



ACADEMIC REGULATIONS – 2024

5TH REVISION

REVISED 2024 VERSION 2.1

APPROVED BY 29th BOARD OF GOVERNORS (BOG)

Dated April 24, 2024

Effective for and from the Intake Session Fall 2023.

The Previous Batches Shall be Governed by their Corresponding Regulations.

HISTORY

Approved 2007 on February 07, 2007.

1st Revision 2009 on August 18, 2009.

2nd Revision 2010 on November 23, 2010.

3rd Revision 2015 on June 23, 2015.

4th Revision 2023 on May 29, 2023.

Riphah International University



ACADEMIC REGULATIONS – 2024

5TH REVISION REVISED 2024 VERSION 2.1

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Chapter 1

**Academic Regulations for
UNDERGRADUATE
Programs**

**Related to the Admissions,
Registrations and Examinations.**

**5th Revision
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Academic Regulations of Undergraduate Programs

(Revised 2024, Version 2.1)

1. PREAMBLE

The Riphah International University shall offer courses leading to the undergraduate degrees, diplomas and certificates, 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. SUPERSEDE

Wherever applicable the regulations prescribed from time to time by the Higher Education Commission (HEC) and other professional councils/bodies such as Pakistan Engineering Council (PEC), Pakistan Medical and Dental Council (PM&DC), Pharmacy Council of Pakistan (PCP), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), Pakistan Veterinary Medical Council (PVMC), Pakistan Nursing Council (PNC), Allied Health Professionals Council (AHPC) etc. shall supersede.

4. DEFINITIONS

In these regulations, unless there is anything repugnant in the subject of context:

- a. **“Academic Advisor”** means a university teacher appointed as academic advisor by the concerned Dean.
- b. **“Academic Council”** means the Academic Council of the University.
- c. **“Academic Year”** of the University shall comprise of two regular semesters (Fall and Spring), each of which minimum of sixteen (16) weeks and not exceeding eighteen (18) weeks duration including the end semester examination. During the summer break, there may be a Summer Session of not exceeding nine (9) weeks including the end session examination. The contact hours during the Summer Session will be doubled to ensure that a course is completely taught with half of the duration compared with a regular (Fall or Spring) Semester.
- d. **“Commencement of Semester”** means the day of start of classes for the semester as prescribed in the Academic Calendar of the University.
- e. **“Contact Hour”** means the total number of lectures, tutorials and laboratory hours per week.
- f. **“Controller of Examinations”** means the Controller of Examination (COE) of the University.
- g. **“Credit Course”** means a course of study, successful completion of which shall be the requirement for the award of degree. The grade obtained in a credit course shall appear on the transcript.

- h. **“Credit Hour”** means teaching a theory course for 50-60 minutes of classroom per week throughout the semester. One Credit Hour in laboratory / library research / Museum / Clinical Wards would require contact of two-three (2-3) hours of laboratory work / library research / Museum / Clinical Wards per week throughout the semester.

NOTE: The credit hours are denoted by two digits within brackets with a hyphen in between. The first (left side) digit represents the theory part while the second (right side) digit represents the laboratory / research work / Museum / Clinical Wards. Thus 3(3-0) means three credit hours of theory while 4(3-1) means a total of four credit hours, of which, three credit hours are of theory while one credit hour is for laboratory / research / Museum / Clinical Wards. The weekly contact hours of a 3(3-0) course will be three, while the contact hours of 4(3-1) course will be five to six while the contact hours of 3(1-2) will be five to seven.

- i. **“Cumulative Grade Point Average (CGPA)”** means the weighted average of the Grade Points earned for all the credit courses in all the semester attended.
- j. **“Dean”** means the Dean of a Faculty of the University.
- k. **“Department”** means a teaching department or an academy or an institute or a school or a centre or an affiliated institute of the University or an academic institution with which Riphah International the University has a valid Memorandum of Understanding.
- l. **“Faculty”** means the Faculty of the University.
- m. **“Grade Point”** means the points (numerical value) associated with each letter grade.
- n. **“Grade”** means the letter grade earned by a student in a course depending on his performance in that course.
- o. **“Non-Credit Course”** means a course registered by the student or prescribed by the concerned Department, which is not to be counted towards the minimum degree requirements. The result of non-credit course shall appear on the transcript with a special mark and it shall not be used in calculation of the SGPA/CGPA.
- p. **“Program”** means the undergraduate program leading to a degree, diploma, or certificate.
- q. **“Registrar”** means the Registrar of the University.
- r. **“Semester Grade Point Average (SGPA)”** shall mean the weighted average of the Grade Points earned for all the credit courses in a single semester.
- s. **“Student”** means a registered undergraduate student of the University.
- t. **“University”** means the Riphah International University.

5. CURRICULUM OF PROGRAM

- a. Each department shall develop the curriculum for each of its programs aligned with the University, HEC Undergraduate Policy (amended from time to time) and any Standards/Guidelines of the respective Professional/Accreditation Body through the relevant Board of Studies and submit it through the concerned Board of Faculty to the Academic Council for approval. Such curriculum shall become effective from the date of its approval by the Academic Council or as may be prescribed. The curriculum of a program shall normally consist of the objectives and scope of the program, structure/requirements of the program, scheme of studies and syllabi of the courses.
- b. The requirements of the program shall be completed within time period as prescribed for the program in its curriculum. However, maximum period of a 4 Years Degree program shall not exceed 6 Years and maximum period for a 5 Years program shall not exceed 9 years. 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.
- c. Each student shall follow the curriculum of the program as may be prescribed by the Academic Council from time to time.

6. ORGANIZATION OF TEACHING

- a. Teaching in various courses shall be conducted in the University Departments or the constituent or the affiliated institutions through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work, clinical wards, and other methods of instructions as approved by the Academic Council.
- b. Teaching shall be conducted by the University teachers or by such other persons as may be declared to be the “teachers” by the University.
- c. English shall be the medium of instructions and thesis/examinations for all subjects except Oriental languages, in which case the medium of instruction shall be either the language itself or English. The medium of instruction for Islamiyat and such as other—i.e., Pakistan Studies such shall be either Urdu or English.

7. ADMISSION TO THE UNDERGRADUATE PROGRAM

- a. To be eligible for admission to a program, a candidate must have successfully qualified all the prerequisites including the number of years of schooling/ education. Each department shall define the eligibility criteria of its program and got it approved by 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 duly verified academic and other documents specified in the form.
- d. The admission shall be made on the basis of merit criteria prescribed by the University and/or relevant Professional/Accreditation body(s).

- e. Admission Committee for each department shall be constituted by the Dean of the Faculty concerned.
- f. The admission to Undergraduate program shall be finalized by the Dean and approved by the Vice Chancellor after a candidate has qualified in a written test and interview and recommended by the admission committee of the department concerned.
- g. The university reserves the right to cancel the admission of a student who has provided non-attested/unverified academic documents.

8. 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 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 Department shall complete the semester course enrollment of students within two weeks before the commencement of a semester.
- (ii) The student must have cleared his/her unpaid dues (if any) of the previous semester.
- (iii) A student shall register for the courses offered by the department 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 maximum 8 credit hours in a summer session. In a summer session only the remedial, non-credit courses, and/or 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 8 credit hours) in a summer session, if offered by the department.
- (v) If a student needs a maximum of 21 credit hours to complete his/her degree requirements, the Vice Chancellor on the recommendation of the Dean may allow the student to register for all the remaining courses.
- (vi) The student shall deposit his/her semester dues according to the total number of registered credit hours before the commencement of semester.
- c. (vii) If a student fails to register the courses before the commencement of the semester, the Dean may allow the student to register for courses within one week after the commencement of semester subject to the payment of late fees as prescribed by the University from time to time.

d. Add/Drop of Courses

- (i) A student may add or drop his/her enrolled course(s) or convert a credit course into a non-credit course or vice-versa within one week from the commencement of the semester on the recommendations of the Academic Advisor and approval of the concerned HoD.
- (ii) Add/Drop of course(s) for a student who is repeating any course(s) or is on academic deficiency (with a low SGPA or CGPA than the minimum requirement) may allowed by the Dean on recommendations of the Academic Advisor through the HoD.
- (iii) No add/drop may be allowed in Summer/Remedial Sessions.
- (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) The Dean 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.
- (vi) The Dean shall forward in the 3rd week from the commencement of the semester classes all the registration of course enrollment forms to the Controller of Examinations.

e. 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 Dean for freezing of the same semester.
- (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.
- (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) The semester shall be frozen provided the student seeks the permission for the freezing of semester. This permission shall be valid for the semester in which the student has requested for freezing of semester.

- (vi) 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/session.
- (vii) Provided also that if a student does not get reinstated after abandoning the program within the maximum time period allowed for completion of the program from the date of his/her initial admission, he/she may be readmitted on his/her request in the same program by the concerned Dean upon recommendations of the HOD/In-Charge Undergraduate Programs. In such a case only 50% of the coursework of the program may be acceptable to rejoin the program. The student has to pay the prescribed re-admission fee of the program along with other dues of the semester/session.

f. 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. The Dean shall constitute a committee to evaluate and recommend the transfer of credits. The Vice Chancellor shall endorse the acceptance of transferred credit hours.
- (ii) No credit of a course shall be transferred if the letter grade is less than C with minimum grade point of 2.00 on the 4.00 scale or the marks obtained are less than 60%.
- (iii) "A maximum of 50% of the total Credit Hours is required for completion of the program at the University may be allowed for transfer".

(Ref.Riphah/Acad./08/GEN/1023, Dated 03-05-2023)

- (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 and for the elective courses, the Committee 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 a committee similar to as a committee on transfer of credit case.
- (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.

