The University of Haripur Semester Rules and Regulations (Revised) 2018

(FOR DOCTOR OF PHILOSOPHY (PH.D) DEGREE PROGRAMS)

1. Short Title, Commencement and Application

1.1 These regulations shall be known as The University of Haripur, Semester Rules& Regulations for Ph.D programs framed under section 29 of the Khyber Pakhtunkhwa, Universities Amendment Act 2016.

1.2 These Regulations shall come into force with immediate effect.

1.3 These rules shall apply to all registered scholars of all Ph.D programs of The University of Haripur

2. Definitions

2.1 Academic Program: An "Academic Program" means a Program of studies, which leads to the award of a PhD Degree to the scholars, after successful completion of all its requirements.

2.2 Academic Council: The Academic Council of the The University of Haripur.

2.3 ASRB: Advance Studies and Research Board of the The University of Haripur.

2.4 Assessment: This means the assessment/evaluation of the performance of the scholars in academic Program or achievement in a unit (assignments, presentations, examinations, project work, seminar, papers and tutorial participation etc.)

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

2.6 Board of Studies: The Board of Studies of an academic department of the The University of Haripur.

2.7 Cease: Means that a scholar is considered unsuitable for further studies at The University of Haripur as a regular scholar and is removed from the study Program.

2.8 Contact Hour: One contact hour means 60 minutes (with 05 minutes break inclusive) spent on academic/research related activities including instructional work/tutorials, lab work (Practical), research work, projects, seminars, workshops, internships, etc during the course of studies at the university.

2.9 Controller: Means The Controller of Examinations (CoE), The University of Haripur.

2.10 Co-Supervisor: A faculty member/specialist from industry/R&D organization (In a specific field in which requisite expertise/facilities are not available within the university) who assists in supervision/guidance of thesis/dissertation of a PhD scholar till the completion of research work. The co-supervisor must have sufficient experience and relevant qualification (Minimum Ph.D) in the field of research.

2.11 Course: Means a course of study leading to the successful completion of the degree.

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): A credit hour means a lecture of 60 minutes duration per week per semester for a course countable towards a scholar's Cumulative Grade Point Average will be considered as one credit hour. However, in case of seminars, tutorials and laboratory work, one credit hour may require two contact hours depending upon the nature of the subject.

2.14 Dean: means the Dean of the faculty.

2.15 Department: The Academic Department of the The University of Haripur.

2.16 Director ASRB (DASRB): Director Advance Studies and Research Board of The University of Haripur.

2.17 Directorate of ASRB: The Directorate of Advance Studies and Research Board of The University of Haripur.

2.18 Director: Director of an academic institute under a faculty of The University of Haripur.

2.19 Drop out: Drop out means that a scholar is considered unsuitable for further studies at the University/Institute/College and is removed from the roll of the Program.

2.20 Examiners: A person appointed to conduct the examination.

2.21 Faculty: The faculty of The University of Haripur.

2.22 Faculty Member: Faculty member of The University of Haripur.

2.23 Fee: Fee charged for every semester/course attended by a registered scholar.

2.24 Final Examination: External Evaluation of thesis and confirmation by ASRB.

2.25 Grade: A mark (letter grade or number) indicating the quality of scholar's academic performance is called Grade.

2.26 Grade Point (P): Number of points representing the letter grades scored by a scholar in a course.

2.27 Grade Points of a Credit Course: Total number of points scored by scholar in a credit course. This number is the product of points representing the letter grade scored by the scholar in a course and the number of credit hours taken of the course.

2.28 Grade Point Average (GPA): The average of the accumulative grade point earned in a 1stsemester

2.29 Cumulative Grade Point Average (CGPA): The summation of grade points of all credit courses divided by the total number of credit hours taken by a scholar.

2.30 Head: The Head of the academic department.

2.31 Non-Credit Course: A "Non-credit course" means a course of study that will not be considered in computation of CGPA.

2.32 Practical/Lab Test: These tests include all such examinations/evaluations to ascertain the level of competency of practical application of knowledge acquired.

2.33 Probation: A scholar is said to be on probation if he/she is deficient in standards to the extent where he/she is likely to be relegated/withdrawn, is allowed to continue studies for one semester.

2.34 QEC: Quality Enhancement Cell of the University of Haripur.

2.35 Registrar: The Registrar of the University of Haripur.

2.36 Registration: Registration of the scholar with the office of the Registrar of the University.

2.37 Scholar: Means a student of Ph.D Programs.

2.38 Semester: A "Semester" is an academic period, in which one set of courses in any discipline is offered.

2.39 Subject or Course: A "Subject" or "Course" means a topic or a content related to an academic Program, which is to be studied by a scholar for a fixed number of hours during a semester. Each subject will carry a specific discipline code and number.

2.40 Supervisor: A faculty member who supervises/guides thesis/dissertation of a PhD scholar till the successful completion of research work and thesis. The Supervisor must be HEC approved.

2.41 Syndicate: Syndicate means the Syndicate of the University of Haripur.

2.42 Thesis/Dissertation: A report comprising the original research of a scholar which is counted towards the partial fulfillment of his PhD degree.

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

3. DURATION:

3.1 The period for completion of Doctor of Philosophy (PhD) program shall be counted from the date of admission/registration.

3.2 The duration of the program for the Degree of PhD shall not be less than six semesters (3 years) and more than ten semesters (5years).

3.3 Scholars who failed to complete the degree requirements within the stipulated time duration as explained in 3.2 shall have to apply through proper channel with justification to the Advanced Studies and Research Board (ASRB). The ASRB can extend the duration for a maximum period of two semesters at a request, upto a

maximum of total sixteen semesters (8 years) for award of degree (notification by CoE).

3.4 After the expiry of the maximum degree duration and rejection of further extension request by ASRB, the scholar shall be notified as dropped out and shall not be eligible for re-admission.

3.5 All course work may preferably be completed in the first two semesters.(See 9.3 also)

3.6 There will be two regular semesters in each year, Spring and Fall of 18 weeks each. Out of 18 weeks, 16 weeks shall be actual teaching time; the rest may be utilized for admission, enrolment, conduct of examinations, preparation, declaration of results, etc. The commencement of semesters shall be regulated by the Director ASRB in consultation with the Vice Chancellor.

3.7 Summer semester, if held, shall be of 8 to 10 weeks each year as part of an academic year which shall be optional. Scholars, who desire to take up deficiency courses as approved in their course work programs or repeat courses, may enroll during this semester. (see clause 9.5)

3.8 Candidates shall be admitted every year at the beginning of Spring/Fall Semesters through advertisement by the Director ASRB with the approval of the Vice Chancellor.

