

**GENERAL REGULATIONS 2022  
REGARDING  
UNDERGRADUATE, GRADUATE AND POSTGRADUATE PROGRAMS**

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**1. ADMISSION PROCEDURE / CRITERIA**

Admission shall be made on the basis of open merit in accordance with following Admission Regulations.

**1.1.** The University reserves the right to choose appropriate media for the advertisement of admission and it is entirely the responsibility of the candidate to follow such announcements.

**1.2.** Only those candidates shall be eligible for admission who have complete result available on or before the closing date for admission application.

**1.3.** All candidates (including candidates applying on reserved seats) seeking admission shall submit applications online in prescribed manner, complete in all respects, within due date. Applications incomplete in any respect will be rejected without any prior notice.

**1.4.** The concerned Admission Committee will recommend admissions in accordance with the merit list against the approved eligibility criteria of the programs/seats, sanctioned by the Academic Council.

**1.5.** The candidates wanting to pursue more than one degree program simultaneously, will be dealt in accordance with HEC criteria; however, final decision lies with the Competent Authority (i.e. Vice Chancellor).

**1.6.** The candidates, having unusual or non-standard qualifications, are required to submit equivalence certificate issued by relevant authority/body (e.g. HEC, IBCC etc.) at the time of submission of admission application.

**1.7.** Copies of all certificates/testimonials must be submitted by the candidates at the time of admission and the original documents must be presented for verification as and when required. The applicants, whose results are not available ONLINE, may be admitted provisionally on the basis of certificate/degree provided by the applicant and they will be required to submit truly verified copy of their degree/certificate from concerned authority (e.g. HEC, IBCC etc.) within one month of the commencement of classes extendable by the Vice Chancellor.

**1.8.** A student who has been rusticated/expelled or whose entry in any other university/UE Division/UE Campus/UE Affiliated College was banned for any reason whatsoever at any time during his/her academic career or has been involved in

criminal case of moral turpitude, shall not be admitted to any program unless the Syndicate allows admission of such candidates on the recommendations of the University Admission Committee.

## **2. MERIT LISTS**

**2.1.** The Admissions will be granted in accordance with the eligibility requirements and the approved merit policy for each program.

**2.2.** General merit and waiting lists of all the applicants in each program shall be displayed separately as decided by the University. No separate/individual intimation will be sent and it will be the sole responsibility of the student to check merit list at the University Website, Notice Board etc.

**2.3.** The candidates appearing in the merit lists, will be required to pay their dues within due date as notified in admission calendar failing which the offer of admission may stand cancelled and seat(s) will be offered to the next candidates on the waiting list.

**2.3.1.** The candidates whose names appeared in any of the first three merit lists but they failed to deposit their dues, will be required to submit request to the concerned Director/Principal to reconsider them for next merit list.

**2.3.2.** If any candidate repeatedly fails to deposit the dues, the student may apply again to the concerned Director/Principal to reconsider; however, his/her application will be entertained subject to the availability of vacant seats.

**2.4.** In general, Registrar Office shall notify four merit lists (as per approved Admission Calendar / number of seats); however, if seats remain vacant, further merit lists may be notified after the approval of Vice Chancellor.

**2.5.** Where there are more than one candidates with equal score on the merit list, all such candidates will be granted admission without any regards to the number of seats.

**2.6.** First merit lists will be displayed 1.5 times of the approved seats whereas the rest of the merit lists will be displayed 2 times of the vacant seats except MS/MPhil/MBA/PhD programs.

## **3. CANCELLATION OF ADMISSION**

**3.1.** The University reserves the right to cancel the admission of a student at any time who is found to have obtained his/her admission by making any false statement

or concealing a material fact, as well as, whose admission is found to be in violation of admission regulations.

**3.2.** The University reserves the right to rectify any typographical or clerical mistake at any time in the admission lists etc. without incurring any liability. The concerned Director/Principal shall be authorized to take such action under intimation to the Registrar Office.

**3.3.** The admission may be withdrawn/cancelled if:

**3.3.1.** The student is found indulged in politics.

**3.3.2.** The student brings or keeps any type of weapons within the University premises.

**3.3.3.** The student holds a gathering or meeting or take out procession in any part of the University.

**3.3.4.** The student abets the entry to the premises of the University of Expelled Students, anti-social elements or other persons whose presence on the Campus could cause conflict amongst the students.

**3.3.5.** The student indulges in any kind of unfair means, malpractice in examination, and coercion, anything which cause injury or insult to head of the institution, teachers, officers and other staff of the institution, damaging any University property, including building, equipment, vehicles etc., in any manner.

