

# **UNIVERSITY OF SARGODHA**

## **Semester Regulations – 2019**

### **(Undergraduate and Graduate)**

#### **1. Preamble**

Notwithstanding anything contrary to the provisions of University of Sargodha Ordinance, 2002/Amendment Act 2004, the University shall offer 1-year Post graduate Diploma, 2-year Associate Degree, Undergraduate (4-year BS/BCom, 5-year PharmD/LLB (Hons), etc.), Graduate (2-year MA/MSc/MCom/MBA etc.) level degree programs or equivalent programs approved by the Authority. Provided that rules and regulations mentioned hereinafter regarding admission, registration and examination shall be applicable on each undergraduate and graduate level programs and diploma courses offered by the University.

#### **2. Short Title and Commencement**

The regulations described hereunder shall be called Semester Regulations-2019, University of Sargodha and shall come into force w.e.f academic session 2019-20.

#### **3. Definitions**

In these rules and regulations unless the subject or context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- 3.1 “Dean” means the Chairperson of the Board of Faculty;
- 3.2 “Controller of Examinations” means the Controller of Examinations of the University.
- 3.3 “Academic Department” means a teaching, research and technological development Department maintained and administered by the University;
- 3.4 “College” means a University College or an Affiliated College;
- 3.5 “Chairperson” means head of an Academic Department;
- 3.6 “Principal” means the head of a College;
- 3.7 “Director” means the Director of an Institute;
- 3.8 “Academic Year” means a year consisting of two regular semesters namely; Fall and Spring;
- 3.9 “Authority” means any of the Authorities of the University specified in the University of Sargodha Ordinance/Act;
- 3.10 “Credit Hour” means one hour student-teacher classroom contact per week per semester in theory or two to three hours contact in practical/lab work per week per semester;
- 3.11 “Deficiency Course” means a course in which a student has been adjudged deficient by the concerned Department/College/Institute at the time of admission/transfer of credits/migration;
- 3.12 “Non-credit Course” means a course that shall be mandatory to pass but shall not be counted in calculating GPA/CGPA and shall not have any effect on the academic position of a student;

3.13 “Pre-requisite” means a course required to provide basic knowledge of the follow up course;

3.14 “Semester” means duration of eighteen weeks inclusive of examinations i.e.; sixteen weeks for teaching (including midterm exam), one week for conduct of final term examination and one week for preparation and submission of results.

#### **4. Introduction**

Following are the guidelines, procedures, rules and regulations to be administered by all the Departments/Colleges/Institutes/School, running Semester System.

4.1 Each Department/College/Institute/School in the beginning of an academic session shall arrange an “Orientation” to familiarize the admitted students with semester system and their degree requirements.

4.2 A copy of printed Semester Regulations shall be made available in all the Departments/Colleges/Institutes/School as well as the University Library and Website for guidance.

4.3 The regulations inscribed here are subject to amendment/change and repletion by the Competent Authority.

#### **5. Courses and Scheme of Studies**

5.1 The curricula and schemes of studies of various degree programs shall be developed and recommended by the respective Boards of Studies and then Faculty Board. Such curricula and schemes of studies shall become effective from the date of approval by the Syndicate on the recommendations of the Academic Council or any other date as determined by the Competent Authority.

5.2 A student shall normally be required to take the prescribed courses but not more than eighteen credit hours work load shall be offered by the Department/College/Institute/School in each semester. However, in special circumstances, (s)he can add maximum three credit hours course with prior approval of the Dean concerned. The permission must be obtained within seven days from the commencement of the semester

5.3 The students shall pursue the notified scheme of studies to be approved by the Competent Authority from time to time.

5.4 No student shall take any course unless (s)he has qualified the prerequisites for it as determined in the curriculum.

#### **6. Course Code and Credits**

6.1 Each course shall be assigned credit hours. 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. Thus 3(3-0) means three credit hours of theory only, while 4(3-1) means a total of four credit hours, of which three are reserved for theory and one credit hour is for laboratory/studio work/field work/practical work as per requirement of discipline.