4. REQUIREMENTS FOR LAUNCHING A PH.D PROGRAM:

4.1 There should be at least 3 PhD faculty members in a department/institute to launch a PhD program.

4.2 The supervisor of a PhD scholar must be a Ph.D qualified faculty member of the University and preferably HEC approved.

4.3 A supervisor can supervise to the maximum five (5) PhD scholars, however, total no of scholars (M.Phil and Ph.D) must not exceed 12.

4.4 There shall be a supervisory committee for each Ph.D scholar. All members of the supervisory committee must be PhD degree holders in relevant fields.

5. PROCEDURE FOR ADMISSION

5.1 Candidates shall be admitted every year at the beginning of the spring/fall Semesters through advertisement in at least two leading national newspapers, by the Director Advanced Studies and Research Board.

5.2 The admission to the program shall be processed initially by the department scrutiny committee and finally by the faculty admission committee.

5.3 Admission of those candidates shall be processed who have annexed an acceptance letter for supervision, from a faculty member of the concerned department along with the admission application.

5.4 An application for enrolment on the prescribed forms along with the attested photocopies of the following credentials/documents should be submitted to the concerned head of the department/institute for scrutiny by DSC on the dates notified for admission.

a. DMC of all passed examinations including SSC and FSc
b. Original/Provisional degree certificates
c. Character Certificate form the Head of the institution last attended
d. Three duly attested passport size photographs
e. Domicile Certificate
f. Computerized National Identity Card
g. Undertaking/Agreement (in original) on selection for admission
h. Migration certificate within one month of the admission, otherwise admission shall be stand cancelled
i. Research Proposal
j. Proof of valid GRE or equivalent admission test score as determined by the University.
k. Willingness of a Faculty member to act as supervisor (consent letter)

5.5 In-service candidates must apply for admission through proper channel and successful candidates will have to submit NOC and leave certificate, if required, initially for two semesters (except those University employees, who are not sponsored by HEC scholarship program or any other agency which requires leave as a pre-condition).

5.6 There shall be a Departmental Scrutiny Committee (DSC). Members of DSC shall be nominated by the concerned head of the Department/Institute comprising of at least two faculty members.

5.7 The DSC shall scrutinize applications for admission received to department/institute and make recommendations to the Faculty Admission Committee (FAC). Final admission shall be granted by the FAC.

5.8 The candidate shall be Pakistani national.

5.9 Foreign scholars shall apply for admission as per criteria laid down by HEC against reserved seats only, if they fulfill all other requirements of the UOH admissions.

5.10 Wherever needed, the equivalence of academic qualification shall be determined as certified by HEC.

5.11 All eligible candidates are required to appear for interview to adjudge their aptitude and suitability and to verify the documents with original certificates for admission (in compliance to clause 6.1).

5.12 Faculty Admission Committee (FAC):

Admission shall be granted through the following faculty admission committee on date(s) to be notified by the DASRB.

a.	Dean of the Faculty	Convener
b.	Two Senior Faculty members of the Department	Members
c.	Head of Department	Member/Secretary

5.13 The FAC will furnish its recommendation along with original record of the application forms to be submitted in time to DASRB for final notification of the admitted candidates in each discipline.

6. REQUIREMENTS FOR ADMISSION:

6.1 Candidate seeking admission to PhD program shall be evaluated by DSC and FAC on the basis of the following criteria.

a. M.Phil/Master Degree (after 18 years of education) in the relevant field with CGPA 3.00 under semester system or 1st division under annual system.

b. Have qualified Graduate Assessment Test (GAT) or GRE or an equivalent test as determined by the University.

c.	Academic weightage (M.Phil or equivalent degree only)	50
d.	Aptitude for PhD (Interview by the FAC)	10
e.	Admission Test	40
f.	Total:	100

Minimum qualifying marks for admission in PhD program is 50 percent.

6.2 After selection the candidate shall submit course registration form to be issued by the department along with bank deposit slip to the office of the Director ASRB on the days notified for admission.

6.3 The DASRB may, under special circumstances and on payment of a late fee of Rs.2000/- permit a scholar to enroll within ten days after commencement of the semester.

6.4 The Vice Chancellor may allow enrolment of a scholar after the expiry of 10 days of the commencement of the semester under special circumstances in individual cases with solid reasons to be recorded in writing with double late fee of Rs.4000/- till the last day of the 4th week w.e.f. commencement of semester subject to 75% attendance requirements.

6.5 If a candidate fails to deposit fee and enroll courses after selection for admission (relate with 6.2), his/her admission shall stand cancelled.

6.6 The cases of all admitted candidates shall be placed before the ASRB for approval.

6.7 On notifying the candidates for admission in PhD by DASRB, the candidate shall apply for the constitution of supervisory committee before the end of the 1st semester on prescribed form available in DASRB office.

6.8 The scholars are required to submit complete Course Work Program on prescribed performa available in DASRB office before the completion of the 1st semester.

6.9 **Withdrawal/Cancellation of Admission and Refund of Fee.** A scholar, after admission in any degree program, who apply within 15 days of the commencement of classes, through proper channel for withdrawal / cancellation of admission, will be notified as admission cancelled by the Director ASRB, with full fee refund except admission and registration fee. Late applicants will get only security fee on cancellation of their admissions.

7. COMPOSITION OF SUPERVISORY COMMITTEE

7.1 When a candidate is enrolled in first semester, on the recommendation of Dean, Chairperson of Department/Director, DASRB shall notify a Supervisory Committee in consultation with the scholar concerned which shall normally consist of at least two regular faculty members from major field of study and one regular faculty member from minor field of study (having relevancy with research) as member.

7.2 If a scholar intends to conduct research in an approved off-campus institution on the permission of the ASRB under the supervision of a scientist in a major or minor field of study, the scientist shall be appointed as co-supervisor for research in the Supervisory Committee and will be placed at serial No.02 of the supervisory committee.

7.3 One of the members (7.1) from the major field of study will be designated as Supervisor and shall act as Chairperson of the Supervisory Committee while another member from major or minor field of study will act as Co-supervisor (if 7.2 does not apply).

7.4 The supervisory committee must contain members who are specialists in the area of the proposed research work assigned for dissertation.

7.5 In case the supervisor is no longer available either due to retirement or any other reason, the supervisory committee can be reconstituted, on the recommendation of Chairperson and Dean, by the Director ASRB.

7.6 In case of change of member of the supervisory committee, the request shall be routed through head of the Department, Dean of the Faculty to the DASRB for notification.

