

UNIVERSITY OF EDUCATION, LAHORE

GENERAL REGULATIONS 2016

REGARDING

**UNDERGRADUATE, GRADUATE AND POST GRADUATE
PROGRAMS**

**DEFINITIONS FOR GENERAL REGULATIONS 2016 REGARDING
UNDERGRADUATE, GRADUATE AND POST GRADUATE PROGRAMS, MIGRATION REGULATIONS,
PAYMENT AND REFUND OF FEE & FUNDS REGULATIONS**

1. DEFINITIONS

The following expressions shall have the meanings hereby respectively assigned to them:

1.1. “Admission Committee” means the Admission Committee of a division/campus/affiliated college constituted by the Director/Principal of concerned division/campus/affiliated college.

1.2. “Affiliated College” means an educational institution affiliated to the University but not maintained or administered by it.

1.3. “Campus” means the concerned campus of the University of Education, Lahore.

1.4. “Ceased” means ceased from the program, if any student fails to achieve requisite GPA in the first semester or, if any student fails to achieve requisite CGPA in any of the rest of the semesters.

1.5. “Comprehensive Examination” means Examination given by the University for MS/M.Phil and Ph.D. programs hereinafter abbreviated as CompExam.

1.6. “Controller of Examinations” means the Controller of Examinations of the University of Education, Lahore.

1.7. “Course” means a course of studies whose successful completion shall be the requirement of any Certificate/Post Graduate Diploma/Bachelor/ Master Degree or any other degree program offered by the University of Education, Lahore.

1.8. “Director” means the head of the concerned Division of University of Education, Lahore.

1.9. “Division” means the concerned Division of University of Education, Lahore.

1.10. “Doctoral Advisory Committee” means Doctoral Advisory Committee constituted by the Director/Principal of the concerned division/campus for each Ph.D. student hereinafter abbreviated as DAC.

1.11. “Dropped” means dropped from the rolls of the University.

1.12. “Equivalence Committee” means the Equivalence Committee of the University constituted by the Vice-Chancellor.

1.13. “Equivalent Degree” means a degree recognized as equivalent to the Degree offered by the University of Education, Lahore.

1.14. “Formative Exam” means the Examination given during the semester including mid semester exam, assignments, presentations, quizzes etc.

1.15. “Fresh Graduate” means a person who has completed his/her requisite degree in last twelve months from the date of closing of admission.

1.16. “Higher Education Commission (HEC)” means the Higher Education Commission of Pakistan established under the Higher Education Commission Ordinance, 2002.

1.17. “Incharge Internal Examinations” means the Incharge Internal Examinations of the concerned division/campus/affiliated college.

1.18. “Principal” means the head of the concerned campus/affiliated college of the University of Education, Lahore.

1.19. “Punjab Higher Education Commission (PHEC)” means the Punjab Higher Education Commission established under the Punjab Higher Education Commission Act 2014.

1.20. “Registrar” means the Registrar of the University of Education, Lahore.

1.21. “Student” means the bona-fide student of the University of Education, Lahore.

1.22. “Summative Exam” means the Examination given at the end of a semester.

1.23. “Treasurer” means the Treasurer of the University of Education, Lahore.

1.24. “Unfair Means Cases Committee” means a committee that considers/decides the cases of use of unfair means in examinations in the concerned division/campus/affiliated college.

1.25. “University” means the University of Education, Lahore hereinafter abbreviated as UE.

1.26. “University Admission Committee” means the Admission Committee of the University constituted by the Vice-Chancellor.

1.27. “University Assessment Review Committee” means the committee to review the assessment of students.

1.28. “University Examination” means summative exam given by the University for Certificate/Post Graduate Diploma/Bachelor/Master Degree programs of affiliated colleges hereinafter abbreviated as UExam.

1.29. “University Unfair Means Cases Committee” means a University committee that considers / decides the cases of use of unfair means in UExam/CompExam.

1.30. “Vice Chancellor” means the Vice Chancellor of the University of Education, Lahore.

1.31. All other terms are taken as defined in the University of Education, Lahore Ordinance, 2002.

**GENERAL REGULATIONS 2016
REGARDING
UNDERGRADUATE, GRADUATE AND POST GRADUATE PROGRAMS**

1. SHORT TITLE AND COMMENCEMENT

1.1. These regulations shall be called the University of Education, Lahore General Regulations 2016 regarding Undergraduate, Graduate and Post Graduate Programs.

1.2. These regulations shall come into force from the implementation date as approved by the Syndicate; however, the students admitted prior to that date will not be affected.

1.3. These regulations shall apply to all the degree/diploma/certificate programs offered by the University unless any exceptions/additions are made through approval of the appropriate forum.

2. SCHEDULE OF SEMESTERS

2.1. There will be two regular semesters (fall, spring) in an academic year. Fall/Spring semesters will spread over 16-18 weeks (inclusive of 1 – 2 weeks for exams). The activities of semester will be regulated by the approved yearly academic calendar.

2.2. Credit hours for Undergraduate, Graduate and Post Graduate Programs

2.2.1. A credit hour, for a theory course means one hour of teaching per week for a whole semester and for a practical course it is 3 hours of lab per week for the whole semester.

2.2.2. Each course in a scheme of study has a credit hour representation $x (a + b)$ where a denotes the total number of credit hours of theory, b denotes the total number of credit hours of practical while x is the sum of a & b .

2.3. Course load for fall and spring semesters

2.3.1. Undergraduate Students (BS/MA/MSc)

a) An undergraduate program of instruction generally includes a 15-18 credit hours course load in a regular semester.

b) In exceptional cases, the student may be allowed to take minimum of 12 and maximum of 24 credit hours with the permission of concerned Director/Principal.

2.3.2. MS/M.Phil./Ph.D. Students

a) A graduate must take no less than 6 credit hours and no more than 12 credit hours in a regular semester.

3. ADMISSION PROCEDURE

3.1. General Admission Criteria

Admission shall be made on the basis of open merit in accordance with following Admission Regulations.

3.1.1. The University reserves the right to choose appropriate media for the advertisement of admission and it is entirely the responsibility of the candidate to follow such announcements.

3.1.2. Admission will be made by the concerned Admission Committee with the approval of the Vice Chancellor on the recommendations of the concerned Director/Principal.

3.1.3. The Admissions will be made against approved number of seats on open merit in accordance with approved merit calculation policy for each program.

3.1.4. The candidates with 3rd division (i.e. less than 45% aggregate marks) in the terminal degree required for admission, will not be considered for admission.

3.1.5. The candidates wanting to pursue more than one degree program simultaneously, will be dealt in accordance with HEC criteria.

3.1.6. Candidates seeking admission shall submit applications on the prescribed form in prescribed manner complete in all respects within due date.

3.1.7. Applications incomplete in any respect or received after the last date fixed for the submission of applications for admission, shall not be entertained.

3.1.8. In case of any unusual or non-standard qualifications, the cases may be referred to the equivalence committee of UE.

3.1.9. A student who has been rusticated/expelled or whose entry in any other university/UE division/UE campus/UE affiliated college was banned for any reason whatsoever at any time during his/her academic career or has been involved in criminal case of moral turpitude, shall not be admitted to any program unless the Syndicate allows admission of such candidates on the recommendations of the University Admission Committee. Every student is required to submit his/her undertaking for the same.

3.1.10. General merit list of all the eligible applicants in each program shall be displayed publically.

3.1.11. According to the approved number of seats in each program, specific merit list with offer of admission, shall be announced separately as per approved admission schedule.

