

PIEAS Academic Rules and Regulation for Postgraduate Programs

Revised on September 2023



**Pakistan Institute of Engineering and Applied
Sciences, Nilore, Islamabad, Pakistan**

Contents

1. Introduction.....	3
2. General	3
3. Courses of Study and Syllabi	3
4. Organization of Teaching.....	3
5. Admission	4
6. Registration of Courses	5
7. Pre-Requisite Courses.....	6
8. Attendance	6
9. Examinations	7
10. Grades, Promotion, and MErIt	9
11. Probation and GPA calculations in Summer Session	13
12. Probation Rules for Medical Doctors	14
13. Probation and GPA calculations in Extra semesters	15
14. Rechecking of Examination Papers	15
15. Damage/Lost Answer Sheets	15
16. Writer for Examinations.....	16
17. Minimum Number of Students in a Course	16
18. Course(s) Improvement Policy	16
19. Improvement in CGPA.....	17
20. Credit Transfer Policy	17
21. Proxy Attendance Policy	18
22. Policy for Cheating Cases	18
23. Dropping Courses or a Semester.....	20
24. Freezing a Semester	21
25. Policy / Procedure for Issuance of Transcript / Degree	22
26. Degree Supplement Form (DSF).....	22
27. Removal of Difficulties	23

1. Introduction

PIEAS offers various two-year postgraduate degree programs in basic sciences, engineering, and computer and informatics disciplines. All of the degrees are equivalent to M. Phil. degrees in engineering or physical science disciplines offered by other Pakistani universities. Applications for admission to these programs of study are invited from all over Pakistan and admissions are made on the basis of merit prepared after conducting a written test and interviews. Foreign students seeking admissions to this Institute are required to submit their applications through Ministry of Foreign Affairs, Government of Pakistan.

2. General

- a) A student is required to take a minimum of 9 credit hour courses and a maximum of 21 credit hours courses in a semester with the approval of the Head of the respective department. However credit hours limits of Summer Session are different and given in section 11.
- b) The maximum and minimum duration as well as credit hours of various postgraduate degree programs are given in Table 1.

Table 1

Minimum Duration	Maximum Duration	Minimum cr.hrs. to qualify for the degree award
5 semesters except MSc NM (4 semesters)	8 semesters	37–62 (details may be found from respective department)

- c) The maximum duration may be extended for one more year with the approval of BoF on the recommendation of the BoS for the relevant postgraduate program.

3. Courses of Study and Syllabi

The respective Boards of Studies submit the courses of study and syllabi for various degrees offered at PIEAS to the Academic Committee for approval through the Board of Faculties. Such courses and syllabi become effective from the date of approval by Academic Committee or such other date as the Academic Committee may determine.

4. Organization of Teaching

- a) Teaching in various courses shall be conducted in different academic departments

of PIEAS or constituent/affiliated Institutions through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work, and other methods of instructions approved by the Academic Committee.

- b) PIEAS teachers shall conduct teaching in each Department/Institution or such other persons as may be declared to be the teachers. A teacher is defined as a fulltime or part time faculty member of PIEAS or its affiliated institutions. This includes those persons who have been hired for teaching for a specific period of time but are neither full time nor part time faculty member of PIEAS nor its affiliated institutes.
- c) Teaching in each department shall be organized through courses specified for each degree program duly approved by the relevant bodies mentioned in Section-3. These courses can carry weightage of different credits. A course of one credit shall mean one hour of lecture / three hours laboratory work per week for a minimum duration of 16 weeks.
- d) English shall be the medium of instructions.
- e) The Faculty of Applied Sciences and the Faculty of Engineering shall offer MS Degrees with the approval by Board of Governors on the recommendation of Academic Committee / Board of Faculties from time to time.