8. SEMESTER RENEWAL/ENROLLMENT/REGISTRATION, DUES, FREEZE, PROMOTION AND GRADE POINT.

8.1. A scholar must enroll/register each semester till submission of his final thesis to the Controller of Examinations through Director Advance Studies & Research and HoD/Chairperson of the Department for external examination and viva voce examination.

8.2. A. Renewal/Enrollment: Enrolment will be completed only when the scholar submits properly filled registration form in time, for a particular semester to the DASRB. Payment of semester dues without submitting the registration form will not be considered for enrolment in any semester.

B. SEMESTER'S DUES (for semester 2nd and onward): University dues (at the rate in vogue approved by the university's authorities) shall have to be paid within the first week with regular fee, with fine of Rs 1000 in second week and with fine of Rs 2000 in third week after commencement of the classes. After the third week till Mid Term student has to pay fine of Rs 5,000/- along with regular semester fee. If a student fails to submit the dues till the commencement of Mid Term exam, his/her semester shall be considered frozen. (see also clauses 8.5, 8.6 and 8.7)

8.3. If a scholar fails to enroll in any semester, after completion of coursework, he/she shall be suspended to be on roll of the University, and if desires for re-admission, shall have to enroll all semesters, not enrolled.

8.4. The DASRB, on the recommendations of FAC, may re-admit such a candidate subject to payment of all dues. In addition to that a sum of rupees 2000/- as readmission fee and 5000/- as per semester gap fee (if any) will also be charged. The committee may refuse admission if the reasons are not convincing.

8.5. A scholar may apply before the commencement of mid-term examination, to freeze studies up to a maximum of two semesters with the permission of the Vice Chancellor obtained through the DASRB on the recommendation of the concerned Dean and Chairperson/Director on account of genuine reasons. Candidates so permitted to freeze will be allowed to resume their studies by the Chairperson/Dean and will be notified by the DASRB, after fulfillment of the registration. However, he/she will have to pay 25 % of the semester fee during the frozen period.

8.6. The period for which freeze is granted shall be counted towards the maximum time allowed for completion of degree.

8.7. A candidate is not allowed to freeze studies during first semester and during research work.

8.8. At the end of first semester, a scholar must obtain a minimum grade point average (GPA) of 3.00 to be promoted to second semester. If the GPA of a

scholar at the end of first semester is 2.5 or more but less than 3.00, he/she shall be promoted to second semester on probation. If the GPA of a scholar at the end of first semester is less than 2.50, he/she shall be dropped from the roll of the University.

8.9. At the end of second semester, a scholar must obtain a minimum cumulative grade point average (CGPA) of 3.00 or more otherwise he/she shall have to repeat the courses failed or with less than 60 marks. If the CGPA of a scholar at the end of second semester is less than 2.5, he/she shall be dropped from the roll of the University.

8.10. A scholar will be required to repeat those courses of the previous semesters in which he/she had failed or have gotten less than 60% marks, whenever offered by the department, provided that the enrolled work load, including the courses being repeated by him/her, do not exceed the maximum work load (12 cr hrs) allowed.

8.11. A scholar, who obtains CGPA less than 3.00, upon completion of the entire course work, may be allowed to repeat one of previous semesters to obtain the minimum CGPA of 3.00, failing which the scholar shall cease to be on the roll of the University.

8.12. All courses taken must be shown on the transcript of the scholar including "Failure and Repeat"

8.13. Grade point for evaluation of the course is on the scale of 4.00 as follows:

Marks Range (in %)	**Grade Point**	**Grade**
90 and above	4.00	A+
85-89	4.00	A
80-84	4.00	A-
75-79	3.6-3.9	B+
73-74	3.3-3.5	B
70-72	3.0-3.2	B-
66-69	2.6-2.9	C+
63-65	2.3-2.5	C
60-62	2.0-2.2	C-
50-59	1.0-1.9	D
0-49*	0.00	F
Incomplete	-	I
Withdrawal	-	W

8.14. There should be no other grade point values except the above points.

9. COURSE WORK PROGRAM

9.1 Medium of instruction will be English however, courses like Islamic and Religious Studies and languages may be taught in the appropriate medium as required.

9.2 All PhD courses shall be coded as per HEC

9.3 A scholar admitted to the course shall complete course work preferably in the first two semesters. A minimum of 18 credit hours course work and 20 credit hours research and thesis will be required; however these do not include credits for deficiency courses, if any.

9.4 A course cannot be registered without qualifying its pre-requisite (if any) as determined by the scheme of studies concerned.

9.5 A scholar shall enroll up to maximum of 12 credits in a semester. These credits will include the credits earned in respect of deficiency courses. However, in summer/condensed semester, a scholar can enroll up to the maximum of 6 credits (2 courses). (see clause 3.7)

9.6 Out of the total number of credits referred to in the clause 9.3 one credit hour may be earned through Seminar and one credit hour may be earned through Special Problem.

9.7 No semester course shall carry more than 4 credits.

9.8 A scholar will be required to repeat failed course(s) of the previous semesters whenever the course is offered.

9.9 A course can be repeated three times at the most. A scholar who fails to improve grade point average shall drop out and drop to be on the rolls.

9.10 A scholar who is enrolled for a course can add/drop a course within twenty days from the commencement of the semester, on the recommendations of the Chairperson/Head of the Department/Supervisor.

9.11 In case a scholar drops a course without such permission or intimation he/she shall be deemed to have failed in that course and will have to register the same course, as and when offered.

9.12 When a course for which a scholar is enrolled, if cannot be offered according to the program announced, scholar may opt for an alternate course, within twenty days of the commencement of the semester.

9.13 Once an examination of a registered course is taken the course cannot be deleted from the transcripts.

9.14 The scholar must submit semester wise progress report regarding course and research work to the Directorate of Advanced Studies and Research Board, through Supervisor and Chairperson/Director concerned.

9.15 Scholars with unsatisfactory progress for a semester shall be issued a warning by Director ASRB to improve within six months. A scholar receiving two consecutive warning letters shall cease to be on the roll of the University. The admission of such scholars shall be cancelled on the recommendation of the concerned supervisor.

10. Transfer of Credit Hours.

10.1 Migration to and from other institutions is allowed within the same degree programs..

10.2 The DASRB may count towards the requirements of the course work, credits earned by a scholar in another HEC recognized Department/Institution, on the recommendation of FAC and approval of the Vice Chancellor, provided that:

a. The courses for which credit is claimed, are identical with or similar to the courses approved for degree program.
b. The course for which credit is claimed has not been used for any degree obtained.
c. The course for which credit is claimed shall not be more than Four years old (inclusive of course work period)

11. ATTENDANCE REQUIREMENTS

11.1 Attendance record of each course must be submitted to the department along with copy of the award list at the end of semester by the Faculty member concerned.

