

**SEMESTER REGULATIONS OF BACHELOR AND MASTER ACADEMIC PROGRAMMES
OF THE UNIVERSITY OF SWABI**

1. Short Title, Commencement and Application:

- 1.1** These Regulations shall be called “The University of Swabi Semester Regulations 2018”.
- 1.2** These regulations shall come into force with effect from academic session 2017.
- 1.3** These regulations shall apply to all registered students of Bachelor and Master Programmes of constituent institutes / departments / centers of The University of Swabi under semester system.

2. Definitions:

In these regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

- i. **Academic Programme:** An “Academic Programme” means a Programme of studies, which leads to the award of a Degree to the students, after the successful completion of all its requirements.
- ii. **Assessment:** Means evaluation of performance of students in academic Programmes, including examinations, assignments, practical, project work, seminars and tutorials participation etc.
- iii. **Cease:** Means that a student is declared unsuitable for further studies in the University of Swabi.
- iv. **Chairperson:** Head of the academic department of The University of Swabi.
- v. **Class Assignment:** A task relevant to a course of study to substantiate the course contents. An assignment may or may not be graded as per distribution of marks.
- vi. **Contact Hour:** Means one hour spent on academic activities such as teaching, lab work, practical's, research work, projects, seminars, workshops, internships etc.
- vii. **Controller:** The Controller of Examinations of The University of Swabi.
- viii. **Credit Course:** Means a course of study required for a degree and is counted towards CGPA.
- ix. **Credit Hour (Cr. Hr):** A lecture of one-hour duration per week in a semester for a subject countable towards a student's Cumulative Grade Point Average (CGPA). A practical of two hours is equivalent to one credit hour.
- x. **Cumulative Grade Point Average (CGPA):** The average of grade points earned in all courses in all semesters of an Academic Programme.
- xi. **Dean:** The Dean of a Faculty of The University of Swabi.
- xii. **Department:** An Academic Department of The University of Swabi.

**SEMESTER REGULATIONS OF BACHELOR AND MASTER ACADEMIC PROGRAMMES
OF THE UNIVERSITY OF SWABI**

- xiii. **Departmental Examinations and Students Grievances Committee:** Means Departmental Examinations and Students Grievances Committee of each department.
- xiv. **Director Academics:** Means Director Academics of The University of Swabi.
- xv. **Director Admissions:** Means Director Admissions of The University of Swabi.
- xvi. **Dropped out:** Means that a student is considered unsuitable for further studies at the department.
- xvii. **Examiner:** A person appointed to conduct the examinations.
- xviii. **Faculty:** Faculty of The University of Swabi, having two or more Departments.
- xix. **Fee:** Fee charged for every course attended by a registered student.
- xx. **Freeze:** Means freezing of a semester on the request of the student.
- xxi. **Grade Point (GP):** Number of points assigned to a letter grade.
- xxii. **Grade Point Average (GPA):** The average of points earned by a student in a semester.
- xxiii. **Grade:** A letter grade, which represent certain points earned by a student.
- xxiv. **Incharge Examination:** Means Departmental In-charge examinations of the constituent department / college / institute / centre / academy of the university.
- xxv. **Institution:** Means a constituent department / college / institute / centre / academy of the university.
- xxvi. **Non-Credit Course:** Means a course of study, successful completion of which is required for a degree but not counted towards CGPA.
- xxvii. **Probation:** A student is said to be on probation if his CGPA in a semester is lower than the required CGPA for promotion to the next semester.
- xxviii. **Provost:** Means the Provost of The University of Swabi.
- xxix. **Registration:** Registration of the student in a Teaching Department of The University of Swabi.
- xxx. **Semester:** An academic period, in which a set of courses in any discipline's are offered.
- xxxi. **Subject or Course:** A "Subject" or "Course" of academic programme, which is to be studied by a student for a fixed number of credit hours during a semester. Each subject will carry a specific discipline code and number.
- xxxii. **Thesis / Dissertation / Internship:** It is a report comprising the original research of a student, which is counted towards the partial fulfillment of his degree programme.
- xxxiii. **University:** Means The University of Swabi.

**SEMESTER REGULATIONS OF BACHELOR AND MASTER ACADEMIC PROGRAMMES
OF THE UNIVERSITY OF SWABI**

xxxiv. **Vice Chancellor:** The Vice Chancellor of The University of Swabi.

3. Academic Programmes / Scheme of Studies:

3.1 The University of Swabi shall offer undergraduate and graduate study Programmes as follows:

3.2 Four-year Bachelor Degree Programmes:

3.2.1 The University of Swabi shall offer undergraduate study programmes including BBA (Hons), B.Sc (Hons) Agriculture, BBS Bachelor of Business Studies, BS Zoology, BS Sociology, BS English, BS Geology, BS Microbiology, BS Computer Science, BS Economics, BS Peace & Conflict Resolution Studies, BS Information Technology, BS Software Engineering, B.Ed (Hons) Education and / or any other undergraduate programme approved by the Academic Council, University of Swabi from time to time.

3.2.2 Shall spread over a minimum of 08 semesters and a maximum of 12 semesters, excluding summer semesters, if any.

3.2.3 Credit hours of the undergraduate programme shall not be less than the credit hours recommended by the Higher Education Commission of Pakistan and shall be approved from the relevant statutory bodies of the University of Swabi.

3.2.4 A regular student shall be allowed a maximum workload of 15 to 18 credit hours per semester. Repeat courses, whenever offered shall be counted and the re-take / failed courses, whenever offered, shall not be counted towards the maximum workload per semester. In case of final semester, the workload may be less.

3.2.5 The scheme of study of a particular department shall make a student complete an assignment / internship / project / report / field-work report, in addition to the course work, and submit a report in approved format describing the activities covered. The intensity of the assignment / internship / project / report, the time of the activity and credit hours will be determined by the concerned department through respective Board of Studies, Board of Faculties and Academic Council where required.

3.3 Two-year Master Degree Programmes:

3.3.1 The University of Swabi shall offer two-year master degree programme i.e. MSc Zoology, MSc Chemistry, MA English, MA Economics, MA Sociology, MA PCRS, MA International Relations, MA Political Science and / or any other degree approved by the Academic Council from time to time.

3.3.2 A two-year Master Degree Programme shall spread over a minimum of 04 semesters (2 years) and a maximum of 06 semesters (3 years).

3.3.3 Credit hours for the two-year Master Degree Programme shall be according to the approved curriculum of Higher Education Commission or as per the recommendations of the Statutory Bodies of the University of Swabi.

