



SOHAIL UNIVERSITY

Policies & Procedures

Sohail University

GENERAL EXAMINATION RULES AND REGULATIONS

All University examinations, leading to award of undergraduate degree are in line with the guidelines of Sohail University, Higher Education Commission (HEC) and respective accreditation bodies.

1) Academic Calendar

An Academic Calendar will be published every year (which includes all semesters). An academic year shall be divided into two regular Semesters (Spring and Fall) with a minimum of 16 weeks of teaching and one Summer semester of 8 weeks excluding examinations.

i) The calendar will include the following information:

- a) Semester starting date
- b) Holidays during the semester
- c) Semester termination date
- d) Mid-Term exam week
- e) Final Theory exam weeks
- f) Final Lab exam week (if any)
- g) Result notification

Note: Controller of Examinations will be responsible for issuing the transcripts to students and their faculty advisors in a timely manner to facilitate enrollment for the next semester or graduation. Each transcript will have course grades, Semester Grade Point Average (SGPA) and cumulative GPA (CGPA).

ii) In case the University is closed due to unusual circumstances, then special makeup classes must be arranged converting weekends or holidays to working days to cover the lapsed period of the students.

2) Examination Assessment

In each semester, students may be required to appear in quizzes, tests, midterms, final examinations, presentations (individual/group), group discussion, clinical lab rotations, practical, tutorials, OSPE/OSCE and submit projects/assignments/lab reports. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks. This weightage may be determined by each department on the basis of following guidelines:

Nature of Examination	Weightage for courses without Lab 2+0 & 3+0	Weightage for courses with Lab 2+1/3+1	Weightage for courses with Lab (Theory and Labs are graded independently)
Quizzes	5 - 10%	5 - 10%	Th- 5 - 10% Lab - 5 - 10%
Assignments/Presentation/Skills /Group Activity/Project/Practical Performance/Practical Write-up	10 - 25%	10- 25%	Th- 10 - 15% Lab - 10 -15%
Mid Semester Examination: Theory OSPE/OSCE/Viva/Clinical Evaluation/ Practical Performance/Practical Write-up /Class Participation	20-30%	20-30%	Th -20-30% Lab Manual- 30%
Final Examination: Theory OSPE/OSCE/Viva/Clinical Evaluation/Practical/Case Studies/Term Report	35- 50%	Th (30-35%) Lab (10-25%)	Th- 35- 50% Lab- 50%
Total	100%	100%	100%
Result of Quizzes, Assignments, Presentation, Skills, Group Activity, Class Participation, Clinical Lab Rotation and Projects to be submitted to HOD/Principal two weeks before the Final Examination and forwarded to Examination Department.			

Note: In case of a course with the composition of 4(3+1), (03 credit hour theory and 01 credit hour practical) the weightage for the Lab may be considered 25%.

Examination Assessment Policy for Undergraduate degree programs’ Examinations of FoMIS

This policy is implemented for the all the programs under FoMIS (Batch Fall 2020 onwards) w.e.f. Spring 2023.

The required pass marks for each course of a term are as under:

Name of Exams	Total Marks	Pass Marks
Sessional	50	50
End Semester Examinations	50	
Laboratory Examinations	50	25

Weightage of Student's Evaluation

Name of Examinations	Duration	Frequency per semester	Mark Distribution			
			Weightage in % of subject			
			Without lab %		With lab %	
A. Theory			Max. Marks	Passing Marks	Max. Marks	Passing Marks
End Term Examination	3 Hrs.	1	50	50*	50	50*
Mid Semester Examinations	2 Hrs.	1	30		30	
Quizzes/ Assignments	10-20 min -	Minimum 1 as per credit hour	20		20	
B. Practical/Lab	3 Hrs.	Minimum 14			50	25

*** To pass a course, Student has to attempt the final exam.**

- **Lab Assessment (Total: 50)**

Lab Manual Assessment: 15

Lab Final Examinations: 20

Lab Project/Quiz/Assignments: 15

Postgraduate Program Policy for Examination and CGPA Requirement for Degree Completion

