



UNIVERSITY OF HEALTH SCIENCES LAHORE

Statutes & Regulations for Semester-Based Undergraduate Degree Program

(Allied Health Sciences, BS Nursing/Midwifery and Pharm.D)

1. SHORT TITLE, COMMENCEMENT AND APPLICATION:

- i. These Regulations framed under section 34 & 35 of the University of Health Sciences Lahore Ordinance 2002, shall be called the Regulations for Semester-Based Undergraduate Degree Program (Allied Health Sciences, BS Nursing and Pharm.D).
- ii. These Regulations shall come into force with effect from academic session 2023-2024.
- iii. These Regulations shall apply to all semester-based undergraduate degree programs (Allied Health Sciences, BS Nursing and PharmD) of the University (Constituent departments/Institutes/colleges and affiliated colleges/institutes).

2. DEFINITIONS:

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

BS/undergraduate program is being offered.

- xi. **"Detained"** means that if a student, even after availing the re-sit examination conducted at the end of the academic year (after the regular conduct of the 2nd, 4th, 6th, and 8th semesters for four-year degree programs, and the 2nd, 4th, 6th, 8th, and 10th semesters for five-year degree programs), fails to meet the promotion requirements, the student shall not be promoted to the next semester and shall be detained as prescribed in Section 16 of the regulations.
- xii. **"DMC"** means Detailed Marks Certificate issued by the Examinations Department of University showing result of a candidate after the semester's final examination.
- xiii. **'Drop-out'** means a detained student, upon reappearing in the examination of the semester/s, if s/he **again fails** to achieve a **GPA of 1.7**, and/or fails to pass all the subject(s), shall be **dropped from the University rolls**.
- xiv. **"Examiner"** means a person appointed to conduct an examination.
- xv. **"Faculty"** means regular, adjunct or visiting teaching staff engaged for teaching of the students.
- xvi. **"Grade Point (GP)"** means number of points assigned to a letter grade.
- xvii. **"Grade Point Average (GPA)"** means the average of points earned by a student in a semester.
- xviii. **"Grade"** means a letter grade which represents certain points earned by a student.
- xix. **"HEIs"** means the Higher Education Institutions.
- xx. **"Internal assessment" means** Assessment of Class Performance based on quizzes/presentations/assignments/attendance etc.
- xxi. **"Practical Credit Hour"** means a practical of three consecutive hours per week in a semester for a subject is equivalent to one credit hour
- xxii. **"Probation"** means the academic status of a student who is allowed to continue to the next semester under specific conditions due to not meeting standard academic or attendance requirements. A student is placed on probation if s/he:
 - (i) obtains a GPA of less than 1.7 in a semester while passing all subjects
 - (ii) fails in any number of subject/s
 - (iii) debarred from examination due to short attendance
- xxiii. **"Promotion"** is the advancement of a student to the next semester upon obtaining a GPA of 1.7 or above out of 4.0 in the semester examination and passing all subjects by securing at least 50% marks in written and oral/practical examinations separately and concomitantly in each subject, subject to the condition of attaining a **minimum CGPA of 2.00** by the end of the degree program for the award of the degree.
- xxiv. **"Re-admission"** refers to the reinstatement of an academically dropped out or discontinued student into the first semester of the program through the standard

admission process as a fresh candidate. Re-admission shall be permitted only once during the duration of the program.