9. 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 on the dates fixed by the Controller of Examinations in consultation with the Dean concerned.
- 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. A date-wise record of the attendance of students shall be maintained by each teacher.
- 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 / hostel fee etc. 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 Dean. 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.

h. **Capstone Project**

- (i) The students of those departments where capstone project is a requirement for the program will be required to undertake a project of 3 to 6 credit hours and submit a report as a requirement for partial fulfillment of their programs in the relevant disciplines.
- (ii) Each student shall perform his/her project work under the supervision of a person recommended by HOD and approved by the Dean.
- (iii) Where necessary and desirable, a co-supervisor may also be appointed by the Dean.
- (iv) The student shall be permitted according to the scheme of study of the program to select a topic of capstone project in consultation with supervisor.
- (vi) The student is required to complete the project/thesis and submit his/her report/thesis for evaluation to the department through his/her supervisor within the stipulated time period.
- (viii) The student shall pay such charges for use of facilities for project- as prescribed by the University from time to time. If a student is given extension in the period for completion of project, he/ she shall pay the fee/charges for the extended period and no fellowship or financial assistance shall be provided during the extended period.

i. **Panel of Examiner**

- (i) A panel of examiners for evaluation of project report and conduct of viva-voce examination shall be recommended by the respective HOD and approved by the Dean.
- (iii) The examiner shall evaluate the project report and conduct viva-voce examination of the student on the date and time given by the Dean of the faculty concerned in consultation with the COE.
- (iv) In case, the project is adjudged inadequate by the examiner, he/she may reject the project report or ask the student to revise the same
- (v)

- (vi) The result of the revised version as received from the Dean of the faculty concerned shall be declared and no further extension shall be granted in case the revised version of the project report has been rejected.
- (vii) After the viva-voce examination, the successful student shall submit e-copy of the project report to the department for onward transmission to the Controller of Examinations for declaration of result and Library for record.
- j. Each successful student shall be awarded the degree on successful completion of all the requirements of Undergraduate program.
- k. **Field Experience/Internship** - The field experience of six to eight weeks (preferably undertaken during semester or summer break) must be graded by a faculty member in collaboration with the supervisor in the field. This is a mandatory degree award requirement of 3 credit hours for all undergraduate/equivalent degree programs.

10. GRADES, PROMOTIONS AND MERIT

- a. The academic work shall be evaluated on the basis of percentage marks obtained and the grade points according to the grading system as mentioned below. Relative grading system may be adopted where students are more than 20, as per guidelines provided by the HEC vide Annexure-I.

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

Marks Obtained	Grade	Grade Point
90 and above	A+	4
80-89	A	4
78-79	A-	3.8-3.9
74-77	B+	3.4-3.7
70-73	B	3-3.3
68-69	B-	2.8-2.9
64-67	C+	2.4-2.7
60-63	C	2-2.3
58-59	C-	1.8-1.9
54 – 57	D+	1.4-1.7
50-53	D	1-1.3
Below 50	F	0
Incomplete	I	-
Withdrawal	W	-
Replaced Grade	R	-

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

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- 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. Non-Credit course as defined in Clause 2(p) of these regulations shall not be counted in the SGPA and CGPA calculations.

g. 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 Dean concerned. 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.
- (vi) He/she shall pay the dues for repeating the withdrawal course(s).

h. 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).

i. Grade 'T'

- (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 Dean of the Faculty concerned, on the recommendations of the teacher/supervisor concerned, may allow for the award of Grade 'T' 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 'T' 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”. It will be responsibility of the student to complete the specified requirements within the stipulated time as approved by the Dean on recommendations of teacher/supervisor.

j. **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 Dean, 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 with the approval of the Vice Chancellor on recommendations of the In-Charge/HOD through the Dean. 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).

k. **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 Dean.
- (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) If the probation count of a student becomes three (3), he/she shall be relegated. A relegated student shall not be allowed to register any new course(s) and only re-register his/her repeatable courses. During relegation he/she shall have to maintain a minimum SGPA of 2.00. To remove the relegation status he/she shall have to earn a minimum CGPA of 2.00. The relegation period shall be counted towards the maximum period allowed for the program. However, in programs where teaching is carried out on the basis of even/odd semesters due to one-time admission, the academic deficiency rules shall be applied at the end of each year instead of end of regular semester whenever CGPA is less than 2.00.

(Ref.Riphah/Acad./08/4909, Dated 16-08-2018).

1. **Zulfiqar Gold Medal**

A student obtaining overall first position in the batch shall be awarded a Certificate of Merit and Zulfiqar Gold Medal provided that;

- (i) He/she has obtained maximum CGPA in the batch but not less than 3.5.
- (ii) He/she must have obtained Grade 'C' or above in all the courses throughout the program.
- (iii) He/she has not repeated or withdrawn any course or opted I grade during the duration of his/her program.
- (iv) He/she has not been punished on disciplinary grounds.
- (v) He/she has completed the entire requirements of the program at the same department and campus of the University as a regular (non-transferred/non-migrated) student within the minimum prescribed and stipulated time period.

m. **Chancellor Gold Medal**

A student shall be awarded a Certificate of Merit and Chancellor Gold Medal provided that;

- (i) He/she obtains maximum CGPA but not less than 3.5.

- (ii) He/she must have obtained Grade 'C' or above in all the courses throughout the program.
- (iii) He/she has not repeated or withdrawn any course or opted I grade during the duration of his/her program.
- (iv) He/she has not punished on disciplinary grounds.
- (v) He/she has completed the entire requirements of the program at the same department and campus of the University as a regular (non-transferred/non-migrated) student within the minimum prescribed and stipulated time period.
- (vi) The overall performance shall be calculated as follows:
 - Academic Performance 70%
 - Co-Curricular Activities 15%
 - Extra-Curricular Activities 15%
- (vii) The Co-Curricular Activities shall include:
 - Research publications
 - Academic Competitions and Exhibitions
- (viii) The Extra-Curricular Activities shall include (but not limited to the list below):
 - Debates
 - Quiz Competition
 - Essay Writing Competition
 - Participation in Social/Relief Service (must provide a certificate)
 - Event Management
 - Qira'at / Naat Competition
 - Hifz-e-Qur'an

n. Vice Chancellor's List

A student shall be included in the Vice Chancellor's List for a semester provided that;

- (i) He/she has obtained the SGPA of 3.7 or more in a regular semester.
- (ii) He/she has not repeated any course.
- (iii) He/she has not been punished on disciplinary grounds.

o. Dean's List

A student shall be included in the Dean's List for the semester provided that;

- (i) He/she has obtained the SGPA of 3.5 or more in a regular semester.
- (ii) He/she has not repeated any course.
- (iii) He/she has not been punished on disciplinary grounds.

p. **Re-Checking of Answer Books**

- (i) There shall be no re-assessment and re-evaluation of the answer books.
- (ii) A student may, on the payment of fee as prescribed by the University, get the answer book re-checked for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, Dean of the concerned department and the Controller of Examination, within one month from the date of declaration of the result.
- (iii) Errors or omissions, if any, shall be rectified.

11. FEES AND OTHER DUES

Each student shall be required to pay tuition fee and such other charges as may be determined by the Department and approved by the University from time to time.

----- End Undergraduate Level Academic Regulations -----

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Chapter 2

Academic Regulations for
MS/M.Phil
Programs

**Related to the Admissions,
Registrations and Examinations.**

5th Revision
Revised 2024
Version 2.1

APPROVED BY 29th BOARD OF GOVERNORS (BOG)
Dated April 24, 2024

Effective for and from the Intake Session Fall 2023.
The Previous Batches Shall be Governed by their Corresponding Regulations.

HISTORY

Approved 2007 on February 07, 2007.
1st Revision 2009 on August 18, 2009.
2nd Revision 2010 on November 23, 2010.
3rd Revision 2015 on June 23, 2015.
4th Revision 2023 on May 29, 2023.

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The Academic Regulations of MS/M.Phil/Equivalent Programs

(Revised 2024, Version 2.1)

1. PREAMBLE

The Riphah International University shall offer courses leading to the degrees of Master of Science, abbreviated as MS, or Master of Philosophy, abbreviated as M.Phil or otherwise as prescribed for in the subjects provided in the schedule and introduced from time to time. Applications for admission to various courses of study shall be invited and admission shall be made on the basis of merit.

2. SUPERSEDE

Wherever applicable the regulations prescribed from time to time by the Higher Education Commission (HEC) and other professional councils/bodies such as Pakistan Engineering Council (PEC), Pakistan Medical and Dental Council (PM&DC), Pharmacy Council of Pakistan (PCP), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), Pakistan Veterinary Medical Council (PVMC), Pakistan Nursing Council (PNC), Allied Health Professionals Council (AHPC) etc. shall supersede.

3. DEFINITIONS

In these regulations, unless there is anything repugnant in the subject of context:

- a. **“Academic Advisor”** means a university teacher appointed as academic advisor by the concerned Dean.
- b. **“Academic Council”** means the Academic Council of the University.
- c. **“Academic Year”** of the University shall comprise of two regular semesters (Fall and Spring), each of which shall normally be 16-18 weeks including 1-2 weeks for the terminal examinations of the semester. During the summer break, there may be a Summer Session of not exceeding nine (9) weeks including the terminal examinations of the session. The contact hours per week during a Summer Session will be doubled to ensure that a course is completely taught with half of the duration as compared with a regular (Fall/Spring) Semester.
- d. **“Adjunct Faculty”** A contractual faculty member, temporary or part-time, hired outside their fulltime profession such as researchers and scientists at any R&D or public/private sector organization, by educational institutions, typically colleges or universities, to teach specific courses or provide instructional support.
- e. **“Board of Advanced Studies and Research (BASR)”** means the Board of Advanced Studies and Research (BASR) of the University.
- f. **“Commencement of Semester/Session”** means the day of start of classes for the semester/session as prescribed in the Academic Calendar of the University published from time to time.
- g. **“Controller of Examinations (COE)”** means the Controller of Examination (COE) of the University.

- h. **“Credit Course”** means a course of study, successful completion of which shall be the requirement for the award of degree. The grade obtained in a credit course shall appear on the transcript.
- i. **“Credit Hour”** means teaching a theory course for 50-60 minutes of classroom per week throughout the semester. One Credit Hour in laboratory / library research / Museum / Clinical Wards would require contact of two-three (2-3) hours of laboratory work / library research / Museum / Clinical Wards per week throughout the semester.

