



# REGULATIONS

relating to

ADMISSIONS, REGISTRATIONS, & EXAMINATIONS  
FOR THE MASTER AND BACHELOR LEVEL  
PROGRAMMES UNDER THE SEMESTER SYSTEM

**UNIVERSITY OF SCIENCE & TECHNOLOGY, BANNU**

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REGULATIONS RELATING TO THE

## ADMISSIONS, REGISTRATIONS, & EXAMINATIONS FOR THE MASTER AND BACHELOR LEVEL PROGRAMMES UNDER THE SEMESTER SYSTEM

The University of Science & Technology, Bannu shall offer courses under the Semester system leading to Master and Bachelor degree programmes as introduced from time to time. Applications for admission to the various courses of study shall be invited and admissions shall be made on the basis of merit.

Foreign students seeking admission to the University shall be required to submit their applications through the Ministry of Education, Government of Pakistan.

### **1. GENERAL**

#### **(a) *Semester***

A semester is a period of instruction lasting 15 working weeks (one additional week for the final examination). In a semester system, the academic calendar is split between two Semesters, Fall and Spring. A shorter Summer Semester with an array of sessions is also offered. The commencement of Fall, Spring and Summer semesters and Holidays, graduation ceremonies, and term break are incorporated in the academic calendar.

#### **(b) *Credit System***

In credit system, the student has to earn credit hours specified by his/her plan. In accordance with the standardized practice, each course is assigned a specific number of credit hours and class contact hours. For example a one credit-hour course must have 15 class contact hours in a semester. Similarly, a three credit hours course must have 45 class contact hours in semester. One lab credit hour corresponds to 2 hours of lab work per week of a semester in which the course is offered.

#### **(c) *Degree Requirements***

It is necessary for students to earn required credit hours for the respective degree programme before the degree is awarded.

- (d) The courses of study for Masters degree shall normally extend over four semester of two years.
- (e) A Master's degree (14 years of prerequisite education) will be awarded for passing a minimum of 72 credit hours or as mentioned against each programme.
- (f) A Master's degree (16 years of prerequisite education) will be awarded for passing a minimum of 30 credit hours or as mentioned against each programme.
- (g) The courses of study for the Bachelors degree shall normally extend over eight semesters or four years.
- (h) A Bachelor's degree will be awarded for passing a minimum of 130 credit hours or as mentioned against each programme.

## **2. ORGANIZATION OF TEACHING**

- (a) Teaching in various courses shall be conducted in the University departments or constituent institutions through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work and other methods of instructions approved by the Academic Council.
- (b) Teaching in each Institution shall be conducted by the teachers or such other persons as may be declared to be "Teachers" by the University fulfilling the minimum requirements of a University Teacher.
- (c) Each student shall follow the syllabi and courses of studies as may be prescribed by the University Authorities from time to time.
- (d) English shall be the medium of instructions except when otherwise allowed.

## **3. ADMISSIONS**

- (a) A person holding a Bachelor's degree (at least in second division) from a recognized Pakistani University, or an equivalent degree from any other recognized University, shall be eligible for admission to the Master's program of study.
- (b) A person holding Intermediate certificate (in at least second division) from the Board of Intermediate & Secondary Education or equivalent certificate from the recognized Institution shall be eligible for admission to the Bachelor's degree programme of study.
- (c) Each candidate shall make an application for admission on prescribed form in response to an advertisement.
- (d) Admission shall be made on the basis of merit.
- (e) The merit shall be determined on the basis of academic record, entry-test and interview conducted by the University.

The distribution of marks for calculating the merit shall be as under:-

(i)	Academic Record	50
(ii)	Admission Test	40
(iii)	Interview	<u>10</u>
	Total	100

**Academic Record**

**Bachelor's Programmes:**

	<u>First Division</u>	<u>Second division</u>	<u>Third division</u>
Matric	20 Marks	15 Marks	10 Marks
Intermediate	30 Marks	25 Marks	20 Marks

**Master's Programmes:**

Intermediate	20 Marks	15 Marks	10 Marks
Bachelor	30 Marks	25 Marks	20 Marks

- (f) All the admissions shall be approved by the Dean of faculty on the recommendations of Head of the Department concerned.
- (g) Admissions to one programme shall not give a student the right to shift to another programme.
- (h) The Vice-Chancellor may cancel/refuse admission of/to any student without assigning any reason.
- (i) The Head of the Department/Institution concerned would be required to submit the Registration returns of the Students alongwith attested photocopies of the certificate/degrees, two passport size photographs and the requisite fee to the Director Academics Office within 15-days of finalization of each admission.

#### 4. REGISTRATION OF COURSES

- (a) Prerequisite: is a course that must be completed prior to enrollment in a particular course. Prerequisite may also refer to acceptable class standing, prior academic standing, permission of instructor, departmentally determined competencies, or other departmental requirements.
- (b) Co-requisite: is a course that must be taken simultaneously with another course. It is the responsibility of the student to comply with the prerequisites/co-requisites for a course that he/she plans to take.
- (c) At the beginning of each semester, a student shall register in the course(s) being offered by the Department/Institution on the prescribed registration form.