**3.3.6.** In addition to above mentioned reasons, the admission may be cancelled on any valid reasons as determined by the Campus Discipline Committee.

**3.4.** The concerned Director/Principal shall initiate for cancellation of admission. The Registrar shall notify the cancellation of admission after approval of the Vice Chancellor.

#### **4. APPEAL REGARDING CANCELLATION OF ADMISSION**

**4.1.** The student may, within seven days of the date of notification of the cancellation/withdrawal of admission, submit appeal to the Vice Chancellor, which shall be decided within due course of time.

#### **5. CHANGE OF SHIFT**

**5.1.** A student may submit an application to his/her Director/Principal for change of shift (only from morning to evening) mentioning cogent reasons in the application.

**5.2.** The Director/Principal may allow change of shift (Morning to Evening) and intimate Registrar, Controller and Treasurer Offices accordingly. Moreover, in case of more than one change of shift applications are received, it will be entertained as per merit score among them.

**5.3.** The students who are allowed the change of shift from morning to evening will be required to:

- a) Deposit difference of dues of the ongoing semester (i.e. Evening fee – Morning Fee).
- b) Deposit the evening dues in all the subsequent semesters.

**5.4.** The student will have to submit the course-wise attendance certificate from the concerned Division/Campus/Affiliated College for the duration before the notification of change of shift.

**5.5.** Change of shift from Evening to Morning shall not be allowed even-if the student falls in the merit of morning shift.

## **6. MEDIUM OF INSTRUCTIONS**

**6.1.** The medium of instruction and examination shall be ENGLISH except for the courses in Islamic Studies and Urdu for which the medium shall be URDU. For languages (e.g. Arabic etc.), the medium of instruction and examination shall be that language.

## **7. SCHEDULE OF SEMESTERS**

**7.1.** There will be two regular semesters (i.e. Fall, Spring) and one summer semester (only for outgoing students) in an academic year. The activities of semester will be regulated by the approved yearly academic calendar.

### **7.2. Summer Semester**

**7.2.1.** The summer semester will consist of 08-09 weeks duration (including Mid Semester Examination and Summative Examination). Students will be offered courses to remove deficiencies (i.e. failed courses) and can enrol in up to a maximum of two courses during summer semester.

**7.2.2.** A student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer semester.

**7.2.3.** The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.

**7.2.4.** The students will be required to deposit prescribed fee to enrol in the Summer Semester.

**7.2.5.** The students will be required to deposit prescribed hostel dues to stay in the hostel during the Summer Semester.

## **8. CREDIT HOUR**

**8.1.** A credit hour, for the theory part of a course means one hour of teaching per week for a whole semester and for the practical part of a course it is 3 hours of lab per week for the whole semester.

**8.2.** Each course in a scheme of study has a credit hour representation  $x (a + b)$  where  $a, b$  denote the total number of credit hours of theory and practical part respectively while  $x$  is the sum of  $a & b$ .

## **9. COURSE LOAD (FALL & SPRING SEMESTERS)**

**9.1. Certificate/ Post Graduate Diploma/ Associate Degree/ B.Ed./ BS (4 Years)/ BS (Post ADP)/ MA/ MSc Degree Programs**

**9.1.1.** The Certificate/Post Graduate Diploma/Associate Degree/B.Ed./ BS (4 Years)/BS (Post ADP)/MA/MSc Degree programs of instruction generally include **15-18** credit hours course load in a regular semester (Fall/Spring); however, it may exceed as per scheme of studies or in special circumstances.

**9.2. MS/MPhil/MBA Degree Programs**

**9.2.1.** The course work of MS/MPhil Degree programs shall consist of **9-12** credit hours and **15-18** credit hours for MBA degree program in a regular semester (Fall/Spring); however, it may exceed as per scheme of studies or in special circumstances.

**9.2.2.** After completion of the required course work, the MS/MPhil student/candidate must enroll in the 'Research Thesis' of 6 credit hours in each semester to maintain studentship till submission of Research Thesis. The Research Thesis will be credited once in the last registered semester after the fulfilment of all the codal formalities.

**9.2.3.** The MBA students will complete Business Research Project as defined in the Scheme of Studies.

### 9.3. PhD Degree Programs

**9.3.1.** The Course Work of PhD Degree programs will be of 9-12 credit hours in a regular semester (Fall/Spring); however, it may exceed as per scheme of studies or in special circumstances.

