



# **RAWALPINDI WOMEN UNIVERISTY**

## **ACADEMIC RULES AND REGULATIONS**

### **A. PRELIMINARY**

In pursuance of Section 44(1(d)) of the Rawalpindi Women University, Rawalpindi Act XXIX of 2019, the Academic council of Rawalpindi Women University under clause 26 of the Rawalpindi Women University, Rawalpindi Act XXIX of 2019 is pleased to approve and regularize the following Rules and Regulations governing the semester system to administer academic affairs concerning academic programs in various disciplines of Rawalpindi Women University, Rawalpindi.

### **B. SHORT TITLE AND COMMENCEMENT OF POLICIES, RULES AND REGULATIONS**

- i. These Rules and Regulations may be called the “**Academic Rules and Regulations**” of the University.
- ii. These Rules and Regulations shall apply to all study programs, students, and other stakeholders of the University.
- iii. These Rules and Regulations are effective from Fall-2019.

### **C. DEFINITIONS**

In these Regulations, unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them; that is to say:

- i. “Academic Council” means the Academic Council of the Rawalpindi Women University, Rawalpindi.
- ii. “Academic Calendar” means the period during which the students attend University.
- iii. “Academic Department” means a teaching, training, research and/or technological department or center of the University devoted to imparting or creating knowledge in a particular academic discipline.
- iv. “Academic Year” means the period of year during which the students attend University. It includes a fall and spring semester, with a shorter optional summer semester.
- v. “APA” means the American Psychological Association.
- vi. “BASR” means Board of Advanced Studies and Research.

- vii. “BOF” means Board of Faculty for a particular Faculty of Rawalpindi Women University, Rawalpindi.
- viii. “BOS” means Board of Studies for a respective department of Rawalpindi Women University, Rawalpindi.
- ix. “CGPA” means Cumulative Grade Point Average.
- x. “Chairperson” means chairperson of academic department of Rawalpindi Women University, Rawalpindi.
- xi. “CMS” means the Campus Management System of Rawalpindi Women University.
- xii. “Commencement of Semester” means the day of start of classes for the semester as prescribed in the Academic Calendar of the University.
- xiii. “Contact Hour” means the total number of lectures, tutorials and laboratory hours per week.
- xiv. “Controller” means the Controller of Examinations of Rawalpindi Women University, Rawalpindi.
- xv. “Coordinator” means person responsible for all matters of Academics & Examinations *etc.* at departmental level. She shall be nominated by the Chairperson of respective department.
- xvi. “Course” means teaching unit of a discipline to be covered within a Semester as detailed in the Curriculum of study program and issued by the University. Each course is identified by a Course Code, Course Title and Credit Hours.
- xvii. “Course Instructor” means a teacher who taught a particular course to the students.
- xviii. “Credit Hours” means weight assigned to a course in term of teaching time.
- xix. “Curriculum” means set of courses, course work and their contents offered for a particular program. It includes course objectives, the contents and methods that will be used to teach.
- xx. “Department” means the Academic Department of Rawalpindi Women University, Rawalpindi.
- xxi. “Departmental Research Committee (DRC)” monitors all research related activities in the department.
- xxii. "Degree" means a title awarded to a graduate, under seal of Rawalpindi Women University, Rawalpindi, at the end of any program in recognition of satisfactory completion of prescribed courses of study for the particular program.
- xxiii. “Examiner” means a person who sets and marks examination to test student’s knowledge or proficiency.

- xxiv. “Extraordinary circumstances/ Force Majeure” means unusual situation, which is not covered under normal regulations.
- xxv. “Final Term Examinations” means the examinations conducted at the end of each semester, covering the whole prescribed syllabus for each course.
- xxvi. “Grade” means letter grade awarded to student in each course, as per prescribed formula, on the basis of marks obtained by the student in the respective course.
- xxvii. “Graduate” means a student who has successfully completed the course of study and has been awarded the degree.
- xxviii. “GPA” means Grade Point Average.
- xxix. “HEC” means Higher Education Commission.
- xxx. “HEI” means Higher Education Institution.
- xxxi. “IRB” means Institutional Review Board.
- xxxii. “Internal Assessment” means Mid Term Examinations, Quiz, Assignment, and Project *etc.*, given to the students by the respective course instructor of each course.
- xxxiii. “LMS” means Learning Management System of the University
- xxxiv. “Marks” means original marks obtained by the student.
- xxxv. “Mid Term Examinations” means the tests conducted by the department concerned in coordination with office of Controller of Examinations during mid of the semester.
- xxxvi. “Non-Credit Course” means a course of study which shall not be counted towards the calculation of C/GPA.
- xxxvii. “ORIC” means Office of Research, Innovation and Commercialization.
- xxxviii. “Plagiarism” means any act as defined in the Plagiarism policy adopted/ approved by the University.
- xxxix. “Probation” means a status granted to a student whose academic performance falls below an acceptable standard.
- xl. "Program" means a broad area of study for specific types of degree paths over a specific period of time.
- xli. "Progress Report" means a semester wise distributed inventory of courses taken and marks/grades earned by a student. It can be issued after each semester.
- xlii. “QEC” means Quality Enhancement Cell.
- xliii. “Registrar” means The Registrar, Rawalpindi Women University, Rawalpindi.
- xliv. “Regular Student” means a student admitted to any program at The Rawalpindi Women University, Rawalpindi and who carries the full load required in a given semester by her curriculum.

