

EXAMINATIONS POLICY

FOR

POSTGRADUATE STUDIES

1. Postgraduate semester system:

- a. NUMS will follow semester system examination in the postgraduate programs based on current HEC policy guidelines. The Controller of Examinations shall prepare a schedule of all postgraduate examinations to be conducted during the year. There shall be two regular semesters in an academic year, spring and fall each of 16-18 weeks (inclusive of 1-2 weeks for exams) and an optional summer semester of 9 weeks.
- b. Spring semester shall normally start in the first week of January each year and its examinations shall be held in the month of May. The fall semester shall start in August with its examinations in December. Summer semester shall be offered as an optional semester of 9 weeks duration for deficient/ other courses depending on the availability of staff from 1st week of June with examination in 2nd week of August. The contact hours will be doubled in the summer semester
- c. The postgraduate academic programs shall include theory courses, community work/ thesis/ research project and internship. In the beginning of a semester, the teacher of each course will guide the students about the successful completion of the course requirements. Minimum of 75% attendance in classes is mandatory to complete course work. Where required, the instructor shall report student's absences to the HoD.

2. Semester examination management:

- a. **NUMS Examination Directorate:** NUMS Examination Directorate will nominate Internal and External examiners. End Semester Examination question papers will be moderated/ formulated centrally at NUMS Examination Directorate. The same will be forwarded to concerned institute/ college for conduct of examination, marking of answer books/ MR Sheets and compilation of provisional results.
- b. **Institutional Examination Cell:** Every college/ institute will establish Institutional Examination Cell (IEC) headed by Institutional Deputy Controller (IDC) of Examinations who will be responsible for maintenance of papers secrecy, conduct of examinations, codifying of answer books before marking by the examiners, compilation of results student records and onward submission of results to the university controller of examination.
- c. **Departmental Examination Committee:** A Departmental Examination Committee (DEC) headed by the HoD/ senior faculty members will be constituted by the Head of College/ Institute to supervise the conduct of examinations based on semester system and ensure uniformity of scoring as per NUMS policy.

3. Sessional tests/ mid-semester examinations:

- a. The performance of each student in a course will be assessed periodically throughout the semester to check as to how well the students' learning objectives are being achieved and how effectively are the teaching standards being maintained. Quizzes shall be of 15 minutes and sessional exams shall be of 30 minutes duration. Mid-Semester examination of each course shall be one-hour duration and evaluated by the respective faculty member(s) of the course. Results of mid-semester examinations will be prepared by respective departments and will be sent to the examination cell periodically for final approval of the Principal/ Dean. Whenever a student misses mid-semester examination/ sessional test due to reasons acceptable to the Departmental Examination Committee, provided his attendance is not less than 75%, make up test may be arranged within the 04 weeks.
- b. The faculty members shall maintain files along with relevant records (including computer printout, if any) for each course covering such details of the course like syllabi, examinations, student gradations and students' problems and measures taken for their resolution etc., provided that once the University's automation system is designed and applied, such files and records etc., may be maintained in the system accessible by all the authorized persons.

4. Final end-semester examinations and weightage:

Final end-semester examination of each course shall be of one-and-a-half-hour duration. Each student shall be examined/ evaluated by the internal and external examiners appointed by the University. The HoD and Institutional Deputy Controller of Examinations shall supervise and oversee the conduct of examination in the departments. Written paper shall be according to the TOS approved by respective FBS. Oral, practical/ clinical courses examination shall be of one-hour duration. The answer books will be coded by IEC with fictitious number, removing all student particulars. NUMS nominated Internal and External examiners will mark the answer books.

Whenever a student misses End Semester Examination due to a reason acceptable to the Faculty Board of Studies provided his/her attendance is not less than 75%, he/ she can appear in the examination whenever offered.

The semester-based programs assessment weightage may vary in different postgraduate academic programs as determined by the FBS. However, general guidelines for final assessment of a course are given below:

Nature of Examination	Weightage	Marks	Assessment Tools	Paper Duration
Quizzes	05%	5	As per TOS approved by respective FBS	15 minutes
Sessional examination	10%	10		30 minutes
Mid-semester examinations	25%	25		1 hour
Assignments/presentations/practicals/ OSCE/ OSPE	20%	20		1hour
Final end-semester examination	40%	40		1.5 hours
Total	100%	100		

NOTE: OSCE/ OSPE Stations shall be prepared by the concerned College/ Institute.

5. Supplementary/ special examination not allowed: There will be no supplementary/ special examination in a semester system and if a student fails in a course, he/she is required to repeat it.