3.1.12. The Director/Principal concerned may allow the admission of the candidates who were offered admission in any merit list but were unable to pay the dues/fee in stipulated period provided the seats are still available. Such a request for admission shall be entertained within two weeks from the commencement of classes.

3.1.13. The University reserves the right to cancel the admission of a student at any time who is found to have obtained his/her admission by making any false statement or concealing a material fact, as well as, whose admission is found to be in violation of admission regulations.

3.1.14. The cancellation of admission will follow the same process as the award/offer of admission.

3.1.15. The University reserves the right to rectify any typographical or clerical mistake at any time in the admission lists etc. without incurring any liability. The concerned Director/Principal shall be authorized to take such action under intimation to the Registrar Office.

3.1.16. Where there are more than one applicants with equal score on the merit list, all such students will be granted admission without any regards to the number of seats.

3.1.17. The selected candidates will be required to pay their dues according to the approved schedule, failing which the offer of admission shall stand cancelled.

3.2. Reserved Seats for Bachelor/Master Programs

There are some reserved seats in addition to merit seats in Certificate/Post Graduate Diploma/Bachelor/Master Degree programs as under; however, the candidates applying on reserved seats should fulfill general conditions for admission in the University and must satisfy minimum admission criteria, prescribed for each degree program.

3.2.1. Four percent seats in each degree program at each division/campus are reserved for children/spouse/real brothers or sisters of the UE teachers in regular service or retired. Preference will be assigned to the relation in the same order.

3.2.2. Four percent seats in each degree program at each division/campus are reserved for children/spouse/real brothers or sisters of the UE non-teaching employees in regular service or retired. Preference will be assigned to the relation in the same order.

3.2.3. Two percent seats are reserved in each degree program at each division/campus for children of martyrs of the Defence Forces or in the absence of this category children of the serving or retired personnel of the Defence Forces to be nominated by GHQ Adjutant General Branch.

3.2.4. Four seats in each degree program, out of which one seat is reserved for applicants from AJK and three seats for applicants from FATA nominated by the concerned authority.

3.2.5. Two percent seats in each degree program at each division/campus are reserved for disabled persons certified as such by the Social Welfare Board/DHQ.

3.2.6. Two percent seats in each Bachelor degree program at each division/campus are reserved for sports for those who have excelled in particular sports. The merit will be decided on the basis of the best sports persons of National/Provincial/Divisional/District standing to be ascertained by the Sports Committee of the division/campus concerned.

3.2.7. Two percent seats with a minimum of one seat are reserved for the overseas Pakistanis in each degree program at each division/campus of the University.

3.2.8. Ten seats, over and above merit seats are reserved for the students from Balochistan with not more than two seats for one division/campus. In case of siblings, the number of seats can be increased to a maximum of three at one division/campus. The nominations shall be received through the Higher Education Department of Government of Balochistan.

3.2.9. Two percent seats in each degree program at each division/campus are reserved for the candidates who are In-service teachers of Government Institutions.

3.2.10. In case any seats in the reserved quota remain vacant by the commencement of classes, such reserved seats shall be transferred to the open merit seats.

3.3. Calculation of Merit

3.3.1. The merit will be calculated on the basis of percentage (%age) of marks; however, if the percentage is not available, then CGPA will be converted to percentage of marks as per following formula.

$$\%age = \left(\frac{\text{Obtained CGPA}}{\text{Maximum CGPA}} \times 100 \right)$$

3.3.2. Entry after 12 years of Education

$$= \left[\left(\frac{\text{Marks Obtained in SSC}}{\text{Total}} \times 30 \right) + \left(\frac{\text{Marks Obtained in HSSC}}{\text{Total}} \times 70 \right) \right]$$

3.3.3. Entry after 14 years of Education

$$= \left[\left(\frac{\text{Marks Obtained in SSC}}{\text{Total}} \times 20 \right) + \left(\frac{\text{Marks Obtained in HSSC}}{\text{Total}} \times 30 \right) + \left(\frac{\text{Marks Obtained in BA/BSc}}{\text{Total}} \times 50 \right) \right]$$

3.3.4. Entry after 15 years of Education

$$= \left[\left(\frac{\text{Marks Obtained in SSC}}{\text{Total}} \times 10 \right) + \left(\frac{\text{Marks Obtained in HSSC}}{\text{Total}} \times 15 \right) + \left(\frac{\text{Marks Obtained in BA/BSc}}{\text{Total}} \times 25 \right) + \left(\frac{\text{Marks Obtained in B.Ed}}{\text{Total}} \times 50 \right) \right]$$

3.3.5. Entry after 16 years of Education (Except MS/M.Phil.)

a) 2 year BA/BSc and 2 year MA/MSc

$$= \left[\left(\frac{\text{Marks Obtained in SSC}}{\text{Total}} \times 10 \right) + \left(\frac{\text{Marks Obtained in HSSC}}{\text{Total}} \times 15 \right) + \left(\frac{\text{Marks Obtained in BA/BSc}}{\text{Total}} \times 25 \right) + \left(\frac{\text{Marks Obtained in MA/MSc}}{\text{Total}} \times 50 \right) \right]$$

b) BS. (Hons) 4 years

$$= \left[\left(\frac{\text{Marks Obtained in SSC}}{\text{Total}} \times 10 \right) + \left(\frac{\text{Marks Obtained in HSSC}}{\text{Total}} \times 15 \right) + \left(\frac{\text{Marks Obtained in BS Hons 4 Years}}{\text{Total}} \times 75 \right) \right]$$

3.3.6. Some programs may have additional admission criteria mentioned in the relevant scheme of studies.

3.4. Admission Procedure for MS/M.Phil. Program

3.4.1. Before the advertisement, the Board of Studies shall ascertain the number of seats and facilities available in consultation with the Director/Principal of concerned division/campus.

3.4.2. Minimum CGPA 2.5 out of 4.0 in the semester system or 2nd division in the annual system in MA/MSc/BS/Equivalent degree is required to be eligible for admission in MS/M.Phil. program.

3.4.3. The applicants shall be required to take UE Entry Test and secure a minimum score of 60% to become eligible for admission.

3.4.4. The merit shall be determined on the basis of the following criteria:

- a) Academic qualifications 40 marks¹
- b) Subject Based Test to be conducted 50 marks

¹ Breakup of 40 marks for academic qualification

	% age marks						
		45%	50%	55%	60%	70%	≥80%
Matric	Marks	5	6	7	8	9	10
FA/FSc	Marks	5	6	7	8	9	10
BA/BSc	Marks	5	6	7	8	9	10
MA/MSc (Annual System)	Marks	5	6	7	8	9	10
	CGPA						
		2.5	3.0	3.4	≥3.8		
MA/MSc (Semester System)	Marks	5	7	9	10		
Bachelors Degree (4years)	Marks	10	14	18	20		

by the relevant division/campus
c) Interview 10 marks

3.4.5. Minimum pass marks to qualify Subject Based Test and Interview will be 50%.

3.4.6. There shall be a MS/M.Phil. Committee in the concerned division/campus for each discipline in which MS/M.Phil. degree program is offered. The committee will be headed by concerned Director/Principal whereas two senior most faculty members of concerned discipline having doctoral degrees will be the member of committee. The committee will be notified by the Registrar after the approval of the Vice Chancellor.

