



ACADEMIC REGULATIONS RELATING TO THE
ADMISSION, REGISTRATION AND EXAMINATIONS FOR
ASSOCIATE DEGREE PROGRAMS (ADP)

RIPHAH INTERNATIONAL UNIVERSITY
ISLAMABAD

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REGULATIONS RELATING TO THE ADMISSION, REGISTRATION AND EXAMINATIONS OF ASSOCIATE DEGREE PROGRAM (ADP)

1. The Riphah International University shall offer courses for Associate Degree Program (ADP), held under semester system, in the subjects provided in the schedule and introduced from time to time. Applications for admission to various courses of study shall be invited through advertisement and admission shall be made on the basis of merit.

2. Wherever applicable the regulations prescribed from time to time by the professional councils/bodies such as National Computing Education Accreditation Council (NCEAC) and National Business Education Accreditation Council (NBEAC) shall replace.

3. CURRICULUM OF PROGRAM

a. The requirements of the program shall be completed within time period as prescribed for the program in its curriculum. However, maximum period of a program shall not exceed the time as double to that of the minimum time prescribed for the program. Provided, in some compelling/extraordinary circumstances the Academic Council upon recommendations of concerned board of faculty may give extension maximum up to one more year.

b. Each student shall follow the curriculum of the program as may be prescribed by the Academic Council from time to time.

4. ORGANIZATION OF TEACHING

a. English shall be the medium of instruction and examinations for all subjects except other languages, in which case the medium of instruction shall be either the language itself or English. The medium of instruction for Islamiyat and Pakistan Studies shall be either Urdu or English.

5. ADMISSION TO THE ASSOCIATE DEGREE PROGRAM

a. To be eligible for admission to a program, a candidate must have successfully qualified all the pre-requisites including the number of years of schooling / education. Each department shall define the eligibility criteria of its program and get it approved from the Academic Council before offering the program.

b. Anyone who has been rusticated or expelled by any university or college for misconduct or for use of unfair means in the examinations or any offence involving moral turpitude, or punished by law shall not be eligible for admission.

- c. Each candidate shall make an application for admission on a prescribed form along with documents specified in the form.
- d. The admission shall be made on the basis of cumulative merit to be prescribed by the University from time to time.

6. REGISTRATION AND ENROLLMENT

a. University Registration

- (i). A student seeking admission in a program of the University shall register himself/herself with the Registrar within the dates notified for registration, failing which he/she shall not be allowed to appear in the terminal (University) examinations and his/her admission may be cancelled.
- (ii). The Registrar shall issue a University registration number to each student.

b. Semester Course Enrollment

- (i). The campus coordinator shall complete the semester course enrollment of students within two weeks before the commencement of a semester.
- (ii). The student must have paid all the dues of the previous semester.
- (iii). A student shall register for the courses offered by the campus on the prescribed enrollment form in consultation with the Academic Advisor.
- (iv). A regular student shall register a minimum of 9 credit hours and a maximum of 18 credit hours in a regular semester and up to a maximum of 6 credit hours in a summer session. In a summer session, only the repeatable courses with grade "D", "F" or "W" may be allowed to register. However, a student with a minimum CGPA 2.00, who was earlier on a relegation status, may be allowed to undertake new courses (up to maximum 6 credit hours) in a summer session, if offered by the campus with the approval of University.
- (v). The student shall deposit his/her semester dues according to the total number of registered courses before the commencement of semester.
- (vi). If a student fails to register the courses before the commencement of the semester, the Principal may allow the student to register for courses within one week after the commencement of semester subject to the payment of late fee as prescribed by the University from time to time.

c. Add/Drop of Courses

- (i). A student may add or drop his/her enrolled course(s) within one week from the commencement of the semester on the recommendations of the Principal.