NOTE: The credit hours are denoted by two digits within brackets with a hyphen in between. The first (left side) digit represents the theory part while the second (right side) digit represents the laboratory / research work / Museum / Clinical Wards. Thus 3(3-0) means three credit hours of theory while 4(3-1) means a total of four credit hours, of which, three credit hours are of theory while one credit hour is for laboratory / research / Museum / Clinical Wards. The weekly contact hours of a 3(3-0) course will be three, while the contact hours of 4(3-1) course will be five to six while the contact hours of 3(1-2) will be five to seven.

- j. **“Cumulative Grade Point Average (CGPA)”** means the weighted average of the Grade Points earned for all the credit courses in all the semester attended.
- k. **“Dean”** means the Dean of a Faculty of the University.
- l. **“Department”** means a teaching department, an academy, an institute, a college, a school, a centre of the University with whatsoever name called, or an affiliated college/institute of the University, or an academic institution with which the University has a valid Memorandum of Understanding.
- m. **“Faculty”** means the Faculty of the University.
- n. **“Grade Point”** means the points (numerical value) associated with each letter grade.
- o. **“Grade”** means the letter grade earned by a student in a course depending on his/her performance in that course.
- p. **“Non-Credit Course”** means a course registered by the student or prescribed by the concerned Department, which is not to be counted towards the minimum degree requirements. The grade of a non-credit course shall appear on the transcript with a special mark and it shall not be used in calculation of the SGPA/CGPA.
- q. **“Prescribed”** means prescribed by the Statues, Regulations and Rules of the University.
- r. **“Program”** means an MS/MPhil level program leading to a degree, diploma, or certificate.
- s. **“Registrar”** means the Registrar of the University.
- t. **“Semester Grade Point Average (SGPA)”** means the weighted average of the Grade Points earned for all the credit courses in a single semester.

- u. **“Student”** means a registered of student enrolled in MS/MPhil level program of the University.
- v. **“Synopsis”** means a written research proposal to be submitted by the student in partial fulfillment of the program.
- w. **“Thesis”** means a written report resulting from original research to be submitted by the student in partial fulfillment of the program.
- x. **“University”** means the Riphah International University.
- y. **“Vice Chancellor”** means the Vice Chancellor of the University.

4. **ADMISSION TO THE MS/M.PHIL LEVEL PROGRAM**

- a. To be eligible for admission to the MS/M.Phil level program, a candidate:
 - (i) shall possess a bachelor’s or master’s degree of minimum of 16 years of schooling or an equivalent qualification in the relevant discipline from a recognized University/Degree Awarding Institute (DAI).
 - (ii) The candidate must have passed the University/Departmental admission test in the subject or equivalent test conducted by an authorized/recognized body of the Higher Education Commission (HEC) of Pakistan for admission in the program with a passing score of minimum 50%
 - (iii) shall have obtained a minimum cumulative grade point average (CGPA) of 2.00 on the 4.00 scale in the semester system or a minimum of 50% marks in the annual system in the last qualifying degree. However, a department may make more stringent criteria for any of its programs under prescribed manners.

b. Intradisciplinary¹ Qualifications

The intradisciplinary admission may only be allowed, if:

- i. The university/HEI policy allows, and
- ii. The applicant has a strong interest in pursuing an MS/MPhil/equivalent degree in a different discipline.
- iii. The applicant has passed GRE-Subject/equivalent test² with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 6.
- iv. The admission committee is satisfied that the applicant’s knowledge of primary area (level 6) has sufficiently prepared him or her to undertake the course of studies of the MS/MPhil/equivalent program (or, in the opinion of the admission committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).
- v. In case the admission committee prescribes any deficiency courses, the student shall first complete the same as a pre-requisite before starting the normal coursework.
- vi. Anyone who has been rusticated or expelled by a University/DAI or college for misconduct or for use of unfair means in the examinations or for any offence involving moral turpitude shall not be eligible for admission in any program of the University.

- vii. Each candidate shall make an application for admission in response to an advertisement by the University/Department on a prescribed form along with the duly verified/attested documents specified in the form.
 - a. The admission to the program shall be made on the basis of cumulative merit to be determined from the previous academic record and prescribed written test. Moreover, the department offering admission may add interview
- viii. Each department shall have a Graduate Admissions Committee for its program(s). The committee shall suggest criteria for admission from time to time and accept, scrutinize and evaluate the applications for admission, determine merit, finalize and recommend admissions for approval of the Dean for each intake session. Admission in a program shall be based only on criteria approved by the BASR and duly endorsed by the Academic Council.
- ix. The admission committee shall be approved by the Vice Chancellor on recommendations of the Dean. The committee shall consist of the following and the quorum for a meeting of the committee shall be minimum three (3):

1	Chairman/ Convener	HOD/In-Charge Postgraduate Programs.
2	Member-I	One faculty member of the department preferably with PhD qualification to be nominated by the HOD/In-Charge Postgraduate Programs.
3	Member-II	One faculty member of the department preferably with PhD qualification to be nominated by the Dean.
4	Member-IV	One faculty member of the department preferably with PhD qualification to be nominated by the Vice Chancellor

5. CURRICULUM OF PROGRAM

- a. Each department shall develop the curriculum for each of its programs by the relevant Board of Studies and submit it through the concerned Board of Faculty to the BASR and the Academic Council for approval. Such curriculum shall become effective from the date of its approval by the Academic Council or as may be prescribed. The curriculum of a program shall normally consist of the objectives and scope of the program, structure/requirements of the program, scheme of studies and syllabi of the courses.
- b. A program shall comprise of a minimum of 24 credit hours of the coursework and of a minimum of 6 credit hours of research work. The research work shall be mandatory for the award of research degrees. However, the Vice Chancellor may allow a coursework of a minimum of 6 credit hours in lieu of the research work on recommendation of the concerned Dean.

(Ref.Riphah/Acad./08/4909, Dated 16-08-2018).

- c. The requirements for the program shall be completed within the time period as prescribed for the program in its curriculum. However, the minimum time period shall be 1.5 years and maximum 04 years.

(Ref.Riphah/Acad./08/4909, Dated 16-08-2018).

- d. In case a student is unable to secure an MS/MPhil within the prescribed timeframe and claims for extension in duration, the Vice Chancellor may constitute a committee to determine the causes of delay and make its recommendations to BASR. In the event of force majeure (i.e., delay on account of circumstance beyond the control of student), the university may grant an extension in the period of award of MS/MPhil degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused by process or administrative reasons.
- e. The teacher concerned shall issue the course outline to the students, which normally includes the objectives of the course, course contents and their weekly lecture schedules, assessments and evaluations criteria, attendance policy, reading material and any other information important for successful completion of the course.
- f. Each student shall follow the curriculum of the program as may be prescribed by the Academic Council from time to time.

6. REGISTRATION AND ENROLLMENT

a. University Registration

- (i) A student seeking admission in a program shall register himself/herself through his/her department 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 declared as cancelled.
- (ii) The Registrar shall issue a University registration number to each student.

b. Course Registration and Semester Enrollment

- (i) The department shall complete the course registration and semester enrollment of its students within two weeks before the commencement of a semester/ session.
- (ii) A student shall register for the courses offered by the department on a prescribed Course Registration and Semester Enrollment Form in consultation with his/her Academic Advisor.
- (iii) A regular student shall register a minimum of 6 credit hours and a maximum of 12 credit hours in a regular Fall/Spring semester and a maximum of 6 credit hours or 2 courses in a summer session, if offered by the department. In a summer session only the remedial, non-credit courses, and/or the repeatable courses with grade "C" or "F" may be allowed to register. However, a student may be allowed to undertake a course with grade "W" in a summer session only with the permission of the Dean on recommendations of the academic advisor through the HOD/In-Charge Postgraduate Programs.
- (vi) The student shall deposit his/her fees and dues of a semester/session before commencement of the semester/session. The course registration and semester enrollment form shall not be accepted if the student has any outstanding fees and dues of previous semester/session.
- (v) If a student fails to register the courses before the commencement of the semester, the Dean on recommendations of the Academic Advisor through HOD/In-Charge Postgraduate Programs 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 Department and approved by the University from time to time.

c. Add/Drop of Courses

- (i) A student may add or drop his/her enrolled course(s) on the recommendations of the Academic Advisor and approval of the concerned HoD/In-Charge Postgraduate Programs within one week of the commencement of semester.

- (ii) Add/Drop of course(s) for a student who is repeating any course(s) or is on academic deficiency (with a low SGPA and/or CGPA than the minimum requirement) may be allowed by the Dean on recommendations of the Academic Advisor through the HoD/In-Charge Postgraduate Programs.
- (iii) Add/drop may not be allowed in a summer session.
- (iv) The student shall deposit the dues for the additional credit hours course(s) accordingly. In case of drop of course(s) the amount paid shall be refunded or adjusted according to the refund policy of the University.
- (v) In very special and compelling circumstances the Dean may allow a student on recommendations of the Academic Advisor through the HOD/In-Charge Postgraduate Programs to add or drop of course(s) within the second week of the commencement of semester.

d. Freezing of Semester/Readmission

- (i) A student dropping all the registered courses or choosing not to register in any course for a semester up to first two weeks of commencement of a semester shall be required to apply to his/her Dean for freezing of the same semester only.
- (ii) No freezing shall be allowed for the first semester of registration and enrollment in the University and the Department and for an offered summer session.
- (iii) The frozen semester(s) shall be counted towards the maximum period allowed for completing the program.
- (iv) 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/session.
- (v) Provided also that if a student does not get reinstated after abandoning the program within the maximum time period allowed for completion of the program from the date of his/her initial admission, he/she may be readmitted on his/her request in the same program by the concerned Dean upon recommendations of the HOD/In-Charge Postgraduate Programs. In such a case only 50% of the coursework of the program may be acceptable to rejoin the program. The student has to pay the prescribed re-admission fee of the program along with other dues of the semester/session.