11.2 Scholars, who have attended 75% of lectures and practicals in each course, are eligible to appear in terminal examinations.

11.3 The Faculty member is authorized to issue warning and impose fine upto Rs.500/- per class missed by the scholar during the semester.

11.4 Attendance shall not be mandatory in the courses for which one has registered for improvement of grades. And it will be the sole responsibility of the concerned scholar to coordinate with the subject teacher regarding class quiz, assignments, presentation etc.

12. EXAMINATION PROCEDURE

12.1 Scholars must take their examinations in a disciplined manner. Instances of indiscipline shall be dealt with in accordance to the unfair means Regulations of the University.

12.2 There shall be two examinations for each course during each semester. These examinations shall be termed mid-semester and terminal. In addition to these examinations the Faculty member may give home assignments, term papers, case studies, quizzes and classroom presentations. The Faculty member concerned will be solely responsible for the nature and conduct of examination as well as evaluation of the course. The grade given in the course by the Faculty member shall be final.

12.3 The mid term examination shall be held during 9th week of the semester which shall carry 25 percent of the total allocated marks for the course (12.6)

12.4 Terminal examination for the semesters shall be held on a date, time and place to be notified as per Academic Calendar of The University of Haripur.

12.5 A scholar must obtain at least 60 percent marks to pass a course.

12.6 Evaluation of the scholar in a semester shall be based on the following weightage.

Evaluation Category	**Distribution of Marks**	
Class tests/ Quizzes/	10%	**Courses without**
Assignments/Presentations etc	15%	

Mid Term	25%	**practicals**
Terminal examination	50%	

Evaluation Category	**Distribution of Marks**	
Class tests/ Quizzes/	5%	**Courses with practicals**
Assignments/Presentations etc	5%	
Practical	15%	
Mid Term	25%	
Terminal examination	50%	

The scripts of each examination may be shown to the scholar concerned and taken back immediately. The scripts must be forwarded to the Controller of Examinations within ten days after completion of examination through HoD concerned

12.7 The Faculty member must send the final award list (showing absent, failed or repeat) of the scholars to the Chairperson/HoD of the department/examination officer of the department. The department will send consolidated result to the Controller of Examinations and a copy each to Dean and DASRB within 15 days after the completion of the examination.

13. REPEAT COURSES AND MAKE-UP ARRANGEMENTS

13.1. If a scholar is debarred from examination on account of attendance or other reasons, he/she shall repeat the course whenever offered, by the department concerned, as a regular scholar.

13.2. If a scholar fails to appear in examination on account of extraordinary reasons (accidental health problem and death of parents/brother/sister), he/she shall attempt the paper in the make-up arrangements before announcement of the results, by the department concerned.

13.3. Make-up Test/Examination:

i. Make up test will be given on the request of those students who have fulfilled all requirements for appearing in the Mid/Final Term Examination but could not appear

for any genuine reason or due to attending sports/national/international event on behalf of the University.

ii. Make-up Examination shall be conducted within 2 weeks of the end of the semester.

iii. The pattern, i.e nature and number of questions and weightage of the Make-up Examination shall be same as of the regular exam.

iv. Student, except those who couldn't appear in regular exam for representing the university in some event, appearing in the Make-up Examination shall be charged examination fee for leftover semester or paper as the case may be.

v. Any student failing in the Make-up Examination shall be required to re-register for the same semester/paper as and when that semester starts in future.

vi. There will be no Makeup/Special Examination in a semester for failed students; if a student fails in a course, he/she is required to repeat it.

14. STUDENTS' GRIEVANCES REDRESSAL MECHANISM

I. DEPARTMENTAL STUDENTS' GRIEVANCES COMMITTEE

Each Department / Institute shall have 3 members Departmental Students' Grievances Committee of the senior faculty members appointed by the HoD. The Chairperson/Head of the Department concerned may convene meetings of the Committee as and when necessary. He/she shall maintain a regular record of the proceedings of the Committee. The committee will also redress the grievances of the students about any course instructor or grades or any other issue.

A student must approach the head of the Department/institute for a grievance on grade, within 5 days of the receipt of the grade.

The head of the institute / department shall forward the grade grievance to a 3 member committee and it will be binding on the committee for hearing both sides (student and the instructor), and will give a final decision within 5 days or before the start of registration for the new semester whichever comes early.

In case the problem is not resolved by the Departmental Grievance Committee, the matter shall be referred to the UoH Students' Grievance Committee.

II. THE UOH STUDENTS' GRIEVANCES REDRESSAL COMMITTEE

There shall be an appellant Committee at the university level consisting of 02 senior faculty members to be appointed by the Vice Chancellor, relevant head of the department, Controller of the Examination and headed by the Dean of the concerned faculty to redress the grievances of the students about any course instructor or grades referred by the Departmental Grievance Committee or for any other academic issue.

15. ACADEMIC CALENDAR

The University of Haripur publishes a complete schedule of an academic year for Fall, Spring & Summer semesters for the convenience of students and faculty members; by a committee comprising Head of the Academic Section of the Registrar Office (convener), Controller of Examination, Director ASRB/Director Admissions (post-graduate programs), Provost/Director Admissions (under graduate programs) and one HOD from each faculty. The Calendar will be issued before commencement of the semester of the Academic Year mentioning the following:

- Semester starting dates
- Mid-term Exams
- Holidays
- Terminal exams' prep week
- Schedule of Terminal Exams
- Result notification date
- Sports schedule etc.
- Admission announcement

Students are responsible to meet the requirement and deadline given for each activity in the academic calendar of the university. 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 in which they are enrolled.

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

16. COMPREHENSIVE EXAMINATION

16.1 A scholar admitted to the program shall appear in a comprehensive examination, after successful completion of approved course work not later than 6th semester.

16.2 The comprehensive examination will cover both major and minor fields of study and will consist of a written part followed by an oral part.

16.3 The comprehensive examination will be held twice in a year or whenever recommended by the department.

16.4 The CoE shall with the approval of the Vice Chancellor, notify the date, time and venue and invigilation staff of the examination at least two weeks before the commencement of the examination.

16.5 A scholar shall apply for written comprehensive examination to the Controller of Examinations through DASRB on the prescribed form.

