THE UNIVERSITY OF HARIPUR

SEMESTER RULES AND REGULATIONS

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REGISTRAR OFFICE - ACADEMIC SECTION

The University of Haripur

Semester Rules and Regulations

For Undergraduate Academic Programs

REGISTRAR OFFICE ACADEMIC SECTION

PREAMBLE

This document presents approved Semester Rules and Regulations of The University of Haripur for the undergraduate academic programs offered under semester system. The University reserves the right to amend or discard these rules and regulations, completely or in part thereof, with the approval of the competent authorities.

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1. SHORT TITLE, COMMENCEMENT AND APPLICATION

1.1. These Rules and Regulations shall be called ***"The University of Haripur Semester Rules and Regulations (Revised - 2022) for Undergraduate Academic Programs."*** These Rules & Regulations are framed under Sections 29 and 31 of the Khyber Pakhtunkhwa Universities Act, 2012 **[as amended vide Khyber Pakhtunkhwa Universities (Amendment) Act, 2016].**

1.2. These Rules and Regulations shall come into force at once and shall apply to all the students registered in The University of Haripur for any undergraduate academic program either offered by The University of Haripur or its constituent colleges/ affiliated institutions/ sub-campus(s) under semester system.

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2. DEFINITIONS

2.1. **Academic Program:** A "Program of Studies", which leads to the award of a University degree to a student, after the successful completion of all the prescribed requirements.

2.2. **Academic Advisor:** A counselor (faculty member) allotted to student(s) at the time of admission assigned by the concerned Chairperson/Head of Department. The Academic Advisor shall be responsible for:

i. Helping students to choose a major and a minor course and ensuring that they meet all the requirements to graduate with a degree in that field.
ii. Advising students while choosing/opting for a research project or two courses in lieu of research project.
iii. Guiding students about internships etc.

2.3. **Admission**: Admission of a student as a regular student of The University of Haripur or in its constituent/ affiliated college/ institute/ Sub-Campus(s).

2.3A. ***Dual Admission****:* Simultaneous admission in more than one program of studies. Such cases shall be dealt as per the policy of the Higher Education Commission (HEC) in vogue.

2.4. **Assessment:** The assessment of the performance or achievement of the students in an academic course/ program. This can include assessment methods such as assignments (homework), quizzes, case studies, practical (Lab) work/ field work / project work, presentations, examinations, thesis, oral test/viva voce etc as per the relevant policy (amended from time to time) of the Higher Education Commission (HEC).

2.5. **Assignment:** A task relevant to a course of study assigned to the student by concerned faculty member to substantiate the course contents. The assignment may or may not be graded.

2.6. **Associate Degree Program**: A four semesters (two-year) undergraduate regular study program (offered as per HEC/ HED policy in vogue).

2.7. **Central Admission Committee:** A committee constituted by the Vice Chancellor of the University to overview and streamline whole admission process in the University and to devise and frame policy and procedures regarding the admissions to various degree programs offered by the University.

2.8. **Chairperson/ Head:** Chairperson/Head of an academic department.

2.9. **Contact Hour:** One contact hour means sixty (60) minutes of teacher – student interaction [with five (05) minutes break inclusive] spent on academic/ research related activities including instructional work/ tutorials, research work, projects,

seminars, workshops etc. during the course of studies at The University.

2.10. **Controller:** The Controller of Examinations of The University of Haripur.

2.11. **Course:** A set of contents related to an academic program, which is to be studied by a student for a fixed number of hours during a semester. Each subject will carry a specific discipline code and number.

2.12. **Credit Course:** A "Credit Course" means a course of study, successful completion of which shall be a requirement for the degree.

2.13. **Credit Hour (Cr. Hr):** Credit hour in class means teaching/ earning a theory course for one hour each week throughout the semester. One credit hour in laboratory or practical work/project would require lab contact of three hours per week.

2.14. **Cumulative Grade Point Average (CGPA):** The summation of the products (i.e. course credit hours multiplied by the numerical grade earned) in all semesters divided by the total number of credit hours taken by a student.

2.15. **Dean:** The Dean of a faculty**.**

2.16. **Department:** An academic department of The University of Haripur.

2.17. **Departmental Admission Committee:** A three members committee constituted by the concerned Chairperson/ Head of Department responsible for verification and confirmation of students' admission (as per prescribed eligibility criteria) to various degree programs offered by the Department/ Institute / Centre.

2.18. **Departmental Academic Committee (DAC):** A committee notified by the concerned Chairperson/Head of the Department comprising of three senior faculty members. Chairperson/Head of Department shall be the convener of the committee. The committee shall evaluate internship reports, project report, recommendation for extension in maximum time allowed duration for degree completion, transfer of credit hours and alike as prescribed in The University of Haripur Semester Rules and Regulations.

2.19. **Departmental Examination Committee (DEC):** A committee notified by the concerned Chairperson/Head of the Department comprising of three senior faculty members. Chairperson/Head of Department shall be the convener of the committee. The Committee shall be responsible for dealing with all matters related with the departmental examination.

2.20. **Drop out:** A student considered unsuitable upon academic performance for further studies at The University of Haripur or its constituent Institute/ Affiliated College/ Sub-campus and is removed from the roll of the University.

2.21. **Examiner:** A person appointed to conduct the examination.

2.22. **Faculty:** A faculty of The University of Haripur.

2.23. **Full Time Student:** A student enrolled in any academic program of learning and taking at least the minimum number of course credit hours according to the program requirements.

2.24. **Grade:** A mark (letter grade or number) indicating the assessment of a student's academic performance.

2.25. **Numerical Grade (NG):** Number of points representing the letter grades scored by a student in a course.

2.26. **Grade Points of a Credit Course:** This number is the product of points representing the numerical grade earned by the student in a course and the number of credit hours taken.

2.27. **Grade Point Average (GPA):** The average of the accumulative grade points

earned in a semester.

2.28. Internship: Students' engagement in a relevant academic, research or business organization related to the discipline chosen for specialization offered in any upper division semester as per requirement of discipline**.**

2.28. Make-Up Examination: A terminal or mid-term examination for the students who could not appear in examinations for any genuine reason or due to any task assignment (such as attending sports/national/international event on behalf of the University).

2.29. Non-Credit Course: A course of study, successful completion of which is required for a degree/diploma but not counted towards CGPA and maximum semester workload.

2.30. Practical/Laboratory (Lab) Test: These tests include all such examinations/assessment to ascertain the level of competence of practical application of knowledge acquired.

2.31. Project: Project is a research work aimed at testing the ability of a student to translate the theoretical knowledge acquired during a course of study into its practical application at Undergraduate Program.

2.32. Probation: A student is said to be on probation if s/he is deficient in standards to the extent where s/he is likely to be relegated/withdrawn, is allowed to continue studies.

2.33. Regular Student: A student who is studying in full time program running in the University in the respective academic year and seeks permission for appearing in examination of the University, as such.

2.34. Research/Project Report: A report comprising the original research of a student/researcher which is counted towards the partial fulfillment of his/her degree subject to fulfillment of relevant prescribed procedure**.**

2.35. Registrar: The Registrar of The University of Haripur.

2.36. Registration: Registration of the student with the office of the Registrar of The University of Haripur.

2.37. Research/Project Supervisor: A teacher who supervises/guides Research/Project of an undergraduate student till the successful completion of research work. The supervisor must have the prescribed experience and relevant qualification in the field of research**.**

2.38. Semester: An academic period (mentioned in the Academic Calendar of The University), in which one set of courses in any discipline is offered**.**

2.39. Teacher: A person serving in an academic department as lecturer, Assistant Professor, Associate Professor or Professor.

2.40. Theory and Practical (Lab) Work/ Field Work

i. ***Theory:*** *A theory course is of one (01) to four (04) credit hours as per requirement of the discipline, such as theory course of three (03) credit hours [class duration can be e.g. three (03) classes of one (01) hour per week OR two (02) classes of One and a half (1.5) hour per week OR one (01) class of three (03) hours class per week].*

ii. ***Practical (Lab) Work / Field Work:*** *Practical (Lab) Work/ Field Work of one (01) credit hour [Class duration will be of three (03) hours per week].*

2.41. Undergraduate Program: A 16 years educational program including BS (4 Years), B.Sc (Honors), Pharm-D / LLB (5 years), or equivalent Program.

2.42. **Unfair Means (UFM) Dealing Committee**: A committee appointed to deal with cases pertaining to use of unfair means in the examination by the students.

2.43. **Vice Chancellor:** The Vice Chancellor of The University of Haripur.

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3. ADMISSIONS

3.1. The University of Haripur shall offer undergraduate academic programs in the subjects approved in prescribed manner.

3.2. Admission to the University is open to all eligible candidates without distinction of caste, creed, gender, or place of origin or domicile. Applications for admission to various courses of study shall be invited from all over Pakistan. Similarly, foreign students seeking admission to the University shall be required to submit their applications to the University of Haripur. However, such applicants will be required to fulfill all requirements set by the Government for foreign students.

3.3. Any quota for admissions formally approved/adopted by relevant bodies/authorities of the University shall be maintained accordingly as per the ***"University of Haripur Admission Policy for Undergraduate Students".***

3.4. Admissions shall be regulated/governed through the ***"University of Haripur Admission Policy for Undergraduate Students"*** by the Central Admission Committee**.**

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4. ACADEMIC CALENDAR

4.1. The University of Haripur shall routinely publish the "Academic Calendar" reflecting schedule of a complete academic year.

4.2. The Academic Calendar of the University shall be prepared by a committee comprising of the following members:

1.	***Senior most Dean***	***Convener***
2.	***Director, Academics and Research***	***Member***
3.	***Director, Advanced Studies and Research Board***	***Member***
4.	***Director, Undergraduate Studies / Head, Undergraduate Admissions***	***Member***
5.	***Director, Affiliated Institutions***	***Member***
6.	***Director, Quality Enhancement Cell***	***Member***
7.	***One Head/Chairperson of Department from each Faculty to be nominated by concerned Dean***	***Member***
8.	***Controller of Examinations***	***Member***
9.	***Registrar Office (Academic Section)***	***Member/ Secretary***

4.3. For affiliated colleges/institutes, a separate committee shall comprise of the following members to recommend/propose the Academic Calendar for the affiliated colleges/institutes:

1.	***Senior most Dean***	***Convener***
2.	***Director, Academics and Research***	***Member***
3.	***Director, Affiliated Institutions***	***Member***
4.	***Principals of the concerned colleges/institutes***	***Members***

	three from public sector (preferably one from boys, one from girls college and one from the college offering Associate Degree) and one from private sector.	
5.	***Controller of Examinations***	***Member***
6.	***Registrar Office (Academic Section)***	***Member/ Secretary***

4.4. The Calendar will be notified by the Registrar Office, before the commencement of semester of the Academic Year mentioning the following items:

- *Orientation dates for fresh students*
- *Semester commencement date*
- *Semester/course registration date*
- *Add/drop courses*
- *Mid-term examination*
- *Mid semester students' activity week (Sports Gala etc)*
- *Schedule of terminal examination*
- *Semester end date*
- *Result preparation/ make-up examination dates*
- *Result declaration/notification date by the departments and its onward submission to the Controller of Examinations.*
- *Admission announcement for the next semester*
- *Holidays (normally including public holidays during academic year)*

4.5. Each student will have an Academic Advisor assigned by the respective Chairperson/Head of Department at the time of enrollment in the University or its affiliated colleges/institutes. Academic advisor shall guide the students regarding selection of courses and to meet the requirements and deadlines given for each activity in the academic calendar of the University. In addition, students will also be expected to know and adhere to the rules, regulations, course loads, pre-requisites, and policies of the University, as well as those of the departments /institutes/colleges in which they are enrolled.

4.6. In case, the University is closed owing to the circumstances beyond the control, then special make-up/online classes will be arranged converting weekends or holidays to working days to cover the lapsed period of students.

4.7. In case of affiliated colleges, it will be mandatory for the concerned college to follow the registration and examination fee schedules as notified by the Controller of Examinations of the University of Haripur.

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5. ACADEMIC YEAR/ SESSION

5.1. An academic year/session under the semester system comprises of two (02) regular semesters (Fall and Spring) and an optional summer/condensed (shorter duration) semester as per The University of Haripur Academic Calendar.

a. ***Fall Semester*** *normally starts from September and ends in January, however, duration may extend in circumstances beyond control.*

b. ***Spring Semester*** *normally starts from February and ends in June, however, duration may extend in circumstances beyond control.*

5.2. Each semester will be spread over a duration of sixteen to eighteen (16-18) weeks i.e. minimum sixteen (16) weeks of teaching excluding one to two (01-02) weeks

for examinations.

5.3. University/institutes/colleges are at liberty to enroll students (if they fulfill admission criteria) for any semester and issue transcript with letter grades at the end of the semester. In case the teaching in the whole of the University is suspended because of some exigency, the period of the semester shall be extended to the extent of the lost period of that semester or as the University management decides within the legal framework.

5.4. Summer/condensed Semester:

5.4.1. Summer semester will be of eight to nine (08 – 09) weeks (inclusive of examination) of concentrated study for completing remedial course work.

5.4.2. Student willing to avail summer semester has to apply on prescribed Pro forma **(Annexure 1)** in due time as per the Academic Calendar.

5.4.3. The minimum cost of single course in the University shall be set (as per the University's approved rate) based on five (05) students. However, affiliated colleges may set minimum cost at their own depending upon their feasibility.

5.4.4. If the number of registered students in any course is less than five (05), then they shall have to share total fee (as per the University's approved rate) to start that course.

5.4.5. Depending on the availability of staff and necessary facilities (subject to financial feasibility and willingness of the teacher concerned). Students can enroll maximum of two (02) courses up to eight (08) credit hours during summer semester.

5.4.7. Moreover, a student who has either failed or has been stopped to take the examination due to shortage of class attendance, deficiency/bridging course(s) or wishes to improve grade shall be allowed to register in summer/condensed semester.

5.4.8. 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.

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6. DEGREE STANDARDIZED FORMAT SCHEME OF STUDIES

6.1. Credit Hours

The credit hours are denoted by two digits within brackets with a hyphen/plus in between. The first digit represents the theory part while the second (right side) digit represents the practical.

Thus 3(3+0)/3(3-0) means three credit hours of theory, while 4(3+1)/4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory/studio work/field work/practical work supervised and graded by the faculty, and 4(1+3)/4(1-3) means a total of four credit hours, of which one is of theory while three credit hours are for laboratory/studio work/field work/practical work as per requirement of discipline.

6.2. Four Year Undergraduate Degree Programs

		Current BS programs	**New HEC Integrated BS**
a.	Total No. of Credit Hours (Minimum)	124	120
b.	Total No. of Credit Hours (Maximum)	140	135

c.	Semester Duration (Minimum weeks of teaching excluding examination)	16
d.	Number of Regular Semesters	08
e.	Course Load per Semester for Regular Full-Time Student (minimum)*	15
f.	Course Load per Semester for Regular Full-Time Student (maximum)*	18

**A student can enroll less than fifteen (15) credit hours in a regular semester and maximum of twenty-two (22) credit hours (in exceptional cases). Any student who wishes to enroll for more than eighteen (18) credit hours may be allowed to take one more course provided that the student has earned a Cumulative Grade Point Average (CGPA) of 3.5 or above OR in case of repeating/withdrawn/deficiency or bridging course(s) with the prior permission of the Academic Advisor and Chairperson/Head of the Department/Principal concerned.*

6.3. Non-Credit Hour Courses

In some disciplines, it might be either mandatory for a student to attend a course (in entirety) offered by the same department or any other department of the University in order to be eligible for the degree or a student may wish to have some value addition in degree. In these courses, a grade of P (Pass) or F (Fail) is awarded and has no bearings on the Grade Point Average (GPA). In case of "F" grade in a course, it is mandatory to repeat the same course.

6.4. Five Year Undergraduate Degree Programs

Credit hours (minimum and maximum) for five (05) year degree program are subject to requirements of the respective Accreditation Council.

6.5. Practical Learning Requirement

As per the Higher Education Commission (HEC) Undergraduate Education Policy 2020, all undergraduate academic programs shall provide students with a menu of activities that can equip them with such skills and in order to graduate every student will have to participate in one or more of such activities as specified in sections below.

Moreover, programs under relevant councils will follow the rules as per respective council guidelines.

6.5.1. ***Internship***

Students enrolled under the Higher Education Commission (HEC) Undergraduate Education Policy 2020 shall have to complete an internship program of at least nine (09) weeks duration, at any time after the completion of fourth semester, generally during the summer. Further, the University/departments/sections will collaborate with employers to arrange the requisite number of internship slots.

i. Students have to complete at least nine (09) weeks internship in a relevant academic, research or business organizations relating to disciplines chosen for specialization and submit a report about the internship. This report shall include a brief introduction to the firm/organization and followed by the work undertaken. A satisfactory certificate from the Chief Executive Officer/Regional Executive Officer/Branch Manager of the organization about the work carried out by the student at the firm/organization is mandatory. The Departmental Academic Committee (DAC) or its sub-committee (in case of significantly bigger departments) shall evaluate the report and the certificate from the organization and award *"Satisfactory Completion Certificate"* or

otherwise as it may deem fit.

ii. Students governed by the old undergraduate (BS) policy will follow the respective scheme of studies as approved by the concerned Board of Studies.

6.5.2. ***Practical Learning Lab (PLL)***

As per the Higher Education Commission (HEC) Undergraduate Education Policy 2020, in order to graduate every student will have to enroll in at least one non-credit extracurricular program (hereinafter referred to as a "Lab") for at least four (04) semesters. The "Lab" will meet for a minimum of four (04) hours per week (e.g., two afternoon sessions every week). Depending on the facilities available at the University, "Labs" would be offered in one or more of the following three areas: entrepreneurship, youth clubs and sports.

6.6. Research Project

Every student shall write a research project report *(individually)* in the final year up to maximum of six (06) credit hours [as per the Higher Education Commission (HEC) guideline relevant to departments/ programs] on a research topic approved by the faculty member/supervisor. The student may take two (02) elective courses (in area of specialization) in lieu of the research project.

Following procedure is to be followed for the conduct of research project/courses to be taken:

i. At the start of sixth (6th) semester, student may opt and apply (on a prescribed Pro forma **Annexure 2**) to the respective Chairperson/Head of Department through the Academic Advisor for a project OR Two (02) elective courses of three (03) credit hours each. Student will clearly state area of research interest in program.

ii. The Departmental Academic Committee (DAC) shall evaluate the research interest and give approval to the project along with assigning research supervisors (considering the research interest of supervisor) to students opting for research project before the end of sixth (06) semester and will notify accordingly. Considering the student choice, Cumulative Grade Point Average (CGPA) and the number of students with a teacher/research supervisor, the Departmental Academic Committee (DAC) shall ensure the fair and equal distribution of research supervisor keeping in view the student's area of interest.