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

- (i) A candidate may be allowed to transfer his/her credit hours earned from any other recognized/accredited University/Degree Awarding Institute (DAI) on his/her request along with the admission application to the Department/University.
- (ii) The transfer of credit application shall be evaluated by a committee of the Department on Transfer and Equivalence constituted by the concerned Dean. The committee shall consist of three senior teachers of the department including the HOD/In-Charge Postgraduate Programs as the Chairman. The committee may co-opt one more expert/member, if so desired for a case. The committee shall make its recommendations to the Dean for approval. The Vice Chancellor shall endorse the acceptance of transferred credit hours on behalf of the BASR and Academic Council.
- (iii) No credit of a course shall be transferred if the letter grade is less than B (normally with a minimum grade point of 3.00 on the 4.00 scale) earned in the examination under semester system or with a minimum of 60% marks obtained in the annual system.
- (iv) “A maximum of 50% of the total Course Work is required for completion of the program at the University may be allowed for transfer.”

(Ref.Riphah/Acad./08/GEN/1023, Dated 03-05-2023)

- (v) The transfer shall normally be sought out on course-by-course basis. The transferable courses corresponding to the core courses of the program shall have at least 80% similarity of the course contents/syllabi on the current scheme of study of the program. However, in case of courses corresponding to the elective courses, the Committee shall evaluate and recommend the transfer of such courses which shall lead to fulfill the overall objectives of the programs.
- (vi) 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 a committee similar to as a committee on transfer of credit case.
- (vii) 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.
- (viii) The grade and the grade point of the transferred courses shall not be used in calculating the SGPA and CGPA.
- (ix) The candidate shall be responsible for providing the migration certificate/NOC, syllabi of courses, letter grades and the grade points of all the courses that he/she has qualified/earned at the previous University/DAI and shall meet all the admission requirements of the program.

- (x) No credit of the work completed at other University/DAI shall be transferred if it is earned at the same time of enrollment in the courses of the program.

7. EXAMINATIONS OF COURSEWORK AND ATTENDANCE

- a. A student shall be evaluated in each course on the basis of periodical quizzes, test(s), assignment(s), individual/group presentations, group discussion(s), project/laboratory reports and/or otherwise as prescribed during the semester/session and the terminal examination covering the whole course at the end of the semester/session. The examinations/assessments shall be oral and/or in writing. Each course shall carry 100 marks, out of which 60% shall normally cover class work including the periodic evaluations and 40% for the terminal examination.
- b. The minimum pass marks for each course shall be 60%, which shall be the aggregate of the marks obtained during the semester/session and of the terminal examinations.
- c. If a student absents himself/herself in a class quiz, test, etc. for any reason, no separate examinations/assessment will be arranged for him/her and he/she shall be awarded zero marks for that examinations/assessment.
- d. There shall be written examination for each course at the end of each semester/session on the dates fixed by the COE in consultation with the Dean.
- e. A student shall be allowed to appear in the examination provided that he/she:
 - (i) has been on the rolls of the University during that semester/session.
 - (ii) has registered himself/herself for the courses of study and has attended at least 75% of the lectures/laboratory work and completed the course work to the satisfaction of the department concerned.
 - (iii) has paid all prescribed fees and dues of the semester/session before the commencement of the terminal examinations.
 - (iv) 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 terminal 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”.

8. EVALUATION, GRADES, ACADEMIC STANDING AND MERIT

a. Grades, Grade Points and Calculation of Grade Point Average

- (i) The academic work shall be evaluated on the basis of percentage marks obtained and the grade points according to the following grading system. Relative grading system may be adopted where students are more than 20 as per guidelines provided by the HEC vide Annexure-I.

READY RECKONER FOR CALCULATING
GRADE POINT
BASED ON LETTER GRADES AND
CORRESPONDING NUMERICAL GRADES

Marks Obtained	Grade	Grade Point
90 and above	A+	4
80-89	A	4
78-79	A-	3.8 - 3.9
74-77	B+	3.4 - 3.7*
70-73	B	3 - 3.3*
68-69	B-	2.8 - 2.9*
64-67	C+	2.4 - 2.7*
60-63	C	2 - 2.3*
Less than 60	F	-
Incomplete	I	-
Withdrawal	W	-
Replaced Grade	R	-

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

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- (ii) Marks will be rounded for each course only once after adding the during semester/session marks and the terminal examinations marks. Marks would be rounded up / down from first decimal in such a way that 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. And 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.

- (iii) The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:

$$\text{SGPA} = \frac{\sum \text{Course Credit Hours in the semester (excluding W and I)} \times \text{Grade Point Earned}}{\text{Total Semester Credit Hours (excluding W and I)}}$$

$$\text{CGPA} = \frac{\sum \text{Course Credit Hours in all Semesters (excluding W, I and R)} \times \text{Grade Point Earned}}{\text{Total Credit Hours taken in all Semesters (excluding W, I and R)}}$$

- (iv) SGPA and CGPA shall be rounded off to the second decimal when shown on the transcript and in record(s) of result.

b. Withdrawal from a Course

- (i) A student may be allowed to withdraw from a course or all of the courses after the add/drop of courses period up to two weeks before the end of the classes of the semester/session subject to approval of the Dean upon recommendations of the teacher concerned through the HOD/In-Charge Postgraduate Programs.
- (ii) 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.
- (iii) No credits shall be given to the withdrawn course(s) and it shall not be used in the SGPA and CGPA calculations.
- (iv) The student may repeat the withdrawn course whenever offered next. He/she shall attend all the classes/tutorials and shall participate in all the quizzes, test(s), assignments, etc. during the semester/session and in the terminal examinations at the end of the semester/session as such.
- (v) The student shall pay the prescribed fees and other dues of the withdrawn course(s) for the semester/session.

c. Grade 'I'

- (i) If a student fails to appear in the terminal examination of a course on medical or any other reasons, he/she shall be treated as absent and failed in the course. However, in special circumstances, on the request of the student, the Dean on the recommendations of the concerned teacher/supervisor through the HOD/In-Charge Postgraduate Programs may allow for the award of Grade 'I' to the student in the course, provided that the attendance and other requirements of the course have already been completed.
- (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 fulfilled on as early as possible basis but before the end of the very next regular semester, otherwise it shall automatically be changed to an "F". It will be responsibility of the student to complete the specified requirements within the stipulated time as approved by the Dean on recommendations of the concerned teacher/supervisor.

d. Repeating a Course

- (i) A student may be allowed to repeat a course in which he/she has obtained grade "C" or "F". A maximum of twelve (12) credit hours of coursework may be allowed to a student to repeat for improvement of his/her grade.
- (ii) The student repeating a course shall be required to register the course as a regular course and shall attend all the classes and appear in all the examinations during the semester/session and the terminal examinations of the course.

- (iii) The course repeated in a subsequent semester(s)/session(s) shall be shown 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 SGPA/CGPA. The new grade, through its corresponding semester/session, shall be used for computation of the SGPA/CGPA. In case, the new grade is lower than the previous grade then the previous grade shall be retained as such; whereas the new (lower) grade shall be marked as “W” without affecting the SGPA/CGPA and the repeat shall be reflected in the transcript corresponding to the respective semester/session.
- (iv) If a student, after approval of the Dean, 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 SGPA/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 SGPA/CGPA.
- (v) A student may be allowed to improve his/her CGPA **or to register for thesis / additional courses**, after completion of the program within the very next regular semester on the recommendations of the HOD/In-Charge Post-Graduate Programs/ Dean **duly approved by Vice-Chancellor**. Provided the maximum allowable time of the program is not over and that he/she has not been issued the award. The student shall have to surrender his/her previous transcript, provisional certificate and other related document(s).

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- (vi) The letter grade “W” assigned to a course shall not be replaced by any other letter grade upon repeating/substitution of the course.

e. Academic Deficiency

- (i) A student shall be required to maintain a minimum CGPA of 2.50 throughout the period of study of the program. Whenever the CGPA falls below 2.50 the student shall be given an academic warning for the next semester and this effect shall be published on his/her semester result. Maximum two academic warnings— viz., (1) the “First Probation” and (2) the “Last Probation” shall be allowed. If the CGPA of a student falls below 2.50 for the third time during the period of study of the program, he/she shall be dismissed from the program.

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- (ii) A student on a probation status shall not be allowed to register the courses of the subsequent/advanced semester unless otherwise permitted by the Dean on recommendations of the Academic Advisor through the HOD/In-Charge Postgraduate Programs.

f. **Merit Certificates and Distinction Awards**

- (i) A student obtaining overall first position in his/her batch of **minimum 5 students** shall be awarded a Certificate of Merit and the Chancellor's Gold Medal provided that he/she obtains a minimum **CGPA of 3.75**, and has not failed in or has not repeated any course or opted for I grade, has not been punished on disciplinary grounds and has completed the entire requirements of the program within the minimum stipulated time period of the program **with no lower than grade 'C' in any course.**

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- (ii) A student with transfer of credit/exemption of course shall not be considered to compete for the gold medal.

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

g. **Re-Checking of Answer Books**

- (i) There shall be no re-assessment and/or re-evaluation of the answer books.
- (ii) A student may, on the payment of fee as prescribed by the University, get the answer book re-checked for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, HOD/In-Charge Postgraduate Programs of the concerned department and the Controller of Examinations, within one month from the date of declaration of the result.
- (iii) Errors or omissions, if any, shall be rectified.

9. REGISTRATION/ENROLLMENT OF RESEARCH WORK, DEVELOPMENT OF SYNOPSIS, APPOINTMENT OF SUPERVISOR

- a. The student shall prepare a synopsis (research proposal) of his/her research work in consultation with the (proposed) supervisor within a period of one month of registration and enrollment for research. The synopsis shall normally be prepared after successful completion of the coursework. The synopsis shall include the topic of research, the name and consent of the (proposed) supervisor and the time period for submission of the thesis within the prescribed time limits.
- b. The student shall submit his/her synopsis with the assent of the supervisor to the concerned HOD/In-Charge Postgraduate Studies for consideration and permission of the departmental Research Ethics Committee (REC). The REC shall forward its recommendations to the Dean within fifteen days of submission of the synopsis.
- c. The synopsis shall be forwarded to the Registrar by the Dean for approval of the BASR.
- d. A co-supervisor may also be appointed by the BASR if the research work involves or becomes interdisciplinary or other particular circumstances so desire. In either case the specific roles and responsibilities of the co-supervisor shall be provided for consideration of the BASR.

