

JINNAH UNIVERSITY FOR WOMEN



Semester System Policy

Updated : September 2021
Approved : October 2021
(Academic Council)

SEMESTER SYSTEM SOP'S

- University follows semester system, to which an academic year is divided into two semesters, each of 20 weeks duration including one week for registration and two weeks for examinations.
- The summer semester is of 8 weeks total duration inclusive of the classes and examinations. A course taught in the summer semester is taught at twice the rate i.e., for a 3-credit hour course, 6 hours classes/week is held. But, for calculating student's GPA it is considered as a 3-credit hour course.
- Students are guided to acquire prescribed number of courses in a semester, which varies from five to ten courses depending upon the regulation. Each course is assigned a number of credit hours mentioned beside the course. Credit hours stand for the number of theory lectures per week each of one hour duration for a time of 16 weeks. For instance, a 3-credit hour theory course means 3 hours of lessons per week for 16 weeks. 1 credit hour of Lab. work means 2 to 3 periods per week.
- The university proposes four years Bachelor of Studies, BS Degree Programmes to all students of Faculties of Arts, Science, Business Administration, Economics and Commerce entering the university after qualifying their HSSC or equivalent examination, BS Programmes are stretch over four years of eight semesters. Students registered for four years BS degree course have the opportunity to cease their studies after the successful completion of two years. In this case they shall be awarded of BA/B.Sc/B.Com (Pass) degrees correspondingly. This process is not right nor is the University bound. The student has to submit affidavit justifying the cause of terminating the studies. However, the fulfillment of rule 29 given in semester rules is mandatory.
- Students are also admitted in Two years Masters Programmes in the faculties of Arts, Science, Business Administration Economics and Commerce for M.A, M.Sc., MCS, MIT, M. Com., MBA degree courses, following graduation in particular fields of study.
- Students admitted in BS Arts and Science faculties have to go for five or six courses in every semester. During first two years of BS, students acquire four courses of major subject and eight courses of two minor/subsidiary subjects; one course of each subject/course in a semester. Therefore, in the first two years, there is no peculiarity between major and minor subjects; all three are of equal weight age. Students also take compulsory courses of Pak. Studies, Islamiat, Computer Science, Mathematics or Biology, Urdu (for Faculty of Arts Students only), one course each at the side of four courses of English.

Semester Rules

- Students take the prescribed number of courses in a semester.
- All courses are of 100 marks apiece.
- Students are awarded an alphabetical and a numerical grade against course result.
- Students failing in a course have to repeat the same at whatever time it is offered again. Meant for example first semester course is repeated in third Semester and third Semester courses in fifth Semester or in summer session, but in each case after attending the classes of the course.
- A student who becomes absent in the regular mid-term test or fails to meet the criteria of test, a second mid-term test is arranged just after the terminal examination of the course.
- If a student misses the Mid-Term Test in a course, her result of the course is compiled with out the marks of the Mid-Term Test.
- In case a student fails to tender her assignment of a course by the prescribed date, then result of that course is compiled with-out the marks of assignment. (The date for submission of assignment is given by the course in charge)
- For departing student i.e., failing in their final year examinations, a special examination is arranged after the affirmation of results.
- Student wants to come out in a University examination shall submit an application on the prescribed form alongside with the required fee to the Controller of Examination through the Chairperson. The application must submit within the payable dates. After due date forms shall be accepted with late fee only.
- The Controller of Examinations is issued an admit card to the student. Then student is allowed to appear in examination only on presenting of this card to the invigilator. If admit card is lost or spoiled, the Controller of Examinations issues a duplicate one on payment of prescribed fee.
- The course in charge is the paper setter for the semester examination. No teacher shall be appointed as examiner, whose immediate relation is appearing in the examination of that course.
- The Vice Chancellor appoints a moderation committee for every department to moderate the question papers submitted to the Chairperson at least fifteen days earlier than the commencement of examinations. The Dean of the concerned faculty is the Chairperson of the committee.
- The committee is accountable for the peaceful conduct of the examination and also reviews all results of teacher before conclusion and show of result.
- The examiner submits the result on prescribed award sheets to the Controller of Examinations within seven days from the commencement date of examination of the concerned course and after the process of review.
- The course in charge / examiner prepares five copies of the result. First three copies are submitted to the Controller of Examinations through the Chairperson of

the concerned department. One copy is submitted to the Chairperson and one copy remains with the course in charge. The result is displayed on the notice board before submission to the Controller of Examinations.