- 3.3.4** A regular student shall be allowed a maximum workload of 15 to 18 credit hours per semester. Repeat courses, whenever offered shall be counted and the re-take / failed courses, whenever offered, shall not be counted towards the maximum workload per semester. In case of final semester, the workload may be less.
- 3.3.5** The scheme of study of a particular department shall make a student complete an assignment / internship / project / report / field-work report, in addition to the course work, and submit a report in approved format describing the activities covered. The intensity of the assignment / internship / project / report, the time of the activity and credit hours will be determined by the concerned department through respective Board of Studies, Board of Faculties and Academic Council where required.
- 3.3.6** The University will also offer two-year Associate Degree in Education (ADE) and one-year M.Ed degree programmes and LLB following HEC recommended curricula adopted by the Academic Council of the University of Swabi.
- 3.3.7** The University may also offer any other Degree / Diploma / Certificate programs subject to the approval of the Statutory Bodies.

4. Admission Procedure and Eligibility Criteria For Various Academic Programmes:

- i.** Admissions for 4-years Undergraduate Degree Programme (BS) and the MA / M.Sc shall preferably be made for Fall Semester only.
- ii.** Admission to BS 4-Year and Master 2-Year will be announced within one week of the declaration of Intermediate, Bachelor and Master Examinations respectively, and the process shall be completed within one month prior to commencement of semester.
- iii.** Admission is open to all eligible candidates without discrimination on the basis of sex, religion, creed, caste, race, class, colour or domicile from all over Pakistan. Foreign students seeking admission in the University shall be required to submit their applications through the Ministry of Education, Government of Pakistan.
- iv.** The University shall invite applications for admission to various academic programmes on prescribed application form, through an advertisement by the Director Admissions or by an authority or officer designated by the University.
- v.** Candidates shall be required to submit application forms, within the stipulated time, complete in all respects, along with attested copies of the following documents.
 - i.** SSC, HSSC, BA/B.Sc. or equivalent examination certificates / degrees.
 - ii.** Detail marks certificates of all certificates and degrees.
 - iii.** Character certificate from the head of the institution last attended.
 - iv.** Domicile certificate.
 - v.** Four passport size photographs.
 - vi.** Migration certificate (original) within 15 days after admission.
 - vii.** Computerized national identity card or form "B".
 - viii.** Every application shall be accompanied by an affidavit signed by the applicant and countersigned by his father/guardian stating that he will abide by the Statutes,

**SEMESTER REGULATIONS OF BACHELOR AND MASTER ACADEMIC PROGRAMMES
OF THE UNIVERSITY OF SWABI**

Rules and Regulations of the University and instructions issued from time to time, by different quarters of the University.

- vi.** Candidates applying for admission to more than one discipline / category will be required to submit a separate application form along with all supporting documents, for each category / discipline.
- vii.** Academic departments shall constitute a Departmental Admission Committee (DAC) comprising Chairperson / HOD / Principal of the Department / Institute / College concerned, as a Head of the Committee and three other senior faculty members. The whole admission process shall be conducted by the DAC.
- viii.** Candidates declared eligible for admission to a programme shall appear before the Departmental Admission Committee (DAC) for interview and or test (if required).
- ix.** If any candidate fails to appear before the Departmental Admission Committee for admission and / or test, at the specified time and venue, he shall not be considered for admission and the seat shall be offered to the next candidate on merit.
- x.** If two candidates have equal merit, the one senior in age shall be given preference over the other for the purpose of admission.
- xi.** Admission shall be granted strictly on merit however, 10 marks will be deducted for each successive year after completion of the duration of minimum required qualification. Provided further that preference will be given to fresh candidates. The Academic Council may advise policy guidelines on merit criteria for admissions from time to time.
- xii.** Within the policy guidelines set by the Academic Council, the academic departments shall determine specific merit criteria for admission to their respective study Programmes. However, where quota / reserve seats exist, the criterion of merit shall be applied within each category.
- xiii.** In case of admission on reserve seats, the applicants / nominees shall apply through proper channel. If no candidate appears for reserve seats / quota then the Chairperson of concerned department will convert reserve seats to open merit with the approval of the concerned Dean.
- xiv.** The total number of seats and quota allocation (if any), in a specific discipline shall be proposed by the respective academic department to the Academic Council. The Academic Council after thorough review shall recommend the same for approval to the Syndicate.
- xv.** The DAC shall submit its recommendations to the Chairperson / HoD of concerned department for onward submissions to the Dean of concerned faculty for approval.
- xvi.** All the candidates shall be required to bring the relevant original documents for verification at the time of the interview.
- xvii.** Candidates selected for admission must finalize the admission requirements including fee submission within the notified period, failing which their right of admission will be forfeited and the seats will be offered to the next candidate(s) on waiting list.

**SEMESTER REGULATIONS OF BACHELOR AND MASTER ACADEMIC PROGRAMMES
OF THE UNIVERSITY OF SWABI**

- xviii.** Appropriate time will be allowed to the selected candidates for fulfilling the admission requirements after which admissions will be closed and no late admission will be allowed in any case.
- xix.** Wherever needed, the equivalence of academic qualification shall be determined by the Equivalence Committee to be constituted by the Academic Council of the University for a period of two years or the case may be referred to HEC for equivalence.
- xx.** Foreign students shall be considered for admission after prior approval from the Ministry of Education, Government of Pakistan, Islamabad or as per the approved guidelines / policies of the Higher Education Commission.
- xxi.** All candidates selected for admission will be required to submit an undertaking, on a judicial stamp paper of notified value, as per specimen provided in the prospectus at the time of admission.
- xxii.** Within 15 days of completion of admission, the profile of all of the newly admitted students on standard performa both in soft and hard form will be routed through Dean to Director Admissions or by an authority or officer designated by the University for due verification of their particulars and payment of dues to Controller of Examinations for issuance of registration number in the University's Students Register. The profile of the newly admitted students shall include their name, date of birth, examinations passed with years, roll number, marks, divisions, percentage marks, the institution last attended and the course to which he has been admitted.
- xxiii.** All admissions shall remain provisional till verification of all the credentials / information of newly admitted students by the Director Admissions or by an authority or officer designated by the University. If any student is found guilty at any stage of study for submission of fake / tempered / bogus document(s), his / her admission shall be cancelled immediately without any notice. Controller of examinations of Board of Intermediate and Secondary Education of Khyber Pakhtunkhwa should be requested to provide gazette copy.
- xxiv.** Admission to one department shall not give any student a right to migrate to another department.
- xxv.** The University may suspend any particular discipline due to insufficient number of applicants / any other reasons. In such cases, the applicant's may be considered for admission to another discipline subject to fulfilling prescribed eligibility criteria, merit and availability of seats. The percentage of applicants for starting any particular discipline should not be less than 20%.
- xxvi.** The following categories of candidates shall not be eligible for admission to the Bachelor and / or Master study programmes of the University.
 - a.** Who have got third division in the basic qualification required for admission to the specific degree Programme.
 - b.** Who have ceased to be student of this University on disciplinary grounds.
 - c.** Who have already obtained a Bachelor or Master degree or an equivalent degree from this or any other University in the same discipline.

