

# FOUNDATION UNIVERSITY ISLAMABAD

## Regulations relating to Admissions, Registrations & Examinations

### For Undergraduate Programmes under Semester System

**REVISED IN JANUARY 2019**

**(To be read in conjunction with HEC Rules)**

*(Approved in 21<sup>st</sup> Meeting of Academic Council held on 14 January 2019)*

1. **Short Title, Commencement and Application.** These regulations shall be called the Foundation University Regulations relating to the Admissions, Registrations & Examinations for Under graduate programmes under the Semester System.
2. These shall apply to the students admitted in Under graduate programmes in the Departments of Foundation University and after approval shall supersede all the previous regulations relating to the Admissions, Registrations & Examinations.
3. HEC policy guidelines for the implementation of uniform semester examination system in HEIs of Pakistan have also been incorporated.
4. These regulations shall be effective from **Fall2019** Semester.
5. **Definitions.** In these regulations, unless the context otherwise requires, the following expressions shall have the meanings as hereby assigned to them respectively:-
  - a. "University" means the Foundation University, Islamabad.
  - b. "FURC" means Foundation University Rawalpindi Campus.
  - c. "FUIC" means Foundation University Islamabad Campus.
  - d. "FUMC" means Foundation University Medical College.
  - e. "FUCD" means Foundation University College of Dentistry.
  - f. "FUIRS" means Foundation University Institute of Rehabilitation Sciences
  - g. "ORIC" means Office of Research, Innovation and Commercialization.
  - h. "SOP" means the Standard Operating Procedures.
  - i. "Thesis" means a document encompassing research performed by a student.
  - j. "Dean" Means the Dean of the Faculty.
  - k. "Registrar" means the Registrar of the University.
  - l. "Controller of Examinations" means the Controller of the University Examinations.
  - m. "HoD" means Head of Department of the University.

- n. "College" means an Institute or College of the University.
- o. "External Examiner" means an examiner appointed from outside the university.
- p. "Evaluator" means an expert who evaluates the answer books of the students.
- q. "Examiner" means an expert who is appointed for the conduct of any exam.
- r. "Director Campus" means the Head of the Campus.
- s. "BOS" Board of Studies
- t. "BOF" Board of Faculty

6. All other terms and expressions shall have the same meaning as assigned to them under Section 2 of the Foundation University Ordinance 2002 or explained in these regulations.

## **REGULATIONS**

7. **Admissions**

- a. **Eligibility.** A person holding an intermediate or equivalent certificate with minimum marks as laid down by relevant regulatory bodies (as shown in the table below) from the Board of Intermediate & Secondary Education or an equivalent certificate/degree from any other recognized Institution/University shall be eligible for admission to the Bachelor's degree.

<b>Degree Program</b>	<b>HSSC</b>
<b>Management Sciences</b>	
BBA	45%
<b>Engineering &amp; IT</b>	
BSEE	60%
BCSE / BSCS	50%
<b>Arts &amp; Social Sciences</b>	
BS Media & Communication	45%
BCA	45%
BS English	45%
BS Psychology	45%

**Note:-** Decimal Values shall not be rounded off to next number i.e. 49.99% mean 49.99% and shall not be rounded off to 50%.

- b. Admission shall be advertised on the university website.

- c. Admission shall be made on the basis of merit.
- d. **Determining the Merit.** The merit shall be determined on the basis of academic record and entry test conducted by the University. Following weightage will be awarded for calculation of merit for admission in all degree programmes:-

Degree Programmes	SSC Marks	HSSC Marks	Entry Test
All BS Programmes	10%	40%	50%

- e. **Departmental Transfer of FURC Students.** FURC students are allowed for transfer of program to any other department with the consent of both HoDs and the availability of seat in that program. Such transfer will be considered as fresh and new registration will be given to student. Students are allowed for transfer of program within first year of admission. Only common subjects credit hours of previous program will be transferred. Transfer of program will not be allowed to fee defaulters, discipline cases and ceased students. Student will be enrolled in the new program in which he/she has been transferred.

## **UNIVERSITY REGISTRATIONS**

8. As soon as a student is admitted in the University, it is primary responsibility of the Manager Student Affairs Office (SAO) to ensure the following:-

- a. SAO will check/endorse the original certificates/degrees and transcripts at the time of admission ensuring that a student has requisite qualification for registration in a particular degree programme.
- b. Certificates/degrees will be verified from concerned Board/Institution by MSA office as per approved SOP.

