



REGULATIONS

relating to

The Convocations of the University

*Approved by Academic Council of UST Bannu
in its first meeting held on January 31, 2011*

**UNIVERSITY OF SCIENCE & TECHNOLOGY,
BANNU**

UNIVERSITY OF SCIENCE & TECHNOLOGY, BANNU

Consideration of the draft Regulations relating to the Convocations of the University

1. CONVOCATION SHALL BE OF TWO KINDS

- (a) Ordinary Convocation held for conferring the degrees of a particular year or years, if there was no convocation in the previous years, on persons who have under prescribed conditions, pursued a course of study in, and passed examinations of the University, and on persons who have under prescribed conditions carried on independent research.
- (b) Special Convocation held for conferring Honorary degrees, in the prescribed manner, on eminent person or persons.

2. CHANCELLOR

The Chancellor shall, when present, preside at the Convocation of the University.

3. PRO-CHANCELLOR.

The Pro-Chancellor shall, in the absence of the Chancellor, preside at the Convocation of the University.

4. VICE-CHANCELLOR

The Vice-Chancellor shall, in the absence of the Chancellor/Pro-Chancellor, preside at the Convocation of the University.

5. NOTIFICATION OF CONVOCATION

- (i) The date of every Convocation shall be fixed by the Chancellor on the recommendations of the Vice-Chancellor. As soon as the date of Convocation is fixed, the Registrar shall notify all graduates entitled to receive their Degrees at the Convocation, through the press and through notices sent to the candidates' known addresses under certificate of posting.
- (ii) The Registrar shall, likewise, notify all members of the Senate, Syndicate, the Academic Council and the Faculties by means of a circular, giving the time, date and venue of the Convocation.
- (iii) Graduates receiving degrees at the Convocation in accordance with the Regulations for admission to degrees shall make their own arrangements for the academic costumes prescribed for the degrees in question.

- (iv) Similarly, all Deans and other officers presenting themselves at the Convocation, shall wear the academic costume to which they are entitled.
- (v) No graduate shall be admitted to a Convocation unless and until he/she is in the proper academic costume.

6. ORDINARY CONVOCATION

The procedure at any ordinary Convocation shall be as follows:-

- (i) The members of the University and the graduates who are to receive their degrees shall assemble at the place and time notified to them by the Registrar.
- (ii) Entry of graduates to the Convocation Hall or Enclosure may be closed half an hour before the time of the commencement of the Convocation.
- (iii) The candidates to be admitted to the Degree shall be presented by the Dean of the Faculty or Chairman of the Department concerned or, in the absence of the Dean, or the Chairman, by a person nominated by the Vice-Chancellor.

7. SPECIAL CONVOCATION

- (i) Special Convocation may be held for conferment of the Degree honoris causa on eminent persons deserving such degrees.
- (ii) The persons to be admitted to such degrees shall be presented by the Registrar, or in his absence, by a person nominated by the Vice-Chancellor.

9. PROCEDURE

At the appointed time a procession will be formed and will enter the Convocation Hall or Enclosure in the following order:-

- (1) The Registrar
- (2) Controller of Examinations
- (3) Members of the Academic Council
- (4) Members of the Syndicate
- (5) Members of the Senate
- (6) The Guest of Honour
- (7) The Vice-Chancellor
- (8) The Pro-Chancellor
- (9) The Chancellor

- (i) All those present in the Auditorium shall rise in their seats when the Chancellor, Pro-Chancellor/Vice-Chancellor, the guest of honour, if any, and the person invited to deliver the Convocation address, step on the Dais, and shall resume their seats when the Chancellor, Pro-Chancellor/Vice-Chancellor and the guest of honour resume their seats.

- (ii) The Chancellor, Pro-Chancellor/Vice-Chancellor, shall at the request of the Registrar, declare the convocation open. The proceedings of the Convocation shall begin with recitation from the Holy Quran.

