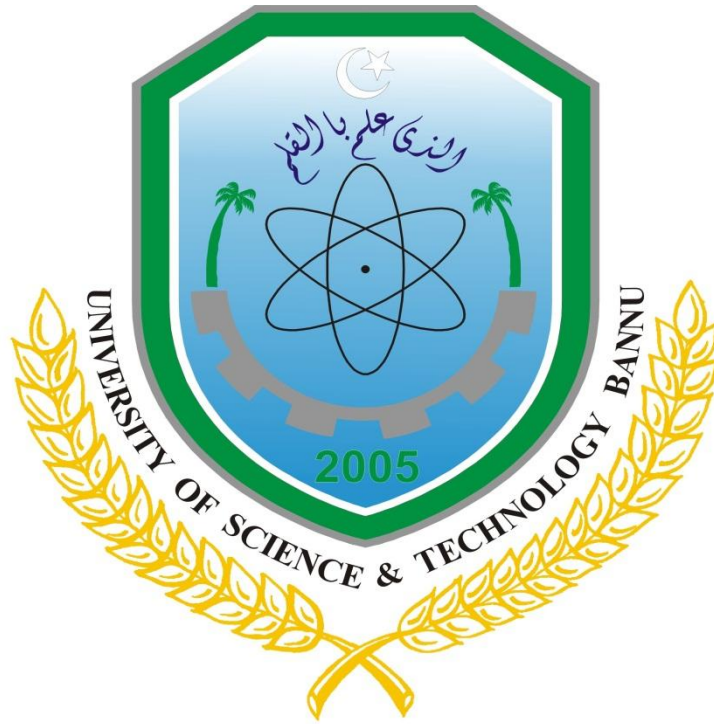


University of Science & Technology, Bannu



Semester Rules & Examination Policy For For Undergraduate Programs (4 years/Associate Degree/BBS/MA/MSc)

University of Science & Technology, Bannu
Bannu Khyber Pakhtunkhwa, Pakistan

www.ustb.edu.pk

Undergraduate Programs (BS/BSc/MA/MSc/Associate Degree/BBS)

Table of Contents		
S.No	Title	Page No.
01	Detail of Programs	5
02	Courses of Study	6
03	Teaching Methodology	6
04	Admissions	6
05	Academic Calendar	8
06	Attendance, Struck offs and Re-Admissions	9
07	Change of Electives	9
08	Promotion & Probationary Period	9
09	Credit Hours	10
10	Semester Fall/Spring	10
11	Summer Session	10
12	Maximum/Minimum Workload and Registration of Courses	10
13	Examinations	11
14	Student Grievances against Course Instructor	11
15	Evaluation	12
16	Grading Policy	12
17	Repetition/Improvement of Courses	13
18	Computation of SGPA & CGPA	13
19	Freezing of Semester	14
20	Permission of Writer for Special Students	14
21	Rechecking Of Examination Script	14
22	Damaged/Lost Answer Script	14
23	Indiscipline In Examination	15
24	Appeal against the decision of the Unfair Means cases Committee	15
25	Course File/ Folder	15
26	Migration / Credit Transfer Policy	16
27	Disciplinary Rules	17
28	Matters Related to Degrees Conferment	17
29	Gold Medal	18
30	Format of transcript	18
31	SOP for Examination for the Academic Departments of the University	19
32	Additional Rules for Affiliated/ Associated Colleges	20
33	SOP for Affiliated/ Associated Colleges	22

Short Title, Commencement And Application

(a) These Rules and Regulations, framed under section 29(a) of the Khyber Pakhtunkhwa Universities Act, 2012 (Amendment 2016), shall be known as Semester Rules and Examination policy for Associate Degree programs, BBS program, 4-years Programs and MA/MSc 2 Years (after 14 years of Schooling).

(b) These Rules and Regulations shall come into force with immediate effect.

(c) These Rules and Regulations shall apply to all undergraduate programs/ 4 years BS Programs and two Years MA/MSc Programs after 14 years of Schooling, students of University of Science & Technology, Bannu and Programs running in Affiliated/ Associated Colleges/ Institution under semester systems.

Definitions

- I. **Academic Program.** Means Program of studies, which leads to the award of a Degree to the students, after successful completion of all its requirements.
- II. **Assessment.** Means evaluation of performance of students in academic Programs, including examinations, assignments, practicals, project work, seminars and tutorials.
- III. **Drop/ Cease.** Means that a student is declared unsuitable for further studies.
- IV. **Class Assignment.** Means a task relevant to a course of study to substantiate the course contents. An assignment may or may not be graded.
- V. **Credit Hour (Crd. Hr).** One credit means a lecture of one-hour duration per week in a semester for a subject countable towards a student's Cumulative Grade Point Average (CGPA). A practical of three hours is equivalent to one credit hour.
- VI. **Contact Hour.** Means one hour spent on teaching, (lab work, practicals, research work, projects, seminars, workshops, internship, training) etc.
- VII. **Controller.** Means Controller of Examinations of the University of Science & Technology, Bannu.
- VIII. **Credit Course.** Means a course required for a degree and is counted towards CGPA.
- IX. **Dean.** Means Dean of a faculty of the University of Science & Technology, Bannu.
- X. **Director Academics.** Means Director Academics of the University of Science & Technology, Bannu.
- XI. **Department.** Means an Academic Department/Institute of the University of Science & Technology, Bannu.
- XII. **Examiner.** Means a person appointed to conduct an examination.
- XIII. **Faculty.** Means Faculty of the University of Science & Technology, Bannu.
- XIV. **Freeze.** Means Freezing of studies.
- XV. **Grade.** Means a letter grade which represent certain points earned by a student.
- XVI. **Grade Point (P).** Means number of points assigned to a letter grade.
- XVII. **Grade Point Average (GPA).** Means the average of points earned by a student in a semester.
- XVIII. **Cumulative Grade Point Average (CGPA).** Means Quality points earned in all courses in two or more than two semesters of an Academic Program, GPA of first semester will also considered as CGPA.
- XIX. **Quality Point.** Grad point X Credit hours.

- XX. **Chairman.** Means Chairman of an Academic Department of the University of Science & Technology, Bannu.
- XXI. **Non-Credit Course.** Means a course of study, successful completion of which is required for a degree, reflected in transcript but not counted towards CGPA.
- XXII. **Probation.** Means a student is said to be on probation if his GPA/CGPA in a semester is lower than the required for promotion to the next semester.
- XXIII. **Principal.** Means Principal of the Affiliated/ Associated Colleges/ Institutes.
- XXIV. **Director.** Director of the Institute.
- XXV. **Registration.** Means Registration of the student in examination Section of the University of Science & Technology, Bannu.
- XXVI. **University.** Means University of Science & Technology, Bannu.
- XXVII. **Vice Chancellor.** Means Vice Chancellor of the University of Science & Technology, Bannu.