- xlv. “Repeat Course” means to study the course again.
- xlvi. “RWU” means Rawalpindi Women University.
- xlvii. “Scheme of Study” means a prescribed semester wise breakup and order of courses to be offered in a study program
- xlviii. "Semester" means a period of 16-18 weeks duration, during which University will hold classes.
- xlix. “Student” means the student studying at Rawalpindi Women University, Rawalpindi.
- 1. “Summer Semester” means a short intensive semester of six to nine weeks offered during summer break.
  - li. “Teacher” means Professor, Associate Professor, Assistant Professor, or Lecturer having prescribed qualifications engaged whole-time by the University for teaching diploma, degree or postgraduate classes and engaged in research and development of technologies and such other persons as may be declared to be teachers by Regulations of the University.
  - lii. “Transcript” means an inventory of courses taken and marks/ grades earned by a student throughout the whole program. It will be issued at the end of program.
  - liii. “University” means The Rawalpindi Women University, Rawalpindi.

*Terms not expressly defined in these “Academic Rules & Regulations” shall bear an interpretation that maybe determined by the University. All other terms and expressions shall have the same meaning as assigned to them under the Rawalpindi Women University, Rawalpindi Act XXIX of 2019.*

## **D. GENERAL RULES AND REGULATIONS**

### **1. MEDIUM OF INSTRUCTION**

- 1.1 The medium of instruction and examination in Rawalpindi Women University, Rawalpindi shall be “English” except Islamic Studies, Pakistan Studies and in the case of Pakistani/ Regional/ Foreign/ oriental languages etc. for which medium of instruction and examination shall be accordingly.

## 2. ACADEMIC CALENDAR

2.1 There shall be an “Academic Calendar” for each semester, which shall be published by Registrar Office on the website of RWU and may include the followings:

- i. Semester starting date.
- ii. Holidays during the semester.
- iii. Semester termination date.
- iv. Mid Term Examination week.
- v. Final Term Examination Week(s).
- vi. Result declaration date.

2.2 In case The University is closed due to unforeseen / unusual circumstances, then to cover the lapsed period, Special makeup classes must be arranged either by:

- i. Converting weekends or holidays to working days.

OR

- ii. Switching to Online mode.

## 3. STATUS OF STUDENT

3.1 A student admitted to any program at The Rawalpindi Women University, Rawalpindi shall be a “Full Time Regular Student”.

## 4. PROGRAM BREAKUP

4.1 The Minimum and Maximum Time Duration/Semester(s) for the completion of a degree program for the regular students shall be as under:

Sr. #	Degree Level	Minimum Duration	Maximum Duration
1	MS/M.Phil.	02-years/04-semesters	03-years/06-semesters
2	MBA (Non-Business/ Business)	02-years/04-semesters	03-years/06-semesters
3	BS /BBA	04-years/08-semesters	06-years/12-semesters
4	BS Lateral Entry	02-years/04-semesters	04-years/08-semesters

4.2 Maximum time duration as mentioned in the above table at ‘para 4.1’ includes the semester freeze period.

4.3 The students admitted on the basis of course exemption/transfer of course credit

hours, shall be required to complete the program within the semester(s) prescribed by the University.

- 4.4 There shall be a Semester Break of at least one week between two Semesters.

## **5. SEMESTER SYSTEM**

- 5.1 The University observes the Semester System.
- 5.2 There shall be two semesters in each academic year *i.e.* Fall and Spring. Each semester shall be of 18 weeks duration, comprising of 16 weeks for teaching and 02 weeks of Mid Term Examinations & Final Term Examinations.
- 5.3 The commencement of these semesters is regulated by RWU.
- 5.4 In each semester, students will be evaluated through **Internal Assessment** (Sessional work e.g., Quizzes, Assignments, presentation, *etc.* and Midterm examinations) and **Final Term Examinations**. Non-participation in Internal assessment of a course will eventually affect the final grade(s) of the student. It is mandatory to appear in Final Term Examination.
- 5.5 The Weightage of marks for Theory/Lab/Practical course in a semester shall be 50% for Internal Assessment and 50% for Final Term Examinations.

## **6. SUMMER SEMESTER**

- 6.1 A summer semester of 06 (six) to 09 (nine) weeks duration (Eight weeks for teaching with 45-48 contact hours for a course of 3 credit hours and One week for Final Term Examinations) shall be scheduled during summer vacation. Selective courses shall be offered by the respective departments. The contact hours during Summer Semester shall be doubled to ensure that the course is completely taught in a Summer Semester with half of the duration compared to a Regular Semester.
- 6.2 A student may register for a maximum of 06 (Six) credit hours course(s) during summer semester, provided they are being offered by the respective department. However, in case of Final Year students the department may recommend courses of maximum nine (09) credits hours.
- 6.3 The summer semester shall be allowed to those students who have failed to qualify a course/declared Not Eligible for a course/ want to improve grade C or below.
- 6.4 The summer semester shall also be offered to the students of BS Lateral Entry Program to complete the degree requirements.
- 6.5 In case, due to unavoidable circumstances such as pandemics, the Summer Semester is not offered then in lieu of that '03' Credit hours course shall be offered in Fall Semester and '03' Credit hours shall be offered in Spring Semester with the approval of the Vice Chancellor, provided that maximum Credit hours per semester

shall not exceed the prescribed maximum limit of credit hours i.e. '21' Credit hours for BS/ BBA program and '15' Credit hours for MS/M. Phil./ MBA Program.

- 6.6 The Course Registration, Attendance and Assessment policies shall be followed as that in case of Regular Semester.

## **7. EVENING PROGRAM**

- 7.1 The Rawalpindi Women University shall offer its evening programs in different disciplines to those students who are not able to avail the facilities of education in the morning shift due to their work and/or family commitments or any other reason. The evening program shall provide evening students with the same high quality educational opportunities which are provided to the morning students.
- 7.2 The Scheme of Studies, Course Registration, Attendance and Assessment policies shall be followed as that in case of Morning Semester.

