



ABBOTTABAD UNIVERSITY OF SCIENCE & TECHNOLOGY

UNDERGRADUATE ACADEMIC RULES, REGULATIONS AND PROCEDURES

REVISED 2026

Approved by the Academic Council and Syndicate
Abbottabad University of Science & Technology, Khyber Pakhtunkhwa, Pakistan.

CONTENTS

Rules, regulations and procedures	4
1 Short title, commencement and application	4
2 Definitions	4
3 Abbreviations	5
4 Introduction	6
5 Academic honor code to ensure student and faculty academic integrity	6
6 Degree standardized format scheme of studies	7
6.1 Structure of Associate Degree Programs	7
6.2 Structure of Four-Year Bachelor Degree	7
6.3 Structure of Five-Year Bachelor Degree	7
6.4 Duration of each degree program	8
6.5 Entry and Exit for Associate Degree Programs	9
6.5.1 Pathway for Associate Degree Holders	9
6.5.2 Pathway for Conventional Two-Year BA/BSc/Equiva- lent Degree Holder	9
6.5.3 Exiting from Undergraduate/Equivalent Degree Pro- gram with an Associate Degree:	9
7 Curricula and medium of instruction	10
8 Admission	10
8.1 Application	10
8.2 Application fee	10
8.3 Supporting documents	10
8.4 Eligibility Criteria for Various Degree Program	11
8.4.1 Eligibility Criteria for Admission to AD (2 years), BS (4 years), Pharm - D (5 years) and B.Ed. Programs and Merit	11
8.4.1.1 Eligibility for Bachelor (4/5 years) Programs	11
8.5 Evaluation of Candidates and Preparation of Merit Lists for Bachelor/BS (4-Year and 5-Year Programs)	11
8.5.1 Evaluation of Candidates	11
8.6 Preparation Merit List	11
8.7 Ineligibility	13
8.8 Age Limit	13
8.9 Dual Enrollment	14
8.10 Admission of Foreign Students	14
9 Academic Advisor	14
10 Academic Year and Academic Calendar	14
10.1 Fall / Spring Semester	14
10.2 Summer (or Winter) Semester	15
11 Credit Hours	15
12 Student Course Load	16
12.1 Fall & Spring Semester	16
12.2 Course load for summer semester	16
13 Course Registration During the Semester	16
13.1 Course Registration	16
13.2 Semester Registration	17

Undergraduate Academic Rules, Regulations and Procedures

13.3	Late Registration	17
13.4	Failure in Registration in a Semester	17
14	Withdrawal / Drop / Change of Course(s)	17
14.1	Change and Drop of Course(s)	17
14.2	Withdrawal of Course	18
15	Resit (Reassessment) Mechanism – Undergraduate Programs	18
15.1	Semester Freezing	19
15.2	Vacant Semester (Without Approved Freezing)	20
16	Migration / Transfer of Students	20
16.1	Migration from University to University	20
16.2	Migration from College to University	21
16.3	Migration from University to College	21
16.4	General Provisions	22
17	Repeating Courses	22
18	Attendance	22
19	Examinations	23
20	Capstone Project Evaluation Framework	26
20.1	Overview	26
20.2	Capstone/FYP Committee	26
20.3	Project Nature	27
20.4	Evaluation Team	27
20.5	Evaluation Components (Total: 100 Marks)	27
20.6	Evaluation Criteria	27
20.6.1	Final Report / Project Output (50%)	27
20.6.2	Conduct (10%)	28
20.6.3	Viva Voce (40%)	28
20.7	Submission Requirements	28
20.8	Grading	28
21	Undergraduate Grading Policy	28
22	Computation of GPA and CGPA	31
23	Transfer of Credit Hours	33
24	Requirement for Award of Degrees	34
25	Departmental Examination Standards and Student’s Grievances Committee	35
26	Academic Appellate Committee	36
27	Audit Courses – (non-credited with only Pass / Fail Basis)	36
28	Course File	36
29	Maintenance of Examination Records	37
30	Teacher Evaluation	37
31	Awarding Gold Medals/Merit Certificates	38
31.1	Purpose	38
31.2	Scope	38
31.3	Definitions	38
31.4	Eligibility Criteria	38
31.4.1	Chancellor’s Gold Medal	38
31.4.2	University Gold Medals (First Position)	38
31.4.3	Affiliated College Awards	39
31.4.4	Tie-Breaking Rules	39
31.4.5	Minimum Class Size Requirement	39

	31.4.6	Award Recommendation Committee	39
	31.4.7	Procedure	39
	31.4.8	Checklist for Verification	40
	31.4.9	Approval and Signatures	40
32		Results	40
33		Student Support Center (SSC)	40
34		Campus/Learning Management System (CMS/LMS)	41

RULES, REGULATIONS AND PROCEDURES PERTAINING TO ADMISSION, REGISTRATION AND EXAMINATIONS REGARDING SEMESTER PROGRAMS OF ABBOTTABAD UNIVERSITY OF SCIENCE & TECHNOLOGY (AUST) (REVISED 2026)

1 Short title, commencement and application

- (a). These regulations shall be known as Academic Rules, Regulations and Procedures framed under Sections 29 and 31 of the Khyber Pakhtunkhwa Universities Act, 2012 (amended till now).
- (b). These Rules, Regulations and Procedures shall come into force with immediate effect.

2 Definitions

- i. **University** means Abbottabad University of Science & Technology (AUST), Abbottabad.
- ii. **Academic Council** means the Academic Council of AUST.
- iii. **Academic Department** means a teaching, research, and technology development department maintained and administered by AUST.
- iv. **Affiliated Colleges** means educational institutions affiliated with the University but not maintained or administered by it.
- v. **Authority** means any of the authorities of the University specified in the Khyber Pakhtunkhwa Universities Act, 2012 (as amended).
- vi. **Board of Faculty** means the Board of Faculties of the University.
- vii. **Board of Studies** means the Board of Studies of the University.
- viii. **Chairman of the Department / Director of the Institute** means the head of an Academic Department or Institute and includes the Chairperson.
- ix. **Chancellor** means the Chancellor of the University.
- x. **Committee** means a committee constituted for a specific purpose.
- xi. **Dean** means the Dean of the Faculty, who is also the Chairman or Chairperson of the Board of Faculty.
- xii. **Government** means the Government of Khyber Pakhtunkhwa.
- xiii. **HoD** means Head of Department and “HoI” means Head of Institute.
- xiv. **Prescribed** means prescribed by statutes, regulations, or rules made under the Khyber Pakhtunkhwa Universities Act, 2012 (as amended).
- xv. **Registered Graduate** means a graduate of the University enrolled with the University.
- xvi. **Statutes, Regulations, and Rules** mean those made or deemed to have been made under the Khyber Pakhtunkhwa Universities Act, 2012 (as amended).
- xvii. **Syndicate** means the Syndicate of the University.
- xviii. **Teacher** includes Professors, Associate Professors, Assistant Professors, and Lecturers engaged full-time by the University or affiliated colleges.
- xix. **Vice-Chancellor** means the Vice-Chancellor of the University.

- xx. **Supervisor** means a faculty member appointed by the Advanced Studies and Research Board to supervise an MPhil or PhD student.
- xxi. **Co-Supervisor** means a person appointed by the Advanced Studies and Research Board to co-supervise an MPhil or PhD student.
- xxii. **Comprehensive Examination Committee** means a committee constituted for conducting the comprehensive examination.
- xxiii. **Contact Hour** means the time during which students are engaged in academic or research activities.
- xxiv. **Academic Program** means a program of studies leading to the award of a University degree.
- xxv. **Controller** means the Controller of Examinations of AUST.
- xxvi. **Course** means a course of study leading to a degree.
- xxvii. **Credit Hour (CrHr)** means the academic load assigned to a course.
- xxviii. **Grade** means a mark indicating the quality of a student's academic performance.
- xxix. **Grade Point (GP)** means numerical points representing letter grades.
- xxx. **Non-Credit Course** means a course not required for the degree.
- xxxi. **Registration** means registration of a student with the Registrar's Office.
- xxxii. **Semester** means an academic term as per the University calendar.
- xxxiii. **Terminal Examination** means the terminal examination of a semester.
- xxxiv. **Chancellor's Gold Medal** means the medal awarded to the top-performing student across the University in a specific degree program.
- xxxv. **University Gold Medals** means the medal awarded to the top position holders in each program at the University campus.
- xxxvi. **Affiliated College Awards** means separate medals and merit certificates for the top position holders in each program amongst all affiliated institutions

3 Abbreviations

AD	Associate Degree.
ASRB	Advanced Studies and Research Board of the University.
AUGAT	Abbottabad University Graduate Admission Test.
BS	Bachelor of Studies.
CMS	Campus Management System.
CGPA	Cumulative Grade Point Average.
GPA	Grade Point Average.
GRC	Graduate Research Committee.
HEC	Higher Education Commission, Islamabad, Pakistan.
LMS	Learning Management System.
MPhil	Master of Philosophy and "MS" means Master of Studies.
PhD	Doctor of Philosophy
SSC	Student Support Centre.
SGPA	Semester Grade Point Average.