- (ii). Add/Drop of course(s) for a student who is repeating any course(s) OR is on academic deficiency (with a low CGPA than the minimum requirement) may be allowed by the Director-RCEP.
- (iii). No add/drop may be allowed in summer semester.
- (iv). The student shall deposit the dues for the additional credit hours course(s) accordingly. In case of drop of course(s), the amount shall be refunded or adjusted accordingly.
- (v). Director-RCEP may allow add or drop of course(s) in the 2nd week after the commencement of semester subject to the payment of late fees as prescribed by the University from time to time.

d. Freezing of Semester/Re-admission

- (i). A student dropping all the registered courses or choosing not to register in any course for a semester, shall be required to apply to his/her Principal for freezing of the same semester. All such applications shall be forwarded to RCEP duly approved by the Principal.
- (ii). No freezing shall be allowed in the first semester of registration and enrollment in the University and Department.
- (iii). The frozen semester shall be counted towards the maximum period allowed for completing the program. The semester shall be frozen provided the student seeks permission for the freezing of semester. This permission shall be valid for the semester in which the student has requested for freezing of semester.
- (iv). A student freezing a semester after two weeks of the commencement of semester shall be required to pay prescribed tuition fee and other dues. The already submitted tuition fee and other dues may be refunded or adjusted according to the refund policy of the University. In such a case, all the dropped courses shall be given the withdrawal grade "W" and shall appear on the transcript.
- (v). A student, who neither registers any courses for a semester nor requests for freezing of the semester, shall deem to have abandoned his/her program. However, he/she may be allowed to reinstate his/her program in a subsequent semester/ session on his/her request, provided he/she has sufficient time to complete the requirements of the program within the maximum time period allowed from the date of his/her initial admission in the program. He/she shall be required to pay the prescribed reinstatement fee along with other dues of the semester.

e. **Transfer of Credits/Exemption of Courses**

- (i). A student may be allowed to transfer the credit hours from other accredited Universities / Degree Awarding Institutes only at the time of admission to the University. Director-RCEP shall evaluate and recommend the transfer of credits. The Dean of respective faculty shall endorse the acceptance of transferred credit hours.
- (ii). Course with less than “C” grade shall not be transferred.
- (iii). A maximum of 25% of the total credit hours required for completion of the program may be allowed for transfer.
- (iv). The courses allowed to be transferred shall have at least 80% similarity of the course contents for the core courses on the current scheme of study of the program. For the elective courses, Director-RCEP shall evaluate the courses and recommend the transfer on the basis of comparable and identical courses.
- (v). A candidate who has already earned a degree or other qualification from a recognized University/DAI with a lesser duration/studies as compared to that of the duration/studies of the program in which he/she intends to take admission, may be given exemption of studied courses and allowed to bridge his/her previous qualification with the required duration/studies of the desired program. The case of exemption shall also be dealt by Director-RCEP.
- (vi). The transferred/exempted courses and their credit hours shall appear on the transcript with a description stating the work as transferred and/or exempted and the name of the University/DAI from where these were originally qualified and earned.
- (vii). The grade and the grade point of the transferred course shall not be used in calculating the SGPA and CGPA.
- (viii). The candidate shall be responsible for providing the migration certificate/NOC, and syllabi, letter grades and grade points of all the courses that he/she has qualified at the last University/DAI and shall meet all the admission requirements of the program.

7. EXAMINATIONS

- a. A student shall be evaluated in each course on the basis of periodical quizzes / mid semester test(s) / assignment(s) / group discussion(s) / presentations / project(s) during the semester and terminal (University) examination at the end of the semester. These (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks. The weightage may be determined, based on the following guidelines:

Nature of Examination	Course With Lab	Course Without Lab
Quizzes	5 – 10%	5 – 15%
Mid Semester Examinations	20 – 30%	30 – 40 %
Assignments / Presentations	5 – 10%	5 – 10%
Practical / Project (if applicable)	10 – 20%	–
End Semester Examination	40 – 50%	40 – 50%

