): \_\_\_\_\_

Names of Papers Missed:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

6. Fee Paid vide challan No: \_\_\_\_\_ dated: \_\_\_\_\_ (copy attached)

7. Reason for Conduct of Make-up: (Please also attach documentary proof)

\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
Signature of Student

Dated: \_\_\_\_\_

\_\_\_\_\_  
Parents'/Guardians' Signature

Tel Number: \_\_\_\_\_

**Coordinator****HoD:****Dean**

NOTE: Please attach fee paid challan form (in original) with application.

Fee for Make-up Exam: For under Graduate Program **Rs. 2000/- per paper.**For Graduate Program: **Rs. 3000/- per paper.**



**NATIONAL UNIVERSITY OF MODERN LANGUAGES****SEMESTER REGISTRATION FORM (FOR SCHOLARS)****RESEARCH PHASE**

Faculty: \_\_\_\_\_

Department: \_\_\_\_\_

Name: \_\_\_\_\_ S/D/o: \_\_\_\_\_

Roll No: \_\_\_\_\_ Registration No. \_\_\_\_\_ Discipline \_\_\_\_\_

Semester/Research: \_\_\_\_\_ Session \_\_\_\_\_

Fee Paid vide challan No: \_\_\_\_\_ dated: \_\_\_\_\_ (copy attached)

\_\_\_\_\_  
Signature of Scholar  
Dated: \_\_\_\_\_Signatures of SupervisorCoordinator**HoD:****Dean**