4 Introduction

- 4.1 AUST can offer any study program in subjects provided in the schedule and introduced from time to time.
- 4.2 Admission to the University is open to all eligible candidates without distinction of caste, creed, gender, or place of origin or domicile. Application for admission to various courses of study shall be invited from all over Pakistan. However, foreign students seeking admission to the University shall be required to submit their applications through the Ministry of Education, Government of Pakistan or Higher Education Commission (HEC) or any other body designated by the Government. The admission rules, eligibility criteria and other formalities shall be determined as per the Government and HEC policy of that time.
- 4.3 Academic year of the University shall comprise two regular and an optional summer/winter semester, each regular semester of a minimum duration of 16 weeks of teaching and 02 weeks for examination and summer/winter optional semester 6-8 weeks of teaching & examination. However, the number of contact hours for both theory and lab courses shall be completed as per the standard mentioned later in this document.

5 Academic honor code to ensure student and faculty academic integrity

- 5.1 The University expects from all faculty and students to stay away from academic dishonesty in all scholarly endeavors. For any violation of the code, appropriate disciplinary steps prescribed in the honor code will be taken. Academic dishonesty means cheating, fabrication, facilitating academic dishonesty, and plagiarism. In addition, failure to observe the rules of academic integrity formulated and notified by faculty member for a particular course will result in prescribed actions against the students.
- 5.2 Similarly, every faculty member will strictly follow a code of conduct i.e., regularity, punctuality, total delivery of assigned courses, timely conduct of assignments and quizzes and evenly distributed terminal and mid-term examinations. The faculty member will also make himself/herself available for consultation and counseling of students during the weekly timetable. The faculty member is also expected ensure that students are able to follow and understand the lecture and the teacher student communication level is satisfactory. Academic integrity of a faculty member demands that failing to satisfy majority of students in his lecture delivery and communication as well as below 60% student's evaluations, he/she should seriously consider corrective measures before the management makes some embarrassing decisions.
- 5.3 HEC's policy for plagiarism is strictly followed at the AUST. Due diligence by all departments is mandatory to deter academic dishonesty and promote ethical principles governing academic behavior. The Anti-Plagiarism Standing

Committee at the University is responsible to deal with plagiarism cases, if any.

6 Degree standardized format scheme of studies

The University offers various degree program of undergraduate and graduate levels. Under the undergraduate level, the University offers 2, 4 and 5-years degree programs. The following sections describe structure, duration, and other different features of these programs.

6.1 Structure of Associate Degree Programs

a.	Total Number of Credit Hours	60 – 72
b.	Semester Duration	18 Weeks including exams
c.	Number of Regular Semesters	04
d.	Number of Summer Sessions	1 – 2 in one calendar year
e.	Course Load per Semester	15 – 18 ¹ Credit Hours (normal range)

6.2 Structure of Four-Year Bachelor Degree

a.	Total Number of Credit Hours	120 – 144 ¹
b.	Semester Duration	18 Weeks including exams
c.	Number of Regular Semesters	08
d.	Number of Summer Sessions	1 – 2 in one calendar year
e.	Course Load per Semester	15 – 18 ¹ Credit Hours (normal range)
f.	Internship/Field Experience and Capstone Project	Internship/Field Experience and Capstone Project of atleast 03 CHr each is a mandatory degree requirement for all undergraduate/equivalent degree programs (except for Associate Degrees). The University approved rules and regulations of Internship/Field Experience and Capstone Project shall be followed*

6.3 Structure of Five-Year Bachelor Degree

a.	Total No. of Credit Hours	160 – 200 ¹
b.	Semester Duration	18 ¹ Weeks including exams
c.	Number of Regular Semesters ¹	10
d.	Number of Summer Sessions	1 – 2 in one calendar year
e.	Course Load per Semester	15 – 18 ¹ Credit Hours (normal range)

¹Accreditation Council based programs will follow the guidelines of the respective council. The University can offer maximum of 21 credit hours in a semester where there is a program specific requirement.

f.	Internship/Field Experience and Capstone Project	Internship/Field Experience and Capstone Project of atleast 03 CHr each is a mandatory degree requirement for all undergraduate/equivalent degree programs (except for Associate Degrees). The University approved rules and regulations of Internship/Field Experience and Capstone Project shall be followed ²
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6.4 Duration of each degree program

As mentioned above the University offers a number of degree programs, which include Associate (14 years' education), Bachelor (16 years' education), lateral entry in fifth (5th) semester after 2 years BA/BSc/Associate Degree programs and MS/MPhil (18 years of education) and PhD. The University follows HEC guidelines to allow normal and maximum duration for each degree program. However, to get extension beyond maximum period, permission from various authorities and bodies shall be required as per University rules.

Program	Normal period(years & Semesters)	Maximum allowed period with the Extension as per the HEC Guidelines	Remarks
AD	2 years - 4 Semesters	3 years – 6 semesters	Extension beyond 6 semesters may be granted by the Academic Council on recommendations of Chairman/HoD, subject to solid reasons duly supported by documentary proof. Such extension shall not be more than 01 semester. Students who complete the Associate Degree requirements in four semesters may apply for the award of the Associate Degree at any time thereafter, without any time limitation.
BS	4 years - 8 Semesters	6 years – 12 semesters	Extension beyond 12 semesters may be granted by the Academic Council on recommendations of Chairman/HoD, subject to solid reasons duly supported by documentary proof. Such extension shall not be more than 02 semesters.

²Accreditation Council based programs will follow the guidelines of the respective council.

LLB/Architecture Pharm- D	5 years – 10 semesters	7.5 years 15 semesters	Extension beyond 15 semesters may be granted by the Academic Council on recommendations of Chairman/HoD, subject to solid reasons duly supported by documentary proof. Such extension shall not be more than 02 semesters.
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6.5 Entry and Exit for Associate Degree Programs

6.5.1 Pathway for Associate Degree Holders

- (a). Students having completed Associate Degrees shall be allowed admission in the fifth semester of the undergraduate/equivalent degree program offered in the same discipline without any bridging semester. However, if deemed necessary by the Department or Admissions Committee, required courses may be offered during the degree duration.
- (b). Where the disciplines of the Associate Degree and the undergraduate/equivalent degree program are different, students shall be required to complete deficiency courses through a bridging semester before the fifth semester as determined by the concerned Department's Admission Committee.
- (c). The minimum eligibility for admission in the fifth semester in above cases is 2.00/4.00 CGPA in the prior qualification i.e., Associate Degree.

6.5.2 Pathway for Conventional Two-Year BA/BSc/Equivalent Degree Holder

- (a). Students having completed conventional two-year BA/BSc/equivalent degree programs shall be allowed admission in the fifth semester of the undergraduate/equivalent degree program, in which case students shall be required to complete deficiency courses through a bridging semester before commencement of the fifth semester as determined by Admission committee of the concerned Department.
- (b). The minimum eligibility for admission in the fifth semester in this case is 45% cumulative score in the prior qualification i.e., conventional two-year BA/BSc/equivalent degree programs.

6.5.3 Exiting from Undergraduate/Equivalent Degree Program with an Associate Degree:

Students enrolled in the undergraduate/equivalent degree program shall be allowed to exit from the program with an Associate Degree provided that the following requirements are met:

- (a). The student must have completed minimum of 60 credit hours in at least four (04) semesters of the undergraduate/equivalent degree program.

- (b). The minimum CGPA is maintained at 2.00/4.00;
- (c). The name of the subject field on the degree shall remain the same in which a student was initially enrolled for the undergraduate/equivalent degree program.
- (e). The option of exit from the undergraduate/equivalent degree program with an Associate Degree is not allowed in disciplines accredited under the councils i.e. PM&DC, PNC, PVMC, PEC, PCP, PCATP, PBC, NTC, NCT, NAEAC and NCH.
- (f). The option of exit from the undergraduate/equivalent degree program with an Associate Degree is allowed in disciplines accredited under the councils i.e. NCEAC, NBEAC, NACTE etc.

7 Curricula and medium of instruction

- (a). The curricula of any discipline taught at the University shall be approved by the Academic Council on the recommendation of the respective Board of Studies and Board of Faculty. Such courses and syllabi shall become effective from the date of concurrence by the syndicate or such other date as the Syndicate may determine.
- (b). All teaching units and students of the University must follow the approved curriculum applicable to them.
- (c). English shall be the medium of instruction, except in language courses and Islamic Studies/Understanding of Quran.

8 Admission

8.1 Application

Each candidate shall make an application for admission on a prescribed form or through an online system in response to an advertisement.

8.2 Application fee

Application and admission processing fee shall be paid before the closing date.

8.3 Supporting documents

The candidates are required to submit application along with documents as per the University policy announced in the admission advertisement. The University will state the procedure to apply and documents which are required on the official website or any other available media for the candidates.

