

The Islamia University of Bahawalpur

REGULATIONS FOR EXAMINATION AND GRADING SYSTEM FOR M.PHIL & PHD UNDER SEMESTER SYSTEM

These regulations will be called The Islamia University “Examinations & Grading Regulations for M.Phil and PhD program under Semester System, 2007”. These regulations will be effective from 2007.

These are described below:

1. Semester Schedule

Every year, the Spring Semester will start from February and end in June while the Fall Semester from September to January of the following year.

2. Examination Committee

Every department will have an Incharge of Examination for M.Phil/PhD to be appointed by the Dean on the recommendation of Chairperson/Head of the Department, who will conduct the examination. However, an Examination Committee of the following members will be constituted.

a) For Departments of Main Campuses in Bahawalpur

- i. Head of the department/Chairperson
- ii. One teacher appointed by the Chairperson/Head of the department
- iii. Incharge of the examination of the department
- iv. Controller of Examination, IUB or his nominee not below the rank of Administrative Officer.

b) For Constituent college of IUB

- i. Principal.
- ii. Incharge of the examination of the department.
- iii. One senior teacher of the relevant discipline to be appointed by the Principal.
- iv. Controller of Examination, IUB or his nominee not below the rank of Administrative Officer.

2.1. Functions of the Examination Committee

The main functions of the Committee will be:

- a) To finalize the result for notification.
- b) Analyze the results for the purpose of maintaining uniform standard quality assurance.
- c) Take the necessary action against the student (s) involved in malpractices during the examination.
- d) Maintain the secrecy wherever it is required.
- e) Keep and maintain the record.

3. Dispute Committee

There will be a Dispute Resolution Committee of each department consisting of the following members.

- i. Dean / Principal.
- ii. Chairperson/ Head of the Department
- iii. Senior teacher of the same department co-opted by the Dean.
- iv. Controller of Examination, IUB or his nominee not below the rank of Deputy Controller.

Function of Dispute Committee

The function of this committee will be to resolve any dispute related to the examination. The time of appeal will be five working days from the date of declaration of result by paying prescribed fee Rs.300. The decision of the Committee shall be final.

4. Answer Sheets

The Controller of Examination will provide answer sheets to all the departments

5. Record of Answer Sheets

The Controller of Examination will keep the record of answer sheets for one year after declaration of the result and then will be handed over to the Controller of examinations for keeping it for another year.

6. Attendance Requirement for Examination
 - a) 80% attendance will be required in each course/component to qualify for appearing in the final exam of each semester in the respective course.
 - b) No student shall be eligible to appear in any examination unless he/she is enrolled in the department and has paid all the necessary dues.
 - c) Inability to pass a course on the basis of shortage of attendance shall be treated as failure in that course. However, if a student is seriously ill, he/she will have to produce a medical certificate signed by an MS of the respective area or in the case of natural calamity (to be determined by the Department), he/she will be allowed to sit in next semester only if his/her GPA is 2.30 at least.
7. Performance Evaluation: Performance of the students shall be evaluated through a system of continuous evaluation spread over the entire period.

For Theoretical Component

There will be following stages/components of evaluation of each course during each semester. The distribution of marks allocated to each stage is given below. However, if nature of course so demands, this proportion of marks for objective type and essay type questions may be changed with the approval of the Dean on the recommendations of Departmental Examination Committee.

Classroom participation/ general behavior/ group work	05%	Sessional marks
Quiz/ Surprise test	05%	
Assignment	05%	
Presentation/ Seminar	05%	
Mid-term Exam	30%	
Final-term Exam	50%	

Sessional Evaluation (20%)

a) Classroom Participation /General behavior/ Group work

A total of 5 marks are allocated to students' classroom participation, general behavior and performance in group work.

b) Quiz

At least one surprise written quiz/test will be taken in the semester to evaluate the students' learning.

c) Assignment

One assignment (minimum) will be given to the students in each semester. The teachers may give more than one assignments where necessary. However, the total marks will remain the same. The assignments will be assessed on the basis of information and references included, logical reasoning and organization of material. (See annexure A)

d) Presentation

The students will give comprehensive presentation of their assignment.

