

UNIVERSITY OF HEALTH SCIENCES LAHORE



STATUTES AND REGULATION FOR 2-YEAR POST- RN NURSING BS-ONCOLOGY DEGREE (SEMESTER SYSTEM)

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INTRODUCTION

Higher Education Commission (HEC) of Pakistan advised the universities and institutions to start semester system. It is suggested that all Higher Education Institutions must begin the process of converting to semester system and the process ought to be completed by spring 2017. It is highly recommended that the Higher Education Institutions should be able to bring their affiliated colleges to come at par with the semester system by 2017. (HEC 2015, 13.2).

BS Nursing curriculum designed by the HEC also reflects the semester wise break down of subjects and their credits. Shaukat Khanum Hospital and Research Centre is offering two-year BS Post-RN BS Oncology Nursing Degree program. The semester based curriculum of this program has been approved by PNC and UHS and the program is affiliated with UHS.

This document provides the statutes and regulations for examination of Post- RN BS Oncology Nursing Program. This includes the regulations related to internal assessment (conducted within the institute) and external assessment /examination (conducted by University of Health Sciences UHS).

SEMESTER DURATION

- a. There shall be two regular semesters (a Spring & a fall semester) in each academic year.
- b. Each semester shall be of 16-18 working weeks excluding final university examination. (HEC 2015, 1.3)
- c. There shall be 2 weeks for final (University) examination.
- d. There will be 2 weeks semester breaks at the end of each semester.

The institution may offer summer semester of 8 weeks during break as per the regulation given in by HEC 2015 5.1-5.4)

COURSE CREDITS

- a. Minimum **60** credits are required for Post-RN BS two year's program. These credits shall normally be earned in four semesters. For Distribution of Credits see below. Post RN BS Oncology program has 64 credits which shall be earned over four semesters.



- b. One credit hour means teaching **theory** for **one hour per week** in each semester. (HEC 2015, 2.1)
- c. For **practical/laboratory** work, **three hours** shall be considered equivalent to one credit hour. (HEC 2015, 2.2)
- d. The credit hours are denoted by two digits within brackets with a hyphen/plus in between. The first digit represents the theory part while the second (right side) digit represents the practical.
- e. Thus 02 (1.5+0.5) means one and half credit hours of theory, while half credit a total of two credit hour is for laboratory/studio work/field work/practical work supervised and graded by the faculty.

Theory credit and clinical Lab clinical hour's description

Course	Duration of class
Theory Course of 03 Credit Hours	3 classes of 01 hour per week Or 2 classes of 1.5 hours per week Or 1 class of 3 hours class per week
Practical (Lab), clinical or field work of 01 credit Hour	03 hours per week

PNC and UHS approved curriculum has maximum 64 credits for Post RN BS Nursing/ Oncology Nursing program.

As a course load, an undergraduate program of instruction generally includes a 15-18 credit hours course load including exams in a regular semester. The required course load for a full time undergraduate is minimum of 15 credit hours per semester. (HEC 2015, 6.1.1)

LEVEL OF PROGRAM: LEVEL 6.

After completion of level 5 qualification framework (SSC + three years general nursing and one year midwifery or any specialty courses) equal to associate BSc degree. Additional 2 years of post RN BSN equals level 6 undergraduate degree-Bachelor of Science in Nursing (HEC 2015)

ELIGIBILITY CRITERIA FOR ADMISSION:

- a. Diploma in General Nursing & Midwifery (for females only) minimum 2nd division (Marks 55% and above) from an Institution recognized by Pakistan Nursing Council.



- b. Candidates having Post- Basic Nursing Diploma in Oncology or Critical Care Nursing will be preferred.
- c. For male applicants, a 1-year Post-Basic diploma in Oncology/Critical Care /PAEDS/Community Nursing from an Institution recognized by Pakistan Nursing Council is essential.
- d. At least 2 years' experience as a Registered Nurse of a well reputed health care organization
- e. Current Valid registration with Pakistan Nursing Council.
- f. Incomplete and late applications will not be processed.
- g. External candidates (applicants out of SKMCH&RC) will have to present no objection certificates (NOC) from the Head of the Deptt.







