



INFORMATION
TECHNOLOGY
UNIVERSITY

ITU Semester Regulations

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1. Short Title and Commencement

- These regulations may be called The ITU Semester Examinations Regulations 2022.
- These shall come into force at once and be applicable to diploma, undergraduate, graduate and post graduate degree programs with effect from Fall 2022 Semester to all enrolled students.

Definitions

In these regulations, unless the context otherwise requires, the following expressions shall have the meaning hereby assigned to them:

I. Credit Hour:

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours.

OR

One credit hour in laboratory or practical work / project would require lab contact of three hours per week throughout the semester.

II. Grade Point Average (GPA):

A weighted average of grades for courses taken at ITU in one semester.

III. Cumulative Grade Point Average (CGPA):

CGPA is a weighted average of grades for all semesters up to the latest semester.

IV. External Examiner

An examiner of teaching staff and subject experts, other than ITU to review portfolios/projects, thesis and equivalents.

V. Registrar:

“Registrar” means the Registrar of the University.

VI. Controller of Examinations

“Controller of Examinations” means the Controller of Examinations of the University.

VII. Semester:

A division of academic duration lasting between 15-18 weeks.

VIII. Teacher:

“Teacher” means Professor, Associate Professor, Assistant Professor, and Lecturer /Teaching Fellow engaged by the University for teaching graduate and postgraduate classes and such other persons as may be declared as “Teachers” by the regulations.

IX. Teaching Department:

“Teaching Department” means a teaching department established and maintained by the University.

X. Vice Chancellor:

“Vice Chancellor” means the Vice Chancellor of the University.

XI. ACM:

ACM stands for Academic Council Meeting of Information Technology University.

2. Schedule of Semester

An academic year shall be divided into two full and one summer semester:

1. Fall Semester: September – December.
2. Spring Semester: January – May.
3. Summer Semester: June – August.

2.1 Fall/Spring Semester

- I. There will be two regular semesters (fall, spring) in an academic year. Fall/Spring semesters will spread over 15-18 weeks (inclusive of 1 – 2 weeks for exams).

2.3 Summer Semester

- I. A student who has either failed or has been stopped from taking examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer.
- II. A student will only be allowed to register in 1-3 courses of up to 10 credit hours for remedial work.
- III. Summer Semester will be of 8 – 9 weeks of concentrated study for completing remedial course work.
- IV. The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.

2.2 Foreign Students

- I. Foreign students under student exchange program will be enrolled for any semester or for any single course and HEIs will issue transcript with letter grades

at the end of the semester. Admission offer letter of the foreign student will be forwarded to HEC for issuance of NOC.

3. Academic Calendar

ITU will publish an academic calendar for its Undergraduate and Graduate catalogues including the schedule of its entire academic year (including fall, spring semesters and summer semester (if offered)). The calendar will include the following information:

- I. Semester starting date.
- II. Holidays during the semester.
- III. Semester termination date.
- IV. Mid-Term examination week.
- V. Final examination week.
- VI. Thesis/project/dissertation submission deadline
- VII. Course add/drop deadline
- VIII. Each transcript will have course grades, semester Grade Point Average (GPA), Cumulative GPA (CGPA) and Result notification date.
- IX. Examinations office will provide provisional transcripts to all students before the start of the next semester registration.

In case the university is closed due to unusual circumstances, then special makeup classes must be arranged converting weekends or holidays to working days to cover the lapsed period of the students.

4. Class Attendance

Students are expected to attend all classes, laboratories, or class meetings officially designed for a particular course. If a student has less than 75% attendance, then the student will not be allowed to sit in the final examination. The student might also be dropped from that course and will have to repeat it when the course is being offered next. If a student remains absent from a class for eight lectures, then the student's name will be dropped from the course.

