

EXAMINATION RULES

1. BACHELOR DEGREE COURSES OFFERED

Bachelor degree courses in the following disciplines are offered by the University:

- a. Agricultural Engineering
- b. Architecture
- c. Chemical Engineering
- d. Civil Engineering
- e. Computer Systems Engineering
- f. Computer Science & IT
- h. Electrical Engineering
 - i. Power
 - ii. Communication
- i. Electronic Engineering
- j. Industrial Engineering
- k. Mechanical Engineering
- l. Mechatronics Engineering
- m. Mining Engineering

2. MEDIUM OF INSTRUCTION

The medium of instruction and examinations will be English except in Islamiyat, where the option of English and Urdu shall be available.

3. ACADEMIC CALENDAR

The Academic year will be divided into two semesters i.e. Fall and Spring. The duration of teaching in each semester shall be sixteen hours of lectures (or 48 hours of practical work) for each credit hour of prescribed course work. Normally, each semester will be spread over eighteen-week duration, with the 9th and 18th weeks reserved for mid-term and final examinations, respectively. However, the number of weeks may be adjusted by the university provided the duration of teaching as defined above is not reduced.

The Dean, Faculty of Engineering will issue a calendar for the academic year before the beginning of Fall semester every year. The calendar will include dates of registration, classes, holidays, and examinations, etc.

4. DURATION OF STUDIES

The minimum duration of studies for completing bachelor degree requirements shall be eight semesters (4 years) for engineering programme or ten semesters (5 years) for B. Architecture, depending on the scheme of studies of various programmes, while the maximum period allowed will be seven years as per PEC rules.

5. SCHEME OF STUDIES

5.1 General

Course work for earning the degree comprises Theory Courses, Laboratory Courses, and Project. Each course offered at the university is allocated certain credit hours, which is a measure of the amount of work required for the course. For Theory courses, each credit

hour means one hour of lecture per week, while for lab courses each credit hours means three hours of practical works per week and in case of Architecture each credit hours means (lab courses) two hours of practical work per week.

During the last two semesters of their study, students carry out projects and write project reports. The project is meant to provide students a holistic experience of entire Engineering / Architecture process. The Project comprised of three credit hours (9 contact hours per week) in each semester. In case of Architecture the project comprised of 10 credit hours (20 contact hours per week) in each semester. Grade "IP" is awarded for Project in the second last semester, which is converted to an appropriate letter grade at the end of last semester, based on student's performance in both semesters.

5.2 Curricula

Course work shall be spread over credit hours, as specified in the Scheme of Studies of each programme given in the Undergraduate Prospectus on the pages of the relevant department. Each Course is allocated a Course Number that identifies the department offering the course and the level of the course. The codes for various departments are as under:

AE	Agricultural Engineering
Arch	Architecture
BSI	Basic Science & Islamiyat
CE	Civil Engineering
ChE	Chemical Engineering
CS	Computer Science
CSE	Computer Systems Engineering
EE	Electrical Engineering
EIE	Electronic Engineering
IE	Industrial Engineering
IT	Information Technology
ME	Mechanical Engineering
MinE	Mining Engineering
MtE	Mechatronics Engineering

6. DEGREE REQUIREMENTS

To earn a B.Sc. Engineering Degree a student must:

- (a) Pass all the courses of study prescribed in the relevant Scheme of Studies.
- (b) Obtain a Cumulative Grade Point Average (CGPA) of at least 2.0
- (c) Complete 800 hours of Practical Training in a recognized government, semi-government, or private engineering organization.
- (d) For Agricultural, Civil and Mining Engineering: Complete the Survey Camp conducted by the university (to be certified by the Chairman, Department of Civil Engineering/Incharge Survey Camp).

EXAMINATION RULES

Practical Training may be carried out during summer vacations of 2nd and 3rd academic years and also after completion of the course of studies. On completion of the training, the manager of the organization shall send a report to the Chairman of the department concerned on the prescribed proforma, stating the nature of work and that the work has been satisfactorily completed by the student concerned.

- (e) To earn a B.Arch. Degree students must complete 12 weeks of internship during 3rd & 4th years with reputable architectural firms. The internship training must be monitored and verified by the Department of Architecture and students shall submit the internship Certificate as issued by the relevant Architectural firm to the Department.

7. REGISTRATION

7.1 General

Before the beginning of classes in each semester, the Departments will announce the courses offered and will arrange Semester Registration for the students. The students are required to register for the semester by filling the prescribed form and depositing any fees that are due within the last date announced for the purpose. They must take the filled forms to their Academic Advisors for checking and signature and then deposit it in the Department office. The Chairman of the Department will forward the forms to the Controller of Examinations immediately after the last date of registration, keeping a copy for department's record.

The students must register for successive semesters in order and shall not be allowed to register for a semester without having studied the preceding semesters except as noted in section 7.2 below.

7.2 Registration in the First Semester

The Directorate of Admissions will forward a list of newly admitted students to each department before the beginning of classes. The departments will arrange registration for the first semester, assign Class Numbers to the students and forward the names of admitted students to the Controller of Examinations for allotting University Registration Number.

Students admitted late due to late nominations by concerned agencies on quota seats shall (a) register for the first semester before the beginning of the midterm examinations, OR (b) if unable to register for the first semester before the midterm exam, they shall register in the second semester and pass first semester courses subsequently.

7.3 Re-registration

A student receiving F or W grade in any course shall be required to re-register in that course. A student receiving less than or equal to C+ grade in a course may also re-register in that course, to improve his/her grade

subject to a maximum of one chance within one year of the declaration of final semester result. The improvement of grade(S) is allowed within one year of the declaration of result.

A department may offer Repeated Courses (over and above the regularly scheduled courses) during a regular semester or during the summer session in order to facilitate re-registering students. However, minimum number of students re-registering must be 10; otherwise, the course shall be dropped.

A student may register for a maximum of 6 credit hours during the summer session. During a regular semester (Spring/Fall) a student may re-register for a maximum of 4 credit hours (in addition to the prescribed courses). If a course is abolished due to a revision in curriculum or scheme of studies, the Chairman of the Department may recommend a relevant course from existing curriculum as a replacement for the candidates who need to re-register in the abolished course. The same shall be reflected in the student's Registration Form and Transcript.

7.4 Summer Semester (Optional)

Summer Semester is not part of our regular academic calendar. However, if the University offers a Summer Semester, it should be notified after Spring Semester with the approval of the competent authority.

7.5 Interruption of Studies

If a student fails to register or withdraws his/her registration for a semester for a valid reason, he or she will get one chance to register for the same semester in the next academic year. If the student again fails to register or freeze his/her registration, his/her name will be struck off the rolls of the university.

8. ATTENDANCE REQUIREMENTS

A student is expected to attend 100% of the classes held in course. Under extenuating circumstances, upto 25% shortage of attendance may be condoned. However, in no circumstances a student will be allowed to appear in the final examination, if the attendance fails below 75% in the course.

9. EXAMINATION

9.1 Paper Setting

The examination paper for midterm and final exams will be set by the subject teacher and submitted to the Chairman. The Chairman will check the paper for course coverage and appropriate depth and, when satisfied, forward the paper to the Controller of Examinations. Otherwise, the Chairman will refer the paper back to the teacher for revision. There will be no choice of questions in the examinations.

9.2 Conduct of Examination

The Controller of Examinations will arrange the midterm and final examinations, including preparation of date sheet, appointment of the invigilation staff, etc.

Each examination hall will be supervised by a Superintendent, who will be a senior teacher of the same department, and other staff, who will be from other departments.

9.3 Marking of Papers

After marking the midterm exam papers, the teacher will discuss them with the students to give them feedback on their performance. The teacher will then submit the marks to the Semester Coordinator.

After marking the final exams, subject teachers will calculate the grades as per university policy and then submit the marks as well as grades to the Semester Coordinator within the time allotted for the purpose.

9.4 Re-checking

Students may apply to the Chairman of the Department for re-checking of their final exam papers within the dates announced for the purpose.

9.5 Examination of Affiliated Colleges

(a) The procedure for preparation of papers for midterm and final term examinations for affiliated colleges shall be as following:

- (i) The subject teacher of the university and that of affiliated college shall submit two papers each to the Chairman at least one week prior to the commencement of the exams.
- (ii) The Chairman shall forward the final paper to the controller of examinations.
- (iii) Question paper for the examination will be prepared by a neutral / external examiner from the prescribed course.
- (iv) There shall be no choice of questions in the paper.
- (v) The checking of the scripts will be carried out centrally at UET in designated hall, soon after the examination by the concerned class teachers of all the affiliated colleges and UET.
- (vi) The script jointly marked by faculty members of affiliated institutes and UET, Peshawar will be listed in separate columns on the script front page with precedence to column marked by faculty members from UET, Peshawar.
- (vii) In case of deviation of less than 25% in total marks, average of both marking

will be awarded to the students.

- (viii) If the deviation of more than 25% in total marks, to be verified by the chairman of relevant Department, UET Peshawar, such cases will be referred by Controller of Examination to neutral examiner for the said subject, whose decision will be final.
 - (ix) Panel of neutral examiners (at least three for each subject) outside UET, Peshawar will be submitted by the Chairman of relevant department, UET Peshawar for each subject via Controller of Examination. Vice Chancellor will select one neutral examiner from panel of three for each subject and finalized list will be maintained by controller of Examination.
 - (x) Grades shall be awarded as per policy described in 10.2.2.
 - (xi) These rules are applicable from Fall Semester 2007.
- (b) Invigilation of the midterm and final term examinations shall be conducted as per following procedure:
- (i) The university shall supervise the midterm and final term examinations of the affiliated colleges.
 - (ii) The superintendent of the examination centre shall be the faculty member of the University. The supporting staff shall be appointed by the Controller of Examinations of the UET in consultation with the affiliated colleges.
- (c) The Affiliated Colleges shall maintain course file of course to be submitted to the Chairman of the concerned department on weekly basis. The department's Board of Studies shall also evaluate the course file. The records in course file shall include as following:
- (i) Course outline, grading criteria, time table, attendance.
 - (ii) Assignments, quizzes, exams along with their solution and results.
- (d) The answer sheets of only midterm examination shall be collected by the affiliated colleges after evaluation by the university teacher. The same shall be

EXAMINATION RULES

returned by the affiliated colleges to the

concerned departments of the university at the end of the semester. The answer sheets of both mid term and final term examinations shall be kept by the concerned department of UET for record purpose for a period of two semesters after the final term examination of the same subject.

- (e) The committee constituted by the Vice Chancellor of the UET for checking the ongoing progress of the system in the classrooms of the University will also pay surprise visits to the classrooms of the affiliated colleges.
- (f) Dean, Faculty of Engineering, UET may propose any other appropriate measures to improve the quality of education in affiliated colleges from time to time.

10. GRADING

10.1 Distribution of Marks

10.1.1 Theory Courses

The distribution of marks for theory courses shall be as follows:

25% Sessional evaluation, including home assignments, quizzes, oral tests, class presentations, projects etc.

25% Midterm examination

50% Final examination

10.1.2 Lab and Studio Course

(a) Studio Courses (for Architecture)

The distribution of marks for Design Studio courses vary as per the nature of the design project comprised of studio participation, project description and presentation and jury assessment. The Chairman of the Department has to approve the criteria for each Studio Course marking.

(b) Lab Courses (for B.Sc Engineering)

The distribution of marks for laboratory courses shall be as follows:

- 25% carrying out lab work: Sessional evaluation by the teacher concerned.
- 25% midterm evaluation: Written examination to be conducted by the teacher concerned before midterm week.
- 25% final evaluation: Written exam to be conducted by the teacher concerned before oral examination.
- 25% oral examination (Viva voce): To be conducted jointly by instructor and external examiner at the end of the session. The external examiner will be appointed by the Controller of Examinations on recommendation of the Chairman of the Department.

10.1.3 Final Year Project (B.Sc.)

The capstone project carried out by student groups in the last two semesters will be marked as follows:

- 35% Sessional work, to be assessed by project supervisor
- 20% Presentations of work to Evaluation Committee
- 45% Viva examination (including evaluation of project report)

The project supervisor will award 15% of the sessional marks at the end of 7th semester and the remaining 20% at the end of 8th semester.

Grade "IP" (In Progress) is awarded for Project in the 7th semester, which is converted to an appropriate letter grade at the end of 8th semester, based on student's performance in both semesters.

A Project Evaluation Committee (notified by the Department Chairman) will assess the progress of the project through four student presentations, each carrying 5% marks. In the first presentation, students will present the project proposal on prescribed format, while in other presentations progress reports will be presented. The presentations will be scheduled as follows:

1st presentation	Second week of 7th semester
2nd presentation	Midterm Exam week of 7th semester
3rd presentation	Final Exam week of the 7th semester
4th presentation	Midterm Exam week of the 8th semester

The Viva Voce Examination will be taken by the examination committee comprising the External Examiner, Project Supervisor of the concerned group, and Department Chairman. Each member will award marks out of 15%, making a total of 45% marks.

10.1.4 Final Year Thesis Design Project (B.Arch)

The thesis design project carried out by individual student of B.Arch. Programme in 9th and 10th semesters shall be marked as per the criteria set by the department under the guidelines of Pakistan Council of Architects and Town Planners (PCATP).

10.2 Award of Grades

10.2.1 General

Grading of student will be through letter grades that indicate the level of performance, as shown below:

A	Excellent
B	Above Average
C	Average
D	Minimum Acceptable
F	Failed. The student must repeat the course to receive credit
W	Withdrawn from the course
I	Incomplete

IP In Progress

The full spectrum of grades is given in Table-01.

Students may withdraw from one or more courses with the approval of the Chairman of the Department one week after the midterm exam. A copy of the withdrawal approval shall be sent to the Controller of Examinations immediately.

Grade I (Incomplete) shall be awarded to a student only if he/she has missed the final examination, project report, etc. due to some genuine reason, but has completed all other requirements of the course successfully. The award of grade I shall not cover a student's lethargic attitude, willful absence, or bad performance in class. Grade I should be converted into an appropriate letter grade within one year, otherwise, it shall be changed to an F grade. The teacher concerned shall specify the conditions for conversion of grade.

A student not allowed to appear in the Final Examination of a course due to shortage of attendance shall be deemed to have obtained zero marks in the Final Examination. The grade will be awarded based on the student's sessional and midterm marks.

10.2.2 Determining Student Grades

Student Grades in a class shall be determined as below:

- Based on the sessional work, Mid-term and Final-term examination, calculate the actual marks of each student.
- Calculate normalized Marks for each student by multiplying the actual marks obtained with the factor

$$\frac{\text{Actual Marks}}{\text{Highest marks obtained in the class}} \times 100$$
- Divide the range from 50 to 100 of the Normalized Marks into ten equal intervals, each of five marks and award letter grade: D, D+, C-, C, C+, B-, B, B+, A- and A accordingly.
- Award F grade to student whose Normalized Marks are less than 50.

10.2.3 Grading students in Repeated Courses

A department may offer Repeated Courses (over and above the regularly scheduled courses) during a regular semester or during the summer session in order to facilitate re-registering students. For grading the students in such courses, their Total Marks will be merged with the Total Marks of the same course when it was last offered as a regularly scheduled course. Then the procedure outlined in section 10.2.2 above will be followed to determine the grades of new students. However, the grades of the old students (of regularly scheduled course) will not be affected by this

procedure.

10.3 Grade Point Averages (GPA)

The Letter Grades awarded to students in a course

are assigned Grade Points, as defined in Table 1. The average performance of a student during a particular semester is indicated by the Semester Grade Point Average (SGPA) and the overall performance to date is indicated by Cumulative Grade Point Average (CGPA). These performance indicators are calculated as below.

SGPA = sum of quality points of all courses taken in the semester

Total credit hours taken in the semester

CGPA = sum of quality points of all courses taken to date

Where Both SGPA and CGPA shall be rounded off to two decimal places.

In case a course is repeated, all of the grades obtained shall be reported in their relevant semesters on the transcript; however, only the best grade shall be used to calculate the CGPA.

Table - 01

Grade	Grade Points	Grade	Grade Points
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	F	0.00
C+	2.33		

11. SATISFACTORY ACADEMIC PROGRESS

Students must show satisfactory academic progress in order to remain in good standing. The following rules are meant to ensure that students get timely feedback on their academic progress:

- A student who obtains SGPA of 2.0 or less in any semester shall be issued a written warning by the department chairman. A copy of the warning letter shall also be sent to the parents/guardian.
- A student who obtains SGPA of 2.00 or less for three consecutive regular semesters and his/ her CGPA is less than 2.00, will required to re-register until he/she improves CGPA to the minimum requirement for graduation. A written warning of this possibility will be sent to the student (with a copy to parents/ guardian) if his/her SGPA is less than 2.00 for two consecutive semesters.
- A student whose CGPA in the first two semesters is less than 1.5 shall not be allowed to register for the third semester until his/her CGPA has improved to 1.5 or

EXAMINATION RULES

more.

- 11.4 A student who has earned three or more F grades in the first two semesters and these F grades are still outstanding at the start of the 5th semester shall not be allowed to register in the 5th semester until he/she passes these courses.
- 11.5 A student must graduate within seven years to be eligible for registration with Pakistan Engineering Council, and eight years, in case of Architecture, to be eligible for registration with Pakistan Council of Architects and Town Planners (PCATP). The student, who have to re-register as per Rule (11) are required to fulfill this requirement. Any student of the University, who breaches this requirement of Pakistan Engineering Council/PCATP due to any reason, whatsoever, shall submit an affidavit to take the responsibility that he/she could not complete his/her degree requirement within stipulated time as required by the Pakistan Engineering Council/PCATP and university will have no responsibility to this effect.
- 11.6 All the Architecture Design Courses offered from 3rd Semester (Architecture Design-I) to 10th Semester (Thesis Design-II) are declared as prerequisite courses. This rule applies for the Department of Architecture only.

12. TRANSCRIPTS

The Controller of Examinations shall issue Transcripts to students who apply for the purpose. The transcript shall show all courses taken to date and the grades obtained, along with SGPA of each Semester and the current CGPA. The title of a student's project shall also be written on the transcript.

Grade I received by a student shall be replaced by the grade awarded after completion of course requirements. However, a note shall be added on the transcript, recording the fact that grade I was initially awarded in the course. (This should not be applicable to I grade obtained in project in 7th semester)

The transcripts of students who are admitted by Migration from another institution will show the accepted courses taken at their previous institution. Their CGPA will be calculated using these courses as well as courses taken at this university. However, a note will be added to their transcript to identify their previous institution and the courses taken at that institution.

13. SPECIAL PROVISIONS

Interpretation of these Academic Rules by the authorized officers of the University shall be final.

In all cases where these Academic Rules are silent, the decisions of the Vice Chancellor shall be final.

The University authorities reserve the right to make any change in these Academic Rules at any time without prior notice.