6.7. Research Project Evaluation

i. Evaluation and final grading of an undergraduate project are done by the respective Departmental Academic Committee (DAC) and the cumulative result shall be submitted by the said committee.

ii. Student shall submit progress report to the Departmental Academic Committee (DAC) twice in seventh (7th) semester i.e. the first before the mid-term and second before the terminal) through research supervisor. However, the project of six (06) Cr. Hrs will be considered for evaluation in final semester i.e. eighth (8th) semester.

iii. The student must complete research project report [as per format prescribed by the Departmental Academic Committee (DAC) and approved by the concerned Dean] and submit three copies of it to the Departmental Academic Committee (DAC) through research supervisor (in a bounded form i.e. spiral binding etc) before the terminal examination of the final semester.

iv. A member of the committee, however, cannot evaluate his/her own project-

students and, therefore, must not participate in the evaluation of his/her own project students.

v. The Departmental Academic Committee (DAC) shall use the following percentage for evaluating a project:

A. Research Project Report (50%)

- *Background studies (10%),*
- *Planning and initiation / Material and methods (10%),*
- *Project work/ Results/ Discussion /Conclusion (30%).*

B. Presentation (50%)

- *Public presentation of the Research Project Report shall be conducted as per schedule announced by the department. In case of substantially bigger departments, the Departmental Academic Committee (DAC) may constitute sub-committee(s) for the purpose who will submit the final report to the Departmental Academic Committee (DAC).*
- *Presentation will be followed by a formal question and answer session.*

vi. If a student did not perform well in presentation or the report needs substantial improvement, then committee may defer the report/presentation, and student has to submit report or repeat the presentation within two weeks. Chairperson/Head of Department will announce the date accordingly. If a student fails to obtain cumulative marks of 50% (research project report plus presentation), then student will earn F grade in that semester and shall be required to resubmit research project report and give presentation again in next semester.

vii. Departments shall announce the schedule of research report submission and presentation making sure that all the process is completed ten (10) days before the commencement of terminal examination.

viii. In case of inability to complete the project within the set deadline, the respective Departmental Academic Committee (DAC) shall submit student's absence report. The Departmental Academic Committee (DAC) will submit the marks of each student to the Controller of Examinations/ERP before the end of the terminal examination of eighth (08) semester.

ix. In case, a student lags behind his classmates due to poor academic performance, health reasons, etc, and project is delayed [could not complete the project till the last date of terminal examination of eighth (08) semester as per date sheet of concerned department], in such cases, the result of the rest of the class shall not be delayed. The student in this case shall be awarded an "F" grade. The student may enroll in the next semester to complete the rest of his project work subject to the condition that time allowed will not exceed the maximum allowed timeline i.e. Twelve (12) semesters to complete the degree. Furthermore, in ninth (9th) and subsequent semesters, such student has to pay for the *Semester Registration* and the *Research Project Fee* as per approved rates of the University Semester Dues in vogue.

x. In case, a student remains failed to complete research project for any reason, student may opt and apply again, within two weeks of start of new semester to the Departmental Academic Committee (DAC) through the Academic Advisor for two (02) elective courses (area of specialization) of three (03) credit hours

each.

xi. The grading of the report and viva-voce examination shall be included in the Cumulative Grade Point Average (CGPA) of the result.

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7. DURATION OF THE UNDERGRADUATE PROGRAMS

7.1. Generally, for completing BS (Hons), B.Sc (Hons) or equivalent programs, duration shall be four (04) years i.e. eight (08) semesters and maximum duration shall be six (06) years i.e. twelve (12) semesters, in genuine cases, further extendable for one (01) year i.e. two (02) semesters with the approval of the concerned Dean, through Departmental Academic Committee (DAC).

7.2. For fifth (5th) semester admitted students/MA/MSc (2 Years) or equivalent programs, minimum duration shall be two (02) years i.e. four (04) semesters and maximum duration shall be three (03) years i.e. six (06) semesters. Furthermore, in genuine cases, extendable for one (01) semester with the approval of the concerned Dean, through Departmental Academic Committee (DAC).

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8. ASSOCIATE DEGREE PROGRAMS

8.1. Types/Nomenclature of Associate Degree

The primary types of Associate Degree, in terms of nomenclatures, shall be as following, however, types / nomenclatures shall not be limited to the mentioned ones and can be more in accordance with the Higher Education Commission's (HEC) Pakistan Qualification Register:

a. *Associate Degree in Arts (Specialization/major in)*
b. *Associate Degree in Science (Specialization/major in)*

8.2. Modules of Associate Degree Programs

Associate Degree program will be of two modules:

1. *Associate Degree (Exit Module i.e. BS Program)*
2. *Associate Degree program offered by affiliated/constituent colleges/sub-campuses of The University of Haripur after intermediate or equivalent*

8.2.1. ***Associate Degree (Exit Module i.e. BS Program)***

Associate Degree (Exit Module) shall be awarded to the BS students on following criteria;

i. This degree shall be awarded to recognize only first four (04) semesters of a BS or an equivalent Program, even the student has passed more than four (04) semesters.

ii. Student has to apply in writing to the concerned Chairperson/Head of Department that the student does not want to continue studies. Chairperson/Head of Department will mark the status of such student as a "Exit" student in record/ERP (if all the requirements of degree are fulfilled) and forward the case to the Controller of Examinations. Student has to attach all Detailed Marks Certificates (DMCs), clearance form and application for official transcript/provisional certificate.

iii. The student should have passed all subjects of first four (04) semesters of a BS or an equivalent program with minimum Cumulative Grade Point Average (CGPA) of 2.00 with minimum workload requirement of 60 Cr.Hrs as per approved Scheme of Studies of the concerned department for 1st four semesters of a BS program.

iv. If a student has already fulfilled all requirements for associate degree (exit module) as mentioned in 8.2.1 (iii), and apply for associate degree (exit) in fifth (5th) semester, shall not be charged any fee for the fifth (5th) semester, provided that the student has already cleared dues of first four semesters.

v. If a student has already fulfilled all requirements for associate degree (exit module) as mentioned in 8.2.1 (iii), and apply for associate degree (exit) in any subsequent semester i.e. sixth (6th) and onwards, will be required to pay fee for lapsed semester(s), as per the University's approved rates applicable for suspended semester(s).

vi. If student has failed course(s) of first four (04) semesters, s/he has to pass all courses within the maximum allowed duration of BS degree. In such a case, student has to pay the *Semester Registration Fee* and the *Course(s) Registration Fee*, along with the fee for lapsed semester(s), if any, as per the University's approved rates applicable for suspended semester(s).

vii. A holder of this degree shall not be eligible for distinction certificates of BS or equivalent programs offered by The University of Haripur, if s/he rejoins and completes such program in The University of Haripur or its affiliated college on the basis of Associate Degree (Exit Module).

viii. If a student quits a specific BS program by passing first four (04) semesters with minimum Cumulative Grade Point Average (CGPA) of 2.00 (with minimum 60 Cr.Hrs in first four semesters), and applies for the exit degree, the nomenclature of such degree shall be the *Associate Degree in Science* or *Associate Degree in Arts* followed by the specific subject in parenthesis e.g. a student of BS (Botany) Program shall get *Associate Degree in Science (Botany).*

ix. Associate Degree (Exit module) shall be awarded to the students with effect from the date on which the Higher Education Commission (HEC) recognized The University of Haripur as a Degree Awarding Institute vide letter No. 115-07/HEC/A&A/2010/28, i.e. January 9, 2013. This Section may be read in conjunction with the Section 7.2(A-iii) above.

x. Session of the BS or equivalent program in which the student was enrolled shall be mentioned as the session of Associate Degree (Exit Module) on all relevant transcripts/certificates and Degree with a note describing student's academic history of BS or equivalent.

xi. Associate degree shall be awarded to the student upon request on a prescribed form **(Annexure-19)** issued by the Controller of Examinations, The University of Haripur by paying a prescribed fee(s) as per the approved rates of the University.

xii. The holders of above mentioned degree(s) awarded by The University of Haripur or any other Degree Awarding Institute (DAI) approved by the Higher Education Commission (HEC) shall be eligible to apply for admission in only fifth (5th) semester of BS or equivalent program offered in The University of Haripur and its constituent Colleges/Institutes or its Affiliated Colleges/Institutes.

8.2.2. ***Associate Degree program offered by affiliated/constituent colleges/sub-campuses of The University of Haripur after intermediate or equivalent:***

i. In accordance with the Higher Education Commission's (HEC) guidelines, this degree shall be offered in the colleges affiliated with The University of

Haripur or through specially designated campuses or constituent colleges/institutes of The University of Haripur after qualification of Intermediate or equivalent i.e. twelve (12) years of schooling.

ii. This degree shall be offered based on minimum of two (02) years i.e. four (04) semesters and shall be considered equivalent to fourteen (14) years of education/Level-5 Qualification in accordance with "National Qualification Framework of Pakistan."

iii. The admission criteria and scheme of studies/curricula of such programs shall be prescribed by the concerned Board of Studies of the University, however, students with less than 2nd Division/45% marks in Intermediate or equivalent qualification shall not be admitted in these programs.

iv. The holders of above mentioned degree(s) awarded by The University of Haripur or any other Degree Awarding Institute (DAI) approved by the Higher Education Commission (HEC) shall be eligible to apply for joining fifth (5th) semester of BS or equivalent program offered in The University of Haripur and its constituent colleges/institutes/sub-campus or its affiliated colleges/institutes.

v. Minimum Cumulative Grade Point Average (CGPA) for grant of the Associate Degree shall be 2.00.

vi. Student has to complete all degree requirements within maximum duration of six (06) semesters. Furthermore, in genuine cases, extendable for one (01) semester with the approval of the concerned Board of Studies.

8.3. Admission procedure for admission in the fifth (5th) Semester of a BS or equivalent program offered in the University or its sub-campuses/affiliated/constituent colleges/institutes:

I. Graduates of Associate Degree (Exit Module) shall be eligible to apply with minimum Cumulative Grade Point Average (CGPA) of 2.00 with minimum passed courses of 60 Cr. Hrs in total.

II. The concerned department shall determine whether such student shall study bridging/deficiency courses before joining the fifth (5th) semester or after joining fifth (5th) semester till completion of BS or equivalent.

8.3.1. ***Students Possessing Conventional BA/BSc/B.Com***

i. Students shall have to take admission in BS 5th semester as per the University Admission Policy.

ii. As per policy, conventional BA/ B.Sc/B.Com degree is counted equivalent to fifty (50) credit hours. Student will have to complete remaining credit hours in accordance with the minimum credit hours requirements for the BS degree program as approved by the concerned Board of Studies, The University of Haripur. Student will have to complete remaining credit hours in accordance with the minimum credit hours requirements for the BS degree program as approved by the concerned Board of Studies, The University of Haripur.

iii. Student will cover the normal courses in regular semesters from fifth to eighth (5th – 8th). Student may cover the deficiency courses, in bridging semester or in addition to normal/routine courses of 5th to 8th semester (including summer or condensed semester), if regular semester workload permits and also as per the availability of course(s) parallel to the semester in which student is enrolled.

iv. If the student remains unable to fulfill the credit hours/deficiency/ bridging

courses requirements for the BS degree program within the normal degree duration i.e. eight (08) semesters, s/he will have to register for ninth (9th) semester and onwards subject to completion of maximum allowed duration, for the degree.

8.3.2. ***Students possessing Associate Degree from the Colleges affiliated with The University of Haripur (2+2)***

i. Students shall have to take admission in BS fifth (5th) semester as per the University Admission Policy.
ii. Normally no deficiency is required, however, if found it will be adjusted in fifth to eighth (5th - 8th) semester as per the courses offered by the department.
iii. In case, the student remains unable to fulfill the credit hours/deficiency/ bridging courses requirements for the BS degree program within the normal degree duration i.e. eight (08) semesters, s/he will have to register for ninth (9th) semester and onwards subject to completion of maximum allowed duration, for the degree.

8.3.3. ***Students possessing Associate Degree from other institutions/ any other subject***

i. Admission to irrelevant Associate Degree holders is offered in The University of Haripur.
ii. Each department may have its own policy to offer additional deficiency courses to the holders of Associate Degree in irrelevant subjects.
iii. Although student of irrelevant Associate Degree may have already earned sixty (60) plus credit hours, each department may consider the relevance of each course in the courses of Associate Degree. The student will have to complete remaining credit hours in accordance with the minimum credit hours requirements for the BS degree program as approved by the concerned Board of Studies, The University of Haripur.
iv. The student will cover the normal courses in regular semesters from fifth to eighth (5th – 8th). The student may cover the deficiency courses, in bridging semester or in addition to normal/routine courses of 5th to 8th semester (including summer or condensed semester), if regular semester workload permits and also as per the availability of course(s) parallel to the semester in which the student is enrolled.
v. In case, the student remains unable to fulfill the credit hours/deficiency/ bridging courses requirements for the BS degree program within the normal degree duration i.e. eight (08) semesters, s/he will have to register for 9th semester and onwards subject to completion of maximum allowed duration, for the degree.

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9. COURSES OF STUDY

The course of study, the credit hours (Cr.Hr) allocated to each subject and detailed syllabus shall be according to the proposals made by the Board of Studies (BoS) concerned, and approved by The University of Haripur Academic Council on the recommendation of the Board of Faculty (BoF) concerned.

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10. ORGANIZATION OF TEACHING

10.1. Teaching in the various courses shall be conducted in the University departments

or affiliated/constituent institutions through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work and other methods of instruction approved by the Academic Council.

10.2. Teaching in each department/institute shall be conducted by the University teachers or such other persons as may be allowed by the authorities.

10.3. Teaching in each department/institute shall be organized through courses specified for each discipline and approved by the competent authorities as prescribed in the Khyber Pakhtunkhwa Universities Act, 2012 as amended in 2016 and statutes, rules & regulations made there under and amended from time to time.

10.4. Teacher shall share the course contents as approved by the concerned statutory bodies in the very first class of the semester and each student shall have to follow the syllabi and courses of study from time to time.

10.5. English shall be the medium of instruction, except in language courses, Islamic Studies and/or any other course approved by the Academic Council (Examination of Islamic Studies / Pakistan Studies shall be optional in Urdu or English).
*[In the above context, a specimen Pro forma for Medium of Instruction Certificate at The University of Haripur duly signed by the respective Chairperson/ Head of Department (all courses are being taught in English except the language courses) is attached as **Annexure 3** and can be downloaded from ERP as well].*

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11. COURSE FILE

11.1. Maintenance of course file of each semester is compulsory for the teacher concerned.

11.2. At the end of semester, teacher shall submit the course file to the concerned Chairperson/Head of Department.

11.3. The "Course File" will have a complete record of semester's contents, for instance:

i. Details of students' enrollment / registration in the program.
ii. Timetable of classes.
iii. Course code and contents as per recommendation of respective Board of Studies.
iv. Weekly breakup of classes.
v. Details of rescheduling of classes, if any.
vi. Brief points of lecture's handouts
vii. Record of assignments/ quizzes/ lab work given to the student with evaluation.
viii. Record of Mid-term Examination, including question paper and results.
ix. Record of Terminal Examination, including question paper and results.

11.4. **Course File Review:** At the end of a semester, the Quality Enhancement Cell (QEC) will visit each department to review the course files as per criteria mentioned in the *Section 11.3*. The review report will be submitted to the concerned Dean for necessary action, if required.

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12. SEMESTER DUES

1. In case of first (1st) semester, no candidate will be entitled to deposit any dues if admission is not offered or to claim any right till the confirmation of the admission. A student shall be required to submit dues after confirmation of admission.

2. For subsequent semesters, University dues (at the rate in vogue approved by the University's authorities) shall have to be paid as per following schedule:

S.No.	*Time of dues/fee submission*	*Fee*
1.	*Within **five** working days of the commencement of classes.*	*Normal Semester Fee.*
2.	*From **6th to 10th** working day of the commencement of classes.*	*Normal Semester Fee plus Fine as per the University's approved rates*
3.	*From **11th to 15th** working day of the commencement of classes.*	*Normal Semester Fee plus Fine as per the University's approved rates*
4.	*From **16th to 20th** working day of the commencement of classes.*	*Normal Semester Fee plus Fine as per the University's approved rates*
5.	*From **21st to 30th** working day of the commencement of classes.*	*Normal Semester Fee plus Fine as per the University's approved rates*
6.	*From **31st** working day of the commencement of classes till commencement of mid-term examination*	*Normal Semester Fee plus Fine as per the University's approved rates*

3. It will be the responsibility of concerned Chairperson/Head of the Department to remain vigilant on defaulter students and timely intimate such students to pay the dues.
4. Concerned teacher will not allow the defaulter student to sit in any examination and Chairperson/Head of the Department will ensure the implementation of rules.

12.1. Refund of Semester Dues

All freshly admitted students can apply for the refund in writing **(Pro forma is attached as Annexure 4)**. The semester dues/fee charged under all heads shall be refunded in addition to refund schedule of Tuition Fee as prescribed in the UoH Statutes 2016 except Registration Fee and Admission Fee according to the following timeline:

Percentage of Refund	*Timeline of Semester System*	*Timeline for Annual System*
Full (100%) fee refund	*Up to 7th working day of commencement of classes*	*Up to 15th working day of commencement of classes*
Half (50%) fee refund	*From 8th – 15th working day of commencement of classes*	*From 16th – 30th working day of commencement of classes*
No (0%) fee refund	*From 16th working day of commencement of classes*	*From 31st working day of commencement of classes*
a) Commencement of classes date shall be considered as per Academic Calendar of the University or its affiliated colleges (as the case may be). *b) Full security fee shall be refunded to student maximum till two years after completion of a study program or in case discontinues /transfers to any other institution for any reason after deduction/ adjustment of arrears (if any). After two years, the amount of security fee shall be transferred/deposited in Students Welfare Fund.*		

c) *In exception to the above, full refund of dues/charges/fee (including Admission Fee and Registration fee) shall be made to a student who remained successful in securing admission in a program/department but the program could not be started by the University for any reason. Furthermore, if a student has deposited fee mistakenly for a department, full refund of dues/charges/fee (including Admission Fee and Registration fee) shall be made to such student.*

d) *In case, where a student could not deposit dues in due time due to any reason which involves procedural delay on the University's part and claims for fine waiver or refund of semester dues, such a case may be considered by a committee comprising of Head/Chairperson of concerned department (Convener), Registrar or his nominee (Member) and Treasurer or his nominee (Member/Secretary). In such a case, the decision of the committee shall be considered as final.*

12.2. Payment of Semester Dues in Installments

1. There will be two installments.
2. First (1st) installment will be admission and other charges excluding Tuition Fee.
3. First (1st) installment will be submitted as per recommendations of Directorate of Undergraduate Studies.
4. Second (2nd) installment will be submitted before commencement of mid-term examination.
5. The case of installment will be processed on the personal guarantee of University of Haripur employees only.
6. In case of a student getting the benefits of installments, such student shall be eligible for fee refund as per policy.
7. In case of failure of deposit of fee i.e. second (2nd) installment within due time i.e. mid-term examination, the same shall be deducted from salary of guarantor.
8. The application will be processed on a prescribed pro forma obtainable from University of Haripur website / concerned department.