- I. The record of assignments, question papers, marked scripts shall be maintained by the department and be handed over to examinations department at the time of result submission.
- II. The University shall follow the internationally recognized letter grade system with the numerical equivalent of 4.0.
- III. A student may apply for 'W' grade till the last week of the semester through written application with approval of the Chairperson/HOD of the concerned faculty.
- IV. For special cases, the Registrar may relax the attendance up to 10%.
- V. If a new intake student fails to attend any lecture during the first four weeks after the commencement of the semester as per the announced schedule, then the student's admission shall be canceled.
- VI. For all subsequent semesters, if any student does not enroll for any course or chooses to freeze till the end of the eighth week of the semester, an email will be sent to him/her to

submit the valid reason within three days, so the student status could be updated accordingly. If there is no reply from the student, another extension of three days will be given to the student via email to back-up his/her data from the ITU email account and his/her status will be updated as "LEFT".¹

5. Course Layout

- **Course Layout for Undergraduate Program**

Credit Hours Range	124 – 140*
Semester Duration	15 -18 weeks including 1 - 2 weeks of final examinations
Course Duration	8 Semesters (4 years)
Course Load per semester for Regular students	15 - 18 Credit Hours In exceptional cases, minimum limit of credit hours can be reduced up to 12 and maximum limit can go up to 21 subject to the approval of the Dean upon recommendation of HOD of concerned faculty.

- **Course Layout for Graduate Program**

Credit Hours Range	30 (including a minimum of 24 credit hours of coursework and 6 credit hours for thesis work)
Semester Duration	15 -18 weeks including 1- 2 weeks of final examination
Course Duration	4 Semesters (2 years)
Course Load per semester for Regular students	9-12 Credit Hours In exceptional cases, minimum limit of credit hours can be reduced to 6 CH and maximum limit can go up to 15 CH subject to the approval of the Dean and upon recommendation of HOD of concerned faculty.

¹ Approved in the 17th ACM, Agenda Item No. 7

- a. Minimum passing grade for BS degree is D. In case of any grade below than D, the student must repeat the course.
- b. Minimum passing grade for MS degree is C. In case of any grade below than C, the student must repeat the course.
- c. Minimum passing grade for Ph.D. degree is B. In case of any grade below than B, the student must repeat the course.
- d. In case of a grade below the minimum criteria mentioned above, the student will be given that grade in the transcript, but the student must repeat the course.
- e. Credit hour limit will remain fixed for a particular batch.

6. Probation Policy²

For Undergraduate Students:

- I. First-year students are required to earn a minimum 1.00 CGPA; and from Second year onwards, 1.50 CGPA to continue their studies at ITU and as a result of failing to achieve so, their admission will be revoked.
- II. For 2nd year and onwards, undergraduate students who earn a CGPA less than 2.00 shall be placed on Academic probation. The students on probation shall receive their results with a warning. After two warnings, if a student fails to improve his/her CGPA to 2.00 or above, and receives an academic probation for the third time, his/her name shall be removed from the University rolls.

For Graduate Students:

- I. First-year students are required to maintain a minimum 1.50 CGPA; and from Second year onwards 2.00 CGPA to continue their studies at ITU and as a result of failing to achieve so, their admission will be revoked.
- II. For 2nd year and onwards, graduate students who earn a CGPA less than 2.50 shall be placed on Academic probation. The students on probation shall receive their results with a warning. After two warnings, if a student fails to improve his/her CGPA to 2.50 or above, and receives an academic probation for the third time, his/her name shall be removed from the University rolls.

Note: All students on 2nd probation will be allowed to enroll only for repeat courses in the next semester.

Level & Year	Regular (CGPA)	Probation (CGPA)	Revoke (CGPA)
Undergraduate 1 st Year	2.00 & above	1:00-1.99	Less than 1.00
Undergraduate 2 nd Year and Above	2.00 & above	1.50-1.99	Less than 1.50

² Approved in the 19th ACM, Agenda Item No. 1

Graduate 1 st Year	2.50 & above	1.50-2.49	Less than 1.50
Graduate 2 nd Year and Above	2.50 & above	2.00-2.49	Less than 2.00

7. Minimum Degree Requirement

Each department in the University shall certify its students to the Examinations Department for the award of degrees. The minimum requirement for the award of an undergraduate degree shall be a CGPA of 2.00 (on 4.00 scale) and for the award of a Master's/MPhil degree, a CGPA of 2.50 (on 4.00 scale).