**9.3.2.** After completion of the required course work, the PhD student/candidate must enrol in the 'Dissertation Advisement Course' of 6 credit hours in each semester to maintain studentship. The Research Thesis will be credited once in the last registered semester after fulfilment of all the codal formalities.

**9.4.** The deficiency courses (mentioned as pre-requisite in the scheme of studies of the concerned programs) studied will not be credited towards the minimum credit hours requirements. The fee regarding deficiency courses will be charged as per prescribed rates.

## 10. COURSE ENROLLMENT/REGISTRATION

**10.1.** The students are required to choose and enrol their courses (compulsory as well as elective) in the University Management System (UMS) via the provided interface within the schedule announced for the purpose. In general, the students will enrol the course(s) in their own program; however, in exceptional circumstances the student of one program may enrol in the same course(s) of the other program with the prior approval of concerned Director/Principal through concerned coordinators.

**10.2.** A student may make any change (add/drop) in the elective courses (within the permissible limits) within two weeks of the commencement of classes and record the changes in the UMS accordingly. Moreover, a student may apply to concerned Chairperson/Coordinator for change of failed elective course(s) whenever offered. However, the 'F' Grade obtained earlier will also be recorded on the Transcript. The concerned Director/Principal may allow such change out of offered course(s). The failed course(s) will not be counted for calculation of CGPA provided the student has passed the same or alternate course(s).

**10.3.** The University may specially offer a course of Fall semester in Spring semester or vice versa, with the approval of the Vice Chancellor.

**10.4.** It will be the sole responsibility of the student to complete the process of enrolment of failed / fresh courses within allowed time (within permissible limits). In case of failure of enrolment or non-completion of procedure of enrolment within due time; the student may be considered ceased in that semester. In case, the student had ceased earlier, the student will be considered dropped from the rolls of the

University. Any consequences arising for failing to do the enrolment, will be the sole responsibility of the student.

## **11. RE-ADMISSION**

**11.1.** For Re-Admission, the student will have to seek permission in writing from the concerned Director/Principal and pay all the applicable fee and funds. It will be the sole responsibility of student to get himself/herself re-admitted. In such cases, no individual intimation will be sent by the University to the concerned student(s). The students will be required to get re-admission within one month of the commencement of classes; however, the student will be required to meet the attendance requirements.

**11.2.** A student who is ceased and reenrols but thereafter again fails to achieve requisite CGPA, will be dropped from the rolls of the University. Such student will have to apply for admission as fresh candidate and restart his/her studies from 1<sup>st</sup> semester (if admitted).

**11.3.** The maximum duration of the degree will remain same and the elapsed period will be counted towards the permissible maximum duration of the degree.

## **12. STUDENT ATTENDANCE**

**12.1.** The minimum attendance requirement to appear in the Summative Examination/University Examination (UExam) of a course will be 75% of the classes held in that course.

**12.2.** Any kind of leave (Emergency/Medical/etc.) requested by the student, will be considered as absence from class.

**12.3.** A student having less than 75% attendance shall not be allowed to take the Summative Examination/UExam; however, the Vice Chancellor on special grounds condone up to 5% of the attendance.

## **13. REPEATING COURSES / IMPROVEMENT OF CGPA**

**13.1.** If a student gets 'F' grade, he/she will be required to repeat the course or its recommended alternate (in case of elective/optional course(s) only), if any. However, "F" grade obtained earlier will also be recorded on the transcript.

**13.2.** In case a student of Certificate/Post Graduate Diploma/Associate/B.Ed./BS (4 Years)/BS (Post ADP)/MA/MSc/MS/MPhil/MBA Degree programs wants to improve CGPA, he/she may be allowed to repeat a maximum of **five** courses in case of more than two years degree programs and a maximum of **two** courses in case of

up to two years degree programs. He/she may repeat any course(s) but once only in which he/she has obtained “D” grade provided there is no bar due to other regulations.

**13.3.** In case a student of PhD programs wants to improve CGPA, he/she may be allowed to repeat a maximum of two courses. He/she may repeat any course(s) but once only in which he/she has obtained “C” grade provided there is no bar due to other regulations.

**13.4.** In such cases, both the previous and new grades obtained will be recorded on the transcript; however, only the better grades shall be used in calculation of CGPA.

**13.5.** A student desiring to improve a grade will be required to seek permission from the concerned Director/Principal through chairperson/coordinator in writing prior to the enrolment.