- No change in result is to be made, once it is submitted to the Controller of Examinations.
- Change of subsidiary courses of B.A / B.Sc. (Hons) as well as 4 years BS program is allowable up to three weeks after the commencement of the semester classes.

Dropout Rules

- For promotion to the next academic year, students must have passed in at least 80% of the courses offered in the particular academic year. As, if five courses per semester are offered in an academic year, after that for promotion from first year to second year, the student should have passed in eight courses.
- Students of Pharmacy are allowed to get better D-grade, whenever the course is offered during their regular studies or in Summer Session.
- Students failing to obtain the aggregate marks or score for the award of degree are allowed to replicate courses to be decided by respective Dean (for students of Science, Arts, Business Administration Commerce and Economics and Pharmacy).
- A Student of Pharmacy is allowed to recur any six courses in which she obtained 'D' or 'C' grades, if she has cleared all courses, but is short of required 2.5 CGPR for the award of degree.
- The maximum number of three attempts, including the first attempt is allowed to make the grade for a course.
- Students having less than seventy five percent (75%) attendance in a course are not allowed to appear in final examination of that course. The attendance in the course is counted from the date of commencement of classes.
- Admission of students failing to be present at classes for 18 days constantly after the commencement of classes shall stand cancelled.
- Students failing to succeed a course in first attempt are not given a rank (merit place).

Incomplete Grade (IG)

- i) If a student absents her-self from the Terminal Examination (which constitutes head of passing) but fulfils the attendance requirement as prescribed, her result shall be declared incomplete.
- ii) A student with incomplete course shall be required to complete it whenever the course is offered another time on payment of the prescribed fee, with permission of the chairperson and the Dean.
- iii) If such student fails to gain the next opportunity, she shall be declared failed.

Student Grade Appeal

- If students have motive to question the legality of a grade received in a course, they must make their request for a change before the end of the third week of the semester following the end of the course. It is the responsibility of the student to instigate a grade petition within the time edge, and to follow the procedures specified by the Concerned and the Examination Department. All decisions are reviewed by the Grade Review Committee (Set up by the Vice Chancellor/Dean of the concerned faculty).

Requirements for Award of Degree

University on recommendations of the Board of Faculty awards degree to a student who satisfies the following conditions:

- Has completed the minimum required credit hours of courses as prescribed for the degree program in which the student is registered.
- Student must have a regular admission in the Undergraduate program of the Institution and get a minimum of 60 credit hours out of a total of 124–140 credit hours from the institution from where she is entitled for the degree. Has achieved a minimum CGPA of 2.2 / 2.5 for undergraduate degree program.
- Student must have a regular admission in the MS/MPhil program of the Institution, and acquires minimum of 15 credit hours from the HEI from where he/ she is entitled for the degree and has obtained CGPA of 2.5 for graduate degree.
- Has no un-cleared „F“ or 'I' or 'W' grade in any course required for the degree.
- Has successfully completed the design/research project or thesis/case study, as Applicable.
- Has completed non-credit mandatory Internship, if required.
- Has cleared all dues.

Issuance of Degree and Other Certificates:

- Successful candidate of a degree program receives a degree conferred on her at a convocation held for the function.
- Degrees can be collected personally by the student or by an authorized nominee, following prescribed process.
- Degrees remains in secure detention at the University with the Office of the Controller till the time they are collected by the students.
- Each successful candidate of a non-degree program can receive a certificate duly signed by the Dean of the Faculty.
- If an admission of student is cancelled at her own request, then it will be resorted on when:
 - i. She has not withdrawn security deposit.
 - ii. Not more than one year has passed after cancellation of admission.

Issuance of Transcript

Interim Performa

- Issued by Controller of Examination in each semester after compilation of result.

Final Transcript

- Final transcript is issued to the students once they have completed the entire pre-necessary for the award of degree i.e required credit hours are completed.
- Students must clear their outstanding dues earlier requesting for the final transcript.
- The students who have completed their final semester but not their degree requirements (project/thesis/internship etc) and are wishing for final semester transcript would be issued a plain paper Semester Result Intimation, clearly depicting remarks “Programme is Incomplete”.
- The final transcript is issued with the signature of Controller of Examinations.

Verification of Degree/Transcript and Issuance of NOC/Migration Certificate

Documents of verification and requests for NOC/Migration Certificate are to be forwarded to the Registrar Jinnah University for Women, following prescribed procedure.