**SEMESTER REGULATIONS OF BACHELOR AND MASTER ACADEMIC PROGRAMMES
OF THE UNIVERSITY OF SWABI**

- d. Who are already on the roll of this University or any other University and have not been declared eligible by the HEC for dual degree / programmes.
- e. Who have been dropped out from the program or discipline to which the candidate has re-applied.
- xxvii.** Maximum age limit for admission to the Bachelor and Master Programmes shall be 25 and 30 years, respectively. The Dean of Faculty may, however, grant relaxation in age limit on the recommendation of the Chairperson / Head of the concerned department in exceptional cases. The age attained by the applicant, shall be counted on the closing date, fixed for submission of admission forms.
- xxviii.** All newly selected students shall be required to deposit University dues within specified time after their interview and the initial verification of documents. Continuing students shall pay the university dues within two weeks of the start of each semester failing to deposit dues will de-bar a student from attending the classes and his / her admission will be suspended. The admission of the student will stand terminated if the dues are not deposited within a reasonable time to be decided by the Director Admissions or by an authority or officer designated by the University. The defaulters of the University dues shall not be allowed to appear in the examination in any case.
- xxix.** A student / candidate enrolled, as a full time regular student in any of the degree programme of the University shall not be allowed to take admission in any other degree Programme of this University or any other University / Degree awarding institution simultaneously. In case of dual enrollment a student will be dealt in accordance with the guidelines of HEC.
- xxx.** The Regulations for admissions and eligibility requirements for various programs of studies shall be published in the Prospectus(s) of the university or displayed on website. The Academic Council of the University may on the recommendations of respective Board of Studies approve and modify the admission and eligibility requirements from time to time.
- xxxi.** **General admission eligibility criteria for undergraduate programmes**

Discipline	Eligibility Criteria
BBA (Hons) 8-Semesters	FA / F.Sc or Equivalent with at least 2 nd division
BBS (4-Semesters)	BA / B.Sc (Maths, Statistics, Economics) / B.Com / BBA (2-years) or Equivalent with a minimum of 2.5 out of 4 CGPA or at least 2 nd Division
BS Geology (4-Years)	Intermediate Science (Pre-Medical, Pre-Engineering) or Intermediate with at least two subjects from Chemistry, Physics & Mathematics with minimum 50% marks or 2.5 CGPA
BS Microbiology (4-Years)	F.Sc (Pre-Medical) or Equivalent with at least 2 nd division
BS Computer Science (4-Years)	F.Sc (Pre-Engineering / ICS) or DAE (Computer Science) with at least 2 nd division
BS Software Engineering (4-Years)	F.Sc (Pre-Engineering / ICS) with at least 2 nd division
BS Information Technology (4-years)	F.Sc (Pre-Engineering / ICS) with at least 2 nd division
BS Banking & Finance	FA / F.Sc or Equivalent with at least 2 nd division
BS Sociology	FA / F.Sc or equivalent at least 2 nd Division (45% Marks)
BS Economics	Intermediate with at least 45% Marks or A-Level with IBCC equivalency certificate or Equivalent certificate from recognized institution

**SEMESTER REGULATIONS OF BACHELOR AND MASTER ACADEMIC PROGRAMMES
OF THE UNIVERSITY OF SWABI**

B.Ed (Hons) 4-years	FA / F.Sc / A-level or equivalent at least 2 nd Division (45% Marks) or BA / BSc with at least 2 nd division or ADE (5-semesters)
B.Ed (Hons) 2-years	FA / F.Sc / A-level or equivalent at least 2 nd Division along with ADE (2 years)
ADE 2-years	FA / F.Sc / A-level or equivalent at least 2 nd Division
BS Botany	F.Sc (Pre-Medical) at least 2 nd Division (45% Marks)
BS Zoology	F.Sc (Pre-Medical) at least 2 nd Division (45% Marks)
BS Chemistry	F.Sc (Pre-Medical / Pre-Engineering) at least 2 nd Division (45% Marks)
LLB (five years)	FA / F.Sc at least 2 nd Division (45% Marks)
Pharm-D	F.Sc Pre-Medical with 1 st Division (60% Marks) B.Sc (Biological Sciences) with 1 st Division
B.Sc (Hons) Agriculture	F.Sc (Pre-Medical / Pre-Engineering) at least 2 nd Division or three years Diploma from Agricultural Training Institutes.
BS Biotechnology	F.Sc (Pre-Medical) at least 2 nd Division (45% Marks)
BS Environmental Sciences	F.Sc (Pre-Medical) at least 2 nd Division (45% Marks)
BS Physics	F.Sc (Pre-Engineering) at least 2 nd Division (45% Marks)
BS Mathematics	FA (Inter Science) / F.Sc (Pre-Engineering) at least 2 nd Division (45% Marks)
BS English	FA / F.Sc (with English Elective preferred) at least 2 nd Division (45% Marks)
D.PEd	BA / B.Sc at least 2 nd Division (45% marks)

xxxii. General admission criteria for graduate programmes

Discipline	Eligibility Criteria
MBA	BA / B.Sc / BBA (2 years) / B.Com at least 2 nd Division (45% Marks)
MCS (Comp. Sci.)	B.Sc Mathematics A&B, Comp Sc. / Mathematics A, Physics Comp. Sc. / Maths A, Statistics, Comp. Sc. at least 2 nd Division (45% Marks)
M.Sc Chemistry	B.Sc (with Chemistry) at least 2 nd Division (45% Marks)
M.Sc Zoology	B.Sc (with Zoology) at least 2 nd Division (45% Marks)
M.Sc Botany	B.Sc (with Botany) at least 2 nd Division (45% Marks)
M.Sc Physics	B.Sc (with Physics, Mathematics) at least 2 nd Division (45% Marks)
M.A Sociology	BA / B.Sc at least 2 nd Division (45% Marks)
M.Sc Economics	BA / B.Sc / B.Com or Equivalent with Economics/Statistics/Mathematics as one of the major subject in Bachelor level with at least 45% marks (2 nd Division)
M.Sc Mathematics	B.Sc (with Maths A&B) at least 2 nd Division (45% Marks)
M.Sc GIS & Remote Sensing	B.Sc at least 2 nd Division (45% Marks)
M.Sc (Hons) in Agriculture	B.Sc (Hons) in Plant Breeding & Genetics, Horticulture, Food Science & Technology, Agronomy, Entomology with 2.50/4.00 CGPA and 56% in Annual system along with GRE/GAT or University/ Departmental equivalent test
M.PEd	BA/ B.Sc (with HPE) at least 2 nd Division (45% Marks)
M.A English	BA / B.Sc with at least 2 nd Division (Students with English elective will be given preference)
M.A Islamic Studies	BA at least 2 nd Division (45% Marks)
M.A Political Science	BA / B.Sc at least 2 nd Division (45% Marks) with Political Science
M.A PCRS	BA or Equivalent at least 2 nd Division (45% Marks)
M.A International Relations	BA or Equivalent (IR / Political Science / Law / Journalism) with at least 2 nd division
M.Ed	B. Ed or equivalent at least 2 nd Division (45% Marks)