- xxv. **"Registration"** means the registration of a student in accordance with the registration regulations of the University.
- xxvi. **"Re-sit examination"** means, in case of a student GPA of less than 1.7 and/or failing in any number of subjects in any of the semesters in an academic year shall have to appear in the Re-sit examination to pass the failing subjects and to maintain GPA of 1.7 in each semester otherwise the student shall not be promoted to the next semester and shall be detained in that particular semester/s. Re-sit Examination will be held at the end of the academic year (after regular conduct of 2nd, 4th and 6th, and 8th semesters for 4 years degree programs and 2nd, 4th, 6th, 8th and 10th semesters for 5 years degree programs).
- xxvii. **"Research Supervisor"** means a faculty member appointed to supervise students undertaking research projects, who shall possess a minimum of eighteen (18) years of formal education in the relevant discipline or subject. Such appointment shall be made pursuant to a notification issued by the Pro Vice-Chancellor's Office or the Directorate of Undergraduate Studies for On-campus departments, and by the Heads/Principals for constituent or affiliated institutes, in each case subsequent to the recommendations of the Research Committee.
- xxviii. **"Remedial Classes"** means supplementary teaching sessions, mandatorily arranged by the College during summer break, weekends, and/or in extended hours, for students who have obtained at least fifty percent attendance but fall short of the prescribed attendance criteria for each semester, enabling them to fulfill attendance criteria prior to submission of the Examination Form to the Controller of Examinations.
- xxix. **"Semester"** means a declared duration of maximum of 18 weeks or more for regular semesters (Spring/Fall), covering teaching, practical sessions, clinical hours, and examinations.
- xxx. **"Subject" or "Course"** means a topic or a subject related to an academic program, which is to be studied by a student for a fixed number of hours during a semester. Each subject shall carry a specific discipline code and number.
- xxxi. **"Theory Credit Hour"** means a lecture of one hour duration per week in a semester for a subject shall be equal to one credit hour.
- xxxii. **"Transfer of Credit Hours"** means transference and acceptance of credit hours earned by a student for migration to and from UHS after equivalence for the same approved by migration and equivalence committee.
- xxxiii. **"University"** means University of Health Sciences Lahore.

3. PROGRAM DURATION:

- I. The minimum duration of the undergraduate program(s) for the Bachelor of Science (BS) in Allied Health Sciences and Bachelor of Science (BS) in Nursing shall be four (4) years (eight (8) semesters).
- II. The minimum duration of undergraduate Program(s) for Doctor of Physical Therapy and Doctor of Pharmacy shall be 5 years (10 semesters)
- III. The period of study may be extended **in light of HEC policy on special circumstances after approval by the competent authority**. The student(s) who will not **be able to complete their requirements for award of degree** within stipulated periods **even after availing** extension shall be struck off from the rolls of the university.

4. SEMESTER DURATION:

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

5. ADMISSIONS:

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

Merit of applicants shall be determined as follows:

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

6. REGISTRATION:

- i. After admission, the students shall be registered for the respective program by the Registration department of the University.
- ii. It is the responsibility of the Heads/Principals of affiliated/constituent Institutes and Heads of UHS On-campus Academic departments to ensure submission of the list of admitted students in their undergraduate programs to the Registrar's office within seven (7) working days after notification of admissions in accordance with the SOPS as prescribed in the Registration policy of UHS.

7. FEE AND OTHER DUES:

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

8. FEE REFUND

- i. Admission Fee and security fee will be non-refundable.
- ii. If a student withdraws his /her admission, the tuition fee and other refundable dues shall be refunded under HEC National Refund Policy Revised 2024:

Percentage of Fee Refund	Time Line for Semester
Full (100%) Fee Refund	Up to 10 th day after commencement of classes
80% Fee Refund	Up to 15 th day after commencement of classes
60% Fee Refund	Up to 20 th day after commencement of classes
Half (50%) Fee Refund	Up to 30 th day after commencement of classes
No Refund (0%) Fee Refund	31 st day onwards of commencement of classes.

- iii. No fee will be refunded to the students who were struck off from the rolls after being absent from the scheduled classes without prior approval or in case of disciplinary proceedings.

9. Cancellation of Admission:

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

- a. fails to deposit his/her fee within the due date, once selection list is displayed. The seat will be offered to the next eligible candidate based on the basis of merit from the waiting list.
- b. is admitted to any program but is continuously absent without prior approval from the competent authority, for a period of two weeks or more from the commencement of classes shall be struck off from the Program Roll and the seat shall be filled on the basis of merit from the waiting list.

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- c. is found indulging in misconduct and/or violation of the University rules and regulations, after completion of the disciplinary proceedings.
- d. is found to provide false/fake/fabricated document necessary for admission/registration process at any stage of admissions as well as during studies. All such candidates shall be debarred from re-admission in all university programs offered (on-campus or in affiliated/constituent institutes) for a minimum period of seven (07) years.
- e. applies for withdrawal from further studies on his/her own request after fulfilling all the applicable rules.

