



UNIVERSITY OF HEALTH SCIENCES, LAHORE

NOTIFICATION

This is in compliance with the decision of Board of Governors made in its 47th meeting pertaining to the regulations for semester based undergraduate degree programs considered in the meeting.

The said regulations are hereby notified as 'Statutes & Regulations for Semester-Based Undergraduate Degree Programs (Allied Health Sciences, BS Nursing and Pharm.D)' after incorporation of the necessary changes, under section 24.(2) of UHS Ordinance 2002 (enclosed).

REGISTRAR

No: UHS/REG-25/333

Dated: 03-02-2025

Copy forwarded for information to the:

1. Principal/Heads of all the affiliated Nursing, Allied Health Sciences and Pharmacy colleges/institutions of UHS
2. All the Heads of Academic Departments of UHS
3. Additional Registrar, Directorate of Undergraduate Studies, UHS
4. Additional Registrar (Academics), UHS
5. Director Medical Education & international linkages, UHS
6. Controller of Examinations, UHS
7. Director Students' Affairs, UHS
8. Director IT, UHS
9. Deputy Registrar (SIS), UHS
10. PS to Pro-Vice Chancellor, UHS
11. PSO to Vice Chancellor, UHS

A handwritten signature in blue ink, appearing to be 'H. M.', is written over the printed name of the Additional Registrar.

Additional Registrar (SM)



UNIVERSITY OF HEALTH SCIENCES LAHORE

Statutes & Regulations for Semester-Based Undergraduate Degree Program (Allied Health Sciences, BS Nursing and Pharm.D)

1. SHORT TITLE, COMMENCEMENT AND APPLICATION:

- i. These Regulations framed under section 34 & 35 of the University of Health Sciences Lahore Ordinance 2002, shall be called the Regulations for Semester-Based Undergraduate Degree Program (Allied Health Sciences, BS Nursing and Pharm.D).
- ii. These Regulations shall come into force with immediate effect.
- iii. These Regulations shall apply to all semester-based undergraduate degree programs (Allied Health Sciences, BS Nursing and Pharm.D) of the University (Constituent departments/Institutes/colleges and affiliated colleges/institutes).

2. DEFINITIONS:

- i. **"Academic Program" or "Program"** means an undergraduate program of studies which leads to the award of a degree to the student after successful completion of all its requirements.
- ii. **"Academic Year"** means the period of the program covering two semesters.
- iii. **"Attendance"** refers to the minimum required presence in each course, including but not limited to class sessions, field visits, assignments, and other related activities, as specified and notified by the University."
- iv. **"Assessment"** means evaluation of performance of students in an academic program, including examinations, assignments, practicals and project work.
- v. **"Class Assignment"** means a task relevant to a course of study to substantiate the course contents. An assignment may or may not be graded.
- vi. **"Contact Hour"** means one clock hour spent on teaching, lab work, practical, research work, projects, seminars, workshops, internships, etc.
- vii. **"Controller"** means Controller of Examinations of the University.
- viii. **"Credit Course"** means a course required for a degree and is counted towards CGPA.
- ix. **"Cumulative Grade Point Average (CGPA)"** means the average of grade points earned in all courses in two or more than two semesters of an Academic Program.
- x. **"Department"** means an Academic Department of the University where the BS/undergraduate program is being offered.
- xi. **"DMC"** means Detailed Marks Certificate issued by the Examinations Department of University showing result of a candidate after the semester's final examination.