8.4 Eligibility Criteria for Various Degree Program

8.4.1 Eligibility Criteria for Admission to AD (2 years), BS (4 years), Pharm - D (5 years) and B.Ed. Programs and Merit

The following sections describe admission's eligibility criteria for bachelor programs.

8.4.1.1 Eligibility for Bachelor (4/5 years) Programs

Eligibility for admission to Bachelor's program shall be FA/FSC, or an equivalent certificate/diploma from any recognized institution, with at least 'a second division' or 'its equivalent grade based on minimum 50% marks for other than annual system'. However, in case of Accreditation Council based degree program such as Computing, Engineering, Pharm-D or any other program where the criteria of the relevant council will be followed if different from the AUST criteria. Currently, the University is offering the following programs and the council criteria for them:

- a. Pharm-D/DPT (5 years program) - Candidate with minimum 60% marks in the FSc or equivalent exam with pre-medical science group is eligible for admission to the Pharm- D program.
- b. Higher Secondary School Certificate/A-levels (involving minimum 12 years of schooling) or an IBCC equivalent qualification with at least 50% marks and having studied Mathematics is the basic eligibility requirement for admission in all BS Computing Programs.
 - i. The students who have not studied Mathematics at intermediate level have to pass deficiency courses of Mathematics (06 credits) in first year including zero semester.
- c. Similarly any other program launched in future where the accreditation council exists – the eligibility criteria of the council will be followed.

8.5 Evaluation of Candidates and Preparation of Merit Lists for Bachelor/BS (4-Year and 5-Year Programs)

8.5.1 Evaluation of Candidates

- (a). 20% weight allocated to the marks in SSC/Equivalent
 - (b). 80% weight allocated to the percent marks in the HSSC
 - (c). Merit = A + B
- OR
- (d). Any other criteria set forth by the authorities of the University

8.6 Preparation Merit List

- (a). Admission shall be supervised and conducted by the Directorate of Admission.

Undergraduate Academic Rules, Regulations and Procedures

- (b). All admissions shall be provisional and confirmed after all documents and claims of candidates are verified by the office of the Directorate of Admission.
- (c). Admission shall be carried out strictly based on merit.
- (d). Wherever quota system exists the criterion of merit shall be applied within each group.
- (e). The list of nominees for the quota seats will be received through concerned departments/agencies etc. The nominees will have to submit application forms prior to their test/interview by the admission committee. The University will not accept any advance copy for admission from any candidate.
- (f). The quota seats shall be according to the policy set forth by HEC/Govt.
- (g). If any candidate fails to appear before the Admission Committee for interview or for admission test at the fixed time, he/she shall not be considered for admission.
- (h). If two candidates have equal merit. The one senior in age shall be given preference over the other for the purpose of admission.
- (i). All the candidates must bring the original certificates for verification in the interview.
- (j). Wherever needed, the equivalence of academic qualification shall be determined by the Equivalence Committee of the AUST.
- (k). Foreign students shall be considered for admission after prior approval of the relevant Ministry of the Government of Pakistan, Islamabad and/or HEC.
- (l). Incorrect information or suppression of facts, in application form, shall entail refusal of admission, and of expulsion from the University even if admission has already been granted.
- (m). Late admission may be granted in very special cases by the Vice Chancellor upto 15 working days after the last date with the late fee as per the prescribed rate fixed by the finance department of the University with the approval of the Vice Chancellor.
- (n). Candidates selected for admission will be required to finalize the admission requirements within the notified period, failing which their right of admission will be forfeited and the seats will be allotted to the deserving candidates on waiting list.
- (o). Admissions shall be finalized after verification of the academic documents from the respective Boards/Universities. The admission of such candidate shall be cancelled immediately if any of his/her documents are found fake/bogus. Such a candidate will have no right of appeal and shall not go to any court of law against the University.

- (p). Admission to one department/campus/institution shall not give a student a right to migrate to another department/campus/institution. Similarly, a student shall have no right of migration/transfer from the University to a constituent or affiliated institute and vice versa.

8.7 Ineligibility

The following shall not be eligible for admission to undergraduate BS and graduate programs:

- (a). Those who have ceased to be students of this University on disciplinary grounds.
- (b). Those who already possess a Bachelor degree or an equivalent degree from this or any other University. The admission to professional degree i.e., MEd and BEd is an exception. This exemption is extended for other professional degrees also or the candidate may be allowed by the competent authority as per HEC guidelines
- (c). Those who are already on the rolls of this University or the candidate may be allowed as per HEC guidelines
- (d). Those who have been expelled from any other University/institute/college.
- (e). Those who could not qualify a degree program on basis of acquiring minimum credit hours i.e., 60 (for AD) , 120 (for level 6), 32 (for level 7) in this or another University.
- (f). Those who could not qualify a degree program on basis of achieving the minimum CGPA required for passing the degree program i.e., CGPA 2 (for level 6), and CGPA 2.5 (for level 7) in this or another University.

8.8 Age Limit

- (a). The maximum age limit for admission of the undergraduate programs shall be 25 years.
- (b). The upper age limit for a candidate will be counted with effect from the last date fixed for receipt of 'admission form'.
- (c). The Vice chancellor has the discretion for waiving off upper age limit up to 10 Years relaxation, only on solid reasons and proof, provided by the concerned candidate.
- (d). Any one beyond the prescribed age shall not be admitted unless the relaxation is granted by the Vice Chancellor on the recommendation of the concerned Chairman/HOD.
- (e). For age relaxation to "In Service Candidates" the government rules will be followed. In service candidates seeking admission should obtain NOC from the respective departments.

8.9 Dual Enrollment

Students enrolled, as a full-time regular student in any of the degree programs offered by AUST, cannot be allowed admission simultaneously in any other degree program in AUST. In case a student is found and verified for dual enrollment he/she will be liable for cancellation of his/her enrollment from AUST.

8.10 Admission of Foreign Students

- (a). In addition to admission of foreign students mentioned before, foreign students under student exchange program (as the case may be) will be enrolled for any semester or for any single course and the University admission offer letter of the foreign student will be forwarded to HEC for issuance of NOC.

9 Academic Advisor

The Academic department will assign an advisor to each class after the confirmation of the admission and before the start of classes. In normal situation, the advisor will not be changed until the graduation of the student. However, in case the advisor has left the University or unable to perform the advising role, he/she may be replaced with another advisor. The advisor and the student together will develop a flexible comprehensive plan of study that will be implemented in each semester. The advising file will be updated each semester and will include copies of transcripts and GPA earned. The Advisor play a key role to guide student especially new student to plan their entire study cycle at the University.

10 Academic Year and Academic Calendar

As mentioned in the introductory section that the academic year at the University will comprise of two regular and one optional semester. The Directorate / Registrar Academics prepares the Academic calendar for each academic year with the approval of the Academic Council. The academic calendar is binding for the departments at the University. Vice Chancellor is the only authority to make minor changes under severe and emergency circumstances. The details about semesters are as follows:

10.1 Fall / Spring Semester

- (a). There will be two regular semesters (Fall and Spring) Academic year.
- (b). Each semester will be spread over 18 weeks (inclusive of examinations).
- (c). The University is at liberty to enroll students (if they fulfill their criteria) for any semester or for any single course and issue transcript with letter grades at the end of the semester.
- (d). Each semester shall be of eighteen weeks' duration, out of this period, sixteen weeks shall be reserved for teaching and two weeks for conduct of examinations.

10.2 Summer (or Winter) Semester

- (a). There will be an optional Summer (or Winter) Semester for undergraduate students to provide opportunity to students who have failed or have withdrawn from a course and those who wish to improve their GPA/CGPA.
- (b). During the summer / winter break, University may offer intensive 1-2 Summer Sessions each of 8-9 weeks of concentrated study for completing remedial course work.
- (c). The contact hours during the Summer / Winter Session will be doubled or more to ensure that the course is completely taught in a summer / winter session with shorter duration as compared to a regular (Fall or Spring) semester.
- (d). Students can enroll maximum of “3 courses” (upto 10 CrHrs maximum) during summer/winter sessions for remedial work.
- (e). Moreover, a student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer.

11 Credit Hours

- (i) The Credit Hours (CrHr) are denoted by two digits within brackets with a hyphen in between. The first digit represents the theory part while the second (right side) digit represents the practical. Thus 3(3-0) means three credit hours of theory work with no laboratory/studios/practical field work, while 4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory/Studio work/practical field work. The weekly contact hours of a 3(3-0) course will be three, the contact hours of a 4(3-1) course will be six while the contact hours of a 3(1-2) course will be seven. The contact hours during the Summer Session will be doubled to ensure that the course is completely taught in a semester with half the duration compared with a regular (Fall or Spring) semester. Further details are given below:
 - (a) A credit hour means teaching a theory course for 60 minutes each week throughout the semester.
 - (b) Theory: A theory course is of 03 to 04 credit hours as per requirement of discipline.
 - (c) One credit hour in laboratory or experimental work would require lab contact of at least three hours per week throughout the semester.