## **8. SEMESTER AND COURSE ENROLLMENT**

- 8.1 A student is required to get herself registered in each semester. If the student fails to register in a semester without permission of the 'Competent Authority' on or before the last date of course selection she will be marked as 'Inactive'.
- 8.2 To be an active student, a student shall be required to enroll at least one course/03-credit hours in a semester keeping in view the pre-requisites of each course(s) and maximum available duration of the study program.
- 8.3 Candidate admitted to a program shall complete all the requirements as per scheme of studies for the degree, for each semester subject to the maximum admissible limit of semesters, failing which her admission shall stand cancelled. In case, the student discontinues her studies without permission as stated in 'para 8.1' may seek re-admission in the same semester or in the subsequent semester, with the approval of the Worthy Vice Chancellor on recommendations of the Dean, provided she has already not exhausted the maximum duration/time for the course/program.

## **9. DISCONTINUATION OF STUDIES**

- 9.1 The student admitted to a degree program, shall register herself for each semester as long as she has not discontinued studies on account of sickness (certified from an entitled Punjab Government Hospital duly endorsed by the University Medical Officer) or due to circumstances beyond her control, before appearing in the midterm and final term examinations, with the permission of the Registrar.

## **10. CANCELLATION OF ADMISSION**

- 10.1 Any student consistently found absent from classes during first four weeks; after the commencement of the semester as per announced schedule, her admissions shall stand cancelled automatically without any notification.

## **11. DROP OR WITHDRAWAL FROM COURSE(S)**

- 11.1 The minimum and maximum Course Load in a semester shall be according to the scheme of studies of the program, but in special circumstances it can be minimum of 03-credit hours and maximum will be 21- credit hours.
- 11.2 In case of repeating failed/ dropped/ improve course, a student can take maximum one extra course of up to 03-credit hours during regular semester.
- 11.3 The student shall be required to get register for any repeat course within ONE Week of the start of the new Semester.
- 11.4 The student shall not be allowed to add course after the end of Second Week of a semester.
- 11.5 The drop option shall remain open till the end of Fourth Week of a semester.
- 11.6 A student can drop a course with the recommendation of the Chairperson/ Incharge of respective department after the approval of Dean of respective faculty.
- 11.7 W (Withdrawn without failure) grade will be awarded in the transcript if the course is dropped till the end of Fourth Week of a semester, which shall have no impact on the calculation of the CGPA/GPA of the student.
- 11.8 F (Failure) grade will be awarded in the transcript if the course is dropped after fourth week of semester, which shall count in the CGPA/GPA of the student.

## **12. COURSE SELECTION & REGISTRATION**

- 12.1 Each student shall be registered in the semester for all the credit hours as prescribed in scheme of studies for the semester, unless otherwise specified.
- 12.2 **Newly Admitted Students:** Pre-defined first semester courses shall be allocated from the respective scheme of studies by the registration office in CMS.
- 12.3 **Existing Students:** Existing students shall be registered after the result declaration of the preceding semester.
- 12.4 The student shall be enrolled according to the prescribed 'semester wise scheme of studies' of the program by following the prerequisite rule.
- 12.5 The department shall complete the course registration of students within two



weeks before the commencement of a semester.

- 12.6 The student must have cleared her unpaid dues (if any) of the previous semester.
- 12.7 A student shall register for courses offered by the department on the prescribed registration form in consultation with the Academic Coordinator.
- 12.8 In BS/ BBA program a Regular Full Time student shall register a minimum of 15 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 semester.
- 12.9 If a BS/ BBA student needs a maximum of 21 credit hours in 7<sup>th</sup> and 8<sup>th</sup> semester 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 7<sup>th</sup> & 8<sup>th</sup> semester.
- 12.10 In BS/BBA Lateral Entry program a Regular Full Time student shall register a minimum of 15 credit hours and a maximum of 21 credit hours in a regular semester and a maximum of 6 credit hours or 2 courses in a summer semester.
- 12.11 In MS/M. Phil./MBA Program a Regular student shall register 9 Credit hours to 12 Credit hours in a regular semester
- 12.12 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.
- 12.13 A student shall not be allowed to register her thesis during probation (*i.e.* a student acquiring less than 2.00/4.00 CGPA but more than 1.50/4.00 CGPA in a semester in BS program and a student acquiring CGPA between 2.00/4.00 and 2.50/4.00 in a Semester in MS/M. Phil./ MBA Program).
- 12.14 During second semester of MS/M. Phil. / MBA the student(s) having at least 2.50/4.00 CGPA shall be allowed to submit their areas of interest for thesis research to their respective Chairperson.
- 12.15 In BS/BBA program the department where Research Project is Compulsory, shall offer a research project in the last two semesters of the academic program.
- 12.16 For the enrollment of Research Project/Thesis, student must meet the prescribed prerequisite and CGPA requirements as prescribed in course selection rules.

### 13. COURSE PRE-REQUISITE RULE

13.1 Each course shall only be available to a student for enrollment in a semester when her basic/foundation level course has already been studied/qualified by her in a previous semester as described in scheme of studies.

### 14. CREDIT HOURS TO COMPLETE A DEGREE PROGRAM

14.1 The Minimum and Maximum Credit Hours for the completion of a degree program for the regular students shall be as under:

<b>Sr. No.</b>	<b>Degree Level</b>	<b>Minimum Credit Hours</b>	<b>Maximum Credit Hours</b>
1	MS/M.Phil.	50	50
2	MBA (Non-Business/ Business)	60/ 30	66/ 30
3	BS/BBA	130	140
4	BS/ BBA Lateral Entry after Two Years Bachelor's Degree Annual System Equivalent to 50 Credit Hours.	80	90
5	BS/ BBA Lateral Entry after Associate Degree Program (ADP) Equivalent to 65 Credit Hours	65	75

14.2 The students of Two Year BS Lateral Entry program shall graduate with at least SAME CREDIT HOURS as of the respective BATCH of Four Year BS Degree program.