3.4.7. The MS/M.Phil. Committee shall recommend a list of candidates (who fulfill the prescribed admission criteria) for approval of Vice Chancellor.

3.4.8. The in-service applicants must submit a copy of the NOC from their respective departments/institutions alongwith the admission form.

3.5. Admission Procedure for Ph.D. Program

3.5.1. Minimum CGPA 3.0 out of 4.0 in the semester system or first division in the annual system in M.Phil./MS/Equivalent degree is required to be eligible for admission in Ph.D. program.

3.5.2. The applicants shall be required to take Subject Based Entry Test and meet the qualifying criteria.

3.5.3. Recommendation of the Ph.D. Committee after interview of the applicant is mandatory.

3.5.4. The potential applicant will submit the application accompanied with a concept paper/research proposal that he/she intends to undertake, to the admission office of the relevant division/campus. He/she may also be required to justify the concept paper/research proposal before the Ph.D. Committee at the time of interview.

3.5.5. There will be a Ph.D. Committee headed by the Director/Principal of the concerned division/campus. All the faculty members holding doctoral degree in the relevant discipline will be members of the committee.

3.5.6. The Ph.D. Committee after duly assessing all the applicants on the basis of following criteria shall submit its recommendations through concerned Director/Principal to the Vice Chancellor for provisional admission.

- a) Academic qualifications 60 marks²
- b) Publications in HEC approved Journals 10 marks
(2 marks per publication)
- c) Professional experience in relevant field 10 marks
(2 marks for each year of job)
- d) Interview 20 marks

3.5.7. Minimum pass marks to qualify Interview will be 60%.

3.5.8. The admission to the program shall be provisional until:

- a) The candidate has passed the Comprehensive Examination.
- b) The synopsis/research proposal is approved by the BASR and notified by the Registrar.

4. REGISTRATION IN COURSES THROUGH UNIVERSITY MANAGEMENT SYSTEM (UMS)

4.1. A student who wishes to add or drop a course, after registration must complete the relevant procedure within two weeks from the commencement of classes.

5. STUDENT ATTENDANCE

² Breakup of 60 marks for academic qualification

	% age marks						
		45%	50%	55%	60%	70%	≥80%
Matric	Marks	3	6	7.5	9	10.5	12
FA/FSc	Marks	3	6	7.5	9	10.5	12
BA/BSc	Marks	3	6	7.5	9	10.5	12
MA/MSc (Annual System)	Marks	3	6	7.5	9	10.5	12
MS/ M.Phil. (Annual System)	Marks	0	0	0	9	10.5	12
	CGPA						
		2.5	3.0	3.4	≥3.8		
Bachelors Degree (4years)	Marks	15	18	21	24		
MA/MSc (Semester System)	Marks	7.5	9	10.5	12		
MS/ M.Phil. (Semester System)	Marks	0	9	10.5	12		

5.1. The minimum attendance requirement to appear in the summative examination/ University Examination (UEXam) of a course will be 75% of the classes held in that course.

5.2. Any kind of leave (Emergency/Medical/etc.) requested by the student, will be considered as absence from class.

5.3. A class teacher may warn a student whose attendance drops below 75% in a calendar month.

5.4. A student having less than 75% attendance shall not be allowed to take the summative examination/UEXam; however, the Vice Chancellor may, on special grounds, condone up to 5% of the attendance.

6. MEDIUM OF INSTRUCTIONS

The medium of instructions, examination and thesis shall be English for all programs except the cases where it is approved otherwise by the competent authority.

7. MODES OF ASSESSMENT

7.1. In each semester, students may be required to appear in quizzes, tests, mid semester examinations, summative examinations/UEXam, presentations (individual/ group), group discussion, and submit projects/assignments/lab reports etc. The course content will not deem to be substituted by presentation/assignments.

7.2. The mode of mid semester examination and summative Examination/UEXam shall be essentially written except defined and approved otherwise.

7.3. Assessment and evaluation of students shall be as given below:

7.3.1. Formative Examination 40%

a) Assignments/Presentations/Quizzes 20%

b) Mid Semester Examination 20%

7.3.2. Summative Examination/UEXam 60%

a) Summative Examination (at the end of semester for UE Divisions/Campuses)

b) UEXam (at the end of semester for UE Affiliated Colleges)

7.4. The weightage assigned to summative examination will be divided into theory and practical parts in proportion with their credit hours.

7.5. For the summative examination/UEXAM, all the syllabus taught during the semester will be included.

7.6. There will be no choice in questions in mid semester examination and summative exam/UEXAM.

7.7. In all the courses, where practical is involved, a candidate must pass the written and practical part of the course separately.

7.8. The record of marked answer scripts of summative examination/UEXAM for a semester shall be preserved by the Controller of Examinations for one year after the notification of the results for that semester.

8. CODE OF EXAMINATIONS FOR DIVISIONS/CAMPUSES

8.1. The schedule of mid semester examination and summative examination shall be notified by the Controller of Examinations, UE Lahore in consultation with the Director/Principal of respective division/campus, two weeks before the commencement of examination.

8.2. The question paper shall be prepared by the relevant teacher.

8.3. All the assessment shall be conducted by the teacher teaching that course.

8.4. The marked/evaluated answer scripts of mid semester examination and summative examination shall be shown to the students by the concerned teacher and taken back immediately.

8.5. The award lists of mid semester examination shall be forwarded by the Director/Principal of the concerned division/campus to the Controller of Examinations within prescribed time period mentioned in the academic calendar.

8.6. The answer scripts of mid semester examination shall be retained by concerned division/campus for a period of one year.

8.7. The award list of each course alongwith the marked answer scripts of summative examination shall be submitted by the relevant teacher to the Director/Principal of

concerned division/campus within prescribed time period mentioned in the academic calendar. The same shall be sent by the Director/Principal of concerned division/campus to the Controller of Examinations in accordance with the approved schedule by the competent authority.

8.8. The Controller of Examinations shall notify the semester results within a reasonable time. A complete Academic Transcript shall be issued by the Controller of Examinations to a student only on completion of all degree requirements; however, the Director/Principal of the concerned division/campus may issue an incomplete transcript at any time on the basis of results, notified by the Controller of Examinations.

9. CODE OF EXAMINATIONS FOR AFFILIATED COLLEGES

9.1. The schedule of mid semester examination and UExam shall be notified by the Controller of Examinations, UE Lahore in consultation with the Head of Institute of respective affiliated college, two weeks before the commencement of examination.

9.2. The question paper of mid semester examination shall be prepared by the relevant teacher; however, the question paper of UExam shall be got prepared by the Controller of Examinations.

9.3. The formative examination shall be conducted by the teacher teaching that course.

9.4. The marked/evaluated answer scripts of mid semester examination shall be shown to the students by the concerned teacher and taken back immediately.

9.5. The award lists for the mid semester examination shall be forwarded by the Head of Institute of the concerned affiliated college to the Controller of Examinations within prescribed time period.

9.6. The university reserves the right to review, at any time, the processes, mechanisms etc. used for the formative examination.

9.7. Under normal circumstances, schedule of the UExam shall be adhered to strictly. Under special circumstances, however, the Controller of Examinations with the approval of the Vice Chancellor may change the schedule of UExam.

9.8. The UExam shall be conducted by the Controller of Examinations at the end of each semester.

9.9. All UExam shall take place at any centre as assigned by the UE.

9.10. All the processes regarding UExam including approval of examiners paper setting, paper printing, appointment of exam supervision staff, central marking of answer scripts, preparation & declaration of results shall be done by the Controller of Examinations.