**13.6.** In case of CGPA improvement, it would be recorded with (Imp) on the transcript.

**13.7.** To improve the courses, fee will be charged as per prescribed rates.

**13.8.** The course(s) may be improved within the permissible maximum duration of the degree.

#### **14. MODES OF ASSESSMENT**

**14.1.** In each semester, students may be required to appear in Quizzes, Tests, Mid Semester Examinations, Summative Examinations/UExam, Presentations (Individual/Group), Group Discussion, and submit Projects/Assignments/Lab Reports etc. The course contents will not deem to be substituted by Presentation/Assignments.

**14.2.** The mode of Mid Semester Examination and Summative Examination/UExam shall be essentially written except defined and approved otherwise by the concerned Board of Studies.

**14.3.** Assessment and Evaluation of **UE Divisions/Campuses’** students shall be as given below:

##### **14.3.1. Marks Distribution of Theory Courses**

- |   |     |
|---|-----|
| a) Formative Examination                                      | 40% |
| i) Sessional<br>(i.e. Assignments/Presentations/Quizzes etc.) | 20% |
| ii) Mid Semester Examination                                  | 20% |

- b) Summative Examination 60%

#### 14.3.2. Marks Distribution of Courses involving Practical

- a) Formative Examination 40%
- i) Sessional 20%  
(i.e. Assignments/Presentations/Quizzes etc.)
- ii) Mid Semester Examination 20%
- b) Summative Examination 60%

Credit Hours	Summative Examination (60%)	
	Theory	Practical
2(1+1)	30	30
3(2+1)	40	20
3(1+2)	20	40
4(3+1)	45	15
4(2+2)	30	30
4(1+3)	15	45

**14.4. Assessment and Evaluation of UE Affiliated Colleges' students shall be as given below:**

#### 14.4.1. Marks Distribution of Theory Courses

- a) Formative Examination 30%
- i) Sessional 10%  
(i.e. Assignments/Presentations/Quizzes etc.)
- ii) Mid Semester Examination 20%
- b) University Examination (UEXAM) 70%

#### 14.4.2. Marks Distribution of Courses involving Practical

- a) Formative Examination 30%
- i) Sessional 10%  
(i.e. Assignments/Presentations/Quizzes etc.)
- ii) Mid Semester Examination 20%
- b) University Examination (UEXAM) 70%

Credit Hours	University Examination (70%)	
	Theory	Practical
2(1+1)	35	35
3(2+1)	46	24
3(1+2)	24	46
4(3+1)	52	18
4(2+2)	35	35
4(1+3)	18	52

**14.5.** The Summative Examination/UEXam, for a course shall be based on the whole of the prescribed course contents.

**14.6.** There will be no choice in questions in Mid Semester Examination and Summative Examination/UEXam.

## 15. CODE OF EXAMINATIONS FOR UE DIVISIONS/CAMPUSES

**15.1.** The schedule/date sheet of Mid Semester Examination and Summative Examination shall be notified by the concerned Incharge Internal Examination after approval of Director/Principal, one week before the commencement of examination, in accordance with the notified Academic Calendar.

**15.2.** The question paper shall be prepared by the relevant teacher.

**15.3.** All the assessment shall be conducted by the teacher teaching that course.

**15.4.** The marked/evaluated answer scripts of Mid Semester Examination and Summative Examination shall be shown to the students by the concerned teacher and taken back immediately. It shall be the responsibility of a student to be present on the date announced by the teacher failing which the claim of the student may not be entertained.

**15.5.** The award lists of Mid Semester Examination shall be retained by the Examination Office of the concerned Division/Campus.

**15.6.** The answer scripts of Mid and Summative Examination shall be retained by concerned Division/Campus for a period of one year.

**15.7.** The UMS generated complete award list (i.e. Mid, Sessional, Summative & Practical) of each course shall be submitted by the relevant teacher to Incharge

Internal Examination of concerned Division/Campus within prescribed time period mentioned in the academic calendar. The department-wise/program-wise/semester-wise complete award lists (duly signed by the concerned teacher) shall be forwarded by the Director/Principal of concerned Division/Campus to the Controller of Examinations in accordance with the schedule mentioned in the Academic Calendar.

#### **15.8. Minimum Passing Criteria**

**15.8.1.** The minimum pass marks in each course of Diploma/B.Ed./BS (4 Years)/BS (Post ADP)/MA/MSc/MS/MPhil/MBA Degree programs shall be 50% of the overall marks; however, in all the courses, where practical is involved, a student must pass the non-practical part (i.e. Mid Semester Examination + Sessional + Summative Examination) and practical part (i.e. secure 50% marks) of the course separately.