### 15. NON-CREDIT COURSE

15.1 A course which is compulsorily registered by a student:

- i. For personal development, intellectual growth, and learn new information about different areas of interest from within or outside their subject. These courses give students chances to “examine, analyze and research” for future learning.
- ii. As Bridge course/ Deficient course to fill the gap between Bachelor degree (annual system) and first two years of BS Program at RWU.

15.2 A student shall be allowed to study the non-credit course(s) along with regular students.

- 15.3 She shall have to complete the Internal Assessment and to appear in the Final Term Examinations of that course.
- 15.4 A BS/ BBA student shall qualify the course(s) if she scores at least 50% marks in Internal Assessment and Final Term Examinations of that course combined.
- 15.5 A MS/M. Phil. / MBA student shall qualify the course(s) if she scores at least 60% marks in Internal Assessment and Final Term Examinations of that course combined.
- 15.6 The non-credit course shall be evaluated as pass or fail. The marks obtained by the student in such courses shall not be taken into account for calculating GPA/CGPA.

## **16. INACTIVE STUDENT**

- 16.1 A student who fails to register a semester and unable to enroll course(s) within the due date of course registration will be declared as an “Inactive Student”. Such student may resume her studies through Re-admission, upon payment of prescribed Re-Admission Fee in the very next semester. However, if a student remains inactive for more than two consecutive semesters simultaneously and fails to resume/continue studies in the next (3<sup>rd</sup> consecutive) semester; the status of such student will be considered as “Dropped” and she will be required to apply for new admission as per the University policy.

## **17. DROPPED-OUT STUDENT**

Following shall be considered as dropped out:

- i. A student who withdraws her admission before completing a degree program.
- ii. A student who remains inactive for more than two consecutive semesters simultaneously and fails to resume/continue studies in the next (3<sup>rd</sup> consecutive) semester.
- iii. A student who could not complete her registered program within the specified time duration of the respective program.
- iv. A student whose Admission is cancelled in response to an Indiscipline/Misconduct or against any disciplinary action.
- v. A Student of BS/ BBA Program acquiring CGPA less than 2.00/4.00 CGPA in any two semesters during first four semester of program OR in any two semesters during last four semesters of the program shall be dropped from university rolls. However, she will be eligible to seek re-admission if dropped after first probation.
- vi. A student of BS/ BBA Program who could not obtain CGPA of 1.50 in any semester.

- vii. A student of MS/M.Phil./ MBA Program who fails to score a minimum of 2.00 CGPA at the end of any Semester.
- viii. A student of MS/M.Phil./ MBA Program who fails to score at least 2.50 CGPA in the Semester of Probation. (A student of MS/M.Phil./ MBA Program who scores CGPA between 2.00 and 2.50 in a Semester; may be conditionally promoted to the next semester and she shall be placed on probation.)

## **18. RE-ADMISSION**

- 18.1 Re-admission shall be allowed only ONCE during BS/BBA/MS/M. Phil./MBA program.
- 18.2 Re-admission shall be allowed after the payment of full admission fee.
- 18.3 In BS/ BBA Program a student shall be eligible to seek re-admission, if she acquires at least 1.20/4.00 CGPA and if:
  - a. Her CGPA is less than 2.00/4.00 CGPA in any two semesters during first four semesters/ last four semesters of program.
  - b. She is on probation 2nd time even after attending summer semester in first four semesters/last four semesters.
  - c. Her CGPA is less than 1.50 in any semester.
- 18.4 In MS /M. Phil./ MBA Program, a student shall be allowed to seek re-admission, if:
  - a. She fails to score a minimum of 2.00 CGPA at the end of any Semester.
  - b. She fails to score at least 2.50 CGPA in the Semester of Probation.
- 18.5 The Courses of dropped semester with C & above Grade, shall be considered and accepted upon the recommendation of the Controller of Examination. (w.e.f Fall 2023 batch onwards).

## **19. ATTENDANCE CRITERIA**

- 19.1 A student must attend at least 80% of the lectures delivered in each course in a Semester to be eligible to appear in the Final Term Examination of that course, failing which she shall not be allowed to appear in the Final Term Examination of that course(s).
- 19.2 In case a student is involved in University Level Society/ Sports and is participating in Inter Board/ Inter University/ HEC/ National/ International Tournament/ Event, she may be allowed to appear in the Final Term Examination of course(s) in which she has attended at least 60% of the lectures delivered in the class. The application for duty leave of such student shall be forwarded to the respective Chairperson of academic department by the Director Sports/ In charge of respective Society through Director Students Affairs, prior to the conduct of event.

- 19.3 Medical leave shall not be considered towards attendance.
- 19.4 The list of eligible students for the Mid Term & Final Term Examination shall be notified by the Chairperson of the respective department before the start of Mid Term & Final Term Examination of each Semester and same shall be submitted to the Office of Controller of Examinations for record.
- 19.5 A student, who does not have the required attendance percentage and is declared Not Eligible by the Chairperson of the respective department for the Final Term Examination of any course(s), shall be awarded “F” grade in such course(s). Such student shall have to repeat the respective course(s) along with forthcoming Semester in which the course(s) is being offered, and shall have to attend at least 80% of the lectures delivered for the said course(s), in order to become eligible to appear in the Final Term Examination.
- 19.6 In exceptional / hardship cases the Chairperson of the respective department may exempt 5 % of the attendance. The Vice Chancellor on the recommendation of the Chairperson of the respective department may also exempt further 5 % of the attendance.