8. Re-Registration of Thesis for MS students³

- I. The due date for results submission of the Thesis will be the add/drop deadline of next semester.
- II. At the end of every semester, the teaching department will forward a signed for Thesis I and II for all registered students. The department will assign CR (Continued Research) for all those whose grades are not final.
- III. It is mandatory for a student enrolled in Thesis-I to achieve S/U/CR grade by the end of the semester in which he/she is enrolled.
 - Upon receiving S grade, the student will be eligible to enroll in Thesis-II.
 - Upon receiving U grade, the student will re-register for Thesis-I and will pay full fee.
 - Upon receiving CR grade student will re-register for Thesis-I and will be charged Rs.1000/- (thesis re-register fee) and student will be bound to achieve S grade in the next semester otherwise will be awarded U grade and has to re-register for Thesis-I with full fee.
- IV. Students enrolled in Thesis-II for the first time, are required to attain a grade by the end of the semester otherwise they will be awarded CR grade every semester and will be required to pay Rs. 1000 as thesis re-registration fee until final grade is awarded.

9. Repeating a Course

There are two categories of students who will be required to repeat the courses:

- a. A student shall repeat all mandatory/major courses in which he/she obtain an 'F' grade.
- b. In case of an elective course, students may repeat the same elective or take a new elective in place of previous one, in order to fulfil the degree requirement as laid down in scheme of studies.

³Approved in the 27th ACM, Agenda Item No. 25

- i. All BS Students earning any grade can repeat a major/mandatory/elective after approval of the concerned Chairperson.⁴
- ii. All MS Students earning grade C- or less either in a major/mandatory/elective course must repeat the course.
- iii. All PhD Students earning a grade less than B in a major/mandatory/elective course must repeat the course.
- iv. Students may repeat up to 18 semester credit hours during their course of study for a program. If a student has attained "W" a course because of low attendance, then he/she will have to repeat the course whenever it is being offered next.
- v. In case a student repeats the course, the higher grade obtained in both the attempts will be considered as final grade. In the calculation of GPA and CGPA, an '*' in front of the repeat grade will indicate that the course has been repeated. This '*' will be mentioned in the notes of the transcript.
- vi. Undergraduate students may repeat a maximum of 6 courses and Graduate students may repeat a maximum of 3 courses during their degree duration.

10. Final Examinations

- I. In each semester, students may be required to appear in quizzes, tests, midterms, final examinations, presentations (individual/group), group discussion, and submit projects/assignments/lab reports etc. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks.
- II. Final examination shall normally be held in December/January for fall semester and May/June for spring semester.
- III. The final examination shall be a requirement in all courses except those in which examinations are not used to evaluate a student's performance.
- IV. The final examination schedule/ academic calendar shall be provided to all students by the academic office at the beginning of each semester. Examinations are required to be taken on the scheduled dates.
- V. Each teacher shall provide students with the criteria on which the final grade is to be calculated i.e. weightage of test, assignments, examinations or any other work which contributes to the final grade.
- VI. This weightage may be determined on the basis of following guidelines:

Nature of Examination	Weightage (Min/Max)
Mid Semester Examinations	20 - 25%
Sessional Examination (Assignments/Presentations/ Practical, Quizzes)	15 - 25%
Final Examination	35 - 50%

⁴ Approved in the 26th ACM, Agenda Item No. 2

Note: In case of a course with the composition of 4(3+1), (03 credit hour theory and 01 credit hour practical) the weightage for the practical may be considered 25%. However, for engineering disciplines the course codes and Cr.Hrs. for theory and practical will be given separately as Theory= 3 Cr.Hrs., and for practical/lab work =1 Cr.Hr. in line with the Pakistan Engineering Council guidelines.

- VII. In the beginning of a semester, the Instructor of each course should hand out a syllabus providing information to students that defines, grade distribution policy, assessment criteria, paper specification, 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.
- VIII. There will be no Supplementary/Special Examination/Re-take in a Semester System under normal circumstances; if a student fails in a course, s/he is required to repeat it.

11. Grading System

Performance of students will be assessed throughout the semester with mid-term tests, assignments, quizzes, case studies or any other evaluation methods considered appropriate by the course instructor and the University.

A letter grade will be awarded to each student based on his/her overall academic performance in a course.

11.2 Description of Grades⁵

The Grade Point Average calculation ensures a continuous scale for the respective grades. The grade issued by the University will be considered final.

Two types of averages will be computed for the grades obtained by each student: The Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA).