9. **Registration.** Registration of the new entrants (1<sup>st</sup> semester) will be done by Department/Student's Affairs Office. Nominal role of registered students will be forwarded to Registrar Branch, FUI. Registration process will be completed by the SAO before the commencement of 7<sup>th</sup> week of the semester under intimation to Registrar office. However, 'A' level students will be granted provisional admission and will submit equivalence certificate as

early as possible but not later than the start of terminal examination of 1<sup>st</sup> semester.

10. **Cancellation of Admission.**

- a. If a student fails to attend any lecture during the first five weeks after the commencement of the semester as per announced schedule without intimation, his/her admission shall stand cancelled and the respective HOD will inform the Student Affairs Office for notification.
- b. Students failing to submit required degree documents before commencement of final term exams, their admission will be cancelled by default and fee will not be reimbursed.

11. **Semesters**

- a. A semester is a period of instruction spread over 18 working weeks including mid and terminal examinations.
- b. In a semester system, the academic year is split between two Semesters, Fall and Spring.
- c. A summer semester with 8 weeks duration may be offered. Only repeat/improvement course(s) will be offered in summer. Students will be eligible to register in maximum two repeat/improvement courses with or without lab. Summer Semester is an optional semester and its offering is subject to formation of a viable group (not less than five students) and availability of faculty during vacations.

12. **Credit System.** In credit system, the student has to earn credit hours specified by the degree programme. In line with HEC guidelines, each course is assigned a specific number of credit hours and class contact hours; for example:

- a. One credit-hour theory course means the class contact should be fifty minutes per week for the whole semester.
- b. One lab credit hour corresponds to 3 hours of lab work per week throughout the semester in which the course is offered.

13. **Scheme of Studies.**

- a. The roadmap of different degree programmes offered in the University areas under:-

<b>Degree Program</b>	<b>Total Credit Hours (minimum/maximum)</b>	<b>Semesters/Year s</b>	<b>Min CGPA Required</b>
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		(minimum/maxi mum)	(for graduation)
<b>Engineering &amp; IT</b>			
BSEE	130/140	8/4	14/7
BCSE		8/4	12/6
BSCS			2.00
<b>Management &amp; Social Sciences</b>			
BBA	124/140		
BS Psychology			
BCA		8/4	12/6
BS English			2.00
BS Media &Communicati on			

b. A student has to fulfill all the degree requirements within the prescribed time frame.

**14. Organization of Teaching**

- a. Teaching in various courses shall be conducted in the departments of the University Campus through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work, presentations, quizzes, assignments and other methods of instruction.
- b. Department shall follow the syllabi and courses of studies as may be prescribed / approved by the statutory bodies.
- c. English shall be the medium of instructions.

**15. Courses of Studies.** The courses of study with appropriate course code and syllabi, for various degrees shall be submitted by the respective departmental committees/Board of Studies/Board of Faculty to the Academic Council for approval. Such courses and syllabi shall become effective from the final date of approval. The approved scheme of studies shall also be provided to the respective students.

**16. Freezing of a Semester**

- a. Detailed rules on freezing of semester are mentioned in the table below.

Registration Status	Date of Application	Recommended Action
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The student has been registered in a given semester and requisite tuition fee has been paid.	Submit the application before final term examination.	Semester will be freezed and Grade W will be awarded in each course on the basis of course registration. Fee will not be adjusted or refunded
-Do-	Failed to submit any application	Semester will not be freezed and grade F will be awarded in each course on the basis of course registration. Fee will not be adjusted or refunded.
If the student has not; (1) Registered (2) Applied for the freeze (3) Paid the fee for the semester(s)	Request to rejoin after absence of maximum of two semesters.	(1) 20% Fee will be charged on account of "Restoration of Registration" (2) Semester(s) will be freezed

- b. In case of suspension of course registration on the basis of disciplinary action, the recommendations of the Discipline Committee shall be implemented by the MSA and Examination Branch accordingly.
- c. These regulations relating with freezing of semester are applicable to undergraduate degree, programs under the semester system at FUI.
- d. Manager students Affairs (MSA) of the concerned Campus shall inform the parents in writing through mail and email regarding freezing of the semester of each student.
- e. Freezing of semester is allowed within stipulated time period of the Degree. No freezing shall be granted beyond maximum limit of the set by Accreditation bodies.