Nature of Assessment	Weightage
Continuous Assessments	20-30%
Mid semester Examination	25-30%
Final Examination	40-50%
Total	100%

- i) Postgraduate student should obtain 61% marks to qualify the exam.
- ii) For completion of degree, the minimum qualifying CGPA is 2.5 and student must pass all prescribed courses, including research work and thesis.
- iii) If student secure less than 2.5 CGPA the student will be given chance to improve the CGPA.
- iv) Similarly, if a student requires to improve CGPA to 3.00, (in order to secure admission in a PhD program, in future) he/she will be given chance to improve the CGPA.
- v) Student can improve the courses, in which his/her grade is below B. Maximum 3 courses may be allowed to repeat during enrollment duration for improvement of GPA.
- vi) PhD students are required to pass “Comprehensive Examination”.

3) Grading Policy

At Sohail University, Relative Grading System or Absolute Grading System may be followed by the departments/ Faculty/ College/ Schools/ Institutes.

4) Fractionalized Grading Policy

Numerical Grade	Grade Point	Letter Grade	Value Remarks
85-100	4.00	A	
80-84	3.66	A-	
75-79	3.33	B+	
71-74	3.00	B	
68-70	2.66	B-	
64-67	2.33	C+	
61-63	2.00	C	
58-60	1.66	C-	
54-57	1.30	D+	
50-53	1.00	D	
Less than 50	0.0	F	Fail
-	-	I	Incomplete
-	-	W	Withdrawal
-	-	X	Exempted

- Fraction of marks obtained in a course shall be counted as next whole number e.g.60.3 shall be considered as 61 while 59.5 or more is to be considered as 60.
- Grade Point Average (GPA) is an expression for the average performance of the student in the courses he/she has taken during any semester, thus GPA may be calculated for 1st semester, 2nd or any other semester.
- GPA shall be rounded to 2 decimal places, e.g. a GPA of 3.084285 shall be reported as 3.08, while a GPA of 3.065124 shall be reported as 3.07.
- The overall course percentage thus obtained shall be rounded off by the individual faculty up to two decimal points.
- A student shall be awarded incomplete grade represented by “I” in case a student is unable to appear in part or whole of the final term examination of semester on medical grounds or circumstances beyond the control of student to be determined by the Chairperson/Principal/HoD, provided that he/ she fulfills the condition of having attended the prescribed number of lectures and passed the midterm exam.

- If a student fails a course he will be awarded “F” for failure in a given course grade representing he/she has failed the course in that semester. He/she will repeat the failed course whenever offered again completing all the requirements like a fresh course.
- Grade ‘W’ is awarded as official withdrawal from any course within the specified time after closing of registration (Add/Drop) period. Student has to repeat the course with all the requirements like a fresh course.

5) Weightage Policy for Mid-Semester/Mid-Term Examinations

Marks of Midterm exam will be calculated as follows:

Midterm Exam Marks (on Weightage Policy) =

$$\left(\frac{\text{Secured Marks in Final Exam}}{\text{Total Marks of Final Exam}} \right) \times \text{Total Marks of Midterm Exam}$$

Weightage for a course may be allowed in case a student misses any midterm exam due to genuine reason such as:

- i) **Medical:** In case, where any hospitalization is compulsory, the student has to inform Director/Principal prior to the examination. Medical certificate and hospitalization record will be required within the week of exam date.
- ii) **Family Emergency:** Applicable to the death of Brother/Sister/Father/Mother. Prior information is compulsory. Death certificate (issued by the Hospital) will be required within the week of exam date.
- iii) **University Representation:** Official letter from the University nominating office will be required prior to the exam(s) in which student will not be available.

Following terms and conditions apply on all Weightage applications:

- Submission of application within one week from the date of missed mid-term exam.
- The student must be eligible to give the Final Exam as per SU policy.
- Supporting documentary evidence.