- b. In case a student joins a course after it has been started, he/she shall be responsible for any missed assignments and lectures.
- c. There shall be written examination for each course at the end of each semester according to the Semester Academic Calendar prepared and provided by RCEP.
- d. The faculty members/visiting teacher shall discuss all the sessional tests, assignments, quizzes, terminal examination papers and their evaluation with the students during the semester.
- e. The attendance of students shall be entered in portal by the faculty member or coordinator on daily basis.
- f. A student shall be eligible to appear in the end semester examination provided that:
- (i). He/she has been on the rolls of the University during that semester.
 - (ii). He/she has registered himself/herself for the courses of study and has attended at least 75% of the lectures/laboratory work (whatsoever may be the reason including medical and emergency situations) and completed the course work to the satisfaction of the department concerned.
 - (iii). The student falling short of the required percentage of attendance of lectures/seminars/practical/laboratory/demonstrations, etc., shall not be allowed to appear in the end semester examination of the concerned course and shall be treated as having withdrawn from that course. The course shall appear on the transcript with a letter grade “W”.
 - (iv). He/she has paid all the University dues including tuition fee before the commencement of the end semester examination.
- g. A handicapped/ disabled (blind) student will be provided writer/amanuensis at the expense of the University on the recommendations of the Director-RCEP. The writer/ amanuensis shall be of a lower grade of education than the student. He/she would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.

8. GRADES, PROMOTIONS AND MERIT

- a. Each course shall carry 100 marks. The minimum pass marks for each course shall be 50%. Marks and grade points shall be calculated according to the following table.

TABLE FOR AWARD OF GRADES

Marks Obtained	Grade	Grade Points
90-100	A+	4.0
80-89	A	4.0
70-79	B	3.0*
60-69	C	2.0*
50-59	D	1.0*
Less than 50	F	0.0
Incomplete	I	-
Withdrawal	W	-
Replace Grade	R	-

*To be increased by 0.1 for every 1 score above the minimum for the letter grade band.

- b. Marks will be rounded off for each course only once after adding in-semester and final examination marks. Marks would be rounded up / down from first decimal as under:
- (i). If first decimal is equal to or greater than 5, the value is to be rounded up to next higher whole number e.g. 67.5 will be treated as 68 and 69.5 will be treated as 70.
 - (ii). If first decimal is less than 5, the value is to be rounded down to the current whole number e.g. 67.4 will be treated as 67 and 69.4 will be treated as 69.
- c. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:
- $$\text{SGPA} = \frac{\sum \text{Course Credit Hours in the semester (excluding W and I)} \times \text{Grade Points Earned}}{\text{Total Semester Credit Hours (excluding W and I)}}$$
- $$\text{CGPA} = \frac{\sum \text{Course Credit Hours in all semesters (excluding W, I \& R)} \times \text{Grade Points Earned}}{\text{Total Credit Hours taken in all semesters (excluding W, I \& R)}}$$
- d. SGPA and CGPA shall be rounded off to second decimal when shown on the transcript and in record(s) of result.
- e. The result of student in each course, whether passed or failed, shall be indicated on the transcript by letter grade. A separate transcript shall, however be issued to each student showing percentage of marks, grade obtained in each course, SGPA and CGPA.

f. **Withdrawal of Course and Grade ‘W’**

- (i). A student shall be allowed to withdraw from a course 2 weeks before the end of the classes in the semester subject to the approval by the course teacher and Principal. The withdrawn courses shall appear on the transcript with letter grade ‘W’. For the courses with co-requisites (for example, courses with theory as well as lab work), if a student withdraws one component of such a course then it shall be deemed as he/she has withdrawn the whole course.
- (ii). No credits shall be given to the withdrawn course(s) and it shall not be used in the SGPA and CGPA calculations.
- (iii). The student may repeat the withdrawn course whenever offered next. He/she shall attend all the classes / tutorial and shall appear in all quizzes / mid semester test(s) / assignment(s) / group discussion(s) / presentation(s) / project(s) during the semester/session and terminal examination at the end of the semester/session.
- (iv). He/she shall pay the dues for repeating the withdrawal course(s).