- xii. **'Drop-out'** means a student who, after two probationary periods, is deemed unsuitable for further studies due to failure to attain the minimum required Cumulative Grade Point Average (CGPA) or for any other reason, and is subsequently removed from the roll of the University.
- xiii. **"Examiner"** means a person appointed to conduct an examination.
- xiv. **"Faculty"** means regular, adjunct or visiting teaching staff engaged for teaching of the students.
- xv. **"Grade Point (GP)"** means number of points assigned to a letter grade.
- xvi. **"Grade Point Average (GPA)"** means the average of points earned by a student in a semester.
- xvii. **"Grade"** means a letter grade which represents certain points earned by a student.
- xviii. **"HEIs"** means the Higher Education Institutions.
- xix. **"Internal assessment"** means Assessment of Class Performance based on quizzes/presentations/assignments/attendance etc.
- xx. **"Practical Credit Hour"** means a practical of three consecutive hours per week in a semester for a subject is equivalent to one credit hour
- xxi. **"Probation"** refers to the status of a student whose Grade Point Average (GPA) or Cumulative Grade Point Average (CGPA) falls below the required threshold for satisfactory academic performance. Specifically, a student is placed on probation if:
- In the first semester, their GPA/CGPA is greater than 1.50 but less than 2.00.
 - In subsequent semesters (second semester onwards), their CGPA is greater than 1.70 but less than 2.00.
- xxii. **"Promotion"** means obtaining a minimum Cumulative Grade Point Average (CGPA) at the end of each semester for promotion to the next semester.
- xxiii. **"Registration"** means the registration of a student in accordance with the registration regulations of the University.
- xxiv. **"Semester"** means a declared duration of maximum of 18 weeks for regular semesters (Spring/Fall) and maximum 8 weeks in case of optional Summer Semester, covering teaching, examination and semester break.
- xxv. **"Research Supervisor"** refers to a faculty member designated to supervise students engaged in research projects, possessing a minimum of 18 years of formal education in the relevant discipline/subject, and duly appointed in accordance with a notification issued by the Pro Vice Chancellor's office/Directorate of Undergraduate Studies, following the recommendations of the Research Committee."
- xxvi. **"Subject" or "Course"** means a topic or a subject related to an academic program, which is to be studied by a student for a fixed number of hours during a semester. Each subject shall carry a specific discipline code and number.
- xxvii. **"Theory Credit Hour"** means a lecture of one hour duration per week in a semester for a subject.



xxviii. **"Transfer of Credit Hours"** means transference and acceptance of credit hours earned by a student for migration to and from UHS after equivalence for the same approved by migration and equivalence committee.

xxix. **"University"** means University of Health Sciences Lahore.

3. PROGRAM DURATION:

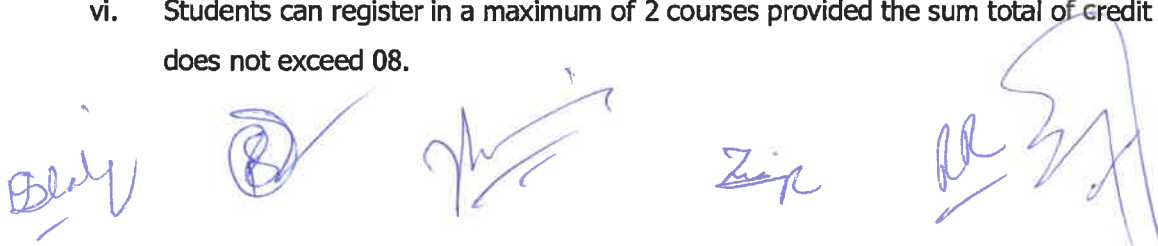
- I. The minimum duration of the undergraduate program(s) for the Bachelor of Science (BS) in Allied Health Sciences shall be four (4) years (eight (8) semesters), with a maximum duration of five (5) years (ten (10) semesters), except where otherwise specified with an exception of for the Bachelor of Science (BS) in Nursing shall be four (4) years, comprising eight (8) semesters.
- II. The minimum duration of undergraduate Program(s) for Doctor of Physical Therapy and Doctor of Pharmacy shall be 5 years (10 semesters) and the maximum duration shall be 6 years (12 semesters).

4. SEMESTER DURATION:

- i. There shall be two regular semesters (Fall and Spring) in each academic year.
- ii. Each semester shall be of 18 working weeks including examination.
- iii. At the end of each semester the Final examination will be conducted by the University of Health Sciences through the office of the Controller of Examinations.

5. SUMMER SEMESTER:

- i. Summer Semester can be offered to the students as a remedial and/or optional semester by the Institute/Department after approval of the University.
- ii. The Summer Semester shall be of maximum of 8 weeks including examination.
- iii. The Institute/Department shall seek written approval from the University for conducting summer semester.
- iv. The request shall be submitted to the Pro Vice Chancellor through Directorate of Undergraduate Studies on the prescribed proforma as annexed at **Appendix I**.
- v. The request must be submitted to the University within seven (7) days following the declaration of the final result for the regular semester. Such requests shall be considered by the Vice Chancellor upon the recommendation of the Pro Vice Chancellor and the Directorate of Undergraduate Studies, and shall be processed within seven (7) days of receipt, subject to approval by the Vice Chancellor
- vi. Students can register in a maximum of 2 courses provided the sum total of credit hours does not exceed 08.