1. Detail Of Programs

Undergraduate 4-Years	
Total No. of Credit Hours	124–145
Semester Duration	16–18 weeks including 1–2 weeks for examination
Course Duration	8 Semesters (4 years) Maximum duration is 7 years
Summer Session	Only for improvement / failure of repetition courses.
Course Load per Semester for Regular Full-Time Students	15–18 Credit Hours
160-170 credit hours are recommended for 5 year degree program	

MA/MSc (2-Years)	
Total No. of Credit Hours	74–90
Semester Duration	16–18 weeks including 1–2 weeks for examination
Course Duration	4-5 Semesters (2–2.5 years) Maximum duration is 4 years.
*Summer Session	Only for improvement/ failure of repetition/ Grade Improvement courses.
Course Load per Semester for Regular Full-Time Students	15–18 Credit Hours

Associate Degree	
Total No. of Credit Hours	65–68
Semester Duration	16–18 weeks including 1–2 weeks for examination
Course Duration	4 Semesters (2 years) Maximum duration is 4 years
Summer Session	Only for deficiency / failure / of repetition courses.
Course Load per Semester for Regular Full-Time Students	15–18 Credit Hours

Bachelor of Business Studies (BBS)	
Total No. of Credit Hours	74–90
Semester Duration	16–18 weeks including 1–2 weeks for examination
Course Duration	4-5 Semesters (2–2.5 years) Maximum duration is 4 years.
Summer Session	Only for improvement/ failure of repetition/ Grade Improvement courses.
Course Load per Semester for Regular Full-	15–18 Credit Hours

2. Courses Of Study:

All Academic departments shall be responsible for devising their schemes of study, and developing the required syllabi/courses of study. The courses of study and syllabi shall be reviewed and finalized by the respective Boards of Studies. The same shall be submitted to the Academic Council. The Academic Council, after approving it will in turn recommend them to the Syndicate for approval. These courses and syllabi shall become effective from the date of approval by the syndicate or any other date as the Syndicate may determine. However, the Dean concerned can grant approval in anticipation to the courses adopted by concerned department. The Affiliated Colleges/ Institutes will follow the approved scheme of studies of University of Science & Technology, Bannu.

3. Teaching Methodology

3.1 An academic department shall offer courses, as per requirements of the respective Program/disciplines/schemes of studies, approved by relevant statutory bodies as defined in the University of Science & Technology, Bannu Act.

3.2 It shall be binding upon all the stakeholders (teachers, students and examiners, etc.) to follow the syllabi and courses of study prescribed/ approved by the relevant statutory bodies from time to time.

3.3 Teaching in various courses shall be conducted in the University's departments, constituent / Associated/ affiliated/ Institute, Colleges, in any appropriate method as per requirements of the respective course. Teaching methods may include lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work and any other method of instructions approved by the Academic Council.

3.4 The medium of instructions shall be English, except in language courses and Islamic Studies.

3.5 Teaching in each department/institute shall be the responsibility of the University teachers including Professors, Associate Professors, Assistant Professors and Lecturers or such other persons as may be declared "teachers" by the University.

4. Admissions

4.1 The University shall invite applications for admission to various academic programs on prescribed application form, through an advertisement by the Director Academics.

4.2 Potential candidates shall be required to submit an application form, within the stipulated time, complete in all respects, along with attested copies (attested by an Officer of BPS-17 OR above) of the following documents:

All previous degree certificates, detail marks certificates, Character certificate from the head of the institution last attended, Domicile certificate, Four passport size photographs, Migration certificate (original), Computerized national identity card or form "B" or CNIC of father / guardian

i. Every application shall be accompanied by a declaration signed by the applicant and countersigned by his father/guardian stating that he/she will abide by the Statutes, Rules and Regulations of the University and instructions issued to him/her, from time to time, by the Vice Chancellor, Dean, Chairperson, or his/her teacher.

4.3 Candidates applying for admission to more than one discipline will be required to submit a separate application form along with all supporting documents, for each category.

4.4 **Eligibility.** Eligibility criteria shall be recommended by Board of Studies and approved by the academic council for each program offered in University Department, Affiliated/Constituent/ Associated Colleges/ Institute. However the general minimum eligibility criteria for each program shall be as under:

- a. (i) 45% Marks OR 2.0/4.0 in last degree (Non-Engineering) (ii) 60% Marks in last obtained degree (Engineering Programs)
- b. Appearance in the Entrance Test Recommended by University.
- c. Formula for Merit Calculation: 60% Academics (SSC 20% and 40% HSSC) and 40% Entrance Test for 4 years programs and Associate Degree.
- d. Formula for Merit Calculation: 60% Academics (SSC 10%, 20% HSSC and 30% Bachelor) and 40% Entrance Test for 2 years Master programs and BBS.
- e. as per PEC directives vide letter No. PEC/EAD/UST-Bannu/Elect-Software/DL-83/2017 dated 13 November 2017, only (two) 02% students, who have passed DAE, will be granted admission on merit basis, however, no any seat will be reserved for these students.

4.5 Candidates considered eligible for admission to any degree programs shall appear before the Admission Committee.

4.6 Admission shall be offered on the basis of merit.

4.7 In case of admission on quota seats, the applicants/ nominees shall apply through proper channel. If no candidate appears for quota seat then "The Chairman of concern department shall convert quota seats to open merit seat with the approval of the Dean.

4.8 Academic departments shall constitute an Admission Committee comprising at least of 03 members including the Chairman/HOD/Principal of the Department/Institute/College concerned, as a Head of the Committee. The whole admission process shall be conducted by the Admission Committee.

4.9 The Admission Committee shall submit the list of admitted applicants to the Dean of the concerned faculty for approval.

4.10 If any candidate fails to appear before the Admission Committee for admission test and/or interview, at the specified time and venue, he/she shall be dropped from merit list.

4.11 If two candidates have equal merit. The one senior in age shall be given preference over the other for the purpose of admission.

4.12 All the candidates shall be required to bring the relevant original documents for verification at the time of the interview.

4.13 Wherever needed, In case of any confusion in any degree provided by candidate the Admission may ask the candidate to provide equivalence certificate from HEC.

4.14 Foreign students shall be considered for admission after prior approval from the Ministry of Education, government of Pakistan, Islamabad.

4.15 **Migration.** All admitted students will be required to submit original migration certificate immediately.

4.16 **Undertaking.** All candidates selected for admission will be required to submit an undertaking, on a judicial stamp paper of Rs.30/-, as per specimen provided in the prospectus before commencement of classes.

4.17 Within 15 days of completion of admission, the list of all the newly admitted students alongwith the recommendations of the departmental/ College admission committee shall be reported to the Director Academics and Controller of Examinations after ensuring payment of dues.

For registration in the University, Students shall Register at the Controller Examination Office on the prescribed proforma within one month from the commencement of classes.