- e. The supervisor and co-supervisor shall possess PhD/ MS/MPhil (or equivalent) qualification or as prescribed by accreditation bodies (PMDC/PEC/PCP etc.)

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- f. The time limits of the research work shall be counted from the date of approval of the synopsis by the BASR.
- g. It is mandatory to register minimum of 03 credit hours of research work in each semester. If all credits have been registered and thesis is still not complete then a continuation credit of 01 Hour should be registered to remain enrolled in the program. The research work shall appear in the transcript of the student with the approved title of research work, credit hours and the letter grade earned. The grade shall be used in calculating the CGPA. The continuation Credit hour shall not be counted in calculation of GPA.

(Ref.Riphah/Acad./08/4909, Dated 16-08-2018).

- h. The student shall deposit the prescribed fees and dues on account of registration/enrollment and examinations of his/her research work on the semester/session basis to maintain his/her candidature for the research work for the given semester/session.
- i. If the student fails to complete his/her research work within the stipulated time, the Dean may permit on recommendation of the supervisor through the HOD/In-Charge Postgraduate Programs extension(s) in the period for completion of the research work, provided the extension(s) shall not go beyond the maximum time period of the program. Provided also that the student shall deposit the prescribed fees and dues for the extended period(s).
- j. In case a major/entire change in the approved research topic/subject is required the case shall be considered afresh. The reason of change and the change shall be forwarded to the BASR for consideration and approval following the due procedures. However, time limits of the program shall not be changed in any case.

10. THESIS

The student shall present his/her research work in the form of a written thesis. The thesis shall comply with the following conditions:

- a. It shall be certified and signed by the supervisor and the co-supervisor (if any) that the contents mentioned are accurate to the best level.
- b. It shall not include the research work for which a degree has already been conferred by this University or by any other University/DAI.
- c. It shall be written in English for all subjects except the oriental languages, in which case it shall be either the language itself or English, or otherwise as approved by the BASR on recommendations of the supervisor forwarded by the Dean.
- d. It shall have the format, writing, referencing, paper, binding and other related matters as approved by the BASR from time to time.

11. THESIS EXAMINATIONS

- a. There shall be standing list of external examiners (not in service of the Department) for research examinations for each department consisting of the persons of eminence in the respective field of research. The list shall be suggested from time to time by the concerned Board of Studies and Board of Faculty to the BASR for approval.
- b. The student shall submit an electronic copy of the thesis upon completion through his/her supervisor to the HOD/In-Charge Postgraduate Studies for plagiarism check.
- c. After getting clearance of plagiarism check, the student shall submit four (spiral/ tape bound) copies of his/her complete thesis to the COE through his/her supervisor and the department for the evaluation by an external examiner and for the thesis defense (viva-voce) examination.
- d. The Supervisor shall inform the COE through the department about the date of viva-voce examination and suggest two to three names of external examiners from the approved list.
- e. The COE shall forward one copy of the thesis to one of the external examiners (as approved by the Vice Chancellor) along with the information related to the date, time and venue of the viva-voce examination.

The viva-voce examination committee shall comprise of the external examiner, the HOD/In-Charge Postgraduate Programs and the Dean. The supervisor shall be the facilitator of the viva-voce examination committee.

- f. After the viva-voce examination and incorporating corrections suggested by the viva-voce examination committee, the student shall submit soft final copy of the thesis to his/her supervisor. The supervisor shall then submit the final approved copy of the thesis to the Information Service Department for keeping a record on a centralized online portal and a certificate of thesis completion to the COE...

12. FEES AND OTHER DUES

Each student shall be required to pay tuition fee and such other charges as may be determined by the Department and approved by the University from time to time.

----- **End MS/M.Phil Academic Regulations** -----



Chapter 3

Academic Regulations for Ph.D Programs

**Related to the Admissions,
Registrations and Examinations.**

**5th Revision
Revised 2024
Version 2.1**

**APPROVED BY 29th BOARD OF GOVERNORS (BOG)
Dated April 24, 2024**

**Effective for and from the Intake Session Fall 2023.
The Previous Batches Shall be Governed by their Corresponding Regulations.**

HISTORY

**Approved 2007 on February 07, 2007.
1st Revision 2009 on August 18, 2009.
2nd Revision 2010 on November 23, 2010.
3rd Revision 2015 on June 23, 2015.
4th Revision 2023 on May 29, 2023.**

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The Academic Regulations of Ph.D Level Programs

(Revised 2024, Version 2.1)

1. PREAMBLE

In pursuance of 7(1)(c) of Schedule, the First Statutes of the Riphah International University, Islamabad Ordinance, October 2002, the following Regulations are prescribed to govern the matters relating to the admissions, registrations and examinations for the PhD level programs.

2. SUPERSEDE

Wherever applicable the regulations prescribed from time to time by the Higher Education Commission (HEC) and other professional councils/bodies such as Pakistan Engineering Council (PEC), Pakistan Medical and Dental Council (PM&DC), Pharmacy Council of Pakistan (PCP), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), Pakistan Veterinary Medical Council (PVMC), Pakistan Nursing Council (PNC), etc. shall supersede.

3. SHORT TITLE, COMMENCEMENT AND APPLICATION

- a. These Regulations shall be called the Riphah International University Islamabad PhD Regulations 2007 (Revised 2015).
- b. The Riphah International University shall offer a program leading to the degree of Doctor of Philosophy, abbreviated as PhD, in the subjects provided in the schedule and introduced from time to time.
- c. These shall apply to PhD candidates admitted in a post-graduate Department/Center, Institute or affiliated college of the Riphah International University.

4. DEFINITIONS

In these regulations, unless there is anything repugnant in the subject of context:

- a. **“Academic Advisor”** means a university teacher appointed as academic advisor by the concerned Dean.
- b. **“Academic Council”** means the Academic Council of the University.
- c. **“Academic Year”** of the University shall comprise of two regular semesters (Fall and Spring), each of which shall normally of 16-18 weeks including 1-2 weeks for the terminal examinations of the semester. During the summer break, there may be a Summer Session of not exceeding nine (9) weeks including the terminal examinations of the session. The contact hours per week during a Summer Session will be doubled to ensure that a course is completely taught with half of the duration as compared with a regular (Fall/Spring) Semester.
- d. **“Board of Advanced Studies and Research”** means the Board of Advanced Studies and Research (BASR) of the University.

- e. **“Commencement of Semester/Session”** means the day of start of classes for the semester/session as prescribed in the Academic Calendar of the University published from time to time.
- f. **“Controller of Examinations”** means the Controller of Examination (COE) of the University.
- g. **“Credit Course”** means a course of study, successful completion of which shall be the requirement for award of the degree. The grade obtained in a credit course shall appear on the transcript.
- h. **“Credit Hour”** means teaching a theory course for 50-60 minutes of classroom per week throughout the semester. One Credit Hour in laboratory / library research / Museum / Clinical Wards would require contact of two-three (2-3) hours of laboratory work / library research / Museum / Clinical Wards per week throughout the semester.

NOTE: The credit hours are denoted by two digits within brackets with a hyphen in between. The first (left side) digit represents the theory part while the second (right side) digit represents the laboratory / research work / Museum / Clinical Wards. Thus 3(3-0) means three credit hours of theory while 4(3-1) means a total of four credit hours, of which, three credit hours are of theory while one credit hour is for laboratory / research / Museum / Clinical Wards. The weekly contact hours of a 3(3-0) course will be three, while the contact hours of 4(3-1) course will be five to six while the contact hours of 3(1-2) will be five to seven.

- i. **“Cumulative Grade Point Average (CGPA)”** means the weighted average of the Grade Points earned for all the credit courses in all the semester attended.
- j. **“Dean”** means the Dean of a Faculty of the University.
- k. **“Department”** means a teaching department, an academy, an institute, a college, a school, a centre of the University with whatsoever name called, or an affiliated college/institute of the University, or an academic institution with which the University has a valid Memorandum of Understanding.
- l. **“External Examiner”** means a subject expert (outside the University or any of its departments) to evaluate the thesis and/or to take the viva-voce examinations of research student of the program.
- m. **“Faculty”** means the Faculty of the University.
- n. **“Grade Point”** means the points (numerical value) associated with each letter grade.
- o. **“Grade”** means the letter grade earned by a student in a course depending on his/her performance in that course.
- p. **“Non-Credit Course”** means a course registered by the student or prescribed by the concerned Department, which is not to be counted towards the minimum degree requirements. The grade of a non-credit course shall appear on the transcript with a special mark and it shall not be used in calculation of the SGPA/CGPA.
- q. **“Prescribed”** means prescribed by the Statues, Regulations and Rules of the University.

- r. **“Program”** means a PhD level program leading to a degree, diploma, or certificate.
- s. **“Registrar”** means the Registrar of the University.
- t. **“Semester Grade Point Average (SGPA)”** means the weighted average of the Grade Points earned for all the credit courses in a single semester.
- u. **“Student”** means a registered of student enrolled in PhD level program of the University.
- v. **“Synopsis”** means a written research proposal to be submitted by the student in partial fulfillment of the program.
- w. **“Thesis”** means a written report resulting from original research to be submitted by the student in partial fulfillment of the program.
- x. **“University”** means the Riphah International University.
- y. **“Vice Chancellor”** means the Vice Chancellor of the University.