9. ANNUAL REPORT OF THE VICE-CHANCELLOR

The Vice-Chancellor shall present a brief report regarding achievements of the University during the last academic year and its future plans.

10. HONORARY DEGREES

After the annual report the honorary degrees, if any, shall be conferred in the prescribed manner on eminent person/persons deserving such degrees in accordance with the approval of the Chancellor under Section 9(5) of the University Act.

11. PROCEDURE FOR THE CONFERMENT OF HONORARY DEGREES

- (i) The Registrar shall read the citation regarding the recipient of the degree and read out the relevant resolution of the Senate.

- (ii) The Registrar shall read out the name of the recipient of the degree who shall walk forward to the Chancellor, Pro-Chancellor/Vice-Chancellor. The Chancellor, Pro-Chancellor/Vice-Chancellor, shall confer the honorary degree in the following words:-

"In accordance with the resolution of the Syndicate and by virtue of the authority vested in me as Chancellor, Pro-Chancellor/Vice-Chancellor, of this University I admit you to the Degree of Doctor of Sciences/Law, honoris causa, and in token thereof I present to you this degree, and authorize you to wear the robes ordained as the insignia of this Degree."

- (iii) The recipient of the Degree shall thereupon be robed in the prescribed costume and resume his seat.

- (iv) When the honorary Degree, if any, has been conferred the Chancellor, Pro-Chancellor/Vice-Chancellor, shall say to the Registrar:

"Let the degree conferred be now proclaimed."

- (v) The Registrar shall thereupon read out the record of the degree as follows:-

"We the Chancellor, Pro-Chancellor/Vice-Chancellor, and members of the Senate, the Syndicate and the Academic Council of the University of Science & Technology, Bannu, do hereby proclaim and make known that we have admitted Mr./Miss/Mrs. to the Degree of Doctor of Sciences/Law, Honoris Causa".

12. CONFERMENT OF DEGREES OTHER THAN HONORARY DEGREES

The candidate for the Degrees shall be presented to the Chancellor, Pro-Chancellor/Vice-Chancellor, by the Dean of the Faculties or Chairman of the concerned department in convenient batches.

Provided that in the absence of the Dean or Chairman of the Department a person nominated by the Vice-Chancellor shall present the recipients of Degrees.

13. PROCEDURE FOR THE CONFERMENT OF DEGREES

(i) The following order shall be observed in the conferment of the degrees:-

- (1) Candidates for the Degrees of D.Sc. or D. Lit.
- (2) Candidates for the Degrees of Ph.D.
- (3) Candidates for the Degrees of Master of Philosophy.
- (4) Candidates for the Degrees of Master of Sciences, Master of Business Administration, Master of Public Administration; M.B.B.S, BS (4-years), BA/BSc/B.Ed. and such other degrees as may be approved from time to time. The Chancellor, Pro-Chancellor/Vice-Chancellor, will say:-

"Let the candidates now be presented".

(ii) The Dean shall request the Chancellor, Pro-Chancellor/Vice-Chancellor, as under:-

"Mr. Chancellor, Pro-Chancellor/Vice-Chancellor, I present to you this candidate/these candidates who has/have been certified after examination/who have under prescribed conditions carried on independent research to be duly qualified to receive the Degree of _____".

(iii) The Chancellor, Pro-Chancellor/Vice-Chancellor, shall confer the Degree in the following words:-

"By virtue of the authority vested in me as Chancellor, Pro-Chancellor Vice-Chancellor, of this University I admit you to the Degree of Doctor of Sciences/Doctor of Philosophy/Master of Philosophy/Master of Science/Master of Business Administration /Master of Public Administration, M.B.B.S, BS (4-years), BA/BSc/B.Ed. and in token thereof I present to you this degree and authorise you to wear the robes ordained as the insignia of this Degree"

(iv) The candidates after receiving their degrees shall resume their seats.