## **20. SEMESTER FREEZE**

- 20.1 A student may take a Semester off due to unavoidable circumstances (e.g. Health Constraints etc.) by applying for a Semester Freeze.
- 20.2 Semester Freeze for Semester-I of any program shall not be allowed. However in hardship cases as ‘Iddat’, ‘Maternity/Delivery’, ‘Death of a direct relative or any other justified reason, a student may freeze her semester with prior approval of Vice Chancellor on recommendation of registrar.
- 20.3 The application for Semester Freeze should be submitted by the student within SIX weeks from the start of the Semester. Applications submitted after SIX weeks from start of Semester shall not be entertained.
- 20.4 A student who wants to freeze semester must submit the following to the Registrar Office:
  - a. An application of semester freeze, verified by the Chairperson of the respective department and recommended by Dean of the respective faculty.
  - b. Proof of semester freeze fee submission (20% of Semester fee).
- 20.5 The Registrar Office then shall issue the notification of Semester freeze.
- 20.6 A Student may apply for Semester Freeze for at most TWO semesters in Four Year Degree program and ONE Semester in TWO Year Degree program.
- 20.7 In case a student submits semester freeze request by mistake, she shall be allowed to withdraw the request within seven (07) days from the date of application.
- 20.8 In case of withdrawal of semester freeze application, semester freeze fee will not be

reimbursed.

- 20.9 Upon semester freeze, academic activities for the said semester will become null and void. During the freeze period, the student shall not be allowed to perform any academic and/or co- curricular / extra -curricular activities.
- 20.10 The student shall not be allowed to avail any University facility like Hostel,Transport *etc.* during freeze period, which the University offers to its regular student.
- 20.11 A student can **UNFREEZE** and resume studies in the subsequent semester on or before the last date as published in Academic Calendar and then make course selection / registration of that specific semester with the help of academic coordinator accordingly.
- 20.12 The duration of Semester Freeze shall be counted towards maximum duration allowed for the completion of respective degree.

## 21. PROGRAM BREAKUP FOR BS/ BBA PROGRAM

21.1 BS/ BBA program shall be divided into four academic years (named as Year-I, Year-II, Year-III, and Year-IV) and each academic year shall be divided into Two Semesters (Fall & Spring).

i. When the admission is offered in FALL Semester:

YEAR - I	FALL (SEMESTER – I)
	SPRING (SEMESTER – II)
YEAR – II	FALL (SEMESTER – III)
	SPRING (SEMESTER – IV)
YEAR – III	FALL (SEMESTER – V)
	SPRING (SEMESTER – VI)
YEAR - IV	FALL (SEMESTER – VII)
	SPRING (SEMESTER – VIII)

ii. When the Admission is offered in SPRING Semester:

YEAR - I	SPRING (SEMESTER – I)
	FALL (SEMESTER – II)
YEAR – II	SPRING (SEMESTER – III)
	FALL (SEMESTER – IV)
YEAR – III	SPRING (SEMESTER – V)
	FALL (SEMESTER – VI)
YEAR - IV	SPRING (SEMESTER – VII)
	FALL (SEMESTER – VIII)

21.2 Each semester shall be of 18 weeks duration, comprising of 16 weeks for teaching and 02 weeks of Mid Term Examinations & Final Term Examinations.

21.3 There shall be Semester Break of at least One week between two Semesters.

- 21.4 The maximum duration allowed to a student for the completion of BS Degree is Six years However, In case of **CS/IT** the maximum duration allowed to a student for the completion of BS Degree is Seven years (w.e.f fall 2023 batch onwards). However, in exceptional cases, an extension of one more year may be granted, after recommendation of respective Dean and approval of Academic Council.
- 21.5 The Course Load allowed for a Regular Student in a Regular Semester shall be 18/19 Credit hours as per HEC/ Accreditation Council.
- 21.6 In case of repeating failed/ dropped course, a student can take maximum ONE extra course of up to 03 credit hours during regular semester.
- 21.7 If a student wants to improve grade C or D, she is allowed to repeat maximum FIVE (05) courses after the submission of course registration fee.
- 21.8 A student can improve a course only in summer semester or in 9<sup>th</sup> or 10<sup>th</sup> semester after submitting prescribed fee.
- 21.9 The students shall be required to get registered for any repeat course within one week of the start of Semester. No student shall be allowed to add/ drop any course after the end of second week of semester.
- 21.10 A student has to score at least 2.00/4.00 CGPA at the end of program for the award of Degree.

## **22. PROGRAM BREAKUP FOR BS/ BBA LATERAL ENTRY PROGRAM**

- 22.1 BS/ BBA Lateral Entry Program shall be of at least two-year duration, divided into **FOUR** semesters.
- 22.2 Each academic year shall be divided into Two Semesters (Fall & Spring).
- i. When the admission is offered in FALL Semester:

YEAR – I	YEAR – III for BS/ BBA Four Years Program	FALL (SEMESTER – V)
		SPRING (SEMESTER – VI)
YEAR – II	YEAR – IV for BS Four Years Program	FALL (SEMESTER – VII)
		SPRING (SEMESTER – VIII)

ii. When the Admission is offered in SPRING Semester:

YEAR – I	YEAR – III for BS/ BBA	SPRING (SEMESTER – V)
	Four Years Program	FALL (SEMESTER – VI)
YEAR – II	YEAR – IV for BS/BBA	SPRING (SEMESTER – VII)
	Four Years Program	FALL (SEMESTER – VIII)

22.3 Each semester shall be of 18 weeks duration, comprising of 16 weeks for teaching and 02 weeks of Mid Term Examinations & Final Term Examinations.