- (d)
  - (i) At Master's level examination, ordinarily a student shall not be enrolled for more than 19 credits and less than 12 credits in a semester.
  - (ii) At the Bachelor's level examination, ordinarily a student shall not be enrolled for more than 19 and less than 12 credits in a semester.
- (e) A student may register with prior permission of the Head of the Department additional non-credit course(s) out of the prescribed courses, on successful completion of non-credit courses(s), for which a mention will be made in the transcript.
- (f) The Head of the Department/Institution shall forward within three weeks from the date of the commencement of a semester all the course registration cards/forms to the Controller of Examinations Office.
- (g) A student may change or drop course(s) or convert a credit course into a non-credit course or vice-versa, within two weeks from the date of commencement of a semester on the recommendations of the teacher(s) and the Head of the Department.
- (h) No registration or change of course(s) shall be allowed after two weeks from the date of commencement of the semester.

## **5. COURSES OF STUDIES**

- (a) The courses of study and syllabi for various degrees of the University shall be submitted by the respective departmental Committees/Board of Studies/Board of Faculties to the Academic Council/Senate for approval. Such courses and syllabi shall become effective from the date of approval by the Senate or such other date as the Senate may determine.

(b) **Courses of Study for Bachelor's programmes in Management Sciences/Information Technology/Computer Science (Eight Semesters/Four Years Programme.)**

Total credit hours:	130
Minimum credit hours per semester:	12
Maximum credit hours per semester:	19

- (i) A student shall be required to maintain a minimum cumulative grade Point Average (CGPA) of 2.00 in each semester otherwise he/she shall be placed on probation.
- (ii) A student who has three consecutive probations shall cease to be the student of the of University.
- (iii) Maximum semesters required for the completion of the Bachelor's Programmes in Management Science/ Computer Sciences programmes shall be eleven semesters, i.e. in five and a half year.
- (iv) A student failed/dropped thrice in the bachelor level programme shall cease to be a student of the University.
- (v) A student has to fulfill all the requirements of the degree within the prescribed time frame.

(c) **Master's Programmes (14-years of pre-requisite education) Four Semesters/Two years programme**

Total credit hours:	72
Minimum credit hours per semester:	12
Maximum credit hours per semester:	19

- (i) A student shall be required to maintain a minimum cumulative grade Point Average (CGPA) of 2.00 in each semester otherwise he/she shall be placed on probation.
  - (ii) A student who has three consecutive probations shall cease to be the student of the University.
  - (iii) Maximum semesters required for the completion of Master's level programme shall be six semesters, in three years.
  - (iv) A student failed/dropped thrice under the master's level programme shall cease to be student of the University.
  - (v) A student has to fulfill all the requirements of the degree within the prescribed time frame.
- (d) **Master's Programmes (16-years of pre-requisite education) Four Semesters/Two years programme**
- |                                    |    |
|------------------------------------|----|
| Total credit hours:                | 30 |
| Minimum credit hours per semester: | 9  |
| Maximum credit hours per semester: | 12 |
- (i) A student shall be required to maintain a minimum cumulative grade point average (CGPA) of 2.00 in each semester otherwise he/she shall be placed on probation.
  - (ii) A student who has three consecutive probations shall cease to be the student of the University.
  - (iii) Maximum semesters required for the completion of Master's level programme shall be six semesters, in three years.

- (iv) A student failed/dropped thrice under the master's level programme shall cease to be student of the University.
- (v) A student has to fulfill all the requirements of the degree within the prescribed time frame.

(e) **MBA (Executive) Four Semesters programme**

Total credit hours: 45  
(Including 6 hour project)

The MBA (Executive) student shall be permitted to complete the programme within semesters by allowing one additional semester otherwise he/she shall be dropped from the rolls of the Institution.

**Eligibility:** Candidates holding Bachelor's Degree or equivalent qualifications from any recognized institution and with a minimum of 5-years of post-qualification job experience in managerial capacity will be eligible for admission. This programme has been designed for executives and managers who wish to update their knowledge with skills and qualifications for the enhancement of their career.

(f) **PGD (ITM) and PGD (IT): Three Semesters**

Total credit hours: 45 Credits  
(Including 6 Credits project)

The PGD (ITM) and PGD (IT) students shall be permitted to complete the programmes within one and half year by allowing one additional semester otherwise he/she shall be dropped from the rolls of the Institution.

**Eligibility:** Candidates holding Bachelors Degree or equivalent qualification from any recognized institution shall be eligible

admission. Preference would, however, be given to candidates having mathematics/computer background.

Courses of studies leading to Bachelor, Master and higher degree shall be offered and approved by the University from time to time.