5. ADMISSION TO THE PROGRAM

- a. To be eligible for admission to the program, a candidate shall possess MS/MPhil or its equivalent degree with a minimum cumulative grade point average (CGPA) of 3.0 on the 4.0 scale or minimum of 60% marks (in the annual system) in a relevant discipline from a recognized University/ Institution. However, a department may make more stringent criteria for any of its programs under prescribed manners.
- b. The candidate must have carried out and successfully defended at least 6 credit hours of research work with dissertation/thesis in MS/MPhil or its equivalent degree. **Candidates with non-research MS/MPhil degree will be required to qualify a research work equivalent to 3 Cr Hrs. as proposed by the concerned faculty. The Cr Hrs. will not be counted towards calculation of GPA/CGPA.**

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

The candidate must have passed securing 60% marks in the University / Departmental admission test in the subject or equivalent test conducted by an authorized / Recognized body of the HEC for admission in the program.

(Ref.Riphah/Acad./08/4909, Dated 16-08-2018)

- c. The admission to a program shall be made on the basis of cumulative merit to be determined from the previous academic record, prescribed written test and interview.
- d. Anyone who has been rusticated or expelled by a university, degree awarding institute or college for misconduct or for use of unfair means in the examinations or for any offence involving moral turpitude shall not be eligible for admission in any program of the University.

- e. Each department shall have a Graduate Admissions Committee for its program(s). The committee shall suggest criteria for admission from time to time and accept, scrutinize and evaluate the applications for admission, determine merit, finalize and recommend admissions for approval of the Dean for each intake session. Admission in a program shall be based only on criteria approved by the BASR and duly endorsed by the Academic Council.
- f. The committee shall be approved by the Vice Chancellor on recommendations of the Dean. The committee shall consist of the following and the quorum for a meeting of the committee shall be minimum three (3) members:

1	Chairman/ Convener	HOD/In-Charge Postgraduate Programs of the department.
2	Member-I	One faculty member of the department of the relevant field preferably with PhD qualification to be nominated by the HOD/In-Charge Postgraduate Programs.
3	Member-II	One faculty member of the department of the relevant field preferably with PhD qualification to be nominated by the Dean.
4	Member-IV	One faculty member of the department preferably with PhD qualification to be nominated by the Vice Chancellor.

- g. The candidate shall submit an application for admission in the program to the concerned department on a prescribed form (along with the documents specified in the form) in response to an admission advertisement by the University/Department.
- h. As part of the application for admission to PhD programs, applicants shall be required to submit a statement of purpose, which shall form an integral part of the application. The admissions committee shall use the information provided to ascertain the preparedness and interest of the candidate in pursuing doctoral studies, and whether the department has the requisite resources to train and supervise the doctoral candidate in the subspeciality in which the applicant is interested. A statement of purpose shall, at least, include the following:
- Title of the potential research proposal
 - Clear articulation of the current understanding of the intended field and ideas for potential research
 - Explanation of the intended impact of the proposed research
 - The prospective candidates shall demonstrate passion and enthusiasm for the area of research.
- i. All applications received in the department shall be periodically considered by the Graduate Admission Committee of the department.
- j. The Graduate Admission Committee shall also recommend on request of the candidate, a proposed Supervisor (with his/her written consent to supervise the candidate) at the time of admission in the program.

- k. The selected candidate shall be issued an admission offer letter by the department. After receiving the admission offer letter, the candidate shall be required to pay the prescribed admission and other fees within the stipulated time period for confirmation his/her admission in the program, failing which his/her candidature shall be cancelled.

6. CURRICULUM OF PROGRAM

- a. Each department shall develop the curriculum for each of its programs through the relevant Board of Studies and submit it through the concerned Board of Faculty to the BASR and the Academic Council for approval. Such curriculum shall become effective from the date of its approval by the Academic Council or as may be prescribed. The curriculum of a program shall normally consist of the objectives and scope of the program, structure/requirements of the program, scheme of studies and syllabi of the courses.
- b. A program shall normally comprise of a minimum of 18 credit hours of the coursework and of a minimum of 30 credit hours of research work. The research work shall be mandatory for the conferment of the award.
- c. The requirements for the program shall be completed within the time period as prescribed for the program in its curriculum. The minimum time period shall be 03 years and **maximum 06 years. However, BASR may allow extension in 06 months segments up to two years on recommendations of Supervisor, HOD and Dean.**

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

(for exeptions please refer to point 9 h.)

- d. The teacher concerned shall issue the course outline to the students, which normally includes the objectives of the course, course contents and their weekly lecture schedules, assessments and evaluations criteria, attendance policy, reading material and any other information important for successful completion of the course.
- e. Each student shall follow the curriculum of the program as may be prescribed by the Academic Council from time to time.
- f. English shall be the medium of instructions, thesis writing and examinations for all the subjects except oriental languages, in which case it may be either the language itself or English. In case of Islamic Studies, it shall be either Urdu or English.

7. REGISTRATION AND ENROLLMENT

a. University Registration

- (i) A student seeking admission in a program shall register himself/herself through his/her department 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 declared as cancelled.
- (ii) The Registrar shall issue a University registration number to each student.

b. Course Registration and Semester Enrollment

- (i) The department shall complete the course registration and semester enrollment of its students within two weeks before the commencement of a semester/session.
- (ii) A student shall register for the courses offered by the department on a prescribed Course Registration and Semester Enrollment Form in consultation with his/her Supervisor or Academic Advisor.
- (iii) A regular student shall register a minimum of 6 credit hours and a maximum of 9 credit hours in a regular Fall/Spring semester and a maximum of 6 credit hours or 2 courses in a summer session, if offered by the department. In a summer session only the remedial, non-credit courses, and/or the repeatable courses with grade "C" or "F" may be allowed to register. However, a student may be allowed to undertake a course with grade "W" in a summer session only with the permission of the Dean on recommendations of the Supervisor/Academic Advisor through the HOD/In-Charge Postgraduate Programs.
- (iv) The student shall deposit his/her fees and dues of a semester/session before commencement of the semester/session. The course registration and semester enrollment form shall not be accepted if the student has any outstanding fees and dues of previous the semester/session.
- (v) If a student fails to register the courses before the commencement of the semester, the Dean on recommendations of the Supervisor/Academic Advisor through HOD/In-Charge Postgraduate Programs may allow the student to register for courses within one week after the commencement of semester subject to the payment of late fees as prescribed by the Department and approved by the University from time to time.

c. Add/Drop of Courses

- (i) A student may add or drop his/her enrolled course(s) on the recommendations of the Supervisor/Academic Advisor and approval of the concerned HoD/In-Charge Postgraduate Programs within one week of the commencement of semester.
- (ii) Add/Drop of course(s) for a student who is repeating any course(s) or is on academic deficiency (with a low SGPA and/or CGPA than the minimum requirement) may be allowed by the Dean on recommendations of the Academic Advisor through the HoD/In-Charge Postgraduate Programs.
- (iii) Add/drop may not be allowed in a summer session.
- (iv) The student shall deposit the dues for the additional credit hours course(s) accordingly. In case of drop of course(s) the amount paid shall be refunded or adjusted according to the refund policy of the University.

- (v) In very special and compelling circumstances the Dean may allow a student on recommendations of the Supervisor/Academic Advisor through the HOD/In-Charge Postgraduate Programs to add or drop of course(s) within the second week of the commencement of semester.

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 up to first two weeks of commencement of a semester shall be required to apply to his/her Dean for freezing of the same semester only.
- (ii) No freezing shall be allowed for the first semester of registration and enrollment in the Department/University and for an offered summer session.
- (iii) The frozen semester(s) shall be counted towards the maximum period allowed for completing the program.
- (iv) 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/session.
- (v) Provided also that if a student does not get reinstated after abandoning the program within the maximum time period allowed for completion of the program from the date of his/her initial admission, he/she may be readmitted on his/her request in the same program by the concerned Dean upon recommendations of the HOD/In-Charge Postgraduate Programs. In such a case only 50% of the coursework of the program may be acceptable to rejoin the program. The student has to pay the prescribed re-admission fee of the program along with other dues of the semester/session.

e. Transfer of Credit/Exemption of Courses

- (i) A candidate may be allowed to transfer his/her credit hours earned from any other recognized/accredited University/Degree Awarding Institute (DAI) on his/her request along with the admission application to the Department/University.
- (ii) The transfer of credit application shall be evaluated by a committee of the Department on Transfer and Equivalence constituted by the concerned Dean. The committee shall consist of three senior teachers of the department including the HOD/In-Charge Postgraduate Programs as the Chairman. The committee may co-opt one more expert/member, if so desired for a case. The committee shall make its recommendations to the Dean for approval. The Vice Chancellor shall endorse the acceptance of transferred credit hours on behalf of the BASR and Academic Council.

- (iii) “A maximum of 50% of the total Credit Hours of the coursework required for completion of the program at the Department /University may be allowed for transfer. However, if a PhD candidate with research in progress transfers along with his supervisor, the BASR on the recommendation of Dean may allow all courses passed with minimum Grade 'B' (in each course) to be transferred. All PhD candidates will have to appear in the comprehensive examination to be conducted by Riphah and complete research work. There shall be a residency requirement for a period of minimum two years after completion of the course work.”

(Ref.Riphah/Acad./08//GEN/1023, Dated 03-05-2023)

- (iv) The transfer shall normally be sought out on course-by-course basis. The transferable courses corresponding to the core courses of the program shall have at least 80% similarity of the course contents/syllabi on the current scheme of study of the program. However, in case of courses corresponding to the elective courses, the Committee shall evaluate and recommend the transfer of such courses which shall lead to fulfill the overall objectives of the programs.
- (v) A candidate who has already earned a degree or other equivalent qualification from a recognized University/DAI and intends to take admission in a program, may be given exemption of studied courses on his/her request. The case of exemption shall also be dealt by a committee similar to as a committee on transfer of credit case.
- (vi) The transferred/exempted courses and their credit hours shall appear on the transcript with a description stating the work as transferred/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 courses shall not be used in calculating the SGPA and CGPA.
- (viii) The candidate shall be responsible for providing the migration certificate/ NOC, syllabi of courses, letter grades and the grade points of all the courses that he/she has qualified/earned at the previous University/DAI and shall meet all the admission requirements of the program.
- (ix) No credit of the work completed at other University/DAI shall be transferred if it is earned at the same time of enrollment in the courses of the program.