17. **Registration of Courses.**

- a. A student shall register the course(s), online using Campus Management System (CMS), which are being offered by the Department or on the prescribed course registration form within 2 weeks from the date of commencement of the semester.
- b. **Course Registration Forms.** HOD shall forward all the course registration forms to the Campus Examinations Branch, within four weeks for a Regular and three weeks for a Summer semester from the date of the commencement of a semester.

18. **Course Load**

- a. **Maximum Credit Hours in a Regular Semester.** A student must enroll for minimum 12 and maximum 18 credit hours per semester except where exclusively allowed/required by the relevant regulatory bodies like HEC, PEC, NBEC and NCEAC etc. (For graduating batches who are taking SDP may register upto22 credit hours for SE Programs). Graduating batch students can take maximum 21 credit hours courses provided it completes total degree requirement of credit hour/courses.
- b. **Maximum Credit Hours in a Summer Semester.** During Summer Semester, a student shall not be enrolled for more than two courses of three or four credit hours. However, students of graduating batches can register upto three repeat courses, which may include one fresh course provided he/she is short of it for meeting the total degree requirements of credit hours/courses with the recommendations of HoD and Dean.
- c. The contact hours during the Summer Semester will be doubled to ensure that the course contents are completed in the session. No fresh course shall be offered / registered except for the graduating students for whom one such course can be allowed on the recommendations of HoD and Dean.
- d. **Registration of an additional Non-Credit Course.** A student may register with prior permission of the HOD additional non-credit course(s) out of the prescribed list. On successful completion of non-credit courses(s) with minimum attendance of 75%, will be mentioned in the final transcript.
- e. **Withdrawal/Change of course(s).** A student may add / withdraw/ drop or convert a credit course(s) into a non-credit

course(s) or vice-versa within three weeks from the date of commencement of the semester on the recommendations of HOD and approved by the Dean. However, meeting the minimum attendance requirement i.e. 75% in the new course will be mandatory.

19. **Examinations**

a. A student shall be evaluated in each course on the basis of sessional tests, class assignments, quizzes, projects, labs, case studies, Mid and Terminal examinations. Distribution of the marks will be as under:-

<b>Nature of Examinations</b>	<b>Marks Awarded</b>
Sessional, Class Assignments, Quizzes, Projects, Labs, Case studies & Presentations	25%
Midterm Examination	25%
Final Term Examination	50%

b. Midterm examination of one and a half (1.5) hours duration for each course will be conducted on the date and time duly notified by the Campus and conveyed before time to the Campus Examination branch for information.

c. The terminal examination of three hours duration for each course shall be conducted at the end of each semester on the date/time/session as fixed in the date sheet. Terminal paper shall include the entire syllabus taught during the Semester.

d. Controller of Examinations shall be overall in-charge of entire examination process (Mid/Terminal).

e. A student shall be eligible to appear in the terminal examination provided that:-

- (1) He/she has been on the rolls of the Department during that semester.
- (2) Has registered himself/herself with the University and has cleared all the University dues.
- (3) Has attended, 75% of the lectures/seminars/presentations and labs in each course. The student falling short of required percentage of attendance of lectures/ seminars / lab shall not be allowed to appear in the terminal

examination of the concerned course and shall be treated as having failed 'F' in that course.

(4) A date-wise record of the attendance of students shall be maintained by each teacher.

20. **Elective Course(s)** If a student has registered and studied an elective course with grade "F" and it is not likely to be offered in the succeeding regular or summer semesters then it can be replaced with another elective course duly approved by the HOD from the given list of elective courses under intimation to Campus Examination Branch. However, such replacements will be reflected in the final transcripts as a footnote.

21. **Submission of Results by Concerned Teacher(s) to Campus Examination Branch**

- a. Final award lists of midterm examinations shall be submitted within two weeks after the exam has been conducted.
- b. Sessional and midterm marks shall be submitted under sealed covers to Campus Examination Branch. Subject teacher will display the same on students' notice boards for their information.
- c. Final award lists of the terminal examination under sealed covers along with the attendance sheets and answer books etc. shall be submitted within two weeks from the end of exam positively. The result once submitted shall be considered as final.
- d. Award list shall be signed by the subject teacher, concerned HOD and forwarded to Campus Examination Branch by the respective Dean under sealed cover.
- e. Confidentiality of results shall be maintained by all concerned.
- f. Only result notified by the Campus Examination Branch will be considered final.