9.11. A list of three paper setters/head examiners and five sub-examiners from University of Education teachers, relevant to each course, shall be recommended by the concerned Board of Studies for every UExam. The lists of recommended paper setters/head examiners/sub-examiners shall be forwarded to the Controller of Examinations by the convener of the concerned Board of Studies. The list recommended by the Board of Studies shall be valid for 2 years for up to 4 semester programs and for 4 years for more than 4 semester programs.

9.12. The names of paper setters/head examiners and sub-examiners for each course in a semester shall be approved by the Vice Chancellor, from the list recommended by the Board of Studies.

9.13. For examination of all levels, each paper shall have the following weightage:

- | | |
|-------------------|-----|
| a) Essay Type | 40% |
| b) Objective Type | 60% |

9.14. In the courses involving practical the weightage shall be as follows:

- | | |
|-------------------|-----|
| a) Essay Type | 30% |
| b) Objective Type | 45% |
| c) Practical | 25% |

9.15. Paper setter will provide two sets of question papers and the key for the MCQs section.

9.16. The Controller of Examinations will randomly select one of the papers, without opening envelopes, for examination.

9.17. The paper setter will act as head examiner. In case, the head examiner is not available, the name of the alternate head examiners will be approved by the Vice Chancellor.

9.18. The Controller of Examinations shall notify the semester results within a reasonable time and issue academic transcript on the completion of all the program requirements. The Head of Institute of the concerned affiliated college may issue incomplete transcript on the basis of results notified by the Controller of Examinations.

10. GRADING POLICY

10.1. For Bachelor/Master, MS/M.Phil. Programs

10.1.1. The grade point will be **0.00** for less than **50%** marks, **2.00** for **50%** marks and an increment of **0.05** will be added in **2.00** for each %age of marks upto maximum **4.00**.

10.1.2. Final evaluation of each course shall be in a whole number; if not, the result will be rounded off to the nearest whole number.

10.1.3. Letter grades and corresponding grade points will be as follows:

Grade	Marks in Percent	Grade Points
A+	90 & Above	4.00
A	80 to 89	3.50 to 3.95
B	70 to 79	3.00 to 3.45
C	60 to 69	2.50 to 2.95
D	50 to 59	2.00 to 2.45
F	Less than 50	0.00

10.2. For Ph.D. Programs

10.2.1. The grade point will be **0.00** for less than **60%** marks, **2.50** for **60%** marks and an increment of **0.05** will be added in **2.50** for each %age of marks upto maximum **4.00**.

10.2.2. Final evaluation of each course shall be in a whole number; if not, the result will be rounded off to the nearest whole number.

10.2.3. Letter grades and corresponding grade points will be as follows:

Grade	Marks in Percent	Grade Points
A+	90 & Above	4.00
A	80 to 89	3.50 to 3.95

B	70 to 79	3.00 to 3.45
C	60 to 69	2.50 to 2.95
F	Less than 60	0.00

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

10.3.1. Grade Point Average (GPA) is a number ranging from 0.00 to 4.00 to be calculated as below:

$$GPA = \frac{\sum (\text{Grade Point} \times \text{Credit Hours}) \text{ of courses offered during any single semester}}{\sum (\text{Credit Hours}) \text{ of courses offered during any single semester}}$$

$$CGPA = \frac{\sum (\text{Grade Point} \times \text{Credit Hours}) \text{ of courses offered during all semesters}}{\sum (\text{Credit Hours}) \text{ of courses offered during all semesters}}$$

10.4. CGPA required for the completion of Undergraduate, Graduate and Postgraduate Degree

10.4.1. For completion of the degree, the minimum qualifying CGPAs for Bachelor/Master, MS/M.Phil. and Ph.D. level students are 2.00, 2.50 and 3.00 respectively.

10.4.2. In case a student secures less than the minimum qualifying CGPA at the end of final semester, he/she may be allowed to repeat maximum two courses in which his/her Grade are lowest, along with the forthcoming semester, provided there is no bar due to other regulations.

11. PROBATION

11.1. For Bachelor/Master Programs

11.1.1. A student who secures GPA 1.70 or more but less than 2.00 will be promoted to the next semester on probation.

11.1.2. A student can have a maximum of one probation in upto two years degree programs and two probations in more than two years degree programs.

11.1.3. A student securing GPA less than 1.70 in any semester will be dropped from University rolls and will have to repeat the complete semester from where he/she had dropped regardless of whether some courses have passed or not.

11.2. For MS/M.Phil. Programs

11.2.1. A student who secures GPA 2.00 or more but less than 2.50 will be promoted to the next semester on probation.

11.2.2. A MS/M.Phil. student can have maximum of one probation.

11.2.3. A student securing GPA less than 2.00 in any semester will be dropped from University rolls and will have to repeat the complete semester from where he/she had dropped regardless of whether some courses have passed or not.

11.3. For Ph.D. Programs

11.3.1. A student who secures GPA 2.50 or more but less than 3.00 will be promoted to the next semester on probation.

11.3.2. A Ph.D. student can have maximum of one probation.

11.3.3. A student securing GPA less than 2.50 in any semester will be dropped from University rolls and will have to repeat the complete semester from where he/she had dropped regardless of whether some courses have passed or not.

11.4. A student exceeding the allowed number of probations will be dropped from University rolls and will have to repeat the complete semester from where he/she had dropped regardless of whether some courses have passed or not.

11.5. For repeating a complete semester as per the above clauses, the student will seek readmission by applying in writing to concerned Director/Principal and will pay all the applicable fees and funds.

11.6. A student will be allowed readmission only once in a degree program in all the cases.

12. DURATION OF DEGREE

Degree	Minimum Duration	Maximum Duration
PGD	1 Year (2 Semesters)	2 Years (4 Semesters)
B.Ed (1.5 Years)	1.5 Years (3 Semesters)	2.5 Years (5 Semesters)
BS (4 Years)	4 Years (8 Semesters)	6 Years (12 Semesters)
Masters (2 Years)	2 Years (4 Semesters)	3 Years (6 Semesters)
MBA (3.5 Years)	3.5 Years (7 Semesters)	5.5 Years (11 Semesters)
MBA (1.5 Years)	1.5 Years (3 Semesters)	2.5 Years (5 Semesters)
MS/M.Phil.	2 Years (4 Semesters)	3 Years (6 Semesters)
Ph.D.	3 Years (6 Semesters)	5 Years (10 Semesters)

13. DEPARTMENTAL ASSESSMENT COMMITTEE

13.1. A two members Departmental Assessment Committee will be constituted by Director/Principal to check randomly a few answer scripts of the semester examination for uniformity of scoring and covering of the course content. The committee shall submit the report to the Director/Principal.

14. RECHECKING OF ANSWER SCRIPT

14.1. In case a student is not satisfied with his/her final award, he/she may submit an application, within 30 days of the notification of the result, for rechecking to the Director/Principal of the concerned division/campus by depositing re-checking fee as permissible. The Director/Principal of the concerned division/campus shall forward such application to the Controller of Examinations.

14.2. The re-checking does not mean re-assessment/re-evaluation/re-marking of the answer script. The Controller of Examinations can arrange for re-checking of examination script by a senior faculty member from the relevant discipline on the complaint/request of student who will look into the following aspects:

- a) There is no computational mistake in the grand total on the title page of the answer script.
- b) The total of various parts of a question has been correctly made at the end of each question.
- c) All totals have been correctly brought forward on the title page of the answer script.