16.6 The Chairperson of the department shall prepare a panel of three examiners (one of whom shall preferably be the supervisor) to set three question papers for the scholar(s), from among the faculty members who have offered the relevant courses at PhD levels and send to the controller of examination.

16.7 To pass the comprehensive examination, a scholar must obtain minimum 70% in the written and oral parts of the exam, separately within two attempts

16.8 A scholar shall not be eligible to sit in the oral part, unless he/she has qualified in the written part of the Examination.

16.9 An application for admission to examination or for re-examination shall be submitted on the prescribed form.

17. COMPREHENSIVE EXAMINATION-WRITTEN PART

17.1. The comprehensive examination shall not be mere re-examination of previous courses he/she has already passed. The exam shall be designed to evaluate scholar on the basis of breadth of knowledge, intellectual maturity, ability to integrate and assimilate the knowledge obtained from the courses, seminars and independent studies and can become a successful scholar in the chosen discipline.

17.2. The number of papers shall be three (each of four hours duration) and to be set by examiner as mentioned in 16.6.

17.3. A scholar shall attempt the three papers on dates and place to be announced by CoE. The CoE will send the answer scripts back to the examiners who set the papers for evaluation.

17.4. Each examiner shall, within10 days after the receipt of the answer scripts, return them duly marked to the CoE along with the award list.

17.5. To pass the written examination a scholar must secure at least 70% marks in each paper.

17.6. If a scholar fails to qualify in the written part, he/she shall be allowed to repeat the written comprehensive examination only once, failing which the scholar shall be dropped from the roll of the University.

18. COMPREHENSIVE EXAMINATION-ORAL PART

18.1. The Supervisor/Chairperson Supervisory Committee shall notify the date, time and venue for the oral comprehensive examination within three months of the date of declaration of the result of the written comprehensive examination. If a candidate fails to appear in oral comprehensive examination within the prescribed time limit, result of the written comprehensive examination shall stand cancelled and he/she shall have to appear again in the written comprehensive examination.

18.2. The Panel of oral examination shall consist of the examiners appointed vide clause 16.6, concerned Dean, HOD/Chairperson and Director ASRB.

18.3. The oral comprehensive examination shall be of three hours duration.

18.4. The Chairperson Supervisory Committee shall be responsible for the conduct of the oral examination and shall determine the order in which each member of the panel shall put questions to the scholar. The members shall be free to ask any number of questions.

18.5. At the conclusion of the oral examination, each member shall separately grade the scholar and the Chairperson Supervisory Committee shall forward the award lists to the CE immediately.

18.6. To pass the oral examination, a scholar must secure 70% marks in the assessment of each member, separately.

18.7. If a scholar fails to qualify in oral part he/she shall be eligible to re-appear (only once) within ninety (90) days after the date of the declaration of the result. Otherwise he shall be dropped from the roll of the university.

18.8. A scholar who qualifies the comprehensive examination shall be deemed to have qualified to undertake PhD research.

19. RESEARCH REQUIREMENTS AND PROCEDURES

19.1. Scholar is not allowed to start research before the approval of the Synopsis from the relevant BOS and ASRB.

19.2. Synopsis shall be prepared as per prescribed format (approved by ASRB) to be processed for approval from the BOS and ASRB. Scholar in consultation with supervisory committee shall select a topic for research.

19.3. The scholar shall deliver a seminar on the proposed research before processing synopsis for approval to the Board of Studies. The seminar shall be duly publicized 15 days in advance by a seminar coordinator to be appointed by the concerned Chairperson/HoD.

19.4. The Seminar coordinator shall record minutes regarding suggestions, comments for necessary clarifications, any modifications proposed for further improvements. The supervisory committee shall ensure through a certificate of its incorporation in the synopsis before submission to the BOS.

19.5. The BOS may recommend synopsis to ASRB for formal approval as per required format. The scholar shall be responsible to provide the required number of copies to Director ASRB.

19.6. The approved synopsis for dissertation research shall remain valid only for 10 regular semesters from date of admission of the candidate to the degree. The ASRB may, however, relax this condition for genuine reasons up to two semesters.

19.7. A scholar admitted to the program can conduct research work in a laboratory/Institute/ Organization other than at UoH, approved by the ASRB on the recommendations of the BOS.

19.8. From fifth semester onwards, progress of research shall be reported by the supervisor to BOS for evaluation. The BOS shall furnish its recommendation to the ASRB for further action accordingly.

19.9. Research work may concurrently be undertaken along with course work. However, a scholar cannot submit dissertation to BoS for approval till the completion of minimum duration is six semesters (as explained in 3.2.)

19.10. After approval of the proposal by the Board of Studies and on the recommendation of the Convener Board of Studies, the Dean of the Faculty may permit the PhD scholar to start the research on the approved proposal in anticipation to the approval by the ASRB. However, the scholar shall be responsible for the decision taken by the ASRB.

19.11. The Director Advanced Studies and Research shall issue notification of the decision of the ASRB with copies of the approved research proposals to all quarters concerned including Dean and Chairperson/HoD.

20. DISSERTATION WRITING AND EVALUATION PROCEDURE

20.1 Dissertation shall be prepared and presented in the manner laid down in the guidelines approved by ASRB and defended in Pre-Board of Studies Seminar.

20.2 The supervisor shall submit a soft copy of the dissertation against plagiarism before placing it to BOS for further consideration.

20.3 Dissertation shall be submitted to BOS at least 15days in advance, along with proof of registration and course completion certificate showing the required CGPA.

20.4 After approval from Board of Studies, soft bound dissertation duly certified by Supervisory Committee, Convener Board of Studies, Dean and DASRB that contents and format of the thesis are satisfactory, may be submitted for foreign evaluation.

20.5 Two Foreign Examiners from HEC approved technologically advanced countries, for evaluation of dissertation shall be appointed by the Vice Chancellor from the list of 10 relevant examiners (along with CVs) forwarded by the supervisor/Head/DASRB through CE from the panel of experts approved by the ASRB on the recommendation of the Board of Studies.

20.6 Each Foreign Examiner shall explicitly state (on prescribed proforma) in his/her confidential report sent through CE to DASRB to be opened by DASRB in ASRB meeting that:

i. The dissertation/thesis is of sufficient merit to justify the award of PhD degree to the candidate- accepted with minor changes or corrections.

ii. The dissertation/thesis is of sufficient merit to justify the award of PhD degree to the candidate- accepted with major changes or corrections.

iii. The dissertation/thesis needs to be revised and resubmitted for award of Ph.D degree-provisionally accepted subject to revision of thesis.

iv. The dissertation/thesis is not of sufficient merit to justify the award of PhD degree to the candidate- needs to be submitted for re-evaluation.

v. The dissertation/thesis is not acceptable and rejected completely.