- vii. The contact hours per week during the Summer Semester will be doubled to ensure that the course content is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.
- viii. Following categories of students can be permitted to enroll in the summer semester:
 - a. **Failing students:** A student with a 'F' grade shall repeat the failing course. The "F" grade obtained in a course will be recorded on the transcript/DMC of corresponding semester even if he/she passes the course subsequently.
 - b. **Improvement in grades:** Students with grade 'C or C- or D' can repeat a course for improving grades. In such a case, both the previous and new grade obtained will be recorded on the transcript/DMC of the corresponding semester, however, only the better grade shall be used in the calculation of CGPA.
 - c. **Short Attendance in the regular semester:** A student who was ineligible for appearing in regular semester examination due to short attendance may register into summer semester.
- ix. The student shall have to pay the prescribed tuition fee for the course(s) he/she wishes to repeat.
- x. In the case of CGPA improvement, it shall be recorded with (Imp) on the transcript.

6. ADMISSIONS:

- i. Admission shall be made strictly on merit.
- ii. Admissions shall be offered in accordance with the notified academic calendar and shall be duly advertised in national daily newspapers in both English and Urdu including merit criteria.
- iii. The Eligibility Criteria for admissions shall be as follows:
- iv. **Required Qualification:**
 - a. The candidate must have successfully completed the Higher Secondary School Certificate (HSSC)/F.Sc. Pre-Medical or an equivalent examination, achieving a minimum of 60% unadjusted marks for admission to the Pharm.D and Allied Health Sciences programs.
 - b. For admission to the BS Nursing program, the candidate is required to have secured at least 50% unadjusted marks in the relevant examination.
- v. **Admission Test:** All applicants are required to successfully qualify the university's entrance test, or any other examination deemed equivalent by the university, as a prerequisite for admission.



vi. **Merit Determination:**

Merit of applicants shall be determined as follows:

Matriculation	--	10%
HSSC/F.Sc./Equivalent	—	40%
Entrance test	—	50%

7. REGISTRATION:

- i. After admission, the students shall be registered for the respective program by the Registration department of the university.
- ii. All the affiliated/constituent Institutes and university departments will send the list of admitted students in all undergraduate programs to the Registrar's office in accordance with the Registration Regulations of the UHS.

8. FEE AND OTHER DUES:

- i. The fee structure shall be as prescribed by the University for its constituent departments/institutes/colleges or by the affiliated colleges/institutes from time to time.

9. FEE REFUND

- i. Admission Fee and security fee will be non-refundable.
- ii. If a student withdraws his /her admission, the tuition fee and other refundable dues shall be refunded as follows;

Percentage of Fee Refund	Time Line for Semester
Full (100%) Fee Refund	Upto 7 th day after commencement of classes
Half (50%) Fee Refund	From 8 th to 15 th day of the commencement of classes
No Refund (0%) Fee Refund	From 16 th day after the commencement of classes

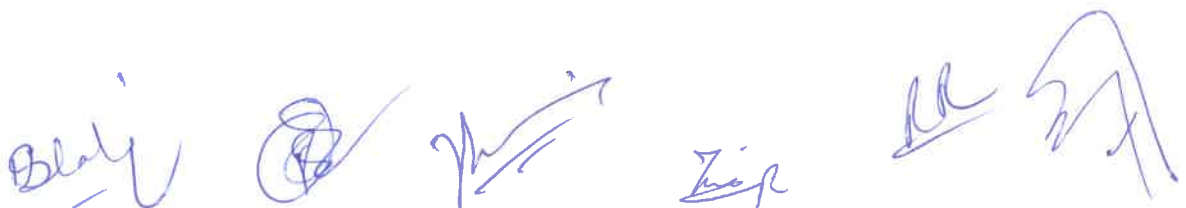
- iii. No fee will be refunded to the students who were absent from the program without prior information.

Note: Sections 8 and 9 do not apply to public nursing colleges.

10. Cancellation of Admission:

The admission of a student is liable to be terminated/cancelled in case;

- a. A candidate fails to deposit his/her fee within the due date, once selection list is displayed. The seat will be offered to the next eligible candidate based on merit list on the basis of merit from the waiting list.



- b. A student who is admitted to any program but is continuously absent for a period of two weeks or more from the beginning of the academic session without any approval shall be struck off from the Program Roll and the seat may be filled on the basis of merit from the waiting list.
- c. He/she is found indulging in misconduct and/or violation of university rules and regulations, after initiating the disciplinary proceedings.
- d. Any document/information provided by the candidate is found false/fake/fabricated at any stage of admissions as well as during studies, he/she will be debarred from admission for a period of seven (07) years.
- e. The student applies for discontinuation on his/her own request after fulfilling all the applicable rules.