- d) No portion of any answer has been left un-marked.
- e) Total marks in the answer script tally with the award list.
- f) The hand-writing of the candidate tally in the questions/answer script.

14.3. The candidate may be allowed to identify his/ her answer script but not to examine.

14.4. The marks of a candidate could even decrease in light of 14.2 (a), 14.2 (b), 14.2 (c) and 14.2 (e) above. In the event of reduction of marks, the record shall be corrected accordingly and revised transcript will be issued.

15. DAMAGED/LOST ANSWER SCRIPT

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

15.1. Average marks shall be awarded to the student in that subject/course.

15.2. In case of summative examination/UEXAM, if the candidate so desires, he/she shall be given another chance as a special case to take the Examination in that subject/course.

16. PERMISSION OF WRITER FOR SPECIAL STUDENTS

16.1. A visually impaired student may be allowed to attempt the mid semester examination/summative examination/UEXAM of the University on Braille/Computer/any other means of facilitation.

16.2. In case a UE division/campus student is physically handicapped/visually impaired, he/she may apply to the concerned Director/Principal (with medical certificate as proof of his/her disability) for permission to engage a writer in Tests/ Examinations of the University two weeks before the start of Tests/ Examinations.

16.3. For UEXAM/Comprehensive Examination, the physically handicapped/visually impaired students required to apply to Controller of Examinations, UE Lahore (with medical certificate as proof of his/her disability) for permission to engage a writer in Tests/ Examinations of the University two weeks before the start of Tests/ Examinations.

16.4. The students engaging writer, will be allowed 25% extra time to solve the question paper.

16.5. 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 in the next examination and no examination fee shall be charged from the student.

17. MATTERS RELATED TO DEGREES CONFERMENT

17.1. The degree may be conferred by the University on the occasion of convocation held annually.

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

17.3. 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 any change/error. The candidate has to apply to the Controller of Examinations for the issuance of duplicate degree alongwith the relevant documentary proof as per University rules.

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

18. AWARD OF MEDALS

18.1. There shall be one Gold and one Silver medal for 1st and 2nd position holders for each degree offered by the University.

18.2. Positions for the award of medals shall be decided on the basis of percentage of marks obtained (upto two decimal places) subject to the following conditions:

18.2.1. The student has not received any disciplinary or unfair means punishment/penalty during that degree.

18.2.2. Every course is passed in the 1st attempt. No C grade or lower grade is secured in any course in the entire program.

18.2.3. In case of tie between more than one student, all of them shall be awarded the relevant medal.

19. COMPREHENSIVE EXAMINATION

19.1. There shall be a comprehensive examination at the completion of the course work consisting of two papers comprising of all the courses studied.

19.2. A comprehensive examination committee will be constituted by the Vice Chancellor consisting of the following three members:

- | | | |
|----|------------------------------------|-------------|
| a) | Convener of concerned BOS | Chairperson |
| b) | One nominee of the concerned BOS | Member |
| c) | One nominee of the Vice Chancellor | Member |

19.3. The comprehensive examination committee will be responsible for paper setting and marking of the answer scripts. However, the conduct of the examination and declaration of the results (in accordance with the approved academic calendar) will be the responsibility of the Controller of Examinations.

19.4. The comprehensive examination will be held once every semester according to the schedule announced by the Controller of Examinations in accordance with the approved yearly academic calendar.

19.5. M.Phil. program

19.5.1. One paper shall comprise of courses studied in the first semester whereas the other paper shall comprise the courses studied in the second semester.

19.5.2. In the Comprehensive Examination, a student must obtain a minimum of 60% marks in each paper to pass the examination.

19.5.3. A scholar shall have two consecutive chances to qualify the Comprehensive Examination.

19.6. Ph.D. program

19.6.1. One paper will be comprised of all compulsory /core courses and the second paper will consist of all elective courses studied by the particular student.

19.6.2. After being eligible for the Comprehensive Examination, the Ph.D. student must pass the comprehensive examination by obtaining 70 % marks within three consecutive semesters for which he/she remains on the role of University.

19.6.3. If a student fails to qualify Comprehensive examination, he/she can avail one more chance to qualify the exam within one academic year.

20. RESEARCH THESIS/PROJECT IN BACHELOR/MASTER PROGRAMS (EXCEPT MS/M.PHIL.)

20.1. The student will have to complete all the degree requirements including thesis within the maximum allowable duration.

20.2. The topics of thesis and names of supervisors shall be approved in a formal meeting of the faculty of each subject chaired by the Director/Principal of the concerned division/campus/affiliated college.

20.3. A candidate shall submit three copies of the thesis through his/her supervisor alongwith plagiarism report who will forward it to the Director/Principal of concerned division/campus/affiliated college for further processing.

20.4. The thesis of B.Ed (Hons)/BS and MA/MSc programs will be submitted in hard bound in Black with Silver script and Royal Blue with Gold script respectively.

20.5. After a thesis is submitted, the Supervisor will request the Director/Principal of the concerned division/campus/affiliated college to fix date for viva voce.

20.6. Thesis Evaluation Committee will comprise of following three persons:

a)	Director/Principal of division/campus/affiliated college	Convener
b)	One subject expert appointed by Director/Principal from some other division/campus/affiliated college	Member
c)	Supervisor/co-supervisor concerned	Member
d)	Incharge Internal Examinations	Member

20.7. In case the Director/Principal is the supervisor of the student, the next senior most teacher of the concerned division/campus/affiliated college would convene the evaluation committee.

20.8. The result of viva voce of thesis shall be sent to the Controller of Examinations by the Director/Principal of the concerned division/campus/affiliated college within four days of the conduct of viva voce on the prescribed format.

20.9. After the examination, the three copies submitted will be distributed as:

- a)** One copy in the concerned division/campus/affiliated college library
- b)** One in the UE Library
- c)** One by the Supervisor

21. THESIS/PROJECT IN MS/M.PHIL. PROGRAMS

21.1. Supervision of Thesis

21.1.1. Every MS/M.Phil. candidate shall have a supervisor who shall be a full time faculty member of the UE and meets HEC guidelines/criteria for thesis supervision. However, the MS/M.Phil. Committee may allow a co-supervisor from either inside or outside the UE on the request of Supervisor concerned.

21.1.2. Before the end of the second semester every student shall submit an application on a prescribed proforma including the names and consent of three proposed supervisors and the broad titles to the BOS who shall finalize the names of the supervisors and titles before the beginning of 3rd semester.

21.1.3. Board of Studies in the relevant discipline will recommend the name of external examiners for the approval by the Vice Chancellor. The names of the external examiners will be proposed by the supervisor concerned.

21.1.4. The maximum number of MS/M.Phil. students under the supervision of a full time faculty member shall be as per HEC guidelines.

21.1.5. Within three months from the declaration of result of Comprehensive Examination, the MS/M.Phil. student shall submit research proposal consisting of maximum 2000 words through his/her Supervisor to the BOS for its approval.

21.1.6. In real hardship, an extension of three months in the submission of research proposal may be granted by concerned Director/Principal on the recommendation of the supervisor.

21.1.7. The Supervisor shall not be changed except in case of real hardship case. The process of changing the Supervisor shall be same as that for appointment. However, in case of any conflict, the matter will be referred to the Vice Chancellor.