5. Admission

- a) In order to be eligible for admission in postgraduate degree programs of PIEAS, the applicant should have completed 16 years of education and meets the prerequisite course requirements of the department where he/she is seeking the admission. He/she should have scored 60% marks/first division or 2.5 CGPA at the scale of 4 throughout the academic career. However, only one second division/50–59.9% marks or equivalent GPA may be allowed in the academic career but the applicants with any third division are not eligible to apply. This condition may be relaxed by the Rector in case of nominations from
 - i. Foreign governments
 - ii. Foreign agencies
- b) Each student shall be admitted on the basis of merit prepared from the written test and interview conducted by PIEAS / affiliated institutes / Organizations Sponsoring

PIEAS or nominated by a strategic organization on the basis of some pre-determined agreed criterion between PIEAS and other organizations subject to fulfillment of clause 5-a.

- c) All admissions shall be approved by the respective Dean of the Faculty on the recommendations of the respective Head of the Teaching Department and also by the heads of the sponsoring agencies in case of fellows.
- d) Admission to one Department shall not give the students the right to migrate to another Department except if approved by the Rector on the recommendation of a committee comprising of the Deans and Pro Rector.
- e) A student who has passed the above mentioned post graduate degree examination from PIEAS or any other University shall not be admitted to any Department of the Institute except with the permission of the Rector PIEAS. The Rector may refuse admission without assigning any reasons.
- f) There is no age limit for admission on regular fee basis.

6. Registration of Courses

- a) At the beginning of each semester, a student must register in the courses of study on the prescribed Registration Forms during 1st week of the semester. Students failing to register during 1st week of the semester can register during 2nd to 4th week of the semester by paying a late fee of Rs. 100/- per day. If they fail to register even in the 4th week, their admission will stand cancelled without any notice. In this case, they have to pay re-admission fee along with late fee, however, they will not be eligible for any concession in the attendance.
- b) Registration of courses means;
 - i. Online filling and submission of courses registration forms duly signed by the student and the respective Head of the department.
 - ii. Payment of the academic dues as per rules.
- c) If a student desires, he/she may take additional non-credit course(s) out of the prescribed courses. The non-credit course(s) shall also be registered like the credit courses. On successful completion or otherwise of a non-credit course(s),

a mention will be made to this effect in the transcript. However the score of these noncredit courses shall not be considered for the calculation of the GPA /CGPA. Failure in a non-credit course shall not affect eligibility for any awards/distinctions.

- d) Students can change/add course(s) during the second week of the semester on the written recommendation of the teacher(s) and the Head of the Department concerned. No change/addition of course(s) will be allowed 15-days after the commencement of the semester.
- e) A course cancellation may be allowed by the end of 4th week of each semester by submitting an application to Controller of Examination through concerned Head of Department.
- f) A student may be allowed to withdraw course(s) by the end of 8th week in regular semesters and by the end of 4th week in case of summer session. Fee for the course(s) will be charged and a withdrawal shall be indicated by 'W' on the transcript. However, the minimum load limits will apply for semester/session.
- g) The Head of each Department shall forward the course enrollment summary of students after verification to the Controller of Examinations within four weeks of the commencement of the semester.
- h) A student shall not be eligible for re - admission to any Department at PIEAS if
 - I. He/she has been dropped from the rolls for his/her conduct.
 - II. He/she is already registered and studying in any degree program of PIEAS or any other degree awarding institution in Pakistan.

7. Pre - Requisite Courses

A student cannot register a course if he/she has not studied/passed the pre - requisite of the course. However, if he/she has obtained "D" grade he/she may be allowed to register in the higher level course with the consent of the concerned instructor. It is implemented from session 2015-17 for MS programs.

8. Attendance

- a) It is not permissible for the student to absent himself / herself from classes.