22.4 There shall be Semester Break of at least One week between two Semesters.

22.5 The maximum duration allowed to a student for the completion of BS Degree is Four (04) years. However, in exceptional cases, an extension of one more year may be granted, after recommendation of respective Dean and approval of Academic Council.

22.6 The Course Load allowed, in case of a Lateral Entry, for a Regular Student in a Regular Semester shall be 21 Credit hours as per HEC/ Accreditation Council.

22.7 If a student gets grade C or below, she is allowed to repeat maximum TWO (02) courses after the submission of course registration fee.

22.8 A student can improve a course only in summer semester or in 9<sup>th</sup> or 10<sup>th</sup> semester after submitting prescribed fee.

22.9 The students shall be required to get registered for any repeat course within one week of the start of Semester. No student shall be allowed to add/ drop any course after the end of second week of semester.

22.10 A student has to score at least 2.00/4.00 CGPA at the end of program for the award of Degree.

### 23. PROGRAM BREAKUP FOR MS/MPhil/MBA PROGRAM

23.1 MS/MPhil/ MBA Program shall be of two-year duration, divided into **FOUR** Semesters.

23.2 Each academic year shall be divided into Two Semesters (Fall & Spring).

i. When Admission is offered in FALL Semester:

YEAR-I	FALL (SEMESTER – I)
	SPRING (SEMESTER – II)
YEAR-II	FALL (SEMESTER – III)
	SPRING (SEMESTER – IV)



ii. When Admission is Offered in SPRING Semester:

YEAR-I	SPRING (SEMESTER – I)
	FALL (SEMESTER – II)
YEAR-II	SPRING (SEMESTER – III)
	FALL (SEMESTER – IV)

- 23.3 Each semester shall be of 16 to 18 week duration, comprising of 16 weeks of teaching excluding Examinations.
- 23.4 There shall be Semester Break of at least One week between two Semesters.
- 23.5 There shall be Course Work of at least 24 Credit Hours.
- 23.6 There shall be a Thesis of 26 Credit Hours for MS/ M.Phil. Program and of six (06) credit hours for MBA program.
- 23.7 The maximum Course Load allowed for a Regular full time Student in a Semester of MS/ M.Phil. Program shall be of 12 Credit hours as per HEC/ Accreditation Council policy.
- 23.8 The maximum Course Load allowed for a Regular full time Student in a Semester of MBA program shall be as per National Business Education Accreditation Council (NBEAC) policy.
- 23.9 In case of repeating failed/ dropped course, a student can take maximum ONE extra course of up to 03 credit hours during regular semester.
- 23.10 A student can repeat maximum of TWO courses, after the submission of course registration fee, in order to improve the grade.
- 23.11 The students shall be required to get registered for any repeat course within one week of the start of Semester. No student shall be allowed to add/ drop any course after the end of second week of semester.
- 23.12 The maximum duration allowed to a student for completion of MS/ MPhil/ MBA Degree shall be THREE years from the date of first admission.
- 23.13 For the completion of MS/ M. Phil. Degree, a student has to complete 50 credit hours, out of which 26 Credit hours shall be of Thesis, subject to passing all the courses offered by the University during the program.
- 23.14 For the completion of MBA (Non-Business) Degree, a student has to complete 60/30 credit hours, out of which 06 Credit Hours shall be of Thesis, subject to passing all the courses offered by the University during the Program.
- 23.15 A student has to complete 50 credit hours, in first three semester.
- 23.16 A student has to complete course work in first three semesters.
- 23.17 A student has to score at least 2.50/4.00 CGPA at the end of program for the award of Degree.

## 24. COURSE LAYOUT FOR BS/ BBA PROGRAM

24.1 All BS/ BBA programs are composed of 130-140 Credit Hours in which (130 represents the minimum and 140 represents the maximum credit hours required to be completed).

24.2 In all BS/ BBA programs, courses are classified into five categories. Compulsory, general, foundation, major and elective. The detail of which is as follows:

Sr. #	Categories	No. of Courses Min-Max	Credit Hours Min- Max
1	Compulsory Requirement (No Choice)	9 - 9	25 - 25
2	General Courses to be chosen from other departments	7 - 8	21 - 24
3	Discipline Specific Foundation Courses*	9 - 10	30 - 33
4	Major Courses including Research Project/ Internship	11 - 13	36 - 42
5	Electives within the Major	4 - 4	12 - 12

\* Foundation Course: Pre-requisite of Major Courses (i.e. Basic Courses in Relevant subject)

24.3 A BS/ BBA program at RWU includes Theory courses, Laboratory work/Field Work/Studio Work, Research Project, Internship, Active Citizenship Program, Quranic Translation Studies.

S #	Category	Description
1	Theory Courses	a. A theory course shall be of at most 3 Credit hours. b. The duration of a 3 Credit hours course shall be: 03 classes of (01) hour per Week OR 02 classes of (1.5) hours per Week OR 01 class of (03) hours per Week
2	Laboratory work/Field Work/Studio Work	The duration of ONE Credit hour Laboratory work/Field Work/Studio Work shall be of 03 hours per Week.
3	University Optional	University Optional Courses shall be offered in lieu of the compulsory courses (English-IV & Mathematics-II) as per the requirement of University/Particular discipline.
4	Ethical Studies	For Non-Muslim students, two (02) Credit hour course of Ethical Studies in lieu of Islamic Studies course shall be offered.

