

ACADEMIC STANDARDS FOR AWARD OF DEGREES

1. The basis for determining a student's grade in a course shall be left at the well-considered discretion of the individual faculty/Departmental Board of Studies. Since some courses are purely theoretical, some are purely practical and some have a theoretical as well as a practical portion, the grading scheme in the format given below may be followed for the purpose of uniformity: -

Grading Scheme: Engineering / IT / Sciences			
Nature of Examination	Duration	Frequency	Weighting (%age)
End semester examination	2- 3 hours	1	40-50
One Hour Test(s)*	One hour	<ul style="list-style-type: none"> • 1 CH Course - minimum 1 OHT • 2-4 CHs Courses - minimum 2 OHTs 	30-40
Quizzes		<ul style="list-style-type: none"> • 1 CH Course - minimum 2 • 2 CHs and above Courses - minimum 3 	10-15
Assignments	Own time	-	5-10
Project(s)	Own time	-	10-20
Lab Work /Projects	3 contact hours	1 per week for each lab CH	70-80

* Mid Semester Examination will be held in lieu of OHTs during Summer Semester.

2. For purely theoretical and purely practical courses, the grading scheme is given in the suggested format. However, for subjects which have the two categories (theory and practical) combined, the final grade shall be computed by multiplying the number of credits assigned to each category with the percentage marks obtained in that category and dividing the sum of the two by the total credits in that subject. For example: -

EXAMPLE				
Subject	Theory Credits	Practical Credits	% age Marks Earned	
			Theory	Practical
Physics	3	1	70	90
Overall grade = $(70 \times 3 + 90 \times 1) / (3+1) = 75\%$				

3. The overall subject percentage thus obtained shall be rounded off by the individual faculty up to two decimal points. Fraction of 0.5 or more are rounded to the next higher digit.

4. The performance of each student in a course of study will be graded as follows:

Letter Grade	Grade Points
A	4.00
B+	3.50
B	3.00
C+	2.5
C	2.00
D+ (for UG only)	1.50
D (for UG only)	1.00
F	0.00
I	Incomplete
W	Dropped
Q	Qualified
T	Transfer
XF	0.00 (F Grade due to shortage of attendance)

Note: 'Q' Grade i.e., Qualified is applicable to specified course (s) as per NUST Policy.

5. Grade Point Average GPA will be worked out by awarding relative grading on a scale of 4.00 points according to distribution gap method on the performance of a particular class by the faculty teaching the course.
6. To earn course credits, a student must obtain a minimum of 1.0 grade point for undergraduate and 2.0 grade points for postgraduate programs in each course.
7. To successfully complete the degree requirement, a student must obtain a minimum CGPA of 2.00 for Bachelors, 3.00 for Masters/MPhil, and 3.50 for PhD degree.
8. **Award of Grades**
- (a) **Award of Grade 'F'.** - In addition to 'F' grade awarded on the basis of academic failure, a student shall not be allowed to appear in the final examination of a subject in which his attendance is less than 75%, and he shall be awarded 'XF' grade in that subject. The 'F' grade so obtained shall only be cleared by repetition of the course whenever offered.
- (b) **Award of Grade 'I'.** - A student, who, because of illness or other acceptable reasons approved by the Departmental/Faculty Board of Studies, fails to complete the required work in any course or misses any examination/test defined as under, provided his overall attendance is not less than 75%, will be given 'I' as a grade. When a student, receiving such a grade, makes up the unfinished portion of his course, he will be given a grade as per para 4 above at the discretion of the faculty without prejudice to the previous grade 'I'. In case a student fails to make up the coursework, he will be awarded an 'F' grade unless further extension is given by the Faculty Board of Studies.
- (i) **Mid Semester Examinations/One Hour Tests.** - Whenever a student misses Mid Semester Examination/One Hour Test due to reasons acceptable to the Departmental Board of Studies, make up test shall be arranged within the period to be decided by the

Departmental Board of Studies but not later than four weeks from the original date of the missed Mid Semester Examination/One Hour Test.