Written Examination

a) Mid-Term Exam (30%)

b) The Examination will be conducted after 8 weeks of teaching. The duration of examination will be 1-2 hours.

c) Final-Term Exam (50%)

The final-term examination will be conducted after 16 weeks of teaching. The duration of examination will be 2-3 hours. The final-term exam should be based on the entire syllabi of the semester. However, the weightage of the syllabi taught up to mid-term should not be less than 25%.

7.2. Practical/ Lab Courses

Sessional Evaluation: (20%)

Lab. Participation/Group work/ behavior	5%
Quiz/ short answer question/ definition	5%
Submission of Practical report	5%
Presentation/ seminar	5%

Mid-Term Examination: (30%)

Type of Question	Marks	Time
Problem Solving to evaluate understanding of the principals as well as critical evaluation of the practical date	10%	1-2 Hours
Practical performance up to the mid term (based on port-folio evaluation)	20%	

Final-Terms Examination: (50%)

Type of Question	Marks	Time
Problem solving to evaluate understand of the principles as well as critical evaluation of the practical data	15%	2-3 Hours
Practical performance up to the final term (based on port-folio evaluation)	20%	
Final presentation	10%	
Viva-Voce	5%	

8. Maintenance of Examination (Mid & Final) Records

The teacher concerted shall prepare three copies of the awards. He shall retain one copy with him, display one copy on the Notice Board and submit the remaining to the In-charge Examinations of the department, along with the marked Answer Sheets/ Assignments/Reports, etc with in five days from the date of examination of that paper.

9. Duration of the Semesters

The total duration of a semester will be 18 weeks as 2 weeks will be required for the mid-term and final term examinations in addition to the 16 weeks of teaching.

10. Standard duration of credit hour

Theory: 1 Credit hour = One contact hour each week

Practical: 1 Credit hour = 3 contact hors each week

11. Grading

- i) Students will be rated according to the 4 letter grade system i.e., A,B,C, and D, with none performance levels of A⁺, A,B⁺, B, B⁻,C⁺ C,C⁻ and D. Equivalence between letter grades, grade points along with percentage shall be as follow:

Letter Grade	GP	Percentage
A ⁺	4.00	90- 100%
A	3.70	80 - 89
B ⁺	3.30	75 - 79%
B	3.00	70-74%
B ⁻	2.70	65- 69%
C ⁺	2.30	60- 64%
C	2.00	55-59%
C ⁻	1.70	50-54%
D	1.00	40-49%

- ii) Fraction marks obtained in a course is to be rounded up to the next whole figure such as 64.1 to 65 or 79.9 to 80.

- iii) If a candidate misses a higher grade by 0.01 CGPA on the completion of the whole program, he/she shall be awarded grace marks of 0.01 and placed in the higher grade.

- iv) SGPA of a student will be calculated as below:

Course	Credit hours	Marks obtained (%)	Grade	GP	Quality Point
	C			G	C x G
I	3	88	A	3.70	11.10
II	3	73	B	3.00	9.00
III	2	69	B ⁻	2.70	5.40
IV	3	87	A	3/70	11.10
V	2	95	A ⁺	4.00	8.00
Total	13				44.66

$$\text{SGPA} = 44.60 / 13 = 3.43$$

CGPA = Sum of 'n' Semesters Quality Point / Sum of credit hours of 'n' semesters

12. GOOD STANDING / PROBATION FOR M.PHIL.

- i) In order to remain on the roll of the Department a student has to continuously maintain "Good Standing" namely a satisfactory standard of attendance, academic performance (a minimum CGPA of 2.70), as well as conduct and discipline.
- ii) A student with GPA between 2.30 and 2.70 in the first semester will be promoted to second semester on probation. However, he/she will have to achieve at least GPA of 2.70 by repeating course (s) with grads below B- as per schedule announced by the Department.
- iii) A student with GPA less than 2.30 in the first semester will be dropped from the roll of the department.
- iv) A student securing CGPA of 2.70 or above will peruse his research. However, a student with GPA 2.30 in first semester while 2.70 in second semester of vice versa will be allowed to conduct research. However, the student will have to improve CGPA below 2.70 before submitting his/her M.Phil thesis.
- v) A student with GPA below 2.70 in consecutive two semesters will also be dropped from the roll of the Department.
- vi) Only one chance will be allowed to improve the Course(s) Grade.
- vii) The minimum CGPA for award of M.Phil Degree will be 2.70 with no "C, C- and D" grade in any course.