- b) Students must attend all of their scheduled classes, lab sessions, tutorials, etc. In case of an emergency, the student must apply for leave to the relevant head of department. However, a leave will be considered as an absence without financial penalty.
- c) A minimum of 80% attendance is a requirement for all PIEAS students to appear in the terminal examination. There will be no relaxation at all in this requirement.
- d) Teachers shall be responsible for entering attendance of their classes. The attendance shall be entered on weekly basis.
- e) If a student absents himself/herself from class, he/she will be imposed a penalty. A penalty of Rs.2000/- per day will be imposed during the first week of a semester. However, for other weeks, the penalty will be Rs.1000/- per day. In case of partial attendance, the fine will be multiplied by the ratio of missed sessions to the total number of sessions for the day.
- f) The penalty due to absence will be deducted directly from the stipend of the fellow. Sel-financed MS students shall pay fine within the month. Semester result of the students, who do not clear their dues, will be withheld.
- g) During the first week of a semester, teachers will take the scheduled classes irrespective of number of students present in the class.
- h) Re-scheduling of classes or lab sessions will be avoided; it may be done only in extreme emergency. The re-scheduling must be got authorized from the relevant Head or Dean.
- i) Implementation of these rules regarding leaves and penalties shall be the responsibility of the concerned department. Any communication in this regard should be made under intimation to the office of Controller of Examinations, PIEAS.

9. Examinations

- a) A student shall be eligible to sit for the Terminal Examination provided that he/she has been on the rolls of the PIEAS during the semester. He/She has registered himself for the courses of study and has attended not less than 80% of the

lectures/seminars delivered to his/her class and 80% of the practical/laboratory demonstrations prescribed for the respective course. The student falling short of the required percentage of attendance of lectures/seminars/practical/laboratory demonstrations etc. shall not be allowed to sit in the Terminal Examination of the concerned course and shall be treated as having failed in that course.

- b) The concerned faculty member may relax the attendance of a course in case of a repetition of a course. However, if a student is repeating a course due to shortage of attendance, he/she shall not be given any relaxation in attendance.
- c) Each course shall have 100 marks, 50% of which shall be reserved for the terminal examinations, and rest for the midterm tests including assignments. However, in case of laboratory courses 100 % marks shall be reserved for the midterm tests, reports, assignments and viva-voce etc.
- d) The assessment of composite courses that consists of a lab as well as theoretical course work shall be done separately. That is, theory and lab parts will be registered separately and graded independently.
- e) There shall be a written terminal examination for each taught course at the end of each semester, on the dates and location to be fixed by the Controller of Examinations in consultation with the Dean/Head. The duration of terminal examination shall be minimum 3 hours.
- f) Answer booklets of terminal examinations of all programs shall be destroyed one year after the exam.
- g) Terminal examination cannot be rescheduled except in the following cases:
 - i. In case of university closure by Federal Government emergency
 - ii. In the case of near relative's death and/or a medical issue, a student is allowed to appear for the missed terminal exam. In such cases, the student will be awarded "I" grade on the recommendation of the respective head of the department and concerned dean. The student will appear for the missed terminal examination in the first four weeks of the following semester with the consent and approval of the respective head of the department.

10. Grades, Promotion, and Merit

- a) The grades of each course shall be calculated as Grade Points (GP) whereas the promotion grades of the students shall be calculated as Grade Points Average (GPA) and Cumulative Grade Point Average (CGPA). The GP, GPA and CGPA will be calculated at the scale of 4.
- b) Details of %age Marks, Letter Grade and GP for each course taken is given in Table 2.

Table 2. Details of % age Marks, Letter Grade and GP for each course.

% Marks.	GP	Letter Grade
≥ 85	4.0	A+
80-84	4.0	A
75-79	3.67	A-
70-74	3.33	B+
65-69	3.00	B
60-64	2.67	B-
55-59	2.33	C+
50-54	2.00	C
45-49	1.00	D
<45	0.00	F

- c) For any postgraduate course / semester / degree, the minimum passing criteria is given in Table 3.

Table 3. Minimum passing criterion.

	% Marks (minimum)	GP / GPA / CGPA	Letter Grade
Subject	50	2.0	C
Semester	60	2.67	B-
Degree	60	2.67	B-

- d) A student securing marks less than 50 but equal or greater than 45 in any taught

/ lab course will be awarded GP = 1.0. This GP will be counted towards calculation of GPA. However, the student shall be required to repeat this subject to obtain a minimum of LG = C, GP = 2 or % Marks = 50.