6. Fractionalized grading policy: The student's final assessment shall be done by Grade Point Average (GPA). For calculation of GPA, absolute grading on the scale of 4.00 points shall be used. Using the oblique symbol, "marks percentage/ grade points/ grade", the following grade calculations with plus minus indicators are given as per HEC policy for information/ use by all concerned:

S No	Percentage obtained in a Semester System	Grade Points	Grade
1	85 & above	4.00	A
2	84	3.93	A-
3	83	3.86	
4	82	3.80	
5	81	3.73	
6	80	3.66	
7	79	3.60	B+
8	78	3.52	
9	77	3.46	
10	76	3.40	
11	75	3.33	
12	74	3.24	B
13	73	3.16	
14	72	3.08	
15	71	3.00	
16	70	2.88	B-
17	69	2.77	
18	68	2.66	
19	67	2.58	C+
20	66	2.50	
21	65	2.42	
22	64	2.33	

S No	Percentage obtained in a Semester System	Grade Points	Grade
23	63	2.22	C
24	62	2.11	
25	61	2.00	
26	60	1.88	C-
27	59	1.77	
28	58	1.70	
29	Below 58	0.00	F

- 7. Computation of GPA/ CGPA and degree award:** GPA is a figure ranging preferably from 0.00 to 4.00 used to indicate the performance of a student in the semester. It is calculated as follows:

$$\text{Semester Grade Point Average (GPA)} = \frac{\text{Sum over all courses in a semester (course credit hours x grade point earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{Cumulative Grade Point Averages (CGPA)} = \frac{\text{Sum over all courses in all Semester (Courses Cr Hs x Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

Minimum qualifying CGPAs for MPhil/ MSc/ MPH/ Diploma programs and PhD programs shall be 2.50 and 3.00 respectively.

- 8. Academic deficiencies:** A student who obtains one or more of the following grades in the semester result shall be considered academically deficient:

a. GPA less than 2.00 for all PG Programs.

b. 'F' grade in any course: "F" grade is awarded on the basis of:

- i. Academic failure i.e. below 1.70 GPA in the course.
- ii. Attendance less than 75% in the subject.

The "F" grade so obtained shall only be cleared by repetition of the course whenever offered.

c. An incomplete "I" grade: "I" grade will be awarded by the faculty only in exceptional cases beyond the control of a student such as serious accidents, family tragedy, serious health ailments, etc. The grade will be approved by the concerned Dean provided his attendance is not less than 75%. The student will be given a grade after examination as per NUMS grading policy without prejudice to the previous grade "I". In case a student fails to make up the required score, he will be awarded an "F" grade.

- 9. Recommendations to academically deficient students:** The Dean/ HoD will review the end-semester results of deficient students and recommend either probation, withdrawal or repetition of courses for improvement of CGPA. The main features of and guidelines for these concepts are stated below:

A. Probation: A student shall be placed on academic probation under the following conditions:

- i. Student acquiring less than 2.00/ 4.00 GPA in a semester but passing in all papers will be promoted on a condition to achieve more than 2.00 GPA in next semester and he/she will remain on probation for the next semester. If the student does not achieve the desired CGPA of >2.00, he/she will go to 2nd (last) probation.
- ii. Students acquiring GPA 1.70 and above but failing in any paper(s) will be placed on probation and promoted to the next semester conditionally but they will have to be registered for summer semester to improve the grade.
- iii. There will be maximum two academic probations in all NUMS programs.

B. Withdrawal: A student is recommended for withdrawal under following circumstances/ conditions:

- i. On disciplinary grounds when recommended by the respective Discipline Committee of the College/ Institute.
- ii. Students acquiring GPA less than 1.70 in two consecutive semesters and failing in any paper(s) even after attending summer semester for one academic year will be dropped from university rolls. However, he will be eligible to seek re-admission if applied for in the next available admission season. Re-admission will be allowed only once on payment of full admission fee and the student will be considered as external candidate.
- iii. CGPA less than 2.50 for MPhil/ Master/ Diploma programs or 3.00 for PhD program after completion of the course work even after availing chance allowed under the provision.
- iv. PhD students if fails twice in the qualifying examination or fails to qualify coursework requirements in three years.
- v. If a student has not completed his degree requirements within the maximum stipulated time.
- vi. A student who remains absent for more than 45 days without valid reasons but does not qualify for suspension of registration.
- vii. On consistent unsatisfactory academic performance when reported by the supervisor of the PhD students.
- viii. A student can seek withdrawal from any program at any stage of his degree on his own request duly recommended by supervisor and for PhD students by Supervisory Committee of the Institute/ College and take readmission within two years from the stage on which withdrawal was taken.
- ix. Students can withdraw from a particular course with the consent of the concerned dean. Students can withdraw from a maximum of 01 courses in one semester. This should be within one week of the announcement of mid-term or a maximum of ten weeks from the start of classes. There is no refund of fee.

C. Repeating courses/ improvement of CGPA:

- i. If a student gets 'F' grade, he will be required to repeat the course or its recommended alternate, if any. However, "F" grade obtained earlier will also be recorded on the transcript.
- ii. A student having grade less than 2.50 for MPhil/ Master/ Diploma programs or less than 3.00 for PhD program can repeat the course twice if he desires to improve the grade.
- iii. A student may repeat up to three courses in any PG program. In such a case, both the course and the grade obtained will be recorded on the transcript, however, only the better grade shall be calculated in the CGPA. In case of CGPA improvement, it would be recorded with (Imp) on the transcript.