4.18 Director Academics must verify documents of students/candidate at any time, if any student is found guilty for submission of fake document(s), his/her admission shall be cancelled immediately without any right of appeal in any court of law.

4.19 Incorrect information or suppression of facts in application form shall result in refusal/cancellation of the admission and expulsion from the University if admission has already been granted.

4.20 New session of any program shall be started subject to the admission of Minimum five students. Department cannot suspend intake to any program without the approval of the Vice Chancellor.

4.21 **Ineligibility.** The following categories of people shall not be eligible for admission to the Master and/or Bachelor study programs of the University/ College.

a. Who have got third division in the last qualification required for admission to the specific degree program.

b. Who have ceased to be students of this University on disciplinary grounds.

4.22 **University dues.** (i) All newly admitted students shall be required to deposit University dues in full immediately after the display of merit list in the given time frame and the initial verification of documents. (ii) Installment shall not be allowed in first semester (iii) Continuing students shall pay the University dues within four weeks of the start of each semester failing which shall not be allowed in midterm examination.

4.23 **Dual Enrollment.** A student/candidate enrolled, as a full time regular student in any of the degree program of the UST Bannu shall not be allowed to take admission in any other degree program of UST Bannu simultaneously. In case of dual enrollment a student/candidate will be liable for cancellation of his/her both enrollment. If enrolled in UST Bannu and in any other University/Degree awarding institution at the same time, HEC policy shall be applicable strictly.

4.24 **Cancellation of Admission.** If a student already registered but fails to attend any lecture during the first four weeks of the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically and concerned Chairman shall notify immediately.

5. Academic Calendar

5.1 The university Directorate of Academics shall publish a schedule of all academic activities of the university in the last week of June each year, (Including Fall, Spring and Summer semesters). The Undergraduate Admission shall announce in Fall and MS/M.Phil/PhD in Spring semester each year.

The Annual Academic calendar shall include the following information:

- i. Advertisement date for admission.
- ii. Last date of admission closure.
- iii. Last date of Semester registration.
- iv. Semester starting date.
- v. Last date of add/drop of courses
- vi. Last date for subject withdrawal.

- vii. Holidays during the semester.
- viii. Semester termination date.
- ix. Mid-Term exam week.
- x. Final exam week.
- xi. Result notification and transcript issues dates. Each transcript will have course grades, semester Grade point average (GPA) and cumulative GPA (CGPA).
- xii. Controller of Examinations will be responsible for issuing the transcripts (and degree supplement form on request) to students and their faculty advisors in a timely manner to facilitate enrollment for the next semester or graduation.

5.2 In case the university is closed owing to the circumstances beyond the control then special makeup classes must be arranged converting weekends or holidays to working days to cover the lapsed period of the students. Students shall restrict to take the classes as directed by department.

6. Attendance, Struck offs and Re-Admissions

6.1 Students shall have to be punctual and regular in attending all Lectures, Laboratory periods, semester sessions and fieldwork as required for each course.

6.2 Two weeks consecutive absence from any course would result in a student's name being struck off from the roll of that course. Such a student must get himself/herself readmitted to the respective course within three (03) working days of the struck off of his/ her name by paying fee of Rs. 500/- and within further three (03) days by paying Rs 1000/-. *The failure on the part of a student in getting himself/ herself readmitted shall be considered as the cancellation of his/ her registration of the course, which would mean that he/she is not allowed to sit in exam in that course.*

6.3 There shall be at the most six chances for readmission during the entire study program. A student readmitted 6 times during the entire study program shall not be allowed any further readmission and his/her admission shall stand cancelled.

6.4 A student seeking readmission shall not be exempted from the payment of readmission fee.

6.5 All the prescribed fee should be deposited in the University admission account.

7. Change of Elective Courses

Withdrawal and Addition of Courses.

- When a course, for which a student has enrolled, cannot be offered according to the announced program, the student may take another elective course. However, this must be done not later than 10 working days after the date of enrolment.
- A student, with the consent of Chairperson of the department and on approval by the Dean may be allowed to drop a course within 5 weeks of the commencement of semester.
- Withdrawal from a course will be allowed, on the recommendations of the Chairperson of the department and approval by the Dean, latest by the end of 15th week of the semester.
- Withdrawal course will appear on the transcript with letter grade W.
- Courses withdrawn or dropped shall not account for calculation of GPA of the semester.

8. Promotion & Probationary Period

8.1 If a student scores CGPA less than 1.0 at the end of any semester during the program of studies, the student shall be dropped from the university rolls (GPA of first semester is CGPA as well).

8.2 Probation

- i. Whenever any student's CGPA falls between 1.0 and 2.0 he / she shall be put on the first probation list for the next semester.
- ii. If the student fails to raise the CGPA to 2.0 or above, he/she shall be placed on 2nd probation for the next semester.
- iii. If the student who was earlier on 2nd probation fails to raise the CGPA to 2.0 or above, he/she shall be placed on the last probation.

- iv. If the student fails to raise CGPA to 2.0 or above in the last probation, he/she shall be dropped from the University rolls.
- v. Summer semester will not be considered in probation.

8.3 The student eligible to continue the study program and having failed in the course(s) shall repeat the course(s) whenever such course(s) shall be offered by the Faculty/Department provided the contents of the study program remain unchanged.

9. Credit Hours

- A credit hour (1 credit hour) means teaching a theory course for 60 minutes each week throughout the semester.
- One credit hour in laboratory or experimental work would require lab contact of at least three hours per week throughout the semester
- A course with 3 credit hours for theory and one credit hour for laboratory work will be denoted as 4 (3+1)

10. Semester Fall/ Spring

- There will be two regular semesters (Fall and Spring) in an academic year. Each semester will spread over 16-18 weeks (inclusive of 1 – 2 weeks for exams). Fall semester will start in September and the Spring semester will start in February.
- Departments are at liberty to enroll students (if they fulfill their criteria) for any semester or for any single course and issue transcript with letter grades at the end of the semester.
- A student who has either failed or has been stopped to take the examination due to shortage of attendance or wishes to improve his/her grade is allowed to register in summer.

11. Summer Semester/ Session (Optional)

11.1 A Students who fail or withdraw from a course and those who wish to improve their grades or CGPA, can register for course(s) offered by the department.

11.2 During summer, the Departments may offer at least one intensive session of 48 contact hours.

11.3 The students can register for up to 09 Credit Hours, during summer semester.

11.4 A student, who has been declared failed/deficiency cases by departmental result sheet, but the result is yet to be announced by the Controller of Examinations, can register for summer session on recommendation of the Chairperson/Director. (use form Y)

11.5 All the rules of regular semester shall apply in summer semester except the duration of 16-18 weeks. And contact hours per week will be doubled. For example, a 3 credit hour course will have 6 contact hours per week and a practical of 1 credit hour will have 6 contact hours in the lab.

11.6 The number of students to be registered for a particular course that is being offered for summer semester may be Minimum 05 students.