11.CREDIT HOURS FOR PROGRAM:-

- i. A candidate shall have to obtain a minimum of 124 and 160 credit hours for 4 year program and 5 years program respectively, to qualify for an undergraduate degree as specified in the curriculum of the given program and requirements of the relevant accrediting body.
- ii. The course load per semester shall not be less than 15 credit hours but not more than 22 credit hours.


12.ACADEMIC CALENDAR:

The affiliated/**constituent** institutions and university departments shall ensure adherence to the Academic Calendar notified by the University from time to time for Curricular and co-Curricular activities.

13.ATTENDANCE/LEAVE POLICY:

- i. Students shall be required to attain a minimum of **85%** attendance per course to appear in the final examination.
- ii. The students having class attendance of less than 85% in any particular course of the semester shall be required to repeat the course.
- iii. The leave shall be permissible to students as per rules notified by the university from time to time.
- iv. Leave request on medical grounds shall only be entertained if certified by the PMDC registered consultant physician/surgeon working at a teaching hospital recognized by PMDC.

14.ASSESSMENT/EXAMINATIONS:



The scheme of assessment shall be as under:

S. #	Assessments	Weightage
1	Internal Assessment	20%
1.1	Mid-Term Examination	15%
1.2	Class Performance (quiz/class test/presentations/ assignments)	3%
1.3	Attendance	2%
2	Final Examination	80%

14.1.1. Internal Assessment:

- The internal assessment shall be done by the institution/respective department.
- The Institution/department shall ensure that cognitive domains are assessed through internal assessment.
- Minimum of 50% marks in Internal assessment (class performance + mid-term examination) is a mandatory prerequisite to appear in the Final Term Examinations.
- The internal assessment for each semester in each subject shall be assessed as under;

14.1.2. Class Performance

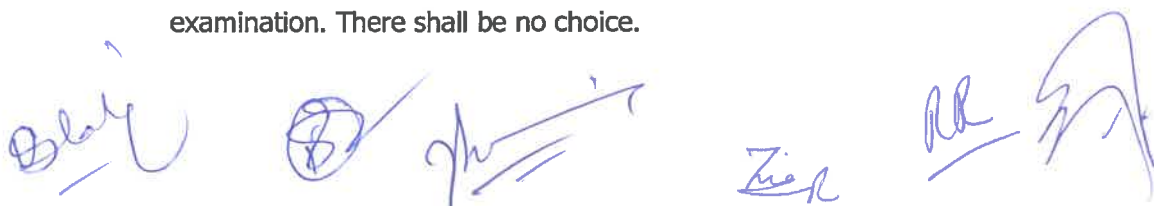
S. #	Class Performance Assessment	Number per semester	Maximum marks	Total marks
1	Quizzes/class tests	02	3 per Quiz/class test	06
2	Assignments	02	3 per assignment	06
3	Presentation	01	3 per presentation	03

14.1.3. Attendance

S. #	Attendance	Marks per semester
1	95% and above	02
2	90% - 94%	01
3	Less than 90%	0

14.1.4. Mid-Term Examination:

- The mid-term examination shall be held in the 9th week of the semester.
- The schedule/date sheet of the mid-term examination shall be notified by the Directorate of Student Affairs of the respective institution, two weeks before the commencement of the examination, in accordance with the notified academic calendar.
- The candidate shall be required to attempt all the Questions given in mid-term examination. There shall be no choice.



- d. Mid-Term Examination shall comprise of only Theory Examination.
- e. Development of mid-term Question Paper:

A. Constituent & On-Campus departments/institutes/colleges

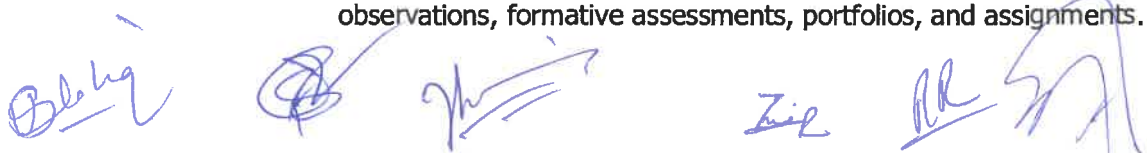
- 1) The subject concerned/relevant faculty members of the subject will prepare 3 sets of different question papers and submit the same to the Examinations Department.
- 2) Examinations Department, UHS will shuffle/finalize the final paper in consultation with the senior most faculty of the subject and/or Pro-Vice Chancellor, UHS.
- 3) Director, IAHS, UHS (for Allied Health Sciences Programs), Head, College of Pharmacy, UHS (for Pharm. D), Head, Nursing Department (for Nursing) or Assistant Registrar (Faculty & Students Affairs), UHS (for any of the undergraduate program) are authorized to collect the sealed final papers on the date of examination from the Printing Section of Examinations, UHS.

