

**NATIONAL UNIVERSITY OF MODERN
LANGUAGES**

DEPARTMENT OF ITALIAN

STUDENT GUIDE AND HANDBOOK



The Department of Italian

Vision

To become a leading center of excellence in Italian studies for proficiency and excellence in Italian language, literature and culture.

Mission

To foster academic excellence, innovative research, effective communication and cultural awareness in Italian studies.

HoD'S Message

Welcome to the Italian department at National University of Modern Languages. Established in 2007, the Italian department is one of the finest and pioneer departments of NUML. Our Italian programs have been running since then successfully, primarily to meet the needs of army personnel and later those of civil society (interpretation and translation).

The department is designed and developed along modern lines which are tailored to impart and strengthen the students' knowledge in Italian language and culture. We offer various certification and degree programs. Our courses provide flexibility, broad subject coverage, high quality delivery and excellent job opportunity. Italian language programs provide comprehensive and diverse understanding of language, grammar, linguistics as well as didactics which help the students to develop their career. It is not only successful in providing essential aspects in the subject, but also allows a sound practical application of the language learnt.

Faculty Members

The Italian Department has skilled set of faculty members who have done MPhil and Masters from national and international Universities. Our faculty is highly trained in helping the students achieve their language and academic goals.

Following are the team of our Faculty members:

- Dr. Aamir Zaheer, HoD italian
- Dr. Javeria Fazal, Coordinator italian
- Ms. Anna Maria Amico Roxas
- Mr. Manzoor Nazar

Programs and Courses

The Department of italian, since its beginning has been offering various courses such as certificate, diploma, etc with foreign and national qualified teachers.

Following are the courses currently being offered by Italian Department NUML:

- Certificate [Morning/Afternoon; online session] (6 months)
- Italian diploma.
- Italian summer course.

Functional Courses

Certificate, Diploma , advance diploma.
Online italian language course.
Summer course.

Eligibility Criteria:

Matric or equivalent

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

Scheme of Examinations

Following will be the general scheme of examination for the Non-Degree Programs (Functional Courses)

i. Mid-Semester Exam

Midterm Examination will be conducted at the end of the 8th week of the semester by all departments

ii. Final Examination

At the end of a semester the students will be evaluated on the syllabus prescribed for the entire semester.

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.

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.

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.

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.

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 breakdown
 - i. **Mid Semester: 40%**
 - ii. **End Semester: 60%**

Grading Ranges

Candidates will be assigned grades follows:-

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

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 second or subsequent semesters a student may improve/repeat courses in which he obtained D+ /D/F grade
- c. 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.

d. The students are not allowed to register in more than one-degree program in NUML or anywhere concurrently.

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.

Course Evaluation Breakdown

Breakdown of course evaluation is as follows:

- 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%)

Before Midterm Exams:

2 x quizzes – 2 x Assignments – 1 x Presentation

After Midterm Exams:

1-2 x quizzes – 1-2 x Assignments – 1 x Project

Grading Ranges

Absolute grading system with following ranges will be used:-

Grade	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
D+	55- 59.99%	1.50 - 1.99
D	50- 54.99%	1.00 - 1.49
F	Below 50%	0.00

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.

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.

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.

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.

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 1st semester of a program is not allowed.