Scheme of Studies for Post RN BS Oncology Nursing Degree

Year -1 Semester -1				Year -1 Semester- 2			
Sr.	Course No	Courses	Credit Hours	Sr.	Course No	Courses	Cr Ho
01	SC 611	Biochemistry	02 (1.5+0.5)	01	NU 621	*Advance Concepts in Cancer Nursing –II <i>(Pediatric Oncology & Palliative Care)</i>	04 (2+)
02	NU 612	*Advanced Concepts in Cancer Nursing- I (Adult Oncology))	04 (2+2)	02	SC 622	Introduction to Biostatistics	02
03	NU 613	Health Assessment	03 (1.5+1.5)	04	SC 623	Epidemiology	02
04	SC 614	*Cancer Pharmacology	03	05	HU 624	Culture Health & Society	02
05	EN 615	English I (Functional)	02	06	NU 625	Introduction to Nursing Models and Theories	02
06	HU 616	Computer Skills & Information Technology	02	07	EN 626	English II (Academics)	02
					NU 627	Principle of Teaching and Clinical Preceptorship	03
		Total Credits	16			Total Credits	17
Year -2 Semester -1				Year -2 Semester- 2			
Sr.	Course No	Courses	Credit Hours	Sr.	Course No	Courses	Cr Ho
01	NU 631	*Advance Concepts III (Preventive Oncology)	04 (2+2)	01	NU 641	*Research/ Evidence based Elective project	4
02	SC 632	Introduction to Nursing Research	03	02	NU 642	** Clinical Practicum – Oncology Setting	6
03	NU 633	Professional Development and Ethics	03	03	EN 643	English IV (Scholarly writing)	02
04	NU 634	Leadership and Management	03		IS 644	Islamiat/Ethics (For Non-Muslims)	02
05	PS 636	Pak Studies	02			Total Credits	14
06	EN 635	English III (Professional writing)	02				
		Total Credits	17				
Total Credits for Two Years							
		Semester-I	Semester –II	Total			
	Year I	16 Credits	17 Credits	33			
	Year II	17 Credits	14 Credits	31			
	Grand Total			64			
*This course provides flexibility to the institution/ University to offer other relevant clinical courses after approval fr PNC							

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PROPOSED ACADEMIC CALENDAR

Proposed Academic Calendar for post RN-BS Oncology Nursing will be as follow:

Semester	Starting Date	End dates Date	End of Semester exam Dates	Result notification date	Semester Breaks
Fall Semester (I & III)	Sep 7, 2020	2 nd Jan 2021	18 th Jan- 29 th 2021	As per UHS calendar	Feb 1 st - Feb 12 th 2021
Spring Semester (II & IV)	March 1 st , 2021	9 th July 2021	26 th July 6 th August 2021	As per UHS calendar	August-9 th – August 20 th , 2021

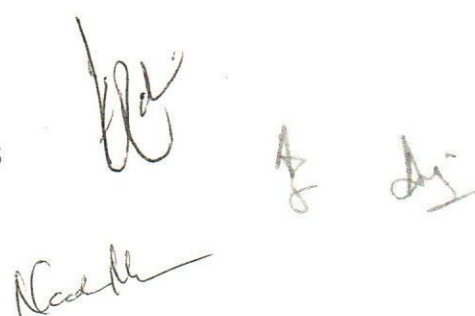
STATUTES:

FIRST SEMESTER EXAMINATION

The 1st examination of 2-years Post RN BS Oncology Nursing shall be held at the end of first semester upon completion of internal assessment

- Every candidate shall be required to study subjects of Biochemistry, Advanced Concepts in Cancer Nursing-I, Health Assessment, Cancer Pharmacology, English-I and Computer Skills & Information Technology. (From continuous internal assessment shall be added to the final examination score. The student has to pass all assessments.)
- First semester exam of 2-years Post RN BS Oncology Nursing shall test every candidate in following subjects:

I.	SC 611	Biochemistry	100 Marks
II.	NU 612	Advance Concepts in Cancer Nursing-I (Adult Oncology)	100 Marks
III.	NU 613	Health Assessment	100 Marks
IV.	SC 614	Cancer Pharmacology	100 Marks
V.	EN 615	English-I (Functional)	100 Marks
VI.	HU 616	Computer Skills and Information Technology	100 Marks



I. SC 611: Biochemistry

The examination in the subject of Biochemistry shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for the subject of Biochemistry are as under:

a.	Midterm Examination	10 Marks
b.	Lab performance	05 Marks
c.	Lab Project (report and presentation)	05 Marks

One written final paper of 80 marks i.e. 80% of the total allocated marks in Biochemistry (in two parts) to be given by UHS.

a.	Part I: Multiple Choice Questions (40 MCQs)	40 Marks
b.	Part II: Short Essay Questions (40 SEQs)	40 Marks

II. NU 612: Advance Concepts in Cancer Nursing-I (Adult Oncology)

The examination in the subject of Advance Concepts in Cancer Nursing-I (Adult Oncology) shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for the subject as under:

a.	Midterm Examination	10 Marks
b.	Nursing Care Plans	05 Marks
c.	Case based seminars	05 Marks

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks (in two parts) to be given by UHS.

a.	Part I: Multiple Choice Questions (40 MCQs)	40 Marks
b.	Part II: Short Essay Questions (08 SEQs)	40 Marks

III. NU 613: Health Assessment

The examination in the subject of Health Assessment shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for the subject as under:

a.	Objective Subjective Physical Exam (OSPE-I)	05 Marks
b.	Midterm Examination	10 Marks
c.	Objective Subjective Physical Exam (OSPE-II)	05 Marks

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks (in two parts) to be given by UHS.

a.	Part I: Multiple Choice Questions (40 MCQs)	30 Marks
b.	Part II: Short Essay Questions (08 SEQs)	30 Marks
c.	Viva/ Practical Exam	20 Marks

IV. SC 614 Cancer Pharmacology

The examination in the subject of Cancer Pharmacology shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for the subject as under:

a.	Class quizzes	05 Marks
b.	Midterm Examination	10 Marks
c.	Class Presentation	05 Marks

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks (in two parts) to be given by UHS.

a.	Part I: Multiple Choice Questions (40 MCQs)	40 Marks
b.	Part II: Short Essay Questions (08 SEQs)	40 Marks

V. EN 615 English-I

The examination in the subject of English shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for the subject shall be as under:

a.	Class tests	10 Marks
b.	Class participation/ activities	05 Marks
c.	Class presentation (individual)	05 Marks



One final written exam/paper of 80 marks i.e. 80% of the total allocated marks (in two parts) to be given by UHS.

a.	Part I: Multiple Choice Questions (40 MCQs)	40 Marks
b.	Part II: Long Essay Questions (2-3 LEQs)	40 Marks

Computer Skills and Information Technology (HU 616)

The examination in the subject of Computer Skills and Information Technology shall be only through the continuous internal assessment carrying 100 marks i.e. 100% of the total allocated marks for the subject.

a.	Class participation and assessment	25 Marks
b.	Quizzes	10 Marks
c.	Assignments	30 Marks
d.	Lab work	35 Marks

There will be no exam given by the UHS. The credit hours and marks scored by the student during internal assessment will be provided to the examination office with Internal Assessment of other subjects. Those marks will be added on in the University transcript/ final mark sheet.

SECOND SEMESTER EXAMINATION

The 2nd examination of Post RN BS Oncology Nursing shall be held at the end of second (2nd) semester.