21.2. Plagiarism Check

21.2.1. The supervisor will check each of his/her MS/M.Phil. students' thesis for plagiarism using the anti-plagiarism software. The concerned Director/Principal will forward the thesis to the Controller of Examinations alongwith the plagiarism/similarity index report duly signed by the supervisor and the student.

21.2.2. The Controller of Examinations will forward softcopy to Director QEC to verify conformity with thesis manual and plagiarism policy.

21.2.3. The thesis found to be conformed with the prescribed policies, will be returned to the Controller of Examinations for further process and in case of any discrepancy, thesis shall be returned to Supervisor through proper channel.

21.2.4. The MS/M.Phil. candidate shall be held responsible for any plagiarized work, if revealed after the submission of thesis.

21.3. Submission of Thesis

21.3.1. The candidate shall submit one soft and four hard copies (five copies in case of co-supervisor) of the thesis and four copies of abstract, not exceeding 1000 words, to the concerned Director/Principal with the approval of the Supervisor.

21.3.2. The thesis must not include research work for which a degree has been conferred to him or any other scholar by UE or any other institution.

21.3.3. The thesis format/referencing style shall be as per UE thesis manual and it will be verified by the Director QEC.

21.4. Evaluation of Thesis

21.4.1. The MS/M.Phil. thesis must be evaluated by one external examiner. The BOS shall recommend a list of three external examiners, holding a doctoral degree in the relevant field, for the approval of the Vice Chancellor through Controller of Examinations.

21.4.2. The Controller of Examinations shall get thesis evaluated **within one month**. Any delay beyond one month must be brought immediately to the notice of the Vice Chancellor who may allow extension in the period or approve a new examiner.

21.4.3. The examiner shall submit evaluation report as well as his/her recommendations, on the prescribed Performa, directly to the Controller of Examinations.

21.4.4. If the examiner approves the thesis and allows the viva voce examination to be conducted, it shall be implemented.

21.4.5. If a thesis is rejected by the examiner, the case will be referred to the 2nd examiner for evaluation. If the 2nd examiner also rejects the thesis the degree will not be awarded.

21.4.6. If the examiner suggests major changes, the candidate shall incorporate the recommended changes and shall resubmit thesis **within three months** which shall be re-evaluated by the same examiner.

21.4.7. If the examiner suggests minor changes, the candidate shall incorporate the recommended changes, **within one month**, in accordance with examiner's comments and to the satisfaction of candidate's supervisor(s). The Supervisor will submit the thesis to the Controller of Examinations with a certificate of incorporation of changes.

21.5. Viva Voce Examination

21.5.1. The Viva Voce Examination Committee for each candidate would comprise:

a)	Director/Principal	Convener
b)	Thesis Supervisor/co-supervisor	Member
c)	External examiner	Member

21.5.2. In case the Director/Principal is the Supervisor of the student, the next senior most teacher of the concerned division/campus having doctoral degree, would be the convener.

21.5.3. The concerned Director/Principal will forward the detailed result of the candidates to Controller of Examinations for notification and issuance of transcript.

21.5.4. The successful candidate shall submit four hard copies of final version of thesis to the concerned Director/Principal.

22. THESIS IN Ph.D. PROGRAMS

22.1. Supervision

22.1.1. Every Ph.D. student shall have a Supervisor to be approved by the BOS who shall be a regular faculty member of the UE. The BOS may also allow a co-supervisor from either inside or outside the UE.

22.1.2. Before the end of the first semester, every student shall submit an application on a prescribed proforma indicating the area of research alongwith the

name(s) and consent of proposed supervisor(s) to the BOS who shall finalize the name(s) of the Supervisor(s) and forward them to the concerned Director/Principal.

22.1.3. The concerned Director/Principal will propose Doctoral Advisory Committee (DAC) for each student before mid semester examination of the second semester. The DAC will consist of minimum of 3 members, supervisor and two other members holding Ph.D. degree (one from major and other from minor area of study). DAC will be approved by the Vice Chancellor on the recommendation of BOS.

22.1.4. The thesis title of each student shall be finalized before start of summative examination of 2nd semester.

22.1.5. The Ph.D. student shall submit research proposal/synopsis through his/her supervisor to the BOS. The student shall have to defend his/her proposal/synopsis before the BOS and obtain its approval.

22.1.6. The BOS will either send the proposal to secretary BASR for further processing or return to the supervisor for revision, if needed.

22.1.7. The Ph.D. student shall be required to obtain approval of his/her research proposal/synopsis before the enrollment in 5th semester.

22.1.8. The Secretary to BASR will present the proposal in upcoming meeting of the BASR for approval. The successful proposal will be notified by the Secretary accordingly.

22.1.9. The Supervisor shall not be changed except in case of real hardship as determined by the BOS. The process of changing the Supervisor shall be same as that for appointment.

22.1.10. The Ph.D. student shall submit six-monthly report on prescribed format through the Supervisor to the BOS.

22.1.11. Ph.D. student's Supervisor and Examiner cannot be close relative of each other. In this regard, a declaration shall be furnished by the Supervisor and Examiners to the BOS. In case of any violation to this effect, the candidature of the student may be cancelled, whereas the Supervisor will be banned for three years for supervision of any Ph.D. thesis.

22.1.12. The DAC shall meet as often as needed to study and review the students' research work and suggest improvement/changes.

22.2. Cancellation of Ph.D. Registration

Ph.D. registration shall be cancelled by the BASR on the recommendations of the BOS, through Director/Principal and the cancellation will be notified by Registrar, if the student/candidate:

- a) Does not qualify the Comprehensive examination within the available chances.
- b) Fails to defend his/her synopsis/Research proposal within the allowed time.
- c) Fails to submit two consecutive six-monthly progress reports.
- d) Earns adverse remarks from the supervisor on two consecutive six-monthly progress reports.
- e) Has availed the maximum permissible time for completing the Ph.D. thesis.

22.3. Plagiarism Check

22.3.1. The supervisor will check each of his/her Ph.D. students' thesis for plagiarism using the anti-plagiarism software. The concerned Director/Principal will forward the thesis to the Controller of Examinations along with the Plagiarism/Similarity Index report duly signed by the supervisor and the student.

22.3.2. The Controller of Examinations will forward softcopy to Director QEC to verify conformity with thesis manual and plagiarism policy.

22.3.3. The thesis found to be conformed with the prescribed policies, will be returned to the Controller of Examinations for further process and in case of any discrepancy, thesis shall be returned to Supervisor through proper channel.

22.3.4. The Ph.D. candidate shall be held responsible for any plagiarized work, if revealed after the submission of the thesis.

22.4. Submission of Thesis

22.4.1. The submission of Ph.D. thesis shall include one soft and five hard copies (6 copies in case of co-supervisor) of the thesis and 6 copies of abstract, not exceeding 1000 words, through his/her Supervisor via concerned Director/Principal to Controller of Examinations.

22.4.2. The formatting and the referencing style for Ph.D. thesis should be according to the prescribed/approved style (UE thesis manual) and will be verified by Director QEC.

22.5. Evaluation of Thesis

22.5.1. The Ph.D. thesis must be evaluated by at least two foreign examiners from technologically/academically advanced countries as notified by HEC and one local examiner.

22.5.2. The Supervisor shall provide a list of six foreign and four local examiners in the relevant field including their CVs, official emails, postal addresses alongwith their consent to the Controller of Examinations through proper channel.