A. Affiliated Colleges/Institutes

- 1) The subject concerned/relevant faculty members of the subject will prepare 3 sets of different question papers and submit the same to the Chairman/Head of concerned department of affiliated college/institute.
 - 2) Chairman/Head of the concerned department of affiliated college/institute will shuffle/finalize the final paper in consultation with the senior most faculty of the subject.
- f. The mid-term examination shall be conducted by the relevant academic department/college/institute.
 - g. The result of the mid-term examination shall be declared within 15 days by the respective department/college/institute, after the conclusion of the examination.
 - h. The answer books of the mid-term examination shall be shown to the students at an announced date & time and taken back for record purpose in the concerned respective department/college/institute.
 - i. The answer books shall be kept as a record for two years and University reserves the right to seek submission of solved answer books/record of mid-term examination from the constituent departments/colleges/institutes and affiliated colleges/institutes as and when required.

j. Parent-Teacher meeting

- I. A parent-teacher meeting shall be held to
 - Share academic progress and growth based on classroom observations, formative assessments, portfolios, and assignments.



- Discuss enrichment or intervention strategies to support students learning
 - Discuss issues that may be interfering with students learning and growth.
 - Behavioral concerns and any other pertinent information
- II. The meeting will be arranged once during a semester
- Two weeks before the final term/send up examination.
 - If there is a particular matter or case that needs to be discussed, a special meeting might be scheduled.
- III. The report/record of the meeting will be shared with Directorate of Undergraduate Studies in a prescribed manner.

14.2 Final Examination

14.2.1 Eligibility

- a. The students having minimum of 50% marks in internal assessment of each course will be eligible to appear in final examination.
- b. The students having minimum of 85% attendance per course will be eligible to appear in final examination.

14.2.2 Process

- a. The application for admission to the final examination shall be submitted online.
- b. Hard copy of the application duly attested by the Head/Principal of the respective department / institution along with the evidence for payment of the prescribed fee voucher shall be submitted to the Examinations Department, UHS

14.2.3 Conduct

- a. The schedule/date sheet of final examination shall be notified by the UHS Examination Department in accordance with the notified Academic Calendar as approved by the relevant Board of studies (BoS).
- b. The Examination Department of the University shall hold the final examination.

14.2.4 Format of Final Examination

The final Examination of Semester shall consist of Theory and Practical Examinations of subject as per the curriculum.

14.2.5. Research Project/Report



- a. The student shall be required to submit a Research project/report in the final regular semester of the program.
- b. There shall be a Research Committee to review & evaluate the ethical & technical aspects (quality, validity, and originality/plagiarism) of the research proposals/reports as notified by the Registrar office for the programs conducted at constituent department/colleges/institutes of the University and by the Head of affiliated college/institutes for the programs conducted therein.
- c. The research supervisor will be appointed after the recommendations of the Research committee. An eligible supervisor must have 18-years of education in respective discipline/subject.
- d. The research project shall be evaluated by an External Examiner appointed by the University and each student shall appear before the external examiner for taking the Viva Voce examination based on the original Research Project.

14.2.6. Internship:

The students shall be required to undertake the internship as prescribed by the Higher Education Commission (HEC).

15. GRADING:

- i. The subject wise grading system as **appended at II** will be followed for the grading of the students.
- ii. Minimum qualifying CGPA required for the award of undergraduate degree shall be 2.00.

iii. Award of Final Transcript:

The final transcript shall be awarded to the students provided;

- a. The final result of all the semesters has been declared.
- b. He/she has obtained clearance from the relevant academic & administrative departments.

iv. Award of Degree:

A student who has successfully completed all the requirements prescribed in these regulations shall be awarded degree.