20.7 The comments of examiners must be sent to the Dean, Chairperson of the Department and Chairperson Supervisory Committee by Director ASRB, after the decision of ASREB.

20.8 If both the examiners approve the dissertation (under 20.6-i, ii, iii), the candidate shall be recommended for the award of the degree subject to the desired corrections and revisions.

20.9 If one of the examiners approves the dissertation and the other rejects it (under 20.6-v), it shall be sent to a third examiner for evaluation and the foreign evaluation fee for it shall be submitted by the scholar in advance. If the third examiner approves the dissertation, the candidate shall be recommended for the award of the degree, otherwise he/she shall be declared to have failed.

20.10 If both the examiners reject thesis (under 20.6 v) the scholar will be declared as failed.

20.11 If one or both of the examiners are of the view that it is not acceptable in the form in which it has been presented but requires re-submission and re-evaluation (under 20.6-iv), the following procedure shall be followed:

i. In this case, the supervisory committee shall call upon the candidate to revise the dissertation as advised by external examiner and re-submit to the same examiner within a period not exceeding two semesters, for re-evaluation. The revised dissertation shall then be sent to the examiners.

ii. In case, the lines on which the examiners have suggested revision is not acceptable to the Supervisory Committee, the thesis shall be sent to other examiners, whose decision shall be final. In this case the scholar will have to pay the foreign evaluation fee/remuneration in advance.

20.12 In case a candidate, who is required to revise and re-submit his/her dissertation does not revise dissertation proposed by the examiner (s) within the period allowed, he/she shall be declared to have failed.

20.13 If a candidate fails in thesis examination, he/she may enroll himself/herself again, paying the semester dues and submit a revised draft of dissertation on payment of foreign evaluation fee/remuneration (to be approved and revised by

ASRB).This opportunity can be availed only once. The procedure mentioned in 20.5 and 20.6 shall be followed.

20.14 The decision on the experts report shall be delivered by DASRB to Supervisor for necessary action.

20.15 Two External Examiners from the list of national examiners approved by ASRB on the recommendation of BOS shall be invited by the concerned supervisor through DASRB and COE to conduct Viva Voce Examination (Dissertation shall be sent to the examiners one week in advance of the Viva).

20.16 The scholar will deliver a public defense seminar on his research findings and knowledge created. Research publications from Ph.D studies, annotative compliance report and acknowledgements will be compulsory part of the seminar.

20.17 Final dissertation/thesis, after approval of external examination, should be submitted to the DASRB duly signed by the Supervisory Committee, Chairperson of the Department and Dean of the Faculty concerned, for countersigning and for onward submission to the relevant offices.

20.18 The duly approved dissertation shall be submitted to the Director ASRB, combined result of dissertation (20 Cr. Hrs) showing 70 % marks or 3.00 GPA, along with one published paper in HEC recognized journal (as per HEC policy) and combined transcript (minimum 24 cr hrs) showing 3 or above CGPA. The Director ASRB after scrutinizing the scholar's requirements right from admission to final examination and checking the synopsis approval and thesis format, will forward the case to the controller of examination for award of degree.

20.19 In all cases where these regulations are silent or where there is difference of opinion about their interpretation, the decision of the ASRB shall be final and can not be challenged..

21 REMUNERATION FOR SUPERVISOR AND CO-SUPERVISOR:

There shall be financial reward for the supervisor for award of Ph.D degree to the successful candidate as:

Supervisor: Rs. 75000.00 (to be revised as per approval of ASRB)

Co-Supervisor: Rs. 25000.00 (to be revised as per approval of ASRB)

21. ANTI-PLAGIARISM AND QUALITY ENHANCEMENT POLICY:

a. The supervisor will check thesis for plagiarism using the anti-plagiarism software of TURNITIN and/or as described by HEC. The concerned Chairperson/HOD will send the thesis to the Director Advanced Studies through proper channel along with the Plagiarism/Similarity Index Report and also a certificate stating that the thesis has been checked against the plagiarism and that the similarity Index (excluding bibliography) is below 20%.

b. Director Advanced Studies and Research will ensure that all formalities regarding course work, comprehensive examination, title of research, supervisory committee and synopsis are complete and approved by BoS and ASRB (where required)

c. Director Advanced Studies and Research will forward the thesis to Quality Enhancement Cell for the confirmation of Plagiarism/Similarity Index Report provided by Supervisor.

d. A Soft and Hard form of thesis will be provided to QEC which will confirm that Plagiarism/Similarity Index Report is satisfactory, otherwise will be sent back to supervisor through above channel to bring the Plagiarism/Similarity Index below 20 % as described by HEC.

e. If Plagiarism/Similarity Index Report is found satisfactory QEC will countersign the Certificate provided by Supervisor and thesis will be send back to DASRB.

f. After foreign evaluation of the Ph.D thesis and prior sending hard-bound copies of the final thesis to the Controller of Examinations for result notifications, supervisor would forward a copy of the final thesis, after incorporation of the suggestions/comments of the foreign examiners along with an “Annotated Compliance Report” (ACR), signed by the supervisor. The Director QEC will countersign the ACR and send it to DASRB.

g. If plagiarism in the thesis is found more than 20% at any stage in future, the scholar will be responsible.

h. In case of conflict for plagiarism report/ or thesis found plagiarized by scholar. Director QEC will forward the case to "**Plagiarism Committee"** notified by Register office with the Approval of Vice Chancellor.

i. "Plagiarism Committee" will consist of Director QEC, Director ASRB, Registrar, concerned Supervisor, HoD of Concerned Department and Dean of the Faculty. The decision of the committee shall be final.

"ANNEXURE- A" CONDUCT OF SEMESTER EXAMINATIONS REGULATIONS

1. A student shall be eligible to appear in the terminal examinations provided s//he:
   a. has been on the roll of the University during the semester;
   b. has registered him/herself for the courses of study, and
   c. has 75% class attendance (for details see rule 11.1 to 11.4).
   d. has paid all the University dues (including hostel fees, fines, etc. if applicable) within notified time.

2. Mid-term examination will be held in the 9th week of each semester. The terminal examination will be held at the end of each semester on the dates fixed/notified by the university authorities concerned. The Director ASRB/Admissions shall announce the approximate dates of examinations at the beginning of the semester according to the Academic Calendar of that particular year.