5	Research Project/Final Year Project (in CS & IT departments)	<p>1. The department where Research Project is:</p> <p>a. Compulsory shall offer a research project in the last two semesters of the academic program.</p> <p>b. Not compulsory, may offer a research project in the last two semesters of the academic program to the students whose CGPA is at least 3.00 with no repeat course in any semester.</p> <p>2. The distribution of credit hours for research project is as follows:</p> <p>a. For intake from Fall-2019 to Fall-2021, the department may offer a research project of 03 or 06 credit hours.</p> <p>b. For intake from Fall-2022 onwards, the research project shall be of 06 credit hours.</p>
6	Internship	<p>a. Internship of one (01) credit hour shall be offered in any upper division semester as per requirement of the discipline.</p> <p>b. Students shall complete 48 contact hours of internship in a relevant academic, research, or business organization.</p>
7	Active Citizenship Program	Active Citizenship Program of one (01) Credit Hour shall be offered as compulsory course in any upper division semester (preferably last semester) as per requirement of the discipline.
8	Quranic Translation Studies	Quranic Translation Studies shall be of four (04) Credit Hours. One Credit Hour shall be taught per Year in each BS discipline as compulsory course.
9	Ethics	For Non-Muslim students Ethics of four (04) Credit Hours shall be offered in lieu of Quranic Translation Studies. One Credit Hour shall be taught per Year in each BS discipline

## 25. COURSE LAYOUT FOR BS/ BBA LATERAL ENTRY PROGRAM

### 25.1 Students Who have done Two (02) Years Bachelor under Annual System:

- a. A two year Bachelor Degree under Annual System is equivalent to 50 Credit Hours under the Semester System (HEC rule).
- b. A FOUR Year BS degree program at RWU shall consists of 130 - 140 Credit Hours on department to department basis.
- c. A student after two years Bachelor degree (annual system) shall be enrolled in fifth semester of four year BS degree program and shall follow the course layout of four year BS degree program of respective discipline.
- d. The student have to complete remaining 80 to 90 Credit hours out of which at least 10 Credit hours shall be devoted for Bridge Courses.
- e. The Bridge Courses / Deficient Courses are required to fill the gap existing between Bachelor degree (annual system) and first two years of BS program at RWU. These Bridge Courses are designed in the area of Mathematics, English, IT or relative to the requirement of University/Particular discipline.
- f. The Bridge Courses / Deficient Courses shall be determined by the

respective department.

25.2 Students Who have done Associate Degree under Semester System:

- a. An Associate Degree (4 semesters) under semester system covers 65 Credit hours (HEC rule).
- b. A FOUR Year BS/ BBA degree program at RWU shall consists of 130 to 140 Credit Hours on department to department basis.
- c. A student after two years Associate degree (semester system) shall be enrolled in fifth semester of BS/ BBA four year degree program and shall follow the course layout of BS/ BBA four year degree program of respective discipline.
- d. The student have to complete remaining 65 to 75 Credit hours in four semesters.
- e. The gap existing between the remaining credit hours of students enrolled after Associate Degree and first two year of BS/ BBA four year scheme of studies shall be covered by offering the courses relative to the requirement of the particular discipline. These courses shall be determined by the respective department.

25.3 Total Credit Hours to complete the degree under two years BS/ BBA Lateral Entry Program shall be “at least same” as of the Credit Hours of the degree under four years BS/ BBA program of the SAME BATCH.

**26. COURSE LAYOUT FOR MS/ MPhil./ MBA PROGRAM**

26.1 In MS/ M. Phil. program student has to complete 50 credit hours, out of which 26 Credit Hours shall be of Thesis, subject to passing all the courses offered by the University during the Program, for the completion of Degree.

<b>Sr. #</b>	<b>Categories</b>	<b>No. of Courses Min-Max</b>	<b>Credit Hours Min- Max</b>
1	Core Courses	3 - 4	9 - 12
2	Elective Courses	4 - 5	12 - 15
3	Thesis	-----	26
<b>Total Credit Hours</b>			<b>50</b>

26.2 In MBA (NON-Business) program student has to complete 60 to 66 credit hours, out of which 06 Credit Hours shall be of Thesis, subject to passing all the courses offered by the University during the Program, for the completion of Degree.

26.3 In MBA (Business) program student has to complete 30 credit hours, out of which 06 Credit Hours shall be of Thesis, subject to passing all the courses offered by the University during the Program, for the completion of Degree.

## 27. COURSE CODING SCHEME

27.1 The coding scheme shall be alpha-numeric comprising alphabets and numeric digits. A course code shall be of 5 to 7 characters beginning with 2 to 3 alphabets indicating the major discipline and ending with an alphabet L for labs courses. The numeric part comprising of 3 digits.

27.2 Department-wise alpha coding for BS programs is:

Sr. #	Department name	Alpha coding
1	BBA/ MBA	MGT
2	Botany	BOT
3	Chemistry	CHM
4	Computer Science	CS
5	English	ENG
6	Fine Arts	BFA
7	Information Technology	IT
8	Mathematics	MTH
9	Mass Communication	MCM
10	Physics	PHY
11	Political Science	POL
12	Psychology	PSY
13	Statistics	STA
14	Sociology	SOC
15	Zoology	ZOO

27.3 The 3-digit numeric coding shall be as follows:

- a. The first numeric digit “1”to “4” represents the year of BS/ BBA degree program, “5” represents MBA and “6” represents MS/M. Phil program.
- b. The 2<sup>nd</sup> and 3<sup>rd</sup> numeric digits (00-99) shall represent the course number.
- c. The courses given in first year of BS/BBA program will be designated codes from 100 to 199.
- d. The courses given in second year of BS/BBA program will be designated codes from 200 to 299.
- e. The courses given in third year of BS/BBA program shall be designated codes from 300 to 399.
- f. The courses given in fourth year of BS/BBA program shall be designated codes from 400 to 495.
- g. Active Citizenship Program/Community Work of ONE Credit hour shall be designated by ACP-497.