## 6. EXAMINATIONS

- (a) A student shall be evaluated in each course on the basis of sessional tests, class assignments, quizzes, projects & case studies and terminal examination, of which 50% marks shall be reserved for sessional tests & class assignments etc. and 50% marks for the terminal examination.
- (b) Mid term examination of one-hour duration for each course will be conducted during 8<sup>th</sup> week of the Semester on the date and time duly notified by the respective Departments and conveyed before time to the Controller of Examinations.
- (c) The terminal examination of minimum of three hours duration for each course shall be conducted at the end of each semester on the dates to be fixed by the Controller of Examinations.
- (d) A student shall be eligible to appear in the terminal examination provided that:-
  - (i) he/she has been on the roll of the Department during that semester.
  - (ii) has registered himself/herself with the University and has cleared all the University dues.
  - (iii) has attended, not less than 75% of the lectures/seminars delivered to his/her class in each course and 75% of the lab. experiments/laboratory demonstrations prescribed for the respective course/s. The Head of the

Department/Institution concerned may, on the recommendations of the teacher of the course concerned, condone the deficiency in attendance upto 5% of the total lectures, seminars, lab. experiments and laboratory demonstrations. The student falling short of required percentage of attendance of lectures/ seminars /lab. experiments /laboratory' demonstrations etc., shall not be allowed to appear in the terminal examination of the concerned course and shall be treated as having failed in that course.

- (iv) A date-wise record of the attendance of students shall be maintained by each teacher.

**(e) Examinations by the University**

- (i) The results of mid-term examination and the class tests, assignments etc., shall be submitted to the Controller of Examinations within two weeks.
- (ii) The teachers concerned would be responsible for evaluating the students in the class assignments, quizzes & mid-term examinations, class tests, terminal examination etc. for all the semesters.
- (iii) A comprehensive examination (3 Credit hours) of 100 marks for every degree programme will be conducted by the University. The student will appear in comprehensive examination after completing the degree requirement. He/She will be given 3 chances to clear the comprehensive examination failing which he/she would not be entitled for the respective degree.

**(f) Submission of Results**

The results of terminal and comprehensive examinations shall be forwarded to the Controller of Examinations under sealed covers along

with the attendance sheets and answer books etc. within two weeks positively. The result submitted to the Controller of Examinations shall be considered as final.

## **7. GRADES, PROMOTION AND MERIT**

- (i) The minimum pass marks for each course shall be 60%. Candidates obtaining less than 60% marks in any course shall be deemed to have failed in that course. Less than 60% marks secured by a student in any course shall not be counted towards the aggregate marks.
- (ii) If a student fails to appear in the terminal examination in a course(s) on medical or any other reasons, he/she be treated as absent and failed.
- (iii) A student shall repeat the course(s) in which he/she had failed, as soon as the course(s) are offered next.
- (iv) If the second fraction in calculation of GPA after decimal is 4 or less, it will be ignored. However, if the second fraction after decimal is 5 or more, it will be taken into account by raising the first fraction to the next higher digit.  
(Example: 1.41 through 1.44 will be considered as 1.4 while 1.45 through 1.49 will be raised to 1.5).

(e) Letter Grades:

**GRADE MODEL**

<b>%</b>	<b>GRADE</b>	<b>GPC</b>
0-59	F	0.00
60	C	2.00
61		2.07
62		2.14
63		2.21
64		2.28
65	C+	2.35
66		2.42
67		2.49
68		2.56
69		2.63
70	B	2.70
71		2.77
72		2.84
73		2.91
74		2.98
75	B+	3.0
76		3.1
77		3.2
78		3.3
79		3.4
80	A	3.5
81		3.6
82		3.7
83		3.8
84		3.9
85-100	A+	4.0

(f) GPA:

The Grade Point Average (GPA) is computed as follows:

$$\text{GPA} = \frac{\text{Sum of (Credit Hours x Grade Point Credit)}}{\text{Sum of Credit Hours}}$$

- (g) On successful completion of the requirements of a degree, each candidate shall be awarded the degree for which he/she was enrolled by the University. A separate transcript shall also be issued to each candidate showing the letter grades obtained in each course along with SPGA of each semester and CGPA.
- (h) The controller of Examinations shall issue a Certificate of Merit to a student who stands first in the programme on the basis of the overall result provided that the student has obtained at least 85% marks (4 grade point average) or more in the aggregate, has not failed in, or repeated any course and has completed the course work in the minimum required semesters. The recipient for the award of Certificate of Merit shall also be awarded the Chancellor's Medal.
- (i) There shall be no re-evaluation of answer books. A student may on payment of Rs.1000/-per paper, get the answer books rechecked (only for terminal examination) for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the Controller of Examinations or his nominee alongwith Head of the Department/Institution concerned and course teacher, within one month from the date of declaration of the results. Errors or omissions, if any, shall be rectified.

**8. UNIVERSITY DUES**

Each student shall be required to pay the dues as may be prescribed by the University from time to time

- 9.** These Regulations shall come into force with immediate effect.