Course	Duration of Class
Theory Course of 03 Credit Hours	3 classes of 01 hour per week Or 2 classes of 1.5 hour per week Or 1 class of 03 hours class per week only allowed for graduate programs
Practical (Lab)Work/Field Work of 01 Credit Hour	03 hours per week

12 Student Course Load

12.1 Fall & Spring Semester

- (a). **For Undergraduate Students :**
- i. Normally a full-time regular student is required to take/carry a load of 15-18 credit hours in a semester.
 - ii. The department may however offer maximum of 21 CHs in a semester where there is a program specific requirement or in reappear cases.
 - iii. The minimum course load should not be less than 12 in any semester.
- (b). **For MS/MPhil** A regular student is required to take 9 – 12 credit hours per regular semester.

12.2 Course load for summer semester

- (a). Undergraduate students can take up to 10 CrHr during summer semester.

13 Course Registration During the Semester

13.1 Course Registration

Registration of students will take place through CMS/LMS where in most cases students will be able to register courses by themselves with the consultation of the Academic Advisor or academic coordinator of Department concerned. The office of the Directorate of Admissions with consultation of Chairman/HoD is responsible for the registration of student in the relevant courses. The following are some of the important points in this regard

- (a). At the beginning of each semester, a student shall register in the courses being offered by the department as per the prescribed registration procedure.
- (b). A student may register in an extra semester with less than 12 credit hours, if required for the completion of the degree.

- (c). A student may register additional non-credit course(s) out of the prescribed courses, on successful completion of which the course(s) will be included in the transcript.
- (d). A student, who does not register in any course in a semester, will not pay tuition fee/hostel charges for the semester. Such a student shall not be entitled to avail University's facilities during that semester and will be required to vacate the hostel room allocated to him.
- (e). The University shall offer every required course at least once in an academic year.

13.2 Semester Registration

The registration process along with the payment of dues must be completed as per the academic calendar.

13.3 Late Registration

In case, a student could not submit the Course Registration on or before deadline according to approved academic calendar due to unavoidable circumstances and acceptable reasons, he must formally apply to the respective Chairman/HoD for granting approval of the late registration. Late registration may be granted on the following terms and conditions.

- (a). The registration shall not be late by more than three weeks, inclusive of holidays if any.

13.4 Failure in Registration in a Semester

Registration in courses by student is a must requirement to be an active student. If a student fails to register for a semester his/her admission will stand to cancel. After the cancellation of admission, the student can apply for restoration to the Chairman/HoD to get approval from the relevant bodies.

14 Withdrawal / Drop / Change of Course(s)

14.1 Change and Drop of Course(s)

- (a). Change of Course: A student, with the consent of the concerned Chairman/HoD may be allowed to;
 - i. change a course at his own will, within one (01) week of the commencement of a semester, and
 - ii. A student may change or convert a credit course into a non-credit course or vice versa within two (02) weeks from the date of commencement of a semester on the recommendations of the teachers (of both courses) and the approval of Chairman/HoD of the department concerned.

- (b). **Drop of Course(s):** After registering a course the student can drop it in accordance to following compliance.
 - i. A student may drop a course or courses (at his own will) within 15 days from the date of commencement of a semester on recommendations of the Chairperson/HoD. However, Chairman/HoD shall consider the following principles before recommending a course:
 - 1. If the course is not a core course.
 - 2. If the course is not a pre-requisite to a course that will be offered next semester and if the student withdraws the course which will affect his study plan
 - ii. Dropping of course in first semester is not allowed.
 - iii. Drop and add will not be allowed after the second week of the semester. Thereafter rules related to “withdrawal of course” will get implemented.
 - iv. The recommendation of Chairman/HoD of allowing dropping a course shall be approved by the Dean of the Concerned Faculty.

14.2 Withdrawal of Course

- (a). A student can withdraw from a course(s) during the period starting from the 3rd week of the semester till end of the 12th week subject to the recommendation of the advisor/course-teacher and approval by Chairman/HoD. It is the responsibility of the student and Department to properly communicate this matter to the examination section for record purpose.
- (b). In such a case the transcript shall record that the student enrolled in the course and withdrew i.e Withdrawn course will appear on transcript with letter W, which shall have no impact on the calculation of the GPA or CGPA of the student.
- (c). The withdrawal approval so granted by the Chairman/HoD, must reach to the Controller of Examinations of the University before the end of the 15th week, otherwise the withdrawal will not be considered, and ‘F’ grade will be counted instead ‘W’.
- iv. A student withdrawing after the 12th week (or apply for withdrawal after 12th week) shall be automatically awarded ‘F’ grade which shall count in the GPA and stay on the transcript.

15 Resit (Reassessment) Mechanism – Undergraduate Programs

- (a). A student who fails a course shall be eligible for one resit opportunity for each failed course of two semesters.
- (b). Any student who qualifies the prerequisites of exam but failed to attempt the exam due to some unavoidable circumstances. The unavoidable circumstance shall be determined and verified by the concerned department and approved by the Dean.

- (c). The resit examination shall be arranged by the concerned department within two (02) weeks of result notification of Spring Semester.
- (d). A fee of Rs. 2000 per course will be charged.
- (e). Marks obtained after resit shall be capped at 60% for the course.
- (f). The resit examination paper shall be of 50 marks, prepared strictly in accordance with the format, syllabus, and learning outcomes of the original terminal examination.
- (g). The final capped score shall be calculated by combining:
 - i. existing mid-term examination marks,
 - ii. existing sessional/internal assessment marks, and
 - iii. resit examination marks (out of 50).
- (h). A student passing through resit shall be awarded Pass status only, and the course shall not be eligible for grade improvement beyond the capped score.
- (i). If a student fails the resit examination, the student shall be required to repeat the course in accordance with the approved course repetition rules.
- (j). The transcript shall indicate the resit attempt using a notation such as “R” (Resit).
- (k). Resit examinations shall be conducted with the same academic integrity, invigilation, and moderation standards as regular terminal examinations.

15.1 Semester Freezing

- (a). A student may apply for semester freezing due to serious medical, financial, or other genuine hardship.
- (b). Freezing of first semester (first two for Pharm D) is not allowed.
- (c). Semester freezing may be granted for up to two (02) consecutive semesters in exceptional cases, subject to :
 - i. submission of verifiable documentary evidence, and
 - ii. approval of the Competent Authority / Academic Council.
- (d). Frozen semesters shall not be counted toward the maximum duration of the degree program, i.e., twelve (12) semesters.
- (e). An application for semester freezing should normally be submitted within the first four (04) weeks of the semester; late applications may be considered in genuine hardship cases.

- (f). The semester freezing application shall be forwarded to the Provost through the concerned Head of Department/Chairman, along with the prescribed fee challan duly paid for campus students, and to the Academic Section of the Registrar's office for affiliated colleges.
- (g). During a frozen semester, the student shall not attend classes, appear in examinations, or be liable for semester tuition fees, except for prescribed administrative charges (25% of Tuition Fee).
- (h). Upon resumption, the student shall rejoin the program at the same academic standing, subject to compliance with any approved curriculum revisions.
- (i). If there are some specific instructions regarding freezing of semester by the relevant council that shall be followed.

15.2 Vacant Semester (Without Approved Freezing)

- (a). If a student does not apply for semester freezing and fails to attend classes or appear in assessments/examinations, the semester shall be treated as a Vacant Semester.
- (b). For each Vacant Semester, the student shall be required to pay 25% of the prescribed semester tuition fee.
- (c). A Vacant Semester shall be counted toward the maximum duration of the degree program, i.e., twelve (12) semesters.
- (d). No academic credit, attendance, or assessment record shall be generated for a Vacant Semester.
- (e). No student shall be allowed to remain inactive beyond four (04) consecutive semesters; continuation beyond this period shall require fresh admission, subject to university rules.
- (f). Any curriculum changes introduced during the Vacant Semester(s) shall be applicable upon rejoining.
- (g). The student shall be required to formally re-register and clear all dues before resuming studies.

16 Migration / Transfer of Students

16.1 Migration from University to University

- (a). Migration from one HEC-recognized university to another may be allowed only in the same discipline and degree program.
- (b). Migration shall be considered after completion of at least one semester and before completion of the fourth semester of the program.
- (c). The student must have:

- i. a minimum CGPA of 2 or equivalent (or as prescribed by HEC),
 - ii. no disciplinary case or academic probation at the parent university, and
 - iii. clearance of all dues and liabilities.
- (d). Migration shall be subject to:
- i. availability of seats at the University,
 - ii. equivalence and mapping of courses by the Departmental Admission Committee, and
 - iii. issuance of No Objection Certificate (NOC) by the parent university.
- (e). CGPA shall not be transferred.
- (f). Migration shall be allowed only once during the entire degree program.