13. GOOD STANDING / PROBATION FOR PhD

- i) In order to remain on the roll of the Department a student has to continuously maintain "Good Standing" namely a satisfactory standard of attendance, academic performance (a minimum CGPA of 3.00), as well as conduct and discipline.
- ii) A student with GPA between 2.70 and 3.00 in the first semester will be promoted a second semester on probation. However, he will have to achieve CGPA at least 3.0 by repeating course(s) with grades below B as per schedule announced by the Department.
- iii) A student with CPA less than 2.70 in the first semester will be dropped from the roll of the department.
- iv) A student will not be given ABD status before achieving CGPA 3.00 in course work with minimum Grade Point 2.70 in each course, securing 2.70 CGPA in comprehensive examination with at least 50% score.
- v) A student with GPA below 3.00 in consecutive two semesters will also be dropped from the roll of the Department.
- vi) Only one chance will be allowed to improve the Course(s) Grade.

14. INCOMPLETE GRADE

No make up examination shall be given to a student who does not appear in mid-term Examination. In case a student is unable to appear in the Final Examination of a semester on medical ground or a natural calamity may be allowed to appear in the Special Final-Term Examination to be arranged by the Department provided.

- a) He/She fulfills the condition of having attended the prescribed number of lectures and practical work as laid down in the regulations.
- b) He/She is admitted as an indoor patient in a recognized Hospital, or if he/she is not hospitalized as defined above, the candidate shall be examined by the Medical Superintendent of Civil Hospital who may certify the inability of the student to appear in the examination or otherwise.
- c) Application of the student must reach the department on or before the day of examination.
- d) Such a student shall be given incomplete Grade ("I"-Grade). This grade will not be included in SGPA calculation. He/She shall be required to appear in the special Final Examination of semester to be held within four weeks from the commencement of the next semester.
- e) The student shall have to pay a fee of Rs.1200/- per course for special final examination.

15. Course Repetition

Department may offer make up semester for which it will make special arrangements to repeat the required Course(s) as found appropriate by the department. The student will have to pay the course(s) fee calculated on the basis of the semester fee.

Summer semester may be conducted for the students who have failed in any course(s) or as required to repeat one or more courses. This special semester is offered to save time duration for the degree requirement. The matter to conduct summer semester will be initiated by the students repeating course(s), by filling a written request to the Chairman / Head who will forward the same for approval of the Vice-Chancellor. Following are the summer semester regulations:

- i) The student(s) shall have to deposit prescribed fee of course(s) in advance. (course fee will be calculated by dividing total fee of the semester by number of courses in that semester).
- ii) Duration of the summer semester would be 8 weeks.
- iii) A student will be allowed to enroll for a maximum of two courses or a class/lab work of not more than 8 credit hours.

16. CHANGE OF COURSE

- i) No student shall change an optional / elective course except with the written approval by the Chairman of the Department / Dean. The time period for such a change shall be seven days from the commencement of the course.
- ii) The department may swap the courses of different semester according to the needs or the availability of teaching faculty.

17. SEMESTER BREAK/FREEZING

In case a student (other than first semester student) due to some unavoidable circumstances (Prolonged illness or such other genuine reason) is unable to continue his studies, he/she may apply for a semester break. This option, however, will be available only once during the course of his studies. The case will be put up the Department Examination Committee for consideration. In case, the Committee recommends it, semester break will be allowed for a maximum period of one year. The total time period for completion of the program will, however, remain same as already prescribed in these rules.