1. Every candidate shall be required to study subjects of Advanced Concepts in Cancer Nursing-II (pediatric oncology & palliative care), Introduction to Biostatistics & Epidemiology, Culture Health and Society, Introduction to Nursing Models and Theories, English II (Academics), and Principles of Teaching and Clinical preceptorship.
2. Second semester exam of Post RN BS Oncology Nursing shall test every candidate in following subjects:

I.	NU 621	Advance Concepts in Cancer Nursing-II (Paediatric Oncology & Palliative Care)	100 Marks
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II.	SC 622	Introduction to Biostatistics	100 Marks
III.	SC 623	Epidemiology	100 Marks
IV.	HU 624	Culture Health and Society	100 Marks
V.	NU 625	Introduction to Nursing Models and Theories	100 Marks
VI.	EN 626	English-II (Academics)	100 Marks
VII.	NU 627	Principles of Teaching and Clinical Preceptorship	100 Marks

I. NU 621: Advanced Concepts in Cancer Nursing-II (Pediatric Oncology & Palliative Care)

The examination in the subject of Advanced Concepts in Cancer Nursing-II shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for the subject as under:

a.	Midterm Examination	10 Marks
b.	Case based seminars	05 Marks
c.	Nursing Care Plans	05 Marks

One final written exam/paper of 80 marks i.e 80% of the total allocated marks (in two parts) to be given by UHS.

a.	Part I: Multiple Choice Questions	(40 MCQs)	40 Marks
b.	Part II: Short Essay Questions	(08 SEQs)	40 Marks

II SC 622: Introduction to Biostatistics

The examination in the subject of Introduction to Biostatistics shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for this subject as under:

a.	Home assignments/exercises/ Quizzes	10 Marks
b.	CAT/Quiz- Midterm	10 Marks

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks (in two parts) to be given by UHS.

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a.	Part I: Multiple Choice Questions (40 MCQs)	40 Marks
b.	Part II: Short Essay Questions (8 SEQs)	40 Marks

III SC 623: Epidemiology

The examination in the subject of Epidemiology shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for this subject as under:

c.	Group Presentation (existing surveillance, data/process gaps)	10 Marks
d.	Midterm Examination/ Quiz	10 Marks

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks (in two parts) to be given by UHS.

c.	Part I: Multiple Choice Questions (40 MCQs)	40 Marks
d.	Part II: Short Essay Questions (8 SEQs)	40 Marks

IV. HU 624: Culture Health and Society

The examination in the subject of Culture Health and Society shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for this subject as under:

a.	Written assignments	10 Marks
b.	Class presentation	10 Marks

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks (in two parts) to be given by UHS.

a.	Part I: Multiple Choice Questions (40 MCQs)	40 Marks
b.	Part II: Short Essay Questions (8 SEQs)	40 Marks



V. NU 625: Introduction to Nursing Models and Theories

The examination in the subject of Introduction to Nursing Models and Theories shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for this subject as under:

a.	Theory based presentation	05 Marks
b.	Midterm Examination	10 Marks
c.	Article summary	05 Marks

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks (in two parts) to be given by UHS.

a.	Part I: Multiple Choice Questions (40 MCQs)	40 Marks
b.	Part II: Short Essay Questions (08 SEQs)	40 Marks

EN 626: English-II (Academics)

The examination in the subject of English-II shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for this subject as under:

a.	Class participation	05 Marks
b.	Project writing (dual bio& Epi)	05 Marks
c.	Incident writing	05 Marks
d.	Academic Vocabulary Project	05 Marks

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks to be given by UHS.

a.	Part I: Multiple Choice Questions (40 MCQs)	40 Marks
b.	Long Essay Questions (1-2 LEQs)	40 Marks (20/each)

It is left on decree of the UHS examination if they decide to take one final written paper of the type of long essay questions (LEQs), of 80 marks in Subject of English -II.



VI. HU 627: Principles of Teaching and Clinical Preceptorship

The examination in the subject of Principles of Teaching and Clinical Preceptorship shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for this subject as under:

a.	Teaching project	10 Marks
b.	Written assignment/ log/reflection	10 Marks

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks (in two parts) to be given by UHS.

a.	Part I: Multiple Choice Questions (40 MCQs)	40 Marks
b.	Part II: Short Essay Questions (08 SEQs)	40 Marks

THIRD SEMESTER EXAMINATION

The 3rd Examination of Post RN B S Oncology Nursing shall be held at the end of third (3rd) semester.