16.2 Migration from College to University

- (a). Migration from an HEC-recognized degree college to a university may be allowed only into a corresponding undergraduate program.
- (b). Migration shall normally be considered after completion of the first academic year and not beyond the fourth semester.
- (c). The student must:
- i. meet the minimum admission criteria of the receiving university,
 - ii. have passed all subjects without failure, and
 - iii. submit an official transcript, migration certificate, and NOC from the college/affiliating body.
- (d). Credit transfer shall be subject to course equivalence and contact-hour verification by the receiving department.
- (e). Any deficiency in credit hours, laboratory work, or course content shall be completed by the student as prescribed by the department.
- (f). CGPA shall be recomputed according to university regulations.

16.3 Migration from University to College

- (a). Migration from a university to a recognized degree college may be allowed only in exceptional cases, subject to approval of Academic Counsel.
- (b). The student must:
- i. have passed all registered courses, and
 - ii. obtain an NOC from the university.
- (c). Credit transfer and academic standing shall be determined by the receiving college/affiliating university in accordance with its rules.
- (d). Migration shall not be permitted in the final year/semester of the degree program.

16.4 General Provisions

- (a). Migration shall not be allowed in professional, clinical, or accredited programs where prohibited by the relevant accreditation council.
- (b). All migration cases shall be processed through the Registrar/Academic Office and approved by the Competent Authority.
- (c). The maximum duration of the degree program shall continue to apply after migration, counting all previously completed semesters.
- (d). Any migration obtained through misrepresentation or concealment of facts shall be liable to cancellation.

17 Repeating Courses

- (a). Core Courses with 'F' grade must be repeated.
- (b). An undergraduate student can repeat course with less than 'C' grades (i.e., C- or below).
- (c). A graduate student (MS/MPhil) course with less than 'B' grade (i.e., B- or below) can repeat the course if s/he desires to improve the grade.
- (d). In case of improvement of courses, an undergraduate student can repeat maximum of two (2) courses and Graduate student can repeat one (1) course in entire degree.
- (e). In case the course, which student wants to repeat is removed from the scheme of studies; student may be allowed to take an alternative equivalent course instead.
- (f). When an alternate course is taken for improvement, in such a case, both courses (old & alternate) and the grades obtained will be recorded on the transcript, however, only the better grade shall be calculated in the CGPA. In order to facilitate general public who will deal with the transcript issued by the AUST, it shall be indicated on the transcript that an alternate course has been taken instead of the old course.

18 Attendance

- (a). A student will be allowed to appear in examination only if he/she has attended, not less than 75% of the lectures/seminars delivered to his/her class in each course and 75% of the practical/laboratory demonstrations prescribed for the respective courses.
- (b). The teacher may report a student's absences and deficiency in attendance to the Chairman/HoD, who must notify it for information of all concerned. Such student will be put on "attendance-warning-list", who will be required to overcome his absence by mid-term examination.

- (c). The Chairman/HoD must ensure the monthly state of attendance of each student in course file/attendance register of each teacher and sign it.
- (d). Counting of attendance shall start from the date of commencement of classes subject to the completion of the registration. In case the registration or enrollment of student was late because of the University and/or Department the attendance will start from the date of the registration/enrollment.
- (e). A date-wise record of the attendance of students shall be maintained by each teacher.
- (f). The period of absence in case of participation in co-curricular/sports activities outside of AUST, with the permission of the Competent Authority may not be counted, as absence.
- (g). Students short of attendance are detained and examination admit-cards are not issued to such students.
- (h). In addition to 'F' grade awarded based on academic failure, a student having less than 75% attendance will also be awarded 'F' grade in that subject. The 'F' grade(s) so obtained will only be cleared by repetition of the course(s) whenever offered, so that the students are made to attend the missed courses.
- (i). Absence from class for two consecutive weeks or more (two weeks means six classes for a three credit hours course and four classes for a two credit hours course) without any genuine reason shall entail cancellation of registration in the course by the class teacher which would only be restored on appeal to the concerned teacher made within 05 days of the cancellation order with payment of Rs.1000/-

19 Examinations

- (a). In the beginning of a semester, the Teacher of each course should hand out a syllabus providing information to students that defines attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, take home assignment policy, required and recommended reading materials and any other information important for the successful completion of the course and its requirements.
- (b). A student shall be eligible to appear in the terminal examinations provided that:
 - i. he/she has been on the roll of the University during that semester.
 - ii. has registered himself/herself for the courses of study, and
 - iii. has the attendance in course as per the University policy.
 - iv. has paid all the University dues including tuition/hostel fees, etc., by the commencement of the semester as per the University policy.
 - v. if any punishment awarded by Competent Authority, which bars him/her from examination.

Undergraduate Academic Rules, Regulations and Procedures

- (c). A student may be evaluated in each course based on the following rubrics: (Note: allocation of marks to each of these evaluation parameters by the Instructor as per the University guidelines):
- i. sessional/monthly tests,
 - ii. class assignments,
 - iii. quizzes,
 - iv. mid-term,
 - v. terminal examinations,
 - vi. presentation,
 - vii. participation in group discussion,
 - viii. submit projects/lab reports by the due dates,
 - ix. any other as described by BoS and approved by the Academic Council.
- (d). These will have different weightages and contribute towards the overall assessment in percent marks. The following weightage shall be given to the Examinations / home assignments / terms paper etc., for each course in each semester:

Category	Marks	Duration of the exam/assessment
Class test/discussion/ Quizzes	10	30-min to 01 hour
/Assignment/ Term papers	10	Homework
Mid-term	30	1 to 1.5 hours
Terminal paper/exam	50	2 – 3 hours

- (e). In case a student joins a course after it has started, he/she will be responsible for any missed quizzes, assignments, and lectures.
- (f). The marks in missed quizzes etc., will be zero while make-up tests, assignments, projects and labs can be arranged in consultation with the teacher/- Head of Department.
- (g). There will be no makeup test or exam when a student misses it. However, in case of an emergency, during midterm exam, the marks will be combined with the final term, i.e., the weightage marks of the Terminal exam will be increased. However, the authenticity of the emergency claimed by the student will be fixed/analyzed by Chairman / HoD.
- (h). Mid-Term and Terminal examination will be held as per the academic calendar of the semester. The Department with the coordination of CoE will make all arrangements for the mid-term and terminal exams.
- (i). The Mid-Semester Examination shall cover the course taught upto Mid-Semester. The nature and number of questions for Mid-Semester Examination shall be as per the University guidelines.

Undergraduate Academic Rules, Regulations and Procedures

- (j). Terminal Examination paper of a Semester shall cover whole course of the respective subject. The nature and number of questions for Terminal Examination shall be as per the University guidelines.
- (k). There shall be no choice in questions in the Mid-Semester and Terminal Examination papers.
- (l). There shall be no Grace Marks of any sort.
- (m). In order to pass the examination, a student must obtain at least 50% marks in each course. It will also be mandatory to pass the laboratory work/practical/teaching practice/studio work/field work separately with 50% marks as per the University policy.
- (n). After marking the class tests, quizzes, mid-term, and Terminal examination papers the same shall be shown to the students and discussed with the class (except for projects assignments & term paper). Any question relating to marking shall be discussed with the individual student. The answer sheet of the Terminal examination shall be taken back from the students immediately after discussion and kept for record.
- (o). There shall be no re-evaluation of answer books except as per the University approved policy.
- (p). The evaluation of all the components of a course shall be internal, except for the thesis/project etc., for which an external examiner shall be appointed as per the University approved policy.
- (q). Each department shall have a departmental committee to address and resolve all problems related to evaluation in accordance with all rules & regulations of University. The composition of committee along with functions is given later in this document.
- (r). The teacher of each course shall submit detail of lectures delivered and practical conducted with students' attendance to the Chairman / Director of Institute / HoD / HoI in duplicate, one week before the Terminal examination.
- (s). On the recommendations of the Chairman/HoD of the teaching department, a handicapped/disabled/blind student shall be provided writer/amanuensis (lower grade/level) at the expense of the student concerned. He/she would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.
- (t). All cases pertaining to UFM shall be dealt in accordance with the University Examination rules.
- (u). **Examination Aids**
 - i. The items (pens, pencils, eraser, ruler, ball points) students can take in the examination room. Writing materials shall not be permitted to have any annotations relevant to the content of the course.

- ii. Bringing of mobile telephone to the examination room is NOT permitted. The mobile telephones will fall in the category of prohibited examination aid. If captured such material by the invigilating staff, its damage/loss shall not be the responsibility of the University and the same will be kept for record, being a UFM support material.
- iii. In case of open book examination, in addition to writing materials, students may take textbooks, notes, files, or a calculator into the examination room if permitted by the instructor because of the nature of the examination. Laptops, palm computers, mobile telephone sets and other electronic devices shall not be permitted.
- iv. Any item(s) contradictory to a particular examination's instructions shall not be allowed in examination hall.
- (v). Practical/Lab work: If a course includes a Practical/Lab work, the practical examination shall be held once, at the end of the course. But also, each day an experiment of laboratory work will be evaluated. Laboratory course will carry separate marks. It will be essential to pass separately in Laboratory work i.e., a student shall have to pass theory as well as practical examination independently.
- (w). Field Work: The Departments/Institutions where field work is involved, the method of evaluation shall be determined by the department according to the laid down procedures.
- (x). Teaching Practice: The teaching practice shall be evaluated in accordance with rules and procedures for the purpose.