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13. DUAL DEGREE ENROLMENT

All cases of dual enrollment/multiple degrees of the same period shall be dealt in accordance with the Higher Education Commission (HEC) policy in vogue (current policy of the Higher Education Commission (HEC) was notified vide No. DUAL DEGREE/AD-1/QA/HEC/2015/674, dated November 13, 2015) annexed as **Annexure 5.**

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14. REGISTRATION OF NEW SEMESTER

i. At the end of each semester (after the result announcement), student (if not dropped out) is required to register the new semester/courses (as per dates specified in Academic Calendar) through ERP or in hard on a prescribed Pro forma (**Annexure 6**) if ERP is not available. Concerned Chairperson /Head of Department will make sure that all the courses being offered in a semester are displayed on website/notice board, uploaded on ERP and relevant

teachers are assigned well before the start of semester registration. Registration of new semester is not required for first (1st) semester (fresh) students.

ii. Student will mention all courses (repeat, improvement, major, minor, optional, distributary requirement, non-credit etc) in the Pro forma and get it signed from concerned academic advisor. Student will discuss the courses with academic advisor before registering the semester/courses on ERP.

iii. If student could not apply for repeat/improve/deficient courses (considering the maximum allowable credit hours limits) at the time of semester registration, then may apply it within ten (10) working days of start of classes by filling Registration/Withdrawal Pro forma or by registering through ERP (if available) and get it signed from the concerned academic advisor.

iv. Student will pay the due semester fee (Fee challan may be generated automatically when student submit the semester registration form on ERP) only in designated banks. Course(s) offered by other departments will also be visible to concerned Chairperson HoD/students on ERP for registration.

v. Students who failed to register the semester within due time will be considered "suspended" and will be dealt as per "Suspension of Semester" rules. Such student will not be considered a regular student of the University in that period. The student may then register in these courses in a subsequent semester.

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15. ADD / DROP / CHANGE / WITHDRAWAL OF COURSE(S)

15.1. Add / Drop / Change Course(s)

i. Student willing to add any course(s) has to apply to concerned Chairperson/Head of Department on a prescribed pro forma Annexure 6 within ten (10) working days of the commencement of the semester considering the minimum course load for a semester.

ii. When a course, for which a student has enrolled, cannot be offered according to the announced program, the student may take an alternative course. However, this must be done not later than seven (07) days after the date of enrollment and in this case students will not pay dues afresh.

iii. A student, after taking consent from academic advisor and approval of the concerned Chairperson/Head of Department/Principal, may be allowed to change/drop a course within fourteen (14) working days of the commencement of a semester. If the dropped course belongs to the regular scheme of study then no semester fee will be refunded, however, if dropped course is taken as repeat/improvement/deficiency and student had paid extra fee, then same may either be refunded or adjusted in subsequent semester fee.

iv. A student may convert a credit course into a non-credit course or vice versa within fourteen (14) working days from the date of commencement of a semester with the consent of academic advisor and approval of the Chairperson/Head of Department/Director/ Principal of a college.

v. A student can drop (by freezing) an entire semester after registration/renewal,

however, such student shall be required to pay semester charges for that semester as per semester freeze rules.

vi. The dropped semester shall be counted towards the maximum number of semesters allowed for completion of degree, provided further that the dropped semester will not be counted towards calculation of Cumulative Grade Point Average (CGPA).

15.2. Withdrawal of Course(s)

i. Students are allowed to withdraw from a course till the commencement of mid-term examination. 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 calculation of the Grade Point Average (GPA) of the student.

ii. A student withdrawing after the commencement of mid-term shall be automatically awarded "F" grade which shall be counted in the Grade Point Average (GPA) calculation.

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16. REPEATING (TO PASS OR TO IMPROVE) OR DEFICIENCY/ BRIDGING COURSE(S)

16.1. Student willing to repeat (to pass or to improve) or appearing for deficiency/bridging course(s) shall register for the same or an equivalent course whenever offered. Student has to apply for the registration of course(s) within ten (10) working days of commencement of classes on prescribed pro forma **(Annexure 7).**

16.2. Student who gets "C negative" (C^{-}) grade in a course can improve the course whenever offered to improve Grade Point Average (GPA)/ Cumulative Grade Point Average (CGPA)**.**

16.3. To pass the failed course(s)/subject(s), a student shall be allowed to repeat failed course(s)/subject(s); same or recommended alternates whenever offered, till termination of maximum allowed duration of the program as well as extension allowed, however, "F" grade obtained earlier shall also be recorded on the transcript(s).

16.4. Student desirous to improve courses (C negative "C^{-}" or less grade) after completion of degree requirement may be allowed to do so till termination of maximum time allowed for degree completion and subject to the condition that the same course is being offered by the department (as per the approved Scheme of Studies) at the time of improvement. After improving course(s), if one gets the grade less than the previous, the previous grade will be counted towards the result**.**

16.5. In case a student repeats the failed course which has already been taken, then:

i. The old grade will be replaced with the new grade and will be marked improved/repeated on the Detailed Marks Certificate (DMC).

ii. In case, a student takes a new course in lieu of the course failed, both the grades will be reflected on transcript, i.e. old course grade (for information only) and new course grade for calculation of grade.

16.6. Fee/charges for repeating (to pass or to improve) or appearing for

deficiency/bridging courses shall be as follows:

i. *Student repeating (to pass or to improve) or appearing for deficiency/bridging courses (four or more courses) shall be charged full semester fee.*
ii. *In case of repeating (to pass or to improve) or appearing for deficiency/bridging courses within the normal degree duration e.g. first eight (8) semesters for BS (considering the maximum allowable Cr. Hr. load in a semester) shall pay fee/charges as per the University's approved rate, (not applicable on condensed/ summer semester).*
iii. *In case of repeating (to pass or to improve) or appearing in deficiency/bridging courses after the normal degree duration (for 9th and onward semesters) has to pay the semester registration fee plus per course fee as per the University's approved rate. However, in case of opting for four or more courses, a student shall be charged full semester fee.*
iv. *Students applying for improvement after completion of degree shall have to pay charges for each lapsed semester as per the University's approved rate.*

16.7. If a student has Cumulative Grade Point Average (CGPA) of 2.00 or above, promoted to the next semester and wishes to improve previous semester/course(s) without being registered for the next semester, will be allowed to do so subject to the completion of degree in maximum time allowed duration.

16.8. Attendance shall not be mandatory for students repeating for improvement.

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17. CHANGE OF DEPARTMENT/PROGRAM

1. Student shall deposit a processing fee/charges as per the University's approved rate, for the change of department/program. However, a student shall be considered exempted from the processing fee in case of non-commencement of a program in which the student has already secured admission.
2. Change of department/ program may be availed once. For first (1st) semester students, department will make sure that there is no candidate in waiting list before allowing the change of department within fifteen (15) days of start of classes.
3. Change of department/ program can be availed within two (02) weeks of the commencement of classes.
4. Change of department/ program can be availed in any semester subject to the condition that the time duration does not exceed the maximum time allowed for degree completion.
5. Student shall consult the academic advisor of the relieving department and take approval from both Chairpersons/Heads (relieving and opting department), on a prescribed form **Annexure 8.**
6. Opting department will make sure that the student meets the admission requirement, availability of seat and provide guidance to the student about the deficiency course(s) (if any), within the remaining degree duration.
7. In case where the fee of opted department/program is higher than that of relieving department/program, The Director Undergraduate Studies/ Admission Office will issue additional challan for depositing the differential amount.

8. In case where the fee of opted department/program is less than that of relieving department/program, the additional amount may be reimbursed or adjusted in the next semester fee.

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18. TRANSFER OF CREDIT HOURS / MIGRATION

18.1. Between The University of Haripur and other Chartered Universities/ Institutes

18.1.1. Credit hours shall be transferred between the University of Haripur and chartered universities/institutes on the approval of admission committee of concerned department.

Similarly, student from any affiliated college of The University of Haripur can migrate / transfer credit hours to The University of Haripur and vice versa. In such a case, "less than C" grade can also be transferred subject to the recommendations of the concerned Departmental Academic Committee (DAC). Moreover, students enrolled in Associate Degree Programs can also apply for migration/ transfer of credit hours in BS or equivalent programs subject to the recommendations of the concerned Departmental Academic Committee (DAC).

18.1.2. Application (on prescribed **Proforma Annexure 9**) along with all necessary documents will be submitted to the concerned Chairperson/Head of the Department, which will be evaluated by the Departmental Academic Committee (DAC). The Departmental Academic Committee (DAC) may co-opt members from other disciplines for courses other than the major subjects. The Departmental Academic Committee (DAC) will submit its detailed report to the *"Faculty Credit Transfer Committee"* comprising of the following for final approval and notification by the Director Academics and Research (DAR):

- Concerned Dean as *Convener*
- All Deans as *Members*
- Concerned Head of Department as *Member*
- Controller of Examinations *as Member*
- DAR/Director, Undergraduate Studies or his nominee as *Member/Secretary*

18.1.3. The credit transfer shall be subject to the following conditions:

i. Student has to apply at least one month before the start of semester but in no case after one week of start of classes along with the following documents:
   - *Attested/Verified photocopies of all academic certificates (from matriculation onwards).*
   - *Original/Verified transcripts of the semester(s) issued by Controller of Examination Office of the parent university.*
   - *Original recent Character Certificate from the parent university.*
   - *No Objection Certificate (NOC)/Migration Certificate issued from the parent university (in original).*
   - *Complete scheme of studies with course contents of parent institution*
   - *Attested photocopy of CNIC/Form-B.*

ii. Student has passed at least one semester in the parent institution and is not in final semester.

iii. The student must be fulfilling the admission criteria of that program.

iv. There must be a vacant seat available in that program.

v. Only those courses and credits shall be considered for transfer in which the

applicant has got grade "C" or higher as per parent institution grading policy. In case, if only percentage is written/ mentioned on transcript, the student shall be required to provide grading policy of the parent institution.

vi. The courses shall be transferred on course to course basis. The transferred course must be similar in content and scope to a UOH course (at least 70%).

vii. The maximum transferable courses shall not be more than 50% of total credit hours required for the completion of the degree program at The University of Haripur.

viii. Study period spent in parent institution shall be counted toward the maximum allowed period to complete the degree.

ix. The total courses transferred shall be reflected along with credit hours (without grades) on the transcript issued by The University of Haripur with reference to the parent institution. The transfer credit hours shall not be counted towards the Cumulative Grade Point Average (CGPA) calculation.

18.1.4. The applicant has to pay processing fee for transfer of credit hours as per the University's approved rate. Furthermore, on admission, student will pay the semester fee as of first (1st) semester student admitted in that current session and for the subsequent semesters, the fee shall be charged at par with the students enrolled in the same session.

18.1.5. Transfer of credit Hours from The University of Haripur shall not be allowed before the completion of first (1st) semester for BS/4 Years or five (05) years and Second (2nd) semester two (02) Years Degree Programs. Student has to pay a prescribed fee for issuance of No Objection Certificate (NOC) along with payment of fee for any lapsed/ suspended semester(s) as per the University's approved rates. The Chairperson/ Head of Department will forward the approval to the Directorate of Undergraduate Studies/Admission Office for issuance of No Objection Certificate (NOC). After confirmation that the student has cleared all previous dues and subsequent issuance of No Objection Certificate (NOC), the ERP will be updated accordingly. Furthermore, after issuance of No Objection Certificate (NOC), student will be not on the role of the University.

18.1.6. A student who has obtained No Objection Certificate (NOC) to migrate/transfer credit hours from the University but has not secured admission in another institution may be re-admitted to the University in the class to which such student can be re-admitted within three(03) weeks of the commencement of classes and further that the student surrenders the No Objection Certificate (NOC) to migrate/transfer. The Directorate of Undergraduate Studies/Admission Office will notify the cancellation of No Objection Certificate (NOC) through concerned Chairperson/Head of the Department.

18.2. Inter UOH Affiliated Colleges Migration

18.2.1. Approval of the Principals of The University of Haripur affiliated colleges (Relieving and Opting) is mandatory on the prescribed Pro forma **(Annexure 10)**

18.2.2. The Departmental Academic Committee (DAC) of the Opting Department of the college shall evaluate the case as per approved rules (Above Section 18.1 and its sub-sections as and where applicable) and forward the case to the Principal for approval and further to the Director Academics and Research (DAR) of the University of Haripur along with payment of a prescribed processing fee as per University's approved rate. The Director Academics and Research (DAR) will notify and send intimation of the same to the Controller of Examinations of the

University.

18.2.3. In case of transfer from affiliated colleges of other universities to any affiliated college of The University of Haripur (Section 18.1 and its sub-sections as and where applicable) shall be followed.

18.2.4. The Departmental Academic Committee (DAC) of the concerned college shall follow the rules and regulations of The University of Haripur along with any guideline/policy of the Directorate of Colleges/ Higher Education Department (HED), Government of Khyber Pakhtunkhwa, in vogue.

18.3. Exemption of Course(s)

18.3.1. Exemption of course(s) shall be granted to those admitted/enrolled students in The University of Haripur who have earned any degree, diploma, certificate etc from a recognized institute.

18.3.2. Application along with all necessary documents will be submitted to the concerned Chairperson/Head of the Department which shall be evaluated by the Departmental Academic Committee (DAC). The Departmental Academic Committee (DAC) will submit its detailed report to *"Faculty Credit Transfer Committee"* (having same composition as mentioned in 18.1.2) for final approval and notification by the Director Academics and Research (DAR) after payment of the prescribed fee as per the University's approved rate.

18.3.3. The exemption of courses shall be subject to the following conditions:

i. Student has to apply within the first (1st) semester of admission.
ii. Only those courses shall be considered for exemption in which the applicant has got grade 'C or equivalent' or higher.
iii. The exemption shall be on course to course basis. The course to be exempted must be similar in content and scope to a UOH course (at least 70%)
iv. The courses for which exemption is claimed should not be more than four (4) years old.
v. The maximum exempted courses shall not be more than 50% of total credit hours required for the completion of the degree program at The University of Haripur.
vi. The student should not have been dropped-out or expelled from the parent institution (declaration statement).

18.3.4. The total exempted courses shall be reflected along with credit hours (without grades) on the transcript issued by The University of Haripur with reference to the parent institution. The credit hours of the exempted courses shall not be counted towards the Cumulative Grade Point Average (CGPA) calculation.

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19. ATTENDANCE

19.1. Every student of the University is required to maintain at least 75% of the attendance in each course. A student who fails to meet the minimum requirements of attendance in any course shall not be allowed to take final examination for that course.

19.2. In courses with Lab, every student studying such course is required to maintain at least 75% of the attendance in a lab and 75% in a classroom, separately. A student who fails to meet the minimum requirements of attendance, either in Lab or in a classroom, shall not be allowed to take final examination for that whole course.

19.3. a. Teacher shall record (soft/hard) and update (ERP) students' attendance within five (05) working days of a particular week.

b. If a teacher could not update (ERP) attendance as mentioned in clause (1) above, the teacher shall send a request to Directorate of IT Services through concerned Chairperson/Head of Department for update of attendance record.

c. In case of a compliant placed by a student or if any ambiguity exists relating to student's attendance, the Departmental Academic Committee (DAC) shall listen to the student, consider the matter and decide in writing, which shall be considered final.

19.4. Students short of attendance will be detained and examination admit-cards/clearance certificate (ERP generated) shall clearly mention that "this admit card is not valid for subject(s) with less than 75% attendance.

19.5. Students having class attendance less than 75% in a particular course will be required to repeat the full course when it is offered again.

19.6. A student having less than 75% attendance will be considered failed and shall be awarded 'F' grade in that subject.

19.7. Absence from class for two (02) consecutive weeks or more [two weeks means six (06) classes of a three (03) credit hours course and four (04) classes of a two (02) credit hours course] without any genuine reason shall entail cancellation of registration in the course (either by the class teacher or automatically on ERP) which would only be restored on appeal to the concerned teacher made within five (05) days of the cancellation with payment of due charges as per approved rate of the University [to be submitted in Departmental Fund (DF)] subject to the condition that minimum attendance percentage requirement will be fulfilled. Otherwise, the concerned teacher will intimate the Chairperson/Head of the Department for notification of the cancellation of registration in the course that will be visible on the student portal.

19.8. Leave up to seven (07) days shall be sanctioned by the Chairperson/Head of the concerned department/institute. Sanction of leave beyond seven (07) days will be granted by the concerned Dean/ Principal on the recommendations of the Chairperson/Head of the concerned department. The maximum leave period to be availed in exceptional cases on very genuine grounds in one semester will not exceed thirty (30) days. However, the total percentage of attendance must be 75% after availing the leave, failing which student will not be eligible to appear in terminal examination.

19.9. The required minimum attendance will be 75%. However, the Departmental Students' Grievances Redressal Committee (as mentioned in the Semester Rules and Regulations) may relax it up to 10 % with resultant attendance of up to 65 % on following condition:

i. A student of any level/program shall be given relaxation in required attendance up to 10% with fine (at an approved University's rate) for each percent of shortage of attendance in a course and that fine shall be submitted in the Departmental Fund (DF).

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20. SEMESTER(S) FREEZE, UNFREEZE AND SUSPENSION

20.1. Semester(s) Freeze

20.1.1. Student apply for freezing of study for maximum two (02) semesters in eight (08) semesters and one (01) semester in four (04) or less semesters degree program.

During the frozen semester, the student will not be allowed to take any course in university.

20.1.2. In normal circumstances semester freeze will not be allowed in the first semester. Under special circumstances, freezing of first semester can be considered subject to approval by the concerned Dean/Principal. Student repeating the semester due to shortage of CGPA, but courses which student intends to improve/repeat are not being offered in that semester, in such case student may freeze the semester and pay a prescribed fee/charges (as per approved University's rate) for each frozen semester.

20.1.3. With the consent of academic advisor, student will apply to the concerned Chairperson/Head of the Department on prescribed **Annexure 11.** The Chairperson/Head of the Department will forward the case to concerned Dean/Principal for approval. On approval from Dean/ Principal, Chairperson/Head of the Department will notify accordingly (Update ERP) making sure the freezing fee is paid and will intimate same to the offices of the Directorate of Undergraduate Studies/Treasurer/Dean/Directorate of IT Services/Controller of Examinations etc.