3. Minimum time allowed for mid-term examination and practical examination in each course will be one hour and that for the final examination shall be two hours.

4. 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.

5. After marking the class tests, quizzes, mid-term examination and final examination papers the same maybe shown to the students (where requested in writing) to discuss any reservation of the student.

6. A student may apply for re-totaling/ rechecking of marks within 10 days of the submission of results to Controller of Examinations which will be considered by a committee comprising of the concerned HoD, C.E and DASRB. If during the process of retotaling the committee observes any serious mistake in evaluation of the paper it may refer the case to Grievance Redressal Committee for re-evaluation/ rechecking.

7. The evaluation shall be internal, except for the research/thesis/dissertation/viva voce examination for which an external examiner may be involved.

8. Each Department shall have a Departmental Students' Grievances Committee, consisting of at least 3 members to decide all problems regarding evaluation. The decision of the committee shall be final.

9. About one week before the final examination, the teacher in each course shall send to the Chairperson / Director of the Department / Institute a statement in duplicate, giving

the total number of lectures delivered (and practicals conducted) by him together with the total number of lectures and practicals attended by each student.

10. A handicapped/disabled student will be provided writer/amanuensis at the expense of the student concerned on the recommendations of the Chairperson of the teaching department. The writer/amanuensis shall be of a lower grade of education than the candidate. He/she would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.

11. All cases pertaining to UFM shall be dealt with in accordance with the provisions made under the regulations relating to UFM/malpractices in the examinations through "Unfair Means Committee".

12. The defaulters of the University dues are not permitted to sit in the examinations.

13. EXAMINATION AID

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.

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 a UFM support material.

d. Where a particular examination allows in writing to bring and use specific aid, any candidate bringing items that exceed or contradict with the permitted aid will have such items either confiscated for the duration of the examination or, in marginal cases, handed in with their examination scripts.

14. Open Book Examinations. In addition to writing materials, students may take text books, notes, files, or a calculator into the examination room. However, Laptops, palm computers, mobile telephone sets and other electronic devices are NOT permitted except where allowed in writing by the University authorities. Students enrolled shall be informed from time to time about such items and limits during semester.

15. CONDUCT OF SEMESTER EXAMINATIONS

All mid-term/terminal Semester Examinations of the University, shall be held at concerned Department/institute/colleges, on dates and schedule announced by the Department/ Institute/college concerned, unless otherwise approved by the Vice Chancellor and duly forwarded to Controller of examinations.

16. EXAMINATION SCHEDULE

The Departmental examination office of the respective department/institute/college will publish the examination schedules at least 02 weeks prior to the commencement of the

mid-term/terminal examination and forward a copy of the schedule to Controller of Examinations and Directorate of ASRB of The University of Haripur.

17. CONDUCT OF TERMINAL EXAMINATION

The Chairperson/HOD 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 of the Department.
b. All answer books used in the examination are initialed by them. No other answer books are to be used.
c. Answer books are issued to the invigilators 05 minutes before the commencement of the examination and retrieved at the end of the examination.
d. Absentee report, if any, is prepared and forwarded to the departmental Examination Officer.

18. INVIGILATORS

Invigilators are detailed by the departmental examination officer of the department/institute after the approval of the Chairperson/HOD. They will report to the Superintendent/Deputy Superintendent 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 15 minutes in mid-term and after **30** minutes of terminal examination after its commencement.
d. No Candidate is allowed to leave the examination room before half time of commencement of examination. The visits to ‘wash rooms’ will be carefully controlled.
e. The question papers and answer books of n 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 are handed over to the Superintendent or Deputy Superintendent after the examination.

19. USE OF REFERENCE MATERIAL DURING TESTS / EXAMS

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

20. QUESTION PAPER

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 Semester 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.

21. STUDENTS RESPONSIBILITY/ INSTRUCTIONS TO THE CANDIDATES

a. Candidates will report to the Examination Hall/Room, half an hour before the time fixed for the examination on the first day and 10 minutes on subsequent days. No books, notes or documents or other electronic devices like mobile .headphones, Bluetooth are to be taken in the examination room except those authorized by the examiner.

b. All the candidates will have ensure their ears open to avoid the use of Electronic devices.

c. No candidate shall be allowed to enter the examination center 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 fifteen minutes after commencement of the examination, provided the candidate is required to fill in a Late Arrival Form giving valid reasons, subject to concurrence of the departmental examination officer.

d. In case the examination starts late, for any reasons to be recorded in writing by the Superintendent and forwarded to the Chairperson/**HOD** concerned, the Superintendent shall extend the time for the period that has been lost.

e. No candidate shall leave the examination hall without the permission of the Superintendent.

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

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

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

i. The candidate shall fill in the details on the title page of the answer book.

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

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

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

m. Candidate shall not remove a leaf or a part there of, from the answer book.

n. While leaving the examination hall candidate shall handover all answer books/papers etc to the Supervisory staff.

o. 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".

p. In case answer book of a candidate is lost after having been received by the Hall Superintendent, and if he/she passes in all other subjects of the examination, he/she may be required to reappear in that one subject of which answer book is lost. If, on reappearing, he/she obtains pass 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 Vice Chancellor, shall be final.

22. UNFAIR MEANS / MALPRACTICES

a. 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 Committee, will be dealt with in the light of policy in vogue. Use of unfair means generally covers the following:

   i. An attempt to have access to the question paper before the test / examinations.

   ii. Communicates directly or indirectly with an examiner 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.

   iii. 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.

   iv. Use / possession of unauthorized reference material during test / Examination, whether the material is used or not during the examination

   v. Any form of communication by the Candidate with any one in, or outside the examination room while the test / Examination is in progress.

   vi. Unauthorized entry into faculty's office or that of staff with the intention of having an access to or tampering with the official record / exam paper etc.

   vii. Receives assistance from other persons in the examination.

viii. Gives assistance to another candidate or allow him/her to copy from his/her answer book in the examination.
ix. Removes a leaf or leaves from his answer book.
x. Uses abusive or obscene language in his answer book.
xi. Smuggles an answer book in or out from the examination hall.
xii. Communicates directly or indirectly with any official of the University with the intention of obtaining any information connected with the examination, which such official is bound not to disclose.
xiii. If the guardian or a relative of a candidate communicates or attempts to communicate directly or indirectly with any of the persons mentioned in paras 23 (b) & (c) above with the object mentioned therein, such communications may be deemed to have been made by the candidate himself/herself and shall be liable for penalty or penalties according to the UFM made.
xiv. If a candidate gains admission to the examination or attempts to gain admission by making a false statement in his/her admission form.
xv. Producing a false document forging another person's signature on a document.
xvi. Allowing another person to impersonate him/her.
xvii. If a candidate possesses any firearms or anything capable of being used as weapon of offence in or around the examination center/hall/room or assaults or threatens to assault a person engaged in the conduct of an examination.
xviii. 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.
xix. If a person on the rolls of the University obstructs any University official, the Inspector of any examination center 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 UFM penalties.