- h. Internship of ONE Credit hour of BS/BBA program shall be designated by INT-498.
- i. Research Project of BS/BBA program shall be designated by RP-499.
- j. Final Year Project of BS program shall be designated by FYP-499.
- k. The courses given in MBA program shall be designated codes from 501 to 598.
- l. Thesis in MBA program shall be designated by RP-599.
- m. The courses given in MS/ M. Phil program shall be designated codes from 601 to 698.
- n. Thesis in MS/M. Phil program shall be designated by RP-699.

## **28. ASSESSMENT / EXAMINATIONS & DEGREE**

Detailed Information related to Assessment/Examinations such as assessment criteria, examinations, grading rules, and criteria for qualifying a semester/degree, etc. Research and Degree requirements regarding all degree programs is explained in “**EXAMINATION RULES & REGULATIONS**” of RWU.

## **29. STUDENT GRIEVANCES AGAINST ANY COURSE INSTRUCTOR**

- 29.1 A Committee shall be constituted by the Vice Chancellor to address student’s grievances against any course instructor which shall be headed by the Dean of the respective faculty/ Nominee of Vice Chancellor. It shall comprise of Chairperson of the respective department, Clinical Psychologist of RWU and two senior faculty members of the University from which one shall act as the secretary of the committee.
- 29.2 A student may approach the respective chairperson for a grievance against course instructor. The chairperson shall forward the case to the committee. It shall be mandatory for the Committee to hear both sides (student and course instructor) and shall give a final decision within a week.
- 29.3 If a student is not satisfied by the decision of the Committee she can submit her appeal within a week after the decision of the Committee to the Vice Chancellor.
- 29.4 No appeal shall lie against the decision of the Vice Chancellor.

## **30. MIGRATION POLICY**

- 30.1 Migration from other universities is possible as per university migration rules. The facility entails a specific time frame, and a migration fee for the consideration of the case. The decision of the case will be subject to the approval of the Migration

Committee.

30.2 Migration Committee shall consists of:

- i. Dean of the respective Faculty (Convener)
- ii. One member from QEC not below the rank of Deputy Director.
- iii. One member from Examination office not below the rank of Deputy Controller of Examinations.
- iv. One member from respective department.
- v. One member from Admission Committee.
- vi. Registrar or his/her nominee not below the rank of Deputy Registrar (Secretary).

30.3 The application complete in all respect should reach the Secretary of Migration Committee at least one month before the commencement of every regular semester at RWU.

30.4 Migration to RWU from other universities/institutions shall be accepted if the candidate fulfills the following pre-requisites:

- i. Previous university/institution must be an HEI chartered by Higher Education Commission/ Accreditation Council. No migration case from any affiliated institutions/ colleges of these Universities would be accepted directly. These cases must be forwarded through the parent University.
- ii. NOC / Migration Certificate from previous university/institution shall be required.
- iii. Student studying under annual system will not be eligible for migration.
- iv. Migration will not be allowed in 1st Semester, Seventh & Eighth Semester.
- v. No credit hour of a course will be transferred if the grade of the applicant is less than C for BS/ BBA (undergraduate) Degree program and B for MS / M.Phil./ MBA (graduate) Degree program.
- vi. A student must have a full time admission at RWU. For the Undergraduate programs/Lateral Entry Program, she must study and pass 50% of courses at RWU and Subject to the provision of list of courses by the Experts to be entitled for the award of degree. For MS/MPhil. Program she should earn a minimum of 30 credit hours from RWU to be entitled for the degree.
- vii. Migration from universities/ institution within Rawalpindi-Islamabad and adjoining areas (within a radius of 50 km) will not be allowed.
- viii. All the courses and number of credit hours completed from the previous university/ institution should be SIMILAR in content to the courses and credit hours offered in the respective program at RWU for the transfer of the credits.
- ix. After migration/transfer the student shall have to qualify all the degree requirements at RWU.

- x. Migration/transfer students shall have to qualify the eligibility criteria and merit of the respective degree program of RWU.
- xi. A migrating student will be allowed to join within 1st two weeks of the Regular Semester only.

30.5 Requirements for Migration to RWU:

- i. An application (with complete address and contact numbers) stating the reason for migration.
- ii. Detailed Mark sheets/certificates (Matric, Intermediate, Bachelor's, and MS/M.Phil. *etc.*)
- iii. Detailed mark sheets/transcripts of all Semesters complete at the parent university containing Marks/GPA and CGPA with grading system.
- iv. Complete detail of course contents / course outlines (duly verified by Registrar Office / Department Office of the parent University) and credit hours completed.
- v. Migration processing fee of Rs. 5000/- nonrefundable in favor of RWU.
- vi. No Objection Certificate (NOC) / Migration Certificate from Parent University shall be required, if the case is approved.
- vii. Migration Fee as levied by the University will be charged at the time of migration.

**31. TRANSFER OF CREDIT HOURS**

31.1 A case of transfer of credit hours shall be decided by the Migration Committee.

31.2 The grades of transferred course(s) shall not be calculated again. Transferred credit hours will be taken into account to fulfill the total credit requirements for graduation.

31.3 Credit Hours will only be transferred from HEIs chartered by Higher Education Commission/ Accreditation Council.

31.4 Cases of transfer of credit hours shall be decided as per Migration Policy of University/ rules & regulations of respective accreditation council.

**32. VICE CHANCELLOR'S AUTHORITY IN SPECIAL CASES**

32.1 Notwithstanding anything contrary to these Rules & Regulations, the Vice Chancellor shall have the powers to issue orders, directions or instructions in connection with the smooth working of the academic affairs concerning academic programs at RWU where the Rules & Regulations are silent and in cases of ambiguity or discrepancy as regards the interpretation of these Regulations, the decision of the Vice Chancellor shall be final.



*Note: The approved RWU “**Academics Rules and Regulations**” may be updated time to time.*