**15.8.2.** The minimum pass marks in each course of PhD program shall be 60% of the overall marks; however, in all the courses, where practical is involved, a student must pass the non-practical part (i.e. Mid Semester Examination + Sessional + Summative Semester Examination) and practical part (i.e. secure 60% marks) of the course separately.

**15.9.** The Controller of Examinations shall notify/publish the complete results of each semester as per approved academic calendar.

**15.10.** The Controller of Examinations shall issue academic transcript on the completion of all the program requirements to the concerned Division/Campus. The finalized result shall remain available to the student through LMS at all times for view and print; however, if a student needs a signed copy of results, the student will be required to submit a formal application and pay prescribed fee at the concerned Division/Campus.

**15.11.** The Director/Principal of the concerned Division/Campus may issue an incomplete transcript at any time on the basis of results notified by the Controller of Examinations on deposit of prescribed fee (i.e. per issuance). The provisional transcript may be got countersigned (if required) by the Controller of Examinations of the University on depositing the prescribed fee per issuance at any stage.

**15.12.** The students admitted in BS (Post ADP) Degree programs will be issued the academic transcript of 5<sup>th</sup> to 8<sup>th</sup> semesters as per UE Grading Policy.

#### **16. CODE OF EXAMINATIONS FOR AFFILIATED COLLEGES**

**16.1.** The schedule/date sheet of Mid Semester Examination shall be notified by

the Head of Institute of the concerned Affiliated College (under intimation to the Controller of Examinations, UE Lahore), two weeks before the commencement of examination, in accordance with the notified Academic Calendar.

**16.2.** The schedule/date sheet of University Examination/Practical Examination shall be notified by the Controller of Examinations, UE Lahore, two weeks before the commencement of examination, in accordance with the notified Academic Calendar.

**16.3.** The question paper of Mid Semester Examination shall be prepared by the relevant teacher; however, the question paper of University Examination shall be got prepared by the Controller of Examinations, UE Lahore.

**16.4.** The Sessional Examination and Mid Semester Examination shall be conducted by the teacher teaching that course.

**16.5.** The marked/evaluated answer scripts of Mid Semester Examination shall be shown to the students by the concerned teacher and taken back immediately. It shall be the responsibility of a student to be present on the date announced by the teacher failing which the claim of the student may not be entertained.

**16.6.** The UMS generated award lists for the Mid Semester Examinations shall be forwarded by the Head of Institute of the concerned Affiliated College to the Controller of Examinations within prescribed time period mentioned in the academic calendar.

**16.7.** The answer scripts of Mid Semester Examination shall be retained by concerned Affiliated College for a period of one year.

**16.8.** The UMS generated award lists for Formative Examination, Complete in all respects, shall be forwarded by the Head of Institute of the concerned Affiliated College to the Controller of Examinations before the commencement of University Examination (UEXam).

**16.9.** The University reserves the right to review, at any time, the processes, mechanisms etc. used for the Formative Examination.

**16.10.** Under normal circumstances, schedule of the UEXam shall be adhered to strictly. Under special circumstances, however, the Controller of Examinations with the approval of the Vice Chancellor may change the schedule of UEXam.

**16.11.** The UEXam and Practical Examination shall be conducted by the Controller of Examinations at the end of each semester.

**16.12.** All the processes regarding UEXam including paper setting, paper printing,

appointment of supervision staff, central marking of answer scripts, preparation and declaration of results shall be done by the Controller of Examinations.

**16.13.** All UExam shall take place at the centres established by the UE.

**16.14.** A pool of paper setters/head examiners/sub-examiners from University of Education faculty members, relevant to subject, shall be recommended by the concerned Board of Studies for every UExam/Practical Examination. The lists of recommended paper setters/head examiners shall be forwarded to the Controller of Examinations by the convener of the concerned Board of Studies. The list recommended by the Board of Studies shall be valid for 2 years for up to 4 semester programs and for 4 years for more than 4 semester programs. If required, the Controller of Examinations may seek revision in the lists of paper setters/head examiners/sub-examiners.

**16.14.1.** In case, the UE faculty members are not available, the Controller of Examinations may engage faculty members of other universities/Colleges.

**16.15.** The list of paper setters/head examiners for each course in a semester and pool of sub-examiners shall be approved by the convener of concerned Board of Faculty on the recommendation of concerned Board of Studies.