6.2 For the undergraduate/graduate degree program involving internship/practical/field work there will be a minimum of 15-18 credit hours for internship/practical/field work whereas remaining credit hours, if required, shall be reserved for course work. In all other cases a minimum of six credit hours research project will be offered in last two semesters of the program.

6.3 Each Board of Studies shall assign and prescribe the course codes, credit hours and work load upto a maximum of eighteen credit hours for each semester for a given scheme of studies.

6.4 Course codes shall be divided into two parts *i.e.*, letters and digits.

**Letters:** Four characters representing the course of the subject concerned, for example;

CHEM	=	04 letters
MATH	=	04 letters
ISLS	=	04 letters
ECON	=	04 letters
PKST	=	04 letters
ENGL	=	04 letters

**Digits:**

There shall be four digits, among which 1<sup>st</sup> shall represent the level of the program

- ✓ First digit will represent the level of the program, for example
  - Level 5 represents BA/BSc (Pass), ADE, Associate degree etc 13<sup>th</sup> and 14<sup>th</sup> year of education.
  - Level 6 represents BS, BE, B.Arch, BSc(Eng.), BSc (Agri.), MA/MSc (16-year), LL.B, B.Com (Hons) etc 15<sup>th</sup>, 16<sup>th</sup> or 17<sup>th</sup> year of education (1<sup>st</sup> and 2<sup>nd</sup> year of MA/MSc and 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year of 4-year or 5-year degrees)
  - Level 7 represents Masters (MPhil/MS/MBA, MSc(Eng.), ME, MArch etc) 17<sup>th</sup> and 18<sup>th</sup> year of education.
  - Level 8 represents Doctoral (PhD), 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> year of study.
- ✓ Second Digit of coding will represent the number of degree of same level *i.e.* BS and MA/MSc are all 16 year degrees, hence will be numbered as 1, 2 and 3 onward. All the departments offering more than one degrees of same level and of similar nature will number their programs as “1” and “2” as second digit of their coding scheme.
- ✓ Third and fourth digit will represent the number of course *i.e.* all the courses offered in a particular program will be numbered as ‘01’ ‘02’ ‘03’ ..... ‘99’.

**Undergraduate (BS/B.Com/BBA etc)**

Example – 1

Course	Degree Level (BS)	No. of Degree	No. of Course	Course Code	Credit Hours
ENGL	5	1	01	ENGL-5101	3(3-0)
PHYS	5	1	02	PHYS-5102	4(3-1)
ENGL	5	1	03	ENGL -5103	2(2-0)
ISLS	5	1	04	ISLS -5104	3(3-0)

Example – 2 (in case of 2<sup>nd</sup> bachelor degree in the same department)

Course	Degree Level (BS)	No. of Degree	No. of Course	Course Code	Credit Hours
ENGL	5	2	01	ENGL-5201	3(3-0)
ENGL	5	2	02	ENGL-5202	3(3-0)
ENGL	5	2	03	ENGL-5203	3(3-0)
ENGL	5	2	04	ENGL-5204	3(3-0)

**Graduate (MA/MSc/M.Com/MBA etc)**

Example – 1

Course	Degree Level (BS)	No. of Degree	No. of Course	Course Code	Credit Hours
MATH	6	1	01	MATH-6101	3(3-0)
CHEM	6	1	02	CHEM-6102	4(3-1)
BOTN	6	1	03	BOTN-6103	4(3-1)
STAT	6	1	04	STAT-6104	3(3-0)

Example – 2 (in case of 2<sup>nd</sup> graduate (MA/MSc degree in the same department)

Course	Degree Level (BS)	No. of Degree	No. of Course	Course Code	Credit Hours
MATH	6	2	01	MATH-6201	3(3-0)
CHEM	6	2	02	CHEM-6202	4(3-1)
BOTN	6	2	03	BOTN-6203	4(3-1)
STAT	6	2	04	STAT-6204	3(3-0)

- ✓ The compulsory courses English-I, English-II, English-III, English-IV, Pakistan Studies, Islamic Studies, Mathematics, Statistics and Introduction to Information & Communication Technologies (where applicable) shall be offered in all bachelor degrees with same course titles, contents and course codes in first four semesters only.