20.1.4. Freezing semester within two weeks of commencement of classes will require payment of prescribed fee/charges as per approved University's rate. In case full semester fee already paid, the same will be refunded or adjusted upon unfreezing of the semester, as the case may be.

20.1.5. Freezing semester before the commencement of midterm will entail forfeiture of 50% (only) of total semester fee while remaining half will be refunded or adjusted upon unfreezing of the semester, as the case may be.

20.1.6. Freezing semester before the commencement of terminal examination will entail 100% forfeiture of semester fee.

20.1.7. If a student fails to register or apply for semester freeze within three (03) consecutive semesters, the student shall be automatically removed from the roll of the University.

20.2. Semester Unfreeze

20.2.1. To unfreeze the semester, student will apply on a prescribed Pro forma **(Annexure 12)** to the Chairperson/Head of the Department within two (02) weeks of commencement of classes who will notify to all concerned accordingly with the approval of the concerned Dean/Principal. (Update ERP).

20.2.2. At the time of unfreeze, if the frozen semester is not offered, student may join the next offered semester subject to the fulfillment of pre-requisite courses/semester (if any) based on the recommendation of the concerned DAC, otherwise the required semester will be considered as suspended. The student may join the previous course(s)/semester in case of improvement/repeating and will repeat the missing semester whenever offered.

Note: Affiliated colleges shall send intimation regarding all freeze/unfreeze cases to the Registrar Office and the Controller of Examinations of the University.

20.2.3. All cases of freeze and unfreeze shall be moved on file by the concerned Chairperson/Head of the Department [with a note sheet and draft for approval (DFA)] to the concerned Dean.

20.3. Suspension of Semester(s)

20.3.1. Student who is marked absent from classes beyond the allowed duration or did not

pay pending semester fee [except for first (1st) semester admission] within due time will be considered suspended (Teacher/Head of the Department to update ERP).

20.3.2. Maximum of three (03) consecutive semesters may be considered towards suspension. Thereafter, student will be considered expelled from the roll of the program/university.

20.3.3. Suspended semester(s) shall be counted towards the maximum allowed duration of the concerned program of study and, in no case, maximum allowed duration of the program shall be extended on basis of suspension or freeze of a semester(s). However, suspended/frozen semester(s) shall carry no numeric or letter grade on transcript.

20.4. Restoration of Suspended Semester

20.4.1. To reactivate the suspended semester, student will have to apply to the Chairperson/Head of the Department either before the start of semester or within two (02) weeks of the commencement of the classes who will notify the same with the approval of concerned Dean/Principal and after the payment of due semester fee, if any, as mentioned in Section 20.4.2. below (ERP will be updated).

Note: Affiliated colleges shall send intimation regarding all semester suspension/reactivation cases to the Registrar Office and Controller of Examinations of the University.

20.4.2. At the time of restoration of semester, fee/charges (as per approved University's rate) will be charged for each suspended semester.

20.4.3. All cases of restoration shall be moved on file [with a note sheet and draft for approval (DFA)] to the concerned Dean.

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21. MAKE-UP EXAMINATIONS

21.1. Make-up examinations shall be conducted on the request of those students who have fulfilled all requirements for appearing in the mid/final term examination but could not appear due to attending sports/national/international event on behalf of the University or any other certain/valid reason. Student has to apply on a prescribed form **(Annexure 13)** to the concerned Head/Chairperson of the Department for makeup examination request along with justification within ten (10) working days of completion of relevant examination.

21.2. If re-take is approved by the Chairperson/Head for final term examination, *Grade "I"* shall be granted to the approved cases, which must be converted into an earned grade within three (03) weeks from the date of declaration of the result by department; otherwise *Grade "I"* shall be converted into *Grade "F"* automatically. In case of midterm examination, the concerned Chairperson/Head of the Department has to submit the results to the Controller of Examinations within three (03) weeks after the completion of mid-term examination.

21.3. The pattern, i.e. nature and number of questions and weightage of the make-up examination shall be same as of the regular examination.

21.4. There will be no make-up/special examination in a semester for failed students; if a student fails in a course, such a student is required to repeat it, whenever offered.

21.5. In case of make-up examinations (mid or terminal examination), the student shall pay a prescribed fee/charges (as per approved University's rate) for the mid-term and terminal examination, (within the specified time). The Chairperson/Head of

the Department will send the approval to the Directorate of Undergraduate Studies/Admission Office for issuance of fee challan.

21.6. As an exception to the above (particularly on medical grounds), special make-up exams may be arranged for students on recommendation of the concerned Chairperson/Head of the concerned department (with valid documentary evidence) and approval from the Dean.

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22. EVALUATION OF A COURSE AGAINST DIFFERENT COMPONENTS

22.1. A student shall be evaluated in each course on the basis of the following components:

a. *Class tests/quizzes*
b. *Assignments/field work etc.*
c. *Practical copy/Lab report etc (if applicable)*
d. *Mid-term examination*
e. *Terminal examination*
f. *Lab practical examination (written/viva voce/demonstration, if applicable)*

All above tests carry different weightage and contribute towards the overall assessment in percent marks.

22.2. Following weightage shall be given to the different components of the examinations, assignments etc. for each course in each semester:

CATEGORY 1 **Courses with Theory Only**	
Evaluation Components	**Distribution of Marks**
Class tests/ Quizzes	10%
Assignments etc.	15%
Mid-term examination	25%
Terminal examination i. Theory	 50%

CATEGORY 2 **Courses with Theory & Practical Both**	
Evaluation Components	**Distribution of Marks**
Class tests/ Quizzes	5%
Assignments etc.	5%
Mid-term examination	25%
Terminal examination i. Theory	 50%
ii. Practical Written Part ii. Practical Demonstration/Viva voce*	10-15% 0-5%
**Teacher may take demonstration/viva voce or merge the marks in practical written examination taken with theory. Teacher has to extend the allowed time for practical written examination.*	

CATEGORY 3 Courses with Practical Only	
Evaluation Components	**Distribution of Marks**
Class tests/ Quizzes/Assignments	10%
Practical copy/Lab report	15%
Mid-term examination	25%
Terminal examination i. Practical Written Part ii. Practical Demonstration/Viva voce	 15% 35%

Note:

a. All the above mentioned evaluation categories shall have the documentary evidence.

b. Teacher is encouraged to take several classes tests/quizzes/surprise test/assignments, however, at least two (02) class tests/Quizzes and two (02) assignments are mandatory, one test/assignment before the midterm and second before final term examination, and copy of one best test/assignment have to be submitted to the Chairperson/Head of the Department along with respective award list. Same should be the part of teachers course file as well.

c. Results of class tests, quizzes, assignments etc shall be uploaded on ERP five (05) days before the commencement of mid-term or terminal examination, as the case may be.

d. The marks in the missed quizzes/assignments etc. will be considered zero. However, in genuine cases, concerned teacher may re-arrange quizzes, assignments etc and update the ERP/record accordingly.

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23. GRADING POLICY

23.1. Letter grading should only be used for representing the individual courses and not to report the semester GPA/CGPA.

23.2. The percentage of marks or values of grades other than grade points should not be reported on the transcripts.

23.3. The minimum pass marks for each course as well as lab work shall be fifty percent (50%). A student obtaining less than 50% marks in any course/test shall be considered failed in that course/test. Less than 50% marks in any course shall not be counted towards the aggregate marks.

23.4. The equivalence between letter grading and numerical grading shall be as follows:

- Subject/course marks shall be recorded and reported in whole numbers and not in fractions/decimal.
- Calculation of Numerical Grade (NG) shall be calculated up to two digits after the decimal point.
- Rounding of percentage shall only be done at the time of calculation of final Cumulative Grade Point Average (CGPA) in the last semester of the degree program.

23.5. The result of a student in each course having passed or failed shall be indicated on the transcript by letter grade. For a student completing study program in the normal prescribed period / semesters, a mention to this effect shall be made in their transcripts.

23.6. Keeping in view the variations related to both academic systems (semester and annual system), The University of Haripur has adopted the policy of Absolute Grading System as per following details:

The University of Haripur Grading Sheet			
Percentage Marks	**Numerical Grade (NG) Range**	**Letter Grade**	**Quality of Performance**
0-49	0.00	F	*Fail*
50-53	1.00-1.25	D	*Minimum acceptable*
54-57	1.33-1.58	D^+	*Minimum acceptable*
58-60	1.67-1.83	C^-	*Adequate*
61-63	1.92-2.08	C	*Adequate*
64-67	2.17-2.42	C^+	*Adequate*
68-70	2.50-2.67	B^-	*Good*
71-74	2.75-3.00	B	*Good*
75-79	3.08-3.42	B^+	*Good*
80-84	3.50-3.90	A^-	*Excellent*
85-100	4.00	A	*Excellent*
fraction is to be rounded as a whole.			

Detailed Numerical Grades (NG) and Corresponding Percentages								
%age Score	**NG**	**Letter Grade**	**%age Score**	**NG**	**Letter Grade**	**%age Score**	**NG**	**Letter Grade**
Below 50	0.00	F	**62**	2.00	C	**75**	3.08	B^+
50	1.00	D	**63**	2.08	C	**76**	3.17	B^+
51	1.08	D	**64**	2.17	C^+	**77**	3.25	B^+
52	1.17	D	**65**	2.25	C^+	**78**	3.33	B^+
53	1.25	D	**66**	2.33	C^+	**79**	3.42	B^+
54	1.33	D^+	**67**	2.42	C^+	**80**	3.50	A^-
55	1.42	D^+	**68**	2.50	B^-	**81**	3.60	A^-
56	1.50	D^+	**69**	2.58	B^-	**82**	3.70	A^-
57	1.58	D^+	**70**	2.67	B^-	**83**	3.80	A^-
58	1.67	C^-	**71**	2.75	B	**84**	3.90	A^-
59	1.75	C^-	**72**	2.83	B	**85-100**	4.00	A
60	1.83	C^-	**73**	2.92	B			
61	1.92	C	**74**	3.00	B			

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24. CONVERSION OF ANNUAL SYSTEM MARKS TO GRADE POINT AVERAGE (GPA)/ CUMULATIVE GRADE POINT AVERAGE (CGPA)

Percentage obtained in Annual System	Letter Grade	Numerical Grade
85% and above	A	4.00
70% - 84%	A-	3.66 – 3.99
55% - 69%	B	2.66 – 3.65
45% - 54%	C	1.66 – 2.65
33% - 44%	D	1.00 – 1.65
Less than 33% Fail	F	0.00

Note:

a. *The range of marks defined above for a particular grade may be split further to reflect incremental grade points.*
b. *This conversion table is only for the purpose of students who have obtained degrees under the annual system.*

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25. COMPUTATION OF SEMESTER GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

25.1. **GPA:** This is a figure ranging preferably from 0.00 to 4.00 be used to indicate the performance of a student in a particular semester.

25.2. **CGPA:** This is a figure ranging preferably from 0.00 to 4.00 be used to indicate the performance of a student in two or more semesters.

25.3. Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) will be calculated using the following relationships:

$$\text{GPA} = \frac{\text{Sum of the products in a Semester (Product: Course Credit Hours x Numerical Grade Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum of the products in all Semester (Product: Course Credit Hours x Numerical Grade Earned)}}{\text{Total Credit Hours taken in all Semesters}}$$

25.4. **CGPA Required for Degree Completion**: The minimum qualifying CGPA for completion of an undergraduate level is 2.00.

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26. PROMOTION, PROBATION, DROPOUT AND RE-ADMISSION

26.1. **Basic Criteria for Promotion**

For promotion to the next semester, in addition to the GPA/CGPA requirements, passing of at least 50% of the offered semester courses (except improved/repeat courses) in an enrolled semester will be mandatory and the 50% number may be rounded off to higher number (e.g. 50% of five courses shall be three not two).

26.2. Promotion from First (1st) Semester to Second (2nd) Semester

a. An undergraduate student with Grade Point Average (GPA) of 2.0 and above in the first semester shall be promoted to the second semester.

b. An undergraduate student with GPA 1.50 or more but less than 2.0 in the first semester shall be promoted to the second semester on "Probation".

c. An undergraduate student with GPA less than 1.50 in the first semester shall be dropped from the Program and Roll of the University.

26.3. Promotion from the Second (2nd) and Subsequent Semesters

a. An undergraduate student with Cumulative Grade Point Average (CGPA) of 2.00 and above shall be promoted to the next semester.

b. An undergraduate student with CGPA 1.50 or more but less than 2.00 shall be promoted to the next semester on "Probation".

c. An undergraduate student with CGPA less than 1.50 in second (2nd) semester only shall be dropped from the Program & Roll of the University.

d. If a student gets less than 2.00 CGPA after exhausting two (02) probations in third (3rd) or any subsequent semester, shall not be promoted to next semester, nor dropped, but shall be allowed to repeat previous course (s) / semester, when offered, to improve CGPA to 2.00 or above, provided that the student completes the degree in the maximum allowed duration.

e. After improving and acquiring CGPA to 2.00 or above [as mentioned in 27.3 (d)], the student may join the next offered semester if the required semester is not offered by the department (on recommendations of the DAC), subject to the fulfillment of pre-requisite courses/semester (if any), otherwise the required semester will be considered as suspended.

26.4. Probation Status

a. No probation shall be allowed in a program comprising of two (02) semesters duration.

b. There shall be only one (01) probation allowed in a program comprising of three (03) and four (04) semesters duration.

c. There shall be two (02) probations allowed in a program comprising of eight (08) semesters duration.

26.5. An undergraduate student who has been declared to be dropped in 1st or 2nd semester may apply for readmission in the first semester as a fresh candidate.

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27. REQUIREMENT FOR THE AWARD OF DEGREE

27.1. An undergraduate student must have a proper admission/registration in the Undergraduate Program of The University of Haripur or in an authorized program of its constituent Institute or its affiliated college and should earn a minimum of 124 (120 CR Hrs, in case if new HEC Undergraduate Education Policy 2020 is implemented) credit hours for Bachelor (4 Years) undergraduate program.

27.2. Whereas Master degree (Two Years Duration) will be awarded on successful completion of a minimum of 60 CR. Hrs on same terms & conditions mentioned in Section 27.1.

27.3. Students of those departments where Research Project/Internship is a degree requirement for undergraduate academic programs will be required to carry out internship/research on a project of 6 credits or as per requirement of concerned

council (if any) and submit a project report/dissertation as a requirement for partial fulfillment of their Master (2 years) /Bachelor (Hons) degrees in their opted program.

27.4. Programs run under new HEC Undergraduate Education Policy 2020 shall require to complete the Practical Learning Requirements as per the Higher Education Commission's (HEC) policy in vogue.

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28. STUDENTS' GRIEVANCES REDRESSAL MECHANISM

28.1. Departmental Students' Grievances Redressal Committee

In order to redress the grievances of the students about any course instructor, grades or for any other academic issue/grievance, each Department shall have a committee comprising of three (03) senior faculty members duly notified by the concerned Chairperson/Head of the Department to address grievances of the students. The Chairperson/Head of the Department concerned may convene meetings of the Committee as and when required and proper record shall be maintained.

28.2. Procedure

a. Student shall submit grievance in writing to the concerned Chairperson/Head of the Department.
b. The Chairperson/Head of the Department shall call a meeting of the committee and shall be bound to hear parties and submit report within (05) five days or before the start of registration for the new semester, whichever comes early.
c. In case the any party is not satisfied with the decision of this committee, it can send appeal to the UoH Students' Grievances Redressal Committee.

28.3. The UoH Students' Grievances Redressal Committee

There shall be an Appellate Committee at the University level "The University of Haripur Students' Grievances Redressal Committee consisting of the following members:

For The University of Haripur (Main Campus)		
S.No.	***Committee Members***	***Status***
1	*Concerned Dean*	*Convener*
2	*All Deans*	*Members*
3	*Controller of Examinations*	*Member*
4	*Concerned Head of Department*	*Member*
5	*Registrar or his Nominee*	*Member cum Secretary*
For UOH Affiliated Colleges/ Institutions		
S.No.	***Committee Members***	***Status***
1	*Principal*	*Convener*
2	*Concerned Head of Department*	*Member*
3	*Two (02) senior most Heads of Departments*	*Members*
4	*Internal Controller of Examinations*	*Member cum Secretary*
The convener may co-opt any member as the committee may deem fit. The decision of this committee shall be final.		

28.4. Disputes and Reviews

In case, a dispute arises on interpretation of these Semester Rules & Regulations, these Semester Rules & Regulations are silent or unclear on a matter, the matter shall be referred to the "Semester Rules & Regulations Review Committee" for resolution and its decision shall be final on the issue. The Committee shall consist of the following members;

S.No.	***Committee Members***	***Status***
1.	*Director Academics & Research*	*Convener*
2.	*Director ASRB*	*Member*
3.	*Director Undergraduate Studies*	*Member*
4.	*Director Affiliated Institutions*	*Member*
5.	*Director Quality Enhancement Cell (QEC)*	*Member*
6.	*Controller of Examinations*	*Member*
7.	*An elected faculty member of the Academic Council (to be nominated by the Vice Chancellor)*	*Member*
8.	*Registrar or his Nominee*	*Member/Secretary*
9.	*An Undergraduate Student (to be nominated by the Director, Undergraduate Studies)*	*Co-opt Member*
The Convener may co-opt any other member from campus/affiliated colleges or other institutions as deemed suitable by committee.		

Furthermore, the committee may propose changes in the existing Semester Rules or may propose new rules for the approval of the UoH Academic Council.

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29. STUDENT CLEARANCE CERTIFICATE FOR ISSUANCE OF EXAMINATION ADMIT CARD, DMCs & DEGREE

29.1. Student is required to meet following conditions to get clearance certificate before sitting in terminal examination:

a. Has paid all the dues (departmental, chief proctor office, transportation, hostel fee etc) and returned the books to library.
b. Has submitted teacher's and course's evaluation.

29.1.1. ***Clearance of dues***

a. Currently, university ERP modules are functional for departments, treasurer (fee submission status), warden/provost, sports, chief proctor, transport office and library, so it is the responsibility of respective departments to update the student ERP portal for any paid/unpaid dues.
b. Before the start of examination, student will be able to generate examination admit card from student ERP portal and will get signature of Chairperson/Head of the Department on this admit card. Student will be able to see dues/book status on ERP portal. If any fee/dues/books are outstanding, student shall not be able to print Examination Admit Card and examination portal (examination attendance/result submission etc) with all teachers will be blocked until the pending dues are paid.

c. Admit card will not be valid for the subject(s) in which student is short of attendance. Teacher will allow only those students to sit in examination who have admit card and have maintained the required attendance in that subject.
d. In case of non-availability of ERP, student has to fill pro forma **(Annexure 14),** get it signed from all the concerned offices and submit to Admission Office/Directorate of Undergraduate Studies for issuance of admit card.
e. Affiliated colleges may modify the pro-forma to issue admit card accordingly.