1. Every candidate shall be required to study subjects of Advanced Concepts in Cancer Nursing-III (Preventive Oncology), Introduction to Nursing Research, Professional Development and Ethics, Leadership and Management, Pakistan Studies and English III (Professional Writing).
2. Third semester exam of Post RN BS Oncology Nursing shall test every candidate in following subjects:

I.	NU 631	Advanced Concepts in Cancer Nursing-III (Preventive Oncology)	100 Marks
II.	SC 632	Introduction to Nursing Research	100 Marks
III.	NU633	Professional Development and Ethics	100 Marks
IV.	NU634	Leadership and Management	100 Marks
V.	EN635	English-III (Professional Writing)	100 Marks
VI.	PS 636	Pak Studies	100 Marks



I. NU 631: Advanced Concepts in Cancer Nursing-III (Preventive Oncology)

The examination in the subject of Advanced Concepts in Cancer Nursing-III shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for this subject as under:

a.	Midterm Examination	10 Marks
b.	Group presentation	05 Marks
c.	Individual health education session	Pass/fail
d.	Field project (group activity)	05 Marks

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks (in two parts) to be given by UHS.

a.	Part I: Multiple Choice Questions (40 MCQs)	40 Marks
b.	Part II: Short Essay Questions (08 SEQs)	40 Marks

II. SC 632: Introduction to Nursing Research

The examination in the subject of Introduction to Nursing Research shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks

for this subject as under:

a.	Midterm Examination	10 Marks
b.	Research critique presentation	05 Marks
c.	Proposal writing	05 Marks

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks (in two parts) to be given by UHS.

a.	Part I: Multiple Choice Questions (40 MCQs)	40 Marks
b.	Part II: Short Essay Questions (08 SEQs)	40 Marks

III. NU 633: Professional Development and Ethics

The examination in the subject of Professional Development and Ethics shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for this subject as under:



a.	Midterm Examination	10 Marks
b.	Commentary article	05 Marks
c.	Debate	05 Marks

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks (in two parts) to be given by UHS.

a.	Part I: Multiple Choice Questions (40 MCQs)	40 Marks
b.	Part II: Short Essay Questions (08 SEQs)	40 Marks

IV. NU634: Leadership and Management

The examination in the subject of Leadership and Management shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for this subject as under:

a.	Assignment - leadership role development	05 Marks
b.	Midterm Examination	10 Marks
c.	Practice development project	05 Marks

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks (in two parts) to be given by UHS.

a.	Part I: Multiple Choice Questions (40 MCQs)	40 Marks
b.	Part II: Short Essay Questions (08 SEQs)	40 Marks

V. HU 636: Pakistan Studies

The examination in the subject of Pakistan Studies shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for this subject as under:

a.	Class test (s)	05 Marks
b.	Group presentation	10 Marks
c.	Class participation	05 Marks

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks (in two parts) to be given by UHS.

a.	Part I: Multiple Choice Questions (40 MCQs)	40 Marks
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b.	Part II: Short Essay Questions	(08 SEQs)	40 Marks
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VI. EN 635: English-III (Professional writing)

The examination in the subject of English-III shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for this subject as under:

a.	Minutes writing	10 Marks
b.	Business wiring and vocabulary – project	05 Marks
c.	Class participation	05 Marks

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks (in two parts) to be given by UHS.

a.	Part I: Multiple Choice Questions (40 MCQs)	40 Marks
b.	Part II: Short Essay Questions (08 SEQs)	40 Marks

FOURTH SEMESTER EXAMINATION

The 4th Examination of Post RN B S Oncology Nursing shall be held at the end of forth (4th) semester.

Every candidate shall be required to study subjects of Research Evidence Based Elective Project, Clinical Practicum-Oncology Setting, English IV (Scholarly Writing), Islamiat/Ethics (For Non-Muslims).