- e) A student securing marks less than 45 in any taught / lab course will be declared as failed in that subject and will be awarded GP = 0, LG = F.
- f) The thesis or project work shall be graded as Excellent, Very Good, Good, Fair, Satisfactory or Unsatisfactory. The grades obtained in the thesis or project work shall not be counted towards the calculation of Grade Point Average. However, for MS Nuclear Medicine, the project work and clinical attachment would be graded numerically and the grades obtained will be counted towards the calculation of GPA and CGPA.
- g) On the recommendation of the Thesis Committee (comprising supervisor and two external examiners) and approval by the respective Head of the Department, the duration of the thesis research may be extended as follows.
 - i. If the extension is for more than eight weeks, the student will be given unsatisfactory grade, will register in the next semester (with full payment of dues if applicable) and repeat everything. His/her result will be declared at the end of the next semester.
 - ii. For extensions up to eight weeks, the result of the student will not be declared and his status will be considered as “Extended”. He/She will not register in the next semester but will pay half of the tuition fee for the full project credit hours (if applicable). His/her result will be declared after eight weeks. However, if the Thesis Committee and the respective Head of the Department feel that the thesis research needs to be extended beyond eight weeks, the result of the student will be declared as Unsatisfactory, the student will late register in the next semester and will be given unsatisfactory grade.
 - iii. Eight weeks extension in the thesis project may be given to only those students who have completed their course work for the degree requirement. If a student has to do more work on thesis project in

addition to course work then he/she will be assigned “Unsatisfactory” grade in thesis project and he/she has to register in an extra regular semester.

- h) In the final semester, when a student registers for thesis project, a maximum of additional 3 credit hours of course work is allowed.
- i) A student shall be required to maintain a minimum of 2.67 GPA in each semester. A student failing to maintain a minimum of 2.67 GPA in any semester shall be placed on probation provided his/her GPA is not less than 1.0.
- j) A student placed on probation, shall be: -
 - i. Allowed to repeat all the courses in which he/she has failed and/or such other courses as recommended by the Head of the Department.

OR

Allowed to repeat on the advice of Head of the Department all or some of the courses in which he/she may have passed during that semester but has failed to maintain a minimum GPA of 2.67.

- ii. If a student fails in a course marked as compulsory by the concerned department then the student has to repeat the same course; however for failures in optional courses the student can repeat the same or such other courses as recommended by the Head of the Department.
- k) A student failing to maintain a GPA of 2.67 in any postgraduate program at the end of the semester during which he/she was placed on probation shall cease to be a student of PIEAS.
- l) Probation will be decided on the GPA of the current semester. However, if a student has completed all the course work requirements with minimum CGPA of 2.67 shall not be placed on probation in the semester in which he/she has completed course work requirements.
- m) In order to fulfill the minimum passing criterion for an MS/MPhil degree, the

student may have to repeat one or more of the courses which he/she has already passed. To help the student in this regard, the CGPA will also be reported at the end of each semester in the transcript.

- n) All courses repeated will be the part of the transcript. However, only the best score will be used in the calculation of CGPA.
- o) If a student fails in a course, he/she may be allowed to pass this course in three additional attempts at the most.
- p) On successful completion of the requirements of MS degree, each candidate shall be awarded the respective degree. A separate transcript shall, however, be issued to each candidate showing the grades obtained in each course (including that of the thesis or project work), GPA and CGPA. The grades of thesis or project work shall not be counted towards the calculation of the GPA or CGPA except for the Department of Medical Sciences.
- q) GPA shall be calculated in accordance with the following formula:

$$GPA = \frac{\text{Sum of (Credit hours in a course} \times \text{Corresponding Grade Points)}}{\text{Total Credit Hours}}$$

The digit at 3rd place of decimal will be rounded off to 2nd place of decimal.

- r) The Controller of Examination shall issue a Certificate of Merit to a student in the respective degree on the basis of the overall result provided that the student has obtained a CGPA of 3.75 or more and fulfills the following conditions:
 - i. has not failed in any credit course
 - ii. has not repeated any credit course
 - iii. has taken the average academic load decided by the respective department in terms of credit hours per semester
 - iv. did not have any discontinuity in his study for the relevant degree.