8. EXAMINATIONS OF COURSEWORK AND ATTENDANCE

- a. A student shall be evaluated in each course on the basis of periodical quizzes, test(s), assignment(s), individual/group presentations, group discussion(s), project/laboratory reports and/or otherwise as prescribed during the semester/session and the terminal examination covering the whole course at the end of the semester/session. The examinations/assessments shall be oral and/or in writing. Each course shall carry 100 marks, out of which 60% shall normally cover class work including the periodic evaluations and 40% for the terminal examination.
- b. The minimum pass marks for each course shall be 60%, which shall be the aggregate of the marks obtained during the semester/session and of the terminal examinations.
- c. If a student absents himself/herself in a class quiz, test, etc. for any reason, no separate examinations/assessment will be arranged for him/her and he/she shall be awarded zero marks for that examinations/assessment.
- d. There shall be written examination for each course at the end of each semester/session on the dates fixed by the Controller of Examinations in consultation with the Dean.
- e. A student shall be allowed to appear in the examination provided that he/she:
 - (i) has been on the rolls of the University during that semester/session.
 - (ii) has registered himself/herself for the courses of study and has attended at least 75% of the lectures/laboratory work and completed the course work to the satisfaction of the department concerned.
 - (iii) has paid all prescribed fees and dues of the semester/session before the commencement of the terminal examinations.
 - (iv) 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 terminal 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".

9. COMPREHENSIVE EXAMINATION

- a. A student, who has successfully completed the prescribed coursework of the program, shall submit an application on a prescribed form to the Controller of Examination through his department for admission in the comprehensive examination.
- b. The comprehensive examination shall consist of written and oral parts.
- c. The comprehensive examination shall be conducted by the Graduate Examination Committee appointed by the Vice Chancellor on the recommendations of the Dean in consultation with the Supervisor. The Supervisor of the student will also be co-opted as a member of this committee.

- d. A department shall normally hold at least one comprehensive examination in an academic year with prior information to the Controller of Examinations.
- e. The pass percentage of the comprehensive examination shall be 70%. The result of comprehensive examination shall be shown in the transcript of the student.
- f. If the student does not pass the comprehensive examination in the first attempt, he/she may be given one more chance on the recommendation of his/her Supervisor. The registration of the student shall be deemed as cancelled, if he/she does not pass the comprehensive examination even in the second attempt.
- g. The registration of the student shall be deemed as cancelled, if he/she does not pass the comprehensive examination **within 1st six semesters** from the date of registration in the program. In case of noncompliance, the registration shall be cancelled and transcripts for completion of coursework may be issued to the student.
- h. In an event of force majeure i.e., noncompliance on account of circumstances beyond the control of student, the university may consider the matter in accordance with the following:

In case a student is unable to secure a PhD degree within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes for delay. In event of force majeure i.e., delay on account of circumstance beyond the control of student, the university may grant an extension in the period of award of PhD degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused due to process or administrative reasons.

- i. The following are the guidelines for a conducting Comprehensive Examination:
 - i. The exam should be based on recapitulation of the conceptual knowledge of the discipline to which the student is admitted.
 - ii. The exam shall cover the courses studied, preferably at the graduate level, conducted on one composite question paper.
 - iii. The evaluation shall be on an aggregate basis, expressed in terms of pass/fail and shall not be graded.

After passing the comprehensive examination, but before the submission of his/her thesis, the Ph.D. candidate must have acceptance / publication of at least one research paper in the HEC approved/recognized journal. However, the award of PhD Degree shall be subject to having published a research paper based on the PhD dissertation of the candidate.

(Ref.Riphah/Acad./08/4909, Dated 16-08-2018).

“PhD Candidate will be required to have published at minimum:

- i. One research article in W category journal or two research articles in X category journals, for Science disciplines
- ii. One research article in X category journal or two research articles in Y category journals, for Social Science disciplines.
- iii. The PhD researcher shall be the first author of these publications.
- iv. The research article shall be relevant to the PhD research work of the PhD researcher.
- v. The article shall be published after approval of the research synopsis.

- vi. The article shall be published in a relevant research journal

Note: According to the APA manual (7th edition), no more than two affiliations may be added per author and dual affiliations can only be added if the “two institutions contributed substantial support to the study”.

10. EVALUATION, GRADES, ACADEMIC STANDING

a. Grades, Grade Points and Calculation of Grade Point Average

- (i) The academic work shall normally be evaluated on the basis of percentage marks obtained and the grade points according to the following grading system:

READY RECKONER FOR CALCULATING GRADE POINT
BASED ON LETTER GRADES AND
CORRESPONDING NUMERICAL GRADES

Marks Obtained	Grade	Grade Point
90 and above	A+	4
80-89	A	4
78-79	A-	3.8 - 3.9
74-77	B+	3.4 - 3.7*
70-73	B	3 - 3.3*
68-69	B-	2.8 - 2.9*
64-67	C+	2.4 - 2.7*
60-63	C	2 - 2.3*
Less than 60	F	-
Incomplete	I	-
Withdrawal	W	-
Replaced Grade	R	-

* An increase of 1 marks increases the grade point by 0.1

- (ii) Marks will be rounded for each course only once after adding during the semester/session marks and the terminal examinations marks. Marks would be rounded up / down from first decimal in such a way that 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. And 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.
- (iii) The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:

$$\text{SGPA} = \frac{\sum \text{Course Credit Hours in the semester (excluding W and I)} \times \text{Grade Point Earned}}{\text{Total Semester Credit Hours (excluding W and I)}}$$

$$\text{CGPA} = \sum \frac{\text{Course Credit Hours in all Semesters (excluding W, I and R)} \times \text{Grade Point Earned}}{\text{Total Credit Hours taken in all Semesters (excluding W, I and R)}}$$

- (iv) SGPA and CGPA shall be rounded off to the second decimal when shown on the transcript and in record(s) of result.

b. Withdrawal from a Course

- (i) A student may be allowed to withdraw from a course or all of the courses after the add/drop of courses period up to two weeks before the end of the classes of the semester/session subject to approval of the Dean upon recommendations of the teacher concerned through the HOD/In-Charge Postgraduate Programs.
- (ii) 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.
- (iii) No credits shall be given to the withdrawn course(s) and it shall not be used in the SGPA and CGPA calculations.
- (iv) The student may repeat the withdrawn course whenever offered next. He/she shall attend all the classes/tutorials and shall participate in all the quizzes, test(s), assignments, etc. during the semester/session and in the terminal examinations at the end of the semester/session as such.
- (v) The student shall pay the prescribed fees and other dues of the withdrawn course(s) for the semester/session.

c. Grade 'I'

- (i) If a student fails to appear in the terminal examination of a course on medical or any other reasons, he/she shall be treated as absent and failed in the course. However, in special circumstances, on the request of the student, the Dean on the recommendations of the concerned teacher/supervisor through the HOD/In-Charge Postgraduate Programs may allow for the award of Grade 'I' to the student in the course, provided that the attendance and other requirements of the course have already been completed.
- (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 fulfilled on as early as possible basis but before the end of the very next semester/session, otherwise it shall automatically be changed to an "F". It will be responsibility of the student to complete the specified requirements within the stipulated time as approved by the Dean on recommendations of the concerned teacher/supervisor.

d. Repeating a Course

- (i) A student may be allowed to repeat a course in which he/she has obtained grade “C” or “F”. A maximum of nine (9) credit hours of coursework may be allowed to a student to repeat for improvement.
- (ii) The student repeating a course shall be required to register the course as a regular course and shall attend all the classes and appear in all the examinations during the semester/session and the terminal examinations of the course.
- (iii) The course repeated in a subsequent semester(s)/session(s) shall be shown 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 SGPA/CGPA. The new grade, through its corresponding semester/session, shall be used for computation of the SGPA/CGPA. In case, the new grade is lower than the previous grade then the previous grade shall be retained as such; whereas the new (lower) grade shall be marked as “W” without affecting the SGPA/CGPA and the repeat shall be reflected in the transcript corresponding to the respective semester/session.
- (iv) If a student, after approval of the Dean, 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 SGPA/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 SGPA/CGPA.
- (v) A student may be allowed to improve his/her CGPA after completion of the program by repeating course(s) within the very next regular semester only with the approval of the Vice Chancellor on recommendations of the HOD/In-Charge Postgraduate Programs through the Dean. Provided the maximum allowable time of the program is not over and that he/she has not been issued the award. The student shall have to surrender his/her previous transcript, provisional certificate and other related document(s).
- (vi) The letter grade “W” assigned to a course shall not be replaced by any other letter grade upon repeating/substitution of the course.

e. **Academic Deficiency**

- (i) A student shall be required to maintain a minimum CGPA of 3.0 throughout the period of study of the program. Whenever the CGPA falls below 3.0 the student shall be given an academic warning for the next semester and this effect shall be published on his/her semester result. Maximum two academic warnings—viz., (i) the “First Probation” and (ii) the “Last Probation” shall be allowed. If the CGPA of a student falls below 3.0 for the third time during the period of study of the program, he/she shall be dismissed from the program and shall not be readmitted in the same program.
- (ii) A student on a probation status shall not be allowed to register the courses of the subsequent/advanced semester unless otherwise permitted by the Dean on recommendations of the Supervisor/Academic Advisor through the HOD/In-Charge Postgraduate Programs.

f. **Re-Checking of Answer Books**

- (i) There shall be no re-evaluation/ re-assessment of the answer books.
- (ii) A student may, on the payment of fee as prescribed by the University, get the answer book re-checked for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, HOD/In-Charge Postgraduate Programs of the concerned department and the Controller of Examinations, within one month from the date of declaration of the result.
- (iii) Errors or omissions, if any, shall be rectified.