Following are the course titles with codes for compulsory courses.

URCE-5101	English-I (Grammar)
URCE-5102	English-II (Language Comprehension & Presentation Skills)
URCE-5103	English-III (Academic Writing)
URCE-5104	(English-IV) Introduction to English Literature
URCI-5105	Islamic Studies
URCP-5106	Pakistan Studies
URCM-5107	Mathematics
URCS-5108	Statistics
URCI-5109	Introduction to Information & Communication Technologies
URCC-5110	Citizenship Education and Community Engagement.

Re-organization of courses according to the requirements or availability of teaching faculty in the Department/College/Institute/School shall be permissible during the session provided that students shall be informed well before the commencement of the semester concerned.

**7. Attendance**

- 7.1 A student having less than 75% attendance in lectures and practical (if applicable) separately shall not be allowed to take the final term examination of the course. The Department/ College/Institute/Center shall notify the list of such students at least one day before the examination week.
- 7.2 The Chairperson/Principal/Director of the Department/ College/ Institute/Center may condone, for valid reasons, deficiency up to five percent of the total number of lectures. The Dean of the Faculty on the recommendations of the Chairperson/ Principal/ Director of the Department/College/Institute/Center, may on special grounds, condone up to another five percent of the total number of lectures.
- 7.3 If a student who has missed three consecutive lectures without any reason in a course, a verbal/written warning from the course teacher may be given to the student.
- 7.4 If a student who is found habitual of missing lectures in a course, he/she shall not be allowed to sit in the class without the approval of the Chairperson/Principal/ Director.
- 7.5 If a student makes him/herself absent from the Department/ College/ Institute/ Center for ten consecutive working days, his/her name shall be struck off from the rolls of the Department/College/ Institute/Center. Such student shall not be re-admitted without the approval of the Dean concerned. The student shall have to pay the prescribed re-admission fee/dues under intimation to the Treasurer and the Director Academics.
- 7.6 At the end of each semester, the teacher concerned shall submit the statement showing the total number of lectures delivered and practical (if applicable) conducted, by him/her together to the Chairperson/Principal/Director of the Department/ College/Institute/Center with the total number of lectures and practical (if applicable) attended by each student.
- 7.7 The absence as a result of late admission or change of course(s) shall also be counted for dropping from the course(s).
- 7.8 For a student participating and representing the University in sports/co-curricular activities of national or international level events, as verified by the Director of sports/co-curricular, the days actually spent by the student in such events shall be counted as present towards the attendance requirement.
- 7.9 If a student is required to participate in sports/co-curricular activities representing the University, on the date/dates of examination, arrangement will be made by the Department/ College/Institute/Center for holding Special Examination for him/her as soon as his/her sports/co-curricular activities are ended.

**8. Withdrawal of Course(s)**

- 8.1 A student may withdraw a maximum of 50% of the courses offered i.e.; two out of five or three out of six courses.
- 8.2 Students may be allowed to withdraw from a course during 4-6 week of the semester. In such a case the transcript shall record that the student enrolled in the

course and withdrew. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the CGPA of the student.

- 8.3 A student withdrawing after the 6<sup>th</sup> week shall be automatically awarded “F” grade which shall count in the GPA and stay on the transcript.

## 9 Semester Freeze

- 9.1 A student may discontinue his/her studies by seeking semester freeze during the semester before the final term examination on medical grounds or circumstances beyond his/her control with written permission of Chairperson/Principal/Director of the Department/College/Institute/School concerned subject to the condition that semester fee shall not be transferred/refunded.
- 9.2 A student may discontinue his/her studies by seeking semester freeze prior to enrollment in the second/subsequent semester on medical grounds or circumstances beyond his/her control with written permission of Chairperson/Principal/Director of the Department/College/Institute/School concerned subject to fulfillment of condition that the student has passed the final examination of the previous semester with minimum prescribed GPA/CGPA required for academic standard of the University to remain on roll. The student shall not have to pay the semester fee; if deposited, the fee will be transferred to the next semester if frozen in first week of commencement of the classes or before the commencement of a semester.
- 9.3 A student who sought discontinuation of a semester shall have to get approval from the Chairperson/Principal/Director to rejoin the program before the commencement of the semester to be rejoined.
- 9.4 The Chairperson/Principal/Director of the Department/College/Institute/School concerned will notify in both the cases; the semester freeze and rejoining the program under intimation to the Treasurer and the Director Academics.
- 9.5 During the semester freeze, bonafide status of the student shall remain suspended provided that discontinuation shall not be allowed for more than two years in any case.