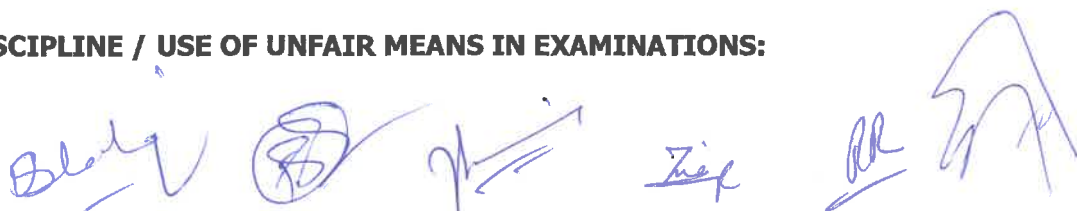
v. Format of Final Transcript:

The final transcript for the award of the degree will include the information detailed in **appendix III**.

vi. Student Grievances:

The student, if he/she feels aggrieved regarding the award of grades, may apply for recounting or reviewing in accordance with the prevailing examination regulations.

16. INDISCIPLINE / USE OF UNFAIR MEANS IN EXAMINATIONS:



- i. Any candidate found guilty of using unfair means in the Examinations shall be dealt under the Regulations pertaining to Use of Unfair Means during Examinations.
- ii. General misconduct/indiscipline shall be dealt by Discipline Committee under the prescribed UHS regulations for conduct and discipline of student.

17. PROMOTION AND PROBATION:

- i. It will be mandatory for a student to obtain/maintain a minimum CGPA of 2 to be promoted to the next semester and award of degree.
- ii. A student scoring less than CGPA of 2, shall be placed on probation. A student can only have 2 probations in the program duration.
- iii. The student will be granted the first probationary promotion towards the second semester, if he/she obtains a GPA 1.5 or more but less than 2 GPA in first semester. If the student does not achieve desired CGPA 2 but obtained CGPA greater than or equal to 1.7 then he/she will be granted second and last probation towards the next semester. If he/she fails to obtain the required CGPA 2 even after availing 2 probations, he/she shall stand automatically dropped from the rolls of the University.

	Promotion	Probation	Drop
1 st semester	GPA > 2.00	GPA > 1.50 but < 2.00	GPA < 1.50
2 nd semester onwards	CGPA > 2.00	CGPA > 1.70 but < 2.00	CGPA < 1.70

- iv. The student will stand automatically dropped from the rolls of the University, if he/she obtains GPA less than 1.5 in first semester.
- v. The concerned Head/Principal of constituent or affiliated department/college/institute shall notify all such cases within 7-days to the Registration department for updating the registration record accordingly.
- vi. The students failing (grade 'F') in any course(s) in the regular semester will be promoted to the next semester conditionally and he/she shall have to repeat & pass the course(s) mandatorily in the summer semester/regular semester. If the student is still in his/her regular session then the student will have to pay the additional tuition and examination fee of the course along with respective semester full examination fee. If the student is on extension, then the student will have to pay the full semester fee and dues to repeat the courses.
- vii. A student who completes all the courses and has not been required to repeat any course during the study period but obtained CGPA less than 2 at the end of last semester of the degree program, may be allowed once to repeat a maximum of 4 courses (16 credit hours) having grade 'C- or D' of his/her choice in the regular semester, provided that the selected courses will be offered in the regular semester. If the student maintained

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the CGPA 2, both the previous and new grade obtained will be recorded on the transcript/DMC of the corresponding semester, however, only the better grade shall be used in the calculation of CGPA. However, if he/she fails to maintain the CGPA 2 even after repeating the courses in regular semester, shall stand automatically dropped from the rolls of the University.

- viii. A student who fails to complete his/her degree in a maximum permissible duration will be dropped from University Rolls. Such students will be issued a transcript with "I" (Incomplete) grade.

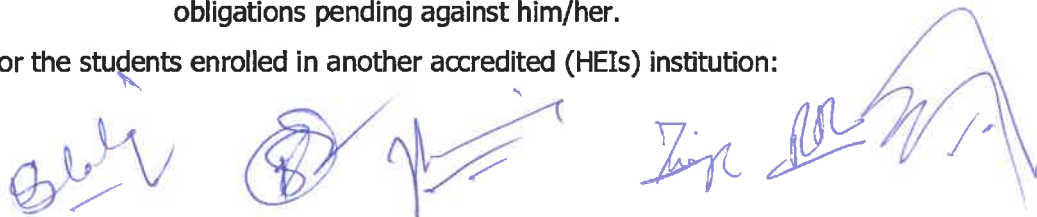
18. TRANSFER OF CREDIT HOURS

i. Eligibility

- a. Transfer of credit hours is applicable only to undergraduate students enrolled in degree programs offered by University of Health Sciences, Lahore or the students enrolled in another accredited (HEIs) institution provided that the courses are deemed equivalent in content and rigor to those offered at University of Health Sciences, Lahore.
- b. Students enrolled in degree programs at University of Health Sciences, Lahore, and in another accredited (HEIs) institution, seeking for transfer of credit hours must be in good academic standing and must have earned a grade "C" or higher in the courses they wish to transfer.