The **CGPA** is calculated for all semesters cumulatively using grade points of all the courses taken by a student. For such courses that have been repeated, only the most recent grade points are used, even if they are less than the earlier attempts.

SGPA is the weighted average of grade points earned in a semester. The weights are taken as the ratio of course credits to the total credits taken by the student in the semester. For example, a student who takes four courses in a semester with credit hours of C1, C2, C3 and C4 obtaining grade point of P1, P2, P3 and P4 respectively will score an SGPA of:

$$\text{SGPA} = P1 (C1/C) + P2 (C2/C) + P3 (C3/C) + P4 (C4/C)$$

The following points or grades may also appear against a course in the transcript.

⁵ Approved in the 19th ACM, Agenda Item No. 2

Letter Code Interpretation

Grade	Points	Percentage Range
A+	4.00	90.00-100.00
A	4.00	85.00-89.99
A-	3.67	81.50-84.99
B+	3.33	78.00-81.49
B	3.00	74.50-77.99
B-	2.67	71.00-74.49
C+	2.33	67.50-70.99
C	2.00	64.00-67.49
C-	1.67	60.50-63.99
D+	1.33	57.00-60.49
D	1.00	50.00-56.99
F	0.00	00.00-49.99
I	0.00	0.00
P	Pass	

Grade's Interpretation for MS

Grade	Interpretation
C	The student is advised to repeat the course
C-, D+, D	The Student must repeat the course

Note: Minimum passing grade for MS degree is C. In case of any grade below than C, the student must repeat the course.

Grade's Interpretation for BS (Honors) and MS

Grade	Interpretation
F	Fail - the student must repeat the course
I	Incomplete

W	Withdrawn
S/U	Satisfactory/ Unsatisfactory
CR	Continuing Research
P	Pass

- "W" will appear as a grade in the transcript like any other grade.
- Repeat courses will be indicated on the transcript together with the repeat count.
- "S" or "U" will only be awarded for Graduate Thesis work and will not be considered towards CGPA calculation

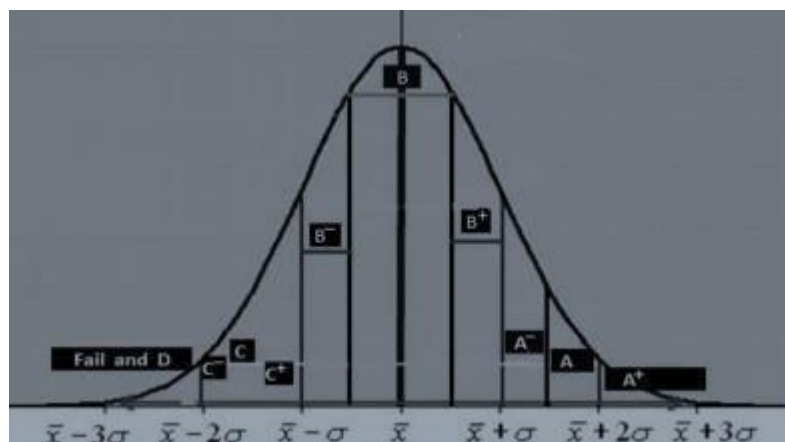
11.3 Relative Grading Methods (Grading on the Curve)

For all classes like undergraduate, graduate and postgraduate, relative grading system may be used for grade assignment.

Relative Grading System Guidelines:

In relative grading a histogram of total marks obtained by eligible students is taken and ranges for assigning various grades are decided for awarding the letter grades. These “ranges” for assigning grades are based on upper and lower limits of percentage of students in a course that can have a particular grade. For this purpose, mean class scores and standard deviation (STD) will be computed over all eligible students.