Forth semester exam of Post RN BS Oncology Nursing shall test every candidate in following subjects:

I.	NU 641	Research Evidence Based Elective Project	100 Marks
II.	NU 642	Clinical Practicum-Oncology Setting	100 Marks
III.	EN 643	English IV (professional writing)	100 Marks
IV.	HU 644	Islamiat/ Ethics for Non-Muslims	100 Marks

I. NU 641: Research/Evidence Based Elective Project

The evaluation of the subject of Research /Evidence Based Elective Project shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for this subject as under:

a.	Research project proposal	05 Marks
b.	Review of the relevant research article	05 Marks
c.	Project/Research Report	10 Marks
	• Presentation of the project & Viva	
	• Project Log/ activity report	

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks (in two parts) to be given by UHS.

a.	Part I: Research project presentation/defence	50 Marks
b.	Part II: Viva	30 Marks

I. NU 642: Clinical Practicum-Oncology Setting

The evaluation of the subject of Clinical Practicum-Oncology Setting shall be as follows:
The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for this subject as under:

a.	Preceptors evaluation/feedback	Pass/Fail
b.	Evidenced based portfolio	10 Marks
c.	Seminar/ Evidenced based project	05 Marks
d.	Project Logs	05 Marks

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks (in two parts) to be given by UHS.

c.	Part I: Clinical practicum portfolio evaluation	40 Marks
d.	Part II: Viva related to the discipline	40 Marks

II. EN 643: English IV (Scholarly Writing)

The evaluation of the subject of English-IV shall be continued with the subject of Research/Evidence Based Elective Project. To successfully meet the objectives of this course, students will be participating in role-model skills, leadership qualities, compact scholarly writing and regularity.



The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for this subject:

a.	Proposal Writing	10 Marks
b.	Report Writing	05 Marks
c.	Class participation – planned activities	05 Marks

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks to be given by UHS.

a.	Long Essay Questions (02 LEQs)	40 Marks/each
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HU 644: Islamiat

The examination in the subject of Islamic Studies/ Ethics shall be as follows:

The continuous internal assessment shall carry 20 marks i.e. 20% of the total allocated marks for this subject as under:

a.	Class test	05 Marks
b.	Group presentation	10 Marks
c.	Class participation	05 Marks

One final written exam/paper of 80 marks i.e. 80% of the total allocated marks to be given by UHS.

a.	Long Essay Questions (04 LEQs)	80 Marks
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Non-Muslin students will be assessed according to the contents of Ethics or as otherwise applied in University.

GENERAL REGULATIONS FOR EXAMINATION:

Internal Assessment and External Assessment Process

Academic progress of the students is made based on continuous internal assessment and external assessment. As per UHS rules, 20 % weightage for internal examination in semester courses whereas, 80% marks may be reserved for the examination conducted by the university.



Internal Assessment (20%) :

- a. In each semester, students may be required to appear in quizzes, midterms, final examination, give presentation, participate in group discussion, and submit projects/assignments/lab reports as determined by the teacher concerned.
- b. Nursing Division SKMCH&RC has a policy related to internal examination which is governed by the Selection and Progression Committee of the study program.

External Assessment (80%) :

- a. The Department of Examination of UHS will be responsible for to conduct end of semester exam after completion of every semester.
- b. A student who passes the internal assessment should only be allowed to appear in external exam conducted by UHS.
- c. Duration of end of semester examination shall be 2-3 hours. The final examination shall cover the entire course.
- d. To pass a course and semester, student must obtain CGPA 2.0.
- e. Rules for Promotion for Undergraduate Programs:
 - At the end of each semester, a student must obtain a minimum Grade Point Average (GPA) of 1.70 to be promoted to the next semester.
 - In case a student is unable to obtain GPA of 1.70, shall stand automatically dropped from the Registration.
- f. It is mandatory, as per PNC rules, for students to attend all courses, clinical sessions and examinations as scheduled.

A minimum of 85% attendance is essential in each of the scheduled classroom activities to be eligible to write any professional and notified examination and this will be strictly enforced. No compensations are possible.