(v) When all graduates have been presented, the Registrar shall read out the list of graduates who are not present, and who have requested and paid the fees for

conferment of the Degree in absentia and shall request the Chancellor, Pro-Chancellor/Vice-Chancellor, as under:-

"Mr. Chancellor, Pro-Chancellor/Vice-Chancellor, I request that these candidates who have been certified after examination/who have under prescribed conditions carried on independent research to be duly qualified to receive the Degree of _____".

- (vi) In admitting the candidates to the Degrees, in absentia, the Chancellor, Pro-Chancellor/Vice-Chancellor, shall simply say:-

"By virtue of the authority vested in me as Chancellor, Pro-Chancellor/Vice-Chancellor, of this University I admit them all, in absentia, to the degrees to which they are entitled".

The Scroll shall then be presented to the Chancellor, Pro-Chancellor/Vice-Chancellor, who shall affix his signature to it.

14. PRIZES, MEDALS AND OTHER DISTINCTIONS

- (i) The Registrar shall then present the persons who since the date of the last annual Convocation have earned distinctions by gaining medals if any.
- (ii) The formula for the presentation of medals, prizes and other distinctions shall be as follows:-

"Mr. Chancellor, Pro-Chancellor/Vice-Chancellor, I present to you
.....
who has been awardedfor the
year for original contribution for the advancement of
Science."

- (iii) The Chancellor, Pro-Chancellor/Vice-Chancellor, shall then award the prize, medal or other Distinction.
- (iv) The candidate shall receive the Prize, Medal or other Distinction from the Chancellor, Pro-Chancellor/Vice-Chancellor, and resume his seat.

15. CONVOCATION ADDRESS

- (i) After distribution of prizes and medals, the Chancellor, Pro-Chancellor/Vice-Chancellor, or the Guest of Honour, on request, shall address the Convocation.

16. CLOSURE OF THE CONVOCATION

- (i) The Convocation will come to an end when the Chancellor, Pro-Chancellor/Vice-Chancellor, or the Guest of Honour, conclude his address.

- (ii) At the request of the Registrar, the Chancellor, Pro-Chancellor/Vice-Chancellor, shall declare the Convocation closed.

17. DEPARTURE OF THE CHANCELLOR, PRO-CHANCELLOR/VICE-CHANCELLOR, THE GUEST OF HONOUR

The Chancellor, Pro-Chancellor/Vice-Chancellor, or the Guest of Honour, if any, shall be conducted out of the Auditorium in a procession by members of the Senate, the Syndicate and the Academic Council, the Registrar and the Controller of Examinations.

When the Chancellor, Pro-Chancellor/Vice-Chancellor, and the Guest of Honour rise to leave, all present in the Auditorium will stand up and will remain standing till the procession has left.

18. ADMISSION TO DEGREES

The Vice-Chancellor shall from time to time report to the Senate the names of all persons who have passed the examinations required for the various degrees of the University or the persons who are to be admitted to the degrees on account of their independent research under the prescribed conditions, and have become qualified under the Regulations for admission to such degrees. When the Senate has sanctioned the admission of any such person to any degree, he shall be entitled to be admitted to that degree. The following persons shall be admitted to their various degrees at the convocation:-

- (a) Person/persons to whom honorary degree/degrees is/are conferred under Section 6(vi) read with Section 9(5) of the University Act.
- (b) Persons who have qualified the examination or person/persons who has/have carried on under prescribed condition independent research.
- (c) Persons who are qualified to be admitted to the following degrees:-
- D.Sc. or D. Lit.
 - Ph.D.
 - M.S./M.D.
 - M.Phil.
 - M.Sc./M.B.A./M.P.A/M.Ed.
 - B.S.(4-years)
 - BA/BSc/B.Ed.

Any other degree prescribed by the authorities.

The Graduates who do not obtain their degrees at the Convocation shall apply to the Vice-Chancellor through the Dean of the Faculty/Chairman of the Department concerned for obtaining such degrees in absentia.

A fee of Rs. 1000/- is to be paid to the Treasurer for obtaining degrees in absentia.