20 Capstone Project Evaluation Framework

20.1 Overview

The Capstone Project is a 3-6 credit hours mandatory course designed to provide undergraduate students with an opportunity to integrate classroom knowledge with real-world application through research, applied analysis, or field-based work.

The Capstone Project/FYP shall be assigned during the designated semester/s by the relevant Departmental Board of Studies (BoS).

In case of a conflict between these rules and relevant council directives, departments are permitted to follow the guidance of their respective councils.

20.2 Capstone/FYP Committee

Each Project shall be approved by Capstone/FYP committee of the department, comprising of:

- (a). BS or FYP Coordinator
- (b). Two Faculty Members (Appointed by HoD/Chairman)
- (c). HoD/Chairman

20.3 Project Nature

Capstone Projects may include:

- (a). Research papers or applied policy studies
- (b). Case studies or field reports
- (c). Review paper / book
- (d). Software development, business solutions or freelancing activity
- (e). Community or institutional problem-solving projects
- (f). Interdisciplinary thematic investigations

Projects may be undertaken individually or in groups (maximum 3 students per group), depending on project scope and department policy decided by Capstone/FYP committee of the department.

20.4 Evaluation Team

Each Capstone Project shall be evaluated by a 3-member panel:

- (a). Project Supervisor
- (b). One Faculty Members (Appointed by HoD/ Chairman)
- (c). One Expert within the Faculty (Appointed by HoD/Chairman)

This panel shall also conduct the viva voce.

20.5 Evaluation Components (Total: 100 Marks)

Component	Weight (in percentage)
Final Project Report Output	50%
Conduct & Ethics	10%
Viva Voce (Oral Defense)	40%

20.6 Evaluation Criteria

20.6.1 Final Report / Project Output (50%)

The written project shall be evaluated based on:

- (a). Clear problem identification and objectives
- (b). Methodological soundness
- (c). Depth of analysis and insight
- (d). Originality and creativity
- (e). Clarity, structure, and academic writing
- (f). Proper referencing and formatting as per Template of the department.

20.6.2 Conduct (10%)

Assessed by the supervisor, considering:

- (a). Regularity and punctuality
- (b). Communication and responsiveness
- (c). Ownership and initiative
- (d). Ethical conduct during project work

20.6.3 Viva Voce (40%)

Students shall be evaluated on:

- (a). Understanding of the project's objectives and context
- (b). Justification of methodology and approach
- (c). Ability to defend findings and interpretations
- (d). Communication, clarity, and presentation skills
- (e). Critical thinking and engagement with feedback

20.7 Submission Requirements

- (a). Final Written Report (At least 20 pages, including executive summary)
- (b). Declaration of originality
- (c). Any project-specific annexures, datasets, or deliverables defined by the department

20.8 Grading

Final marks (out of 100) shall be converted into letter grades as per university grading policy. The Capstone Project shall be listed as a 3-6 Credit Hours course/s in the official academic transcript.

21 Undergraduate Grading Policy

- (a). Letter grading should only be used for representing the individual courses and not report the semester GPA/CGPA.
- (b). The University has adopted the policy of Absolute Grading System as given later in this section. Various letter grades are used to determine the performance of students which are as follows:

The grades indicate the following level of performance.

Undergraduate Academic Rules, Regulations and Procedures

- | | |
|-----|---|
| A+ | Exceptional |
| A | Excellent |
| A- | High Distinction |
| B+ | Very good |
| B | Good |
| B- | Fairly good |
| C+ | Satisfactory |
| C: | Adequate for undergraduate and minimum acceptable for graduate |
| C- | Fairly passing for undergraduate and failure for graduate. |
| D: | Minimum acceptable for undergraduate and failure for graduate |
| F: | Failure, implying that the student must repeat the entire course to receive any credit |
| P: | Pass, this is used in case of research thesis/dissertation, credit hours counted |
| S: | Satisfactory completion |
| U: | Unsatisfactory completion |
| W: | Withdrawn from the course |
| E: | Exempted from the course |
| WF: | Force Withdrawal from the course due to the shortage of attendance disciplinary action |
| IP: | In progress, if Thesis, Project, Studio work spread over more than one semester than one semester |
| I: | Incomplete, the student has to complete the requirement within the specified time. |
- (c). There should be no other grade point values except the above points.
- (d). The percentage of marks or values of grades other than grade points shall not be reported on the transcripts whether they are relative grades or absolute grades.
- (e). The minimum pass marks for each course at under-graduate level shall be (fifty percent) 50% (i.e., 1 GP). A student obtaining less than 50% marks in any course shall deem to have failed in that course.
- (f). **Incomplete Grades on Medical Grounds:** If a student fails to appear in the terminal examination of a course on medical or any other exceptional reasons (beyond his controlling ability) duly recorded in application of the student and endorsed by the Chairman/HoD, he/she shall be treated as absent and fail. However, such student shall be allotted grade “I” of incompleteness in the transcript instead of failed grade “F”. The “I” grade will be replaced only if the student repeats and qualifies the course in the next semester.
- (g). A student beside above-mentioned reason(s) (18.6), who does not appear in the Terminal examination of a semester shall be marked ABSENT and FAILED. Such student will be awarded “F” grade.
- (h). AUST Grading and GP policy for undergrads:
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Undergraduate Academic Rules, Regulations and Procedures

Percentage Marks	Grade Point Value	Grade	Remarks
GRADE - A			
90 & above	4.00	A+	Exceptional
85-89	4.00	A	Excellent
80-84	4.00	A-	High Distinction
GRADE - B			
79	3.9	B+	Very Good
78	3.8	B+	
77	3.7	B+	
76	3.6	B+	
75	3.5	B	Good
74	3.4	B	
73	3.3	B	
72	3.2	B-	Fairly Good
71	3.1	B-	
70	3.0	B-	
GRADE - C			
69	2.9	C+	Satisfactory, Credit Pass
68	2.8	C+	
67	2.7	C+	
66	2.6	C+	
65	2.5	C	
64	2.4	C	
63	2.3	C	
62	2.2	C-	
61	2.1	C-	
60	2.0	C-	
GRADE - D			
59	1.9	D+	Subjective Pass
58	1.8	D+	
57	1.7	D	
56	1.6	D	
55	1.5	D	
54	1.4	D	
53	1.3	D	
52	1.2	D	
51	1.1	D	
50	1.0	D	
GRADE - F			
0-49		F	Fail
Withdrawn course		W	Withdrawn
Incomplete course		I	Incomplete

- (i). AUST has adopted the standard scale of 4 (i.e., 0 to 4) in order to evaluate/indicate the performance of students in the course(s)/semester(s). Although other scales like 5 or 6 etc., are also in vogue in other institutes.

Undergraduate Academic Rules, Regulations and Procedures

The 4-scale measure is in equivalence as per directives of HEC to all HEIs in Pakistan vide letter NO.1-22 (NQAC)/QAD/2017/HEC/03-360 dated 24 Mar 2017.

Letter Grade	Grade point relevant to scale of				
	4	4.5	5	8	10
A	4	4.5	5	8	10
B	3	3.375	3.75	6	7.5
C	2	2.25	2.5	4	5
D	1	1.125	1.25	2	2.5

- (j). Conversion of Annual System marks to GPA/CGPA for intent of deliberating merit of admission shall be as below:

Semester CGPA on 4* scale as per AUST grading		Annual System		
Grade		Grade point on 4 scale (Value)	Mark Range (in %age)	Percentage obtained in
Exceptional	A+	4.00	90 & above	78 & above
Excellent	A	4.00	85-89	74%-77%
High Distinction	A-	4.00	80-84	70%-73%
Very Good	B+	3.5-3.9	75-79	65%-69%
Good	B	3.3-3.4	73-74	63%-64%
Fairy Good	B-	3.00-3.2	70-72	61%-62%
Satisfactory credit pass	C+	2.6-2.9	66-65	57%-60%
“	C	2.3-2.5	63-65	55%-56%
“	C-	2.0-2.2	60-62	45%-54%
Subjective pass	D	1.0-1.9	50-59	40%-44%
Fail	F	0.00	0-49%	Less than 40%

*For other/higher scale grading (i.e., 4.5, 5, 8 etc.,) shall be calculated to annual marks based on same analogy as done for 4 scale.