23. PUNISHMENTS / PENALTIES TO BE AWARDED TO UFM CANDIDATES

a. 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, shall be expelled by the superintendent from the Examination Room and his/her answer book shall be cancelled and case be reported to the departmental examination officer/Chairperson of the department.
b. 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 semesters and fine imposed up to Rs.1000/- to 5000/- (or both). Decision given by the examination committee shall be final.

c. Any candidate found guilty of impersonation and is on the rolls of the university/ or constituent institution, he/she 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 years with a fine of Rs.3000/- to 10,000/- (or both).

d. 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 shall 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.*

e. 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.

f. 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 be imposed by the discipline committee.

g. 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 Superintendent or the Departmental examination officer or any officer duly authorized by the Vice Chancellor and shall be disqualified for a period up to three years to appear in any examination of the University along with imposition of suitable fine.

h. 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.

i. 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 year (02 semesters).

j. 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 consecutive semesters and a fine of Rs.5000/- to Rs.10000/- be imposed.

k. Any candidate found guilty of smuggling/taking answer book/related document with him or stealing of blank answer book/additional sheet/other document, 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 will be imposed by the discipline committee.

l. 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, the answer book of such candidate shall be cancelled.

m. Any candidate found guilty of influencing or attempting to influence, the Examiners or Supervisory 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.

n. Any candidate who refuses to obey the Exam. Superintendent or changes his/her seat with another candidate, or changes his/her roll number, shall be expelled from the Examination room and his/her answer book as well as the concerned paper shall be cancelled.

o. Any candidate, who interchanges his /her answer book (or a part of it) with another candidate, shall be expelled from the examination room and his/her answer book shall be cancelled. The entire examination of such candidate(s) shall be cancelled and a suitable fine be imposed.

p. Any candidate found guilty of heating in the examination by way of depositing less fee and enhancing it through forgery on Bank receipt shall be debarred to appear in that Examination.

q. A Committee shall be constituted by the Vice Chancellor University of Haripur to deal with unfair means cases (see also Section26(a)).

r. In case of any emergency, the Vice Chancellor may award suitable punishment without reference to the Committee, in commensuration with the gravity of offence, to any candidate or to any student on the rolls of the University/ college, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Centre/room.

s. 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.

t. If a person on the rolls of the University obstructs any University official, the Inspector of any examination center or any person connected with the conduct of an examination, in the discharge of such person's duties, he/she shall be liable to be expelled from the University for a period not exceeding three years, inclusive of the year in which the offence occurred.

u. The above penalties (Para 42 & 43) 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.

v. Act of Supervisory/departmental Staff. If Supervising Staff, Paper Assessor, Practical Examiner 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.

24. COMMITTEE DEALING CASES OF UNFAIR MEANS IN THE EXAMINATIONS

a. The Vice Chancellor shall appoint a Committee for a period of three years to be known as the "Unfair Means 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 on hearing from Controller of Examinations.
b. The Unfair Means Committee shall comprise of a minimum of three and a maximum of seven members. The Controller of Examinations shall be its Member/Secretary.
c. Each member shall have a single vote.
d. The senior most member shall be the Chairperson of the Committee.
e. The members of the Committee shall hold office for three years. In case of vacancy among the members, the Vice Chancellor shall appoint another person who shall hold office for the remaining period of the term.
f. The quorum of the Committee shall be two-third of its total membership.
g. In case of difference of opinion among the members, the majority decision shall be regarded as the decision of the Committee.
h. If the entire Committee disagrees over an issue, the case shall be referred to the Vice Chancellor, who shall either decide the case himself or refer it to the Syndicate for its verdict.
i. No penalty shall be imposed on a candidate unless he/she has been given a reasonable opportunity of showing cause against the action, proposed to be taken against him/her.
j. The Unfair Means Committee shall be the Authority to determine the charge of a breach of the rules of examinations and formulate recommendation to the Vice Chancellor for approval.
k. A candidate, aggrieved by the decision of the Unfair Means Committee, may bring to the notice of the Vice Chancellor any new facts within seven days of the receipt of such decision. The Vice Chancellor may reconsider the case and give his decision or refer it to the Appellate Committee.
l. In case of an emergency, the Vice Chancellor shall be competent to award suitable punishment to a student for breach of any law/rules pertaining to examination.

25. APPELLATE COMMITTEE

The Vice Chancellor may appoint an Appellate Committee to hear the appeals against the decisions of the Unfair Means Committee. The Committee shall comprise of two senior faculty members. 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.

26. DESTRUCTION/DISPOSAL OF QUESTION PAPER/ANSWER BOOKS/RESULT SHEET

The following policy for destruction of Question Papers/Answer Books/result sheet of all types of University exams will be adopted.

a. Question paper, if not part of the answer book, will be disposed of after the conduct of the examination. However copy of the Question papers in hard form will be kept with the secrecy Section of the exam office forever

b. Answer book will be preserved for **Six (06)** years after the declaration of the terminal result.

c. Soft copies of Questions Papers will be retained forever as duplicate record at a different and secure place.

27. RECORD OF RESULT

a. Award Lists: The teacher concerned shall prepare five copies of the awards for each semester. He shall retain one copy with him/her and shall send one copy each to;

i. The Chairperson/HOD of the Department concerned

ii. The Director ASRB to update scholar file.

iii. The Departmental examination Officer for preparation/compilation of the result

iv. The Controller of Examinations University of Haripur (for future record)

b. The final result is recorded on the provisional semester transcript of each student. The departmental examination officer of respective department/institute prepares four copies of individual student semester transcript. The original copy is sent to the Controller of Examination University of Haripur, the record copy to the Directorate of ASRB for record, the third copy to the students. The fourth copy is retained in the student's personal file at the department/institute. The complete semester result of each course is sent to Exam Department of the University for resulting and formal notification.*

28. ISSUE OF ACADEMIC TRANSCRIPT/DETAIL MARKS SHEET

A student desirous of obtaining Academic Transcript/detailed Mark Sheet may apply to the Chairperson/HOD along with the prescribed fee as per the policy issued on the subject by the Controller of Examination University of Haripur.

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