11.7 The contact hours per week during the Summer Semester of 8 weeks will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.

11.8 Summer semester/course(s) will be offered depend upon the availability of the concern teacher.

12. Maximum/ Minimum Work Load and Registration of Courses

12.1 A full time regular student will be allowed a maximum work load of 15-18 credit hours per week in a semester.

12.2 In case any student wishes to enroll for one more course (new) beyond 18 cr. Hours s/he may be allowed by institution in either of the two cases—

- If his/her CGPA is above 3.5
- The student needs the course to graduate on time,

12.3 A student can register one more course (max. 04 cr hour) (repeat only) beyond the 18 cr hours (New courses) in each semester, whenever the course is offered. The student will deposit Rs. 2000 for that course, in university admission account.

12.4 A student may be allowed to register an additional course as non-credit course, which may not be in excess of the maximum work load of 7 courses in a semester. The additional course, if

successfully completed, will be reflected in the transcript as non-credit course in the footnote, without any impact on the grade/CGPA of the student.

12.5 A student may register a minimum of 3 credit hours per week in additional regular/summer semester but the maximum completion period shall remain the same, i.e. 7 years for 4 years degree programs and 4 years for 2 years degree programs.

12.6 If a student does not wish to register in a semester, he/she will be required to freeze the particular semester *within four weeks (as per rule 19 freezing of semester)*, otherwise his/her admission shall stand cancelled.

12.7 The departments shall display the list of courses being offered on the very first day of the semester. All students shall register courses from that list as per requirements of their degree program by the end of first week of the semester.

12.8 After submission of registration forms by the students, the Chairman of each department shall forward the same to the Controller of Examinations, maximum by the end of second week of the semester.

12.9 The University shall offer every required course at least once in an academic year.

13. Examinations

13.1 Each semester may be breakup as per the given table:

No	Nature of Examination	Weightage
1	Mid-Term	30%
2	Final-Term	50%
3	Quizzes/ Assignments/Presentations/Mini Projects	20%

13.2 In the start of a semester, the Instructor should hand over a course breakdown to students including weekly lectures, books, assessment criteria, paper specification, examination dates, schedule of material to be taught, take home assignment policy, reading material and any other information important for the successful completion of the course.

13.3 All course instructors are required to take at least three quizzes and three assignments per subject in a semester. There will be no quiz or assignment in the final week of the semester.

13.4 The course instructor is required to show all marked mid-term paper, quizzes, assignments, project reports etc. to the students.

13.5 A student must have attended at least 75% of the classes held in a course in order to be allowed to sit in the final term examination. Students having class attendance less than 75% in a particular course will be required to repeat the course when it is offered again

13.6 There will be no Special examination in a Semester System; if a student fails in a course, s/he is required to repeat the whole course in another semester, whenever the course is offered. An incomplete grade will be awarded only in exceptional cases beyond the control of a student such as serious accidents, family tragedy and serious health ailments.

13.7 In courses where a pre-requisites or co-requisites are defined, student with an F in a pre-requisite course or a co-requisite course will not be allowed to take the course until such time s/he fulfils the requirement by passing the required course.

13.8 For lab courses, all the above requirements for the theory courses have to be met also. The departments are at a liberty to set up mid and final exam dates in coordination with the examination section.

13.9 At least one week before the examination the course instructor is required to display the sessional marks to the students.

13.10 A student can sit in the final exam, by fulfilling all other requirements, without appearing in the midterm exam.

There will be no re-take of the final examination. However if a student fails to give the final examination due to circumstances beyond his control, the Dean of the respective faculty may allow him to re-take the examination within one week of the end of examination date. In case the student is unable to re-take examination he may be give an 'I' grade as per Para 14.6 above.

13.11 Project: In programs where a final year project is mandatory, departments are encouraged to set up their own policy for dividing the marks within project supervisor, sessional and final exam categories. The final exam for projects has to coincide with the final exam of the semester and a date sheet for the exam will be issued from the examination section. Students who miss the opportunity will have to wait till the next semester's final exam date.

Every Final Year Research Project Or Final Year research would be subject to plagiarism check as per HEC i-e <19%. Each department shall constitute project evaluation committee. The committee is required to check progress of FYP/Research from time to time. The Director QEC or his/her nominee shall be present during final evaluation of the projects/research.

The projects should be equally divided among the Faculty.

13.12 Internship: Students should be encouraged to do internship in a relevant academic, research or business organization relating to the discipline chosen for specialization of maximum of 3 credit hours offered in any upper division semester as per requirement of discipline.

14. Student Grievances against Course Instructor

14.1 There should have a 05 member Committee constituted of 02 senior faculty members, relevant head of the department and dean headed by Controller of Examinations to redress the grievances of the students about any course instructor or grades or for any other issue.

14.2 For Associated/ Affiliated Colleges the committee shall comprise 5 members constituted of 2 senior faculty members, relevant head of the department, BS Coordinator, BS Controller and headed by Controller of Examination UST Bannu.

14.3 In respect of grade, a student must submit the grievance application if any, in writing to the Head of the Department within (07) seven working days of the receipt of the grade. The Head of Department shall forward the grievance application to the Committee. It will be mandatory for the Committee to hear both sides (student and the instructor) and will give its final decision within (05) five working days or before the start of registration for the new semester, whichever comes earlier. The decision of the Committee will be deemed final and will be binding on all parties.

14.4 A Departmental Committee headed by the Chairman/ Senior Faculty Members will be constituted to check randomly a few answer papers of the final term examination for uniformity of scoring & covering of the course content.

15. Evaluation

15.1 There shall be a perpetual evaluation system of the student's performance. In addition to home assignments, term papers, quizzes and class presentations, the following examinations in each course during the semester shall be held: -

- Mid-Term examination
- Final-term examination.

15.2 The Mid-term examination shall be held by 9th week for each course from the commencement of the semester and the final term examination shall be held 18th week of the semester.

15.3 The duration of the examinations: -

- Mid-term examination at least one hour.
- Final-term examination two hours.

15.4 Structure of Question Paper: -

- There shall be no choice in question.
- Paper must be descriptive type.
- Teacher may try to make a conceptual paper.

16. Grading Policy (Absolute)

16.1 Letter grades are used only for individual courses and not for semester GPA or CGPA. Grade points for each letter grade are given below.

Grade	Grade Points	Percentage Obtained in a Semester System
A	4.00	85 and above
A-	3.66	80-84
B+	3.33	75-79
B	3.00	71-74
B-	2.66	68-70
C+	2.33	64-67
C	2.00	61-63
C-	1.66	58-60
D+	1.3	54-57
D	1.00	50-53
F	00	Below 50
I		(Incomplete)

*fraction is to be rounded as a whole number.

16.2 The percentage of marks or values of grades other than grade points shall not be reported on the transcripts whether they are absolute grading policy.