29.1.2. ***Teacher's and Course's Evaluation***

a. At the end of each semester, it is mandatory for a student to submit teacher's and course's evaluation pro forma on student ERP portal or in hard if ERP is not available (**Annexure 15 & 16**) on what they have been taught by instructor. Evaluation will be carried out by the Quality Enhancement Cell (QEC) of the University or concerned QEC of an affiliated college.
b. It must be done in the last two weeks of the semester (without the presence of the course teacher so as to maintain impartiality/transparency).
c. This evaluation should be objective and should be shared with the concerned course teacher for his / her improvement / information.
d. Evaluation done by the students will be completely anonymous, i.e. the student is not supposed to indicate himself / herself by name, or roll numbers, or registration numbers or by any other means.
e. No student will be issued examination admit card unless submits the teacher's evaluation Pro forma.

Note: University may impose any additional restrictions for issuance of admit card/DMCs/Degree e.g. provision of COVID-19 vaccination certificate etc.

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30. MERIT CERTIFICATES / MEDALS

30.1. The Controller of Examinations shall issue a certificate of merit to a student who stands first in the degree program on the basis of overall result provided that the student has obtained CGPA 3.5 or more in the aggregate, has not failed in or improved any course has completed the course work in normal period, not charged under any disciplinary action as prescribed for undergraduate programs. The minimum number for the total number of active students in a program shall not be less than ten (10). In case two or more students secure same CGPA the decision will be made on the basis of percentage. The gold medal to an on-campus/affiliated colleges' student(s) will be awarded separately.

30.2. The Controller of Examinations shall issue a certificate of merit to students who stand second and third in the respective program of main campus and affiliated colleges.

30.3. **Convocation:** The University shall hold formal convocation periodically for the award of degrees and certificates to its graduates. The University may, however issue Provisional Certificates/Academic Degrees (on payment of prescribed fee) during the interim period between the graduation of a student and holding of the next convocation.

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31. UNIVERSITY'S DISCIPLINE

31.1. The University of Haripur Students' Disciplinary Rules and Regulations

Disciplinary/Criminal cases will be dealt as per "The University of Haripur Students' Disciplinary Rules & Regulations".

31.2. Departmental Discipline Committee

Each Officer in charge of the Hostel or Head of a University Department shall appoint a Discipline Committee consisting of three teaches of the University to deal with cases of indiscipline of its own students as may be prescribed.

31.3. University Discipline Committee

31.3.1. University Discipline Committee shall consist of the following;

i. All Deans amongst whom the Convener shall be nominated by the Vice Chancellor;
ii. Registrar or his nominee;
iii. Chairperson / HOD of the relevant department;
iv. Controller of Examinations or his nominee;
v. Provost or his nominee;
vi. Director Administration;
vii. Chief Proctor (Secretary);

31.3.2. The quorum for a meeting of University Discipline Committee shall be two third of the total members.

31.3.3. ***Functions of the University Discipline Committee:***

Functions of the University Discipline Committee shall be to;

a. Propose Regulations to the Academic Council relating to the conduct of University students, maintenance of discipline and breach of discipline;
b. Impose minor / major penalties including to suspend, expel or rusticate students, on the basis of the inquiry conducted for violation of rules, regulations of the University or any gross misconduct; and
c. Perform such other functions as may be assigned to it.

31.4. Appellate Authority:

The Appellate Authority against the decisions of the Discipline Committee shall be the Vice Chancellor.

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32. CONDUCT OF SEMESTER EXAMINATIONS

32.1. All mid-term/terminal Semester Examinations of the University shall be held at the concerned department/institute/colleges or where the university's authorities decide, on the dates and schedule mentioned in the Academic Calendar or as may be notified by the Controller of Examinations. The Controller of Examinations will take necessary steps to make sure that examinations are conducted as per schedule in due manner.

32.2. Mid-term and Terminal Examinations shall be administered by the Examination Office of the University or the Examination Coordinator in affiliated colleges.

32.3. The examination focal person/examination coordinator of the respective department/institute/ college will notify the examination schedules at least two (02) weeks prior to the commencement of the mid-term/terminal examination and forward a copy of the schedule to the Controller of Examinations of The University of Haripur.

32.4. A student shall be eligible to appear in the terminal examinations provided that the

student:

a. Is an "active student" (not semester freeze, suspended) and on the roll of the University during the semester;
b. Has registered for the course(s) of study,
c. Has fulfilled the minimum class attendance requirement and
d. Has paid all the University dues (semester fee, hostel fees, fines, etc. if applicable) within due time.
e. Has the examination admit card.

32.5. Mid-term examination will be held in the mid of regular semester [eighth (8th) or ninth (9th) week of each semester]. The terminal examination will be held at the end of each semester as notified in academic calendar. Each department will announce the date sheet two (02) weeks before the start of examination and share the copy with the Controller of Examinations. It would be the responsibility of concerned Chairperson/Head of the Department to collect the attendance sheet of examination and submit to the Controller of Examinations, the University of Haripur on same day, in very genuine case on the very next day.

32.6. Time allowed for mid-term examination will be one (01) hour, for the final examination shall be two (02) hours and forty (40) minutes will be given for practical part after the final examination (if applicable).

32.7. In order to pass in the examination of a course, a students must obtain at least 50% marks. Passing the practical examinations (if applicable) shall be mandatory.

32.8. After marking the class tests, quizzes, mid-term examination and final examination papers may be shown to the students to discuss any reservation.

32.9. A student may apply for re-totaling of marks within ten (10) days of the announcement of results by the department and has to pay a prescribed fee/charges (per paper) as per approved University's rate. Re-totaling challan may be issued by the Chairperson/Head of the Department. Case will be considered by a committee comprising of the concerned Chairperson/Head of the Department (convener), the Controller of Examinations (or his representative as member), a representative from Directorate of Undergraduate Studies (member) and the concerned teacher. The Chairperson/Head of the Department will decide all the cases within two (02) weeks after the receipt of request. If during the process of re-totaling the committee observes any miscalculation in marks, then the same will be corrected and record will be updated (on ERP), with intimation to the Controller of Examinations for correction of record.

32.10. After re-totaling, if a student is not satisfied with the evaluation of paper and grades awarded, then student may apply to the Controller of Examinations within ten (10) days after declaration/notification of result by the Department and has to pay a prescribed fee/charges (per paper) as per approved University's rate. Re-checking fee challan can be collected from Controller of Examinations office. Paper shall be re-accessed by a committee comprising of concerned Dean (convener), the Controller of Examinations (secretary/member) and two (02) senior teachers of the concerned department (Including Chairperson/Head of the Department). Instructor/teacher whose paper is under consideration shall not be the member of committee. Convener may opt one external expert, if deem necessary. The Controller of Examinations will provide three (03) highly scored and three (03) least scored papers (mid-term and/or final term) of the subject to the committee for comparative analysis. Committee may hear both instructor/teacher

and student. After re-evaluation, the Committee will notify the change (if any) in marks and record will be updated. The Committee will decide all the cases within one (01) month and decision of the committee shall be final.

32.11. Teacher will submit the complete course file of each subject taught in the semester to the Chairperson/Head of Department after the declaration of result.

32.12. A handicapped/disabled student will be provided writer/amanuensis at the expense of the student concerned on the recommendations of the Chairperson/Head of the teaching department. The writer/amanuensis shall be of a lower grade of education than the candidate. In such a case, allowed forty-five (45) minutes will be given for solving the question paper over and above the time stipulated for a question paper.

32.13. All cases pertaining to Unfair Means (UFM) shall be dealt in accordance with the provisions made under the regulations relating to Unfair Means (UFM)/malpractices in the examinations through "Unfair Means (UFM) Dealing Committee" constituted by the University.

32.14. Examination Aids

a. The only items students can take into the examination room are writing material (pens, pencils, eraser, and ruler). Writing materials are not permitted to have any annotations relevant to the content of the Unit.
b. All bags, textbooks and notes etc must be left outside or at the front of the room/Hall**.**
c. Bringing of mobile telephone to the examination room is NOT permitted. The mobile telephones will fall in the category of prohibited material in examination. If captured such material by the invigilating staff, its damage/loss will not be the responsibility of the University/examination staff and the same will be kept for record being an Unfair Means (UFM) support material.
d. Where a particular examination allows in writing to bring and use specific aids, any candidate bringing items that exceed or contradict with the permitted aids will have such items either confiscated for the duration of the examination or, in marginal cases, handed in with their examination scripts.
e. In the open book examination, students may take text books, notes, files, or a calculator into the examination room with the permission of the concerned teacher/invigilation staff. However, Laptops, palm computers, mobile telephone sets and other electronic devices are NOT permitted except where allowed in writing by the University authorities or concerned teacher. Students enrolled shall be informed from time to time about such items and limits during semester.

32.15. Invigilation

32.15.1. The Chairperson/Head of concerned Department/Institute will approve the detailing of faculty/invigilators as superintendent/deputy superintendent/ invigilators for the conduct of mid/terminal examination. These invigilators/ faculty will ensure the following:

a. Candidates are seated in the examination room according to the seating plan prepared by the examination officer/coordinator of the department. One superintendent will be required for invigilation up to thirty (30) candidates. Furthermore, there will be an additional invigilator for every

addition up to thirty (30) candidates.

b. All answer books used in the examination are initialed by the invigilators. No other answer books are to be used.

c. Answer books are issued to the invigilators five (05) minutes before the commencement of the examination and retrieved at the end of the examination.

d. Chairperson/Head of the Department will collect student attendance report and will submit it to the Controller of Examinations, The University of Haripur on the same day or very next day. Similarly, in affiliated colleges, teacher will submit the attendance to the internal Controller of Examinations of the college.

32.15.2. Invigilators are detailed by the Departmental Examination Officer of the department/institute after the approval of the Chairperson/Head of Department. They will report to the superintendent/deputy superintendent thirty (30) minutes before the commencement of examination and will ensure that:

a. The students are seated according to their seating plan.

b. The students are warned against the use of unfair means and have been directed to surrender notes, papers or other unauthorized material before the commencement of the examination.

c. That no candidate is allowed to join the examination after half time or not after a student has handed back the answer book (whichever is earlier).

d. The visits to "wash rooms" will be carefully controlled.

e. The question papers and answer books of candidate detected using unfair means or assisting another candidate, or is copying from another candidate is taken away and the matter reported to the superintendent/deputy superintendent of examination. The superintendent records all available evidence to be used as written proof later on.

f. The candidates write their examination roll/code/detail number on the front cover of each additional answer book used. If more than one answer book is used, they will hand it over to the superintendent or deputy superintendent after the examination.

32.15.3. Inspection

Inspectors will be appointed by the Controller of Examinations with intimation to the Vice Chancellor for various examination center/hall of the University and its affiliated colleges during the conduct of examinations and a payment of *T.A./D.A.* along with *Inspection Fee* will be admissible to them as per prevailing rules.

32.15.4. Use of Reference Material During Tests / Examinations

Prior to class test/mid/terminal examinations, the concerned faculty/invigilator shall announce such books, notes or other material, which can be referred to the students during the tests/examinations. Candidate will not be in possession of any other books, notes, papers or material etc.

32.16. Question Papers

32.16.1. All question papers are set by respective faculty and duly scrutinized, approved and conducted in accordance with the University of Haripur policy. As per the

spirit of **s**emester system, there will be no choice in attempting the questions. It will also be ensured that the question papers are balanced with respect to the examination policy and have been prepared to cover the essentials of the whole syllabus completed by the faculty. 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.

32.16.2. It would be best that all teachers submit the question papers in signed & sealed envelope to the Chairperson/Head of the Department or Departmental Examination Coordinator before the start of examination to avoid delay in examination due to any unseen circumstance with teacher on examination day.

32.17. Students Responsibility/ Instructions To The Candidates

32.17.1. Candidates will report to the examination hall/room, half an hour before the time fixed for the examination on the first (1st) day and ten (10) minutes on subsequent days. No books, notes or documents or other electronic devices like mobile, headphones, blue-tooth are to be taken in the examination room except those authorized by the examination.

32.17.2. Female invigilator may check the ears of female candidates to avoid the use of Electronic devices.

32.17.3. No candidate shall be allowed to enter the examination centre after commencement of the examination. However, in exceptional circumstances, and after applying strict criteria the centre Superintendent may provisionally allow into the examination hall a candidate who is late up to half time after the commencement of the mid-term and terminal examination.

32.17.4. In case the examination starts late, for any reasons to be recorded in writing by the Superintendent and forwarded to the Chairperson/Head of Department concerned, the Superintendent shall extend the time to the extent of that delayed period.

32.17.5. No candidate shall leave the examination hall without the permission of the superintendent.

32.17.6. No candidate shall be allowed to leave the examination hall until first half of the scheduled time for that examination has passed. In case, a candidate has to leave the examination hall in an emergency situation before this time, for any reasons to be recorded in writing by the Hall Superintendent, such a candidate shall not be allowed to take the question paper with him/her.

32.17.7. No candidate shall be allowed to re-enter the examination hall if leaves after handing over the answer book.

32.17.8. No candidate shall be allowed to use toilet facilities during the last fifteen (15) minutes of the examination except in emergency.

32.17.9. The candidate shall fill in the details on the title page of the answer book and continuation sheet**.**

32.17.10. Candidate shall not ask for, and shall not be given any explanation about the question paper except misprint/error.

32.17.11. Candidate shall not borrow anything like ruler, pen, calculator etc**.** from other candidates during the examination in any circumstances.

32.17.12. Candidate shall not talk or disturb other candidates after commencement of the examination.

32.17.13. Candidate shall not remove a leaf or a part thereof, from the answer book continuation sheet.

32.17.14. While leaving the examination hall candidate shall handover all answer

books/papers etc to the Supervisory staff.

32.17.15. Candidate who tries to use unfair means or creates law and order situation during the conduct of the examination or otherwise shall be dealt with under "Unfair Means Regulations".

32.17.16. In case answer book of a candidate is lost after being collected by the Hall Superintendent, and if the candidate passes in all other subjects of the examination, such a candidate may be required to reappear in that one subject of which answer book is lost. If, on reappearing, a candidate obtains passing marks, he/she shall be deemed to have passed the examination. In case of any dispute as to whether a candidate's answer book was duly received by the superintendent or not, the findings of the Departmental Examination Committee subject to the approval of the respective Dean or Principal, shall be final.

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33. RESULTS

33.1. Teacher will submit result of mid-term and terminal examinations to the Chairperson/Head of Department on prescribed ERP generated Pro forma or hand filled (if ERP is not available) within days as specified in academic calendar, for onward submission to the Controller of Examinations in due dates as specified in the Academic Calendar.

33.2. Teacher will include the marks of class tests/quizzes and assignments taken before mid-term in mid-term award list and similarly with final award list.

33.3. Teacher has to submit one best and one worst of each assignment/quiz/project etc while submitting the mid-term as well as with final results.

33.4. Teacher will make three (03) copies of each award list, one for course file and one for departmental record kept by Chairperson/Head of the Department and one to submit to the Controller of Examinations. It would be responsibility of respective Chairperson/Head of the Department to collect the results from all teachers and announce the results within due date as per Academic Calendar. Result may be displayed on notice board for the information of students.

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34. UNFAIR MEANS (UFM) / MALPRACTICES

34.1. Use of Unfair Means/Indiscipline in Examinations

Any student found using unfair means or assisting another student during a test/examination or copying from another student would be liable to disciplinary action. A student found guilty of such act by the Unfair Means (UFM) Dealing Committee, will be dealt with in the light of policy in vogue. Use of unfair means generally covers the following:

1. An attempt to have access to the question paper before the test/ examinations.
2. Communicates directly or indirectly with invigilation staff with the intention of getting to disclose any question or questions set or to be set by him or with the object of influencing him in the award or marks.
3. Communicates directly or indirectly with the Superintendent of the examination center/hall or any other person connected with the supervision of an examination for the purpose of inducing such person to give undue assistance or show undue favor to the candidate.
4. Use/possession of unauthorized reference material during test/ examination. Whether the material is used or not during the examination.

5. Any form of communication by the candidate with any one in or outside the examination room while the test / examination is in progress.
6. Unauthorized entry into faculty's office or that of staff with the intention of having an access to or tampering with the official record / examination paper etc.
7. Receives assistance from other persons in the examination.
8. Gives assistance to another candidate or allow him/her to copy from his/her answer book in the examination.
9. Removes a leaf or leaves from his answer book.
10. Uses abusive or obscene language in answer book by a candidate.
11. Smuggles an answer book in or out from the examination hall.
12. Candidate/guardian/relative communicates directly or indirectly with any official of the University or officials on examination duty with the intention of obtaining any information connected with the examination, which such official is bound not to disclose, such communication may be deemed to have been made by the candidate and hence shall be liable for penalty or penalties.
13. If a candidate gains admission to the examination or attempts to gain admission by making a false statement in his/her admission form.
14. Producing a false document forging another person's signature on a document.
15. Allowing another person to impersonate him/her.
16. If a candidate possesses any firearms or anything capable of being used as weapon of offence in or around the examination centre/hall/room or assaults or threatens to assault a person engaged in the conduct of an examination.
17. If a person on the rolls of the University abets a candidate in the commission of any of the offenses mentioned above, his/her act shall be taken as malpractice.
18. If a person on the rolls of the University obstructs any University official, the Inspector of any examination centre or any person connected with the conduct of an examination, in the discharge of such person's duties, such enrolled student shall be dealt accordingly with Unfair Means (UFM) penalties.

34.2. Punishments / Penalties to be awarded to Unfair Means (UFM) Candidates

1. Any candidate who, after announcement made by superintendent, fails to part with or is found to have access to books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders or any other material or equipment in his/her possession relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, the superintendent will report to the Departmental Examination Officer/Chairperson/Head of the department.
2. Any candidate found guilty of copying from any paper, book or notes, or allowing any other candidate to copy his/her answer-book or creating disturbance in the hall by whispering/talking may be disqualified from appearing in examination for a period which may extend to two (02) semesters and fine imposed as per approved University's rate (or both).
3. Any candidate found guilty of impersonation and is on the rolls of the

university/ or constituent institution, s/he shall be disqualified (i.e. both the candidate and the impersonator), shall be liable to expulsion and to be debarred from admission to any class and from appearing at any examination for a period not exceeding five (05) years with a fine imposed as per approved University's rate (or both).

4. If the impersonator is not on the rolls of the university/ constituent institution but holds a degree or diploma conferred or granted by the University, the examination committee may register a case with the Police, and shall send intimation to this effect to the Vice Chancellor/Registrar of the University for cancellation of his/her Degree/diploma.*

   **** In case of his/her conviction by a court of law for cheating by impersonation will render himself/herself liable to punishment under section 419 P.P.C. to imprisonment which may extend up to seven years, or fine, or both***.