ii. Evaluation Process for Transfer of Credit Hours

- a. The application for seeking transfer of credit hours shall be submitted on the prescribed format.
- b. The transfer of credit hours requests shall be dealt by Equivalence/ Relevance committee of university in consultation with the Medical Education Department of UHS.
- c. For the students enrolled in degree program of University of Health Sciences, Lahore:
 1. Transfer of credit hours evaluations will be based on official transcripts submitted by the student and verified by the Examination Department, UHS.
 2. Applicant will be required to submit the additional documents as per following:
 - a. No Objection Certificate (NOC) from the Academic & Administrative Departments.
 - b. Certificate from the Finance Department regarding no financial obligations pending against him/her.
- d. For the students enrolled in another accredited (HEIs) institution:



1. Transfer of credit hours evaluations will be based on official transcripts verified by the Examination Department of the respective University, submitted by the student along with the application on the prescribed format.
2. Applicant will be required to submit the additional documents as per following:
 - a. Course syllabi or descriptions
 - b. No Objection Certificate (NOC) from the respective institution
 - c. Certificate for no financial obligations pending against him/her from the respective institution.
3. All such cases, shall be forwarded by the Registrar Office to the UHS Relevance/Equivalence Committee, followed by Migration committee and their recommendations shall be forwarded to the Vice Chancellor for approval and subject to approval, the student shall be allowed to admit in desired degree program at University of Health Sciences, Lahore.

iii. **Limitations for Transfer of Credit Hours**

Transfer of credit hours shall be subject to the following limitations:

- a. The student enrolled in another accredited (HEIs) institution, seeking transfer of credit hours with only percentages and/or pass/fail basis on the transcript, are not eligible for transfer of credit hours.
- b. Transfer of credit hours will not be allowed for the courses in which the student earned a grade lower than "C."

iv. **Appeals Process**

- a. Students dissatisfied with the outcome of their transfer credit evaluation may appeal the decision to the Registrar's Office.
- b. Appeals must be submitted in writing within 15 working days of receiving the results of evaluated transfer of credit hours.

19. AWARDS AND DISTINCTIONS:

- i. Minimum requirement for the award of degree to a candidate includes if he/she:
 - a. Has earned the minimum required credit hours in the allowed degree duration.
 - b. Has secured at least grade "D" in each course.
 - c. Has not availed more than two probations in entire program
 - d. Has obtained a minimum CGPA of 2.00.
- ii. Positions will be awarded on the basis of CGPA. First position holder after the final semester may be awarded Gold Medal. Gold Medal may be awarded separately for each degree program.



- iii. Students having A+ Grade in a subject shall be awarded the Distinction Certificates.
- iv. Roll of Honor shall be awarded to a student who completes his/her degree program with CGPA of 04.
- v. No Medal and Roll of Honor will be awarded to candidates who passed the examination in 2nd attempt.
- vi. No Medal and Roll of Honor will be awarded to candidates who improved their CGPA.
- vii. The rules and regulations of the University as notified from time to time shall be applied to the matters concerning awards and distinctions.

20. SCORING SCHEME:

Sr. No.	Assessment component	Structure	Weightage	Time Allowed
1	Internal assessment	As per internal assessment guidelines	5%	-
2	Mid-term	MCQs and SEQs based following similar structure as for final term examination	15%	MCQ = 1.5min/MCQ SEQ= 10min/SEQ -
3	Final term examination Theory	MCQs = 50% (1 mark each) SEQs = 50% (5 marks each)	80%	MCQ = 1.5min/MCQ SEQ= 10min/SEQ
4	Final term examination Viva voce and/or practical and/or clinical	50% OSPE 50% Viva Voice	100%	3 hours