10. CREDIT HOURS FOR PROGRAM:

- i. A candidate shall have to obtain a minimum of 124 and 160 credit hours for 4 and 5 years program respectively, to qualify for an undergraduate degree as specified in the curriculum of the given program and requirements of the relevant accrediting body.

11. ACADEMIC CALENDAR:

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

12. ATTENDANCE/LEAVE POLICY:

- i. Students shall be required to attain a minimum attendance per course to appear in the final examination as notified by the university.
- ii. The leave shall be permissible to students as per rules notified by the University from time to time.
- iii. Leave request on medical grounds shall only be entertained if certified by the PMDC registered consultant physician/surgeon working at a teaching hospital recognized by PMDC.

13.ASSESSMENT/EXAMINATIONS:

The scheme of assessment shall be as under:

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

13.1.1. Internal Assessment:

- The internal assessment shall be done by the institution/respective department.
- The Institution/Department shall ensure that cognitive domain is appropriately evaluated through internal assessment using a range of standardized assessment tools, including Multiple Choice Questions (MCQs), Structured Essay Questions (SEQs), Short Answer Questions (SAQs), Long Essay Questions (LEQs), and Viva Voce examinations.
- Minimum of 50% marks in Internal assessment (class performance + mid-term examination) is a mandatory prerequisite to appear in the Final Term Examinations.
- The internal assessment for each semester in each subject shall be assessed as under;

13.1.2. Class Performance

S. #	Class Performance Assessment	Number per Subject	Maximum marks	Total marks
1	Class tests: <ul style="list-style-type: none">Written (including SEQs, MCQs SAQs and LEQs)Viva Voce	Total 04 02 before midterm exam & 02 after midterm	3 per class test	12
2	Assignments	02	3 per assignment	06
3	Presentation	01	2 per presentation	02

*Class tests will be standardized across all subjects and use of multiple standardized assessment modalities like MCQs, SEQs, SAQs will be ensured in all courses uniformly by the departments/ institutions.

13.1.3. Attendance

S. #	Attendance	Marks per semester
1	90% and above	02
2	85% - 90%	01
3	Less than 85%	0

13.1.4. Mid-Term Examination:

- The mid-term examination shall be held in the 9th week of the semester.
- The schedule/date sheet of the mid-term examination shall be notified by the Principal of the constituent/ affiliated institutions, and Controller of Examination of UHS for on-campus departments, two weeks before the commencement of the examination, in accordance with the notified academic calendar.

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- c. The candidate shall be required to attempt all the Questions given in mid-term examination. There shall be no choice.
- d. Mid-Term Examination shall comprise of only Theory Examination.
- e. Development of mid-term Question Paper:

A. On-Campus departments/institutes/colleges

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

B. Constituent/Affiliated Colleges/Institutes

- 1) The subject concerned/relevant faculty members of the subject will prepare 2 or more sets of different question papers and submit the same to the Head of concerned department of constituent/affiliated college/institute.
 - 2) Head of the concerned department of constituent/affiliated college/institute will shuffle and finalize the final paper in consultation with the senior most faculty of the subject.
- f. The mid-term examination shall be conducted by the relevant academic department/college/institute.
- g. The result of the mid-term examination shall be declared within 15 days by the respective department/college/institute, after the conclusion of the examination.
- h. The answer books of the mid-term examination shall be shown to the students at an announced date & time and taken back for record purpose in the concerned respective department/college/institute.
- i. The question papers, answer keys, student attendance records, and Mid-Term Examination results, duly verified and endorsed by the heads of the respective departments, constituent colleges, and affiliated institutes, shall be submitted to the University in sealed envelopes under strict confidentiality.

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j. **Parent-Teacher meeting**

I. A parent-teacher meeting shall be held to

- Share academic progress and growth based on classroom observations, formative assessments, portfolios, and assignments.
- Discuss enrichment or intervention strategies to support students learning
- Discuss issues that may be interfering with students learning and growth.
- Behavioral concerns and any other pertinent information

II. The meeting will be arranged once during a semester

- Two weeks before the final term/send up examination.
- If there is a particular matter or case that needs to be discussed, a special meeting might be scheduled.