xxxiii. The criteria / procedure for MS / MPhil / PhD programmes will be as per the

postgraduate Regulations of the University.

5. Migration or transfer of credit (s):

- 5.1** In order to maintain merit, the candidate who has allowed for migration shall not have marks less than the already admitted students to that discipline.
- 5.2** Credits are transferred on course to course basis i.e. a person taking course 'A' at University 'X' is allowed to transfer his/her credits to University of Swabi provided that course 'A' is equivalent to course 'B' taught at the University of Swabi.
- 5.3** No credit hour of a course will be transferred if the grade is less than 'C' for undergraduate and 'B' for graduate.
- 5.4** Credit hours may only be transferred between Chartered HEIs.
- 5.5** Vice Chancellor, on the recommendations of Dean of the concerned faculty may allow migration.
- 5.6** In case of out going students the admission once cancelled shall not be restored in any case.

6. Teaching Methodology:

- 6.1** An academic department shall offer courses, as per requirements of the respective disciplines / schemes of studies, approved by relevant statutory bodies as defined by the University Act.
- 6.2** It shall be binding upon all the stakeholders (teachers, students, examiners, etc.) to follow the syllabi and courses of study approved by the relevant statutory bodies from time to time.
- 6.3** Teaching in various courses shall be conducted in the University's departments / constituent / affiliated institutions, in any appropriate method as per requirements of the respective course. Teaching methods may include lectures, tutorials, assignments, discussions, term papers, seminars, demonstrations, practical, field-work and any other method of instructions recommended by the Academic Council.
- 6.4** The medium of instruction and examination shall be English, except in non-English language courses.
- 6.5** Teaching in each department / institute shall be the responsibility of the University teachers including Professors, Associate Professors, Assistant Professors and Lecturers or such other persons as may be declared "Teachers" by the University Act or Statutes.

7. Academic Session / Semesters:

7.1 Duration of a Semester

- a. Each semester shall be of 18 weeks duration; out of which 16 weeks shall be reserved for teaching, and 2 weeks for examinations.

**SEMESTER REGULATIONS OF BACHELOR AND MASTER ACADEMIC PROGRAMMES
OF THE UNIVERSITY OF SWABI**

- b. There shall be a 'teaching break', to be called 'Semester Break', of 2 weeks after every semester; this break will be used for preparation / submission of results and admission / registration processes for next semester.
 - c. If teaching in whole of the university is suspended due to some exigency, the period of the semester shall be either extended to the extent of the duration lost due to this or by offering additional teaching / contact hours per week during the remaining part of the semester.
 - d. There will be two terms / tests in 'One Semester' i.e. Mid Term Test (8 weeks teaching + 9th week for examinations) and Final Term Test (8 weeks of teaching + 18th week for examinations).
 - e. A semester will be considered as valid if 80% lectures are delivered.
- 7.2** The academic year / session shall comprise of two Regular and optional Summer Semesters as follows:

7.3 Fall / Spring Semester

- a. There shall be two regular semesters (Fall and Spring) in an academic year.
- b. Fall Semester will normally start in the first week of September each year and will end in the second week of January the next year.
- c. Spring Semester will normally start in the first week of February and will end in the second week of June.
- d. There will be a semester break in the last two weeks of January for finalization and declaration of semester results and preparation for the next semester.
- e. University will observe winter, spring and summer vacations on dates announced by the University.

7.4 Summer Semester

- a. At times, a specific academic department may offer a special semester (condense semester) during summer vacation.
- b. Summer Semester, during summer vacations to be used for offering minor / related or special courses, OR in special circumstances, particularly during the first academic years of students, the Head of the Department may conduct Spring Semester classes during Summer Semester.
- c. A 'Summer Semester' shall be of 10 weeks duration, i.e. 8 weeks for teaching, and 2 weeks for examination. However, the contact hours during the Summer Semester will be enhanced or double in duration to the regular semester to ensure that the course is completely taught / covered.
- d. A summer semester shall not be a regular semester and will offer opportunity only to those students who are short of the required GPA for promotion to the next

semester or there is problem of managing them administratively.

- e. Those students who have failed or have withdrawn from a course may also be allowed for registration in summer semester if the same or an equivalent course is offered.
- f. The students must be enrolled with full semester fee and the faculty engaged to the summer semester shall be paid for the period.

8. Credit Hours

- 8.1** A credit hour means teaching a theory course for one hour each week throughout the semester for minimum of 16 weeks.
- 8.2** A course shall be defined on the basis of credit hours being taught in a week.
- 8.3** One credit hour in laboratory or experimental work would require a contact of at least two hours per week throughout the semester.
- 8.4** The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit represents the theory part while the second (right side) digit represents the practical.
- 8.5** A course of 3 credit hours with a denotation of 3(3-0) means three credit hours of theory with no practical.
- 8.6** A course having 4 credit hours with denotation of 4(3-1) means three lectures of one hour each per week and one practical of 02 hours per week.
- 8.7** A course having 3 credit hours with denotation of 3(2-1) means two lectures of one hour each per week and one practical of 02 hours per week.
- 8.8** A course having 4 credit hours with a denotation of 4(0-4) means eight contact hours of practical / field work per week.

9. Maximum / minimum workload and registration of courses

- 9.1** A full time regular student will be allowed a maximum workload of 15-18 credit hours per week in a semester.
- 9.2** The credit hours of failed courses shall not be considered for the purpose of calculating maximum semester work load of the student (*Refer to clause 3.2.4, 3.3.4*).
- 9.3** A student may be allowed to register an additional course as non-credit course, which may not be in excess of the maximum workload of courses in a semester. The additional course, if successfully completed, will be reflected in the transcript as non-credit course, without any impact on CGPA of the student.
- 9.4** A student may register a minimum of 3 credit hours per week in a regular / summer semester but the maximum completion period shall remain the same, i.e. 12 semesters for 4-year Bachelor degree programme and 6 semesters for 2-year Master degree programmes.