- g. A student will not be allowed to take any examination, Internal/UHS exams, if his or her attendance in the relevant course is not satisfactorily completed.
- h. Absence for illness must be certified by the Employee Health Clinic at SKMCH&RC.
- i. Absence from internal examination will be considered as failure and will be awarded **zero score** and the candidate will not be allowed to sit in UHS examinations.
- j. One hundred percent (100%) attendance in clinical is expected of all students. Any student who misses clinical time is required to consult with course teacher/coordinator to negotiate remedial

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strategies for meeting the clinical objectives. The student is expected to successfully complete all the clinical objectives to pass the clinical components of a course.

- k. A student who remains absent for 1 -2 days of clinical time for justified reasons (illness, death, marriage and emergency) after his or her resuming will be required to consult with the course teacher to negotiate remedial strategies to make up this clinical time and meet the missed clinical
- l. There will be **no Supplementary/ Special Examination in a Semester System**; if a student fails in a course, he/s is required to repeat it. (HEC 2015, 11.3)
- m. An incomplete grade (**I**) will be awarded by the faculty only in exceptional cases beyond the control of a student such as serious accidents, family tragedy, serious health ailments, etc. (HEC 2015, 11.3).
- n. The candidate shall pass both internal and external examinations to pass the semester.

DISTRIBUTION OF GRADES AWARDED:

Fractionalized Grading System will be utilized as follow:

Grade	Grades Points	Percentage obtained in a Semester System
A	3.67-4.00	85 and above
A-	3.34-3.66	80-84
B+	3.01-3.33	75-79
B	2.67-3.0	71-74
B-	2.34-2.66	68-70
C+	2.01-2.33	64-67
C	1.67-2.00	61-63
D+	1.31-1.66	58-60
D	0.10-1.00	50-53
F	0.00	Below 50



Formula for GPA calculation

$$\text{GPA} = \frac{\sum (\text{Credit Hrs} \times \text{Grade Point})}{\sum \text{Credit Hours}}$$

REPEATING COURSES:

- a. If a student gets 'F' grade, s/he will be required to repeat the course or its recommended alternate, if any. However, "F" grade obtained earlier will also be recorded on the transcript (HEC 2015, 9.1)
- b. Undergraduate students may be allowed to repeat a course in which s/he has obtained grade below "C" (HEC 2015, 9.2).
- c. The Institution may define *maximum 3 subject in case of four semesters degree programs.* (HEC 2015, 9.2).
- d. A course can be repeated only once in a regular semester.
- e. The student shall register for that course in the first week of semester, with the permission of the concerned teacher & approval of head of the institution.
- f. All attempts will be depicted on the transcripts. The highest grade only will be used for the calculation of CGPA. (HEC, 2015)
- g. In case of CGPA improvement, it would be recorded with **(Imp)** on the transcript. (HEC 2015, 9.4)
- h. All course repetitions must be completed within the maximum allowable duration of the programme. (HEC, 2015), which must be repeated within two semesters after the first attempt.
- i. The candidate shall have to pay the prescribed tuition fee for the course(s) he/she wishes to repeat. **WITHDRAWAL:**
 - a. Students may be allowed to withdraw from a course during 4-6 week of the semester. In such a case the transcript shall record that the student enrolled in the course and withdrew. Consequently, grade **W** will be awarded to the student which shall have no impact on the calculation of the CGPA of the student. (HEC 2015, 8.4)
 - b. A student withdrawing after the 6th week shall be automatically awarded "F" grade which shall count in the GPA and stay on the transcript. (HEC 2015, 8.5)

Handwritten signatures and initials in the bottom right corner of the page. There are four distinct marks: a large signature, a smaller signature, the initials 'Aj.', and another signature that appears to be 'Nash'.

CHANGE OF COURSE(S)

There is no optional courses (s) in the PNC & UHS approved curriculum therefore; change of courses are not allowed in this degree program.