16.3 Grading of students will be through letter grades and grade points showed in above table. Grade I (incomplete) shall be awarded to a student only if he/she has missed the final examination, project report, etc. Due to some genuine reason, but has completed all other requirements of the course successfully. The award of grade I shall not cover a student's lethargic attitude, wilful absence, or bad performance in class. Grade I should be converted into an appropriate letter grade within one year, otherwise, it shall be changed to an F grade. The teacher concerned shall specify the conditions for conversion of grade.

A student not allowed to appear in the final examination of a course due to shortage of attendance shall be deemed to have obtained zero marks in the Final Examination. The grade will be awarded based on the student's sectional and mid-term marks.

16.4 Grade W (Withdrawn) shall be awarded to a student, who has withdrawn the course willingly or due to not fulfilling the pre-requisite criteria. Grade W (Withdrawn) shall not be considered in calculation of SGPA & CGPA.

17. Repetition/ Improvement Courses

17.1 Any student failing in any course or debarred from taking the final examination on account of shortage of attendance shall have to repeat that course of odd semester with odd semester and even semester with the upcoming even semester.

17.2 A student who obtains a 'D, D+, and C-' grade in a course may avail the opportunity of Improve/repeating that course whenever offered in the same Department (Same Course Contents).

17.3 A student may repeat a maximum of six courses to improve their grades during entire program of studies.

17.4 In case a student repeats the course, the new improved grade for CGPA calculation will be substituted for the old grade. However both grades must be reflect on Transcript and only higher grade will be consider in GPA/CGPA calculation. Moreover the course shall be highlighted.

17.5 Only one chance to repeat a course for the purpose of improvement for the entire degree program shall be allowed and old record will be reflected on transcript.

17.6 Students have to register for the courses being repeated within 10 days from the date of commencement of the semester.

17.7 The result of failed course(s) will be reflected in the transcript of respective semester(s) and in the subsequent semester(s) during which the failed course(s) was (were) passed.

17.8 A student may repeat one course only in each semester without attending the classes provided:

- The student has studied this course in some previous semester by fulfilling all the conditions.
- The student had appeared in the final-term examination by fulfilling 75% attendance criterion and had failed.

OR

The student had completed 75% attendance of that semester but was unable to appear in the final-term examination because of health reason /death of kin as specified in section on special examination of Academic Rules and had reported his inability to the Chairperson of the Department in writing before the commencement of the final-term examination.

- A student who has obtained a "D, D+, C-" OR "F" grade only in a course can repeat the course.
- Student has to register for the course being repeated, within 10 days from the date of commencement of the semester.
- Student shall have to appear for mid-term and final-term examinations only as per schedule of the class with which repetition of the course is registered. Students availing additional semesters, may however register for failed courses even if these courses are not being offered in the respective semester. All other conditions for registration shall apply.
- Student will not be evaluated for 20% sessional marks. Sessional marks obtained in first attempt for the course will be taken into account from old record.
- No special examination will be allowed to students repeating a course under these rules.

17.9 If a student gets 'F' grade, s/he will be required to repeat the course or its recommended alternate, if any. However, "F" grade obtained earlier will also be recorded on the transcript.

18. Computation of Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

18.1 Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPA) will be calculated using the following formulas:

$$\text{GPA} = \frac{\text{Sum of quality points of all courses of a semester}}{\text{Sum of Credit Hours of all Courses of a Semester}}$$

$$\text{CGPA} = \frac{\text{Sum of quality points of all courses of current and previous semesters}}{\text{Sum of Credit Hours of all Courses of current and previous semesters}}$$

18.2 CGPA Required For Completion of Degree: The minimum qualifying CGPA for the award of degree to the students of Bachelor study programs shall be 2.0.

19. Freezing of a Semester

19.1 No freezing in the first semester is allowed.

19.2 A student shall be allowed to apply for freezing at most two semesters in his / her entire program of studies.

19.3 The case for freezing of the program shall be placed before the Vice Chancellor by the chairperson of the respective department through the Dean/ Principal of the concerned Faculty/College.

19.4 A student who frozen the semester shall resume the program subject to the commencement of the relevant semester. A student already registered shall not pay the registration / admission fee in order to resume his/her studies. However, the student has to complete the degree requirements within 7 years from the date of his/her first admission (excluding the period of semester being frozen).

19.5 If a student does not wish to register in a semester, he/she will be required to freeze the particular semester *within four weeks*, otherwise his/her admission shall stand cancelled.

20. Permission of Writer for Special Students

20.1 A visually impaired student may be allowed to attempt the Mid/Final examinations of the University on Braille/ Computer/any other means of facilitation.

20.2 In case a student is physically handicapped/visually impaired, s/he may apply to the Chairperson of the respective department (with medical certificate as proof of her/his disability) for permission to engage a writer in Tests/ examinations of the University two weeks before the start of Tests/ examinations. S/he will be allowed 45 minutes (maximum) extra time to solve the question paper.

20.3 The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student. (e.g. for level 6 student, the writer should be at the most of level 5).

21. Rechecking Of Examination Script

The answer book of a candidate shall not be re-assessed under any circumstances.

21.1 Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Chairman/director of the department or Internal C.O.E, within one week of internal display of result, can arrange for re-checking of examination script by any faculty member from the relevant discipline on the complaint/request of students. The Director/Chairman or Internal Controller of Examination or any officer or re-checking committee appointed shall see that:

- There is no computational mistake in the grand total on the title page of the answer book.
- The total of various parts of a question has been correctly made at the end of each question.
- All totals have been correctly brought forward on the title page of the answer book.
- No portion of any answer has been left un-marked.
- Total marks in the answer book tally with the marks sheet.
- The hand-writing of the candidate tally in the questions/answer book.

21.2 The candidate or anybody on his behalf has no right to see or examine the answer books for any purpose.

21.3 The marks of a candidate could even decrease in light of (a) (iii) above. In the event of reduction of marks the record shall be corrected accordingly and revised transcript will be issued.

22. Damaged/Lost Answer Script

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

- Average marks shall be awarded to the student in that subject/course.
- In case of Final-term examination, if the candidate so desires, s/he shall be given another chance as a special case to take the examination in that subject/course in the next examination and no examination fee shall be charged from the student.
- In case of Internal Assessment, if the candidate so desires, s/he shall be given another chance as a special case to take the Make-up Assessment in that subject/course in the same academic session.

23. Indiscipline in Examinations

Any candidate found guilty of following matters, his/her case will be submitted to Unfair Means Cases Committee constituted by the University. This committee will be constituted of 02 senior faculty members, Director of student's Affairs, headed by senior Professor of the University.

- Removes a leaf from his/her answer book, the answer book shall be cancelled.
- Submits forged or fake documents in connection with the examination.
- Commits impersonation in the examination.
- Copies from any paper, book or notes.
- Mutilates the Answer Book.
- Possesses any kind of material, which may be helpful to his/her in the examination.
- Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.
- Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
- Misbehaves or creates any kind of disturbance in or around the examination center
- Uses abusive or obscene language on the answer script.
- Possesses any kind of weapon in or around examination center.
- Possesses any kind of electronic device which may be helpful in the examination

His/her case shall result in penalties keeping in view the nature and intensity of offence.