22. **Grades, Promotion and Merit**

- a. The minimum CGPA is 2.00 for successful promotion to next semester. Under absolute grading system, students obtaining less than 50% marks in any course deemed to have failed in that

course and awarded grade 'F' which shall not be counted towards the aggregate marks.

- b. **Retake of Mid Term.** Student who could not appear in whole or some part of Mid Term Examination due to situations beyond his control, (death of blood relative i.e. parents& siblings, duly supported by death certificate), self-accident/serious sickness (with hospitalization), will apply for retake of the missed exams. BOS will be convened by the respective HOD which shall assess all such cases and give its recommendation for the approval (or otherwise) of the retake exam. Such cases will be approved by the Campus Director. For mid-term exam the students should submit the application within one week after the last paper (with complete documents). The retake of mid-term exam must be conducted before sixteenth week of the semester. Fee for retake will be charged on credit hour basis from the students.
- c. **Retake of Final Term.** The student who could not appear in whole or some part of Final Term Examination due to situations beyond his control, (death of blood relative i.e. parents & siblings, duly supported by death certificate),self-accident/serious sickness (with hospitalization), will apply for retake of the missed exams. BOS will be convened by the respective HOD which shall assess all such cases and give its recommendation for the approval (or otherwise) of the retake exam. Such cases will be forwarded by Campus Director to Rector for approval and grade "I" will be awarded. The students must submit the application within one week after the last paper of the end-term exam. The retake exam for approved courses will be held within four weeks of the start of next semester. Fee for retake will be charged on credit hour basis from the students.
- d. Students passing under retake (Mid/Terminal) will be debarred for award of any medal/certificate.
- e. It is mandatory for all students to appear in terminal examination and obtain 20% marks to pass a course irrespective of marks

already achieved in midterm examination and awarded under Internal Assessment.

f. A student who has accumulated two consecutive probations will not register for fresh courses in the next semester without the advice of HOD.

23. **Improvement of Grades.** Undergraduate students of the University will be permitted to improve their D and D+ grade only. Students can improve maximum upto 6 (six) courses but will not be awarded grade higher than B+ in repeat courses. Results of both attempts will be reflected on the transcript, however better scores will be counted in GPA.

24. **Rules for Academic Probations /Ceased Students.** A student who fails to achieve CGPA 2.00 is placed on probation. A student who has been placed on THREE consecutive probations shall cease to be the student of the University.

25. **Warning and Counseling of Academically Weak Students.**

- a. At the end of each semester, a written warning is issued to the student by the MSA of the Campus after approval of HOD if the CGPA of the student is less than the minimum required for the degree programme and is placed on academic probation in that semester.
- b. MSA will announce date for counseling session of academically low profile cases with the concerned HODs in the presence of the Course Co-coordinators and the student's parents/guardians (where possible).
- c. HOD will also develop the scheme of studies /course load of such students keeping in view their academic profile.
- d. Course advisors to advise students not to accumulate "F" grades rather clear those on priority.

26. **Grading Model.** FURC is following absolute grading system. The percentages and corresponding grading GPCs are appended below:-

%	GRADE	GPC
0-49	F	0.00

50	D	1.50
51		1.55
52		1.60
53		1.65
54		1.70
55	D+	1.75
56		1.80
57		1.85
58		1.90
59		1.95
60	C	2.00
61		2.08
62		2.16
63		2.24
64		2.32
65	C+	2.40
66		2.48
67		2.56
68		2.64
69		2.72
70	B	2.80
71		2.88
72		2.96
73		3.04
74		3.12
75	B+	3.20
76		3.28
77		3.36
78		3.44
79		3.52
80	A	3.60
81		3.68
82		3.76
83		3.84
84		3.92
85-100	A+	4.00