- (ii) **End Semester Examination.** - Whenever a student misses End Semester Examination due to reasons acceptable to the Faculty Board of Studies, make up examination shall be arranged within the first six weeks after the beginning of the subsequent semester.
- (c) **Award of Grade W.** Grade W will be awarded on dropping of a course under the provisions of following Regulation:

9. Adding / Dropping of Course(s):

- (d) Adding / Dropping of course(s) shall be allowed within the first two weeks of start of a semester. It shall be ensured that minimum number of credit hours is not less than 12 for Bachelors, 6 for Masters and 3 for PhD programs and maximum number of credit hours does not exceed 21 for Bachelors and 12 for Masters / PhD programs.
- (e) A student taking less than the regular semester load shall not be considered for any academic honour / award except Rector's Gold Medal.
- (f) A student (UG, MS and PhD) shall be allowed to drop a registered course latest by 8th week of a regular semester and 5th week of a summer semester with recommendation of the HoD and approval of the Dean / Associate Dean. Letter grade 'W' shall appear in the transcript against the specific course and shall not be considered for computation of GPA.
- (g) Student having 'W' on the transcript shall not be considered for any academic honour / award except Rector's Gold Medal.
- (h) A UG student shall be allowed to have a maximum of 2 W's in a semester. He shall not be allowed to accumulate more than 4 W's at any one particular time during course of studies.
- (i) A Masters student shall be allowed one 'W' in a semester provided that registered credit hours do not fall below 6 credit hours in a regular semester. The students shall not be allowed to accumulate more than two Ws at a particular time during the course of studies.

AWARD OF BACHELORS' DEGREE AND ACADEMIC DEFICIENCIES FOR BACHELOR STUDENTS

1. Award of Bachelors' Degree. - (1) The (NUST), on recommendations of the Faculty Board of Studies of the constituent colleges/institutes/centres, awards undergraduate degree to the students who satisfy the following conditions, namely: -

- (a) have completed prescribed credit hours, and as per approval of Pakistan Engineering Council (PEC) / Higher Education Commission (HEC) for each program for bachelor's degree; and
- (b) have achieved a minimum CGPA of 2.00 with a minimum of 'C' grade in project work for BE/BIT.

(2) The degrees will reflect CGPA earned by the student during the degree program.

2. Academic Deficiencies. - A student who obtains one or more of the following grades in semester final result is considered academically deficient, namely: -

- (a) an 'F / XF' grade in any course;
- (b) Semester GPA less than 2.00;
- (c) CGPA less than 2.00; and
- (d) 'I' (Incomplete) grade in any course;

3. Disposal of Academically Deficient Students

- (i) warning;
- (ii) probation;
- (iii) suspension; or
- (iv) withdrawal;
- (v) repetition of semester(s) if the student's CGPA consistently remains below 2.00.

4. Warning

- (a) **Definition.** - "warning" means a written cautionary statement issued to a student who qualifies to continue his studies despite minor deficiencies in some courses so as to make him conscious of the weakness and advise him to work hard during the semester under progress.
- (b) **Policy.** - A student shall be placed on warning under the following condition as per the latest policies of the University: -

- (i) Semester GPA of the student is less than 2.00 or he earns F / XF grade (s) in a course (s) but does not qualify for probation / withdrawal.
- (c) **Compulsions.** - While on warning, a student is to, -
 - (i) contact concerned faculty for guidance; and
 - (ii) keep a complete record of the semester work comprising home assignments, laboratory reports, quizzes, mid semester/one hour tests and the marks obtained.

5. Probation

- (c) **Definition.** - A student is said to be on probation if he is deficient in academic / discipline standards but is allowed to continue studies.
- (d) **Policy.** - A student shall be placed on academic probation under the following conditions:
 - (i) His CGPA is less than 2.00, and he does not qualify for withdrawal. This clause will not be applicable to the first semester; and
 - (ii) On disciplinary grounds when recommended by the respective discipline committee of the institution and the discipline committee of NUST.
- (e) **Compulsions.** - While on probation, a student shall: -
 - (i) contact concerned faculty for guidance; and
 - (ii) keep a complete record of the semester work comprising home assignments, laboratory reports, quizzes, mid semester/one-hour tests, and the marks obtained.

6. Suspension

- (a) **Definition.** - "suspension" means that a student is not allowed to continue regular academic activities for a specified time.
- (b) **Policy.** - A student may be recommended for suspension by the Faculty Board of Studies for approval by Main Office, NUST in case of NUST students / paying cadets and respective HQs / Directorates in case of technical cadets, subject to any of the conditions listed below, namely: -
 - (i) on disciplinary grounds when recommended by the Discipline Committee of the respective institution and the Discipline Committee of the University.
 - (ii) if overall attendance of the student is below 75% in a semester on medical grounds or reasons beyond his control; or

- (iii) if the student remains absent for more than thirty but less than forty-five consecutive days without valid reasons;
- (iv) suspension on reasons beyond student's control or on authorized grounds / sanctioned leave from competent authority.

Note: UG program duration is 8 regular semesters (3.5 - 4 years), excluding summer session which is only meant for deficiency / failure / repetition courses.