**SEMESTER REGULATIONS OF BACHELOR AND MASTER ACADEMIC PROGRAMMES
OF THE UNIVERSITY OF SWABI**

- 9.5** If a student does not wish to register in any course in a semester, he will be required to freeze the particular semester as per rule.
- 9.6** Academic departments shall display the list of approved courses being offered one week before the start of the semester. All students shall register courses from that list as per requirements of their degree programme before start of the semester.
- 9.7** The University shall offer every required course at least once in an academic year.

10. Change / Drop / Withdrawal of Course(s)

- 10.1** Every student should register for the courses offered in the Semester on the prescribed proforma before commencement of classes.
- 10.2** A student may be allowed to change a specific course on a proper request to the Dean of Faculty within one week of the registration.
- 10.3** A student may be allowed to drop / add a specific course on a proper request made to the Chairperson of department within two weeks of the start of the semester subject to the provisions of maximum and minimum semester work load.
- 10.4** A student may also be allowed by the Dean concerned to drop / freeze a semester after registration of courses, within two weeks of the start of the semester except the 1st semester, which can not be dropped or frozen. Such a student will, however, not claim any refund of the University dues / tuition fee, etc. already paid by him / her for the particular semester. The student shall have to pay 25% of the semester fee for dropped / freeze semester. In case the student has already deposited the full fee then 75% of the fee will be transferred as payment for next semester.
- 10.5** A student may be allowed to withdraw from a course on the recommendation of the concerned teacher with approval by the respective Chairperson of Department / Institute / Centre latest by the end of 5th week, but the same course will be reflected on the transcript with letter 'W' which shall have no impact on the calculation of the GPA of the student.
- 10.6** A student withdrawing after the 6th week shall be automatically awarded "F" grade, which shall count in the GPA.

11. Repeating Courses

- 11.1** If a student was not allowed to take the examination of any subject due to shortage of attendance, drop course / withdrawal in that subject, he / she shall be required to register himself / herself in that subject whenever offered again, attend the classes regularly and re-appear in examination.
- 11.2** Repeating a course shall entail all the essential components of a course including attendance, assignments, class tests, mid-term and terminal examination.
- 11.3** The credit hours of repeating courses shall be considered for the purpose of calculating maximum semester workload of the student however; in case of failed subjects (below 50%) the maximum workload of 15-18 will not be counted (*Refer to clause 3.2.4, 3.3.4*).

- 11.4** If a student re-take a course (failed course), the old grade will be replaced with the new grade, (for CGPA / GPA calculation). But if a student takes a new course in lieu of the failed / dropped / withdrawn course, both the grades will be reflected on his transcript, i.e. old course grade and new course grade.
- 11.5** The re-registration for students with 'F' grade shall be allowed (on a written request) to appear in the Mid Term and Final Term examinations for the failed courses whenever such examinations are conducted again. However, their grades earned in the previous semester in quizzes / attendance / assignments / presentation / laboratory work will be considered for grading with the results of the new semester. No new quizzes / attendance / assignment / presentation / laboratory work will be required.
- 11.6** A student who *misses the Mid Term Exam* may be allowed to appear in the final term examination however, he will lose the mid term marks.
- 11.7** A student who *misses the Final Term* examination as a whole or miss a particular course, he will *repeat the same semester* in case if his / her attendance is below 75% or re-take in case his attendance is more than 75% for the same subject course.

12. Improvement of Grades

- 12.1** For improvement a student may improve a maximum of 6 courses at undergraduate level and 4 courses at graduate level if his / her GPA is less than 2.50 out of 4.00 in a particular course / subject.
- 12.2** On improving subject, if one gets the grade less than the previous, the previous grade will be counted towards his passing.
- 12.3** Attendance will not be mandatory in the courses for which one has registered for improvement of grades. Nevertheless, it will be the sole responsibility of the concerned student to coordinate with the subject teacher regarding class quiz, assignments, presentation etc.

13. Attendance

- 13.1** A student will be allowed to appear in examination only if he has attended 75% of the lectures / seminars delivered to his class in each course and 75% of the practical prescribed for the respective courses.
- 13.2** Calculation of attendance shall start from the date of commencement of classes.
- 13.3** Date-wise record of the attendance of students shall be maintained by the respective teacher in each course. One week before the commencement of the Mid / Final examination, the teacher of each course shall send the Chairperson / Head of the Department / Institute a statement in duplicate showing the total number of lectures delivered and practical conducted together with the total number of lectures and practical attended by each student.
- 13.4** The period of absence in case of *participation in co-curricular / sports activities* with the permission of the Dean of Faculty recommended by Chairperson / Head of the Department may not be counted, as absence.

**SEMESTER REGULATIONS OF BACHELOR AND MASTER ACADEMIC PROGRAMMES
OF THE UNIVERSITY OF SWABI**

13.5 Students having class attendance less than 75% in a particular course shall be required to repeat the same course, if it is a compulsory course or an equivalent course in lieu thereof, if it is an optional course.

13.6 Absence from classes for *two consecutive weeks* or more without any genuine reason shall entail cancellation of admission in the course by the class teacher which would only be restored on appeal to the concerned Chairperson made within 05 days of the cancellation order on payment as notified from time to time. The class teacher will inform the Chairperson of the Department regarding cancellation and reasons thereof.

13.7 Absence from a class for four or more consecutive weeks will de-bar the student from examination and the course will be considered dropped. He / she will be required to repeat that course as regular student whenever it is offered again.

14. Examinations

14.1 All students shall be required to take two centralized examinations (Mid Term, and Final Term) in a semester, besides class tests, assignments, etc, to be conducted by the course teacher as per usual semester practice. The Mid Term examination will be held in the 9th week of each semester. The Final Term examination will be held at the end of each semester, in the 18th week on the fixed dates. The examinations shall be announced by the Chairperson / HoD in line with the notified Academic Calendar.

14.2 Director Academics or any designated officer will prepare the Academic Calendar of the University based on the details to be provided by each Department / Institute / Affiliated College / Centre at least two months before the commencement of Academic Year i.e. Fall Semester. The tentative schedule of the semester examinations shall clearly be mentioned in the Academic Calendar.

14.3 A student shall be eligible to appear in the examinations provided that he / she:

- i. has been on the role of the University during that semester;
- ii. has registered himself for the concerned course(s) of study;
- iii. has 75% attendance;
- iv. has paid all the University dues including tuition/hostel fees, etc.