FREEZING OF A SEMESTER:

- a. Students are allowed to freeze the semester before the start of the academic session, if they have passed the final Examinations of previous semester with a minimum GPA/CGPA requirement. Nevertheless, the students are required to deposit the Tuition Fee of the semester / clear the fee requirements prior to requesting to freeze.
- b. Students have to resume their studies in the following year otherwise their name would be struck off the roll/registration.
- c. Students are not allowed to freeze two consecutive semesters. They are also not allowed to freeze more than two semesters in the total duration of the programe.
- d. Students are allowed to freeze the semester within the overall degree awarding timeframe (i.e. maximum time allowed for the completion of the degree (three years in case of Post RN BS Oncology Nursing) .
- e. No freezing during the semester will be allowed. (HEC 2015, 23.1)
- f. If a student is not enrolled in any course in a semester, s/he will not be considered a regular student in that period. The student may then enroll in these courses in a subsequent semester; however, s/he will have to meet pre-requisites of any course taken.
- g. In special hardship cases, the institution/university may develop any criteria for freezing a semester with the prior permission of the Vice Chancellor. Medical certificate must be duly signed by the Institutional Employee Health Physician. (HEC 2015, 23.3)
- h. The duration of Freezing is one year; a candidate who gets a semester freeze can get readmission next year with upcoming session, but hardship cases can be considered by the competent authority only. (HEC 2015, 23.4)
- i. Freezing of first two semesters is not allowed in undergraduate BS programs (HEC 2015, 23.5)
- j. Under special hardship circumstances freezing **of second** semester can be considered by the approval of competent authority. (HEC 2015, 23.6)



- Iddat
- Maternity/Delivery
- Death in the immediate family
- Any other subject to acceptance on justified rationale

Note: Freezing of Semester will only be allowed after successful completion of 1st Semester as prerequisite as the case may be for the other semester's predecessor to the freezing Semester.

ACADEMIC PROBATION (HEC 2015, 26)

Probation is a status granted to the student whose academic performance falls below the minimum University standard.

- a. The students acquiring less than 2.00/4.00 GPA in a semester but passing in all papers will be promoted with the condition to achieve more than 2.0 GPA in the next semester and s/he will be put on probation for the next semester.
- b. The students acquiring GPA 1.7 and above but failing in any paper(s) will be placed on probation and promoted to the next semester conditionally. They will have to be registered for summer semester to improve the grade if offered by the institution.
- c. Students acquiring GPA less than 1.7 in two consecutive semesters and failing in any paper(s) will be dropped from the program/university rolls. However, s/he will be eligible to seek re-admission. Re-admission will be allowed only once after the payment of full admission fee.
- d. Students on probation in two consecutive semesters even after attending Summer Semester in one academic year will take re-admission in that academic year once only.
- e. The student(s) who will not complete studies within stated periods including extension shall be struck off from the registration/rolls.
- f. It is also mandatory to obtain at least 50% marks in Practical, Projects, Thesis, Assignments, Test and Theory Paper separately/aggregate **for individual course**.

DURATION FOR COMPLETION:

- a. Maximum time period for the completion of PRN degree is three (3) years. (
- b. Further extendable for one year with the approval of Statutory Bodies of the university (HEC 2015, 1.3,)

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STUDENT GRIEVANCES AGAINST COURSE INSTRUCTOR

- a. To redress the grievances of the students about any course instructor or grades or for any other issue the examination policy for internal assessment and the University and/or HEC policies will be followed. (HEC, 2015, 19.1)

CANCELLATION OF ENROLMENT

- a. If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification. (HEC 2015, 21)

REFERENCES

Higher Education Commission Islamabad Pakistan (2015) Policy Guidelines for Implementation of Uniform semester system in HEI of Pakistan available at URL <https://hec.gov.pk/english/services/universities/Documents/Draft-Policy-guidelines.pdf> [accessed 19th August 2020)

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University of the Philippines Open University (2013) **Guidelines for Taking the Sit-Down Exam** [Online] Available at: <http://www2.upou.edu.ph/> [accessed 21 August 2014]

Policy and Procedure Manual (2009) **Examination Regulations** [pdf] St. Clair College of Applied Arts & Technology. Available at: http://www.stclaircollege.ca/stclairspace/docs/policy1313_r.pdf > [Accessed 2 September 2014].

Examination policy of Nursing Division SKMCH&RC
Attendance policy of Nursing Division SKMCH&RC