III. The report/record of the Parent-Teacher meeting will be duly submitted to the Directorate of Undergraduate Studies, UHS for monitoring and compilation of record in a prescribed manner.

13.2 Final Examination

13.2.1 Eligibility

1. Final Exam shall be held at the end of each semester.
2. University shall conduct the final semester exam
3. Final semester exam shall be open to any candidate who;
 - i. has been enrolled/registered and completed the semester in the constituent/affiliated college or institution/department of the University
 - ii. has his/her name submitted to the Controller of Examinations, for the purpose of examination, by the Principal of the College/Head of the University Department in which s/he is enrolled.
 - iii. has his/her marks of internal assessment in all the subjects sent to the Controller of Examinations by the Principal of the College/Head of the University Department along with the examination forms.
 - iv. produces the following certificates duly verified by the principal of his / her College/Head of the University Department:
 - a) of good character
 - b) has attended not less than 85% of the classes in each subject
 - c) has obtained at least 50% in the Internal Assessment each subject.
4. Any student who fails to attain the prescribed minimum attendance but has attained minimum fifty percent (50%) attendance in each subject of a semester

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shall be eligible to enroll in remedial classes for the relevant subject and have to fulfill the following conditions:

- i. Such student shall be required to attend Remedial Classes, to be conducted during the summer break, weekends and/or in extended hours, for the purpose of making up the deficiency in attendance after taking approval from the university.
- ii. Students are required to pay the fee for remedial classes as prescribed by the Academic Council of the respective constituent or affiliated institution. Faculty members involved will be entitled to remuneration in accordance with the prescribed policy of the institution duly shared with the university.
- iii. For on-campus students, the fee payment shall comply with the regulations by the university issued from time to time.
- iv. A student who fails to attain the prescribed minimum attendance requirement in any subject, even after attending remedial classes, shall stand debarred from appearing in the entire examination of the respective semester/year.
- v. Upon fulfillment of the requisite attendance criteria through remedial classes, the student shall be deemed eligible to submit the examination form and appear in the final examination of the semester, subject to fulfillment of all other applicable rules and regulations.

13.2.2 Process

- a. The application for admission to the final examination shall be submitted online.
- b. Hard copy of the application duly attested by the Head/Principal of the respective department / institution along with the evidence for payment of the prescribed fee voucher shall be submitted to the Examinations Department, UHS within stipulated time.
- c. If the examination application forms of a student from the principal are not received by the Examination Department of UHS within the stipulated time the student shall be required to repeat the entire semester as and when offered with in the stipulated period of the degree program.
- d. If a student fails to appear in the examination after being eligible, the student shall be required to repeat the entire semester as and when offered with in the stipulated period of the degree program. s/he after passing the said semester will be promoted to the next semester.

13.2.3 Conduct

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

13.2.4 Format of Final Examination

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

13.2.5 Research Project/Report

- a. The student shall be required to submit a Research project/report in the final regular semester of the program.
- b. There shall be a Research Committee to review & evaluate the ethical & technical aspects (quality, validity, and originality/plagiarism) of the research proposals/reports as notified by the university for the on-campus programs and by the Head / Principal of affiliated/constituent colleges/institutes for the programs conducted therein.
- c. The research supervisor will be appointed after the recommendations of the Research committee. An eligible supervisor must have 18-years of education in respective discipline/subject and must exhibit a reasonable track record of indexed publications.
- d. The Research Project shall be evaluated by an External Examiner duly appointed by the University, upon payment of the prescribed fee by the candidate. Each student shall be required to appear before the External Examiner for a Viva Voce examination, which shall be based on the candidate's original Research Project.

13.2.6 Internship:

The students shall be required to undertake the internship as per the internship policy notified by the University in alignment with Higher Education Commission (HEC).