## 10. Evaluation

The course teacher will be responsible for students' evaluation and grading as per the following weight-age:

Courses without practical		Courses with practical	
Assessment	%age	Assessment	%age
Mid	30	Mid	15
Sessional	20	Sessional	15
Final	50	Final	45
--	--	Practical	25

- 10.1 Sessional: Test(s) / quiz(s) / assignment(s) / presentation(s) / seminar(s) / class participation/ attendance/ term paper. The course teacher will decide the marks distribution according to the nature of the course.
- 10.2 Mid-term Examination from the syllabus prescribed for the midterm will normally be conducted after first eight weeks of teaching during a semester.
- 10.3 Final Examination covering the full syllabus with at least 25% of the course of mid-term shall be held at the end of each semester.
- Note:** Courses involving project/practical/field work may deviate from the above given marks distribution to accommodate the marks of the project/practical/field

- work. However, prior approval from the Chairperson/Principal/Director is required.
- 10.4 The schedule of each examination shall be notified/displayed on the Notice Board well in time.
  - 10.5 The duration of examinations shall be as under:
    - a) Mid Term Examination: One to Two Hours
    - b) Final Term Examination: Two to Three Hours
  - 10.6 Examination should be held on consecutive days excluding holidays which means that no gap shall be allowed in the papers.
  - 10.7 Question paper for midterm and final term examinations shall be set by the respective Teacher. However, Chairperson/Principal/Director shall ensure the quality and standard of the question paper set by the teacher through examination committee.
  - 10.8 The pass marks in each course shall be 50%. A student who fails to pass a course shall be awarded grade 'F' (Fail).
  - 10.9 The scripts of each examination shall be shown to the students by the teacher to review their grades awarded. The Department/College/Institute/School concerned shall keep such record for one semester.
  - 10.10 Sessional marks awarded on the basis of assignment, test, quiz etc. shall be displayed/shown to the students 14 days before the final term examination.
  - 10.11 In case a student is not satisfied with his/her award even after checking his/her answer book, or clarification from the teacher, (s)he may make written application to the Chairperson/Principal/Director of the Department/College/Institute/School for decision by the Departmental Examination Committee.
  - 10.12 After holding the final term examination, each teacher shall prepare three copies of the results of the Sessional, Mid Term and Final Term examinations on award list duly signed by the Chairperson/Principal/Director concerned.
  - 10.13 Teacher shall submit a copy of the award list duly approved by the Chairperson/Principal/Director along with the scripts within seven days of the respective examination to the In-charge Examinations of the Department/College/Institute/School concerned.
  - 10.14 The In-charge Examinations shall prepare the final consolidated result and submit it before the Departmental Examination Committee for consideration and approval. After deciding the appeals/written complaints/incomplete results, if any, the Departmental Examination Committee shall approve the result for notification by the Chairperson/Principal/Director of the Department/College/Institute/School concerned within ten days of closing of final term examination. The result should show student's ID, name, father's name, marks obtained, grade points, letter grade and GPA/CGPA. A copy of the approved/notified result shall be submitted to the Dean concerned, the Controller of Examinations and the Director Academics.
  - 10.15 In case a student did not appear in the mid and final examinations due to discontinuation of the semester, his/her GPA/CGPA should not be calculated.
  - 10.16 Semester transcripts shall be issued by the Department/College/Institute/School concerned to the students on request by depositing the prescribed fee for this purpose. The semester transcript shall bear the signatures of Chairperson/Principal/Director of the Department/College/Institute/School and In-charge Examinations. The Final/Official transcript shall be issued by the Controller of Examinations on completion of a degree program.
  - 10.17 Each Department/College/Institute/School shall forward the final results of the students on completion of a degree program subject to fulfillment of all the requirements for issuance of the degree to the Controller of Examinations for

degree notification. Each student shall have to pay the prescribed degree notification fee.