22.5.3. The Controller of Examinations will scrutinize relevant documents, qualification and area of specialization of the foreign examiners and other ethical issues as mentioned by HEC. The Vice Chancellor will appoint two foreign and one local examiners from the list submitted by Controller of Examinations.

22.5.4. The Controller of Examinations shall get thesis evaluated within three months. Any delay beyond three months must be brought immediately to the notice of the Vice Chancellor who may allow extension in the period or approve a new examiner.

22.5.5. The examiners shall submit evaluation reports as well as their recommendations on the prescribed proforma, in hard or signed scanned copy through their official e-mail or postal addresses directly to the Controller of Examinations.

22.5.6. The Controller of Examinations will forward the examiners reports along with all relevant documents in the BASR.

22.5.7. If the examiners unanimously approve the thesis and allow the public defense to be conducted, it shall be implemented.

22.5.8. If a thesis is rejected by both the foreign examiners, the thesis shall stand rejected and the registration of the candidate will be cancelled.

22.5.9. If one of the foreign examiners rejects the thesis, it shall be sent to another foreign examiner, approved by the Vice Chancellor and in case of its rejection by that

examiner, the thesis will stand rejected and the registration of the candidate will be cancelled.

22.5.10. If any of the examiners suggests correction(s) without requiring a reevaluation, the candidate shall incorporate the recommended changes, within six months, in accordance with examiners' comments and to the satisfaction of his/her Supervisor. The Supervisor shall certify the incorporation of changes and shall resubmit the thesis.

22.5.11. If any of the examiners suggests corrections and requires a re-examination the candidate shall incorporate the recommended changes and shall resubmit thesis within one year for re-evaluation by the same examiner.

22.5.12. In the case of **22.5.10** or **22.5.11** stated above, if a thesis is resubmitted within the allowed time, it will be processed for defense else the registration of the candidate shall stand cancelled.

22.6. Thesis Defense

22.6.1. A public defense of the Ph.D. thesis will only be held if the candidate has at least one paper, based on the Ph.D. research, published in an HEC approved journal.

22.6.2. The publication will be submitted by the Supervisor through concerned Director/Principal to Controller of Examinations who will forward it to Director QEC for checking its similarity index/plagiarism.

22.6.3. The Vice Chancellor shall allow the thesis defense which shall be conducted by the thesis Defense Committee.

22.6.4. The Controller of Examinations, in consultation with the concerned Director/Principal, shall schedule the thesis defense and notify the time, date and venue at least one week before the thesis defense. The above event will be publicized through web and other sources.

22.6.5. The Thesis Defense Committee will consist of the following:

Director/Principal concerned	Convener
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Director QEC	Member
Supervisor	Member
Member of DAC (from the major area)	Member
External Examiner (to be appointed by the Vice Chancellor)	Member
Controller of Examinations or nominee	Secretary

22.6.6. The thesis defense committee shall conduct the defense and submit the report to the Controller of Examinations who will complete the process for notification of the result accordingly.

22.6.7. In case the candidate has failed to defend the thesis, the defense committee may ask, in consultation with the Supervisor, to the Controller of Examinations for re-scheduling the defense only for one more time within 6 months from the date of 1st defense.

22.6.8. The maximum time for completion of all requirements for Ph.D. thesis including a successful defence shall not in any case, exceed 8 years from the date of registration of the student.

22.6.9. In case of difference of opinion among the committee members, the final decision will be made on the basis of majority vote. Secretary of the committee will not have a vote.

22.6.10. The successful candidate shall submit two soft and four hard copies of final version of thesis to the Controller of Examinations.

22.6.11. The hard bound thesis will be submitted in Dark Maroon with Gold script.

22.6.12. The Controller of Examinations shall forward the copies of the thesis as detailed below:

- a) One hard and one soft copy to HEC
- b) One hard copy to the library of the concerned division/campus
- c) One hard copy to the main library of the UE
- d) One hard copy and one soft copy shall be retained by the Controller of Examinations

22.6.13. A notification for the successful completion of the Ph.D. and permission to award degree shall be issued by the Controller of Examinations after the approval of the BASR.

23. UNIVERSITY ASSESSMENT REVIEW COMMITTEE

23.1. A University Assessment Review Committee may be constituted by the Vice Chancellor consisting of members as deemed necessary. The Controller of Examinations will act as Secretary of the Committee.

23.2. The committee may review a sample of question papers and marked answer scripts for quality assurance purposes.

24. FREEZING OF SEMESTER

24.1. A student may use the freezing of semester option once in upto two year programs and twice in more than two years programs.

24.2. A student will be allowed to freeze his/her semester before the beginning of the semester without mentioning any reason and without depositing any fee.

24.3. A student will be allowed to freeze his/her semester during a semester based on a valid reason as determined by the Director/Principal. The deposited fee will be considered consumed.

24.4. The Director/Principal will approve the freezing of semester and shall notify to the Controller of Examinations, Treasurer and Registrar offices accordingly.

24.5. During the “frozen period” the student will lose his/her studentship status and shall not be entitled to avail any facility like hostel, medical, transport etc. which the University extends to its regular students.

24.6. Unfreezing of the semester will be allowed by the concerned Director/Principal on formal application by the student and will be notified accordingly.

24.7. The student will rejoin, after depositing the semester fee, the same frozen semester in his/her own division/campus/affiliated college with the approval of the concerned Director/Principal, and in case of discontinuation of the program, in any other division/campus/affiliated college where the program is available. The University will not be bound to accommodate the student in case of total discontinuation of program in all

divisions/campuses/ affiliated colleges.

25. INDISCIPLINE IN EXAMINATIONS

25.1. The University Unfair Means Cases Committee will be constituted by the Vice Chancellor and shall consist of 2 senior faculty members, Director of Student Affairs, headed by senior Professor of the University for UExams and comprehensive examinations.

25.2. The division/campus/college level Unfair Means Cases Committee will be constituted by the Director/Principal comprising of two senior faculty members, Incharge internal examinations and In-charge student affairs.

25.3. The cases of any candidates found guilty of following matters in Mid Semester Examination/Summative Examination/UExam/Comprehensive Examination will be submitted to relevant Unfair Means Cases Committee:

- a) Removes a leaf from his/her answer script.
- b) Submits forged or fake documents in connection with the examination.
- c) Commits impersonation in the examination.
- d) Copies from any paper, book or notes.
- e) Mutilates the answer script.
- f) Possesses any kind of material, which may be helpful to him/her in the examination.
- g) Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.
- h) Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
- i) Misbehaves or creates any kind of disturbance in or around the examination centre.
- j) Uses abusive or obscene language on the answer script.
- k) Possesses any kind of weapon in or around examination centre.
- l) Possesses any kind of electronic devices which may be helpful in the examination.

25.4. Any candidate who, after start of examination, fails to part with or is found to have in his possession or accessible to him, papers, books or notes, relating to the subject of examination or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be expelled by the Superintendent of the Centre from the examination room.

25.5. If it is found that a candidate has access to, or is in possession of papers, books, notes

or electronic device which might possibly be of assistance to him:

- a) But that his/her access to, or possession of such papers, books, notes or electronic device was inadvertent, and was not malafide, his/her answer script shall be cancelled, as a disciplinary measure without any implication of moral turpitude.
- b) In other cases of possession be disqualified from passing any examination that year.

25.6. Any candidate detected in giving or receiving assistance, or found guilty of copying from any paper, book or note, or allowing any other candidate to copy his answer script, or using or attempting to use these or any other unfair means, shall be disqualified from passing any examination for a period not exceeding three years.