**16.16.** For University Examination (UExam) of all levels (without practical), each paper shall have the following weightage (i.e. marks):

Subjective Type	Objective Type		Total
	Short Questions	MCQs	
(40%)	(60%)		
28	22	20	70

**16.17.** For University Examination of all levels (with practical), each paper shall have the following weightage (i.e. marks):

Credit Hours	Subjective	Objective Type		Total Theory	Practical
		Short Questions	MCQs		
2(1+1)	14	12	9	35	35
3(2+1)	18	14	14	46	24
3(1+2)	10	8	6	24	46
4(3+1)	21	16	15	52	18
4(2+2)	14	12	9	35	35

4(1+3)	8	5	5	18	52
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**16.18.** Paper setter will provide two sets of question papers and the key for the MCQs section.

**16.19.** The Controller of Examinations will randomly select one of the papers, without opening envelopes, for examination.

**16.20.** The paper setter will act as head examiner. The Controller of Examinations will appoint head examiner from the approved list of examiners as per his/her availability.

**16.21.** The minimum pass marks in each course of Diploma/B.Ed./Associate Degree/BS (4 Years)/BS (Post ADP)/MA/MSc degree program shall be 50% of the overall marks; however, in all the courses, where practical is involved, a student must pass the non-practical part (i.e. Mid Semester Examination + Sessional + University Examination) and practical part (i.e. secure 50% marks) of the course separately.

**16.22.** The Controller of Examinations shall notify the complete results of each semester within prescribed time as approved by the competent authority.

**16.23.** The Controller of Examinations shall issue academic transcript on the completion of all the program requirements.

**16.24.** The students of Affiliated Colleges shall be issued provisional transcript with signature of concerned Principal on depositing the prescribed fee per issuance at any stage. The provisional transcript may be got countersigned (if required) by the Controller of Examinations of the University on depositing the prescribed fee per issuance at any stage.

**16.25.** The record of marked answer scripts of University Examination and Practical Examination shall be preserved by the Controller of Examinations for one year after the notification of the results for that semester.

## **17. RE-ENROLLMENT**

**17.1.** For re-enrolment of complete semester; the student will have to seek permission in writing from the concerned Director/Principal and pay all the applicable fees and funds. It will be the sole responsibility of student to get himself/herself re-enrolled. In such cases, no individual intimation shall be sent by the University to the concerned student(s).

**17.2.** In case a ceased student fails to re-enrol within stipulated time period (i.e. immediate following session), the student shall be dropped from University rolls.

**17.3.** A student who is ceased in any semester, will be allowed re-enrolment only once in a degree program. For such student(s), all the applicable rules (e.g. scheme of studies, fee schedule etc.) will be in accordance with the session where the student is re-enrolled.

**17.4.** The maximum duration of the degree will remain same and the elapsed period will be counted towards the permissible maximum duration of the degree.

## **18. DURATION OF DEGREE**

<b>Degree</b>	<b>Minimum Duration</b>	<b>Maximum Duration</b>
<b>PGD</b>	<b>1 Year</b>	<b>2 Year</b>
<b>B.Ed. (1.5 Years)</b>	<b>1.5 Years</b>	<b>2.5 Years</b>
<b>Associate Degree (2 Years)</b>	<b>2 Years</b>	<b>3 Years</b>
<b>BS (4 Years)</b>	<b>4 Years</b>	<b>6 Years</b>
<b>BS (Post ADP)</b>	<b>2 Years</b>	<b>3 Years</b>
<b>Masters (2 Years)</b>	<b>2 Years</b>	<b>3 Years</b>
<b>MS/MPhil/MBA</b>	<b>1.5 to 2 Years</b>	<b>2.5 to 3 Years</b>
<b>PhD</b>	<b>3 Years</b>	<b>8 Years</b>

**18.1.** The students who fail to complete their degree program within minimum duration may enrol in the next semester (on deposit of applicable fee). Consequent upon enrolment in next semester and deposit of **the semester's** applicable fee; the degree duration of such students will be considered as automatically extended **without exceeding maximum degree duration** and no explicit extension will be required in this regard.

**18.2.** The students who fail to complete their research work/project/internship/teaching practice within minimum duration will also be required to enrol in the next semester on deposit of applicable fee (e.g. thesis extension fee, per credit fee etc.) during the extension period.

**18.3.** The students repeating a complete semester (within the permissible maximum duration) will be required to deposit the complete fee of that semester.

**18.4.** The students repeating any course(s) in the extended period will be required to deposit the fee @per credit hour as notified from time to time. The same will be applicable to those students who reenrol Teaching Practice / Internship / Project etc.