18. M.PHIL RESEARCH THESES

- i) After Successful completion of the course work in accordance with provisions of Regulation 11, each student shall work under the supervision of teacher appointed for the purpose the Board of studies of the Department with consultation of the concerned teacher.
- ii) A Supervisor appointed for the M.Phil Degree must hold a Doctorate, unless otherwise permitted by the Vice Chancellor on the recommendation of Board of studies concerned.
- iii) The research/theses title offered to each student shall be approved by the Board of studies concerned on the recommendation of the supervisor and may be assigned within 30 days after the declaration of the final result of the 2nd semester to the successful candidates as per regulation-11.
- iv) Each student shall submit 5 typed copies of his thesis along with a letter of approval by the Supervisor (as given in Annex A) or to the Controller of the Examinations. One copy will be held by the supervisor, one copy will be sent to the Central Library of the University and one copy will be kept in the department for reference after successfully passing the viva-voce exam by the student.
- v) In case a student fails to submit his thesis within fifteen days after the expiry of the three years from the date of admission of i.e. starting date of the 1st semester, the Vice-Chancellor may allow him extension for one year on the recommendations of the Supervisor duly endorsed by the Chairman, provided the Supervisor justifies the need of extension to the satisfaction of the Vice-Chancellor by indicating in writing the circumstances which led to non-completion

of the thesis within 3 years. No extension beyond four years shall be granted.

- vi) A candidate, who is granted the benefit as given in 17(v) shall be allowed to submit thesis within the extended period. He/She shall also pay semester(s) fee of this extended period.

19. THESIS EVALUATION/VIVA-VICE EXAMINATION OF M.PHIL.

- i) The theses shall be examined / evaluated by:
 - a) Two external examiners to be appointed by the Vice-Chancellor from amongst a panel of at least six examiners recommended by the concerned supervisor and approved by the Board of Studies concerned.
 - b) **Research Supervisor (internal).**
- ii. On receipt of satisfactory report from the external and internal examiners (the certificate of the supervisor at the time of submission of the thesis will be treated as the report of internal examiner), the candidate shall have to, appear before the Board of Examiners (comprising one of the external examiner to be nominated by the external examiners who were appointed for the evaluation of the thesis and the internal examiner) for the assessment of the thesis and viva-voce examination. The Board of Examiners shall either accept or defer for re-submission or reject the thesis.
- iii) If the examiners find that the thesis is wholly inadequate, they may recommend that it be rejected without any further test.
- iv. If the thesis, though inadequate is of sufficient merit in the opinion of the examiners, they may recommend its re-submission in a revised form.
- v. In case of difference of opinion the other external examiner different from the previous examiners shall be appointed by the Vice-Chancellor from amongst a panel of examiners already recommend. This examiner shall re-examine the candidate and his evaluation will be final.
- vi. The Viva-voce Examination of the thesis shall be open to a candidate, enrolled in the M.Phil program of the Department, who has cleared all dues and has paid full prescribed examination fee.

20. PhD DISSERTATION

20.1 Appointment of Supervisor

- i. The Advanced Studies and Research Board shall appoint a supervisor from this university or if unavoidable, from another university where needed, on the recommendation of Board of Studies concerned. A supervisor must be PhD, a recognized scholar in the relevant subject not having more than eight students under his/her supervisor (The number of candidates may be increased, under special circumstances, by the Vice-Chancellor).
- ii. There should be at least three PhD faculty members in a department to launch a PhD Program. However, in extraordinary cases, even one PhD teacher could start a PhD Program if justified.
In case of the subject in which a PhD or a recognized scholar is not available in the department/university, a supervisor having the required qualification in the relevant field may be appointed from any other organization/department. University may appoint a co-supervisor from other university/organization of required for the research.

20.2. The ABD Status

- i) Once the student has completed the PhD course work with minimum CGPA 3.00 with all other requirements as laid down by the university in accordance with its PhD admission rules and regulations, including GRE (subject) examination, he/she will be "Admitted to be a Candidate for the PhD Degree". The University would certify this status by issuing the certificate of ABD- "All But Dissertation," if so required by the student.
- ii). The University will have the discretion to award the degree of M.Phil to any PhD student who, having achieved the ABD Status, has failed in the final defense of his dissertation.

20.3 Dissertation

- i. The student after ABD status, will approach/request a faculty member, who possesses PhD degree from a recognized university, to get his consent to act as supervisor.

- ii. The PhD student would submit the formal dissertation proposal, evaluated and recommended by the concerned Board of Studies and finally approved by the Advanced Studies & Research Board.
- iii. Once the PhD dissertation proposal is approved, the student will complete his/her research work and will write his/her PhD dissertation.
- iv. The candidate shall be eligible to submit his dissertation after completing at least three academic years from the date of admission provided that he/she has acceptance/publication of at least one research paper in refereed journal of national or international repute.
- v. The maximum period of completing all requirements of the PhD program including submission of the final copy of dissertation will be eight years after the date of admission.
- vi. Every candidate shall submit to the Controller of Examination 6 error free copies of PhD dissertation along with completion certificate from the supervisor concerned as well as the original bank challan of Examination fee.
- vii. The entire dissertation typed with a margin of five centimeter quarto size good quality white paper, must be bound in black cloth/binding with uncut edges bearing the title of the dissertation, full name of the author, and year of submission inscribed in gold colour.