- (i) Cancellation of paper*.
- (ii) Suspension from program for one semester.
- (iii) Heavy and light Fine
- (iv) Expulsion forever from the University.
- (v) Any other.

* Unfair Means Cases Committee will decide that the student will have to appear in summer semester/with regular semester for the cancelled paper.

24. Appeal against the decision of the Unfair Means cases Committee

If a student is not satisfied by the decision of the Unfair Means Cases Committee, s/he can submit his/her appeal within a week after the decision of the Committee to the Vice Chancellor. No appeal shall lie against the decision of the Syndicate.

25. Course File/ Folder

Maintenance of course file is compulsory for the Instructors. It will have a complete record of all academic activities during the semester. The course file will contain:

- Description of courses (Course codes, content and objectives).
- Weekly teaching schedule/ Distribution
- Schedule of examination.
- Grading policy identifying marks distribution of mid, final and sessional.
- Record of each assignment, Quizzes, Mid-term, Final-term copies and their results.
- The best, worst and average among the answer sheet, quizzes and assignments etc.
- Grading sheets of the course detailing statistical data about Marks/grade obtained by the students (Result Sheet(s)).
- Difficulties/problems faced during classroom/course delivery.

26. Migration / Credit Transfer Policy

26.1 A migration committee shall be constituted by the Vice Chancellor for the period of two years to deal with the migration cases/ credit hour transfer cases.

26.2 In order to protect the merit policy and quality of education, the University shall allow no migration from any other University/College/Institute, in any case. However the Vice Chancellor has the power to grant migration to a candidate in a special case. Inter departmental migration will be allowed subject to the condition that:

- (i) Submission of interdepartmental migration form within the 15 days of the commencement of classes in both department
- (ii) Availability of seats
- (iii) Fulfillment of eligibility criteria.

26.3 Admission to one department shall not give any student a right to migrate to another department.

26.4 Criteria for evaluation will be transparent and will be strictly followed.

26.5 Migration / credit transfers from UST Bannu to some other University or vice versa shall be allowed after completion of the prescribed codal formalities. Migrations/transfers to and from only the Higher Education Commission recognized universities / institutions (both public and private) shall be considered.

26.6 When a student's request for migration is accepted, he/she has to obtain/provide migration certificate within 15 days.

26.7 Migration processing fee shall be Rs 1000/-. The following documents shall be attached by the candidate with the application for obtaining Migration Certificate:

- Attested copy of degree/ result card of last examination taken.
- Bank Challan showing the deposit of fee.

26.8 Students seeking duplicate migration certificate from one university to another university shall be allowed such certificate on submission of an application supported by:

- An affidavit by the student, duly attested by Magistrate, revealing that the original Migration Certificate issued by the university had been lost and was not used for any other purpose.
- A cutting of daily newspaper in which the report regarding loss of Migration Certificate was published.
- A certificate to the effect that the applicant had not been registered at the university for which Migration Certificate was issued.

26.9 A student who fails in the university examination and wants migration / credit transfer to another university shall be issued Migration Certificate on production of the original Result Card.

26.10 Once the Migration Certificate is issued, it can be cancelled and admission restored within 3 weeks from the date of issuance of migration certificate. The student will have to provide a certificate from the respective Registrar that he/she had not been registered at that university for which the Migration Certificate was issued.

26.11 No Migration / Credit Transfer Certificate shall be issued to a student who had been debarred from appearing in the university examination or expelled from university / affiliated institute / college for misconduct till such time as the period of punishment lasts.

26.12 A regular student of the university / affiliated institute who desires migration to another university shall be issued Migration Certificate on the production of the Clearance Certificate.

26.13 If any question arises to the interpretation of any of the provisions of these rules, it shall be placed before the Vice Chancellor whose decision thereon shall be final and binding.

26.14 Student may apply for migration to UST Bannu, if the complete at-least two semester in the parent University/ Institution. No credit hour of a course will be transferred from other University, if the grade is less than C.

26.15 University may enroll students (if they fulfill the criteria) for any course(s) and issue a transcript for the courses done. Rs. 5000/per course will be charged.

26.16 Requirement for awarding of degrees (Transfer of Credit Hours Cases): A student must have a proper admission in the undergraduate program of the university, and should earn minimum of 60 credit hours out of a total of 124-145 credit hours from UST Bannu.

26.17 Only those students will be allowed migrations who fulfill the minimum criteria for admission to the relevant course.

27. Disciplinary Rules

A record in the BOOK OF DISCIPLINE to be maintained by the Registrar's/ Principal office.

27.1 The following shall constitute the acts of indiscipline

- Use of indecent or uncivilized language, remarks or gestures within the university premises.
- Improper behavior, such as shouting, abusing, quarreling, fighting and manhandling on the campus.
- Carrying, using or threatening to use firearms and deadly weapons.
- Defiance of authority.

- Fake representation or giving false information or willful Concealment of the relevant information, cheating or deceiving.
- Inciting or staging a walkout, strike or an unauthorized procession or forming organization for sake of indulging in political activities.
- Shouting of slogans derogatory to the prestige of the university or the reputation of its officers or teachers.
- Being found under the effect of an intoxicant.
- Smoking within the University premises or university or while in the university transport, except the designated places.
- Action defamatory of and derogatory to religion and Pakistan.
- Use of unfair means in an examination.
- Indulgence in activities prejudicial and detrimental to good order on the campus.
- Unauthorized use of, or damaging university's moveable or immovable property or wall chalking.
- All such other acts which the Competent Authority/ Discipline Committee may construe as breach of discipline.

27.2 Punishment or penalty for any of the offenses mentioned under above clauses shall be according to gravity of the case and may be one or more of the following:

First stage: Stern Warning

Second stage: Monetary Fine

Third stage: Expulsion

- Fine as decided by the Discipline Committee.
- Expulsion from the class, hostels for a specified period,
- Detention from examination.
- Cancellation of examination results or withdrawal of certificate granted, and
- Expulsion or rustication from the university for a specified period or for good.

27.3 The Department Chairs/ Directors / Provosts shall be responsible for the maintenance of discipline among the students of their respective departments subject to the provisions of statutes and regulations of the university.

27.4 The certificates/ degree/ diplomas and other documents of a student involved in a case of breach of discipline may be withheld till the final disposal of the case.

27.5 Exceptional cases, not covered by the prescribed rules, shall be referred to the Syndicate by the Discipline Committee.

27.6 The Syndicate may consider the appeals of the students involved in the cases of breach of discipline on the recommendation of the Vice Chancellor.

27.7 Any student found guilty of committing any of the offences cited above shall automatically disqualify himself or herself from the award of any honor/ distinction from the university.