- In case of SGPA the calculation will be upto the first fraction after decimal with rounding off. If the second fraction in the calculation after decimal is 5& above, it will be taken into account by raising the first fraction to the next higher digit otherwise ignored.
  - Example: 1.45 shall be rounded off to 1.5. 1.44 will remain as 1.4.
- In case of CGPA the calculations will be upto the second fraction after decimal without rounding off.
  - Example: 1.445 will be considered as 1.44 without rounding off.
- GPA (Calculation)

*The Grade Point Average (GPA) is computed as follows:*

$$\text{SGPA} = \frac{\text{Sum of (Credit Hours} \times \text{Grade Point Credit})}{\text{Total Credit Hours}}$$

*SGPA is GPA of all courses in one semester*

*CGPA is a GPA of all courses taken in all semesters*

27. **Paper Showing.** Showing of answer book to the students is mandatory, before the submission of the final award lists to the Campus Examination Branch. A student will re-check the answer book for mathematical totaling and for verification that all questions or parts thereof have been fully marked in the presence of the course teacher, on the date (s) announced by the teacher/department. The students will signs in front of their name. Absent student will not have the right to challenge/appeal.

28. A departmental committee headed by HOD/senior faculty member will be constituted to randomly check few papers for uniformity / standardized marking.

29. **Result Review Committee (RRC).** The RRC will meet to review the final draft of results prior to its approval by the Rector.

30. **Campus Grievance Committee.** After declaration of results Campus Grievances Committee, notified by the Director Campus to address the students' grievances, shall decide cases within three days of reporting of any case, and shall submit the report to the Director Campus whose decision shall be final.

31. **Award of Medals/Certificates in University Convocation.** The University Medal Award Committee shall be constituted by the competent authority to decide issuance of Gold, Silver medals and Certificates of Distinction and Merit to the graduating students who stand out in the programme on the basis of overall result as covered under the existing SOP for "AWARD OF MEDALS/CERTIFICATES IN UNIVERSITY CONVOCATION".

32. **Degree /Transcript Particulars.**

- a. For registration and issuance of result Cards/Final Transcripts/Degrees or any other certificates, the students' particulars such as (Name of the Student, his/her father's name and date of birth) will always be taken from their Secondary School Certificates (SSC).
- b. However, in case of Urdu version of SSC the above details (the spellings of the names in particular) will be taken from the next

higher certificate/degree of English version without any addition or deletion.

33. **Degrees & Transcripts.** On successful completion of the requirements of a degree, each candidate shall be awarded the degree for which he/she was enrolled by the University. A separate transcript shall also be issued to each candidate showing the letter grades obtained in each course along with SGPA of each semester and CGPA.

34. **Course Files.** Course file is prepared by a teacher who is teaching a subject in a semester. Maintenance of course file is compulsory and responsibility of the teacher. It will have a complete record of all activities related to the academics during the semester. The course file will be countersigned by the HOD twice in a semester. The course file will contain:

- a. Curriculum Vita (CV) of teacher.
- b. Description of course/course contents, objectives and learning outcomes
- c. Course Code
- d. Weekly teaching schedule.
- e. Dates of Mid-term Examination
- f. Grading policy will reflect complete distribution of marks for each activity, such as homework, quizzes, mid-term examination, final examination, term papers etc.
- g. Copy of each quiz assigned
- h. Copy of question papers for midterm examination
- i. Copy of question papers for final/semester end examination
- j. Grading Sheets of the course detailing statistical data on the grades obtained by students.
- k. Difficulties/problems faced during classroom/course delivery.
- l. Copy of the best and weak answer books (both Mid& Final), Quizzes/ Assignments.

35. **Teacher & Course Evaluation**

- a. In semester system the first step is the scrutiny and approval of the course outline by the HOD. Course Instructor plays a pivotal role in delivering the knowledge contents of the course to the student.
- b. Director, Campus to ensure that every instructor and course contents are evaluated by the students on what they have been taught by their instructor. Evaluation will be done twice in a

semester; one before midterm and second before terminal exam. This evaluation should be shared by the HOD with the concerned course instructor for his/her improvement/knowledge.

- c. Evaluation done by the students on a prescribed form will be completely anonymous, i.e. the student will not be required to indicate, name or registration numbers etc on it.

36. **Office Hours.** All faculty members of the campus will earmark one hour of office time for the students of the class he/she is teaching. The time allocated will be displayed prominently outside of the faculty office. Besides that the course coordinator will also counsel the weak students on regular basis.