14.4 In the beginning of a semester, the Instructor of each course should hand out the information to students as provided in the sample sheet that defines attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, take home assignment policy, reading material and any other information important for the successful completion of the course.

14.5 A student shall be evaluated in each course on the basis of various components of the study including class attendance/participation, assignments, projects / lab reports, presentation, quizzes, Mid Term, and Final Term examinations according to the following weightage assigned to each category.

A. Evaluation category “A” (in case of no practical)

Component	Distribution of Marks
-----------	-----------------------

**SEMESTER REGULATIONS OF BACHELOR AND MASTER ACADEMIC PROGRAMMES
OF THE UNIVERSITY OF SWABI**

Attendance	05 % Slab 1 [76-80 %] = 1 % Slab 2 [81-85 %] = 2 % Slab 3 [86-90 %] = 3 % Slab 4 [91-95 %] = 4 % Slab 5 [96-100 %] = 5 %
Quizzes/Assignments/Presentations	10 %
Mid-Term Examinations	20 %
Final Term Examinations	65 %

B. Evaluation category “B” (in case of practical)

Component	Distribution of Marks
Attendance	05 % Slab 1 [76-80 %] = 1 % Slab 2 [81-85 %] = 2 % Slab 3 [86-90 %] = 3 % Slab 4 [91-95 %] = 4 % Slab 5 [96-100 %] = 5 %
Quizzes/Assignments/Presentations	10 %
Mid-Term Examinations	20 %
Final Term Examinations	35 %
Practical Examinations	30 %

Note: In case of affiliated institutions, all the candidates are required to achieve 40% marks in each subject of the ‘final term examinations’. However, cumulative passing marks (mid term, sessional work, final term) will be 50%.

- 14.6** All question papers are set by the respective faculty members and duly scrutinized, approved and conducted in accordance with these Regulations. As per the spirit of semester system, preferably or as deems fit, there will be no choice in attempting the questions (40% will be all types objectives, 20% short questions and 40% will be subjective). It will also be ensured that the question papers are balanced and have been prepared to cover essentials of the whole prescribed syllabus. In case the teacher who teaches a course is not present at the time of the examination, the Chairperson / Head of the Department may appoint another teacher for the purpose.
- 14.7** In case a student joins a course after it has started, he will claim no compensation for any missed quizzes, assignments and lectures.
- 14.8** Minimum time allowed for Mid-Term examination will be one hour and that for the Final Term examination shall be Two (02) hours including practical.
- 14.9** There will be ***No supplementary / special examination / Make up examination*** in semester system. Failed / re-take / repeat and improvement examinations will be dealt as per provision of *clause 3.2.4, 3.3.4 and 12.1.*
- 14.10** In order to pass a course, a student must obtain at least 50% marks in aggregate in that course, i.e. marks obtained in class tests/assignments, etc plus marks obtained in mid-term plus marks obtained in final examination. It will also be essential to pass practical

examination separately, where involved.

- 14.11** In case of any field-work / internship / project in any specific discipline, may be evaluated by the concerned teacher / supervisor (internal) and external examiners (if any). External examiner(s) may be appointed, with prior approval by the concerned Dean upon the proposal of the Chairperson / Head of Department concerned. In case of affiliated institutions, external examiner(s) will be appointed by the Vice Chancellor from the panel submitted by the Controller of Examinations.
- 14.12** After marking the class tests, quizzes, mid-term examination and final examination papers, the same must be shown to the students and should be recollected from the students immediately after the students have seen their performance and discussed the questions, if any, with the teacher concerned, to be kept safely for record.
- 14.13** There shall be no re-evaluation of answer books, only re-checking / re-totaling of marks will be allowed. All evaluations in the constituent departments / institute / centre / college in semester system shall be internal. The concerned teachers in all respective courses shall evaluate the students.
- 14.14** A handicapped / disabled student will be provided writer at the expense of the student concerned on the recommendations of the Chairperson of the teaching department. The writer shall be of a lower grade of education than the candidate. He would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.
- 14.15 Examination Aids for Examination Hall**
- a. Students will take only writing material (pen, pencil, eraser, ruler, calculator if need) into the examination room. Writing materials are not permitted to have any annotations relevant to the content of the paper.
 - b. Prohibited items stated on the answer sheet shall strictly be followed.
 - c. All bags, textbooks and notes etc. are not allowed in the Examination hall/room.
 - d. Bringing mobile telephone to the examination hall/room is ***Not permitted***. Mobile telephones will fall in the category of prohibited examination aid. If the invigilating staff captures such materials, its damage / loss will not be the responsibility of the University and the same will be kept for record being a ***UFM support material***.
 - e. Where a particular examination states that candidates are allowed to bring and use specific aids, any candidate bringing items that exceed or contradict that statement will have such items either confiscated for the duration of the examination or, in marginal cases, handed over with their examination scripts.
 - f. All penalties as enforced in the annual examination system will also be applicable for dealing the UFM cases of semester system.
- 14.16 Open Book Evaluation**
- i. At times, a teacher may allow open book examination in a specific course, with the permission of the Chairperson / Head of Department concerned. In such case the students may be allowed to use textbooks, notes, files and calculator if needed.

- ii. Laptops, palm computers, mobile telephone sets and other electronic devices shall not be allowed unless and until allowed by the Incharge Examinations for a specific reason to be recorded.

14.17 All cases pertaining to UFM shall be dealt with according to the provisions made under the regulations relating to UFM / malpractices in the annual examinations of the university. Conduct of semester examinations and disposal of UFM shall be dealt by the ***Departmental Examination and Students Grievances Committee***.

14.18 The convener of Departmental Examinations and Students Grievances Committee shall decide all such cases at the most after three days of end of respective mid-term / final-term examinations.

14.19 Maintenance of Examination Records

- a. The Examination scripts of mid-term and final examinations in semester system will be retained by the concerned department, which will keep the record in its custody till the completion of the degree of respective programme.
- b. All Answer Books shall be kept on record for two years after declaration of the final result at the concerned Department.
- c. After two years the examinations script shall be disposed off as per the approved procedure.

14.20 Results

- a. Result of each course shall be declared within 10 days after the conduct of examination.
- b. The result will be announced by the Department and within two weeks after examination the duly authenticated copies of the results shall be submitted to the Controller of Examinations both in hard and soft forms.
- c. The ***teacher concerned*** will prepare provisional results of subject courses and the same will be approved by the Chairperson / Head of Department after re-evaluation / re-totaling (if any by the student) before displaying on the notice boards. The Chairperson / Head of Department will send ***authenticated and consolidated results to the Controller of Examinations*** of The University of Swabi for the issuance of transcripts.
- d. All teachers must submit the results in time, failing which the concerned teacher will be responsible.
- e. For the programs / degrees where research / internship / project / field-work is mandatory, it is required to submit the project report within two months from the date of last examination of the final semester.