6) Computation of Semester Grade Point Average (SGPA) & Culminative Grade Point Average (CGPA)

SGPA

A standard scale of 0.00 to 4.00 is set for Sohail University and indicates students' performance. Semester Grade Point Average (SGPA) and Cumulative Grade Point Averages (CGPAs) will be calculated using the following relationship.

$$\text{SGPA} = \frac{\text{Sum over all courses in a Semester (Course Credit Hours x Grade)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum over all taken courses in all Semesters (Course Credit Hours x Grade Point)}}{\text{Total Credit Hours taken in all Semesters}}$$

7) Examination Moderation Committee

Examination Moderation Committee ensures the consistency of question papers within the framework of the respective syllabus, thereby ensuring consistency of assessment for all students. It also safeguards that the weightage within a course/module is appropriate and conforms to the blueprint and other guidelines approved by the concerned Board of Studies, thereby assuring fairness, accuracy and consistency in marking and the provision of results.

Composition of the Committee:

The Moderation Committee shall consist of:

- Controller of Examinations or nominee
- HOD/Academic Coordinator of the respective program
- One Senior faculty member of the respective program

Functions of the Committee:

The Moderation committee shall be responsible to ensure the following:

- The questions are from within the syllabus and framed in a manner understandable to the students
- The coverage and level of the question papers are appropriate and consistent with the curriculum and assessment framework
- The question papers contain no ambiguity and the wording of each question is clear and precise
- The answers and or rubric for the question paper is correct
- The question papers format conforms to the evaluation design submitted by the paper setters
- There are no spelling mistakes or other errors in the question paper
- There is consistency of marks within assessment components
- The distribution of marks is in accordance with the Table of Specifications

In case, the moderation done in a question paper is more than 30% (not merely edited), the case shall be reported with full justification to the Dean, who shall have the power to change the paper, if necessary.

After moderation, the question papers and other material will be sealed intact in the presence of all members.

8) Assessment Moderation Process

Assessment Moderation is a quality assurance process that ensures appropriate standards for checking and reviewing the quality of assessment. It is about making sure that our assessment practices are transparent, valid, reliable, fair and consistent, not only for students but also staff and external stakeholders.

- It is a process for ensuring that marks or grades are awarded appropriately and consistently.
- Involves checking and reviewing assessment schemes, items and assessor judgments.
- Confirms that a marking rubric or key is available for markers to use

The Program / Department Head is responsible for the moderation processes undertaken within a program/course. In addition to the HOD, faculty members / teaching team of the course/ program are also involved in this process.

9) Undergraduate Degree Award Requirement

- i)** For completion of the degree, the minimum qualifying CGPA for student is 2.00 and students must pass all the prescribed courses. Each department may set their own CGPA criteria (i.e. above 2.00) for degree award requirement.
- ii)** Student may repeat any course having GPA less than 2 (Grade is below C) in any regular semester or Summer semester to enhance his/her CGPA. In case a student secures less than 2.00 CGPA (minimum qualifying CGPA) at the end of final Semester, s/he may be allowed to apply for registration in the forthcoming semester, in one or more courses, in which his/her Grade is below C, provided that s/he is not debarred under the CGPA Improvement Regulation and time duration specified for the program.
- iii)** In case of valid reason / excuse, the period of study may be extended for one additional year (Two Semesters) in all University programs. The student(s) who will not complete studies within stated periods including extension shall be struck off from the rolls of the University. The Students who have been given the right to extend the duration of study for one additional year are required to pay new registration fees along with normal fees for that academic year.
- iv)** It is also mandatory to obtain at least 50% marks in Practical, Projects, Thesis, Assignments, Test and Theory Paper separately or aggregate as per Departmental Policy. In the department/Schools where the Lab is treated as separate course, is required to be graded same as the theory course (Assessment of Lab course is defined in the section 2).