- (a) The range of marks defined above for a particular grade may be split further to reflect incremental grade points.
- (b) This conversion table is only for the purpose of students who have obtained degrees under the annual system

22 Computation of GPA and CGPA

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPA) shall be calculated using following standard formulas

$$\text{GPA} = \frac{\text{Sum of all Courses in Semester (Course CrHr x Grade Point Earned)}}{\text{Total Semester CrHr}}$$

$$\text{CGPA} = \frac{\text{Sum of all Courses in all Semester(s) (Course CrHr x Grade Point Earned)}}{\text{Total Credit Hours Taken in all Semester(s)}}$$

Undergraduate Academic Rules, Regulations and Procedures

- (a). **CGPA Required For Degree Completion of:**
For graduation, the minimum qualifying CGPAs are 2.00 for 4 years Bachelor program and 2.50 for MS/MPhil program
- (b). **Probation:**
- i. If the GPA of an undergraduate students decreases from 2.0 (for graduate students 2.5) in first semester, he/she will be on 1st probation for the second semester
 - ii. If the undergraduate student does not come out by increasing his/her CGPA to 2.00 (or a graduate student 2.5) in second semester, then again, he/she will go on “last probation”.
 - iii. If the student does not come out from the probation in third semester, then
 - i. He/she shall be dropped out from the department.
 - ii. and cannot be re-admitted by the same department.
- (c). At the end of the first semester an undergraduate student must obtain CGPA of 2.00 (& graduate student 2.5) in order to become eligible for registration in the second semester. (Probation means First Semester GPA is equal to or more than 1.5 but less than 2 (is equal or more than 2 but less than 2.5 for graduate students)).
- (d). In case a student is able to obtain CGPA of 1.5 or more but less than 2.00 undergraduate level (and 2 or more but less than 2.5 for graduate level) he/she will be kept on probation in the second semester. (CGPA at the end of second semester is equal to or more than 1.5 but less than 2.00 (equal to or more than 2.00 but less than 2.5 for graduate students))
- (e). The student who fails to secure a GPA 1.50 (undergraduate) or 2.00 (graduate) at the minimum in the first semester, shall stand automatically dropped from the rolls.
- (f). The student who fails to secure a CGPA 1.50 (undergraduate) or 2.00 (graduate) at the minimum in the second semester, shall stand automatically dropped from the rolls.
- (g). At the end of the third semester the CGPA of a student should not be less than 2.00 (undergraduate) & 2.5 (graduate), otherwise he/she shall be removed from the rolls of the Department.
- (h). At the end of the fourth semester (& onward), the CGPA of a student shall not be less than 2.00 (undergraduate) & 2.5 (graduate).
- (i). If the CGPA of a student falls below the required criteria as mentioned in 19.8 (a) above, such a student will be required to repeat the same semester for improving his/her CGPA within the maximum allocated semesters prescribed for the program (i.e.6/12 for Master & Bachelor (Hons)). Such procedure will be followed for subsequent semesters beyond 4th semester.”
- (j). **Promotion**

- i. At the end of first semester, he/she (undergraduate) must get a GPA of at least 2.00 (for graduate students 2.5) in order to be promoted to the second semester. If GPA of the student equal to or more than 1.5 but less than 2.00, he/she will be promoted on probation.
- ii. At the end of second semester, he/she (undergraduate) must get a CGPA of at least 2.00 (for graduate students 2.5) in order to be promoted to the third semester. If CGPA of the student equal to or more than 1.5 but less than 2.00, he/she will be promoted on probation.
- iii. If any of the above conditions (para 19.9 a & b) is not fulfilled by a student, he/she shall be removed from the rolls of the department
- iv. At the end of the third semester his CGPA should not be less than 2.00 (graduate 2.5), otherwise he/she shall be removed from the rolls of the department

(k). Passing of Individual Semester

- i. The minimum pass marks for each course of undergraduate programs, shall be 50% (GP=1). Candidates obtaining less than 50% marks in any course shall be deemed to have failed in that course. Less than 50% marks secured by a student in any course shall not be counted towards the aggregate marks.
- ii. A student shall be required to pass at least 12 credits of course in each of the 1st and 2nd Semester failing which the student shall be deemed to have failed in the respective semester.
- iii. A student shall be required to pass at least 9 credits of course work in each of the 3rd till 8th semester failing which the student shall be deemed to have failed in the respective semester.

*For professional subjects, the rules prescribed by relevant accreditation council shall apply.

*While on probation, a student is to be considered as a regular student

23 Transfer of Credit Hours

- (a). Credit Hour of a course shall be transferred subject.
 - i. the grade is less than C for undergraduate
 - ii. and less than B for graduate.
 - iii. and student shall be a legal student of a HEC recognized University or degree awarding institute.
- (b). There shall be a CrHr Transfer Committee consist of the following to evaluate all applications regarding the transfer cases to any academic program at the University. It is advisable to receive applications for transfer cases at the beginning of each semester only (preferably at the time of admission).
 - i. Director Academic & Research Convener
 - ii. Chairman/HoD of the Concerned Dept.

- iii. Controller of Examination or his nominee
 - iv. Provost or his nominee
 - v. Deputy Registrar Academic (Member/Secretary)
- (c). In case of transfer to graduate program, the recommendations of the above committee shall be sent to the ASRB for final approval and endorsement. All remaining requirements (such as comprehensive, proposal defense, thesis and all examinations) of the graduate studies shall be completed at the AUST.
- (d). Credits are transferred on course-to-course basis. The committee will analyze course contents of each course to be transferred. The equivalence of each course shall be determined by the committee. The committee may co-opt experts if required to determine the equivalency of any course under consideration. The recommendations of committee shall be submitted to Vice Chancellor through the Dean concerned for approval. However, in case of graduate program, the matter will also be presented to the ASRB for endorsement (as mentioned above).
- (e). Credit hours shall only be transferred between HEC recognized HEIs and internationally recognized Universities.
- (f). All candidates who want to transfer from any other institution must submit all relevant documents as per the University policy.
- (g). In case a student of the AUST wants to transfer his/her CrHr to any other University must get an NOC from the Registrar with the approval of the Dean of the Faculty. Student shall apply for NOC to the Department concerned. The Dean of the Faculty on the recommendation of the Chairmen/HoD approve the NOC which will be issued by the Registrar.

24 Requirement for Award of Degrees

Every student at AUST is required to follow the academic plan set by the concerned bodies for the degree program in which he/she has been registered. All the requirements set for that degree must be completed as per the rules and regulations mentioned in this and other approved documents of the University. It is the responsibility of the concerned Chairmen/HoD to certify the completion of all the applicable degree requirements (for example number of CrHr, duration, CGPA, project, thesis, internship, field work, teaching practice, lab work, studio work etc.) of respective students and provide a list of the students who complete degree requirements to the CoE office. The CoE office will also issue Provisional Certificate to the student at the completion of the degree program. Each undergraduate student has to complete a two week of social/community work as assigned by the Chairman/HoD to be entitled to degree.

Exiting from BS with AD: a student admitted to the BS program may exit with an associate degree (AD) provided that the University requirements for the award of the AD has been met.

25 Departmental Examination Standards and Student's Grievances Committee

- (a). Each department shall have five members of departmental Examination Standards/Students Grievances committee headed by Chairman / HoD of the department. The Chairman/HoD of the department shall keep record and call meetings when there is a requirement (during and at the end of semester). The committee shall comprise of the following members:
- i. Chairman / HoD (Convener)
 - ii. Three (03) senior faculty (members)
 - iii. Departmental Exam-coordinator/Academic coordinator (member/secretary)
- (b). **Functions of the Committee:**
- i. To maintain uniformity of standards in the courses taught in the department Institute by individual teachers.
 - ii. To propose suggestions or rules about the distribution of different kinds of questions (items) in different courses and also to scrutinize the relevant papers.
 - iii. To make arrangements for the conduct and supervision of examination.
 - iv. To hear appeals related to marking/evaluation of papers in different courses.
 - v. To suggest course offerings, provision of seminars, assignments, etc.,
 - vi. Timely preparation and announcements of results of midterm and terminal examinations.
 - vii. To submit an advance copy of the tabulated result showing detailed marks subject wise, aggregate and grades duly authenticated by the Chairman of the Committee to the Chairman/HOD for his approval before the result is announced.
 - viii. The Committee may check randomly a few answer sheets/papers of the terminal examination of a semester (of different courses) for uniformity of scoring & covering of the course content.
 - ix. A student must approach the head of the Department/Institute for a grievance on grade, within 5 days of the receipt of the grade/announcement of result.
 - x. The Head of the Department/Institute shall forward the grade grievance to a committee and it will be binding on the committee for hearing both sides (student and the teacher) and will give a final decision within 5 days working days or before the start of registration for the new semester whichever comes early.

26 Academic Appellate Committee

- (a). There shall be an Academic Appellate Committee constituted by the Vice Chancellor to consider student's appeal (against the decision of the departmental grievance committee) about any academic issues related to grading and teaching. The Committee shall be comprised of three senior faculty members from different faculties, Dean of the concerned faculty, controller of Examinations and Deputy Registrar Academic Secretary. The Head of the committee shall be Pro-Vice Chancellor (in absence of Pro-Vice Chancellor the Committee shall be headed by senior most Dean).
- (b). The decision of the appellate committee shall be final. However, an aggrieved student may have the right of appeal against the decision of the committee within 15 days to the Vice Chancellor for review, who shall be the Appellate Authority. The Appellant Authority may send the case back to the Appellate committee for reconsideration.