(c) **Suspension of Registration.** (1) If a student remains absent for 45 or more consecutive days without intimation or any valid reason, his / her admission / registration will be suspended. However, such student may resume the same program subject to meeting the following conditions:

- (i) has completed minimum one year of studies and attained mandatory GPAs;
- (ii) has been recommended by the respective institution.

(2) On re-admission, the student will pay the prescribed admission fee and 50% tuition fee for the period of absence. The rate of fee will be as applicable to students of the semester which he / she joins.

(3) While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete his / her degree within the prescribed time limit, which will start from date of original / first admission.

(4) No special classes / courses will be planned / arranged for such cases, other than planned classes for repeat courses.

(5) After re-admission, his / her studies will be governed by the rules and regulations applicable to the entry he joins.

(6) Suspension of registration, on grounds of prolonged absence, will be granted only once in the program in which he / she was originally granted admission.

7. **Withdrawal**

(a) **Definition.** "withdrawal" means that a student is considered unsuitable for further studies at NUST and is withdrawn from the program.

(b) **Policy.** A student is recommended for withdrawal as per latest policies of the University by the Faculty Board of Studies for approval by Main Office, NUST in case of NUST students / Paying Cadets and respective HQs / Directorates in case of technical cadets, subject to any of the conditions listed below, namely: -

- (i) the student accumulates seven or more F / XF grades;

- (ii) earns four consecutive probations;
- (iii) on disciplinary grounds when recommended by the respective Discipline Committee of the institution and the Discipline Committee of NUST;
- (iv) cannot complete his degree requirements within the maximum stipulated time of seven years, even if he utilizes the summer semester. Such like cases will be recommended by the respective FBS and referred to the Registrar Directorate for approval. This clause will not be applicable to technical cadets;
- (v) A student who remains absent for more than 45 days without valid reasons, but does not qualify for suspension of registration;
- (vi) Earns five 'F / XF' grades or more in first semester only.

Note: If a student is likely to be withdrawn on academic deficiencies, he will be duly warned and counseled, and his parents will be forewarned for intervention. Such communications will be duly recorded.

8. Repetition of Course(s). - (1) A student may repeat a course for the following reasons:

(a) Clearance of W / F Grades.

- (i) A student shall repeat a course to clear an F / W grade;
- (ii) It shall be the student's responsibility to clear the failed / dropped courses, subject to availability of resources at the respective institution and approval of Dean / Associate Dean / HoD;
- (iii) The students' transcript shall show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA;
- (iv) The student who repeats a course to clear a W/F grade shall not be eligible for academic honours / awards.
- (v) **Counting of 'F' grades.** - A student who fails in a subject, and after repeating fails again (irrespective of the number of time he / she repeats) the number of 'F's' counted in this case will be one 'F' only.

(b) Improvement of CGPA. - A student may repeat a course to improve his CGPA subject to the following provisions:

- (i) The student shall register for the course(s) to be repeated after formal permission from the respective HoD;
- (ii) The terms and conditions of repeat courses shall be the same as per regular courses. The student transcript will show both the old grade and the new earned grade but the better grade will be used in the computation of CGPA;

- (iii) The student shall not be eligible for top academic honours / award based on a new earned grade(s);
- (iv) The student shall not be allowed to improve his CGPA after completion of the degree.

(c) Taking Alternative Elective Course. - A student may take an alternative elective for repetition with the approval of Dean. The student's transcript shall show the grades of both the courses. However, the better grade will be used in the computation of CGPA.

(2) Retest of End Semester Examination. - In case a failed subject is a pre-requisite for a course in the following semester, the student shall have to clear it through retest within first six academic weeks of the next semester. F Grade awarded to a student on the basis of academic failure is only eligible to appear in the retest, whereas, XF Grade awarded on the basis of low attendance is not qualified to appear in the retest. Such retest shall have the same weightage as that of actual End Semester Examination in that subject. Maximum achievable grade in this case shall be 'D'. There shall be no extra coaching classes prior to such retest.

9. Deferment of Semester(s). - A student may seek deferment from regular studies subject to the following conditions:

- (a) Deferment will generally be requested before the start of a semester. However, in exceptional cases it may be requested latest by the 2nd week of a semester. It will be endorsed by the FBS and processed for formal approval by the Registrar.
- (b) During the period of deferment, he / she will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses;
- (c) He / She shall pay 25% tuition fee to maintain his / her registration;
- (d) the student has the requisite time available to complete his / her degree within the stipulated time;
- (e) In case, a student opts to defer the first semester he/she shall have to pay full tuition fee (non-adjustable / non-refundable).