10) Repeating Courses / Improvement of CGPA

- i)** If a student obtains an 'F' grade in any course, s/he will be required to repeat the course (or its recommended alternate, if any) whenever, the course is offered again. However, the “F” grade obtained earlier will also be recorded on the transcript.
- ii)** Undergraduate students may be allowed to repeat a course in which s/he has obtained grade below “C”. In such a case both the previous and new grade obtained will be recorded on the transcript. However, only the better grade shall be used in the calculation of CGPA.
- iii)** The fee for repeat courses will be charged as per credit hour fee for the respective year tuition fee.

- iv) The maximum number of courses that student may be allowed to repeat in an eight semesters degree program is six (6) for 4 years degree program, however for 5 years degree program is eight (8).

11) Summer Semester

- i) Summer semester will be offered as an optional semester of 08 weeks duration.
- ii) Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 08 credit hours during summer.
- iii) Moreover, a student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer.
- iv) A student will only be allowed to register in 2 courses and 2 labs of maximum 08 credit hours.
- v) The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a Summer Semester with half of the duration as compared to a regular (Fall/Spring) semester.

12) Attendance

- i) Attendance in classes and laboratory is mandatory. Students are expected to attend all classes, laboratories, tutorials, or other class meetings officially designed for a particular course. They are expected, also, to complete all assignments. Each three-credit hour course will have 48 contact hours (3 hours/ week x 16 teaching weeks = 48) in a semester. Every student of the University is required to maintain at least 75% of the attendance in each course. A student who fails to meet the minimum requirements of attendance in any course will not be allowed to appear in the End Semester Final Examination for that component of the course.
- ii) In courses with Lab, every student studying such course is required to maintain at least 75% of the attendance in lab and 75% in class room lectures, separately. A student who fails to meet the minimum requirements of attendance, either in Lab or in classroom lectures, he/she shall not be allowed to appear in the End Semester final examination for that course.

- iii) Attendance in academic events, such as seminar, lab work, workshop or a skills development program, may be adjusted to cover the shortage in a given course. It is the responsibility of the students to constantly monitor their attendance level.
- iv) The Course instructor may report a student's absences and the student may be placed on attendance warning by his/her Course Instructor/ Chairperson /Dean and it will be notified by the department after every four weeks of the semester.
- v) In hardship/ Emergency /Medical cases, maximum 15% attendance requirement may be condoned (Max. 5% is by the Dean/Principal/HoD and Max. 10% is by the Vice Chancellor).
- vi) If a student fails to attend any lecture (without any authorization) during the first four weeks of the commencement of the semester as per the announced schedule, his/her semester registration shall stand cancelled automatically without any notice.
- vii) It is mandatory for all students to clear all University dues, before sitting in Semester examination.

13) Freezing of Semester

If a student freezes a semester(s), s/he will resume his/her studies from the same stage where s/he left (froze). Freezing is only allowed, before start of a semester. The maximum duration of the degree program shall remain the same.

- i) If a student is not enrolled in any course in a semester, s/he will not be considered a regular student of the University in that period. The student may then enroll in courses in a subsequent semester; however, s/he will have to meet pre-requisites of any course to enroll. It is understood that the University is not required to offer all courses in each semester.
- ii) In special hardship cases, the University may develop alternate criteria for freezing a semester with the prior permission of the Vice Chancellor. (Medical certificate must be duly signed by the University Medical Officer).
- iii) Maximum duration of Freezing is one year; a candidate who gets a semester freeze may continue for the following semester (with upcoming session).
- iv) Under special hardship circumstances freezing of the first semester can be considered by approval of the competent authority of the university.

- Iddat
- Maternity/Delivery
- Death in the immediate family
- Any other subject to acceptance on justified rationale

Note: Freezing of Semester will only be allowed after successful completion of 1st Semester.