Figure 1: Mean score ($\bar{x}$ and Standard Deviation (σ) based grading scheme as recommended by HEC. Horizontal axis shows the student grade and the vertical axis shows the frequency of each grade according to the Normal distribution. The students who have withdrawn from a course or have remained absent in most of the course modules, especially in the final examination are considered ineligible for grade assignment other than W and F. Mean and STD will be computed only for the eligible students. All eligible students will be assigned grades by using the following rules which are also shown in the following figure:



- I. A+ grade may be assigned to the students above $(\bar{x} - 2\sigma)$. Around 2.5% students in a class can be assigned A+ grade. For classes having less than 25 students, A+ grade may not be assigned.
- II. A grade may be assigned to the range between $(\bar{x} + 3\sigma/2)$ and $(\bar{x} + 2\sigma)$. Around 4.4% students in a class can get A grade.
- III. A- grade may be assigned to the range between $(\bar{x} + 3\sigma/2)$ and $(\bar{x} + \sigma)$. Around 9.2% students can be assigned A- grade.
- IV. B+ grade may be assigned to the range between $(\bar{x} + \sigma)$ and $(\bar{x} + \sigma/2)$. Around 15% students can be assigned B+ grade.
- V. B grade may be assigned to the range between $(\bar{x} + \sigma/2)$ to $(\bar{x} - \sigma/2)$. Around 38.2% students will get B grade.
- VI. B- grade may be assigned to the range between $(\bar{x} - \sigma/2)$ and $(\bar{x} - \sigma)$. Around 15% students can be assigned B- grade.
- VII. C+ grade may be assigned to the range between $(\bar{x} - \sigma)$ and $(\bar{x} - 4\sigma/3)$.
- VIII. C grade may be assigned to the range between $(\bar{x} - 4\sigma/3)$ and $(\bar{x} - 5\sigma/3)$.
- IX. C- grade may be assigned to the range between $(\bar{x} - 5\sigma/3)$ and $(\bar{x} - 2\sigma)$.
- X. D and F grade may be assigned to the scores below $(\bar{x} - 2\sigma)$.
- XI. Instructors may adjust the bin boundaries from the recommended ones, however significant deviations from the recommendations should be avoided.

12. Medical Emergencies / Unavoidable Circumstances

If a student is unable to appear in the end-of-semester examinations due to some unforeseen circumstances such as family tragedy, serious accidents and serious health ailments etc., then the student may be allowed to repeat the course when that course is being offered next time according to the rules stated below.

- I. The student may be given an *Incomplete Grade* ("I" Grade) on the recommendation of the HOD and approval of the Dean of the concerned Faculty.
- II. The student must have fulfilled the required number of lectures.
- III. The student must have completed the midterm examination and the sessional work during the semester.
- IV. The student will only have to appear at the end of semester examination and may be allowed on the recommendation of the Head of Department and approved by the Dean, within the course add/drop deadline of the upcoming semester or within 1 month (whichever is earlier).
- V. If a student misses the final exam due to a genuine unforeseen circumstance or emergency, then he/she is eligible to apply for an exam retake.
- VI. He/she must submit the required Examination Retake form after the department's approval.
- VII. Examination retake fee will be applicable as per policy.⁶

⁶ Approved in the 26th ACM, Agenda Item No. 18

13. Semester Freeze

- I. In case of a valid reason, a student may freeze his/her studies for a maximum of one year (two semesters) on the recommendation of the Head of Department and with the permission of the Dean.
- II. Semester freeze applications must be received before the start of the semester.
- III. Applying for a semester freeze in the 1st semester is not allowed. If a student freezes a semester(s), s/he will resume his/her studies from the same stage where s/he left (froze). The maximum duration of the degree program shall remain the same.
- IV. During the “freezing period”, the applicant will lose his/her student status and shall not be entitled to any facilities such as hostel/medical/transport which the University extends to its regular students. The student will also not be eligible for any academic awards.
- V. The student will rejoin the University in the next semester after paying the semester fees.
- VI. If a student is not enrolled in any course in a semester, s/he will not be considered a regular student of university 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. In addition, it is understood that the university is not required to offer all courses in each semester.
- VII. The duration of Freezing is one year; a candidate who gets a semester freeze can rejoin next year with the upcoming session but hardship cases can be considered by the competent authority only.
- VIII. In case of semester freeze, if the student has paid the fee, s/he will be required to submit the fee again when registering for the frozen semester again.
- IX. Under special/hardship circumstances mentioned below, freezing of the first semester can be considered by the approval of competent authority.
 - 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 the 1st Semester. A student will not be allowed to enroll in any course that requires clearance of a course as a prerequisite but was not studied because of the semester freeze.