20.4. Evaluation and Defense of the PhD Dissertation

- i. Upon the approval of the PhD dissertation in principle, by the supervisor, the same will be sent to 2 international experts for evaluation, from a panel of at least 8 experts from abroad, recommended by the concerned Board of Studies with consultation to the supervisor and approved by the Advanced Studies & Research Board. The Vice-Chancellor will select any two experts from the panel.
- ii. If both of the international experts find that the dissertation is wholly inadequate, the thesis will be rejected without any further examination.
- iii. If the dissertation, though inadequate, is of sufficient merit in the opinion of the two international experts, they may recommend to the Advanced Studies and Research Board to permit the candidate to resubmit the dissertation in a revised form within a period of one year. Provided that in case of difference of opinion amongst the international experts, the dissertation shall be referred to a third expert, whose appointment shall be made by the Vice-Chancellor from the existing panel. If a candidate fails to obtain a recommendation in his favor from the third expert his/her dissertation shall finally be rejected or may be recommended for the award of the degree of M.Phil.
- iv. Upon the international expert's approval of the PhD dissertation, the final stage of defending the Dissertation will be set in motion.
- v. The Vice-Chancellor shall appoint three examiners including the supervisor (internal examiner), from a panel of at least 6 examiners, recommended by the concerned Board of Studies to attend the defense of the dissertation. The panel of examiners for the viva voce will be recommended with the panel of international experts.
- vi. A public notice will be printed in a local newspaper, announcing the date, time and place of the public defense of the Dissertation.
- vii. During the public defense, which the faculty of the University will be invited, any member attending the occasion will be free to ask a question on the Dissertation topic, its research methodology or on the conclusions arrived. The student will be required to give satisfactory answers to questions asked.
- viii. If the majority of the examiners are of the view that the student has successfully defended his/her Dissertation, the student will be recommended for the grant of the PhD Degree to the Advanced Studies and Research Board.
- ix. After considering the report of experts and the report of public defense examination, the Advanced Studies and Research Board shall make recommendation to the Syndicate for the award of the PhD degree.

- x. The Registrar shall maintain Register for PhD candidates and shall assign a registration number to each candidate at the time of the admission on payment of prescribed fee. The university may decide from time to time, the amount of tuition fee payable by the student. However the university may subsidize the PhD student by any percentage of the total fee of the program on its own resources or from grants/ student support received from of HEC.
- xi. A student registered for the PhD program shall be called a PhD scholar.
- xii. In case a Chairperson of a department/ Head of a department/ Director of institute is himself/herself a candidate for PhD degree, the function and power assigned to the Chairman of the department/ Head of a department/ Director of institute under the regulation for the award of PhD degree shall be exercised by the Dean of Faculty concerned and he may, where necessary, act as the expert of a Board of Studies concerned.
- xiii. A candidate may, at least one year before the submission of dissertation modify the subject and title of his research with the approval of the Board of Studies and Advanced Studies & Research Board on submitting an application recommended by the supervisor of research, provided that this modification is within the cope of synopsis of the original research proposal.

22. CRITERIA FOR POSITION HOLDERS FOR M.PHIL.

- (a) Three position namely 1st, 2nd and 3rd shall be awarded (if applicable as per University rules and regulations). The basis of awarding these positions shall be on the basis of %age.
- (b) In order to qualify for the award of any of these positions; a student is required.
 - i) To pass all the courses (both credit and non-credit) in the first attempt.
 - ii) Not to avail chance of withdrawing a course.
 - iii) Not to be absent in the examination.
 - iv. Not to repeat the semester.
- (c) In case of tie, the same position will be awarded to the no. of students securing the similar percentage of marks.

Note: A Department may devise a procedure of evaluation for a special component for within these rules have no explanation but within the frame-work (criteria) of these regulations.