14) Promotion Policy for Undergraduate Programs

- i) Undergraduate student should obtain equal to or greater than 50 marks OR as per respective accreditation council requirements, to qualify the exam.
- ii) First year, passing 80% of the courses is required for promotion in second year. (Students with less than 80% passed courses, will repeat the courses).
- iii) Second year, passing 80% of the courses is required for promotion in third year. (Students with less than 80% passed courses, will repeat the courses).
- iv) Third year, passing 100% courses is required for promotion in fourth year. (Students with less than 100% passed courses, will repeat the courses). The minimum required CGPA till completion of Third year is 2.00.
- v) For programs whose duration is five years, passing 80% courses is recommended from year one to year three for promotion in subsequent year. In fourth year, passing 100% courses (with CGPA 2.00) is required for promotion in fifth year.

15) Transfer of Credit Hours for Undergraduates

Only credit hours will be transferred for equivalent course not the grade. Grade will be assigned as 'X' to show Exempted course (transferred course).

(Refer to "Credit Transfer Policy" of Sohail University, Karachi. For further details)

16) Format of Final Transcript

The Department of Examination of Sohail University will ensure that the final transcript for the award of degree includes the following information:

Front Side

- Name of Student's (As per Matric Certificate)
- Father's Name
- Date of Birth
- Registration No./ Roll No
- Enrollment Number
- Name of the Program
- Date of Admission into Degree Program
- Semester Wise Break-up with Dates
- Subject Detail along with Credit Hours
- Type of Enrollment – Full Time or Part Time
- Picture of applicant to be printed on Transcript
- Date of Completion of Degree Requirements
- Mode of Study – Regular or Private or Distance Learning
- Online Result Verification Key/ID (Front Side at the End of the Transcript)
- GPA/CGPA and Overall Percentage against earned CGPA (at the End of the front side of Transcript)

Back Side

- Basic Admission Requirement of the Program
- Previous Degree held by the student along with Institution Name
- Credit Hours Exempted/Transferred, if any/applicable.
- CNIC No. for Pakistani and Passport No. for Foreign Students
- Grading System must be mentioned on Back Side of the Transcript
- Charter Date of the University
- Name of Campus/College be mentioned along with HEC Permission Date
- Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript) The diploma/transcript must have the watermark seal on it.

17) Grievances Committee

- i)** Sohail University has constituted a 5-member Grievance Committee (2 senior faculty members, relevant Head of the Department and Dean, headed by Controller of Examinations) to redress the grievances of students about any course instructor or grades or for any other issue.
- ii)** In respect of grade, a student must submit the grievance application, in writing to the Head of the Department within (07) seven working days of the declaration of the semester result. The Head of Department shall forward the grievance application to the Committee. It will be mandatory for the Committee to hear both sides (student and the instructor) and will give its final decision within (05) five working days or before the start of registration for the new semester, whichever comes earlier. The decision of the Committee will be deemed final and will be binding on all parties.
- iii)** A Departmental Committee headed by the Chairman/ Senior Faculty Members will be constituted to check randomly a few answer papers of the Semester examination for uniformity of scoring and covering of course content.

18) Courses on Pass/Fail Basis for Undergraduates

Courses can be taken on pass/fail basis. These courses can be taken only out of elective courses, and the grade awarded toward these courses will not be considered in **calculating the GPA or CGPA**. A maximum of 9 credit hours of courses can be taken on pass/fail basis at the undergraduate level.

19) Medical Certificate

Medical certificate, for the required purposes, from a registered medical practitioner duly endorsed by the Sohail University Medical Officer, is acceptable in the University.

20) Indiscipline in Examinations

- i)** Any candidate found guilty of any of the infractions listed will have his/her case submitted to Unfair Means Cases Committee. This committee includes HOD/Principal of the concerned

department, two senior faculty members, Director of Students' Affairs, and is headed by a senior University Professor.