- 10.18 For the degree programs where research is offered, the students are required to submit the Thesis/Project report within two months from the end of final examination of the last semester. However, this time duration may be extended with the permission of the Chairperson/Principal/Director of the Department/College/Institute/School. The evaluation of the project shall be made by the panel of three examiners comprising the Chairperson/Principal/Director, external examiner (to be recommended by the Board of Studies and appointed by the Vice Chancellor) and the supervisor.
- 10.19 Examination Unfair Means Cases shall be reported to the Chairperson/Principal/Director who may refer the case to the Departmental Examination Committee or University Discipline Committee, as the case may be, for necessary action under the rules.
- 10.20 The disciplinary action by the Chairperson/Principal/Director of the Department/College/Institute/School against the student(s) for unfair means/discipline case(s) may be taken in one or more of the following forms depending upon the severity of the offence:
- 10.20.1 A written warning may be issued to the student(s) concerned and a copy of the same may be displayed on the Notice Board under intimation to his/her parents/guardians;
- 10.20.2 A student may be fined. The fine imposed shall have to be deposited under intimation to the Treasurer;
- 10.20.3 The paper may be cancelled.
- 10.20.4 A student may be placed on probation for a fixed period of a semester. If during the period of probation (s)he fails to improve his/her conduct, the case shall be forwarded to the University Discipline Committee.

## **11. Promotion, Dropout and Re-admission**

- 11.1 Promotion to next Semester.
- 11.1.1 A student with Cumulative Grade Point Average (CGPA) of 2.50 and above in the semester shall be promoted to the next semester.
- 11.1.2 A student with  $2.00 \leq \text{CGPA} < 2.50$  in the semester will be promoted to the next semester on "Probation" provided that (s)he has passed at least 50% of the courses in the semester.
- 11.1.3 A student with  $2.00 \leq \text{CGPA} < 2.50$  not interested in probation status will be allowed to repeat the semester or opting one or two course (s) with lowest grade to obtain required CGPA by paying the prescribed fee per course.
- 11.1.4 A student with CGPA less than 2.00 in the any semester shall be dropped from the semester.
- 11.2 Probation status shall not be allowed in more than one semester for graduate programs and two semesters for undergraduate programs.
- 11.3 A student who has availed one/two probations status, as the case may be, and still unable to maintain 2.50 CGPA shall be dropped from the program as well as from the Department/College/Institute/School rolls.
- 11.4 There shall be no limit of attempts to pass any course. However, a student will have to complete the degree in due course of time period as provided in Semester Regulations.
- 11.5 A student, who has not been required to repeat any course(s), obtains CGPA of less than 2.50 at the end of the last semester may be allowed to repeat one or two courses in which (s)he has obtained the lowest grades, in order to improve the



CGPA so as to obtain the minimum of 2.50, failing which (s)he shall be dropped from the program as well as from the Department/College/Institute/School rolls.

- 11.6 A student who has been declared to be dropped in any semester due to CGPA or failed courses may be readmitted (once) to the relevant semester with the following conditions:

11.6.1 The student has to pay prescribed re-admission fee in addition to regular semester fee under intimation to the Treasurer and the Director Academics.

11.6.2 Permission to re-admission shall be obtained from the Chairperson/Principal/Director.

However, (s)he can repeat the improvement/ failed courses of previous semesters.

- 11.7 i) The students who will stand dropped or need to exit the program in the 6th semester or 3rd year of education in BS-4 year program may appear in the 1st or 2nd Annual Examination of BA/BSc (two years pass course) to receive the BA/BSc degree. Provided further that the certificate of practical shall be granted by the concerned Head of the Department in case of science or practical subjects.
- ii) The facility of appearing in Annual Examinations shall not be allowed to the students of professional degrees like B.Com (Hons), BBA BSc (Hons) Agriculture, Food Science and LLB (5-year) programs etc.

## 12. Award of Degree

12.1 A minimum of 124 credit hours are required for 4 or 5-year BS or equivalent degree program.

12.2 A minimum of 66 credit hours are required for graduate 2-year MA/MSc or equivalent degree program.

12.3 A minimum of 31 credit hours are required for 1-year degree program.

12.4 Degree shall be awarded to the students only who have completed all the degree requirements by passing all courses specified in scheme of studies by securing at least 2.50 CGPA.

12.5 If any student is not able to clear one subject even after last semester within prescribed time limit, (s)he may be given the transcript with fail course on request declaring him/her pass overall.

## 13. Awards: Scholarship/Position

13.1 Scholarship to the students shall be awarded on the basis of academic performance in a semester and shall be determined on the basis of semester GPA. In case of tie between two or more students having equal GPA, their marks obtained in the semester shall be taken into account. If their marks obtained are also equal, the older in age will be awarded the scholarship than the younger one.

13.2 Award of position on completion of the degree program shall be determined on the basis of CGPA. In case of tie between two or more students having equal CGPA, their overall percentage of marks obtained in all the semesters shall be considered. A student with higher percentage shall be awarded the first position and so on. However, if their overall percentage of marks is also equal, they shall be considered on the same position.

## 14. Grade Improvement

14.1 A student may repeat the course(s) during the course of study to improve the grades, if (s)he secures  $2.00 = GP < 2.50$  in a course(s) or obtains grade 'F' or grade 'W' in a course(s). In these cases, student shall enroll the course(s) with the permission of the Chairperson/Principal/Director of the Department/College/Institute/School in the semester in which the course(s) is being offered, by paying the prescribed enrollment fee. Such course(s) shall be marked under asterisk (\*) in the semester/official transcript.

- 14.2 A student who has obtained the final transcript issued by the Controller of Examinations shall not be allowed to improve his/her grades
- 14.3 In case of improvement, the better grades shall be reflected on the semester/official transcript. However, such students shall not be considered eligible for a position/scholarship in the relevant examination.

### 15. Grading System

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

**GRADING TABLE**

%age Marks	Grade Point	Letter Grade	%age Marks	Grade Point	Letter Grade
80-100	4.00	A	57	2.43	C
79	3.94	B	56	2.36	C
78	3.87	B	55	2.30	C
77	3.80	B	54	2.24	C
76	3.74	B	53	2.18	C
75	3.67	B	52	2.12	C
74	3.60	B	51	2.06	C
73	3.54	B	50	2.00	C
72	3.47	B	49	1.90	D
71	3.40	B	48	1.80	D
70	3.34	B	47	1.70	D
69	3.27	B	46	1.60	D
68	3.20	B	45	1.50	D
67	3.14	B	44	1.40	D
66	3.07	B	43	1.30	D
65	3.00	B	42	1.20	D
64	2.92	C	41	1.10	D
63	2.85	C	40	1.00	D
62	2.78	C	Below 40	0	F
61	2.70	C	Result Late	----	RL
60	2.64	C	Withdrawal		W
59	2.57	C	Repeat		R
58	2.50	C	Incomplete	0.00	I

Passing marks for a course = 50% (C grade for semester and term system)

**Note:** The degree requirements for graduate (BS/MA/MSc etc.) programs shall be 2.50 CGPA.

- 15.3 Fraction of marks obtained in a course shall be counted as one mark, e.g. 60.1 and 60.9 shall be considered as 61.

**Example:**

Examination	Weight	Marks Obtained
Mid Term	30	19.0
Sessional	20	10.3
Final Term	50	40.1
<b>Total</b>	<b>100</b>	<b>69.4</b>

**The score shall be rounded to 70**

- 15.4 In order to calculate the GPA, multiply GP with the Credit Hours of each Course to obtain total grade points of the course, add up to Cumulative Grade Points and divide by the total number of Credit Hours to get the GPA for the semester.

**Example-I (Semester – I)**

Course	Marks Obtained	Grade Point	Letter Grade	Credit Hours	Total GPS
C1	87	4.00	A	3	$4.00 \times 3 = 12.00$
C2	68	3.20	B	3	$3.20 \times 3 = 9.60$
C3	45	1.50	D	4	$1.50 \times 4 = 6.00$
C4	60	2.64	C	3	$2.64 \times 3 = 7.92$
C5	73	3.54	B	3	$3.54 \times 3 = 10.62$
<b>Total</b>				<b>16</b>	<b>46.14</b>

$$\text{GPA} = 46.14 \div 16 = 2.88 \text{ (Promoted)}$$

**Example-II (Semester – II)**

Course	Marks Obtained	Grade Point	Letter Grade	Credit Hours	Total GPS
C1	72	3.47	B	3	$3.47 \times 3 = 10.41$
C2	69	3.27	B	3	$3.27 \times 3 = 9.81$
C3	80	4.00	A	3	$3.80 \times 3 = 11.4$
C4	38	0.00	F	3	$0.00 \times 3 = 0.00$
C5	Withdraw	--	W	0	----
<b>Total</b>				<b>12</b>	<b>31.62</b>

$$\text{GPA} = 31.62 \div 12 = 2.64$$

For calculating CGPA, sum total of GPs in a semester earned in different courses multiplied by respective credit hours of a course and divided by total numbers of credit hours.

Total (GP x Credit Hours) of all courses

$$\text{CGPA} = \frac{\text{Total (GP x Credit Hours) of all courses}}{\text{Total Credit Hours of all courses}}$$

$$\text{Total grade points in semesters 1 and 2} = 46.14 + 31.62 = 77.76$$

$$\text{Total credit hours in semester 1 and 2} = 16 + 12 = 28$$

$$\text{CGPA} = 77.76 / 28 = 2.78 \text{ (Promoted)}$$

**Example-III (Semester – III)**

Course	Marks Obtained	Grade Point	Letter Grade	Credit Hours	Total GPS
C1	55	2.30	C	4	$2.30 \times 4 = 9.20$
C2	50	2.00	D	3	$2.00 \times 3 = 6.00$
C3	58	2.50	C	2	$2.50 \times 2 = 5.00$
C4	38	0.00	F	4	$0.00 \times 4 = 0.00$
C5	45	1.50	D	3	$1.50 \times 3 = 4.50$
<b>Total</b>				<b>16</b>	<b>24.70</b>

$$\text{GPA} = 24.70 \div 16 = 1.54$$

Total (GP x Credit Hours) of all courses

$$\text{CGPA} = \frac{\text{Total (GP x Credit Hours) of all courses}}{\text{Total Credit Hours of all courses}}$$

Total grade points in semester 1, 2 and 3 = 46.14 + 31.62 + 24.70 = 102.46

Total credit hours in semester 1, 2 and 3 = 16 + 12 + 16 = 44

**CGPA = 102.46 / 44 = 2.33 (Probation)**

**Example-IV (Semester – IV)**

Course	Marks Obtained	Grade Point	Letter Grade	Credit Hours	Total GPS
C1	51	2.06	C	4	$2.06 \times 4 = 8.24$
C2	50	2.00	C	3	$2.00 \times 3 = 6.00$
C3	40	1.00	D	3	$1.00 \times 3 = 3.00$
C4	38	0.00	F	4	$0.00 \times 4 = 0.00$
C5	30	0.00	F	4	$0.00 \times 4 = 0.00$
<b>Total</b>				<b>18</b>	<b>17.24</b>

$GPA = 17.24 \div 18 = 0.96$

Total (GP x Credit Hours) of all courses

CGPA =  $\frac{\text{Total (GP x Credit Hours) of all courses}}{\text{Total Credit Hours of all courses}}$

Total grade points in semesters 1, 2, 3 and 4

= 46.14 + 31.62 + 24.70 + 17.24 = 119.70

Total credit hours in semesters 1, 2, 3 and 4

= 16 + 12 + 16 + 18 = 62

**CGPA = 119.70 / 62 = 1.93 (Dropout)**

**16. Migration/Transfer of Credits**

Under extra-ordinary circumstances, the Vice Chancellor, on the recommendations of the Chairperson/Principal/Director of the Department/College/Institute/School, may allow migration/transfer of credits of students from HEC recognized Institutions to a Department/College/Institute/School of the University and vice versa, provided that:

16.1 The institutions concerned agree for the migration/transfer of credits of such a student.

16.2 Migration/transfer of credits cases shall initially be scrutinized by the Department/College/Institute/School concerned. Eligible candidates must satisfy the following conditions.

(1) The migration of a student from another University to the University of Sargodha to a Department/College/Institute/ Center/Sub-Campus of the University of Sargodha and vice versa will be governed only in accordance with the Migration Policy of University of Sargodha, provided that the student falls in the merit list drawn by the University and belong to a university recognized by HEC.

(2) A student, who has been dropped out, rusticated, expelled, or whose entry in the parent institute was banned for any reason whatsoever at any time during his/her academic career, the case for transfer of credits shall not be considered.

(3) Courses with credit hours and course contents equivalent to the Department/College/Institute/School courses, shall be considered for transfer.

(4) (S)he passes the Department/College/Institute/School test for each course to be applied for transfer.

- (5) Courses with less than 50% marks in the test shall not be considered for transfer of credit.
- (6) Accepted courses along with their credit hours shall be displayed on the final/official transcript but their grades obtained from the parent institution will not be displayed. Such subjects will be marked as “Transferred Credits” (TR).
- (7) The transferred student(s) must study at least 50% courses of the Program at the Department/College/Institute/School to become eligible for the degree.
- (8) (S)he has to provide NOC from the institution from where migration is required.

17.3 All University regulations for migration/transfer of credits shall apply.

**17. Departmental Examinations Committee**

Each Department/College/Institute/School shall have a Departmental Examination Committee comprising three to seven members appointed by the Dean of the Faculty. The Chairperson/Principal/Director of the Department/College/Institute/School will be the Convener and one of the members will be In-charge Examinations as the member & Secretary of the Committee. The Committee will perform the following functions:

- 17.1 To decide the appeal/written complaints of the students;
- 17.2 To decide the unfair means cases;
- 17.3 To examine and decide all the matters regarding uniformity before the declaration of result and any other related matter.
- 17.4 Ensure content coverage of courses by comparing test with the course outline and work plan provided by the teacher.
- 17.5 The decision of the committee shall be final.

**18. Time Frame for Completion of Degree Programs**

Maximum duration for the completion of various programs shall be as under:

<b>Program</b>	<b>Maximum Duration</b>
1-Year	Two Years
2-Year	Four Years
3-Year	Five Years
4-Year	Six Years
5-Year	Seven Years

**19. University Semester Committee**

There shall be a University Semester Committee to be constituted by the Vice Chancellor. The Committee shall perform the following functions

- 19.1 Provide consultation to the Department/College/Institute/School converting to semester system from the annual system.
- 19.2 Provide support in the implementation of semester system by arranging short courses for the faculty on its various aspects.
- 19.3 Monitor and report on the implementation of Semester Regulations and address various issues arising thereof.
- 19.4 Recommend necessary amendments in the Semester Regulations, if needed.
- 19.5 Vice Chancellor can extend the degree time period on the recommendations of Semester Committee.
- 19.6 Deal with the individual student hardship cases studying under the semester and term system of affiliated colleges.
- 19.7 Procedure
  - (a) University Students shall submit the application in the office of respective Chairperson/Principal/Director; whereas, the students studying under term system (affiliated colleges) shall submit application in office of Principal of college and Principal shall forward the application to the concerned

Chairperson/Principal/Director of teaching department of the University. The application shall be submitted along with processing fee @Rs. 500 in prescribed University account.

- (b) Chairperson/Principal/Director of teaching department shall forward the application to the Chairman Semester Committee with clear recommendation about acceptance/rejection of student's hardship.
- (c) The Semester Committee after reviewing the cases shall submit the recommendations to the Vice Chancellor for necessary approval.

**Repeal:** The existing regulations may be repealed. However, the cases arising under the repealed regulations shall be governed by those regulations.