11. REGISTRATION/ENROLLMENT OF RESEARCH WORK, DEVELOPMENT OF SYNOPSIS, APPOINTMENT OF SUPERVISOR

- a. The student shall normally prepare a synopsis (research proposal) of his/her research work in consultation with the supervisor within first year of registration and enrollment in the program. The synopsis shall include the topic of research, the name and consent of the ~~(proposed)~~ supervisor and the time period for submission of the thesis within the prescribed time limits.
- b. The student shall normally submit his/her synopsis after successful completion of the coursework and comprehensive examination to the concerned HOD/In- Charge Postgraduate Studies for consideration and permission of the departmental Research Ethics Committee (REC). The REC shall forward its recommendations to the Dean within fifteen days of submission of the synopsis. **The maximum time allowed for thesis proposal shall be first six semesters from the date of admission subject to qualifying comprehensive examination. In case of non-compliance, the admission of the student shall be stand cancelled.**
- c. The synopsis shall be forwarded to the Registrar by the Dean for approval of the BASR.
- d. A co-supervisor may also be appointed by the BASR if the research work involves or becomes interdisciplinary or other particular circumstances so desire. In either case

the specific roles and responsibilities of the co-supervisor shall be provided for consideration of the BASR.

- e. The Supervisor and co-supervisor (if any) shall be from the relevant field and shall possess doctoral degree unless otherwise permitted by the BASR. **The Supervisor shall be a faculty member of the University. However, co-supervisor may be appointed from outside the University.**

General Requirements for a Research Supervisor:

- a. A PhD degree from an HEC recognized national/international university/degree awarding institute (DAI).
- b. The research supervisor shall be given opportunities to attend and qualify course(s) on MS/MPhil/PhD Supervision which should also have contents on research ethics, publications, patents, etc. Such courses may include certified selfpaced MOOCS, or a course designed/offered by National Academy of Higher Education (NAHE) or by a university in the following manner:
 - i. Basic level course: to supervise students of MS/MPhil/equivalent degrees.
 - ii. Advance level course: to supervise PhD researchers.
- c. A regular/adjunct faculty member or researcher at a public or private university or DAI, or position of researcher or scientist at any R&D or public/private sector organization. However, in the case of a non-faculty PhD supervisor, who otherwise meets the criteria of being a PhD supervisor, shall be taken as an adjunct faculty member, for a period not less than the minimum time required to complete the student's PhD research, prior to assigning a PhD supervision. Such a person shall also provide an NOC from the parent organization.
- f. The time limits of the research work shall be counted from the date of approval of the synopsis by the BASR.
- g. It is mandatory to register minimum of 06 credit hours and maximum of 12 credit hours of research work in each semester subsequently. If all credits have been registered and thesis is still not complete then a continuation credit of 01 Hours should be registered to remain enrolled in the program. The research work (30 Cr Hrs.) shall appear in the transcript of the student with the approved title of research work and credit hours. The continuation Credit hour shall not be counted in calculation of GPA.
 (Ref.Riphah/Acad./08/4909, Dated 16-08-2018).
- h. The student shall deposit the prescribed fees and dues on account of registration/enrollment and examinations of his/her research work on the semester/session basis to maintain his/her candidature for the research work for the given semester/session.
- i. The Supervisor/Co-Supervisor shall submit detailed progress reports after every six months on the prescribed form to the BASR. In case of two consecutive reports are adverse the BASR may cancel the candidature of the student.
- j. If the student fails to complete his/her research work within the stipulated time as mentioned in the approved synopsis, the Dean may permit on recommendation of the supervisor through the HOD/In-Charge Postgraduate Programs extension(s) in

the period for completion of the research work, provided the extension(s) shall not go beyond the maximum time period of the program. Provided also that the student shall deposit the prescribed fees and dues for the extended period(s).

- k. In case a major/entire change in the approved research topic/subject is required the case shall be considered afresh. The reason of change and the change shall be forwarded to the BASR for consideration and approval following the due procedures. However, time limits of the program shall not be changed in any case.

12. THESIS

The thesis submitted by the student shall comply with the following conditions:

- a. It shall form a distinct contribution to knowledge and afford evidence of originality, shown by the discovery of new facts, by the exercise of independent critical judgment, and/or by the invention of new methods of investigation.
- b. It shall not include research work for which a degree has already been conferred in this University or any other University/DAI.
- c. It shall have the format, writing, referencing, paper, binding and other related matters as approved by the BASR from time to time.

13. THESIS EXAMINATIONS

- a. The PhD dissertation external examiner shall be:
 - i. PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year OR
 - ii. Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or professors from any Pakistani University having a minimum H-Index 30 for Sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science.

Note: In order to ensure the quality evaluation, repute of the university and international collaboration of the university evaluators of foreign origin from technologically advanced countries having the above mentioned characteristics shall be preferred.

- b. There shall be a standing list of external examiners (not in service of the department/University) for each department consisting of persons of eminence (local as well as foreign) in the respective field of research as per the criteria mentioned at serial i. The list shall be suggested from time to time by the concerned Board of Studies and Board of Faculty for approval of the BASR.
- c. The student shall submit an electronic copy of the thesis upon completion through his/her supervisor to the HOD/In-Charge Postgraduate Studies for plagiarism check.
- d. After getting clearance of plagiarism check, the student shall submit copy of his/her complete thesis to the Controller of Examinations through his/her supervisor and the department for the evaluation by the external examiners.

- e. The Supervisor shall suggest a panel of seven external examiners (four foreign and three local) from the approved list. The Vice Chancellor shall appoint five external examiners from the given list (out of whom three shall be from the technologically advanced countries). In special circumstances, at least one external expert qualifying any one of the conditions mentioned at 'a' above if the PhD candidate publishes dissertation research in a peer-reviewed journal that is classified by the HEC in category W for Sciences and X or above for Social Sciences.

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- f. The reports of the external examiners shall be placed before the BASR for consideration.
- g. If the thesis is **considered** as adequate by two external examiners, the BASR shall allow the student to appear in the thesis defense (viva-voce) examination.

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- h. If any of the thesis examiners find that thesis is wholly inadequate, the thesis shall be sent to third external examiner to break the tie.

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- i. If the third external examiner also find that thesis is wholly inadequate and thereafter declared rejected by the BASR, the student may be permitted to submit a new thesis provided sufficient allowable time to complete the new research work is available or otherwise he/she may be advised not to undertake the venture again.

(Ref.Riphah/Acad./08/267, Dated 25-09-2020)

- j. The revised version of the thesis shall be approved by the same external examiner who suggested modification/revision of the thesis.
- k. If any of the external examiners finds the thesis adequate but suggests minor modifications/revision, these may be incorporated without referring again to the external examiner as required in clause (h). The revised version must be certified by the Supervisor to the effect that the modifications/revision identified has been properly rectified.
- l. The student shall submit soft copy of his/her complete thesis duly approved by the external evaluators for thesis defense (viva-voce) examination through his/her supervisor and the department at online thesis portal.
- m. The Supervisor shall inform the COE through the department about the date of thesis defense (viva-voce) examination and suggest three to four names of external examiners from the approved list.
- n. The COE shall forward one copy each to the two external examiners (as approved by the Vice Chancellor) along with the information related to the date, time and venue of the viva-voce examination.

- o. The viva-voce examination shall be open to public but the evaluation will be done only by the appointed panel of examiners (i.e., the two external examiners, Supervisor, Co-Supervisor (if any), the HOD/In-Charge Postgraduate Programs and the Dean).
- p. If the student fails to satisfy the examiners in the viva-voce examination, he/she may be given one chance to defend the thesis for the second and final time within a period of six months from the date of viva-voce examination. If the student fails to satisfy the examiners on the second viva-voce examination then his/her candidature shall be deemed as cancelled. However, BASR may evaluate and recommend to confer upon him/her a lower award like MS/MPhil on his/her request.
- q. The successful completion of the research work shall be publicized in the transcript as "PASS" and it shall not be used in the computation of grade point average.
- r. The student shall submit four hard bound copies after the viva-voce examination and corrections suggested by the external examiners and the viva-voce examination committee through his/her supervisor and the department to the COE. The COE, after affixing his/her signatures to declare the copy of the thesis as final, shall forward one copy each to the University/Department Library, the concerned Department and the HEC for record.
- s. The hard bound copies shall be printed on A4 size (8.27" × 11.69") paper and shall have maroon hard binding with golden lettering on the front and the spine.
- t. A student who successfully completes all the requirements of the program shall be awarded, with the approval of BASR and Academic Council, the degree under the seal of the University. However, the Vice Chancellor may approve the recommendations of the BASR on behalf of the Academic Council regarding the award of the degree to the successful student.

14. FEES AND OTHER DUES

Each student shall be required to pay tuition fee and such other charges of the program as may be determined by the Department and approved by the University from time to time.

----- **End Ph.D Academic Regulations** -----

----- See Annexes Please -----

X

ANNEXURE - 1**APPROVED PROCEDURE
FOR RELATIVE GRADING (AS PER HEC GUIDELINES)**

- A⁺ will be assigned to above $\bar{x} + 2\sigma$
- A will be assigned to the range between $\bar{x} + \frac{3\sigma}{2}$ and $\bar{x} + 2\sigma$
- A⁻ will be assigned to the range between $\bar{x} + \sigma$ and $\bar{x} + \frac{3\sigma}{2}$
- B⁺ will be assigned to the range between $\bar{x} + \frac{\sigma}{2}$ and $\bar{x} + \sigma$
- B grade will be assigned to the mean and spread in 1st half of the
i.e. $B = \bar{x} \pm \frac{\sigma}{2}$
- B⁻ will be assigned to the range between $\bar{x} - \frac{\sigma}{2}$ and $\bar{x} - \sigma$
- C⁺ will be assigned to the range between $\bar{x} - \sigma$ and $\bar{x} - \frac{4\sigma}{3}$
- C will be assigned to the range between $\bar{x} - \frac{4\sigma}{3}$ and $\bar{x} - \frac{5\sigma}{3}$
- C⁻ will be assigned to the range between $\bar{x} - \frac{5\sigma}{3}$ and $\bar{x} - 2\sigma$
- Similarly, anything below $\bar{x} - 2\sigma$ will be D and fail categories

----- **End** -----

Academic Regulations

Riphah International University, Islamabad