NOTE: Final result shall be displayed on NUMS website. Results of sessional/ mid semester examination are the responsibility of institution. After declaration of results, a candidate may apply to the Controller of Examinations for retotaling of his/ her answer books.

10. Thesis defense: The Dean shall schedule a date under intimation to the Academic Directorate/ Examination Directorate and Heads of the concerned College or Institute for final open presentation-cum-defense of the thesis in presence of the Dean and the examiners concerned

11. Indiscipline in examinations:

- a. Indiscipline in examinations includes immoral/ unlawful/ illegal act or misbehavior including strike, unauthorized possession/ use of any material/ instrument/ device/ source, copying/ cheating of any form in any manner, use of unfair means, impersonation/ personification, unauthorized possession or use of any firearm/ dangerous or harmful instrument or article, misuse of language, physical assault, instigation including any criminal instigation for any indiscipline or immoral or criminal act including harassment and infringement of any code of conduct linked to student behavior or examination inside or around the examination hall/ center. Abetment, connivance and facilitation to indiscipline shall also constitute and be treated as indiscipline.
- b. Depending upon the nature and severity of the committed indiscipline, the punishments for examination-related indiscipline may include cancellation of paper/answer sheet or expulsion from examination hall by the superintendent, disqualification either a specified period or permanently either by the Head of the College/Institute or Vice Chancellor, initiation of criminal proceedings under orders from the vice Chancellor through Controller of Examinations, imposition of appropriate fine by the Vice Chancellor, termination from the University and cancellation of degree.
- c. All serious cases of indiscipline shall be subjected to enquiry by the Disciplinary Committee provided that nothing will restrict the inherent powers of the Vice Chancellor to award any suitable punishment in any disciplinary case without reference to the said committee.
- d. While dealing in student disciplinary cases, the principles of natural justice shall not be compromised under any circumstances even in the situations where such cases are decided on summary basis.

12. Medical Certificate: Medical certificate from a registered medical practitioner duly endorsed by the University Medical Officer is acceptable for the examination purposes.

13. Permission of writer for special students: A visually impaired student may be allowed to attempt examinations on Braille/ computer/ any other specialized means of facilitation. In case a student is physically handicapped/visually impaired, he may in advance apply to HoD with acceptable proof of disability or impairment for permission to engage a writer in tests/ examinations. Such student shall be allowed 45 minutes (maximum) extra time for a question paper. The qualification of the

person who acts as writer of a handicapped student must be at least one step lower than that of the student.

14. Damaged/ lost answer script: In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, the student concerned may be given options either for average marking in the relevant subject/ course or to avail another chance as a special case to take examination in such subject/ course in the next examination.

15. Academic transcript/ detailed mark sheet:

- a. Urgent degree can be issued upon the request of a student. Duplicate degree may be issued (with completion of all requirements) in case the original degree is lost/ damaged or in case of change in the name of candidate. The duplicate degree shall however, be signed by the Controller of Examinations only.
- b. Examination Directorate may issue two types of transcripts i.e. interim and final. Interim transcript shall be issued to such students who have not completed their program. It will show the grades of all semesters which a student has completed along with GPA/ CGPA. It will show program status as well. Final transcript shall be issued to the students who have completed their degree requirements showing complete academic record of the students along with GPA/ CGPA and program status with academic honor, if any. The students may request for additional or duplicate copies of transcripts on payment of prescribed fee. Each type of transcript shall depict transcripts definition and legend on its reverse side.

16. Format of final transcript: The final transcript shall at least cover the following information:

i. Front side:

- a. Name of student, father's name, date of birth, registration number/ roll number.
- b. Name of the program.
- c. Date of admission into degree program.
- d. Semester wise break-up with dates.
- e. Subjects detail along with credit hours.
- f. Type of enrollment – full time or part time.
- g. Picture of the applicant be printed on transcript date of completion of degree requirements.
- h. Mode of study – regular or private or distance learning.
- i. Online result verification key/id (front side at the end of the transcript).
- j. GPA/CGPA and overall percentage against earned CGPA (at the end of the front side of transcript) for semester based programs.

ii. Back Side:

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

17. Medals and awards: University medals/awards and distinction certificates shall be given to the students in view of their academic performance in various examinations and academic exercises or activities as decided by the Award Committee. Under semester system, such meritorious positions would be decided on the basis of CGPA. In case two or more students have the same CGPA, the position would be decided on the basis of percentage among those students. No medal and award will be awarded in the case of improving CGPA in semester system. Degrees and medals shall be awarded at the time of “convocation”. The concerned students entitled to such recognitions shall be informed in advance. The Award Committee shall have powers to recommend to the Vice Chancellor to withdraw or cancel any medal/award or distinction in circumstances of exceptional nature.