27 Audit Courses – (non-credited with only Pass / Fail Basis)

- (a). **Courses on Pass / Fail Basis for Undergraduate Level:**
 - i. Student may take Audit courses (non-credited) from its own or other relevant programs in the University on audit basis.
 - ii. A maximum 9 CrHr, i.e., 3 courses (each of 3 CrHr) can be taken (out of electives) during the entire four years' undergraduate studies.
 - iii. No letter grade will be assigned to these courses but allocate only Pass or Fail in the transcript. iv. If a student fails, he / she has to repeat the course. (The repeat course policy will apply).
- (b). Currently, rules and regulations do not allow Graduate students (MS/MPhil and PhD) to take Audit Courses (i.e., courses on Pass / Fail Basis). However, a PhD student's supervisor may suggest to his/her student one audit course with the approval of the Dean concerned.

28 Course File

- (a). Maintenance of Course File is compulsory for the teacher. The course file shall be maintained by teachers manually/LMS/CMS/eLearning module. However, in case of the accreditation council or any other body(ies) requirement, the course material shall be made available in a physical course folder by teacher concerned.
- (b). The "Course File" will have a complete record of everything that happened during the semester. The course file will contain:
 - i. Course title and code
 - ii. Description of approved course

- iii. Weekly Teaching schedule
- iv. Dates of Assignment(s)/Quiz
- v. Dates of Mid and Terminal Examination
- vi. Grading policy will identify each activity. Such as Homework, Quizzes, Mid-Semester Examination, Terminal Examination, Term Papers.
- vii. Copy of Each Homework Assignment
- viii. Copy of Each Quiz Given
- ix. Copy of Mid Semester Examination
- x. Grading Sheets of the Course detailing Statistical data on the grades obtained by students.
- xi. Copies of best, average, and worst final term answer sheet.
- xii. Solution sheets of midterm and terminal papers
- xiii. Difficulties/problems faced during classroom / course delivery.

29 Maintenance of Examination Records

- (a). Controller of Examination shall maintain the records of the examination and issue the transcripts. The result will be notified by the CoE using CMS/LMS and/or approved procedure. The Controller of Examination office shall act as Central Record Office.
- (b). The Examination scripts of mid-term and Terminal examination shall be sent to Controller of Examinations who shall keep the record in his safe custody for at least four years.
- (c). Final result (award list) and gazette shall be kept under the custody of the Controller of Examination.
- (d). Records related to grades and marks shall be available at the computer System with full protection using technology by the University. The CMS/LMS team will be responsible to maintain the secrecy and security of the information stored in the computer system.

30 Teacher Evaluation

- (a). It is mandatory for QEC team to conduct evaluation of each course taught at the University using the approved procedure without showing the identity of the student at the end of semester.
- (b). This evaluation should be objective and should be shared with the concerned course instructor through Chairman/HoD for his/her improvement / knowledge/corrective measures.

31 Awarding Gold Medals/Merit Certificates

31.1 Purpose

The University shall award Gold Medals and Merit Certificates to recognize outstanding academic performance of students in undergraduate degree programs, in accordance with the provisions laid down in this section

31.2 Scope

These provisions shall apply to all undergraduate degree programs offered by:

- (a). Abbottabad University of Science & Technology; and
- (b). All public and private sector colleges affiliated with the University.

31.3 Definitions

- Chancellor's Gold Medal: Awarded to the top-performing student across the University in a specific degree program.
- University Gold Medals: Awarded to the top position holders in each program at the University campus.
- Affiliated College Awards: Separate medals and merit certificates for the top position holders in each program amongst all affiliated institutions

31.4 Eligibility Criteria

31.4.1 Chancellor's Gold Medal

The Chancellor's Gold Medal shall be awarded to a student who:

- (a). has obtained a CGPA of 4.00 with A+ grade; (90% or above in aggregate).
- (b). has passed all courses in the first attempt.
- (c). fulfills all degree requirements within the minimum duration of the program.

31.4.2 University Gold Medals (First Position)

A University Gold Medal shall be awarded to a student who:

- (a). has obtained a minimum CGPA of 3.00;
- (b). has passed all prescribed courses in the first attempt;
- (c). belongs to a graduating batch comprising not less than five (05) students; and
- (d). fulfills all degree requirements within the minimum duration of the program.

31.4.3 Affiliated College Awards

- (a). Separate merit lists must be compiled.
- (b). The eligibility criteria applicable to University campus students shall also apply to students of affiliated colleges.

31.4.4 Tie-Breaking Rules

In the event of a tie in CGPA, the following criteria shall be applied sequentially:

- (a). Higher aggregate percentage marks in the degree program;
- (b). Higher marks obtained in the immediately preceding academic qualification.

31.4.5 Minimum Class Size Requirement

No Gold Medal or Merit Certificate shall be awarded if the total number of graduating students in a degree program is less than five (05).

31.4.6 Award Recommendation Committee

There shall be an Award Recommendation Committee comprising:

- (a). Controller of Examinations (Member/ Secretary)
- (b). Relevant Faculty Dean (Convener)
- (c). Registrar (Member)

31.4.7 Procedure

- (a). Final results shall be notified through the official gazette issued by the office of the Controller of Examinations.
- (b). The Office of the Controller of Examinations shall prepare a provisional list of eligible candidates, either manually or through the LMS/CMS, based on CGPA and merit.
- (c). The Award Recommendation Committee shall verify eligibility using the prescribed checklist, authenticate the verification through signatures of all Committee members, and recommend the awardees accordingly.
- (d). Gold medals for university students shall be awarded by the Controller of Examinations, whereas for affiliated college students, the medals shall be awarded by the respective affiliated colleges. However, all types of position certificates shall be issued by the Controller of Examinations.

31.4.8 Checklist for Verification

S.No.	Verification Point	Yes/No	Remarks
1	All courses passed in first attempt		
2	CGPA of 4.00 and A+ grade for Chancellor's Medal		
3	CGPA \geq 3.00 for other medals		
4	No course repetition or improvement		
5	Total number of students in the batch \geq 5		
6	Tie resolved through percentage/pre-degree marks		
7	Separate merit list compiled for affiliated colleges		
8	Final transcript verified manually or through LMS		
9	Final result notified in official gazette		
10	Recommendations submitted to the Award Committee		

31.4.9 Approval and Signatures

The committee verifies the above credentials and approves the award of medals and merit positions.

Name	Designation	Signature	Date
	Controller of Examinations		
	Dean of concerned faculty		
	Registrar		

Note: All records relating to the award of Gold Medals and Merit Certificates shall be maintained by the Controller of Examinations for audit, verification, and transparency purposes.

32 Results

- (a). Results will be announced as per the Academic Calendar of the University. All departments will be required to follow the academic calendar in true spirit. Each instructor will be required to submit result of his or her course within the 72 hours of the Terminal examination. In case the number of students in the course is more than 50 then 24-hour extension can be granted by the Dean concerned.
- (b). The result of the semester shall be compiled and declared by the Controller of Examinations as per the academic calendar.
- (c). The process of submission and announcement of results shall be made through the CMS/LMS, if available.

33 Student Support Center (SSC)

Students may contact the Student Service Center (SSC) where they can get information and guidance regarding academic, administrative matters and career counselling.

34 Campus/Learning Management System (CMS/LMS)

- (a). The University campus management system should provide a comprehensive support to all tasks and activities at the University.
- (b). All marks, results, and other information will be available on the CMS/LMS student portal for students.
- (c). All faculty members and other relevant staff shall be provided User Id to access CMS/LMS. It is compulsory for all faculty and staff members to use CMS/LMS for all the academic operations where it is applicable. Record of marks, attendances, examinations and course materials shall be maintained through the CMS system.

Undergraduate Academic Rules, Regulations and Procedures

The undersigned committee formulated the revised Academic Rules, Regulations and Procedures in accordance with the Higher Education Commission (HEC) Undergraduate Education Policy (UEP)–2023 (V 1.1) and submitted the same to the Academic Council for approval.

S. No.	Name	Designation	Status	Signature
1	Dr. Sardar Fawad Saleem	Director Academics	Convener	
2	Dr. Saifullah Khan	Director QEC	Member	
3	Mr. Abdul Aleem Awan	Controller of Examinations	Member	
4	Dr. Khalid Mehmood	Chairman, Department of Pharmacy	Member	
5	Dr. Muhammad Naeem	Chairman, Department of Computer Science	Member	
6	Dr. Bin Amin	Chairman, Department of Physics	Member	
7	Dr. Mudassir Khan	Chairman, Department of Management Sciences	Member	
8	Dr. Azam Hayat	Chairman, Department of MLT	Member	
9	Dr. Muhammad Arshad	Additional Director Academics	Member	
10	Dr. Akhtar Iqbal	Additional Registrar Academics	Secretary	

Vice Chancellor