5. Any candidate found guilty of resorting to physical assault on the supervisory staff or University officers or University officials or any other person deputed in the examination centre or other candidates shall be disqualified permanently.
6. Any candidate found guilty of possessing firearms, daggers, knives and other weapons/hazardous material, which may cause injury, shall be disqualified for a period of three years to appear in any examination of the University and his regular admission from the department/institute be cancelled. In addition a fine as deemed suitable shall be imposed by the Unfair Means (UFM) Dealing Committee.
7. Any candidate found guilty of instigating others to stage a walkout or resort to a pen-down strike shall be liable to expulsion by the Examination, Superintendent, departmental examination officer or any officer duly authorized by the university and shall be disqualified for a period up to three (03) years to appear in any examination of the University along with imposition of suitable fine.
8. Any candidate found guilty of obtaining admission to the examination on false statement made on his/her document by any means, shall be disqualified to appear in that examination.
9. Any candidate found guilty of forging another person's signatures on his/her application or admission form may be disqualified for a period of one (01) year (02 semesters).
10. Any candidate found guilty of intentionally spoiling/parting/damaging his/her or any other candidate's answer book or any other important document/item related to the examination, shall be barred from appearing in the examination for two (02) consecutive semesters and a fine imposed as per approved University's rate.
11. Any candidate found guilty of smuggling/taking answer book/related document with him/her or stealing of blank answer book/additional sheet/other document, shall be disqualified for a period of three (03) years to appear in any examination of the University and his/her regular admission from the department/institute be cancelled. In addition a fine as deemed suitable will be imposed by the Unfair Means (UFM) Dealing Committee.
12. If a candidate is found guilty of disclosing his/her identity or making peculiar

marks or using abusive or obscene language or making an appeal in his/her answer book to the examiner, such case shall be dealt as UFM and the answer book of such candidate shall be cancelled by the UFM dealing committee.

13. Any candidate found guilty of influencing or attempting to influence, the Invigilation staff or the departmental examination officer and other University staff directly or through his/her relatives or guardians or friends with the objective of gaining benefit in the examination shall be disqualified for the examination.
14. Any candidate who refuses to obey invigilation staff or changes his/her seat with another candidate, or changes his/her roll number, shall be reported to the UFM dealing committee and his/her answer book as well as the concerned paper shall be cancelled and may be with fine.
15. Any candidate found guilty of tempering fee vouchers by way of depositing less fee and enhancing it through forgery on Bank receipt shall be debarred to appear in that Examination.
16. In case of any emergency, concerned Invigilation staff will report to the Dean or Chairperson/Head of the Department in case of affiliated colleges, who may suggest any suitable punishment (in commensuration with the gravity of offence) to the Vice Chancellor/Principal, without reference to the Committee, to any candidate or to any student on the rolls of the University/ college.
17. If a person on the rolls of the University abets a candidate in the commission of any of the offenses related to the malpractices/unfair means, he/she shall be liable to the same penalty to which the candidate is liable in respect of the offence abetted.
18. If a person on the rolls of the University obstructs any University official, the Inspector of any examination centre or any person connected with the conduct of an examination, in the discharge of such person's duties, he shall be liable to be expelled from the University for a period not exceeding three (03) years, inclusive of the year in which the offence occurred.
19. The above penalties may be imposed in addition to any other penalty to which the offender may be liable under any law for the time being in force.
20. ***Act of Supervisory/Departmental Staff:*** If supervisory staff, paper Assessor, practical examination or any other person employed in connection with an examination fails to comply with any instruction issued by the University of Haripur or any of its officers, commits any other irregularity, secures such appointment by supplying wrong information through alteration of facts, the department concerned shall report the matter to the Competent Authority for administrative action and/or take any other legal action that may be deemed necessary.
21. Invigilation staff shall confiscate any material used as Unfair Mean (UFM) (mentioned above) by the student and will fill the report form (**Annexure 17,** if available to him or may write details on white paper) and submit it to the Controller of Examinations, The University of Haripur/Internal Controller in case of affiliated college.
22. In case of any physical interruption, physical assert, or impersonation case

(as mentioned above), invigilation staff will write detailed report and get counter sign from any senior colleague present in Hall (if any) and will submit it to Controller of Examinations, The University of Haripur/Internal Controller in case of affiliated college. If possible, invigilation staff may take photos or video of event or persons involved.

23. On whispering/talking, glancing, looking, Staring, responding to others whispers, assisting others in seeing own answer sheet or other offences of similar nature and intensity invigilator/inspector/examination may warn, change the seat on repeating the same.

34.3. Unfair Means (UFM) Dealing Committee

1. The Vice Chancellor/ Principal shall appoint on recommendations of the Controller of Examinations/ Examination Coordinator (in case of affiliated colleges), a Committee for a period of two (02) years to be known as the "Unfair Means (UFM) Dealing Committee" to deal with cases of the alleged use of unfair means, or other matters affecting the discipline of the students in connection with examinations as reported by the Controller of Examinations.
2. The Unfair Means (UFM) Dealing Committee shall comprise of a minimum of three (03) and a maximum of five (05) senior faculty members. The Controller of Examinations (or his nominee)/Examination Coordinator shall be its Member/Secretary.
3. Each member shall have a single vote.
4. The senior member of faculty/ Head in case of affiliated college shall be the convener of the Committee.
5. The quorum of the Committee shall be two-third of its total membership.
6. In case of difference of opinion among the members, the majority decision shall be regarded as the decision of the Committee.
7. No penalty shall be imposed on a candidate unless s/he has been given a reasonable opportunity to show cause against the action committed by him/her.
8. The Unfair Means (UFM) Dealing Committee shall be the authority to determine the charge of a breach of the rules of examinations and give the verdict.
9. A candidate, aggrieved by the decision of the Unfair Means (UFM) Dealing Committee, may appeal to Appellate Committee within seven (07) days of the Unfair Means (UFM) Dealing Committee decision.
10. In case of an emergency, the Convener (in case of University) /Principal (in case of affiliated college) shall be competent to award suitable punishment to a student for breach of any law/rules pertaining to examination.
11. The Controller of Examinations will take all necessary steps to conclude all the Unfair Means (UFM) cases within one (01) month after the completion of examination. Further, In case the university officials/inspectors report the use of Unfair Means (UFM) during an examination in the affiliated colleges, then such cases may be dealt by the University's Unfair Means (UFM) Dealing Committee.

34.4. Appellate Committee

1. Any student (University or affiliated colleges) who is not satisfied with the

decision of Unfair Means (UFM) Dealing Committee may lodge appeal to the University Central Appellate Committee within seven days of the notification from Unfair Means (UFM) Dealing committee decision.

2. Affiliated colleges will send details of Unfair Means (UFM) cases to the Controller of Examinations, The University of Haripur within three (03) days of the Unfair Means (UFM) Dealing Committee decisions.
3. The Vice Chancellor will appoint a Central Appellate Committee to hear the appeals against the decisions of the Unfair Means (UFM) Dealing Committee. The Committee shall comprise of three (03) senior faculty members preferably headed by a Dean and Controller of Examinations shall act as secretary. The decision of the Appellate Committee shall be binding and final, and shall not be challengeable in any court of law except the Supreme Court of Pakistan.

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35. ISSUANCE OF ACADEMIC TRANSCRIPT/DETAILED MARK SHEET

A student desirous of obtaining official Academic Transcript/Detailed Mark Sheet/Degree may apply to the Controller of Examinations, The University of Haripur on prescribed form (**Annexure 18** Pro forma for Original Transcript/Provisional Certificate or **Annexure 19** Application for Degree).

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36. MAINTENANCE OF RECORDS

36.1. Examinations Record

36.1.1. The Controller's office shall act as Central Record Office of the all examinations held under the University. Controller of Examinations will maintain the record of the examinations. The result will be announced by the department and Controller of Examinations will issue the transcripts.

36.1.3. Question papers and answer books will be preserved for two (02) years after the completion of the degree program. After the due time destruction/disposal of question papers and answer scripts shall be made in a safe and secure manner.

36.1.4. Award list/result record will be kept with the secrecy section of the examination office forever.

36.2. Students Admission Record

36.2.1. Each department will keep the record of all enrolled students, dropped out students and passed out students.

36.2.2. At the start of each semester, departments shall send all the documents of newly admitted students (1st semester intake) and semester registration forms of already enrolled students to Directorate of Undergraduate Studies /Admission Office within fifteen (15) days of commencement of classes for record purpose.

36.2.3. Directorate of Undergraduate Studies/Admission Office will reconcile the number of students enrolled on ERP and number of application forms received from departments.

36.2.4. Departments will also send all subject repeat/improvement/deficiency form to Directorate of Undergraduate Studies/Admission Office.

36.2.5. Directorate of Undergraduate Studies/Admission Office will maintain the personal file of all the students for five (05) years after which record will be discarded.

36.3. Fee Record

36.3.1. It would be the responsibility of Treasurer office to reconcile all fee collections and maintain the record (soft and hard) of all the fees/dues/charges collected from students in different heads.

36.3.2. In each semester, Directorate of Undergraduate Studies/Admission Office will send the list of all newly admitted students to treasurer for reconciliation of fees.

36.3.3. As fees are paid through ERP generated challans which are paid through CMS with different banks/vendors and payments are reflected in real time manner on ERP, therefore, provision of hard challan may not be mandatory in all the cases.

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37. MISCELLANEOUS MATTERS ASSOCIATED WITH DIPLOMA / CERTIFICATE / TEACHERS EDUCATION PROGRAMS

37.1. For students of the Diploma/Certificate Program(s) of six months, the minimum duration shall be one (01) semester and maximum duration shall be two (02) semesters, further extendable for one (01) semester with the approval of the concerned Dean, through Departmental Academic Committee (DAC).

37.2. For students of the Degree/Diploma/Certificate Program(s) of one (01) to one and a half (1.5) years minimum duration shall be two (02) to three (03) semesters and maximum duration shall be three (03) to five (05) semesters, respectively, further extendable for one (01) semester with the approval of the concerned Dean, through Departmental Academic Committee (DAC).

37.3. For students enrolled in B.Ed (1.5 years) Secondary Program, duration shall extend over minimum of three (03) semesters and maximum of five (05) semesters. Furthermore, in genuine cases, extendable for one (01) semester with the approval of the concerned Dean, through Departmental Academic Committee (DAC). Moreover, MA/MSc or equivalent qualification will be required for admission in B.Ed Secondary (1.5-years) Program.

37.4. For students enrolled in B.Ed (2.5 years) Secondary Program, duration shall extend over a minimum of five (05) semesters and maximum of seven (07) semesters. Furthermore, in genuine cases, extendable for two (02) semesters with the approval of the concerned Dean, through Departmental Academic Committee (DAC). Moreover, BA/BSc or equivalent qualification is required for admission in B.Ed Secondary (2.5-years) Program.

37.5. It will be the responsibility of the student to complete diploma/certificate preferably in minimum time allowed duration, and in a case where the department stops offering that particular diploma/ certificate program due to unavoidable circumstances after the minimum time allowed for completion of diploma/certificate program, then there will be no liability/obligation on the part of the University or the department to offer such diploma/certificate beyond the minimum time allowed for the program completion as mentioned in Section 37.1.

37.6. No freezing of semester, transfer of credit hours etc will be allowed for diploma/certificate programs. However, freezing/unfreezing/suspension and restoration of semesters for teachers education programs will be treated same as defined in the Semester Rules and Regulations for Undergraduate Programs.

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APPENDICES

Annexure No.	Title
Annexure 1:	Pro forma for Summer Semester Registration
Annexure 2:	Application for the Choice of Research Project/Courses
Annexure 3:	Medium of Instruction Certificate (Specimen)
Annexure 4:	Application for Admission Cancellation and Refund of Semester Dues
Annexure 5:	Dual Degree Enrollment
Annexure 6:	Pro forma for Semester Registration
Annexure 7:	Application for Registration/Withdrawal of Course(s)
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Annexure 14:	Pro forma for Student Clearance
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Annexure 18:	Application for Original Transcript/ Provisional Certificate
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THE UNIVERSITY OF HARIPUR

Annexure 1

Pro forma for Summer Semester Registration

(Procedural Guidelines are attached overleaf)

(Please use additional sheets, if required)

A. Course and Teacher Details **Date:___/___/20__**

Name of Teacher:	Teacher Sign:
Department:	Program:
Course title:	Course Code:
Semester registered for: ☐Summer 20____	

B. Details of Students [Requesting to repeat i.e. to Pass or to Improve/Deficiency/Bridging course(s)]

S.No	Student Name	Registration No.	Request	Marks/Grade *(in case of request to repeat i.e. to pass or to improve)*	Signature of Student
			☐To Pass ☐To Improve ☐Deficiency/ Bridging		
			☐To Pass ☐To Improve ☐Deficiency/ Bridging		
			☐To Pass ☐To Improve ☐Deficiency/ Bridging		
			☐To Pass ☐To Improve ☐Deficiency/ Bridging		
			☐To Pass ☐To Improve ☐Deficiency/ Bridging		
			☐To Pass ☐To Improve ☐Deficiency/ Bridging		
			☐To Pass ☐To Improve ☐Deficiency/ Bridging		
Total Number of Student(s) =					

Chairperson/Head of the Department

C. For Directorate of Undergraduate Studies/Admission Office Use

Student(s) has(have) been issued challan for payment. Student(s) may be enrolled for summer semester on showing the paid fee challan.

Signature Director Undergraduate Studies/Admissions
Head/ Chairperson of Department for enrollment.

Annexure 1

Procedural Guidelines for Summer Semester Registration

1. Chairperson/Head of the Department will first take the consent of teacher on this Pro forma, if a student approaches to Chairperson/Head of the Department for summer semester registration. Then, the Chairperson/Head of the Department will enlist the student in this Pro forma and will take signatures from all the students. Chairperson/Head of the Department has to submit this Pro forma to the Director, Undergraduate Studies at least one day before the deadline for the registration of summer semester.
2. Student has to understand that there is a specific minimum number of students required to start summer semester. A single student may enroll in the summer semester but in such case student has to pay the fee which could be higher significantly. Furthermore, submitted fee is non-refundable and non-adjustable.
3. It would be better that firstly, the student may collect the information from other classmates who are willing to register in summer semester so that the student may get a clear idea on number of students expected to enroll in summer semester and their expected semester registration fee.
4. Chairperson/Head of the Department concerned will sign the form only if applied concerned teacher has signed the Pro forma and student is applying within the time of semester registration as per the Academic Calendar.
5. Directorate of Undergraduate Studies/Admission Office will collect all the applications from students and will generate the fee challan close to the last date of semester registration to ascertain the number of students and respective fee. It is the responsibility of student to remain in close contact with the concerned Directorate for issuance of challan and its payment within the due dates.
6. Directorate of Undergraduate Studies will send the copy of this application to concerned Chairperson/Head of the Department for registration/enrollment of courses/semester (on ERP).
7. Student has to attach following documents for:
   a. Detailed Marks Certificates (DMCs) of the semester in which courses were failed or have less marks.
   b. Paid fee challan (for the information of concerned teacher/ Chairperson/Head of the Department).

THE UNIVERSITY OF HARIPUR

Annexure 2

Application for the Choice of Research Project/Courses

(Procedural guidelines are attached overleaf)

A. Student Details **Date:___/___/20__**

Department:	
Program:	
Name of student:	
Roll number:	
CGPA:	

B. Choice of Research Project/Courses

I hereby give my consent to chose:

i. Research Project ☐

My fields of research interests are as follows *(only for students who opted research):*

Priority*	Research interest
Priority 1	
Priority 2	
Priority 3	
Priority 4	

* Each priority area should correspond to the relevant interest area of teacher in respective program. One priority area should correspond to only one teacher's area of research interest.

ii. Two Courses ☐

Course 1: _____

Course 2: _____

_____ _____

Signature of Student **Signature of Academic Advisor**

.....

C. For the Use of Departmental Academic Committee (DAC)

(Considering the choice of student, CGPA and availability of resources, student is approved to choose)

i. Research Project ☐

Allotted research supervisor: _____

ii. Two Courses ☐

Course 1:_____Course 2:_____

1. _____ **2.**_____ **3.**_____

Member signature **Member signature** **Head of Department/Convener**

Annexure 2

Procedural Guidelines for

Application for the Choice of Research Project/Courses

i. At the start of 6th semester, Head of Department will announce the detailed schedule as outlined below.

S.No.	Activity	Target Students	Deadline
1.	Display of area of interest of each faculty on notice board	6th semester students	1st week of 6th semester
2.	Submission of choice of research project/courses	6th semester students	Preferably before the mid-term examination
3.	Allotment of research supervisor/courses	6th semester students	Preferably before final term examination
4.	Submission of 1st progress report to DAC	7th semester students	Before midterm examination
5.	Submission of 2nd progress report to DAC	7th semester students	Before final term examination
6.	Submission of Final research project report to DAC	8th semester students	In 10th week of the semester
7.	Public Presentation of Research Project	8th semester students	Preferably between 12th and 13th week, must conclude before the end of final term.

ii. It is expected that at the start of 7th semester and before the submission of 1st progress report student has finalized the research topic and plan of execution. Taking the advantage of summer vacation, if student want to start research work earlier then he/she may do it.

iii. Head of the department will make sure that each student is allotted an academic supervisor at the start of 1st semester who can guide the student throughout degree program.

iv. Considering the student choice, CGPA and number of student with teachers, DAC shall ensure the fair and equal distribution of students among the faculty. Committee may make merit considering the CGPA of each student while allotting students.

v. In addition to display of teacher's area of research interest on student's notice board, faculty will also display it on university website under faculty profile.

vi. With the approval of Dean, DAC will notify and upload a uniform research project format to be followed by all the students.

vii. Considering the choice of students, head of the department will make sure that there are number of subjects (related to the specialization of students) which are available to offer and relevant faculty is also available. Department may offer one course in 7th semester and one in 8th semester or both in 8th semester, considering the maximum course load limit per semester.

THE UNIVERSITY OF HARIPUR

Annexure 3

Medium of Instruction Certificate (Specimen)

(Each Department should use their own letterhead to Issue this certificate)

Date……

TO WHOM IT MAY CONCERN

This is to certify that Mr. Ms. Mrs. _____ bearing Registration No. _____ has completed undergraduate academic program of _____, Session _____ with English as Medium of Instruction at The University of Haripur, Khyber Pakhtunkhwa, Pakistan.

_____

Chairperson/Head of Department

Official Stamp…….