g. **Grade ‘F’**

- (i). If a student fails to appear in the terminal examination of a course, he/she be treated as absent and failed.
- (ii). The minimum pass marks for each course shall be 50. A student obtaining less than 50 marks in any course shall be deemed to have failed in that course.
- (iii). The grade point for the Grade ‘F’ shall be 0 and it will be used in the SGPA and CGPA calculations.
- (iv). Whenever a student fails in a course, he/she shall repeat the course as soon as the course is offered to improve his/her grade. He/she is required to attend all the classes / tutorial and shall appear in all quizzes / mid semester test(s) / assignment(s) / group discussion(s) / presentations / project(s) during the semester and terminal examination at the end of the semester.
- (v). He/she shall pay the dues for repeating the failed course(s).

h. **Grade ‘I’**

- (i). If a student fails to appear in the terminal examination of a course on medical or any other reasons, he/she be treated as absent and failed. However, in special circumstances, on the request of the student, the Director-RCEP on the recommendations of the teacher/supervisor concerned, may allow for the award of Grade ‘I’ to the student in a course provided that the attendance and other requirements of the course must have been completed by the student.
- (ii). No credits shall be given to the Grade ‘I’ and it shall not be used in the SGPA and CGPA calculations.

- (iii). The unfinished requirements must be met no later than the end of the next regular semester, otherwise it will automatically be changed to an “F” grade. It will be responsibility of the student to complete the specified requirements within the stipulated time as approved by the Director- RCEP on recommendations of teacher/supervisor.

i. Repeating Courses

- (i). A student may be allowed to repeat a course in which he/she has obtained grade “D”, “F” or “W” to improve his/her grade of the course.
- (ii). A student is required to attend all the classes/tutorial and shall appear in all quizzes / mid semester test(s) / assignment(s) / group discussion(s) / presentations / project(s) during the semester and terminal examination at the end of the semester.
- (iii). He/she shall pay the dues for repeating the course(s).
- (iv). A course which is repeated in a subsequent semester(s)/session(s) shall be reflected in the transcript corresponding to the respective semester(s)/ session(s) for as many times as it is registered for. The old grade of the course shall be replaced with the letter grade “R” without changing the previous GPA/CGPA. The new grade, through its corresponding semester/session, shall be used for computation of the GPA/CGPA. Provided the new grade is lower than the previous grade then the previous grade shall retain as such; whereas the new (lower) grade shall be marked as “W” without affecting the GPA/CGPA and the repeat shall be reflected in the transcript corresponding to the respective semester/session.
Provided also a student, after approval of the Director-RCEP, takes a new elective course in lieu of a previous elective course in which he/she has failed then the grade of the previous course shall be replaced with the letter grade “R” without changing the previous GPA/CGPA. Both the previous and the substituted courses shall be reflected in the transcript corresponding to their respective semester/session and only the grade of the substituting course, through its corresponding semester/session, shall be used in computation of the GPA/CGPA. Withdrawal of a substituting course shall not change the grade of the previous course as well as the previous GPA/CGPA.
- (v). A student may be allowed to improve his/her CGPA by repeating course(s) after completion of the program on recommendations of the Director-RCEP. Provided the maximum allowable time of the program is not over and that he/she has not been issued the degree. The student shall have to surrender his/her previous transcript, provisional certificate and other related document(s).

j. Academic Deficiency

- (i). A student shall be required to maintain a minimum CGPA of 2.0 throughout the period of study.

- (ii). At the end of every **regular** semester, a probation warning is issued to the student if the CGPA of the student falls below 2.0. However, if a student cannot earn a minimum GPA of 1.0 in the first semester then he/she shall be dismissed from the program. In case GPA of a student in the first semester falls below 1.5 but equal to or above 1.0 then he/she shall be given a serious warning (the last chance to attain a semester GPA of 2.0 or above). A student on serious warning shall be dismissed from the program if he/she fails to achieve minimum semester GPA of 2.0.
- (iii). A student with a warning probation cannot register courses in the subsequent semester without the approval of the Director-RCEP.
- (iv). After each regular semester, if the CGPA of a student is less than the 2.0, the probation count increases by one.
- (v). If the CGPA of the student equals or exceeds 2.0, the probation count becomes zero.
- (vi). After the probation, student will be required to repeat the courses with 'F' or below C grades. In individual cases, the advisor may recommend for one or two new courses in addition to repeat courses.