28. Matters Related to Degrees Conferment

28.1 University should conduct Convocation once in a year to award the degrees to the qualified students as per criteria.

28.2 Urgent degree can be issued as per policy of University upon the request of student.

28.3 Duplicate Degree may be issued (with completion of all requirements) to a candidate in case the original degree is lost/damaged or in case of change in the name of candidate. The candidate has to apply to the Controller of Examinations for the issuance of duplicate degree along with the relevant documentary proof as per University rules.

28.4 The Duplicate Degree shall be signed by the Controller of Examinations only.

29. Gold Medal

29.1 In order of merit, 1st position holder in a discipline will be awarded a Gold Medal. Provided that the student has not failed in, or repeated any course in any circumstances and has completed the course work in the normal period in first attempt as prescribed for Degree program.

29.2 If more than one student secures the same CGPA a position will then be determined on the basis of percentage of marks obtained. Even if still a tie, all will be awarded Medals.

29.2 The disciplines where number of students is less than 10, no position will be awarded in semester system.

29.3 Medal is allocated to top scorer of the students whose result is declared by the examination section. In case of project/thesis the top scorer among those whose result is declared within due time by the controller of examination.

29.4 Minimum CGPA required for Gold Medal is 3.0.

30. Format of Final Transcript

The final transcript for the award of degree includes following information:

Front Side:

- Name of Student
- Father's Name
- Date of Birth
- Registration No. /Roll No.
- Name of the Program
- Date of Admission into Degree Program
- Semester Wise Break-up with Dates
- Subjects Detail along with Credit Hours
- Type of Enrollment – Full Time or Part Time
- Picture of the Applicant be Printed on Transcript
- Date of Completion of Degree Requirements
- Mode of Study – Regular or Private or Distance Learning
- Online Result Verification Key/ID (Front Side at the End of the Transcript)
- GPA/CGPA and Overall Percentage against earned CGPA (at the End of the front side of Transcript)

Back Side:

- Basic Admission Requirement of the Program
- Previous Degree held by the Student along with Institution Name
- Credit Hours Exempted/Transferred if any/applicable.
- CNIC No. for Pakistani and Passport No. for Foreign Students
- Grading System must be mentioned on Back Side of the Transcript
- Charter Date of the University/DAI may be mentioned
- Name of Campus/College be mentioned along with HEC Permission Date
- Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)
- The diploma/transcript must have the water-mark seal on it.

31. Age Limit for BS Program

There is no age limit to take admission in the BS Program.

32. Interruption of Studies

If a student fails to register or withdraws his/her registration for a semester for a valid reason, he or he will get one change to register for the same semester in the next academic year. If the student again fails to register or freeze his/her registration, his/her name will be struck off the rolls of the university.

If the student does not take any class in semester, then s/he will not be liable to pay any fee.

33. SOP for Examination for the Academic Departments of the University

- I. All students of such program shall be registered on the prescribed registration return proforma with the examination section immediate after completion of admission process.
- II. Enrolment of Students: The eligible registered students shall be enrolled for the purpose of examinations periodically.
- III. The HOD /Chairman concerned shall have to provide semester wise detail of subjects duly approved by the relevant bodies for incorporating the same in the result sheet well in time.
- IV. The HOD /Chairman concerned shall communicate the tentative date sheet (proposed) fifteen days before the commencement of examination to the Controller of Examinations. The Controller of Examinations shall notify and issue the final date sheet to this effect a week before the inception of the examination.
- V. The Controller of Examinations shall issue respective roll number slip having examination related information.
- VI. The Controller of Examinations shall appointment the supervisory staff from recommended list forwarded by the HoD/ Chairman for the conduct the examination.
- VII. Examination section shall issue answer books in accordance with the requisition prior to the commencement of examination.
- VIII. The center documents (including Superintendent file, students attendance sheets, memos, confidential list of the students and summary) shall be provided to the center superintendent by the office of the Controller of Examinations.
- IX. The concerned Teacher shall set and furnish the question papers(mid-term and final-term) to the Controller of Examinations at least 10 days before the commencement of examination, the activities of composing, proof reading, and printing, packing and issuing the same on the corresponding dates shall be carried out by the Controller of Examinations.

The center superintendent shall stand responsible to deliver the solved answer books (scripts) within an hour after the end of paper session to Controller of Examinations.

- X. The Diary and Dispatch record of Scripts shall maintained in the secrecy section, the scripts along with prescribed award list shall be issued to the relevant teacher for evaluation/ marking, the scripts shall be returned with award on prescribed award list to the secrecy section with in stipulated time periods.
- XI. The Controller of Examinations or his nominated officer/official shall crosscheck the scripts with the award list so as to ensure accuracy. This activity shall be followed by the manual and computerized tabulation process.
- XII. The scrutinizers appointed by the Controller of Examinations shall carry out the scrutiny as per standard procedure. Correction/amendments made by the scrutinizer shall be reflected accordingly with the approval of Controller of Examinations.
- XIII. The Gazette notification shall be issued within specified period and the Notification shall contain subject wise grade, SGPA and CGPA.
- XIV. There will be no semester transcript to each student, In case of emergency; student may submit application through HoD/ Chairman with fee of Rs. 500 shall be deposit in Examination account of designated bank for each transcript. The Transcript shall contain all his/her studied semester on as single page.
- XV. The correspondence with Examination section shall be made through the concerned Chairman/HoD Department of the University.

34. Additional Rules for Associated/ Affiliated Colleges Running Academic Programs under Semester System.

This document describes the semester rules and regulations for the Bachelor (BS) degree programs at the colleges, which have been Associated/ Affiliated with University of Science & Technology, Bannu. It also elucidates the rules of engagement between University of Science & Technology, Bannu and the Associated/ Affiliated Colleges.

I. Total Period of Study

The normal duration of a 4-year bachelor (BS) program is four years. Each academic year consists of two semesters. In case of valid reasons/excuse the period of study may be extended for three additional years (7 years). The students who do not complete studies within the stated period will have their names struck off from the rolls of the college. The students who have been given the right to extend the duration of study for additional three years must register and pay tuition fees for these years.

II. Schedule of Semesters

There will be two semesters in an academic year, called Fall Semester and Spring Semester. Each semester will be of 18 working weeks - 16 weeks for teaching and two weeks for Mid-Term and Final-Term examinations. Final-term examinations shall be conducted by University at the end of each semester. Schedule (date sheet) of final-term examinations will be issued by Controller of Examinations of the University of Science & Technology, Bannu.

The Principal of the College will send the Proposed Schedule to University.

In the 2nd week of each semester the Principal shall require to send Eligible students lists semester wise/ Discipline wise detail of all semesters along with students names, Registration number and Courses/ subjects detail along with course code and Credit hours for Registration. Only those students will be allowed in examinations who are registered at the beginning of the semester and Controller of Examination will send the register students lists for record & award lists in black & white to the Principal for putting their marks. Late/or any other special registration will not be allowed in any case. However in case of any documents issue the college is bound to send the name of the students in the beginning of the semester.