25.7. Notwithstanding any other law for the time being in force and without prejudice to any remedy open to the University under such Law:

- a) Any candidate found guilty of deliberate previous arrangement to cheat in the examination such as smuggling in another answer script, impersonation or misconduct of a serious nature and the person who impersonates such candidate, if he is on the rolls of an division/campus/affiliated college, shall be disqualified for a period of not less than three and not more than five years or declared as not a fit and proper person to be admitted to any future examination of the University, according to the seriousness of the offence and the other circumstances of the case.
- b) If the impersonator is not on the rolls of an division/campus/affiliated college, the Controller of Examinations shall report the matter to the police and shall send intimation of the same to the Vice-Chancellor. Provided that in a case covered by clause (a) above, a candidate or the impersonator, on the expiry of five years including the examination in connection with which he was declared to be not a fit and proper person to be admitted to any future examination may, as a special case, be exempted by the Syndicate from further operation of this Regulation with the sanction of the Vice-Chancellor.

25.8. Any candidate obtaining admission to the Examination on false representation made on his application form or using abusive or obscene language in the answer script, shall be disqualified from passing any examination for a period not exceeding two years.

25.9. Any candidate found guilty of cheating in the examination by way of depositing less fee and enhancing it through forgery on the challan form may be:

- a) Punished for a period of one year.
- b) Imposed fine upto Rs. 5,000/-.
- c) Punished for a period of one year and imposed fine upto Rs. 5000/-.

25.10. Any candidate found guilty of disclosing his identity or making peculiar marks in his answer script for that purpose shall:

- a) If he is successful in the examination, be disqualified from passing the examination that year; or
- b) If unsuccessful in the examination, be disqualified for that year and the following year.

25.11. Candidates guilty of communicating, or attempting to communicate, with Examiners with the object of influencing them in the award of their marks, shall be deemed to have used, or attempted to use, unfair means within the meaning of **clause # 25.3 (c)** and shall be punished accordingly. Communications of the nature addressed to the Controller of Examinations or other officers of the University shall be treated as falling in the same category and the candidate concerned shall be punished as specified in **25.3 (c)** above.

25.12. An approach made by a relative, guardian or a friend of a candidate, will, as a rule, be considered to be on behalf of the candidate who shall be punished as laid down in this Regulation. The making of an appeal to the examiner through an answer script by a candidate is prohibited. The answer script in which such an appeal is made shall be liable to be cancelled.

25.13. Any candidate who refuses to obey the Superintendent of an Examination in the Examination Hall, or changes his seat with another candidate, or changes his roll number card, creates disturbance of any kind during the examination, stages a walk-out, resorts to a pen-down strike, or instigates others to do so, or otherwise misbehaves in or around any examination hall, shall be liable to expulsion by the Superintendent or the Controller of Examinations or Inspector of a Centre or any officer duly authorized by the Controller of Examinations, as well as to any of the following punishments according to the seriousness of the offence:-

- a) Cancellation of the answer script concerned.
- b) Disqualification for one year only.
- c) Disqualification up to three years.

25.14. In case of an emergency, the Vice Chancellor is authorized to award suitable punishment, without reference to the Disciplinary Committee, to any candidate or to any

student on the rolls of the affiliated College, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any examination hall.

25.15. Any candidate found in possession of fire-arms or anything capable of being used as a weapon of offence in or around any examination hall, shall be liable to expulsion by the Officers as mentioned in **25.13** above, and to disqualification ranging between two and three years.

25.16. Notwithstanding anything hereinbefore contained, no punishment shall be imposed unless a student accused of using unfair means in an examination has been given a reasonable opportunity of showing cause against the action proposed to be taken with respect to him.

25.17. 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, he/she can submit his/her appeal, within a week after the decision of the Committee, to the Vice Chancellor.

26. COURSE FILE

Maintaining the Course File is compulsory for all faculty members. It should have complete record of every activity that happens during the course. The course file should contain:

26.1. Course Code and Title

26.2. Description of Course/Learning Outcomes

26.3. Course syllabus and changes, if any, made over at least 3 semesters

26.4. Weekly Teaching Schedule

26.5. Dates of Mid-Semester Examination

26.6. Grading Policy will identify each activity such as Homework, Quizzes, Mid-Semester Examination, Final Examination and Term Papers etc.

26.7. Copy of each Homework Assignment

26.8. Copy of each Quiz Assigned

26.9. Copy of Question Papers for Mid Semester Examination

26.10. Copy of Question Papers for Final/Semester End Examination

26.11. Grading Sheets of the Course, Detailing Statistical Data on the Grades obtained by Students

26.12. Difficulties/Problems faced by the Teacher and Students during Classroom/ Course Delivery.

27. SPECIAL CASES

27.1. Notwithstanding the above regulations, if an emergency so requires, the Vice Chancellor shall have the power to issue orders, directives or instructions in connection with the smooth working of the semester system.

27.2. Where the regulations are silent and in cases of ambiguity or discrepancy as regards the interpretation of these regulations, the decision of the Syndicate shall be final.

Annexure-I

University of Education, Lahore
Thesis External Examiner Report for MS/M.Phil.

The Controller of Examinations
University of Education, Lahore

Name of the Candidate: _____

University Registration Number: _____

Thesis Title: _____

Basis of Thesis Evaluation

The candidate has been evaluated with a view to ascertain that;

- i. The thesis makes a distinct contribution to knowledge
- ii. It shows ability on the part of candidate to conduct original investigations and to test ideas whether his/her own or others and to understand the relationship of his/her investigations with a wider field of knowledge

RECOMMENDATION (Please tick (✓) as appropriate and add comments, if necessary)

Sr. #	Recommendations	Tick the relevant box
1.	The candidate has successfully defended his/her thesis and is declared pass for the award of MS/M.Phil. degree.	
2.	The candidate has defended the thesis and is declared pass for the award of MS/M.Phil. degree subject to the condition that the candidate re-submits the thesis after incorporating the corrections suggested by the external examiner.	
3.	The candidate has failed to defend the thesis and is recommended for the grant of another chance to re-defend within 6 months from the date of 1 st defense.	

Comments (if any, add additional pages if required) _____

Name of External Examiner

Signature:

Dated: _____

University of Education, Lahore
Ph.D. Thesis External Examiner Report for Public Defense

The Controller of Examinations,
University of Education, Lahore

Name of the Candidate: _____

University Registration Number: _____

Thesis Title: _____

Basis of Thesis Evaluation

The candidate has been evaluated with a view to ascertain that;

- a) The thesis makes a distinct contribution to knowledge
- b) It shows ability on the part of candidate to conduct original investigations and to test ideas whether his/her own or others and to understand the relationship of his/her investigations with a wider field of knowledge

RECOMMENDATION (Please tick (✓) as appropriate and add comments, if necessary)

Sr. #	Recommendations	Tick the relevant box
1.	The candidate has successfully defended his/her thesis and is declared pass for the award of Ph.D. degree.	
2.	The candidate has defended the thesis and is declared pass for the award of Ph.D. degree subject to the condition that the candidate re-submits the thesis after incorporating the corrections suggested by the external examiner.	
3.	The candidate has failed to defend the thesis and is recommended for the grant of another chance to re-defend within 6 months from the date of 1 st defense.	

Comments (if any, add additional pages if required) _____

Name of External Examiner

Signature:

Dated: _____