14. Indiscipline in Examinations

Any candidate found guilty of following matters, his/her case will be submitted to the Unfair Means Cases (UMC) Committee constituted by the University. The UMC committee meeting will be held after termination of examination well before the result declaration. This committee will be constituted of:

- | | | |
|------|--|-------------------|
| I. | Controller of Examinations | - Convener |
| II. | Head/Manager of Academic Affairs | - Member |
| III. | Concerned Chairperson | - Member |
| IV. | 01 Professor/Associate Professor
(nominated by Vice Chancellor) Deputy Controller of
Examinations
Secretary | - Member

- |

Note. The tenure of the Unfair Means Committee will be 2 years from the date of notification with the approval of the Vice Chancellor on the recommendation of the Controller of Examinations.

An Unfair Means Case will be registered in following scenarios:

- I. Removes a leaf from his/her answer book, the answer book shall be cancelled.
- II. Submits forged or fake documents in connection with the examination.
- III. Commits impersonation in the examination.
- IV. Copies from any paper, book or notes.
- V. Mutilates the Answer Book.
- VI. Possesses any kind of material, which may be helpful to his/her in the examination unless instructed by the teacher.
- VII. Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.
- VIII. Refuses to obey the invigilation staff or refuses to follow the instructions issued by the university in connection with the examination.
- IX. Misbehaves or creates any kind of disturbance in or around the examination centre
- X. Uses abusive or obscene language on the answer script.
- XI. Possesses any kind of weapon in or around examination centre and may be referred to the disciplinary committee of ITU.
- XII. Possesses any kind of electronic device which may be helpful in the examination.
- XIII. Academic dishonesty may include plagiarism, dishonesty in examination or assignments, and falsification of data. These cases are reported to the Head of the concerned Department, who then places the case before the Unfair Means Committee so necessary actions can be taken.
- XIV. Any unauthorized material will be confiscated by the invigilator for using unfair means for presenting before the UMC committee.

14.1. Penalties:

His/her case shall result in penalties keeping in view the nature and intensity of offence.

- I. Cancellation of paper*.
- II. Suspension from the program for one semester.
- III. Fine up to Rs. 20,000/- depending upon the offence.
- IV. Expulsion from the University.
- V. Any other.

* The Unfair Means Committee will decide whether the student will have to appear in summer semester/with regular semester for the cancelled paper.

14.2. Appeal against the decision of the Unfair Means Cases Committee

If a student is not satisfied by the decision of the Unfair Means Cases Committee, s/he can submit his/her appeal with the fee of Rs. 2000/- within a week after the decision of the Committee to the Vice Chancellor. No appeal shall lie against the decision of the Vice Chancellor.

15. Maximum duration to retain students' final examinations answer sheets⁷

- I. For Undergraduates Degree Programs, the maximum retention period for examination record will be 06 years (degree duration) + 01 year (additional year)
- II. For Graduate and Postgraduate Degree Programs, the retention period for examination record will be 03 years (degree duration) + 01 year (additional year)
- III. To discard the old record (as per above mentioned policy), a three-member committee will be constituted by the Registrar which will ensure the proper disposal of the exam papers.

16. Paper recheck Policy

Each department shall ensure that the academic performance of a student is evaluated in a fair and impartial manner, consistent with the university regulations. The teachers shall exercise their best professional judgement in evaluating student's performance.

- I. The answer book of a student shall not be re-assessed/re-evaluated under any circumstances.
- II. However, if a student is willing to check his/her answer sheet, he/she may submit a written request for recheck to the office of HOD within two weeks after the receipt of the provisional transcript/result declaration along with a fee of Rs. 2000/- for each course.
- III. The Head of Department shall forward the application to the department of examinations.
- IV. The Department of Examinations can arrange for re-checking of examination script(s) by the deputy controller. The officer appointed shall see that:
 - There is no computational mistake in the grand total on the title page of the answer book.
 - The total of various parts of a question has been correctly made at the end of each question.
 - All totals have been correctly brought forward on the title page of the answer book.
 - No portion of any answer has been left un-marked.
 - Total marks in the answer book tally with the marks sheet. The hand-writing of the candidate tally in the questions/answer book.

⁷ Approved in the 12th ACM, Agenda Item No. 3

- V. Nobody on the candidate's behalf has the right to see or examine the answer books for any purpose.
- VI. The marks of a candidate could even decrease in light of (c) above. In the event of reduction of marks, the record shall be corrected accordingly and revised result/transcript will be issued.
- VII. The outcome of the paper rechecking, if changed, will be shared with the concerned department and final grade will be provided by the respective department.

17. Transcript Policy

- I. Transcripts shall be issued only at the written request of a student. Verbal or telephonic requests shall neither be entertained nor accepted.
- II. Final transcripts of the student's complete record shall be issued on the University's security stationery, bearing the official embossed seal of the University.
- III. An incomplete transcript will be issued to those students who are unable to complete their degree within stipulated degree duration, after receipt of duly filled clearance form.
- IV. Transcripts shall not be issued to the students who are in debt to the University. Each student shall obtain a clearance from concerned departments on the Clearance Form prescribed by the Examinations department.

18. Transfer Policy for Internal and External Students

Requests for internal transfer will be forwarded to the concerned chairpersons for the review and further processing. Board of study of the concerned department will evaluate the cases and recommend the transfer of approved courses and credit hours to be carried forward to consider to complete the degree requirements in the new discipline.

Transfer cases of the external students who want to apply for transfer of credit hours at Information Technology University of the Punjab, will be forwarded to the transfer committee. The transfer committee will give its decision after reviewing the case.

Transfer committee will be consisting of the following:

- I. Dean, Faculty of Sciences or their nominee
- II. Dean, Faculty of Engineering or their nominee
- III. Dean, Faculty of Humanities and Social Sciences or their nominee
- IV. Dean, Faculty of Business & Management or their nominee
- V. Controller of Examinations
- VI. Manager Academics

19. Matters Related to Degrees Conferment

The university shall conduct Convocation once in a year to award the degrees to the qualified students as per HEC approved criteria.

- I. The Academic Council recommended that degrees should be prepared batch-wise. However, an urgent degree can be issued as per policy of the University upon the request of the student by paying requisite fee and duly filled application form.
- II. Duplicate Degree may be issued (with completion of all requirements) to a candidate in case the original degree is lost/damaged or in case of change in the name of the candidate. The candidate has to apply to the Office of Examinations for the issuance of a duplicate degree along with the relevant documentary proof as per University rules issued from time to time.

20. Deans' Honor List

- I. Students with an excellent academic performance in a semester shall be placed on the Dean's Honor List. The eligibility criteria are given below:
- II. 3.5 GPA in a semester for undergraduate and Master's degree.
- III. Student will have to take a full workload for a semester as prescribed by his respective department.
- IV. Students who get an incomplete 'I', 'F' and 'W' grade shall not be eligible for the Dean's Honor List.

21. Award of University Gold Medal

- I. The student with an outstanding performance and with the highest CGPA in each degree program, but not less than a CGPA of 3.5.
- II. There should be no 'F', 'I' and 'W' grade in the academic record of the student.
- III. There should be no repeat course and semester freeze in the academic record of the student.
- IV. There should be no disciplinary case or warning against him/her in the records.
- V. If two students attain the same highest cumulative grade point average (CGPA), then each of them will receive a University Gold medal.
- VI. The student must have passed all semester with prescribed course load limit and in minimum duration.
- VII. While considering a student for the award of University Gold Medal, students' attendance and disciplinary record may be considered and decided accordingly.

22. Time Limit for the Completion of Degree

Time limit for the completion of the 4 years' Undergraduate degree and Graduate/M.Phil. shall ordinarily be four years and two years respectively from the beginning of the first course counted towards the degree. However, a 4 years' degree program can be extended up to 6 years and a 2 years' degree program can be extended up to 4 years.

22.1 Extension of Degree Period⁸

In case of valid reason / excuse, the period of study may be extended for one additional year (Two Semesters) in all university programs. The student(s) who will not complete studies within stated periods including extension shall be struck off from the rolls of the university. The students who have been given the right to extend the duration of study for one additional year are required to pay a new registration fee along with normal fee for that academic year.

23. Instructions for Invigilators of Examination

- I. An invigilation schedule for invigilators to be prepared by the Office of Examinations.
- II. Concerned faculty members or course instructors and invigilators on duty are required to reach ITU 30 minutes before the start of the paper.
- III. The Invigilators should collect the answer sheets from the concerned department at least 15 minutes before the commencement of the examination.
- IV. An invigilator will have to ensure suitable alternate arrangements, well in advance, if s/he is unable to invigilate.
- V. Invigilators are expected to instruct students to keep manuals, notebooks, guides, programmable calculators, text books and cell phones outside the examination hall.
- VI. Open book papers require separate arrangements and must be indicated by the concerned course instructor to the Department in advance.
- VII. Answer sheets should be issued to the students after they are seated. Before distributing the question paper, students will have to be advised to read the instructions printed on the answer sheet carefully.
- VIII. After distributing answer sheets the invigilator must sign the answer sheets of all the students. Exam attendance sheet must be circulated among the students to make sure that all students have signed their attendance on the attendance sheet. Please mark 'ABSENT' for students who are not present.
- IX. Attendance of the students may be verified from the Examination Attendance Sheet for a particular paper. Serial number of the Answer Sheets should also be verified.
- X. Invigilator must announce that the paper is to be attempted on the Answer Sheets that have been provided. Objective part of the paper (MCQs) may however be attempted on the question paper only.
- XI. No short break will be given to any student. In case of emergency the invigilator may depute a staff member with the suffering examinee to resolve the problem; grant of extra time (if required) depends on the severity of the situation with intimation to Office of Examinations.
- XII. Students are not permitted to leave the examination hall during the examination for any purpose. They can leave after handing over the answer sheet.
- XIII. All unused answer sheets should be handed over to the Office of Examinations with a consumption report. Use of answer sheets for any other official or personal work is strictly forbidden.

⁸ Approved in 10th ACM, Agenda Item No. 3

- XIV. Invigilators on duty will ensure that all the students have handed over their answer sheets to the invigilator before leaving the examination room.
- XV. To make invigilation more effective the invigilator should take rounds in the examination room and avoid sitting (as far as possible).
- XVI. The invigilator should concentrate on invigilation. Reading a book or newspaper, working on a computer MUST be avoided.
- XVII. The examinees should be warned before the start of every paper to refrain from unfair means and not to carry any material that could help them in copying the answers.
- XVIII. Case of unfair means should be promptly reported in writing to the respective Head of the Department who will then forward the case to the Office of Examinations for placing in the UMC committee.
- XIX. A representative of the Office of Examination or any member of the Disciplinary Committee may visit the examination rooms during the examination.

24. Examination Regulations for Students

In the interest of maintaining the discipline at ITU all students are reminded of the following Examination Regulations

- I. Students must have with them their valid ITU student I.D. card.
- II. Students must provide all the required information, including his/her name and Registration No. on the first page of the answer sheet before he/she receives the question paper.
- III. Students will not be allowed to enter the examination hall, 30 minutes after the start of the examination.
- IV. No student will be allowed to leave the examination hall before the end of the first one hour of the examination.
- V. No student is allowed to take a cell phone or a similar device in the Examination hall.
- VI. Students are not allowed to borrow or share calculators or stationery during the examination.
- VII. No student is permitted to talk, hum or use any other means to communicate with each other during the examination.
- VIII. Students are not allowed to write anything on the question paper. All written work, rough or fair, should be done on the answer sheets. Only black and blue ink is allowed for written answers.
- IX. To draw the attention of the Invigilator, a student must raise his/her hand.
- X. Violation of the Invigilator's instructions can lead to registration of UMC.
- XI. Cheating in any examination in any manner is a very serious offence which can lead to registration of UMC.
- XII. Any violation of the Examination Rules and Regulations are to be reported to the Office of Examinations by the invigilator in writing.

25. Degree Issuance Fee for the Graduates⁹

An amount equivalent to one-credit hour fee will be charged from all students as a convocation fee with the fee of their last regular semester (BS 8th, MS 4th & Ph.D.) via other dues fee bill under the head "Convocation Fee".

26. Vice Chancellor's Authority in Special Cases.

Notwithstanding anything contained in these regulations, the Vice Chancellor shall have the powers to issue orders, directions or instructions for the smooth working of the semester/examination system where the Regulations are silent, ambiguous or deficient. The decision of the Vice Chancellor shall be final with regard to the interpretation of the regulations.

⁹ Approved in the 27th ACM, Agenda Item No. 4