III. Admission in a 4-year BS Degree Program

For admission in a 4-year BS degree program, colleges will follow the minimum eligibility criteria used for the corresponding degree programs at University. Colleges may not complete their admissions before University of Science & Technology Bannu completes its admission process for the BS degree programs. Colleges will send lists of students in all 4-year BS degree programs to the Registration Branch (Controller of Examinations) of University within 10 working days after the admissions have been finalized for the incoming batch. College is also required to send a copy of the same to the Director Academics UST Bannu. Only those students who have been registered by University of Science & Technology, Bannu will be allowed to appear in the end of semester final examinations. Registration Branch will register these students.

IV. Syllabus/ Course Structure and Contents

All Colleges will be required to follow the Syllabus of the University duly approved by University bodies such Board of Studies, ASRB, and Academic Council.

V. Maintenance of Examination Records

The teacher concerned will prepare five copies of the award lists. He/She will retain one copy with him/her, display one copy on the college notice board, and provide three copies to the college Principal. The Principal will retain one copy and forward one copy each to the head of the relevant University department and one copy to Controller of Examinations University of Science & Technology, Bannu. The scripts of Mid-term examinations will be sent to Controller of Examinations, University of Science & Technology, Bannu, within one month of holding of examinations.

VI. Unfair Means Cases

The teacher in-charge will report unfair means cases in quizzes and mid-term examinations to the Principal, who will forward these cases to College Examination Committee within one week for necessary action.

All Unfair mean cases shall be dealt as per UST Bannu rules.

VII. Cancellation of Admission

If a student fails to attend any lecture during the first four weeks of the commencement of the semester as per announced schedule, his/her admission stands cancelled and shall notify by the Principal of the College.

VIII. Teacher Evaluation

The evaluation of teacher is mandatory because there is very little control over the teacher when he/she is in the classroom. The Principal/Director QEC (USTB) of the College will have every course teacher evaluated by the students on what they have taught by him/her. The evaluation will be done in the last week of the semester without the presence of the teacher, so as to maintain impartiality. The evaluation will be shared with the concerned teacher for his/her improvement/knowledge.

Evaluation done by the students will completely be anonymous, i.e. the students will not be required to indicate their names, roll numbers, registration numbers and/or any other student identities whatsoever.

XI. College Examinations Committee

XI.I A College Examination Committee headed by the Principal, Director Academics or his nominee (USTB), BS Coordinator, and two Senior Faculty Members from related department will be constituted to check randomly a few answer papers of the final term examination for uniformity of scoring & covering of the course content.

XI.II Main functions of the Committee will be:

- i. To maintain uniformity of standards in the courses taught in the College by individual teachers.
- ii. To make arrangements for the conduct and supervision of examination.
- iii. To hear appeals arising from evaluation of papers.
- iv. To suggest provision of seminars, assignments etc.
- v. Timely preparation and announcements of results of mid-term and final term examinations.
- vi. To submit tabulated result showing subject wise detailed marks and grades, to the Controller of Examination of University duly authenticated by the Principal of the College.

XII. Appeals

XII.I A student must submit an appeal to the Principal of the College for any grievance on grade, within 7 days of the declaration of result.

XII.II The Principal of the College/Institute shall forward it to the College Examination Committee and it will be binding on the committee for hearing both sides (student and the teacher), and will give a final decision within 5 days.

XII.III The decision of the College Examination committee shall be final.

THE REST OF ACADEMIC RELATED RULES REMAIN SAME FOR ALL PROGRAMS RUNNING UNDER SEMESTER SYSTEM, AS MENTIONED IN THE UNIVERSITY RULES ABOVE.

35. SOP for Associated/Affiliated Colleges

Here is the summary of the responsibilities of University and the Associated/ Affiliated Colleges offering 4-year BS degree programs under the semester system:

1. Colleges will send lists of students in all 4-year BS degree programs to Registration Branch (Controller of Examination office) of University within 10 working days after the admissions have been finalized for the incoming batch. Registration Branch will register these students. Late registration shall only be allowed subsequent approval of the competent authority of the University.
2. Colleges will conduct and evaluate Mid-term examinations and sessional work (i.e quizzes, homework, assignments, presentations etc) of students.
3. Colleges will submit results of Mid-term Examination to the Office of Controller of Examinations of the University, within two weeks after the end of Mid-term Examinations week. Colleges will submit sessional marks to University by the end of 16th week of the semester.
4. The Office of Controller of Examinations, University of Science & Technology Bannu, will arrange the schedule for the conduction of viva voce for final year projects through external examiners, the Concerned HoD will send a proposed panel of examiners through the concerned Principal, the Controller of Examinations will forwarded for subsequent approval to the competent authority of the University. Evaluation by the external examiner will be out of 50% marks of the project, and 50% by concerned project supervisor.
5. In case of Research thesis the procedure/policy of the University of Science & Technology Bannu in vogue will be adopted. Refer to Research thesis policy.
6. Only Registered students with University will be allowed in final-term examination.
7. The Office of the Controller of Examinations, University of Science & Technology Bannu, will conduct final term examination (Including preparation of question papers, assignment of examiners, assignment of invigilators etc) and evaluation at the end of the semester Final-term Examinations and the declaration of results of the examinations. One paper will be selected among the Papers submitted to the Controller examinations by the Concerned Teachers. Final-term examination will be conducted out of full syllabi of the respective course(s).
8. The Office of Controller of Examinations, University of Science & Technology, Bannu, will prepare and issue final Transcripts for students.
9. The office of Controller of Examinations of the University will prepare and issue tabulated Result sheet.
10. University of Science & Technology, Bannu will issue degrees after the completion of all codal formalities.
11. No Altered/ edited award list will be accepted.
12. Award list of each subject clearly showing Semester examinations (Fall/Spring), Semester Number, College Name, Teacher Name, Course Code, Credit Hours, Date of Submission, Signature of the Concerned Teacher, Signature of the Head of Department and Signature of the Principal.
13. Result of Each subject/ Course will be duly authenticated by the Principal of the College concerned.
14. A Cover Letter contains complete information like Subject/ Course Names, Course Code, Authentic Reference Number, Date, Semester number, Batch No, Session, Discipline and Department name must be attached with each semester result of concerned Discipline and duly signed by the Principal of the College only. No Result will be processed if forwarded by other than Principal of the Concerned College.
15. Final merit list shall be provided duly signed by the Admission Committee & countersigned by the respective principle/ HoD alongwith the students' registration list to the examination section of UST, Bannu.
16. Following record must be maintained by all affiliated/associated colleges as a pre-requisite for processing of results:-
 - a) Students attendance record
 - b) Mid Term & Final Term scripts & Question Papers
 - c) Sessional Marks record (Assignments, tests and quizzes etc)