Course Credit Hours	Total Course Credit Hours	Theory	Practical*	MCQs per cr. hrs.	SEQs per cr. hrs.	OSPE
1+0	1	1	0	15	3	-
1+1	2	1	1	15	3	3
2+0	2	2	0	30	6	-
2+1	3	2	1	30	6	3
3+0	3	3	0	45	9	-
3+1	4	3	1	45	9	3
2+2	4	2	2	30	6	6
3+2	5	3	2	45	9	6
0+1	1	0	1	0	0	3
0+2	2	0	2	0	0	6

Signature

Signature

Appendix 1: Summer Semester Request Form

Date: _____

Requesting Institute / Department: _____

Undergraduate Program: _____

Session: _____

S#	Course	Student Name	Father's Name	CNIC	Registration No.	Semester	Remarks

**Principal / Head
Institute/Department**

Appendix II: Grading system

Grade	Grade Points	Percentage obtained in a Semester System
A+	4.0	90 & above
A	4.0	85 - 89
A-	3.7	80 - 84
B+	3.3	75 - 79
B	3.0	70 - 74
B-	2.7	65 - 69
C+	2.3	61 - 64
C	2.0	58 - 60
C-	1.7	55 - 57
D	1.0	50 - 54
F	0.0	Less than 50

Note:

- I. The percentage marks obtained in any subject shall be rounded off to nearest digit and GPA will be assigned accordingly.
- II. A fraction of mark in a course is to be counted as '1' mark e.g. 64.1 or 64.9 is to be shown as 65.

Computation of GPA and CGPA:

- a. The performance of the student will be calculated using a standard scale of 0.00 to 4.00.
- b. Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) will be calculated using the following relationships:

$$\text{GPA} = \frac{\text{Sum over all courses in a Semester (Course Credit Hours x Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum over all taken courses in all Semesters (Course Credit Hours x Grade Point Earned)}}{\text{Total Credit Hours taken in all Semester}}$$

*The grading system is adopted as per HEC guideline i.e., Policy guidelines for implementation of uniform semester system in HEI's of Pakistan.



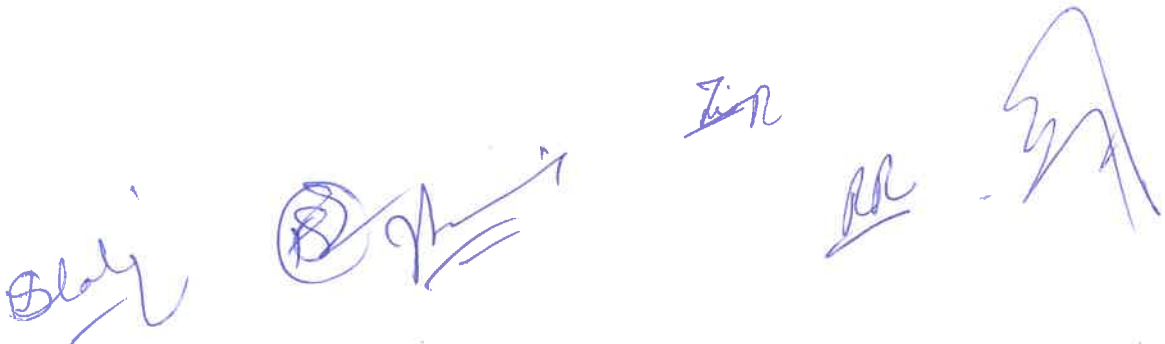
Appendix III: Format of final transcript

Front Side:

- Name of Student
- Father's Name
- Date of Birth
- Registration No. /Roll No.
- CNIC No. for Pakistani and Passport No. for Foreign Students
- Name of the Program
- Date of Admission into Degree Program
- Semester Wise Break-up with Dates
- Subjects Detail along with Credit Hours in theory and practical separately
- Type of Enrollment – Full Time or Part-Time
- Picture of the Applicant be Printed on Transcript
- Date of Completion of Degree Requirements
- Mode of Study – Regular or Private
- Credit Hours Exempted/Transferred if any/applicable.
- Online Result Verification Key/ ID /QR code (Front Side at the End of the Transcript)
- GPA/CGPA and Overall Percentage against earned CGPA (at the End of the front side of Transcript)

Back Side:

- Basic Admission Requirement of the Program
 - Grading System must be mentioned on Back Side of the Transcript
 - Name of Campus
 - Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript).
- The diploma/transcript must have the water-mark seal on it.

The image shows four handwritten signatures in blue ink at the bottom of the page. From left to right: the first is a cursive signature, the second is a signature with a circular stamp or mark, the third is a signature with a horizontal line underneath, and the fourth is a signature with a large, sweeping flourish.