- Removes a leaf from his/her answer book, the answer book shall be cancelled
- Submits forged or fake documents in connection with the examination.
- Commits impersonation or allows someone to impersonate them in the examination
- Copies from any paper, book or notes.
- Mutilates the Answer Book.
- Possesses any kind of material which may be helpful to him in the examination.
- Commits any immoral or illegal act in connection with the examination which may be helpful to him/her in the examination.
- Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
- Misbehaves or creates any kind of disturbance in or around the examination center.
- Uses abusive or obscene language on the answer script.
- Possesses any kind of weapon in or around the examination center.
- Possesses any kind of electronic device which may be helpful in the examination.

ii) His/her case shall result in penalties keeping in view the nature and intensity of offence, which may include but is not limited to the following:

- Cancellation of paper
- Suspension from program for one semester
- Fine
- Permanent Expulsion from the University

*Unfair Means Cases Committee will decide when the student will have to appear (with regular semester or with deficiency/failure/ repeat courses examination) for the cancelled paper.

21) Permission of Writer for Special Students

i) A visually impaired student may be allowed to attempt University Examinations using Braille/ Computer or any other means of facilitation.

- ii) A physically handicapped/visually impaired student may apply to the Chairperson of the respective department (with medical certificate as proof of her/his disability) for permission to engage a writer for Tests/ Examinations of the University one week before the start of Tests/ Examinations. S/he will be allowed 30 minutes (maximum) extra time to solve the question paper.
- iii) The qualification of the writer for a handicapped student must be at least two steps lower than that of the student. (e.g. for semester 6 student, the writer should be at the most of semester 4).

22) Rechecking of Examination Script

- i) The answer book of a candidate shall not be re-assessed under any circumstances.
- ii) Re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Controller of Examination can arrange for re-checking of examination scripts by any faculty member from the relevant discipline on the complaint/request of students. The Controller of Examination or faculty shall see that:
 - There is no computational mistake in the grand total on the title page of the answer book.
 - The total of various parts of a question has been correctly made at the end of each question.
 - All totals have been correctly brought forward on the title page of the answer book.
 - No portion of any answer has been left un-marked.
 - Total marks in the answer book tally with the marks sheet.
- iii) The marks of a candidate may decrease or increase in case of computational mistake. The record shall be corrected accordingly and a revised transcript will be issued.

23) Damaged/Lost Answer Script

In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the student may be given the following options:

- Average marks of class of student shall be awarded to the student in that subject/course.
- In case of Final Examination, if the candidate so desires, s/he shall be given another chance as a special case to take the Examination in that subject/course in the next examination and no examination fee shall be charged from the student.
- In case of Internal Assessment, if the candidate so desires, s/he shall be given another chance

as a special case to take the Make-up Assessment in that subject/course in the same academic session

24) Matters Related to Degrees Conferment

- i)** Sohail University will conduct Convocation to award the degrees to qualified students as per criteria.
- ii)** Urgent degree can be issued as per procedure of University upon the request of student.
- iii)** Duplicate Degree may be issued (with completion of all requirements) to a candidate in case the original degree is lost/damaged. The candidate has to apply to the Controller of Examinations for the issuance of duplicate degree along with the relevant documentary proof as per University rules.

25) Awards and Distinctions

- i)** Medals/Prizes/Honor Roll/Positions will be awarded to students passing their internal as well as external examinations/term papers in the Annual as well as Semester System in the first attempt.
- ii)** In the Semester System, Letter Grades will be awarded on the basis of GPA / SGPA / CGPA. Positions will be determined on the basis of CGPA. In case two or more students acquire the same CGPA then the position will be decided on the basis of percentage among those students.
- iii)** In disciplines where the number of students is less than 05, no position will be awarded.
- iv)** No medal /Honor Roll will be granted to candidates who passed the examination in second attempt.
- v)** If the result of a candidate is not declared within the prescribed time of the degree, then no medal will be awarded.
- vi)** No medal /Honor Roll will be awarded in the case of improvement of CGPA.

Approved by:

Academic Council (14th Academic Council held on August 10, 2023)

Ratified by:

Board of Governors (15th Board of Governors held on August 16, 2023)