Annexure 4

THE UNIVERSITY OF HARIPUR

Application for Admission Cancellation and Refund of Semester Dues

(For Freshly Admitted Students in 1st Semester)

(Procedural guidelines are attached overleaf)

A. Student Details **Date:___/___/20__**

Name of student:	Father Name:
Phone Number:	Email:
Department:	Program:
Date of Fee deposit:	Amount of fee deposited:
Fee Challan Number:	
Reason for admission cancellation: _____ _____ _____	

_____
Signature of Student

.....

B. For the Use of Chairperson/HoD

Undersigned hereby state that application from above mentioned student is received by this office today dated _____ for admission cancellation and fee refund. ERP record has been updated accordingly and forwarded to Treasurer office for further process.

_____
Sign & Stamp of Chairperson/HoD

.....

C. For Treasurer Office Use

- Date of Commencement of Classes: _____ (as per Academic Calendar of the University).
- Date of application received by concerned Chairperson/HoD: _____
- Total number of working days since commencement of classes: _____days.
- Amount to be refunded as per semester rules: _____

_____	_____	_____	_____
Office Assistant	**Auditor**	**Assistant Treasurer**	**Treasurer**

Annexure 4

Procedural Guidelines for

Admission Cancellation and Refund of Semester Dues

1. Student has to fill the application form and submit to the concerned Chairperson/HoD. Student has to attach original fee challan with application and keep a copy for personal record purpose.
2. Head of the department concerned will fill the section B, sign it and update the ERP portal, so as student may not be shown as enrolled student and waiting list can be updated (if any) so as student desirous of taking admission may get chance on time.
3. Chairperson/HOD will make sure to enter the same date on which he/she received this application form as amount of refund will be determined from the date on which Chairperson/HoD received this application from the student.
4. Forward the application to the Treasurer office for further process and keep the copy for record purpose.
5. Treasurer office will process the case and will intimate the student due amount to be refunded as per semester rules within one month.

Annexure 5

HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan), Phone: (051) 90802750 Fax: (051) 90802753
Email: ismaeel@hec.gov.pk

Muhammad Ismail
Consultant (**Quality Assurance Division**)

NO. DUAL DEGREE/AD-1/QA/HEC/2015/674
Dated: November 13, 2015

Subject: **Policy for Two Degrees Awarded in Same Year or Session Clash with Same or Different Mode**

Dear Sir/Madam,

I am pleased to forward herewith the policy on the subject of two degrees awarded at the same time or with session clash approved by the Higher Education Commission in its meeting held on October 27, 2015;

S.No	Degree I	Degree II	Policy Decision
1	Bachelor/Master degree obtained in **regular** mode in the **Morning session** in one university.	Bachelor/Master degree obtained in **regular** mode in the **Morning session** in the **same** university.	Degrees with time clash are not allowed.
2	Bachelor/Master degree obtained in **regular** mode in the **Morning session** in one university.	Bachelor/Master degree obtained in **regular** mode in the **Morning session** in **different** university.	Degrees with time clash are not allowed.
3	Bachelor/Master degree obtained in **regular** mode in the **Morning** Session in one university.	Bachelor/Master degree obtained in **regular** mode in the **Evening** session in the **same** university.	This combination of degrees is allowed provided that: a) Admission requirements are met. b) Written permission is obtained from university before joining programs.
4	Bachelor/Master degree obtained in **regular** mode in the **Morning** Session in one university.	Bachelor/Master degree obtained in **regular** mode in the **Evening** session in **different** university located in the same city.	This combination of degrees is allowed provided that: a) Admission requirements are met. b) Written permission is obtained from both universities before joining

Page **1** of **3**

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Annexure 5

			programs.
5	Bachelor/Master degree obtained in the **regular** mode in one university.	Bachelor/Master degree obtained in the **private** mode in the **same** university.	This combination of degrees is allowed.
6	Bachelor/Master degree in the **regular** mode in one university.	Bachelor/Master degree obtained in the **private** mode in **different** university.	This combination of degrees is allowed.
7	Bachelor/Master degree obtained in the **regular** mode in the same session/year.	Bachelor/Master degree obtained through **Distance Learning** mode in the same session/year.	This combination of degrees is allowed.
8	Bachelor/Master degree obtained in the **private** mode in one university in the same session/year.	Bachelor/Master in the **private** mode in the same university in other discipline in the same session/year.	This combination of degrees is allowed.
9	Bachelor/Master degree obtained in the **private** mode in one university.	Bachelor/Master degree obtained in the **private** mode in **different** university.	This combination of degrees is allowed.
10	1-Year B.Ed degree obtained in the **private** mode from one university in one academic year/session.	2-Year M.A in any discipline obtained in the **private** mode from the same University in the same academic year/session.	This combination of degrees is allowed.
11	2-Year Degree (Science) obtained in the **regular** mode in one university in one academic session/year.	2-Year degree (Arts/ Social Science) in the **private/Distance Learning** mode in the same or different university in one academic session/year.	This combination of degrees is allowed.

Other Policy Guidelines:

1. In the case of Professional Degrees, the permission of respective councils, for example, Pakistan Medical and Dental Council (PMDC) and Pakistan Engineering Council (PEC), would be required.

2. Degrees with time clash are not allowed in any case.

3. For all above-mentioned degree programs if the policy of university does not allow for any mode, the degree program must not be started.

4. Students shall meet the pre requisites viz admission requirements of programs.

13/11

Annexure 5

Note: The policy will be enforced with effect from Fall Semester 2015. All degrees awarded previously fulfilling any of the above-mentioned acceptable combinations, will be recognized. The degrees issued previously before the enforcement of the policy that are not in line with the provision of the policy shall not be recognized.

With kind regard,

(Muhammad Ismail)

The Vice-Chancellor/Rector/President
All Public/Private Sector Universities

Copy for Information.

- The Chairman, HEC Islamabad
- The Executive Director, HEC Islamabad
- The Director General (A&A), HEC, Islamabad
- The Director General (Academics), HEC, Islamabad
- The Director General (A&C), HEC, Islamabad
- Office Copy

THE UNIVERSITY OF HARIPUR

Annexure 6

Pro forma for Semester Registration

(Procedural guidelines are attached overleaf)

A. Student Details **Date:___/___/20__**

Student Name:	Roll/Reg. No.:
Department:	Program:
Semester to enroll: ☐ Spring ☐Fall	20____
Total No of semesters studied:	CGPA:
Contact No. :	Email:

B. Details of Courses to be registered by the Student in a semester

(Please note that the course type may include Major, Minor, Optional, Distributary Requirement, Repeat i.e. to pass or to improve, non-credit courses etc)

Course Code	Course title	Cr. hr	Course type (Major, minor, DR etc)	Department offering the course
Total Cr. hrs. of current enrolled semester			Total Cr. hrs. must not be less or more than the allowable limits required for a semester.	

1. Signature of Student **2. Name/Signature of Academic Advisor**

3. Chairperson/Head of the Department **4. Signature Director UGS/Admissions**

Annexure 6

Procedural Guidelines for Semester Registration

1. Students have to fill the application form and make sure that all the courses selected are offered by the respective departments.
2. HoD concerned will sign the form only if applied course is offered and student is applying within given time.
3. Student has to get sign of allotted academic advisor. Academic advisor has to look carefully that courses opted including improvement/repeat etc meet the requirement of degree/scheme of study and total load of semester is within limits. Secondly, considering the current academic record (CGPA) and other circumstance of student in view, advise the student if taking more courses may not impact the overall performance of student.
4. Pay the due fee in stipulated time.
5. Head of the department will keep the soft copy of record.

Annexure 7

THE UNIVERSITY OF HARIPUR

Application for Registration/Withdrawal of Course(s)

(Procedural guidelines are attached overleaf)

A. Student Details **Date:___/___/20___**

Department:	Program:
Name of student:	Reg. No.:
Current Semester: ☐ Spring ☐ Fall	Year: 20____
Total number of semesters studied *(Count Spring and Fall Semesters only)*: _____	CGPA:

Course Code	Course title	Cr. hr	Marks/ Grade	Request for a course to	Signature of HoD concerned
				☐ Add ☐ Withdraw	
				☐ Add ☐ Withdraw	
				☐ Add ☐ Withdraw	
				☐ Add ☐ Withdraw	
				☐ Add ☐ Withdraw	
				☐ Add ☐ Withdraw	
				☐ Add ☐ Withdraw	
Total Cr. hrs. to improve/repeat/withdraw			Total Cr. hrs. must not be less or more than the allowable limits required for a semester.		
Total Cr. hrs. of current enrolled semester					
Net Cr. hrs. to be studied					

_____ _____

Signature of the Student **Name/Signature of Academic Advisor**

.....

B. For Directorate of Undergraduate Studies/Admission Office Use

Student has paid the fee against improvement/repeat of _____ (No.) course(s) so may please be enrolled for the mentioned course(s).

_____

Signature

Director Undergraduate Studies/Admissions **Date: _____**

Annexure 7

Procedural Guidelines for Registration/Withdrawal of Course(s)

1. Students who could not add a course(s) at the time of semester registration, may apply on the given pro-forma within the prescribed time and get it signed from all Heads/Chairpersons of Departments offering courses in semesters.
2. Same procedure is to be followed by the students seeking withdrawal of already registered course(s).
3. Head/Chairperson concerned will sign the form only if applied course is offered and student is applying within given time.
4. Student has to get sign of allotted academic advisor. Academic advisor has to look carefully that after taking courses for improvement/repeat or withdrawal of subject total load of semester is within limits. Secondly, considering the current academic record (CGPA) and other circumstance of student in view, advise the student if taking more courses may not impact the overall performance of student in other courses.
5. Get the fee challan from Directorate of Undergraduate Studies/Admissions and pay the due fee for improvement/repeat of courses/semester. Paid dues are non-refundable and non-transferable. For withdrawal of course or repeating the course with "W" grade **NO FEE** and sign from Director Undergraduate Studies/Admissions are required.
6. Students have to present attested (by Directorate of Undergraduate Studies/Admissions) copy of this application to concerned HoD for registration/enrollment of courses/semester (on ERP).
7. Student has to attach following documents for improvement/repeat of courses
   a. DMCs of the semester in which courses were failed or have less marks
   b. Paid fee challan

THE UNIVERSITY OF HARIPUR

Annexure 8

Pro forma for Change of Department/Program

I, (Student Name) _____

Father Name _____ request for change of Department/Program

From_____ To _____

Roll No. _____ Registration No. _____

Signature of the Student: _____ Dated: _____

……

<u>Recommendations of the Academic Advisor of Relieving Department</u>

_____

_____

_____

_____

_____

_____

Signature of the Academic Advisor: _____ Dated: _____

……

Signature and Stamp of Chairperson/Head of the Relieving Department

_____ **Dated: _____**

……

Signature and Stamp of Chairperson/Head of the Opting Department

_____ **Dated: _____**

……

Signature and Stamp of Director, Undergraduate Studies/Director Admissions

_____ **Dated: _____**

……

Signature and Stamp of Director, I.T. Services

_____ **Dated: _____**

……

Annexure 9

THE UNIVERSITY OF HARIPUR
Pro forma for Transfer of Credit Hours/Migration
Between The University of Haripur and other Chartered Institutes/Universities
Or between the University of Haripur and its Affiliated Colleges
(Procedural guidelines are attached overleaf)

Part A. To be Filled by the Student

Student Name:	
Name of Parent Institution:	
Program Studied:	
Total Semester(s) Passed:	
CGPA:	
Probations availed:	
Program applied for at UoH:	

A. COURSES ATTENDED AT PARENT UNIVERSITY/ UOH AFFILIATED COLLEGE *(To be filled by the applicant)*					**B. EQUIVALENT COURSES AT THE UNIVERSITY OF HARIPUR** *(To be filled by the UoH Departmental Academic Committee-DAC)*			
Course Code	**Course Title**	**Credit Hours**	**Grade/ %age**	⇨	**Course Code**	**Course Title**	**Credit Hours**	**Grade/ %age**

Note: If a course in Column-A is not as per the Departmental BoS approved Scheme of Studies/ Course contents (>70% similarity), then mark it as "Non Transferable" in Column-B above.

Annexure 9

C. FAILED COURSES OR COURSES WITH GRADE LESS THAN C IN PARENT UNIVERSITY/ UoH Affiliated College *(To be filled by the applicant)*				D. DEFICIENCY COURSES TO BE STUDIED AT THE UNIVERSITY OF HARIPUR (To be filled by the UoH DAC)		
Course Code	**Subject**	**Credit Hours**	**Grade/ %age**	**Course Code**	**Subjects**	**Credit Hours**

Affidavit: *I, undersigned, hereby state that all the information and documents provided are true in best of my knowledge. If any information/documents found incorrect/fake, then I shall solely be responsible for it and The University of Haripur reserves the right to take legal action against me, including cancellation of admission or degree.*

Name of Applicant: _____

Applicant's Signature: _____

Contact No. _____

Date: _____

Annexure 9

Part B: To be filled by the Departmental Academic Committee (DAC)

a. A total of _____ course(s) with _____ credit hours are recommended for transfer.
b. Student has to study _____ Course(s) of _____ credit hours as deficiency courses (If applicable).
c. Additional remarks:

_____
_____
_____
_____
_____
_____
_____

.

Member-1:_____ Member-2:_____ Member-3:_____

_____
Head/Chairperson of Department
(Convener)

Part C: To be filled by the Faculty Credit Transfer Committee

Transfer of credit hours ☐ Allowed ☐ Not allowed

Remarks of the Committee:

_____
_____
_____
_____
_____
_____

Member-1:_____ Member-2:_____ Member-3:_____

_____
Dean of the Faculty
(Convener)

Annexure 9

Procedural Guidelines for Transfer of Credit Hours

A. Documents required:

1. Attested/Verified photocopies of all academic certificates (from matriculation onwards).
2. Original/Verified transcripts of the semester(s) issued by Controller of Examination Office of the parent university.
3. Original recent Character Certificate from the parent university.
4. No Objection Certificate (NOC)/Migration Certificate issued from the parent university (in original).
5. Complete scheme of studies with course contents of parent institution.
6. Attested photocopy of CNIC/Form-B.
7. Paid application processing fee challan as per university rules (non-refundable).

B. General procedure:

1. Student has to apply at least one month before the start of semester but in no case after one week of start of classes.
2. Student has passed at least one semester in the parent institution and is not in final semester.
3. Only those courses and credits shall be considered for transfer in which the applicant has got grade 'C' or higher as per parent institution grading policy (in case, if only percentage is written/ mentioned on transcript, the student shall be required to provide grading policy of the parent institution).
4. The courses shall be transferred on course to course basis. The transferred course must be similar in content and scope to a UOH course (at least 70%).
5. The maximum transferable courses shall not be more than 50% of total credit hours required for the completion of the degree program at The University of Haripur.
6. The student must be fulfilling the admission criteria of that program.
7. There must be a vacant seat available in that program.
8. The parent Institution has issued NOC and character certificate to the student.
9. Study period spent in parent institution shall be counted toward the maximum allowed period to complete the degree.
10. The total courses transferred shall be reflected along with credit hours (without grades) on the transcript issued by The University of Haripur with reference to the parent institution. The transfer credit hours shall not be counted towards the CGPA calculation.

THE UNIVERSITY OF HARIPUR

Annexure 10

Pro forma for Migration Between Affiliated Colleges, UoH

(Procedural guidelines are attached overleaf)

PARTICULAR TO BE FILLED IN BY THE STUDENTS

1. Name of Applicant_____
2. Father's Name_____
3. Registration No_____
4. Name of College/Institute where studying

   _____
5. Name of College/Institute to which migration is sought

   _____
6. Reason for Migration _____
7. Bank/M.O Receipt No._____ Date_____

NOTE

A. This form is to be sent through the Head of Institute/College where the student is enrolled. Who will certify the correctness of the statement.

B. The applicant should also obtain the sanction/consent of the Head of the Institute/College, where the applicant wishes to migrate.

Signature of Guardian_____ **Signature of Candidate**_____

REMARKS (A) (Relieving College)	REMARKS (B) (Opting College)
Certified that the particulars filled by the student above are correct and I have no objection on this transfer/migration. _____ _____ **Signature of the Head of the Institution** **Official Seal**	I will admit the student to the class if the Migration is sanctioned. _____ _____ **Signature of the Head of the Institution** **Official Seal**

.....

Part B: To be filled by the Departmental Academic Committee (DAC) of Opting College

a. A total of _____ course(s) with _____ credit hours are recommended for transfer.
b. Student has to study _____ Course(s) of _____ credit hours as deficiency courses (If applicable).
c. Additional remarks:

_____
_____
_____
_____
_____
_____

Member-1:_____ Member-2:_____ Member-3:_____

Date: _____

_____
(Convener – DAC)

THE UNIVERSITY OF HARIPUR

Annexure 11

Pro forma for Freezing of Semester(s)

(Procedural guidelines are attached overleaf)

A. Student Details **Date:___/___/20__**

Department:	Program:
Name of student:	Reg. No.:
Total No. of semesters studied:	CGPA:__
Current Semester: ☐ Spring ☐ Fall 20__	
Number of semester(s) to freeze: 1 OR 2 Semester(s) to freeze 1) ☐ Spring ☐ Fall 20__ 2) ☐ Spring ☐ Fall 20__	

_____ _____

Signature of Student **Name/Signature of Academic Advisor**

.....

B. For the Use of Head/Chairperson of the Department

Application received
- ☐ Within two weeks of the commencement of classes
- ☐ Before commencement of mid-term examination
- ☐ Before commencement of terminal examination

_____

_____

_____

Dated : _____ _____

Signature of Head/Chairperson of Department

.....

C. For the Use of Dean/Principal of Affiliated College

_____

_____

_____

_____

Dated: _____ _____

Signature of Dean/Principal

Annexure 11

Procedural Guidelines for Freezing of Semester(s)

1. Student has to fill the application form and get it signed from the concerned academic advisor.
2. Head/Chairperson of the department concerned will fill the section B, sign it and forward to concerned Dean or Principal of the college (for students of affiliated colleges). Each Head/Chairperson of the department will maintain the student freeze/unfreeze file and case will be moved to Dean/Principal on file.
3. After the approval from Dean/Principal, the concerned Head/Chairperson of the department will intimate the student to pay the semester freeze fee (if applicable) through Directorate of Undergraduate Studies/Admission office.
4. Head/Chairperson of the department will notify the freezing of semester(s), update the ERP/record and intimate the relevant offices i.e. concerned Dean/Principal, Admission office/ Directorate of Undergraduate Studies, Directorate of IT Services, Registrar office, Treasurer office, Controller of Examinations at UoH (affiliated colleges will also intimate to the UoH Controller of Examinations) and the concerned student as well.