15. Grading Policy

15.1 The University of Swabi will follow the following grading system for the semester examinations on a scale of 4.00 grade point system.

**SEMESTER REGULATIONS OF BACHELOR AND MASTER ACADEMIC PROGRAMMES
OF THE UNIVERSITY OF SWABI**

% age Marks	Grade Point (Value)	Letter grade
90 – 100	4.00	A+
80 – 89	3.67	A
75 – 79	3.33	B+
70 – 74	3.00	B
60 – 69	2.50*	C+
50 – 59	2.00**	C
Below 50	0.00	F

* Pass Graduate/ Post Graduate

** Pass Undergraduate

Note: The grading policy is in line with that of HEC recommended policy however, the HEC's grades of A, B & C have been sub-divided into A⁺ & A, B⁺ & B and C⁺ & C respectively. The HEC grade D is equivalent to grade F of the University.

15.2 The result of a student in each course having passed or failed shall be indicated on the transcript by % age marks, Letter Grade and Grade Point. For students completing graduate and undergraduate degrees in the normal period of four and eight semesters, respectively, a mention to this effect shall be made in their transcripts.

15.3 Fraction of marks obtained in a course shall be counted as one mark, e.g. 60.3 shall be considered as 60 while 49.5 or more is to be considered as 50.

16. Computation of Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

16.1 Semester Grade Point Average (GPA) will be calculated using the following formula:

$$GPA = \frac{\text{Sum of (credit hours of a course x obtained GP) of all courses of a semester}}{\text{Sum of credit hours of all courses of a semester}}$$

Example-1 of GPA calculation

Exam	Weightage	Total Marks	Marks obtained
Quizzes & Assignments	25%	150	105
Mid Term Exam	25%	100	80
Final Term Exam	50%	250	150
Total	100%	500	335

Divide 335 by 5 to obtain percentage, which comes out to be 67 in this case. From ready reckoner table 67 means

Grade..... C⁺

Grade Point 2.50

Example-2 Grade Point Average (For a Semester)

Example: During first semester suppose the grades and grade points in a particular programme are as follows:

Course No.	Credit Hour	Grade	Grade Point	GPA calculation
------------	-------------	-------	-------------	-----------------

**SEMESTER REGULATIONS OF BACHELOR AND MASTER ACADEMIC PROGRAMMES
OF THE UNIVERSITY OF SWABI**

501	3(3-0)	A ⁺	4.00	$3 \times A^+ = 3 \times 4.00 = 12.00$
502	3(3-0)	B	3.00	$3 \times B = 3 \times 3.00 = 9.00$
503	3(2-1)	A	3.67	$3 \times A = 3 \times 3.67 = 11.01$
504	4(0-4)	C	2.00	$4 \times C = 4 \times 2.00 = 8.00$
505	3(2-1)	F	0.00	$3 \times F = 3 \times 0.00 = 0.00$
Total credit hours	16	---	---	Total: 40.01
$\text{GPA of a semester of 16 credit hours} = \frac{40.01}{16} = 2.50$				

16.2 Grade Point Average (GPA) is an expression for the average performance of the student in the courses he/she has taken during any semester, thus GPA may be calculated for 1st semester, 2nd semester or any other semester(s).

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

16.4 All Semester Cumulative Grade Point Averages (CGPA) will be calculated using the following formula:

$$\text{CGPA} = \frac{\text{Sum of (credit hours of a course} \times \text{obtained GP) of all courses of all semesters}}{\text{Sum of all credit hours of all semesters}}$$

16.5 Cumulative Grade Point Average (CGPA) is an expression for the average performance of the student in all the courses he/she has taken during all the previous semesters (the entire course of study), thus at the end of 1st semester, CGPA will be the same as GPA, while CGPA at the end of 2nd or any subsequent semester will be calculated by taking into account all the courses taken by the student in all the previous semesters.

16.6 The CGPA shall be rounded to two decimal places.

16.7 An undergraduate student may follow the following schedule to get promotion to the next semester. To appear in the Mid Term and Final Term examinations for the failed courses the student must submit written request for registration whenever such examinations are conducted / offered again.

S. No.	Promotion To	A student shall pass 50% of the courses of	A student shall pass 100% of the courses of
1	2 nd Semester	1 st Semester	-
2	3 rd Semester	2 nd Semester	-
3	4 th Semester	3 rd Semester	1 st Semester
4	5 th Semester	4 th Semester	2 nd Semester
5	6 th Semester	5 th Semester	3 rd Semester
6	7 th Semester	6 th Semester	4 th Semester
7	8 th Semester	7 th Semester	5 th Semester

16.8 If student fails to complete successfully the required credit hours for the 8 semester and 4 semester degree programmes by the end of the 12th and 6th semester, respectively, he / she shall not be awarded degree and shall cease to be a student of the University.

16.9 Probation

- a) When **CGPA of an undergraduate** student in a semester is **less than 2.00**, he will be promoted to next semester (conditionally) and will be placed on probation in the next semester.
- b) In a 08 semesters (4 years) Academic Programme, if a student does not improve his **CGPA to 2.00** in the first probation then again, he will be on (second) last probation. If he does not improve his **CGPA** in the last probation his admission shall be cancelled from the academic program and can not be re-admitted by the same department for the same degree program.
- c) When **CGPA of a graduate** student in a semester is **less than 2.50**, he will be placed on probation in the next semester.
- d) In a 4 semesters Academic Programme, if a student does not improve his **CGPA to 2.50** during his probation his admission shall be cancelled from the academic program and can not be re-admitted by the same department for the same degree program.
- e) For 2 and 3 semesters programme there will be no probation. However, for a five years degree programs (10 semesters) the probation will be same as that for the four years degree program.
- f) First semester **GPA** shall be considered as **CGPA** for calculating probation however, for the later semester a sum of two or more semesters shall be counted as **CGPA**.

17. Dropout

- i. A students will be dropped out as per these regulations of the University, with the approval of the Dean of the concerned Faculty, subject to one or all of the conditions listed below:
 - a) On disciplinary grounds recommended by the Discipline Committee of the University.
 - b) If the student remains absent for 14 consecutive days without valid reasons and does not re-admit himself / herself within 15 days.
 - c) If he / she does not improve his / her CGPA to 2.00 (undergraduate) and 2.50 (graduate) after availing the maximum number of probations.