14. GRADING:

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

iii. **Award of Final Transcript:**

The final transcript shall be awarded to the students provided;

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

iv. **Award of Degree:**

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

v. **Format of Final Transcript:**

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

vi. **Student Grievances:**

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

15. INDISCIPLINE / USE OF UNFAIR MEANS IN EXAMINATIONS:

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

16. PROMOTION, PROBATION AND DROPOUT POLICY:

1. A student shall be declared "**Pass**" in a subject only if s/he obtains a minimum of **fifty percent (50%) marks** in both the **written** and **oral/practical examinations independently and concomitantly**.
2. A student who secures a **GPA of 1.7 or above (out of 4.00)** in a semester and passes **all subjects** shall be **promoted to the next semester**, subject to the condition of attaining a **minimum CGPA of 2.00** by the end of the degree program for the award of the degree.
3. A student obtaining a **GPA of less than 1.7** in a semester (1st, 3rd, 5th and 7th for 4 years degree program and 1st, 3rd, 5th, 7th and 9th for 5 years degree programs) and/or **failing in any number of subjects** shall be **promoted on probation** to the next semester, with the condition to:
 - o Pass the failed subject(s) in the **Re-sit Examination** held at the end of the academic year, and
 - o Maintain a minimum **GPA of 1.7** in that semester.

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However, if a student's GPA remains below **1.70** and/or the student fails in one or more subjects in any of the semesters on the conclusion of the academic year (i.e. 2nd, 4th, 6th, and 8th semesters in a four-year degree program, and 2nd, 4th, 6th, 8th, and 10th semesters in a five-year degree program), even after availing the Re-sit Examination, the student shall **not be promoted** to the next semester and shall be **detained** in the same semester, under the following provisions:

a. If the student's GPA is **less than 1.70**, he or she shall be required to **repeat the entire semester**, including all subjects, as a full-time regular student when the semester is next offered by the University. Further he/she shall fulfill all requirements of the semester including, payment of the full fee, attendance, midterm examinations, assignments, quizzes, and any other obligation as per the curriculum.

b. If the student's GPA is **1.70 or above**, but he/she has also failed in one or more subjects of the semester/s, he /she shall be required to **repeat the failed subject(s)** in the next available semester, as and when offered by the University. Further he/she shall fulfill all requirements of the concerned subject/s in the semester including, payment of the proportionate fee, attendance, midterm examinations, assignments, quizzes, and any other obligation as per the curriculum.

4. A detained student, upon reappearing in the examination of the semester, if pass all the subjects and achieve a GPA of minimum 1.7 will be promoted to the next semester with the condition to achieve CGPA 2.00 or more for award of degree, however if s/he **again fails** to achieve a **GPA of 1.7**, and/or fails to pass all the subject(s), shall be **dropped from the University rolls**. However, such a student is eligible for **readmission as a fresh candidate** as per the University rules.
5. For award of degree, the student with a **CGPA of less than 2.00** is allowed to **repeat a course** in which s/he obtained a **grade below "C"**, to improve his/her CGPA to meet the **minimum degree awarding criteria**. A maximum of **six (06) courses** may be repeated during the entire degree program.
6. The time limit for completing all undergraduate programs only be extended by a maximum of two (02) years with the prior permission of the University. Students who fail to complete their degree requirements within the prescribed period, including the extension, shall be struck off from the rolls of the University.

A student who fails to fulfill the minimum attendance requirement (85%) in each course in a semester to appear in the examination, shall have to make up the deficiency by attending remedial classes according to the University Policy and till that time the deficiency is made up, the candidate shall not be allowed to appear in the semester's examinations.

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17. AWARD OF DEGREE:

- i. Minimum requirement for the award of degree to a candidate includes if he/she:
 - a. Has earned the minimum required credit hours in the allowed degree duration.
 - b. Has passed all the courses.
 - c. Has obtained a minimum CGPA of 2.00.
- ii. The rules and regulations of the University as notified from time to time shall be applied to the matters concerning positions and distinctions.

18. SCORING SCHEME:

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

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

Appendix I: Grading System

Grade	Grade Points	Percentage obtained in a Semester System
A+	4.00	90 and above
A	4.00	85 – 89
A-	3.70	80 – 84
B+	3.30	75 – 79
B	3.00	70 – 74
B-	2.70	65 – 69
C+	2.30	61 – 64
C	2.00	58 – 60
C-	1.70	55 – 57
D	1.00	50 – 54
F	0.00	Less than 50

Note:

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

Computation of GPA and CGPA:

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

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

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

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

Appendix II: Format of final transcript

Front Side:

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

Back Side:

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

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