THE UNIVERSITY OF HARIPUR

Annexure 12

Pro forma for Unfreezing of Semester

(Procedural guidelines are attached overleaf)

A. Student Details **Date:___/___/20__**

Department:	Program:
Name of student:	Reg. No.:
Total No. of semesters studied:	CGPA:__
Last Attended Semester: ☐ Spring ☐ Fall 20__	
Number of frozen semester(s): 1 OR 2 Semester(s) Frozen 1) ☐ Spring ☐ Fall 20__ 2) ☐ Spring ☐ Fall 20__	
Semester requesting for unfreeze: 1) ☐Spring ☐Fall 20__	

_____ _____

Signature of Student **Name/Signature of Academic Advisor**

.....

B. For the Use of Head/Chairperson of the Department

Application received ☐ Within two weeks of the commencement of classes

Student will be admitted in _____ Semester (mention sequence e.g. 1st, 2nd, 3rd etc) after unfreezing.

_____

_____

_____

Dated : _____

_____

Signature of Head/Chairperson of Department

.....

C. For the Use of the Dean/Principal of Affiliated College

_____

_____

_____

Dated: _____

_____

Signature of Dean/Principal

Annexure 12

Procedural Guidelines for Unfreezing of Semester

1. Student has to fill the application form and get it signed from the concerned academic advisor.
2. Head/Chairperson of the department concerned will fill the section B, sign it and forward to concerned Dean or Principal of the college (for students of affiliated colleges). Each Head/Chairperson of the department will maintain the student freeze/unfreeze file and case will be moved to Dean/Principal on file.
3. After the approval from Dean/Principal, the concerned Head/Chairperson of the department will intimate the student to pay the semester fee (or as the case may be) through Directorate of Undergraduate Studies/Admission office.
4. At the time of unfreeze, if the frozen semester is not offered, student may join the next offered semester (or the previous semester in case of improvement/repeating) and will repeat the missing semester whenever offered. Moreover, student may opt leftover courses during the remaining duration of degree program.
5. Head/Chairperson of the department will notify the unfreezing of semester(s), update the ERP/record and intimate the relevant offices i.e. concerned Dean/Principal, Admission office/ Directorate of Undergraduate Studies, Directorate of IT Services, Registrar office, Treasurer office, Controller of Examinations at UoH (affiliated colleges will also intimate to the UoH Controller of Examinations) and the concerned student as well.

THE UNIVERSITY OF HARIPUR

Annexure 13

Pro forma for Make-up Examination

A: To be Filled by the Student

Student Name:	
Department:	
Program:	
Roll No.	
Registration No.	
Semester:	
Request for make-up examination:	☐ Mid-Term ☐ Terminal
Justification for make-up Examination Request:	☐
Documentary evidence	☐ Provided ☐ Not Provided

Course(s) Details:

S.No.	*Course Title*

Note: Please be informed that request for make-up examinations shall not be entertained for failed students.

Student Signature: _____ **Date: _____**

.....

B: To be Filled by the concerned Head/Chairperson of Department

☐ **Approved** ☐ **Not Approved**

Remarks:

_____

_____

_____
Signature
Head/Chairperson of the Department **Date: _____**

.....

C. For Directorate of Undergraduate Studies/Admission Office Use

Student has paid the fee for make-up examinations for _____ (No.) course(s), so may please be considered for the mentioned course(s).

_____
Signature
Director Undergraduate Studies/Admissions **Date: _____**

THE UNIVERSITY OF HARIPUR

Annexure 14

Pro forma for Student Clearance

(Procedural guidelines are attached overleaf)

Reason for Clearance

☐ Examination Admit Card ☐ Migration ☐ Official DMC/Transcript ☐ Degree
☐ Admission cancellation ☐ Security refund

A. Student Details **Date:___/___/20__**

Name of student:	Reg./Roll No.:
Department:	Program:
Current Semester of enrollment: ☐ Spring ☐ Fall 20____ OR ☐ Not applicable	
Total No of semesters studied:	CGPA:

B. Clearance from Sections/offices

SN	Section/office	Clearing officer	Signature	Date	Remarks
1.	Library				
2.	Sports				
3.	Warden/provost				
4.	Transport				
5.	Chief Proctor				
6.	Treasurer				

C. **Course Attendance and Evaluation**

Course code	Course Name	Attendance (%)	Course Evaluation (Yes/No)	Teacher Evaluation (Yes/No)

Student Sign:_____ **Head/Chairperson of Department: _____**

D. <u>For Use of Directorate of Undergraduate Studies/ Admission office</u>

Verifying Assistant: _____ **Director: _____**

.....

The University of Haripur
Examination Admit Card

Name:	Reg./Roll No.:
Department: Program:	
Semester:	Director UGS/Admission_____

Student applying for Examination Admit Card, attach one

Note: ERP generated form requires signature of Head/Chairperson of the Department only.

Annexure 14

Procedural Guidelines for Students Clearance

1. Librarian will confirm that the student does not owe to the university any book(s) or any other library's information material(s).
2. Director sport will verify the students for any pending dues.
3. Transport officer will verify that no dues are pending against the student.
4. The Head/Chairperson of the Department will check that the student has covered all the required credit hours, meet the required attendance for each enrolled course and no departmental/lab dues are pending. If a student is short of required attendance in any course, such student will be not allowed to sit in that respective paper.
5. Warden/Provost has to verify that no outstanding fee is pending for the services/hostel availed by the student.
6. Chief proctor will check any violation/breach of the UoH Students Disciplinary Rules and Regulations and will impose fine.
7. Student has to present this clearance/admit card to teacher on entrance to examination hall, or to the Controller of Examinations at the time of applying for issuance of Transcript.
8. Students applying for Degree are also required to fill the prescribed pro forma available on the University's website at www.uoh.edu.pk.

THE UNIVERSITY OF HARIPUR

Annexure 15

Pro forma for Teacher's Evaluation

Name of Department		Total Courses Taken					
Name of Faculty member		Average Score					
Designation		Final Score (Ref. to credit hrs)					
Additional responsibility		Letter Grade					
Semester		Remarks					
Program							
Specialization							
Mandatory credit hrs							
Credit Hrs Taken							
Variables	Details	Course 1	Course 2	Course 3	Course 4	Course 5	Course 6
1	The Instructor is well prepared for each class.						
2	The Instructor demonstrates knowledge of the subject						
3	The Instructor has completed the whole course.						
4	The Instructor communicates the subject matter effectively.						
5	The Instructor conducts class tests/quizzes.						
6	The Instructor provides course outline from the start of semester.						
7	The Instructor follows the course outline.						
8	The Instructor teaches the major part of the course contents himself.						
9	The Instructor is not gender biased.						
10	The Instructor has remained available during the specified office hours and for after class consultations.						
11	The Instructor provides additional material apart from textbook or material for contemporary research/literature.						
12	The Instructor maintains pleasant environment that is conducive to learning.						
13	The Instructor arrives on time.						
14	The Instructor leaves on time.						
15	The Instructor shows respect towards students.						
16	The Instructor is fair in examination.						
17	The Instructor shows (after checking) the graded scripts etc. in a reasonable amount of time.						
18	The Instructor's medium of instruction is English. (not applicable for students of Islamic studies)						
19	The Instructor encourages class participation and appreciates question						
20	Overall rating of the instructor.						
Percentage							
Total							

Student General Comments:

Ranking criteria: Strongly Agree= (5), Agree= (4), Uncertain= (3), Disagree= (2), Strongly disagree= (1)

Error and Emission are acceptable and can be corrected within period of one week from QEC office.

This certificate is issued with the consent of the competent authority.

Score rating:

Below 60= Not Satisfactory, 60-70= Satisfactory, 70-80= Good, 80-90= Very Good, 90 and above= Excellent

Signature Director QEC

THE UNIVERSITY OF HARIPUR

Pro forma for Course Evaluation

Annexure 16

Dept Name		**Total Courses Taken**	
Employee No.		**Taken Average Score**	
Name of Faculty Member		**Final Score (Ref to Credit hrs)**	
Designation		**Letter Grade**	
Additional Responsibility		**Remarks**	
Session			

S/No.	**Details**		
1.	The course objectives were clear		
2.	The Course workload was manageable		
3.	The Course was well organized (e.g. timely access to materials, notification of changes, etc.)		
4.	Approximate level of your own attendance during the whole Course		
5.	I participated actively in the Course		
6.	I think I have made progress in this Course		
7.	I think the Course was well structured to achieve the learning outcomes (there was a good balance of lectures, tutorials, practical etc.)		
8.	The learning and teaching methods encouraged participation.		
9.	The overall environment in the class was conducive to learning.		
10.	Classrooms were satisfactory		
11.	Learning materials (Lesson plans, course notes etc.) were relevant and useful.		
12.	Recommended reading Books etc. were relevant and appropriate		
13.	The provision of learning resources in the library was adequate and appropriate		
14.	The provision of learning resources on the Web was adequate and appropriate (if relevant)		
15.	The Course stimulated my interest and thought on the subject area		
16.	The pace of the Course was appropriate		
17.	Ideas and concepts were presented clearly		
18.	The method of assessment were reasonable		
19.	Feedback on assessment was timely		
20.	Feedback on assessment was helpful		
21.	I understood the lectures		
22.	The material was well organized and presented		
23.	The instructor was responsive to student needs and problems		
24.	Had the instructor been regular throughout the course?		
25.	The material in the tutorials was useful		
26.	I was happy with the amount of work needed for tutorials		
27.	The tutor dealt effectively with my problems		
28.	The material in the practical was useful		
29.	The demonstrators dealt effectively with my problems.		
	Avg Percent		
	Total Number of Student Enrolled		
	Student Attempted		
	Percent Attempted		

Ranking criteria: Strongly Agree= (5), Agree= (4), Uncertain=(3), Disagree= (2), Strongly disagree= (1)
Errors & Emission are acceptable and can be corrected within period of one week from QEC Office.
This certificate is issued with the consent of the Competent Authority

Signature Director QEC

Annexure 17

THE UNIVERSITY OF HARIPUR

Unfair Means Dealing Pro forma

(Please attach this Pro forma with Script)

Student Name: _____ Roll No. _____

Registration No._____

Program: _____ Semester: _____

Examination: Mid Term / Final Term_____ Date:_____

Course title: _____

Invigilator/ Inspector's Statement:

_____

_____

_____

_____

_____

_____

_____

_____

Invigilator/Inspector Name: _____

Invigilator/Inspector Signature: _____

Note: Cheating material must be attached with the answer script.

Annexure 18

Paste Passport size photo with white background

Office of the Controller of Examinations
The University of Haripur
Khyber Pakhtunkhwa
Phone No.0995-920638
Website: www.uoh.edu.pk Email: coe@uoh.edu.pk

Application for Official Transcript/Provisional

(Instructions for the candidate are attached overleaf)

Academic Program _____

Student's Affiliation: ☐ **University** ☐ **Affiliated college**
Document requirement: ☐ **Normal Fee** ☐ **Urgent Fee**

Student Name: (In Capital)	**Father Name: (In Capital)**
Department:	**Program:**
College/University Registration No.	**Roll No.** **Section**(if any)
Contact No.	**Session:**
Affiliated College Name:(for college student only)	
Address (if to be delivered by post):	
CNIC No. ___ ___ ___ ___ ___ - ___ ___ ___ ___ ___ ___ ___ - ___	

_____
Signature of the Student

Certificate & Confirmation: I certify that the applicant is the same person whose particulars are given above and are correct. He/she has completed all the formalities laid down under the UoH semester rules for award of Transcript/Provisional Certificate and he/she has deposited Rs. _____ vide bank Challan No._____ Dated_____(Original Receipt Attached).

Checklist:

1. Student has passed all the subjects of first 4 semesters (in case of associate degree) or 8 semesters (in case of BS) …… **YES/NO**
2. CGPA is 2.00 or above …… **YES/NO**
3. If any compart, then student has cleared it within due degree duration…… **YES/NO**
4. If student having compart in first 4 or 8 semesters and appears later on to pass the failed course(s),unattended semester has been frozen/suspended……..... **YES/NO**
5. All the results/nomenclature of the subjects/degree have been verified…….. **YES/NO**

Date…….

_____
Chairperson/HoD/Principal

Official Stamp…….

……..……

For Examination Office (Only)

Dealing Superintendent/Assistant (Semester System)	**Accountant** (Examination)	**Controller of Examinations** (The University of Haripur)

Annexure 18

Instructions for the Candidate

Important Note:
This form should be filled in accordance with the following instructions. Incomplete form will not be entertained and shall be returned OR kept pending till the deficiency is removed.

A.	**Checklist for Original Transcript & Provisional Certificate**	**Yes**	**No**
i.	Clearance form duly signed from all relevant sections/heads in original or attested copy. ERP generated clearance form requires the sign of HoD only.		
ii.	Copy of attested SSC Certificate		
iii.	Departmental Transcript which show overall semester's CGPA & Percentage		
iv.	Copy of C.N.I.C		
v.	Passport size picture with white background (Attested backside)		
vi.	Original Bank Receipts of authorized Banks with the required amount deposited in the designated accounts of the Controller of Examinations the University of Haripur. **Fee remitted through Money Order is not being accepted.**		

B.	**Checklist For Duplicate Transcript**	**Yes**	**No**
1.	Copy of original Transcript (if available)		
2.	Departmental Transcript which show overall semester's CGPA & Percentage		
3.	Copy of attested SSC Certificate		
4.	Copy of C.N.I.C		
5.	Affidavit (in Original)in case of stolen or misplace		
6.	Passport size picture with white background (Attested backside)		
7.	Original Bank Receipts of authorized Banks with the required amount deposited in the designated accounts of the Controller of Examinations the University of Haripur. **Fee remitted through Money Order is not being accepted.**		

I. The Examination Section will not be held responsible for delay in issuance of Transcript in stipulated period due to incomplete/wrong information OR non-availability of Controller of Examinations/concerned Officer or during the time of printing machine's maintenance.
II. Corrections are free of charge within fifteen days after the Transcript has been issued (only clerical mistake on the University's behalf).
III. For Fee detail please visit schedule on University website *http://www.uoh.edu.pk/examinations.php?page=MzA0*
IV. Issuance of the documents and their working days as follows:

S.No	Category	Issuance Period
1	Transcript & Provisional Certificate (Normal)	15 Working Days
2	Transcript & Provisional Certificate (Urgent)	07 Days
3	Correction	07 Working Days
4	Associate Degree (Transcript)	20 Working Days

Declaration:
*I have completed all the requirements for the award of Transcript/Provisional Certificate and have deposited Rs. _____ for Transcript/Provisional Certificate vide bank Challan No._____ Dated_____(**Original Receipt No. 3** is Attached).*

_____
Signature of Candidate

Form submitted to The University of Haripur, Examination Section on dated:_____

Annexure 19

Paste Passport size photo with white background

Office of the Controller of Examinations
The University of Haripur
Khyber Pakhtunkhwa
Phone No.0995-920638
Website: www.uoh.edu.pk Email: coe@uoh.edu.pk

DEGREE APPLICATION FORM

Normal Fee ☐ ☐ **Regular** ☐ **Private**

Urgent Fee ☐

Title of Degree: _____

A. Student's Academic Details **Date:___/___/20__**

Name (Capital letters):	
Father's Name (Capital letters):	
Department/College:	Roll No:
Program passed:	Registration No.
Specialization (if any):	Year/session enrolled:
Year/session of passing: _____ Annual/Supply/Fall/Spring _____	
Total No of semesters/years studied:	CGPA:

B. Address

Present Address:	Permanent Address:
Phone No:	Email:

CNIC #						-									-	

Certificate: *I, the student, solemnly confirm that all the particulars are written above are correct and completed all the formalities laid down under the University of Haripur semester/annual rules for applying of award of Degree and deposited* ***Rs.*_____ *vide bank Challan No.*_____ *Dated*_____*(Original Receipt Attached).***

_____
Signature of the Candidate

Attestation:(Please Read instruction No.**3** overleaf)

Department Chairperson/HoD/Principal/Gazetted Officer(in case of private student)

Name: …… Signature & stamp :……...

Form Received by: **FOR OFFICE USE ONLY**

Registration Section Provost/ASRB	**Account's Section** Examinations	**Checked by** Semester/Annual	**Superintendent/Assistant Controller** Semester/Annual

Degree Section

Controller of Examinations

INSTRUCTIONS FOR THE CANDIDATE

Annexure 19

IMPORTANT NOTE: This form should be filled in accordance with the following instructions *Incomplete form will not be entertained and shall be returned OR be kept pending till the deficiency is removed*.

1.	Checklist For Original Degree	Yes	No
i.	Copy of attested S.S.C Certificate; the same shall be used for reference of name of the applicant on the degree (Do not use to take print from *WhatsApp source* because it reduce the quality of file so, use pdf file)		
ii.	Attested copy of Transcript and Provisional Certificate		
iii.	Clearance Form for Degree		
iv.	Social Work Completion Certificate duly signed by the relevant authority if applicable		
v.	Copy of C.N.I.C		
vi.	Passport size picture with white background (Attested backside)		
vii.	Original Bank Receipts of authorized Banks with the required amount deposited in the designated accounts of the Controller of Examinations the University of Haripur. **Fee remitted through Money Order is not being accepted.**		

2.	Checklist For Duplicate Degree	Yes	No
i.	Copy of original Transcript (if available)		
ii.	Clearance Form for Degree		
iii.	Attested copy ofS.S.C Certificate		
iv.	Copy of C.N.I.C		
v.	Affidavit (in Original) in case of stolen or misplaced		
vi.	Passport size picture with white background (Attested backside)		
vii.	Original Bank Receipts of authorized Banks with the required amount deposited in the designated accounts of the Controller of Examinations the University of Haripur. **Fee remitted through Money Order is not being accepted.**		

3. Regular students are required to provide Degree Form duly attested from the head of the concerned Department while private candidates are required to provide aforementioned documents being attested from a Gazetted Government Officer.

4. The Examination Section will not be held responsible for delay in issuance of Transcript in stipulated period due to incomplete/wrong information **OR** non-availability of Controller of Examinations/Vice Chancellor **OR** during the time of printing machine's maintenance.

5. Corrections are free of charge within fifteen days after the Degree has been issued.

6. For Fee detail please visit schedule on University website *http://www.uoh.edu.pk/examinations.php?page=MzA0*

7. If someone wishes to receive the degree on behalf of the student, please bring the original CNIC of the student.

8. Issuance of the documents and their working days are as follows:

S.No	Category	Issuance Period
1	Degree (Normal)	One Month (in Working Days)
2	Degree (Urgent)	10 Working Days
3	Duplicate Degree (Normal)	10 Working Days
4	Duplicate Degree (Urgent)	10 Working Days

Declaration: *I have completed all the requirements as per rules of The University of Haripur for the award of Degree and have deposited Rs. _____ date _____ original Receipt No.3 is herewith attached.*

_____
Signature of Candidate

Form submitted to The University of Haripur, Examination Section on dated :_____