18. Requirements for the Award of a Degree

- 18.1** Minimum *qualifying CGPA* for the award of *Bachelor degree* shall be 2.00 and for the award of *Master degree* shall be 2.50.
- 18.2** A student shall have a proper admission in the respective study programme of the University, and shall earn the minimum required credit hours of the respective study programme for the award of the degree.
- 18.3** A bachelor's (Hons) degree and master's degree will be awarded on successful completion of a minimum required credits hours in a specific programme.
- 18.4** Students shall be required to complete successfully all the essential components of the respective study programme according to the scheme of studies of the respective department.

- 18.5** Credits will be transferred on course-to-course basis, however, the University will allow transfer of credits provided that the course is equivalent to the course to be taught at the Department.
- 18.6** No credit hour of a course will be transferred if the grade is less than 'C' for undergraduate and 'B' for graduate.
- 18.7** University will be at the liberty to enroll students (if they fulfill their criteria) for any semester or for any program and issue a transcript / certificate / diploma for the courses completed.

19. Departmental Examination and Students Grievances Committee

- 19.1** Each department / Institute will have a 03 member Departmental Examination Committee and Students Grievances Committee headed by a senior faculty member as Incharge Examinations to be constituted by the Dean of the concerned Faculty on the recommendations of the Chairperson / Director.
- 19.2** Schedule of examination (Date Sheet) for mid-term and final-term examinations shall be notified by the Incharge Examinations at least two weeks before the commencement of respective examinations.
- 19.3** Every Course teacher shall submit the question paper to the Incharge examinations at least one week before the scheduled date of his / her paper.
- 19.4** The Departmental Examination and Students Grievances Committee shall make necessary arrangements for the conduct of examinations including date sheets, acquisition of stationary (answer books) from the Controller of Examinations office, seating arrangement, photocopying of question paper in required number, notification of duty roster for teaching and non-teaching staff.
- 19.5** Main functions of the Committee will be to:
- i. Maintain uniformity of standards in the courses taught in the department / Institute by individual teachers.
 - ii. Hear appeals arising from marking / evaluation of papers in different courses.
 - a) Any student who fails to appear in any paper due to some genuine reason he / she must report within 24 hours to the concerned Chairperson.
 - b) If the committee is convinced, then the missed paper will be considered as normal examinations.
 - iii. Suggest provision of seminars, assignments etc.
 - iv. Timely preparation of provisional results of mid-term and final-term examinations.
- 19.6** The committee will also redress the grievances of the students about any course- teacher or grades or for any other issue.

- 19.7** A student must submit an application to the Chairperson of the Department / Director of Institute for a grievance on grade and UFM within 5 days of the declaration of result.
- 19.8** The Chairperson of the Department shall forward it to the committee and it will be binding on the committee for hearing both sides (student and the teacher), and will give a final decision within 5 days.
- 19.9** The decision of the Departmental Examination and Students Grievances Committee shall be final.
- 19.10** A Departmental Examination Committee and Students Grievances Committee will randomly evaluate / check few answer papers of the final semester examination for uniformity of scoring and covering of the course content.

20. Course File

- 20.1** Every teacher shall maintain a complete Course File of the subject(s) he teaches.
- 20.2** The course file shall contain:
- a) attendance record,
 - b) detail description/outlines of the course,
 - c) course coding
 - d) weekly teaching schedule,
 - e) date of mid-term and final term examinations,
 - f) details of marks allocation/grading,
 - g) copy of each homework assignment,
 - h) copy of each quiz/class test, assignments etc.
 - i) copies of the question paper of mid-term and final-term examinations,
 - j) grades/result sheets of the students,
 - k) grading Policy will identify each activity. Such as Homework, Quizzes, Mid-Semester Examination and Final-Term Examination papers etc.
 - l) difficulties/problems faced during course delivery and recommendations.
- 20.3** The completed course file shall be returned to the office of the Chairperson / Head of Department at the end of each semester for record.

21. Format of Final Transcript

- 21.1** Final transcript for the award of degree of semester student may have the following information as recommended by HEC and approved by the Academic Council from time to time.
- i. Name of Student (Front Side)
 - ii. Father's Name (Front Side)
 - iii. Date of Birth (Front Side)

**SEMESTER REGULATIONS OF BACHELOR AND MASTER ACADEMIC PROGRAMMES
OF THE UNIVERSITY OF SWABI**

- iv. Registration No./Roll No. (Front Side)
- v. Date of Admission into Degree Program (Back Side)
- vi. Date of Completion of Degree Requirements (Back Side)
- vii. Basic Admission Requirement of the Programme (Back Side)
- viii. Previous Degree Held by the Student along with Institution Name (Back Side)
- ix. Semester Wise Break-up with Dates (Front Side)
- x. Subjects Detail along with Credit Hours (Front Side)
- xi. Credit Hours Exempted/Transferred (Front Side)
- xii. GPA/CGPA and Overall Percentage Against Earned CGPA (Front Side at the End of the Transcript).
- xiii. Picture of the Applicant be Printed on Transcript (Front Side)
- xiv. CNIC number for Pakistani and Passport number for Foreign Students (Back Side)
- xv. Online Result Verification Key/ID (Front Side at the End of the Transcript)
- xvi. Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)
- xvii. Scale Must be Mentioned on Back Side of the Transcript
- xviii. Charter Date of the University/DAI may be Mentioned (Back Side)
- xix. Name of Campus/College be Mentioned along with HEC Permission Date (Back Side)
- xx. Mode of Study Regular, Private or Distance Learning (Front Side)

22. AWARD OF GOLD MEDALS

- 22.1** In order of merit, 1st class 1st position holder in a discipline will be awarded a Gold Medal along with certificate of merit and the 2nd position holder will be awarded Silver Medal and 3rd position holder will be awarded a Bronze Medal.
- 22.2** Provided that the student has not failed in, repeated or improved any course and has completed the course work in the normal period in first attempt as prescribed for Master's and Bachelor's programmes.
- 22.3** The matter of award of Medal(s) / Roll of Honor should be decided by a Committee constituted for the purpose by the Competent Authority, of which the Controller of Examinations, Registrar and Deans will be members.
- 22.4** If more than one student secures the same CGPA the position will then be determined on the basis of percentage of marks obtained. Even if still a tie, all will be awarded Medal(s).



Department: _____ **Discipline:** _____

Semester: _____ **Session:** _____

Course Title: _____ **Course No:** _____

Name of Instructor: _____ **Credit Hours:** _____

[illegible]

Students appeared	Passed	Failed
-------------------	--------	--------

Chairperson / Head of Dept.

Dated: