

Student Handbook



Riphah International University Islamabad

Table of Contents

Mission Statement	3
Academic Regulations (Undergraduate)	4
Academic Regulations (MS/M.Phil)	17
Academic Regulations (PhD)	28
Examination Rules	42
Discipline Rules	54
Library Rules	61
Important Telephone Numbers	63

Mission Statement

**“Establishment of
State-of-the-Art Educational
Institutions with a focus on
Inculcating
Islamic Ethical Values”**



ACADEMIC REGULATIONS
RELATING TO THE ADMISSION, REGISTRATION AND
EXAMINATIONS FOR UNDERGRADUATE PROGRAMS

**Approved by the Academic Council in its
14th Meeting held on 18th august 2009.**

**Amendments approved by the Academic Council in its Subsequent meetings till the 19th
meeting held on 30th April, 2013 are incorporated therein.**

**These Regulations shall be applicable from the intake of Academic Session 2013-14/Fall
Semester 2013. The previous batches shall be governed by the old regulations including the
amendments approved by the Academic Council therefor from time to time.**

RIPHAH INTERNATIONAL UNIVERSITY
ISLAMABAD

RIPHAH INTERNATIONAL UNIVERSITY

REGULATIONS RELATING TO THE ADMISSION, REGISTRATION AND EXAMINATIONS FOR UNDERGRADUATE PROGRAMS

1. The Riphah International University (Riphah) shall offer courses leading to the undergraduate degrees, held under semester system, in the subjects provided in the schedule and introduced from time to time. Applications for admission to various courses of study shall be invited through advertisement and admission shall be made on the basis of merit.

NOTE: Wherever applicable the regulations prescribed from time to time by the relevant regulatory authorities/councils (such as Higher Education Commission (HEC), Pakistan Engineering Council (PEC), Pakistan Medical and Dental Council (PM&DC), Pharmacy Council of Pakistan (PCP), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), etc.) shall be followed.

2. DEFINITIONS

Unless otherwise stated, the terms used in these regulations shall deem to have the following meaning or as defined in the University Charter:

- a. **“Academic Advisor”** shall mean any faculty member appointed as such by the concerned Dean.
- b. **“Academic Council”** shall mean the Academic Council of the University.
- c. **“Academic Year”** of the University shall comprise of two regular semesters (Fall and Spring), each of which minimum of sixteen(16) weeks and not exceeding eighteen (18) weeks duration including the end semester examination or as prescribed by the relevant Council. During the summer break, there may be a Summer Session of not exceeding nine (9) weeks including the end session examination. The contact hours during the Summer Session will be doubled to ensure that a course is completely taught in a summer session with half of the duration compared with a regular (Fall or Spring) Semester.
- d. **“Commencement of Semester”** shall mean the day of start of classes for the semester as prescribed in the Academic Calendar of the University.
- e. **“Contact Hours”** shall mean the total number of lectures, tutorials and laboratory hours per week.
- f. **“Controller of Examination”** shall mean the Controller of Examination of the University.
- g. **“Credit Course”** shall mean a course of study, successful completion of which shall be the requirement for the award of degree. The grade obtained in a credit course shall appear on the transcript.
- h. **“Credit Hour”** shall mean teaching a theory course for 50-60 minutes of classroom teaching per week throughout the semester. One Credit Hour in laboratory / library research / Museum / Clinical Wards would require contact of two-three (2-3) hours of

laboratory work / library research / Museum / Clinical Wards per week throughout the semester.

Note: The credit hours are denoted by two digits within brackets with a hyphen in between. The first (left side) digit represents the theory part while the second (right side) digit represents the laboratory / research work / Museum / Clinical Wards. Thus 3(3-0) means three credit hours of theory while 4(3-1) means a total of four credit hours, of which, three credit hours are of theory while one credit hour is for laboratory / research / Museum / Clinical Wards. The weekly contact hours of a 3(3-0) course will be three, while the contact hours of 4(3-1) course will be five to six while the contact hours of 3(1-2) will be five to seven.

- i. **“Cumulative Grade Point Average (CGPA)”** shall mean the weighted average of the Grade Points earned for all the credit courses in all the semester attended.
- j. **“Dean”** shall mean the Dean of a Faculty of the University.
- k. **“Department”** shall mean a teaching department or an academy or an institute or a school or a centre or an affiliated institute of the University or an academic institution with which Riphah International the University has a valid Memorandum of Understanding.
- l. **“Faculty”** shall mean the Faculty of the University.
- m. **“Grade Point”** shall mean the points (numerical value) associated with each letter grade.
- n. **“Grade”** shall mean the letter grade earned by a student in a course depending on his performance in that course.
- o. **“Non-Credit Course”** shall mean a course registered by the student or prescribed by the concerned Department, which is not to be counted towards the minimum degree requirements. The student shall pay the tuition fee for the non-credit course. No grade point shall be associated with the non-credit course. The grade of the non-credit course shall appear on the transcript.
- p. **“Registrar”** shall mean the Registrar of the University.
- q. **“Semester Grade Point Average (SGPA)”** shall mean the weighted average of the Grade Points earned for all the credit courses in a single semester.
- r. **“Student”** shall mean a registered undergraduate student of the University.
- s. **“University”** shall mean the Riphah International University.

3. COURSES OF STUDY

The courses of study and syllabi for the Undergraduate programs of the University shall be submitted through the respective Boards of Studies and Board of Faculty to the Academic Council for approval. Such courses and syllabi shall become effective from the date of approval by the Academic Council or such other date as the Academic Council may determine.

4. ORGANIZATION OF TEACHING

- a. Teaching in various courses shall be conducted in the University Departments or the constituent or the affiliated institutions through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work and other methods of instructions as approved by the Academic Council.

- b. Teaching shall be conducted by the University teachers or by such other persons as may be declared to be the “teachers” by the University.
- c. English shall be the medium of instructions and thesis/examinations for all subjects except Oriental languages, in which case the medium of instruction shall be either the language itself or English. The medium of instruction for Islamiyat and such as other i.e. Pakistan Studies such shall be either Urdu or English.

5. ADMISSION TO THE UNDERGRADUATE PROGRAM

- a. To be eligible for admission to Undergraduate program, a candidate must have completed 12 years of schooling. Each department shall define its eligibility criteria for the offered programs duly approved by the Academic Council.
- b. Anyone who has been rusticated or expelled by any University or college for misconduct or for use of unfair means in the examinations or any offence involving moral turpitude shall not be eligible for admission in the Undergraduate program
- c. Each candidate shall make an application for admission in response to an advertisement by the University on a prescribed form along with documents specified in the form.
- d. The admission to Undergraduate program shall be made on the basis of cumulative merit to be prescribed by the University from time to time.
- e. Admission Committee for each department shall be constituted by the Dean of the Faculty concerned.
- f. The admission to Undergraduate program shall be finalized by the Dean and approved by the Vice Chancellor after a candidate has qualified in a written test and interview and recommended by the admission committee of the department concerned.

6. PROGRAM OF STUDIES

- a. The requirements for the Undergraduate degree shall comprise a minimum course work of 124 credit hours

Candidates after two (2) years Bachelor degree (annual system) should be enrolled in Undergraduate program to complete remaining minimum of 74 credit hours (if the courses taken by them during the 2 year Bachelor Program (Annual System) are relevant to the Undergraduate program). Out of these, 10 credit hours shall be devoted for Bridge Courses. The concerned department shall design such Bridge courses which are to be approved by the Academic Council.

- b. The requirements for the Undergraduate degree shall normally be completed within eight (8) consecutive regular semesters for 4-years degree program and ten (10) consecutive regular semesters for 5-years degree program. The maximum time for the completion of Undergraduate degree shall be fourteen (14) semesters for 4-year degree program and sixteen (16) semesters for 5-year degree program from the time of registration in the Undergraduate program.

7. REGISTRATION OF COURSES

- a. At the beginning of an Undergraduate program, every student seeking admission for the first time in any degree program shall register himself/herself with Registrar of the University within the dates notified for registration, failing which the admission shall be cancelled.
- b. The Registrar shall issue a University registration number to each student.
- c. The Registrar shall also issue a program registration number to each student. The program registration number shall be used for all future correspondence between the department and the student.
- d. **Semester Course Enrollment**
 - i. The Department shall complete the semester course enrollment of students within two weeks before the commencement of a semester.
 - ii. The student must have cleared his/her unpaid dues (if any) of the previous semester.
 - iii. A student shall register for the courses offered by the department on the prescribed enrollment form in consultation with the Academic Advisor.
 - iv. A regular student shall register a minimum of 9 credit hours and a maximum of 18 credit hours in a regular semester and a maximum of 6 credit hours or 2 courses in a summer session.
 - v. If a student needs a maximum of 21 credit hours to complete the degree requirements, the Vice Chancellor, on the recommendation of the Dean may allow the student to register for all the remaining courses in that semester.
 - vi. The student shall deposit his/her semester dues according to the total number of registered credit hours before the commencement of semester.
 - vii. If a student fails to register the courses before the commencement of the semester, the Dean may allow the student to register for courses within one week after the commencement of semester subject to the payment of late fees as prescribed by the University from time to time.
- e. **Add/Drop of Courses**
 - i. A student may add or drop of course(s) or convert a credit course into a non-credit course or vice-versa within one week from the commencement of a semester on the recommendations of the Academic Advisor and the concerned Dean.
 - ii. The student shall deposit the dues for the additional credit hours course(s) accordingly. In case of drop of course(s), the amount shall be refunded / adjusted accordingly.
 - iii. The Dean may allow add or drop of course(s) in the 2nd week after the commencement of semester subject to the payment of late fees as prescribed by the University from time to time.
 - iv. The Dean shall forward in the 3rd week from the commencement of the semester classes all the registration of course enrollment forms to the Controller of Examinations.
- f. **Freezing of Semester**
 - i. A student dropping all the registered courses or choosing not to register in any course during a semester shall deem to have dropped the semester.

- ii. No freezing shall be allowed in the first semester.
- iii. The frozen semester shall be counted towards the maximum period allowed under Clause 6(b) of these regulations for completing the Undergraduate degree.
- iv. The student freezing a semester after two weeks of the commencement of semester shall be required to pay tuition fee and other dues as prescribed by the University.
- v. The semester shall be frozen provided the student seeks the permission for the freezing of semester. The Vice Chancellor, on the recommendations of the Dean concerned may allow the student to drop the semester. This permission shall only be valid for the semester in which the student has requested for freezing of semester.
- vi. A student, who neither registers any course for the semester nor requests for the freezing of semester, shall deem to have abandoned the degree program.

g. Readmission

- i. The student shall pay the admission and registration fee again if he wishes to join the program in the next regular semester after abandoning the degree program under Clause 7(f) para vi.
- ii. If the student does not re-register in the next semester then he/she shall cease to be a student of the University and shall not be readmitted in the same program.

h. Transfer of Credits

- i. A student may be allowed to transfer the credit hours from other accredited Universities / Degree Awarding Institutes only at the time of admission to the University. The Dean shall evaluate and recommend the transfer of credits.
- ii. No credit of a course shall be transferred if the letter grade is less than C with minimum grade point of 2.0.
- iii. A maximum of 60% of total credit hours required for the completion of an Undergraduate program shall be allowed to be transferred.
- iv. The courses allowed to be transferred shall have at least 80% similarity of contents of the core courses on the scheme of studies offered in an Undergraduate program of the University. For elective course, the Dean shall evaluate the course and recommend the transfer to a comparable / identical course.
- v. The transferred course shall be marked as transferred on the transcript.
- vi. The grade and the grade point of the transferred course shall not be used in calculating the SGPA and CGPA calculation.
- vii. The student shall be responsible for providing the syllabi, letter grades and grade points of the courses from the last University / DAI attended.

8. EXAMINATIONS

- a. A student shall be evaluated in each course on the basis of periodical quizzes/ mid semester test(s)/ assignment(s)/ group discussion(s)/ presentations / project(s) during the semester and terminal examination at the end of the semester. These (to be determined by the teacher concerned) will have different weightage contributing towards the overall

assessment in percent marks. The weightage may be determined, based on the following guidelines:

Nature of Examination	Course With Lab	Course Without Lab
Quizzes	5 - 10%	5 – 15%
Mid Semester Examinations	20 – 30%	30 – 40 %
Assignments / Presentations	5 – 10%	5 – 10%
Practical / Project (if applicable)	10 - 20%	-
End Semester Examination	40 – 50%	40 – 50%

- b. In case a student joins a course after it has been started, he/she shall be responsible for any missed quizzes, assignments and lectures.
- c. There shall be written examination for each course at the end of each semester on the dates fixed by the Controller of Examinations in consultation with the Dean concerned.
- d. The faculty members/visiting teacher shall discuss all the sessional tests, assignments, quizzes, terminal examination papers and their evaluation with the students during the semester.
- e. A date-wise record of the attendance of students shall be maintained by each teacher.
- f. A student shall be eligible to appear in the end semester examination provided that:
 - i. He/she has been on the rolls of the University during that semester.
 - ii. He/she has registered himself/herself for the courses of study and has attended at least 75% of the lectures/laboratory work (whatsoever may be the reason including medical and emergency situations) and completed the course work to the satisfaction of the department concerned.
 - iii. The student falling short of the required percentage of attendance of lectures/seminars/practical/laboratory/demonstrations, etc., shall not be allowed to appear in the end semester examination of the concerned course and shall be treated as having withdrawn from that course. The course shall appear on the transcript with a letter grade “W”.
 - iv. He/she has paid all the University dues including tuition fee / hostel fee etc. before the commencement of the end semester examination.
- g. A handicapped/ disabled (blind) student will be provided writer/amanuensis at the expense of the University on the recommendations of the Dean. The writer/ amanuensis shall be of a lower grade of education than the student. He/she would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.
- h. **Project / Thesis**
 - i. The students of those departments where project / thesis is a requirement for the Undergraduate degree will be required to carry out research on a project / thesis of minimum 6 credit hours and submit a project report / thesis as a requirement for partial fulfillment of their Undergraduate degrees in the relevant disciplines.
 - ii. Each student shall perform research work under the supervision of a person appointed by the Dean.
 - iii. Where necessary and desirable, a co-supervisor may also be appointed by the Dean.

- iv. A student shall select a topic of research in consultation with his/her supervisor during the semester (normally the 7th semester in the 4-year degree program or 9th semester in the 5-year program) preceding the graduating semester.
 - v. The student will be required to do field work upto 16 weeks where necessary.
 - vi. The student is required to complete the project / thesis in the semester in which it is registered.
 - vii. The final project /thesis will be submitted as prescribed by the department through the supervisor to the department by the end of the semester in which it is registered.
 - viii. In case a student fails to complete the final project/thesis in the semester in which it is registered, the Dean may allow him/her an extension upto the commencement of the next semester. A student will be required to pay such charges for use of facilities as the University may prescribe from time to time. No fellowship or financial assistance shall be provided during the extended period.
- i. **Panel of Examiner**
- i. A panel of external examiners for evaluation of project report/thesis and conduct of viva-voce examination shall be recommended by the respective Board of Studies and approved by the Vice Chancellor.
 - ii. The External Examiner shall be appointed by the Dean of the Faculty concerned from the approved panel.
 - iii. The External Examiner shall evaluate the project report/thesis and conduct viva-voce examination of the student on the date and time given by the Dean of the faculty concerned.
 - iv. In case, the project/thesis is adjudged inadequate by the external examiner, he/she may reject the project report/thesis or ask the student to revise the same.
 - v. The student shall be required to submit the revised version of the project report/thesis within a period of one month from the date of viva-voce examination. The revised version of the project report/thesis shall be examined by the supervisor and the Dean of the faculty concerned.
 - vi. The result of the revised version as received from the Dean of the faculty concerned shall be declared and no further extension shall be granted in case the revised version of the project report/thesis has been rejected.
 - vii. After the viva-voce examination, the successful student shall submit three hard bound copies of the project report/thesis to the department for onward transmission to the Controller of Examinations for declaration of result. A copy of the project report/thesis will be deposited by the Controller of Examinations in the Library.
 - viii. The result of the student shall not be declared unless he/she has submitted three hard bound copies of the project report/thesis to the department.
 - ix. The project report/thesis shall be printed on A4 size (8.27” x 11.69”) paper and shall have a black hard binding-
- j. Each successful student shall be awarded the degree on successful completion of all the requirements of Undergraduate program.

9. GRADES, PROMOTIONS AND MERIT

- a. Each course shall carry 100 marks. The minimum pass marks for each course shall be 50%. Marks and grade points shall be calculated according to the following table.

TABLE FOR AWARD OF GRADES

Marks Obtained	Grade	Grade Points
90 – 100	A+	4.0
80 – 89	A	4.0
70 – 79	B	3.0*
60 – 69	C	2.0*
50 – 59	D	1.0*
Less than 50	F	0.0
Incomplete	I	-
Withdrawal	W	-
Replaced Grade	R	-

* to be increased by 0.1 for every 1 score above the minimum for the letter grade band.

- b. Marks will be rounded for each course only once after adding in-semester and final examination marks. Marks would be rounded up / down from first decimal as under:
- i. If first decimal is equal to or greater than 5, the value is to be rounded up to next higher whole number e.g. 67.5 will be treated as 68 and 69.5 will be treated as 70.
 - ii. If first decimal is less than 5, the value is to be rounded down to the current whole number e.g. 67.4 will be treated as 67 and 69.4 will be treated as 69.

- c. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:

$$\text{SGPA} = \frac{\sum \text{Course Credit Hours in the semester (excluding W and I)} \times \text{Grade Points Earned}}{\text{Total Semester Credit Hours (excluding W and I)}}$$

$$\text{CGPA} = \frac{\sum \text{Course Credit Hours in all semesters (excluding W, I \& R)} \times \text{Grade Points Earned}}{\text{Total Credit Hours taken in all semesters (excluding W, I \& R)}}$$

- d. SGPA and CGPA shall be rounded off to second decimal when shown on the transcript and in record(s) of result.
- e. The result of student in each course, whether passed or failed, shall be indicated on the transcript by letter grade. A separate transcript shall, however be issued to each student showing percentage of marks, grade obtained in each course, SGPA and CGPA.
- f. Non Credit course as defined in Clause 2(p) of these regulations shall not be counted in the SGPA and CGPA calculations.
- g. **Withdrawal of Course and Grade ‘W’**
- i. A student shall be allowed to withdraw from a course 2 weeks before the end of the classes in the semester subject to the approval by the course teacher and Dean concerned. The withdrawn courses shall appear on the transcript with letter grade

- ‘W’. For the courses with co-requisites (for example, courses with theory as well as lab work), if a student withdraws one component of such a course then it shall be deemed as he/she has withdrawn the whole course.
- ii. No credits shall be given to the withdrawn course(s) and it shall not be used in the SGPA and CGPA calculations.
 - iii. The student may repeat the withdrawn course whenever offered next. He/she shall attend all the classes / tutorial and shall appear in all quizzes/mid semester test(s)/assignment(s)/group discussion(s)/presentation(s)/project(s) during the semester/session and terminal examination at the end of the semester/session.
 - vi. He/she shall pay the dues for repeating the withdrawal course(s).
- h. Grade ‘F’**
- i. If a student fails to appear in the terminal examination of a course on medical or any other reasons, he/she be treated as absent and failed. If a student absents himself/herself in a test, no separate test will be arranged.
 - ii. The minimum pass marks for each course shall be 50. A student obtaining less than 50 marks in any course shall be deemed to have failed in that course.
 - iii. The grade point for the Grade ‘F’ shall be 0 and it will be used in the SGPA and CGPA calculations.
 - iv. Whenever a student fails in a course, he/she shall repeat the course as soon as the course is offered to improve his/her grade. He/she is required to attend all the classes / tutorial and shall appear in all quizzes/ mid semester test(s)/ assignment(s)/group discussion(s)/presentations/project(s) during the semester and terminal examination at the end of the semester.
 - v. He/she shall pay the dues for repeating the failed course(s).
- i. Grade ‘I’**
- i. If a student fails to appear in the terminal examination of a course on medical or any other reasons, he/she be treated as absent and failed. However, in special circumstances, on the request of the student, the Dean of the Faculty concerned, on the recommendations of the teacher/supervisor concerned, may allow for the award of Grade ‘I’ to the student in a course provided that the attendance and other requirements of the course must have been completed by the student.
 - ii. No credits shall be given to the Grade ‘I’ and it shall not be used in the SGPA and CGPA calculations.
 - iii. The unfinished requirements must be met no later than the end of the next term (semester/session), otherwise it will automatically change to an “F”. It will be responsibility of the student to complete the specified requirements within the stipulated time as approved by the Dean on recommendations of teacher/supervisor.

j. Repeating Courses

- i. A student may be allowed to repeat a course in a regular semester or summer session to improve his/her grade of the course. However, in a summer session a student may be allowed to register only those courses in which he/she has previously obtained a “D”, “F” or “W” grade.
- ii. A student is required to attend all the classes/tutorial and shall appear in all quizzes/mid semester test(s)/assignment(s)/group discussion(s)/presentations/project(s) during the semester and terminal examination at the end of the semester.
- iii. He/she shall pay the dues for repeating the course(s).
- iv. A course which is repeated in a subsequent semester(s)/session(s) shall be reflected in the transcript corresponding to the respective semester(s)/ session(s) for as many times as it is registered for. The old grade of the course shall be replaced with the letter grade “R” without changing the previous GPA/CGPA. The new grade, through its corresponding semester/session, shall be used for computation of the GPA/CGPA. Provided the new grade is lower than the previous grade then the previous grade shall retain as such; whereas the new (lower) grade shall be marked as “W” without affecting the GPA/CGPA and the repeat shall be reflected in the transcript corresponding to the respective semester/session. Provided also a student, after approval of the Dean, takes a new elective course in lieu of a previous elective course in which he/she has failed then the grade of the previous course shall be replaced with the letter grade “R” without changing the previous GPA/CGPA. Both the previous and the substituted courses shall be reflected in the transcript corresponding to their respective semester/session and only the grade of the substituting course, through its corresponding semester/session, shall be used in computation of the GPA/CGPA. Withdrawal of a substituting course shall not change the grade of the previous course as well as the previous GPA/CGPA.
- v. A student may be allowed to improve his/her CGPA by repeating course(s) after completion of the program with the approval of the Vice Chancellor on recommendations of the In-Charge/HOD through the Dean. Provided the maximum allowable time of the program is not over and that he/she has not been issued the degree. The student shall have to surrender his/her previous transcript, provisional certificate and other related document(s).

k. Academic Deficiency

- i. A student shall be required to maintain a minimum CGPA of 2.0 throughout the period of study.
- ii. At the end of every semester (including the summer session), a probation warning is issued to the student if the CGPA of the student falls below 2.0. However, if a student cannot earn a minimum GPA of 1.0 in the first semester, then he/she shall be dismissed from the program. In case GPA of a student in the first semester falls below 1.5 but equal to or above 1.0 then he/she shall be given a serious warning (the last chance to attain a semester GPA of 2.0 or above). A student on serious

- warning shall be dismissed from the program if he/she fails to achieve minimum semester GPA of 2.0.
- iii. A student with a warning probation cannot register courses in the subsequent semester without the approval of the Dean.
 - iv. After each semester (including the summer session), if the CGPA of a student is less than the 2.0, the probation count increases by one.
 - v. If the CGPA of the student equals or exceeds 2.0, the probation count becomes zero.
 - vi. If the probation count of a student becomes three (3), he/she shall be relegated. A relegated student shall not be allowed to register any new course(s) and only re-register his/her repeatable courses. During relegation he/she shall have to maintain a minimum SGPA of 2.00. To remove the relegation status he/she shall have to earn a minimum CGPA of 2.00. The relegation period shall be counted towards the maximum period allowed for the program.

l. **Zulfiqar Gold Medal**

A student obtaining overall first position in the department shall be awarded a Certificate of Merit and Zulfiqar Gold Medal provided that

- i. He/she obtains maximum CGPA in the batch but not less than 3.5 CGPA.
- ii. He/she must have obtained Grade 'C' or above in all the courses throughout the program.
- iii. He/she has not repeated any course.
- iv. He/she has not punished on disciplinary grounds.
- v. He/she has completed the entire requirements for Undergraduate degree within the eight (8) consecutive semesters for 4-year degree program or ten (10) consecutive semesters for 5-year degree program.

m. **Chancellor Gold Medal**

A student shall be awarded a Certificate of Merit and Chancellor Gold Medal provided that

- i. He/she obtains maximum CGPA but not less than 3.5 CGPA.
- ii. He/she must have obtained Grade 'C' or above in all the courses throughout the program.
- iii. He/she has not repeated any course.
- iv. He/she has not punished on disciplinary grounds.
- v. He/she has completed the entire requirements for Undergraduate degree with in the eight (8) consecutive semesters for 4-year degree program or ten (10) consecutive semesters for 5-year degree program.
- vi. The overall performance shall be calculated as follows:
 - Academic Performance 70%
 - Academic Extra Curricular Activities 15%
 - Non Academic Extra Curricular Activities 15%
- vii. The Academic Extra Curricular Activities shall include:
 - Research publications
 - Academic Competitions and Exhibitions

- viii. The Non Academic Extra Curricular Activities shall include (but not limited to the list below):
- Debates
 - Quiz Competition
 - Essay Writing Competition
 - Participation in Social/Relief Service (must provide a certificate)
 - Event Management
 - Qirat / Naat Competition
 - Hifz-i-Quran
- n. **Vice Chancellor List**
- A student shall be included in the Vice Chancellor List for the semester provided that
- i. He/she obtains a SGPA of 3.7 or more in a regular semester.
 - ii. He/she has not repeated any course.
 - iii. He/she has not punished on disciplinary grounds.
- o. **Dean List**
- A student shall be included in the Dean List for the semester provided that
- i. He/she obtains a SGPA of 3.5 or more in a regular semester.
 - ii. He/she has not repeated any course.
 - iii. He/she has not punished on disciplinary grounds.
- p. **Re-Checking of Answer Books**
- i. There shall be no re-evaluation/ re-assessment of the answer books.
 - ii. A student may, on the payment of fee as prescribed by the University, get the answer book re-checked for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, Dean of the concerned department and the Controller of Examination, within one month from the date of declaration of the result.
 - iii. Errors or omissions, if any, shall be rectified.

10. FEES AND OTHER DUES.

Each student shall be required to pay tuition fee and such other charges as may be determined by the University from time to time.



ACADEMIC REGULATIONS
RELATING TO THE ADMISSION, REGISTRATION AND
EXAMINATIONS FOR MS/M.Phil PROGRAM

Approved by the Academic Council in its
11th Meeting held on 12th December 2007.

Amendments approved by the Academic Council in its Subsequent meetings till the 20th meeting
held on 23rd July, 2013 are incorporated therein.

These Regulations shall be applicable from the intake of Academic Session 2013-14/Fall
Semester 2013. The previous batches shall be governed by the old regulations including the
amendments approved by the Academic Council therefor from time to time.

RIPHAH INTERNATIONAL UNIVERSITY

RIPHAH INTERNATIONAL UNIVERSITY

REGULATIONS RELATING TO THE ADMISSION, REGISTRATION AND EXAMINATIONS FOR MS/M.Phil/Equivalent PROGRAM

1. The Riphah International University shall offer courses leading to the degrees of Master of Science, abbreviated as MS, or Master of Philosophy, abbreviated as M.Phil or otherwise as prescribed for in the subjects provided in the schedule and introduced from time to time. Applications for admission to various courses of study shall be invited and admission shall be made on the basis of merit.

NOTE: Wherever applicable the regulations prescribed from time to time by the relevant regulatory authorities/councils (such as Higher Education Commission (HEC), Pakistan Engineering Council (PEC), Pakistan Medical and Dental Council (PM&DC), Pharmacy Council of Pakistan (PCP), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), etc.) shall be followed.

2. An academic year of the University shall comprise of two regular semesters (Spring and Fall), each of not exceeding eighteen (18) weeks duration including the end semester examination or as prescribed by the relevant Council. During the summer break, there may be a Summer Session of not exceeding nine (9) weeks. The contact hours during the Summer Session will be doubled to ensure that a course is completely taught in a summer session with half of the duration compared to a regular (Spring or Fall) Semester.

3. **DEFINITIONS**

Unless otherwise stated, the terms used in these regulations shall deem to have the following meaning:

- a. "University" shall mean the Riphah International University Islamabad.
- b. "Department" shall mean a teaching department or an academy or an institute or a school or a centre or an affiliated institute of the University or an academic institution with which Riphah International the University has a valid Memorandum of Understanding.
- c. "Dean" shall mean the Dean of a faculty of the University.
- d. "BASR" shall mean the Board of Advanced Studies and Research as constituted under Section 7 of the Schedule. The First statutes of the Riphah International University Islamabad Ordinance 2002.
- e. "Academic Council" shall mean the Academic Council of the Riphah International University Islamabad.
- f. A course of one credit shall mean 50-60 minutes of class room teaching or three (3) hours of laboratory work / library research per week for the duration of the semester. The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit represents the theory part while the second (right side) digit represents the laboratory / research work. Thus 3(3-0) means three credit hours of theory while 4(3-1) means a total of four credit hours, of which, three credit hours are of theory while one credit hour is for

laboratory / research. The weekly contact hours of a 3(3-0) course will be three, while the contact hours of 4(3-1) course will be six while the contact hours of 3(1-2) will be seven.

4. **ADMISSION TO THE MS/M.PHIL PROGRAM**

- a. To be eligible for admission to MS/M.Phil, a candidate:-
 2. shall possess a BE, BS, BCS, BSE (16 years), M.A/M.Sc., B-Pharmacy, Pharm-D, MBBS, BDS, DPT or equivalent degree in the relevant discipline.
 3. shall have passed the GRE type (NTS) test organized by HEC or would have to qualify the GRE type (NTS) test within the first two regular semesters. In case of basic medical and dental sciences the entry test of the Faculty is required.
 4. shall have obtained first division in the last qualifying degree. The Vice Chancellor may allow second division in special cases provided they are recommended by the regulatory bodies.
 5. shall not have obtained third division in B.A/B.Sc. or M.A/M.Sc.
 6. In case of third division in F.A/F.Sc., the candidate should have obtained first division in both B.A/B.Sc. and M.A/M.Sc.
- b. Anyone who has been rusticated or expelled by any University or college for misconduct or for use of unfair means in the examinations or any offence involving moral turpitude shall not be eligible for admission in the MS/M.Phil program
- c. Each candidate shall make an application for admission in response to an advertisement by the University on a prescribed form along with documents specified in the form.
- d. The admission to MS/M.Phil program shall be made on the basis of cumulative merit to be determined from previous academic record, written test and interview (taken together) following the scheme given in Appendix I to be approved by the Academic Council from time to time.
- e. The candidate must have obtained at least 50% marks in both the test and interview to qualify for admission to the MS/M.Phil program.
- f. Graduate Admission Committee for each department shall be constituted by the Vice-Chancellor in consultation with the Dean.

5. **PROGRAM OF STUDIES**

- a. The requirements for the MS/M.Phil degree shall comprise a minimum coursework of 24 credit hours and research work with dissertation of minimum of 6 credit hours. The research work is mandatory for MS/M.Phil, however exemption may be allowed only in those cases where research is not required.
In case continuation of the MS/M.Phil leading to Ph.D. is not feasible, the BASR may allow coursework of minimum of 6 credit hours in lieu of the research work for the grant of MS/M.Phil degree.
- b. The requirements for the MS/M.Phil degree shall normally be completed within four consecutive semesters. The maximum time for the completion of MS/M.Phil degree shall be eight (8) semesters from the time of registration in MS/M.Phil program.
- c. The course requirement shall normally be completed within the first two semesters.
- d. Research work would normally take six to twelve months. Along with the research work, only one course is allowed to be registered in the first semester of the research work (i.e.,

- third semester normally) provided the student was not able to complete the required course work within the first two semesters.
- e. Each MS/M.Phil student shall follow the syllabi and courses of studies as may be prescribed by the Academic Council from time to time.
 - f. All semester examinations shall be held on the University Campus.
 - g. English shall be the medium of instructions and thesis/examinations for all subjects except Oriental languages, in which case the medium of instruction shall be either the language itself or English. The medium of instruction for Islamiyat and Arabic shall be either Urdu or English.
 - h. An MS/M.Phil student shall be required to pay tuition fee and such other dues as determined by the University from time to time.

2. REGISTRATION OF COURSES

- a. At the beginning of each semester an MS/M.Phil student shall register for the courses of study on the prescribed registration card.
- b. The Dean shall forward within seven days of the commencement of the semester classes all the registration of course cards to the Controller of Examinations. A student may change/drop course(s) within 15 days from the commencement of semester on the recommendations of the academic advisor and the Dean. No change or drop of the registered course(s) shall be allowed after 30 days of the commencement of semester.

A student shall be allowed to withdraw from a course 2 weeks before the end of the classes in the semester subject to the approval by the course teacher and the Dean. The withdrawn courses shall appear on the transcript with letter grade 'W'.

- c. A student shall normally register for 9-12 credit hours courses in the regular semester. However in exceptional circumstances, a student may be allowed to register by the Dean for a minimum of 6 credit hours courses in a semester.

A student may register 3-6 credit hours during a summer session.

- d. A student dropping all the registered courses or choosing not to register in any course within fifteen days from the start of a semester shall deem to have dropped the semester. No freezing/dropping shall be allowed in the first semester. The dropped semester shall be counted towards the maximum period of eight semesters allowed under Clause 5(b) of these regulations for completing the MS/M.Phil degree.
- e. A student may be allowed to transfer the credit hours from other accredited Universities / DAIs. The Dean shall evaluate and recommend the transfer of credit to BASR for approval. No credit hour of a course shall be transferred if the letter grade is less than B. A maximum of 60% credit hours/courses required for completion of the program may be allowed to be transferred.

The courses allowed to be transferred should be compatible with the syllabus of the University. The transferred course shall be marked as transferred on the transcript. The grade and the grade point of the transferred credit course shall not be used in calculating

the GPA and CGPA. The student shall be responsible for providing the letter grade and grade point from the last University/DAI attended.

- f. A student, who has passed Bachelor degree (annual system), shall have to clear the prerequisite deficiency courses required for admission in the MS/MPhil program. The Dean shall evaluate and recommend the prerequisite deficiency courses. The student shall register for MS/MPhil courses only after completing the required prerequisite deficiency courses.

3. COURSES OF STUDY

The courses of study and syllabi for the MS/M.Phil program shall be submitted through the respective Boards of Faculty and the BASR to the Academic Council for approval. Such courses and syllabi shall become effective from the date of approval by the Academic Council or as may be prescribed.

4. ORGANIZATION OF TEACHING

- a. Teaching in various courses for MS/M.Phil shall be conducted in the University departments or the constituent affiliated institutions through lectures, tutorials, discussions, seminars, field work and other methods of instruction as approved by the Academic Council.
- b. Teaching shall be conducted by the University teachers or by such other persons who may be allowed by the Vice-Chancellor.
- c. Teaching shall be organized through courses prescribed by the Academic Council from time to time.
- d. Teaching shall be entrusted to a person who possesses a doctorate or equivalent unless otherwise permitted by the BASR.

5. EXAMINATIONS

- a. A student shall be evaluated in each course on the basis of periodical quizzes/ test(s)/ assignment(s)/ group discussion(s)/ project(s) during the semester and terminal examination at the end of the semester. Each course shall carry 100 marks of which 60% shall cover class work including periodic evaluations and 40% for the terminal examination.

In case a student joins a course after it has been started, he/she shall be responsible for any missed quizzes, assignments and lectures. The marks in the missed quizzes etc. will be zero while make-up tests/assignments/projects/lab shall be arranged in consultation with the concerned course teacher and the Dean.

- b. There shall be written examination for each course at the end of each semester on the dates fixed by the Controller of Examinations in consultation with the Dean.
- c. A student shall be allowed to appear in the examination provided that he / she
 1. has been on the rolls of the University during that semester

2. has registered himself/herself for the courses of study and has attended at least 75% of the lectures/laboratory work and completed the course work to the satisfaction of the department concerned.
3. The Dean of the department concerned may, on the recommendation of the teacher of the course concerned, condone the deficiency in attendance upto 5% of the total lectures, seminars, practicals and laboratory demonstration.
4. In exceptional cases, the Vice Chancellor may, on the recommendations of the Dean, further condone the deficiency in attendance upto 5% of total lectures, seminars, practicals and laboratory demonstration.
5. The student falling short of the required percentage of attendance of lectures/seminars/practicals/ laboratory demonstrations etc., shall not be allowed to appear in the terminal examination of the concerned course and shall be treated as having failed in that course.

6. GRADES, PROMOTIONS AND MERIT

- a. The minimum pass marks for each course shall be 60%. Marks and grade points shall be calculated as given in Appendix II.
- b. If a student fails to appear in the terminal examination of a course on medical or any other reasons, he/she be treated as absent and failed. If a student absents himself/herself in a test for any reason, no separate test will be arranged.

However, in special circumstances, on the request of the student, the Dean may allow for the award of Grade I to the student in a course. A student awarded Grade I in a course may appear in the final examination of that course whenever next held, and when the examination schedule make it possible for the student to take that examination, after completing the eligibility requirements. The unfinished requirements must be met within next two regular semesters, otherwise it will be converted to Grade F.

- c. A student may be allowed to repeat his/her course when offered to improve his/her grade. A student may be allowed to repeat up to maximum of 12 credit hours to improve his/her grades in the total duration of the MS/M.Phil program.

A course which is repeated in a subsequent semester(s)/session(s) shall be reflected in the transcript corresponding to the respective semester(s)/session(s) for as many times as it is registered for. The old grade of the course shall be replaced with the letter grade "R" without changing the previous GPA/CGPA. The new grade, through its corresponding semester/session, shall be used for computation of the GPA/CGPA. Provided the new grade is lower than the previous grade then the previous grade shall retain as such; whereas the new (lower) grade shall be marked as "W" without affecting the GPA/CGPA and the repeat shall be reflected in the transcript corresponding to the respective semester/session. Provided also a student, after approval of the Dean, takes a new elective course in lieu of a previous elective course in which he/she has failed then the grade of the previous course shall be replaced with the letter grade "R" without changing the previous GPA/CGPA. Both the previous and the substituted courses shall be reflected in

the transcript corresponding to their respective semester(s)/session(s) and only the grade of the substituting course, through its corresponding semester/session, shall be used in computation of the GPA/CGPA. Withdrawal of a substituting course shall not change the grade of the previous course as well as the previous GPA/CGPA.

A student may be allowed to improve his/her CGPA by repeating course(s) after completion of the program with the approval of the Vice Chancellor on recommendations of the In-Charge/HOD through the Dean. Provided the maximum allowable time of the program is not over and that he/she has not been issued the degree. The student shall have to surrender his/her previous transcript, provisional certificate and other related document(s) issued, if any.

- d. A student shall be required to maintain a minimum CGPA of 2.50 throughout the period of study. Whenever the CGPA falls below 2.50, the student will be on “1st probation” for the next semester. If the student does not come out by increasing his/her CGPA to 2.50, he/she will go on “Last Probation”. If the student, who was earlier on 1st probation, does not come out in the last probation by achieving the minimum desired CGPA of 2.50, he/she shall cease to be a student of the University and shall not be readmitted in the same program.
- e. The Supervisor shall submit two progress reports during the research work as provided under Clause 11(e) to the Controller of Examinations. If the two consecutive reports are unsatisfactory, he/she shall cease to be a student of the University and shall not be readmitted in the same program.
- f. A student who by the end of the seventh semester, does not pass 24 credits of course work or does not maintain a CGPA of 2.50 shall be deemed to have failed and shall cease to be a student of the University and shall not be readmitted in the same program unless given permission by BASR to complete MS/M.Phil by course work under Clause 5(a).
- g. A student obtaining first position in the department shall be awarded a Certificate of Merit and Chancellor Medal provided that he/she obtains a CGPA of at least 4.0 points, and has not failed in, or has repeated any course and has completed the entire requirements for MS/M.Phil degree with in the four consecutive semesters.
- h. The result of student in each course, whether passed or failed, shall be indicated on the transcript by letter grade. A separate transcript shall, however be issued to each student showing percentage of marks, grade obtained in each course, Semester GPA and CGPA. GPA and CGPA shall be determined on the basis of Numerical Grade in the manner shown in Appendix II of these regulations.

7. DISSERTATION AND APPOINTMENT OF SUPERVISOR

- a. Each student shall perform research work as partial fulfillment of the requirement of the degree under the supervision of a person appointed for the purpose by the BASR on the recommendations of the Dean except permitted by BASR for course work in lieu of research under Clause 5(a).
- b. A supervisor or co-supervisor appointed for supervising MS/M.Phil research must hold a doctorate degree unless otherwise permitted by the BASR.
- c. Where necessary and desirable, a co-supervisor may also be appointed.

- d. A student shall select a topic of dissertation which will be recommended by the supervisor and the Dean of the department concerned to the BASR for approval within thirty days of the commencements of the semester in which it is registered.
- e. The supervisor shall submit progress reports towards the end of the first and second semesters of the research work to the Controller of Examinations and beyond, if permitted to continue.
- f. Maximum two extensions in the period for completion of the research work may be allowed to a student on his/her request. Each extension shall not exceed six months in any case. The first extension shall be approved by the Dean on recommendations of the supervisor through the in-charge/HOD and the second shall be approved by the Vice Chancellor on recommendations of the supervisor and the in-charge/HOD through the Dean. Provided the extension is required and requested before appearing in the final defense/viva voce examinations. Provided further that maximum period required for completion of the degree program shall not be extended. The student shall be liable to pay the fee for extension of the period as prescribed from time to time. No fellowship or financial assistance shall be provided during the extended period.
- g. No extension beyond eight semesters shall be granted under any circumstances. A student failing to submit his/her dissertation by the end of the eighth semester shall cease to be a student of the University and shall not be readmitted in the same program.
- h. After the completion of research, each student shall submit four copies of the dissertation approved by the supervisor to the Controller of Examinations before the final examination. A copy of the dissertation will be deposited by the Controller of Examinations in the Library.
- i. The dissertation shall be printed on A4 size (8.27" × 11.69") paper and shall have a black hard binding with golden lettering on the front and the spine.

8. **DISSERTATION EXAMINATION**

A student who has completed the following requirements shall be eligible for admission to MS/M.Phil final examination.

- a. He/she has been a student on a regular basis in a Department for the prescribed period, or allowed necessary extension as provided for under Clause 11(f).
- b. He/she has successfully completed the prescribed courses, guided reading and class assignments, including seminars, colloquia and tutorials to the satisfaction of the teacher of the course and the Dean.
- c. He/she has completed a dissertation on research topic approved by the BASR.
- d. A student, who has completed the requirements above, shall submit an application on a prescribed form to the Controller of Examination for admission to the final examination for MS/M.Phil.
- e. The Supervisor shall inform the Controller of Examinations through the Dean concerned about the date on which the viva voce examination is to be held. The Vice Chancellor shall appoint three External Examiners from the panel of Examiners approved by the BASR.
- f. The examination shall be held on the University campus on such dates as may be notified by the Controller of Examinations.

- g. The Viva-Voce Examination in defense of the Dissertations shall be conducted by a committee of five examiners consisting of the Dean and the three External Examiners. The Supervisor of the student shall be the facilitator of the Viva-Voce examination.
- h. The successful completion of the research work shall be publicized in the transcript of the student with the letter grade and it shall be used in computation of the GPA and CGPA.
- i. The degree of MS/MPhil shall be issued on successful completion of all the prescribed requirements.

9. FEES AND OTHER DUES.

Each student shall be required to pay tuition fee and such other charges as may be determined by the University from time to time.

APPENDIX I

The allocation of marks for determining merit shall be as follows:-

Academic Record	55 marks
Admission Test	35 marks
Interview	10 marks

Distribution of marks allocated for the academic record shall be as under:-

Class	Ist Div / 3.0-4.0 CGPA	2nd Div / 2.0-2.9 CGPA	3rd Div
4/5 years Undergraduate	40	26	Zero
M.A./M.Sc (2 years)	20	13	Zero
B.A. /B.Sc (2 years)	20	13	Zero
F.A./F.Sc	15	10	Zero

APPENDIX II

READY RECKONER FOR CALCULATING GRADE POINT BASED ON LETTER GRADES AND CORRESPONDING NUMERICAL GRADES: (An increase of 1 marks increase GP by 0.1):

TABLE FOR AWARD OF GRADES

Percentage Marks	Grade	Grade Points
90 - 100	A+	4.0
80 - 89	A	4.0
70 - 79	B	3.0*
60 - 69	C	2.0*
Less than 60	F	0.0
Incomplete	I	-
Withdrawal	W	-
Replaced Grade	R	-

* to be increased by 0.1 for every 1 score above the minimum for the letter grade band.

Marks will be rounded for each course only once after adding in-semester and final examination marks. Marks would be rounded up / down from first decimal as under:

- If first decimal is equal to or greater than 5, the value is to be rounded up to next higher whole number e.g. 67.5 will be treated as 68 and 69.5 will be treated as 70.
- If first decimal is less than 5, the value is to be rounded down to the current whole number e.g. 67.4 will be treated as 67 and 69.4 will be treated as 69.

The Semester Grade Point average (GPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:

$$\text{GPA} = \frac{\sum \text{Course Credit Hours in the semester (excluding W and I)} \times \text{Grade Point Earned}}{\text{Total Semester Credit Hours (excluding W and I)}}$$

$$\text{CGPA} = \frac{\sum \text{Course Credit Hours in all Semesters (excluding W, I and R)} \times \text{Grade Point Earned}}{\text{Total Credit Hours taken in all Semesters (excluding W, I and R)}}$$

Semester GPA and CGPA shall be rounded off to second decimal when shown on the transcript and in record(s) of result.



ACADEMIC REGULATIONS
RELATING TO THE ADMISSION, REGISTRATION AND
EXAMINATIONS FOR Ph.D. PROGRAM

**Approved by the Academic Council in its
11th Meeting held on 12th December 2007.**

**Amendments approved by the Academic Council in its Subsequent meetings till the 20th
meeting held on 23rd July, 2013 are incorporated therein.**

**These Regulations shall be applicable from the intake of Academic Session 2013-14/Fall
Semester 2013. The previous batches shall be governed by the old regulations including the
amendments approved by the Academic Council therefor from time to time.**

**RIPHAH INTERNATIONAL UNIVERSITY
ISLAMABAD**

RIPHAH INTERNATIONAL UNIVERSITY

REGULATIONS RELATING TO THE ADMISSIONS, REGISTRATIONS AND EXAMINATIONS FOR THE PH.D. PROGRAM

In pursuance of 7(c) of Schedule, the First Statutes of the Riphah International University Islamabad Ordinance, October 2002, the following Regulations are prescribed to govern the matters relating to the admissions, registrations and examinations for the Ph.D. programs.

NOTE: Wherever applicable the regulations prescribed from time to time by the relevant regulatory authorities/councils (such as Higher Education Commission (HEC), Pakistan Engineering Council (PEC), Pakistan Medical and Dental Council (PM&DC), Pharmacy Council of Pakistan (PCP), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), etc.) shall be followed.

1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- a. These Regulations shall be called the Riphah International University Islamabad Ph.D. Regulations 2007.
- b. The Riphah International University shall offer a program leading to the degree of Doctor of Philosophy, abbreviated as Ph.D., in the subjects provided in the schedule and introduced from time to time.
- c. These shall apply to Ph.D. candidates admitted in a post-graduate Department/Center, Institute or affiliated college of the Riphah International University.
- d. An academic year of the University shall comprise of two regular semesters (Spring and Fall), each of not exceeding eighteen (18) weeks duration including the end semester examination or as prescribed by the relevant Council. During the summer break, there may be a Summer Session of not exceeding nine (9) weeks. The contact hours during the Summer Session will be doubled to ensure that a course is completely taught in a summer session with half of the duration compared to a regular (Spring or Fall) Semester.
- e. Statutes regarding PhD programs in the Faculty of Health and Medical Sciences are attached as **Appendix I**. These statutes shall be applicable on the PhD programs in the Faculty of Health and Medical Sciences in conjunction with these regulations.

2. DEFINITIONS

Unless otherwise stated, the terms used in these regulations shall deem to have the following meaning:

- a. "University" shall mean the Riphah International University Islamabad.
- b. "Ph.D." shall mean the Doctor of Philosophy.
- c. "Department" shall mean a teaching department or an academy or an institute or a school or a centre or an affiliated institute of the University or an academic

institution with which Riphah International University has a valid Memorandum of Understanding.

- d. “Dean” shall mean the Dean of a faculty of the University.
- e. “BASR” shall mean the Board of Advanced Studies and Research as constituted under Section 7 of Schedule, The First Statutes of the Riphah International University Islamabad Ordinance 2002.
- f. “Academic Council” shall mean the Academic Council of the Riphah International University Islamabad.
- g. “Ph.D. Candidate” shall mean a scholar as defined under Section 4(i) of these Regulations.
- h. “Supervisor” shall mean a supervisor appointed for a Ph.D. candidate under Section 12 of these Regulations.
- i. “Examiners” shall mean the examiners as appointed under Section 14 of these Regulations.
- j. “Thesis” shall mean a thesis encompassing original research performed by the Ph.D. candidate.
- k. “Related Subjects” shall mean subject(s) conducted by the department other than the one in which the scholar is enrolled
- l. “Registrar” shall mean the Registrar of the Riphah International University.

3. **ELIGIBILITY**

- a. To be eligible for admission to the Ph.D. program, a candidate shall possess MS/M. Phil or its equivalent or a masters degree (like MPH) of a minimum of 30 credit hours with first class or with a CGPA of 3.0 or above in a relevant discipline from a recognized University/Institution.
- b. The candidate must have carried out at least 6 credit hours of research work with dissertation in MS/M.Phil or its equivalent degree.
- c. The candidate must have passed the International GRE (Subject) test / GAT (Subject) test for admission in Ph.D. However, in the disciplines where this test is not available, the equivalent test shall be developed locally by the University. The candidate is required to take at least 50% score in the University test.
- d. For Ph.D in Medical Sciences candidates possessing a qualification considered equivalent to Ph.D by HEC (e.g. FCPS, MS, MD) will also be eligible for admission. Condition in Section “c” will not apply to such candidates.

4. **ADMISSION AND REGISTRATION**

- a. Each candidate shall make an application for admission to Ph.D. program in response to an advertisement by the University on the prescribed form along with documents specified in the form.
- b. The application shall be submitted to the Dean in which the student wishes to pursue his/her studies.
- c. All applications received in the department shall be periodically considered by the Graduate Admission Committee of the department concerned.

- d. The graduate admission committee for each department shall be constituted by the Vice Chancellor on recommendation of the Dean.
- e. The graduate admission committee shall recommend a Supervisor, with his/her written consent, for each candidate.
- f. A “notification of registration” for each candidate approved for admission to Ph.D. program shall be issued by the University.
- g. Each student so selected shall be required to register and pay the dues within 30 days from the date of issuance of the notification of registration, failing which the admission of the selected candidate shall be deemed as cancelled. The tuition fee and other dues shall be determined by the University from time to time.
- h. A student registered for the Ph.D. course shall be called a Post Graduate Researcher.
- i. After passing the Comprehensive Examination, a Post Graduate Researcher shall be called a Ph.D. Candidate.
- j. The Registrar shall maintain a register of Post Graduate Researchers and assign a registration number to each Post Graduate Researcher at the time of admission.
- k. Registration may be renewed on payment of the prescribed fee, if a scholar is re-admitted within a year, after having been struck off from the University rolls for any valid reason.

5. PROGRAM OF STUDIES

- a. The requirements for the Ph.D. degree shall comprise a minimum Ph.D. level course work of 18 credit hours followed by a comprehensive examination and a dissertation of minimum of 18 credit hours based on research. Candidates in possession of qualification accepted by HEC equivalent to Ph.D, will be exempted from the course work. However, he/she will have to take comprehensive examination.
- b. The requirements for the Ph.D. degree shall normally be completed within three years from the date of registration. The maximum time for completion of Ph.D. degree shall be six years from the date of registration in the Ph.D. program. Only under exceptional circumstances, to be described in detail by the Ph.D. candidate and supported by the supervisor, the BASR may allow extension of up to one year beyond the maximum time limit.
- c. The course requirement shall normally be completed within first two semesters.
- d. After the completion of coursework, a Post Graduate Researcher shall be required to pass a comprehensive examination.
- e. Each Post Graduate Researcher shall follow the syllabi and course of studies as may be prescribed by the Academic Council from time to time.
- f. Dissertation based on research shall be submitted after the acceptance/ publication of a research paper in an HEC approved/recognized journal.
- g. Research work would normally take two years. However, maximum two extensions in the period for completion of the research work may be allowed to a student on his/her request. Both the extensions shall be approved by the BASR. Each extension shall not exceed twelve months in any case provided the extension is required and requested before appearing in the final defense/viva voce examinations. Provided further the maximum period allowed for completion of the degree program shall not

be extended. The student shall be liable to pay the prescribed fee for extension of the period.

- h. All examinations shall be held on the University Campus.
- i. English shall be the medium of instructions and thesis/examinations for all subjects except Oriental languages, in which case the medium of instruction shall be either the language itself or English. The medium of instruction for Islamiyat and Arabic shall be either Urdu or English.
- j. A Post Graduate Researcher shall be required to pay tuition fee and such other dues as determined by the University from time to time.

6. REGISTRATION OF COURSES

- a. At the beginning of each semester a Post Graduate Researcher shall register for the courses of study on the prescribed registration card.
- b. The Dean shall forward within seven days of the commencement of the semester classes all the registration of course cards to the Controller of Examinations. A Post Graduate Researcher may change/drop course(s) within 15 days from the commencement of semester on the recommendations of the supervisor by the Dean. No change or drop of the registered course(s) shall be allowed after 30 days of the commencement of semester.
A Post Graduate Researcher shall be allowed to withdraw from a course after the course add/drop session up to 2 weeks before the end of the classes in the semester subject to the approval by the course teacher and the Dean. The withdrawn courses shall appear on the transcript with letter grade 'W'.
- c. A Post Graduate Researcher shall normally register for 6-9 credit hours courses in the regular semester. A Post Graduate Researcher may register 3-6 credit hours during a summer session.
- d. A Post Graduate Researcher dropping all the registered courses or choosing not to register in any course within fifteen days from the start of a semester shall deem to have dropped the semester. No freezing/dropping shall be allowed in the first semester. The dropped semester shall be counted towards the period required for completing the course work.
- e. A Post Graduate Researcher may be allowed to transfer the credit hours from other accredited Universities/DAIs. The Dean shall evaluate and recommend the transfer of credit to BASR for approval. No credit hour of a course shall be transferred if the letter grade is less than B. A maximum of 60% credit hours/courses required for completion of the program may be allowed to be transferred.
The courses allowed to be transferred should be compatible with the syllabus of the University. The transferred course shall be marked as transferred on the transcript. The grade and the grade point of the transferred credit course shall not be used in calculating the GPA and CGPA. The Post Graduate Researcher shall be responsible for providing the letter grades and grade point from the last University/DAI attended.

7. COURSES OF STUDY

The courses of study and syllabi for the Ph.D. program shall be submitted through the respective Boards of Studies and the BASR to the Academic Council for approval. Such courses and syllabi shall become effective from the date of approval by the Academic Council or as may be prescribed.

8. ORGANIZATION OF TEACHING

- a. Teaching in various courses for Ph.D. shall be conducted in the University departments or the constituent/affiliated institutions through lectures, tutorials, discussions, seminars, field work and other methods of instruction as approved by the Academic Council.
- b. Teaching shall be conducted by the University teachers or by such other persons who may be allowed by the Vice-Chancellor.
- c. Teaching shall be organized through courses prescribed by the Academic Council from time to time.
- d. Teaching shall be entrusted to a person who possesses a doctorate degree.

9. COURSE EXAMINATION

- a. A Post Graduate Researcher shall be evaluated in each course on the basis of periodical quizzes/test(s)/assignment(s)/group discussion(s)/project(s) during the semester and terminal examination at the end of the semester. Each course shall carry 100 marks of which 60% shall cover class work including periodic evaluations and 40% for the terminal examination.

In case a Post Graduate Researcher joins a course after it has been started, he/she shall be responsible for any missed quizzes, assignments and lectures. The marks in the missed quizzes etc. will be zero while make-up tests/ assignments/projects/lab shall be arranged in consultation with the concerned course teacher and Dean.

- b. There shall be written examination for each course at the end of each semester on the dates fixed by the Controller of Examinations in consultation with the Dean.
- c. A Post Graduate Researcher shall be allowed to appear in the examination provided that he/she
 1. has been on the rolls of the University during that semester.
 2. has registered himself/herself for the courses of study and has attended at least 75% of the lectures/laboratory work and completed the course work to the satisfaction of the department concerned.
 3. The Dean may, on the recommendation of the teacher of the course concerned, condone the deficiency in attendance up to 5% of the total lectures, seminars, practicals and laboratory demonstration.
 4. In exceptional cases, the Vice Chancellor may, on the recommendations of the Dean, further condone the deficiency in attendance up to 5% of total lectures, seminars, practicals and laboratory demonstration.
 5. The Post Graduate Researcher falling short of the required percentage of attendance of lectures/seminars/practicals/ laboratory demonstrations etc.,

shall not be allowed to appear in the terminal examination of the concerned course and shall be treated as having failed in that course.

10. GRADES AND PROMOTIONS

- a. The minimum pass marks for each course shall be 60%. Marks and grade points shall be calculated as given in **Appendix II**.
- b. If a Post Graduate Researcher fails to appear in the terminal examination of a course on medical or any other reasons, he/she be treated as absent and failed. If a Post Graduate Researcher absents himself/herself in a test for any reason, no separate test will be arranged.

However, in special circumstances, on the request of the Post Graduate Researcher, the Dean on the recommendation of the teacher concerned may allow for the award of Grade I to the Post Graduate Researcher in a course. A Post Graduate Researcher awarded Grade I in a course may appear in the final examination of that course whenever next held, and when the examination schedule make it possible for the Post Graduate Researcher to take that examination, after completing the eligibility requirements. The unfinished requirements must be met within next two regular semesters, otherwise it will be converted to Grade F. If the course cannot be offered, he/she may take an additional course.

- c. A student may be allowed to repeat his/her course when offered to improve his/her grade. A student may be allowed to repeat up to maximum of 9 credit hours to improve his/her grades in the total duration of the PhD program.

A course which is repeated in a subsequent semester(s)/session(s) shall be reflected in the transcript corresponding to the respective semester(s)/ session(s) for as many times as it is registered for. The old grade of the course shall be replaced with the letter grade “R” without changing the previous GPA/CGPA. The new grade, through its corresponding semester/session, shall be used for computation of the GPA/CGPA. Provided the new grade is lower than the previous grade then the previous grade shall retain as such; whereas the new (lower) grade shall be marked as “W” without affecting the GPA/CGPA and the repeat shall be reflected in the transcript corresponding to the respective semester/session. Provided also a student, after approval of the Dean, takes a new elective course in lieu of a previous elective course in which he/she has failed then the grade of the previous course shall be replaced with the letter grade “R” without changing the previous GPA/CGPA. Both the previous and the substituted courses shall be reflected in the transcript corresponding to their respective semester(s)/session(s) and only the grade of the substituting course, through its corresponding semester/session, shall be used in computation of the GPA/CGPA. Withdrawal of a substituting course shall not change the grade of the previous course as well as the previous GPA/CGPA.

A student may be allowed to improve his/her CGPA by repeating course(s) after completion of the program with the approval of the Vice Chancellor on

recommendations of the In-Charge/HOD through the Dean. Provided the maximum repeatable credit hours and the allowable time of the program is not over and that he/she has not been issued the degree. The student shall have to surrender his/her previous transcript, provisional certificate and other related document(s) issued, if any.

- c. Whenever a Post Graduate Researcher fails in a course, he/she shall repeat the course when offered to improve his/her grade. A Post Graduate Researcher may be allowed to repeat a maximum of three courses (9 credit hours) to improve his/her grades in the total duration of the Ph.D. program.

In case a Post Graduate Researcher repeats the course which has already been taken, the old grade will be substituted with the new grade (for CGPA calculation) but in case a Post Graduate Researcher takes a new course in lieu of the course in which he/she has failed, both the grades will be reflected on his/her transcript, i.e. the old course grade and new course grade.

- d. A Post Graduate Researcher shall be required to maintain a minimum CGPA of 3.0 throughout the period of study.

Whenever the CGPA falls below 3.0, the Post Graduate Researcher will be on “1st probation” for the next semester. If the Post Graduate Researcher does not come out by increasing his/her CGPA to 3.0, he/she will go on “Last Probation”. If the Post Graduate Researcher, who was earlier on 1st probation, does not come out in the last probation by achieving the minimum desired CGPA of 3.0, his/her registration shall be deemed as cancelled and shall not be readmitted in the same program.

- e. A Post Graduate Researcher who by the end of the fourth semester, does not pass 18 credit hours of course work or does not maintain a CGPA of 3.0 shall be deemed to have failed and his/her registration shall be deemed as cancelled and shall not be readmitted in the same program..
- f. The result of Post Graduate Researcher in each course, whether passed or failed, shall be indicated on the transcript by letter grade. A separate transcript shall, however be issued to each Post Graduate Researcher showing percentage of marks, grade obtained in each course, Semester GPA and CGPA. GPA and CGPA shall be determined on the basis of Numerical Grade in the manner shown in Appendix I of these regulations.

11. COMPREHENSIVE EXAMINATION AND PUBLICATION

- a. A Post Graduate Researcher, who has completed the minimum 18 credit hours course work, shall submit an application on a prescribed form to the Controller of Examination for admission in the comprehensive examination.
- b. The comprehensive examination shall consist of written and oral parts.
- c. The comprehensive examination shall be conducted by a Ph.D. Examination Committee appointed by the Vice Chancellor on the recommendations of the Dean in consultation with the Supervisor. The Supervisor of the Post Graduate Researcher will also be co-opted as a member of this committee.

- d. A department shall normally hold at least one comprehensive examination in an academic year.
- e. The pass percentage of the comprehensive examination shall be 70%.
- f. If the Post Graduate Researcher does not pass the comprehensive examination in the first attempt, he/she may be given one more chance on the recommendation of his/her Supervisor. The registration of the Post Graduate Researcher shall be deemed as cancelled, if he/she does not pass the comprehensive examination even in the second attempt.
- g. The registration of the Post Graduate Researcher shall be deemed as cancelled, if he/she does not pass the comprehensive examination within three years from the date of registration in the Ph.D. program.
- h. After passing the comprehensive examination, but before the submission of his/her thesis, the Ph.D. candidate must have acceptance/publication of at least one research paper in the HEC approved/recognized journal.

12. SUPERVISOR AND SYNOPSIS/RESEARCH PROPOSAL

- a. The BASR shall appoint a Supervisor (and a Co-Supervisor, if necessary) from the relevant field on the recommendations of the Graduate Admission Committee, preferably from the HEC Approved Ph.D. Supervisors List. In case such a Supervisor is not available, a Professor or an Associate Professor from the relevant discipline may be appointed.
- b. The Supervisor (and Co-Supervisor, if necessary) must possess a doctoral degree.
- c. The Supervisor of the Ph.D. candidate shall submit a detailed report to BASR after every six months on the progress of the student in accordance with the prescribed format. In case of two consecutive adverse reports, the BASR may cancel the registration of the Ph.D. candidate.
- d. The research proposal/synopsis shall be submitted by the Ph.D. candidate preferably during the first year of the Ph.D. program for the approval of BASR.
- e. The BASR shall approve the field of research/title on the recommendations of the department concerned.
- f. On the completion of research, the Ph.D. candidate shall submit a draft of thesis for scrutiny and advice to the Supervisor.

13. THESIS

The thesis submitted by the Ph.D. candidate shall comply with the following conditions.

- a. It shall form a distinct contribution to knowledge and afford evidence of originality, shown by the discovery of new facts, by the exercise of independent critical judgment, and/or by the invention of new methods of investigation.
- b. It shall not include research work for which a degree has already been conferred in this University or any other University/DAI.
- c. It shall be written in English for all subjects except Oriental languages, in which case it shall be either the language itself or English. For Islamiyat and Arabic, the thesis shall be written in either Urdu or English.

14. THESIS EXAMINATION

- a. There shall be a standing list of external examiners for each department consisting of persons of eminence in the respective field of research. The list shall be suggested from time to time by the Board of Studies of the department/Board of Faculty concerned and approved by the BASR. The external examiners will be requested to critically examine the thesis for its suitability for the award of Ph.D. degree.
- b. The Ph.D. candidate shall submit five unbound copies of his/her completed thesis along with an application on prescribed form for the evaluation of his/her thesis, duly forwarded by his/her supervisor and the Dean.
- c. The Supervisor shall suggest a panel of six external examiners from the approved list. The Vice Chancellor shall appoint three external examiners (out of whom two must be from the technologically advanced countries, except for those fields in which the relevant expertise are not available) from the suggested panel to evaluate the thesis.
- d. The reports of the external examiners shall be placed before the BASR for consideration.
- e. If the thesis is adjudged as adequate by two of the three examiners, the BASR shall allow the Ph.D. candidate to appear in the viva-voce (thesis defense) examination.
- f. If two of the three external examiners find that thesis is wholly inadequate and thereafter declared rejected by the BASR, the PhD candidate may be permitted to submit a new thesis provided sufficient allowable time to complete the new research work is available or otherwise he/she may be advised not to undertake the venture again.
- g. If any of the examiners suggests modifications/revision of the thesis, the Ph.D. candidate shall be required to resubmit a revised version of the thesis, duly certified by the supervisor within one year.
- h. The revised version of the thesis shall be approved by the same external examiner who suggested modification/revision of the thesis.
- i. If any of the external examiners finds the thesis adequate but suggests minor modifications/revision, this may be incorporated without referring again to the external examiner as required in clause (h). The revised version must be certified by the Supervisor to the effect that the modifications/revision identified has been properly rectified.
- j. The viva-voce (thesis defense) examination shall be conducted by the two external examiners appointed by the Vice Chancellor from the panel approved by the BASR, the Supervisor and the Dean.
- k. The viva-voce examination shall be open to public but the evaluation will be done only by the appointed panel of examiners.
- l. If the Ph.D. candidate fails to satisfy the examiners in the via-voce examination, he/she may be given one chance to defend the thesis for the second and final time within a period of six months from the date of viva-voce examination. If the Ph.D. candidate fails to satisfy the examiners on the second viva-voce examination then the registration of the Ph.D. candidate shall be deemed as cancelled. However,

BASR may evaluate and recommend to confer him/her a lower award like MS/MPhil on his/her request.

- m. The successful completion of the research work shall be publicized in the transcript as “pass” and it shall not be used in the computation of grade point average.
- n. A Ph.D. candidate who successfully completes all the requirements shall be awarded, with the approval of BASR and Academic Council, the degree of Ph.D. under the seal of the University.

The Vice Chancellor may approve the recommendations of the BASR on behalf of the Academic Council regarding the award of Ph.D. degree to the Ph.D. candidate.

15. **FEES AND OTHER DUES.**

Each Ph.D. candidate shall be required to pay tuition fee and such other charges as may be determined by the University from time to time.

APPENDIX I**Statutes for PhD Program in the Faculty of Medical and Health Sciences:****GENERAL:**

1. The University shall offer programme leading to the degree of Doctor of Philosophy (PhD) in Health and Medical Sciences in the subjects as already provided and introduced from time to time.
2. Faculty of Health and Medical Sciences with all its constituent and affiliated colleges shall be considered as one “Department” for the Ph. D programmes.
3. All Ph. D qualified faculty members of all the constituent and affiliated colleges lie under the purview of FHMS of the university will be designated as faculty members of FHMS for Ph. D programme.
4. Where required suitable Ph. D faculty will be inducted from outside the University as “adjunct” faculty to supervise a student and “visiting” faculty for the course work.
5. All examinations, including entry test and interview, will be conducted at one of the main campuses of the University.
6. All course work will be carried out at one of the main campuses of the University in accordance with an approved schedule.
7. In case of Candidates with FCPS or equivalent qualification, the course work of that qualification will be examined against the content of course work prescribed (n credit hours) for Ph. D programme for which they applied. They will be given equivalence from the course work equal to credit hours recommended by the admission committee.
8. A student initially registered for MPhil programme work may be transferred on recommendations of the Department and the Advanced Studies & Research Board to the PhD programme, provided that the student has passed all the MPhil course work and has shown undoubted promise for research.
9. Research work must be carried out in an institution/ facility which is considered credible for the work described in synopsis. If the need arise, the facility will be inspected by a team nominated by Vice Chancellor.
10. All instructions and examinations shall be conducted in English.

ADMISSION AND REGISTRATION:

11. PhD programme will commence with spring semester (in month of April) of the University.
12. Admissions will be advertised in January and admission test and interview will be conducted in a month.
13. A candidate seeking admission to the PhD programme shall apply on the prescribed form to Admission Department of the University.
14. The application shall be submitted to the Dean FHMS/Director Ph. D programme.

15. Candidates, if found eligible for admission, will be issued a roll number for entry test (if NTS in the subject is not available) by the examination department.
16. Entry test will be administered by a Committee constituted by the Vice Chancellor in accordance with the HEC regulations on the subject.
17. Those candidates who qualify in NTS or entry test will be interviewed by the same committee and Dean FHMS to determine their suitability for the programme.
18. The Committee will be the final authority to recommend a candidate for admission in Ph. D programme.
19. List of the selected candidates will be forwarded to Board of Advanced Studies and Research for approval.
20. Each student so selected shall be required to register and pay the dues within 30 days from the date of issuance of the notification of registration, failing which the admission of the selected candidate shall be deemed as cancelled. The tuition fee and other dues shall be prescribed by the university from time to time.
21. The candidates will then be enrolled and registered by the university.
22. A “notification of registration” for each candidate approved for admission to PhD programme shall be issued by the University.

APPENDIX II

READY RECKONER FOR CALCULATING GRADE POINT BASED ON LETTER GRADES AND CORRESPONDING NUMERICAL GRADES: (An increase of 1 marks increase GP by 0.1):

TABLE FOR AWARD OF GRADES

Percentage Marks	Grade	Grade Points
90 – 100	A+	4.0
80 – 89	A	4.0
70 – 79	B	3.0*
60 – 69	C	2.0*
Less than 60	F	0.0
Incomplete	I	-
Withdrawal	W	-
Replaced Grade	R	-

* to be increased by 0.1 for every 1 score above the minimum for the letter grade band.

Marks will be rounded for each course only once after adding in-semester and final examination marks. Marks would be rounded up / down from first decimal as under:

- c. If first decimal is equal to or greater than 5, the value is to be rounded up to next higher whole number e.g. 67.5 will be treated as 68 and 69.5 will be treated as 70.
- d. If first decimal is less than 5, the value is to be rounded down to the current whole number e.g. 67.4 will be treated as 67 and 69.4 will be treated as 69.

The Semester Grade Point average (GPA) and Cumulative Grade Point Average shall be calculated using the following relationships:

$$\text{GPA} = \frac{\sum \text{Course Credit Hours in the semester (excluding W and I)} \times \text{Grade Point Earned}}{\text{Total Semester Credit Hours (excluding W and I)}}$$

$$\text{CGPA} = \frac{\sum \text{Course Credit Hours in all Semesters (excluding W, I and R)} \times \text{Grade Point Earned}}{\text{Total Credit Hours taken in all Semesters (excluding W, I and R)}}$$

Semester GPA and CGPA shall be rounded off to second decimal when shown on the transcript and in record(s) of result.

RULES OF CONDUCT OF EXAMINATIONS

1. Introduction

There shall be one unified examination system for all annual examinations and one for all semester system examinations. Professional examinations shall be conducted strictly following the rules / regulations / curricula of professional bodies such as Pakistan Medical and Dental Council (PM & DC), College of Physicians and Surgeons Pakistan (CPSP) etc. The Controller of Examinations, with the assistance of the Dean(s) shall make all necessary arrangements for the conduct of examination(s).

2. Semester System

2.1 Conditions for Appearing in an Examination

A student shall qualify to appear in an examination provided that he /she has:

- 2.1.1 Registered himself /herself for specific courses / subjects within the stipulated time limit after commencement of academic year / semester and in accordance with laid down procedures.
- 2.1.2 Attained at least 75% attendance in the respective course/subject or condoned as per rules.
- 2.1.3 Paid all outstanding University dues.

3. Conduct of Examinations

- 3.1 Examination at the end of each semester will be conducted under the supervision of the Dean concerned. The question paper will be set by the course instructor / class teacher and will be handed over to the Dean.
- 3.2 The approved sealed papers will be handed over to the Controller of Examination for printing the required number of copies. The sealed question papers will be kept in the COE office and will be handed over to Superintendent/Deputy Superintendent of the Examination half an hour before .the commencement of examination.
- 3.3 The Date Sheet and venue programme of each examination shall be drawn up by the Dean in consultation with the Controller of Examinations.
- 3.4 Gap between theory papers should, not be more than one day under ordinary circumstances.
- 3.5 The Dean will be responsible for detailing Examination Hall Superintendent and Invigilators from the teaching faculty.
- 3.6 University Registration Number will Serve as Roll No. in all examinations.
- 3.7 Absence from an examination will be treated as 'Failure'.
- 3.8 Practical/Viva Voce examination where applicable will be conducted under arrangements of the Dean concerned.
- 3.9 In case of Pharm. D Practical Examination, external examiners will be appointed for all end-semester examinations in consultation with the Dean.

3.10 The Dean will forward 'Award Lists' to the Controller of Examinations within 10 days of the last theory paper / practical examinations showing Sessional Marks and End-Semester Examinations Marks separately along with total marks and the letter grade awarded.

3.11 Marks and Grades

3.11.1 Internal evaluation will be carried out through home assignments, quizzes, One Hour Tests (OHTs), laboratory work and / or Mid-Term Examinations. The sum of these awards will constitute "Sessional Marks". Distribution of Sessional Marks will be specified in Academic Rules as approved by the Academic Council from time to time.

3.11.2 The percentage of "Sessional Marks" out of total marks assigned to a course/subject will be 50% for subjects having laboratory work. Remaining 50% marks will come from the End-Semester Examination. For subjects having no practicals, End-Semester examination shall carry 60% marks and Sessionals 40%.

3.11.3 A complete record of award of quizzes, assignments, OHTs, etc. contributing towards Sessional Marks will be maintained by the course instructor / Program Coordinator of the Institute.

3.11.4 Sessional Marks of each course/subject will be added to the end semester examination to arrive at consolidated results,

3.11.5 Marks and grade points will be calculated as per the following table:

Table: Award of Grades

Score %	Grade	Grade Points
80 to 100	A	4.0
70 to 79.9	B	3.0*
60 to 69.9	C	2.0*
50 to 59.9	D	1.0*
Less than 50	F (Fail)	0.0
Final Semester Examination not completed	I (incomplete)	0.0

* To be increased by 0.1 for every 1% score above minimum for the letter-grade band.

3.11.6 The semester Grade Point Average (GPA) will be calculated as follows:

- a. Multiplying the Grade Points Earned by a student in each course with the credit hours of that course.
- b. Taking the sum of these products and dividing by the total semester credit hours.

3.11.7 The Cumulative Grade Point Average (CGPA) will be calculated as above, for all courses in all semesters attended.

- 3.11.8 Score will be rounded for each course only once after adding Sessional and Final awards. Score would be rounded up / down from first decimal as under:
- If first decimal is equal to or greater than 5, the value is to be rounded up to next higher whole number e.g. 67.5 will be treated as 68.
 - If first decimal is less than 5, the value is to be rounded down to next lower whole number e.g. 67.4 will be treated as 67.

3.11.9 Semester GPA and CGPA shall be rounded off to second decimal when shown on the transcript and in record(s) of results.

4 Practical Examination:

In all subjects for which a practical examination is prescribed, arrangement for the conduct of practical examination shall be made as shown below:

- 4.1 Practical Examination in each subject of a professional examination shall commence within a week after the last theory paper.
- 4.2 Respective internal examiners shall be responsible to arrange for practical examinations in their departments and submit the results to the COE.
- 4.3 Normally, a practical examination will be held after the theoretical examination in die subject, but in special cases, it may be held before the theoretical examination, with the approval of the Vice Chancellor.
- 4.4 For purpose of practical examination candidates will be divided into convenient batches.
- 4.5 At the close of the examination of each batch, the external and internal examiners shall jointly award marks in the mark-sheet supplied by the University.
- 4.6 The mark-sheets signed jointly by die external and internal examiners shall be submitted in a sealed cover to the Controller of Examinations immediately at the close of the examination.

5. Tabulation, Declaration and Recording of Results

- 5.1 Results shall be scrutinized by the Controller of Examinations Branch from the tabulated Award Lists received from the Internal Examiners / Dean (s) in accordance with approved criteria.
- 5.2 Results shall be Notified and officially announced by the Controller of Examinations by pasting its extracts on the notice board(s) of the concerned faculty as well as through electronic media. Results shall not be disclosed to anyone until officially announced.
- 5.3 Notified results shall constitute the Gazette / permanent record of the University. These shall be pasted in folders and kept under lock and key in the office of the Controller of Examinations.

- 5.4 Errors in Results, if any, will be investigated by the Controller of Examinations. He may co-opt the internal examiner or a subject specialist if so desired. Errors shall be corrected through 'Revised Result(s)' of affected individuals under the signatures of the Vice chancellor.

6. Annual System of Examination

6.1 Conditions for Appearing in an Examination

A student shall qualify to appear in an examination provided that he /she has:

- 6.1.1 Registered himself / herself for specific courses / subjects within the stipulated time limit after commencement of academic year / semester and in accordance with laid down procedures, having duly filled in Course Registration Form COE-1.
- 6.1.2 Filled the Examination Candidature Request Form COE-3 and received Admit Card signed by the COE (Form COE-4).
- 6.1.3 Attained at least 75% attendance in die respective course/subject or obtained a waiver from the Competent Authority.
- 6.1.4 Paid all outstanding University dues.
- 6.1.5 Received Dean's permission for appearing in the Examination.

7. Submission of Examination Candidature Forms

- 7.1 The tentative dates of the commencement of examinations as well as the last dates for 'the receipt of Examination Candidature Application Forms (Form COE-3) and fees for scheduled examinations shall be notified by the Faculty on its notice board at least 45 days in advance of. the commencement of the examination.
- 7.2 The candidates of MBBS / BDS (all professional examinations), will be required to submit Examination Candidature Application Forms complete in all respects along with the examination fee 30 days before the date of commencement of examination. Defaulters will be allowed to deposit their forms with a late fee as prescribed by the respective Faculty up, to one week before the examination day.
- 7.3 The Dean will forward the Forms of Candidature after thorough verification and countersignatures to the Controller of Examinations at least 25 days before the examination.
- 7.4 The Controller of Examinations would issue Admit Cards to die students at least seven days before the examination.
- 7.5 The Examination Department shall entertain only those Candidature forms, which are endorsed by the Dean or a designated officer.

8. Venue and Schedule of Examination

- 8.1 The schedule (Date Sheet) and venue of each examination shall be proposed by the Dean to the Controller of Examinations for the approval of the Vice Chancellor.
- 8.2 Approved Date Sheet and venue shall be notified to the Dean by the Controller of Examinations.
- 8.3 In Medical and Dental examinations, the gap between theory papers should not be more than one day, not counting official holidays, under ordinary circumstances.

9. Practical Examination:

In all subjects for which a practical examination is prescribed, arrangement for the conduct of practical examination shall be made as shown below:

- 9.1 Practical Examination in each subject of a professional examination shall commence within a week after the last theory paper.
- 9.2 Respective internal examiners shall be responsible to arrange for practical examinations in their departments and submit the results to the CE.
- 9.3 Practical Examinations in all subjects of a professional examination shall, as far as possible, commence simultaneously.
- 9.4 Normally, a practical examination will be held after the theoretical examination in the subject, but in special cases, it may be held before the theoretical examination, with the approval of the Vice Chancellor.
- 9.5 For purpose of practical examination candidates will be divided into convenient batches.
- 9.6 At the close of the examination of each batch, the external and internal examiners shall jointly award marks in the mark-sheet supplied by the University.
- 9.7 The mark-sheets signed jointly by the external and internal examiners shall be submitted in a sealed cover to the Controller of Examinations immediately at the close of the examination.

10 Format of Question Papers (MBBS and BDS)

- 10.1 Each theory question paper in a Class Test / Professional University Examination will comprise of two parts:
- | | |
|--|-----------|
| a. Part - I Multiple Choice Questions (MCQs) | 40% Marks |
| b. Part - II Descriptive | 60% Marks |
- 10.2 MCQs part will consist of:

Select One Correct' Answer (5 options)

One MCQ per one Mark

- 10.3 Each MCQ will have one stem and five items marked 'a' through 'e'.
- 10.4 One mark will be allocated for one MCQ.
- 10.5 No more than one minute will be allowed for one MCQ.
- 10.6 There will be 25% negative marking in Multiple Choice Questions.
- 10.7 Overwriting will be counted as wrong answer in an MCQ.

- 10.8 Each MCQ will be answered by filling in appropriate boxes as per the instructions contained in the 'Response Form'.
- 10.9 Descriptive part will consist of Short Essay Question (SEQs) each of 10-25 minutes duration with equal distribution of marks.
- 10.10 While marking fraction of 0.5 or higher will be rounded up to next whole number in final total of Theory and Practical examination.
- 10.11 Practical/Clinical Tests will be based on multiple stations objective structured practical/clinical examinations (OSPE/OSCE).
- 10.12 The weightage and distribution of marks in Theory & Practical/Viva Voce will be as per the instructions issued by Pakistan Medical and Dental Council (PM&DC).

11. Tabulation, Declaration and Recording of Results

- 11.1 Results shall be tabulated and scrutinized by the Controller of Examinations from the Award Lists received from the Internal Examiners / Dean (s) in accordance with approved criteria.
- 11.2 Results shall be Notified and officially announced by the Controller of Examinations by pasting its extracts on the notice board(s) of the concerned faculty as well as through electronic media. Results shall not be disclosed to anyone until officially announced.
- 11.3 Notified results shall constitute the Gazette / permanent record of the University. These shall be pasted in folders and kept under lock and key in the office of the Controller of Examinations.
- 11.4 Errors in Results, if any, will be investigated by the Controller of Examinations. He may co-opt the internal examiner or a subject specialist if so desired. Errors shall be corrected

through 'Revised Result(s)' of affected individuals under the signatures of the Vice chancellor.

12. Use of Unfair Means in Examinations

12.1. Instructions to be issued to the Candidates

- 12.1.1 A copy of the 'Instructions to the Candidates' supplied by the Controller of Examinations shall be posted outside the examination hall quite close to the seating plan.
- 12.1.2 Salient features of 'Instructions' are to be read out by the Superintendent every day in each session before the commencement of the examination.
- 12.1.3 The Superintendent shall forward to the Controller of Examination at the end of an examination a declaration signed by him and witnessed by the Deputy Superintendent to the effect that he did read out the Instructions to the candidates and did call upon them to surrender all papers, books or notes in their possession.
- 12.1.4 Use of mobile phones / electronic memory devices in the Examination Centre is strictly prohibited. Any such device found in the possession of a candidate shall be confiscated and the candidate liable to punishment prescribed in the relevant clauses of the University regulations.

Award of Punishment

- 12.2 The Unfair Means Committee shall be the competent body to determine whether or not an offence in terms of these and other relevant Regulations has been committed or not. The Committee shall make specific recommendations to the Vice Chancellor on award of punishment.
- 12.3 All punishments under Regulation 8 shall be awarded by the Vice Chancellor on the recommendation of the Unfair Means Committee appointed by the Board of Governors for the purpose, and the latter itself may hold inquiry or authorize any one or more of its members to do so. The examination result of such candidates shall be with-held till such time as their cases are decided by the Vice Chancellor.
- 12.4 If the Vice Chancellor is satisfied that a situation has arisen through controversy /or as a result of an injunction ordained by a Court of Law regarding 'out of syllabi question papers' having been served to candidates warranting a re- examination of paper(s) of a particular subject or subjects, he may issue necessary instructions to that effect. The Controller of Examinations will thereafter arrange for re-examination accordingly.

Offences and Liabilities in cases of Use of Unfair Means

- 12.5 Any candidate, found to have in his possession or accessible to him, while under examination, papers, books, notes relating to the subject of examination of that paper, or any other material which might possibly be of assistance to him in examination, or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be liable for punishment under the rules.
- 12.6 If it is detected that a candidate has access to, or possession of papers, books or notes, or devices capable of providing electronic means of information which might possibly be of assistance to the candidate, his / her answer book of relevant paper shall be cancelled as a disciplinary measure and he shall be expelled from the examination centre for that day, by the Superintendent of the Examination Centre, and his case shall be reported to the Controller of Examinations in writing along-with incriminating evidence and candidate's answer book under a sealed cover for such further action as may be deemed necessary. The examination result of such candidate shall be liable to cancellation and depending upon the gravity of offence, the candidate may also be disqualified from passing the entire examination of that year / semester upon the recommendation of Unfair Means Committee.
- 12.7 Any candidate detected in giving or receiving assistance, or found guilty of copying from any papers, books, notes or electronic means of information or allowing any other candidate to copy his answer book, or using or attempting to use these means shall be expelled from the examination centre for that day, by the Superintendent of the Examination Centre, and his case shall be reported to the Controller of Examinations in writing along-with incriminating evidence and candidate's answer book under a sealed cover for such further action as may be deemed necessary. Such candidate shall be liable to be disqualified from passing any examination of that year/ semester and depending upon the gravity of offence, may be debarred from appearing at any examination of the University and from admission to any class in the University or in any of its affiliated institutions for a period not exceeding two years upon the recommendation of the Unfair Means Committee.
- 12.8 Any candidate found to be guilty of deliberate pre-arranged means to cheat in the examination such as using stolen or illegally procured answer book, shall be liable to be debarred from appearing at any examination of the University and from admission to any class in the University or in any of its affiliated institutions for a period not exceeding two years upon the recommendation of the Unfair Committee,
- 12.9 Any candidate, obtaining admission to the examination on false representation made in his application form, or forging another person's signature on his application or his admission form, or misbehaving in / around the Examination Centre, or using abusive or obscene language, or writing obscene remarks / graphics in the answer book, shall be liable to cancellation of his examination for that year / semester and to being debarred from appearing at any examination of the University and from admission to any class in the University or in any of its affiliated institutions for a period not exceeding three years upon the recommendation of the Unfair Means Committee.

- 12.10 Any candidate, found guilty of disclosing his identity or making peculiar marks in his answer book, shall be liable to cancellation of his examination for that year / semester and to being debarred from appearing at any examination of the University and from admission to any class in the University or in any of its affiliated institutions for a period not exceeding three years upon the recommendation of the Unfair Means Committee.
- 12.11 A candidate, guilty of communicating or attempting to communicate with an examiner, Superintendent of the Examination Centre, Registrar or the Controller of Examinations, or making an appeal to any of these officials / higher authorities through his answer book, or through a petition, with the object of influencing the award of marks, shall be deemed to have used or attempted to use unfair means and shall be liable to cancellation of his examination for that year / semester and to being debarred from appearing at any examination of the University and from admission to any class in the University or in any of its affiliated institutions for a period not exceeding three years upon the recommendation of the Unfair Means Committee. An attempt-made by a relative, guardian or a friend of a candidate will be considered to be by the candidate, who will be liable to be punished as herein prescribed.
- 12.12 Any outsider who is not on the rolls of the University, and not a registered candidate of the relevant paper, who commits a cognizable crime by impersonating as a candidate, shall be handed to the police for trial under the state law. The candidate on whose behalf the impersonation was attempted shall be deemed to have attempted use of unfair means and shall be liable to cancellation of his examination for that year / semester and to being debarred from appearing at any examination of the University and from admission to any class in the University or in any of its affiliated institutions for a period not exceeding three years upon the recommendation of the Unfair Means Committee.
- 12.13 In any case not covered by the foregoing Regulations, the Unfair Means Committee, on the report of the Controller of Examinations shall take such action against the candidate(s) concerned as the circumstances of the case may warrant.

Misbehavior / Use of Criminal force by a candidate in or Around the Examination Centre

- 12.14 Any candidate who refuses to obey the Superintendent of an examination in or around the Examination Hall, or changes his seat with other candidates, or changes his Roll Number card, creates disturbance of any kind during the examination, stages a walk out; resorts to a pen down strike or instigates others to do so, or otherwise misbehaves in/or around the Examination Centre, shall be liable to expulsion from the Examination Centre, and shall be liable to , cancellation of his examination for that year / semester and to being debarred. from appearing at any examination of the University and from admission to any class in the University or in any of its affiliated institutions for a period not exceeding three years upon the recommendation of the Unfair Means Committee.
- 12.15 Any candidate or outsider who uses or threatens to use criminal force shall be reported, without delay, to the police by the Superintendent of the Examination Centre, The superintendent of Examination Centre shall file a proper FIR and supply evidence and statements of invigilators as required by the police. The candidate shall further be liable to cancellation of his examination for that year / semester and to being debarred from appearing at any examination of the University and from admission to any class in the University or in any of its affiliated institutions for a period not exceeding three years upon the recommendation of the Unfair Means Committee.
- 12.16 Any candidate who commits a cognizable crime, in that, he is found in possession of firearms, sharp-edged weapons or anything capable of being used as weapon of offence in or around the Examination Centre, shall be reported, without delay, to the police by the Superintendent of the Examination Centre. The superintendent shall file a proper FIR and supply evidence and statements of invigilators as required by the police. The candidate shall further be liable to cancellation of his examination for that year / semester and to being debarred from appearing at any examination of the University and from admission to any class in the University or in any of its affiliated institutions for a period not exceeding three years upon the recommendation of the Unfair Means Committee.

Procedure for Investigation of cases of Use of Unfair Means / Misbehaviour / Indiscipline / Use or threat to use of Criminal Force / Possession of Weapon (s)

- 12.17 Regardless of the actions required to be completed in pursuance of an FIR if one is filed, or reporting a matter to the police in cases of use or attempting to use unfair means, misbehaviour, indiscipline, use of or threats to use criminal force, or possession of weapon(s), whenever the Superintendent of Examination Center takes an action involving cancellation of a candidate's paper, expulsion from the Examination Centre he should invariably demand written explanation or statement of the candidate, other candidates sitting or present around the candidate concerned and the invigilator in-charge of the location. If any candidate refuses to give his statement, the fact should be noted in the report.
- 12.18 The superintendent shall first inform the controller of Examination / Registrar on phone / through speediest means, and then forward an Occurrence Report briefly stating the pertinent facts of the matter together with the answer book of the candidate, the statement

of the student, the statement(s) of the invigilator(s) and a sketch showing the site of the incident, if necessary to make the facts of the occurrence clear.

- 12.19 The Occurrence Report shall be complete in every respect and include all the known facts and relevant circumstances of the case. Any scraps of papers /notes / electronic devices etc. found on candidate are to be included.
- 12.20 While submitting a copy of the seating plan along with the unfair means case of any candidate, the Superintendent should show by a diagram which way the candidate was facing.
- 12.21 The Superintendent should NOT forward more than one case in one report. Each case must be submitted with a separate report unless it is inter-related with another case.
- 12.22 The Superintendent should submit his report to the Controller of Examinations in a signed and sealed envelope addressed to him by name and marked "EXAM CONFIDENTIAL" along with the answer-book of the candidate and the evidence.

Removal of Officials from Examination Duty

- 12.23 If an unfair means case remains undetected in a centre and is brought to the notice of the Controller of Examinations by the Internal Examiner, the COE shall ascertain whether or not the lapse warrants disqualification of one or more of the examination officials / staff. If so, the COE may remove the Superintendent, the Deputy Superintendent, the Invigilators or the supporting staff from the list of the Supervisory and supporting Staff informing the Vice Chancellor of his decision.

13. Issue of Transcripts and Result Sheets

- 13.1 Result Sheets shall be issued on University Letterhead free of charge on declaration of results of all semesters / profs. Marks obtained by a candidate in individual questions or in sections of a paper shall not be supplied.
- 13.2 One transcript will be issued on printed forms showing marks / grades obtained by a candidate in each semester / professional examination free of charge throughout academic career. More originals may be issued on payment of Rs.500 each into the University account.
- 13.3 Result Sheets in original will be sent to the Dean / Parents / Guardians within 15 days of declaration of result.
- 13.4 Transcripts in original will be sent to the Dean within 30 days of declaration of result.

14. Re-totaling of Awards

- 14.1 Applications from candidates for an inquiry into the correctness of the result shall be submitted within 10 days from the date of publication of the result to the Controller

of Examinations accompanied with a fee of Rs. 500/- in the form of a bank draft/pay order for each subject

- 14.2 The enquiry shall deal only with the correctness of the total and shall not undertake re-assessment of the candidate's answer books.
- 14.3 If an error is detected in totals and award is corrected as a consequence of the inquiry, the corrected result shall be notified with the approval of the Vice Chancellor. Extracts of corrected result shall be pasted in University's result folder for the concerned faculty.

15. Maintenance of Permanent Records

Permanent record shall be maintained by the Controller of Examinations, of all results declared by the University in the form of "Result folders" into which result tabulation sheets approved by the Vice Chancellor shall be pasted / fixed permanently. Copies of all transcripts issued shall be filed according to their serial numbers in "Transcript Folders" of 250 transcripts each. Additionally a copy of transcript shall be place in individual student's personal file.

16. Destruction of answer Books

- 16.1 All answers books of the candidates will be destroyed on completion of 120 days from the date of announcement of the result of an examination except in cases where professional / regulatory bodies demand retention for longer duration.
- 16.2 Destruction shall be ensured through a committee of officials detailed by the Registrar and a certificate to this effect will be kept as a record in the Office of the Controller of Examinations.

17. Standard Operating Procedures

The Controller of Examinations will issue detailed Standard Operating Procedures with the approval of the Vice Chancellor, under the authority of these regulations, specifying the duties and functions of Examiners, Superintendents of Examination Centres, Supervisory and supporting staff.

REGULATIONS RELATING TO THE CONDUCT OF UNIVERSITY STUDENTS, MAINTENANCE OF DISCIPLINE AND BREACH OF DISCIPLINE

Following regulations are prescribed to regulate the conduct of university students, maintenance of discipline and breach of discipline

1. Title:

These regulations will be called “regulations for conduct of university students, maintenance of discipline and breach of discipline”.

2. Extent of Application:

- a. These regulations will come into force with immediate effect.
- b. These regulations will be applicable to all students on the roll of the university registered for any class or course.

3. Definitions:

In these regulations unless there is anything repugnant to context, the following expressions shall have the meanings as assigned to them herein:

- a. "University" means Riphah International University.
- b. "Student" means a student on the rolls of the university registered for any class or course.
- c. "Indiscipline" means any act which disturbs the order or the university or is derogatory to Islamic moral values or is otherwise declared to be an act, of indiscipline under these regulations.
- d. "Discipline committee" means the discipline committee of the university.
- e. "Privileges" of the university mean the membership or its institute, library or a committee, scholarships or other concessions provided to the students.
- f. "Expulsion" means cancellation or admission of a student debarring him from re admission at least for one academic year.
- g. "Rustication" means removal of a student from the rolls of the university for one or more years or the remainder of the current academic year in which the order is passed and barring the student to appear in the ensuing terminal or final examinations or both.
- h. "Proctorial board" means a body comprising of teaching faculty and representatives from administration of university/campuses, constituted to ensure implementations of university rules and regulations.
- i. "Warning" means written notice that a violation of specified university policies or campus regulations has occurred and that if continued or repeated may cause further disciplinary action during which a student must demonstrate conduct that conforms to university standards.
- j. "Exclusion from activities" means exclusion from activities or specific area for the specified period of time.
- k. "Suspension" means Termination of student status at the campus for a specified period of time.
- l. "Fine" means a monetary fine.
- m. "Revocation of degree" means the degree to be awarded to student be revoked.

4. Rules of Student conduct and Behavior

- 4.1. All student of the university are expected to work hard for seeking knowledge, be regular and punctual in their academic work and carry out strictly the instructions of their teacher's to their satisfaction and authorities of the university.
- 4.2. They shall observe Islamic obligations (Faraiz) with punctuality and behave in accordance with the norms and teaching o Islam. All students shall cooperate in the promotion of an atmosphere of peace, discipline and orderly behavior on campus (s) and will have good relationship with colleagues, teachers and university staff.
- 4.3. Students must observe dress code as defined in the prospectus of the university and are not allowed to wear ostentatious jewellery (real or Artificial), casual dress, joggers, jeans etc.
- 4.4. Students must be punctual in payment of university dues and return of library books and should not damage the university property and equipments.
- 4.5. They should keep all university buildings, premises clean. They are required to observe strict discipline on all campuses including playgrounds and attend the co-curricular activities.
- 4.6. Mixed gatherings except when in designated areas in the class room, are not allowed.
- 4.7. Students are not allowed to see their visitors in the university during academic hours.
- 4.8. No gathering or meeting of students will be allowed in the premises of the university without prior permission of the Dean/VC.
- 4.9. Students are not allowed to organize strike or make an attempt of organize a strike or participate in it or use pressure techniques against the university and obstruct implementation of lawful authority.
- 4.10. Students are not allowed to Participate in political activity or seek membership of any political party.

5. Grounds for Discipline

In addition to a willful violation of Islamic norms of behavior and instruction of the university, the following will be treated as acts of breach of discipline.

- 5.1. All forms of academic misconduct including cheating, fabrication, plagiarism, or facilitating academic dishonesty.
- 5.2. Act of disrespect to teachers, visiting faculty and staff of university.
- 5.3. Any forms of dishonesty including furnishing false information, or reporting a false emergency to the university.
- 5.4. Forgery, alteration, or misuse of any university document, record, key, electronic device, or identification.
- 5.5. Violation of Islamic obligations (Faraiz) & indulging in any activity derogatory to Islam or prestige and honor of university.
- 5.6. Theft or abuse of university equipments, moveable property and other electronic resources.
- 5.7. Unauthorized possession or use of any university services including the university

- name, insignia, or seal.
- 5.8. Physical abuse including conduct that threatens health or safety of any person.
 - 5.9. Obstruction or disruption in teaching, research, administration, disciplinary procedures or other university activities.
 - 5.10. Gender mixing or lewd conduct and disorderly behavior, walkout or strike.
 - 5.11. Selling, preparing, or distributing for any commercial purpose course lecture notes or videos or audio recordings of any course unless authorized by the university in advance.
 - 5.12. Smoking and Use of illegal substance.
 - 5.13. Possession or use of firearms or guns, ammunition, explosives, knives or other weapons, or dangerous chemicals.

6. Procedural Due Process:

The university Discipline committee shall be the authority to deal with all discipline matters. All cases of indiscipline reported to proctorial board or officers of the university shall be referred to the Discipline committee.

Conduct of Discipline Committee:

The discipline committee shall ensure observance of proper procedures as laid down:

- a. Written notice shall be issued for appearance before the disciplinary committee on a prescribe date, time and place.
- b. The student shall be given time to respond to charges against him/her and submit a written statement to the discipline committee.
- c. A record of the hearing a recommendation shall be forwarded to the competent authority for its approval.
- d. Decision o any disciplinary action shall be notified.

7. Penalties for indiscipline

If the discipline committee is satisfied that an act of indiscipline has been committed, penalties leading to expulsion, exclusion from activities, rustication, suspension, fine, warning, disciplinary probation, loss of privileges, including revocation of degree, according to gravity of case may be imposed.

8. Proctorial Board Procedures, Authorities and constitution

There will be a campus proctorial board on all campuses

8.1 Campus proctorial board authorities

It will:

- a. Implement policies, regulations and rules dealing with student's conduct.
- b. Arrange regular meetings.
- c. Prepare quarterly report.
- d. Deal with disciplinary cases, after being satisfied of the charge, can impose fine, warning, disciplinary probation loss of privileges, exclusion from activities and suspension.

8.2 Constitution of Campus proctorial board

- Chief proctor
Senior faculty Member
- Proctors
From faculties of campus not less than lecturer
- Representatives from information Department if required
- Assistant manager student services

9. Disciplinary committee authorities and constitution

9.1. Constitution of University Disciplinary committee (UDC)

- Chairman shall be the dean of a faculty duly nominated by the Vice Chancellor
- Members (Incharges)
- Representative from Examination department if required
- Secretary (Managers student services)

UDC will be constituted on case to case bases, by the Vice Chancellor

9.2. Appellate Authority

Vice Chancellor shall be the appellate authority

9.3. University Disciplinary Committee

In addition to penalties of proctorial authorities, university disciplinary committee can impose, expulsion, rustication and revocation of degree.

Conduct and Behavior

Honorable Chancellor of Riphah International University has issued the following instructions to reemphasize the policy on conduct and behavior, effective from September 1, 2013.

Education is the most effective means of inculcation of values, development of balanced personality and creation of a positive and creative outlook in life. It is also a fact that education without commitment to honesty, truthfulness, fairness, trustworthiness and sense of social responsibility and accountability is a mechanical exercise. Disciplining of mind has to be coupled with disciplining of conduct and behavior of person. In order to translate the objective of education and the mission of Riphah a code of conduct and behavior for the faculty, students and staff is prepared for immediate implementation. The university believes in realization of ethical and moral synergy between its students, faculty and staff in order to translate its mission in their everyday behavior, conduct and attitude.

General Conduct:

- Students are to live up to the ideals of the Riphah International University, seek knowledge, develop tolerance, honesty, hard work and team spirit with colleagues, respect teachers, staff and fellow human beings in accordance with the norms of Islamic behavior.
- Students shall be regular in their prayers and other obligations and offer willing cooperation in promotion of Islamic norms and values with integrity and discipline. They should work together to realize Pakistan Ideology and become leaders of the Muslim *Ummah*.
- Students shall be regular and punctual in their academic work and carry out the instructions of their teachers, management and staff of the university seriously and willingly.
- Students shall cooperate in the promotion of the atmosphere of peace and orderly behavior on-campus and outside the University in accordance with the Islamic values.

Regulations:

1. Students shall be punctual in attending their lectures, tutorials, continuing education program, co-curricular activities, making payments of their fees and dues, and returning of the library books.
2. Students shall regularly and punctually observe Islamic obligations (*Faraid*) on all the campuses, teaching hospitals, hostels and other University premises.
3. The University encourages debates, contests and competition to enhance capacity of students. They are welcome to come up with innovative individual and joint projects. However, mixing of genders in these activities is not allowed.

4. All parts of the university buildings, premises shall be kept clean—e.g., walls, fixtures, models, specimens, charts, etc should not be tempered, defaced, mutilated or damaged in any way or form. Defaulters will be dealt with severity.
5. The university encourages industrial and educational visits, in separate groups of boys and girls accompanied by their respective male and female teachers.
6. Gatherings/functions: Mix Gatherings are not allowed except with separate seating arrangement in class rooms. No co-projects are allowed. No gathering, celebrating ceremony or meeting of students is allowed on the premises of the university without prior permission of the concerned Dean and/or the Vice Chancellor.
7. In all academic gatherings, including convocation, student festival, sports, debates etc. uniform is mandatory. All co-curriculum and extra-curricular activities shall be held separately for boys and girls.
8. Students shall be well aware of and abide by the rules and regulation of the University.
9. Students shall not be allowed to sing, whistle, hoot, create noise and indulge in any unseemly behavior. No student is allowed to loiter and move aimlessly in and around the academic blocks or sit in areas other than designated for sitting of boys and girls on all campuses.
10. Students are required to observe strict discipline at all campuses including playgrounds or areas so declared as well as off campus when wearing university ID card and uniform.
11. Students should use only areas specified for males and females; other than academic purpose, co-meetings, mixing of genders in discussions, projects and parties are strictly prohibited.
12. Students are required to attend co-curricular activities.
13. Students both males and females shall follow the dress codes as mentioned in the prospectus or as prescribed from time to time. In addition to this, girls can wear Abaya of sober colors.
14. Students should seek permission to enter the administrative offices or staff room(s).
15. Students should take care of university property, equipment and facilities, and ensure no damage is done to University property.
16. Students are not allowed to see their visitors or bring them in the university during academic hours. If required visitors, on campus are welcomed only after prior appointment given by the HOD/Dean to see any student.
17. Policy on Recreational Trips
 - 17.1 Separate trips for male and female students will be arranged. No combine trip of male and female is allowed.

- 17.2 No trips of male and female are permitted on same day and at same place.
- 17.3 Faculty member nominated by the Dean shall also observe prescribed dress code on trips.
- 17.4 Faculties will ensure the observance of dress code/ uniform by the students during the trips. Violators shall not be allowed to join in the trip.
- 17.5 Female students will be allowed for the day trips only.
- 17.6 Female faculty members nominated by the Dean, in consultation with Tarbiyah Department, shall have to accompany the students on trips, industrial visits and other university program implementation.

These regulations shall be effective from September 1, 2013.

Library Rules

TIMINGS

- The library working hours are:
From 08:00 A.M. to 08:00 P.M.

DISCIPLINE

- Students are not allowed to bring their guests to the library.
- Students are not allowed to carry along with them their personal belongings in the library, e.g., bags, big purses, folders, jackets, overalls, and over coats. These items must be deposited at the library entrance.
- Students must maintain absolute silence inside the library. Group discussions are not allowed inside the main library. The librarian can ask any student, who misbehaves or makes noise inside the library, to leave the library premises.
- Eating, sleeping, and playing inside the library is strictly prohibited.
- **Display/Use of mobile is not allowed in the library**
- Students are advised not to write on, tear off or deface library books, furniture by ballpoint, marker, pen, pencil, etc.
- The Library Staff members can inspect any book in possession of students inside the Library premises.
- In case of violations, the library incharge is fully authorized to take decision on the spot.
- Students are not required to place back the library books on shelves. They are advised to leave the consulted books in the open place on shelves.

REFERENCE BOOKS

- Encyclopedia, dictionaries, large size Atlas, maps, loose sheet books, term papers and rare books are meant strictly for consultation within the main library, and can not be taken outside library premises. Current periodicals and newspapers are available for reading inside the library. They should be handled with care.

LIBRARY FACILITIES**— Borrowing/Reservations**

Students may borrow 02 books at a time, for fourteen days from the library.

- Re-issue of a book is not allowed if another borrower requests for its issue.
- Borrowers and readers are advised to inspect the books at the time of issue and bring any defect to the notice of the library staff.
- A borrower who fails to return the library book(s) on due date, shall have to pay a fine of Rs. 10/- per day per volume, up to the maximum of double the replacement value of the book(s).
- A borrower who loses or damages a library book shall have to replace it with a new copy or pay the double of replacement value of the book.
- Library books already issued to the students can be reserved with the In-charge on duty at the Circulation Section.
- Reserved books will be issued according to first come first serve basis.
- Reservation is valid only for one day. Reserved book will not be issued before 2p.m. All reservation will be canceled at the end of the day.

Important Telephone Numbers

Students are encouraged to contact Student Services Department in case of any academic or administrative problem. Student Services staff will ensure one window facility to resolve the problems of the students. Contact information of Student Services Department may be found in the list below. However, the contact information of other officials of the university, for the information of students is available in the list below.

S. No	Name	Designation	Contact. No.
1	Engr. Rafat Ullah Khan	Registrar	051-8446000 (245)
2	Muhammad Zia ud Din	Dy. Registrar (Academics)	051-8446000 (355)
3	M. Tayyeb Siddiqui	Acting Manager Student Services	0321-5757802
4	Ahmed Osama Tahir	Incharge Campus Life	0301-5057007
5	Mubeen Awan	Assistant Manager (Student Services)	051-8446000 (291)
6	Muhammad Shoaib Khan	Executive Student Services	0320-5000010
7	Sagheer Abbas	Student Coordination Officer	0334-5084074
8	Atif Zahoor	Finance Executive	0322-5029938
9	Mansoor Hayat	Assistant Manager NCUK	0321-5216337
10	Ahmad Umer	Assistant Manager Admissions	0321-9595370
11	Qundeel Saeed	Admission Officer	0322-5757394
12	Anjum Iqbal Khattak	Assistant Manager Academics (FEAS)	0321-5757648
13	Muhammad Irfan	Program Coordinator (FC)	0322-5009056
14	Shoaib Shafique	Program Coordinator (RSL)	0321-5216322
15	Aamir Sharif	Program Coordinator (Grad programs RSL)	0323-5001034
16	Muhammad Aftab Hanif	Program Coordinator (Basic Sciences)	0321-5757651
17	Nazrana Mushtaq	Program Coordinator (RIMS)	111-510-510 (271)
18	Sohail Mahmood	Program Coordinator (RCRS)	0321-5215409
19	Afkar Majeed	Program Coordinator (RCIB)	0333-5359743
20	Sharjeel	Program Coordinator (RIPS)	0345-5936989