**18.5.** The degree duration of PhD will be observed as under with respect to

activities:

Degree Duration	Activities
1 <sup>st</sup> Year till 7 <sup>th</sup> Year	Course Work, Comprehensive Examination, Submission/approval Research Proposal/ Synopsis, Thesis Preparation / Submission
8 <sup>th</sup> Year	Evaluation of Thesis

## 19. RECHECKING OF ANSWER SCRIPT

**19.1.** In case a student is not satisfied with his/her final award, the student may submit an application, within 30 days of the notification of the result, for rechecking to the Incharge Internal Examination of the concerned Division/Campus by depositing re-checking fee as permissible. The Incharge Internal Examination will present all the rechecking applications in the rechecking committee comprising the following members for further processing.

- |                                  |           |
|----------------------------------|-----------|
| a) Director/Principal            | Convener  |
| b) Concerned Teacher             | Member    |
| c) Incharge Internal Examination | Secretary |

**19.2.** The re-checking does not mean re-assessment/re-evaluation/re-marking of the answer script. The rechecking committee will look into the following aspects:

**19.2.1.** There is no computational mistake in the grand total on the title page of the answer script.

**19.2.2.** The total of various parts of a question has been correctly made at the end of each question.

**19.2.3.** All totals have been correctly brought forward on the title page of the answer script.

**19.2.4.** No portion of any answer has been left un-marked.

**19.2.5.** Total marks in the answer script tally with the award list.

**19.2.6.** The hand-writing of the candidate tally in the questions/answer script.

**19.3.** The candidate may be allowed to identify his/her answer script.

**19.4.** The marks of a candidate could even decrease in light of 19.2.1, 19.2.2, 19.2.3

and 19.2.5 above. In the event of reduction of marks, the record shall be corrected accordingly.

**19.5.** The concerned Division/Campus Rechecking Committee will forward the minutes of the committee (along-with the copy of rechecked answer-script) to the Controller of Examinations. For rectifications in the result (if any), the Controller of Examinations will grant access to the concerned Division/Campus. The revised transcript(s) will be issued accordingly.

**19.6.** The students may file an appeal through concerned Director/Principal to the Secretary University Assessment Review Committee within 7 days of the notification of decision of the Rechecking Committee.

**19.7.** In case the appeal is not filed, the Controller of Examinations will incorporate the changes in UMS, if required.

## **20. UNIVERSITY ASSESSMENT REVIEW COMMITTEE**

**20.1.** A University Assessment Review Committee may be constituted by the Vice Chancellor as deemed necessary.

**20.2.** The committee may review a sample of question papers and marked answer scripts for quality assurance purposes.

## **21. DAMAGED/LOST ANSWER SCRIPT**

In an exceptional case, where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the student(s) may be given the following options:

**21.1.** Average marks of rest of the courses of that student shall be awarded to him in that subject/course.

**21.2.** In case of Mid Semester/Summative Examination/UExam/Practical/Comprehensive Examination, if the candidate so desires, the student shall be given another chance as a special case to take the Examination to the extent of lost/damaged answer script and no examination fee will be charged from the student.

## **22. PERMISSION OF WRITER FOR SPECIAL STUDENTS**

**22.1.** A visually impaired student may be allowed to attempt the Mid Semester Examination/Summative Examination/UExam/Comprehensive Examination of the University on Braille/Computer/any other means of facilitation.

**22.2.** In case a UE Division/Campus student is unable to write due to physical disability / visual impairment, the student may apply to the concerned Director/Principal (with medical certificate issued by the Social Welfare Department as a proof of his/her disability) for permission to engage a writer in Tests/Examinations of the University two weeks before the start of Tests/Examinations.

**22.3.** In case a UE Affiliated College student is unable to write due to physical disability / visual impairment, the student may apply to the Controller of Examinations, UE Lahore (with medical certificate issued by the Social Welfare Department as a proof of his/her disability) for permission to engage a writer in Tests/Examinations of the University two weeks before the start of Tests/Examinations.

**22.4.** The qualification of the person who acts as writer of a handicapped student, must be at least one step lower than that of the student. The student as well as writer will be required to submit an affidavit to this effect.

**22.5.** The Director/Principal (in case of Division/Campus student)/Controller of Examinations (in case of Affiliated College student) will notify the writer and issue an admit card to appear in the examinations as writer of the concerned student. The admit card will also be forwarded to the concerned Invigilator-Superintendent for recognition/identification of the writer.

**22.6.** The student engaging writer, will be allowed 25% extra time to solve the question paper.

### **23. MATTERS RELATED TO DEGREES CONFERMENT**

**23.1.** The degrees of successful candidates shall normally be ready for issuance after one year of passing the examination.

**23.2.** The degrees will be issued by the University on the occasion of convocation held annually. The candidate who cannot participate in the convocation will collect the degree at any time thereafter on request from the concerned Division/Campus upon submission of proof of the University clearance and his/her identity.

**23.3.** The degree may be issued to a nominee of the student subject to the provision of an authority letter (on a valid stamp paper) along-with copies of CNICs (student & nominee) and nominee's original Computerized National Identity Card (CNIC). The authority letter must bear the CNIC Number of the nominee who will receive the degree.

**23.4.** Urgent degree can be issued upon the request of the graduate and on

payment of prescribed fee.

**23.5.** Duplicate degree may be issued (with completion of all requirements) to a candidate in case the original degree is lost/damaged. The candidate has to apply to the Controller of Examinations for the issuance of duplicate degree on the prescribed form (available on UE Website) after fulfilling all the codal formalities.

**23.6.** In case of change/correction in credentials, the Revised Degree may be issued (with completion of all requirements). The candidate has to apply to the Controller of Examinations for the issuance of revised degree on the prescribed form after fulfilling all the codal formalities and deposit the prescribed fee; however, in case of change of religion, the fee will not be applicable.

**23.7.** In case of change/correction due to typo-mistake, the already issued degree will be cancelled/withdrawn and the corrected degree will be re-issued.

**23.8.** The Duplicate / Revised Degree shall be issued after the signatures of the Chancellor; however, Controller of Examinations will fulfil all other codal formalities with the approval of the Vice Chancellor.

#### **24. AWARD OF MEDALS/CERTIFICATES**

**24.1.** There shall be one Gold, one Silver and one Bronze medal for 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> position holders for each Post Graduate Diploma/Associate Degree (for Affiliated Colleges only)/ BS (4 Years)/BS (Post ADP)/MA/MSc/MS/MPhil/MBA Degree Program offered by the University.

**24.2.** For the purpose of determining the medal winner, all the students studying in that diploma/degree program in a given session, regardless of Division/Campus/Affiliated College & shift, will be considered as one group.

**24.3.** Positions for the award of medals/certificates shall be decided on the basis of CGPA. In case two or more students are acquiring same CGPA then the Position would be decided on the basis of obtained marks percentage among those students. In case, tie between more than one students still exists, all of them shall be awarded the relevant medal/certificate.

**24.4.** Only those students will be considered/eligible for award of medal/certificate who have:

**24.4.1.** Completed all the degree requirements within minimum prescribed period of that degree program (i.e. the students on extension will not be considered for medal/certificate).

**24.4.2.** Passed all the course(s) of that degree program in the 1<sup>st</sup> attempt.

**24.4.3.** Not secured any C grade or lower grade in any course in the entire degree program.

**24.4.4.** Not received any major penalty from Campus/University Discipline Committee under UE Discipline Regulations during that degree program.

**24.4.5.** Not been penalized/imposed any penalty by Campus/University Unfair Means Cases Committee under Unfair Means Cases Regulations during that degree program.

**24.4.6.** Not used the freezing of semester option during that degree program.

**24.5.** The degree programs where number of pass out students is less than 10, no medal/certificate shall be awarded.

## **25. COURSE FILE**

Maintaining the Course File is compulsory for all faculty members. It should have complete record of every activity that happens during the course. The course file should contain:

**25.1.** Course Code, Title, Contents, Objective and Pre-requisite

**25.2.** Description of Course Learning Outcomes

**25.3.** Week-wise Teaching Plan

**25.4.** Date of Mid Semester / Summative / University Examinations

**25.5.** Grading Policy will identify each activity such as Homework, Quizzes, Assignments, Mid-Semester Examination, Summative / University Examination and Term Papers etc.

**25.6.** Copy of each Homework, Quizzes, Assignments, Mid-Semester Examination, Summative / University Examination and Term Papers etc.

**25.7.** Copy of answer sheet of quiz, assignment, Mid Semester / Summative / University Examinations of three students (i.e. highest, lowest and average).

**25.8.** Grading Sheets of the Course, Detailing Statistical Data on the Grades

obtained by Students

**25.9.** Difficulties/Problems faced by the Teacher and Students during Classroom/ Course Delivery.

**26. SPECIAL CASES**

**26.1.** Notwithstanding the above regulations, if an emergency so requires, the Vice Chancellor shall have the power to issue orders, directives or instructions in connection with the smooth working of the semester system.

**26.2.** Where the regulations are silent and in cases of ambiguity or discrepancy as regards the interpretation of these regulations, the decision of the Syndicate shall be final.