If the recipient of the Certificate of Merit also wins 1st position, he/she will also be awarded Gold Medal for the respective degree program.

- i. Dr. I. H. Usmani gold medal shall be awarded for MS (Nuclear Engineering).

- ii. Mr. Munir Ahmed Khan gold medal shall be awarded for MS (Systems Engineering).
 - iii. Any other medal as approved by the BOG for the respective degree course.
- s) The controller of Examination shall issue a Certificate of Appreciation to a maximum of three students. Only those students will be considered whose thesis project have been assigned Excellent grade. The nominations shall be recommended by a committee constituted by Dean of the concerned faculty comprising of Head of the concerned department, one faculty member of that department (not the supervisor of that thesis or project), and one member from some other department. In addition to this recommendation, the student must also have a minimum overall CGPA of 3.0 and has not failed or repeated any credit course during his/her studies for that degree. The concerned Dean shall forward the names of the students to the Controller of Examination within one month from the declaration of the final result.

11. Probation and GPA calculations in Summer Session

- a) A student can register in 6 - 9 credit hours during summer session with maximum of 7 credit hours for the taught courses. Except MS(NE), they can register up to 9 credit hours in course and Lab work.
- b) GPA and probation calculations shall be done in summer session only for taught and lab courses.
- c) All students promoted from the previous semester must maintain a minimum GPA of 2.0.
- d) A student, already on probation, failing to maintain a minimum GPA of 2.67 in summer session shall be allowed to continue in the next semester with the status "Allowed to continue" provided his GPA is not less than 2.0. However, for termination of probation from a previous semester, a minimum GPA of 2.67 would be essential.
- e) A student having GPA greater than or equal to 1 and less than 2 shall be placed on probation. In case of two consecutive probations, he/she shall cease to be

a student of PIEAS.

- f) A student having GPA less than 1 shall also cease to be a student of PIEAS.

12. Probation Rules for Medical Doctors

- a) PIEAS medical degrees comprise two distinct segments
- i. Regular course work at PIEAS, and
 - ii. Clinical training/thesis project in cancer hospitals.

The two segments shall be treated separately as the nature of work is different.

- b) **Course Work:** A student shall be required to pass all the required courses and maintain a minimum CGPA of 2.67 in the course work. A student placed on probation in his/her course work shall clear the probation through the course work as per PIEAS rules and regulations effective for other programs. In case a student has failed to maintain a minimum CGPA of 2.67 in the course work, he/she will also be allowed to enroll in the courses which he/she has already passed in order to maintain a minimum CGPA of 2.67 in the course work. The course work must be completed before the completion of the clinical work within normal duration of the program.
- c) **Clinical Work:** For the clinical work probation rules shall not be applicable. The students must pass the clinical work within the maximum allowed duration for the program. In case of unsatisfactory result in the clinical work (GP <2) the student shall register in the following semester. After a student has passed the clinical work, the Grade Point (GP) assigned in the clinical work shall be counted while computing overall CGPA.
- d) **CGPA Requirement:** A student shall be required to maintain a minimum CGPA of 2.67 in his/her MS studies. If a student has completed the course and clinical work but failed to maintain a minimum CGPA of 2.67 in his/her studies, he/she will also be allowed to enroll in the course or/and clinical work which he/she has already passed in order to maintain a minimum CGPA of 2.67 required in his/her MS studies. The CGPA requirement must be completed within maximum allowed duration for a program for successful completion of the degree.

13. Probation and GPA calculations in Extra semesters

If a student is registered in 9 credit hours or more in extra semester (beyond the normal duration of the degree program) GPA calculations and probation rules will apply. The maximum number of attempts to pass a course shall be four.

14. Rechecking of Examination Papers

- a) The answer book of a student in any examination shall not be re-assessed under any circumstances.
- b) Re-checking does not mean re-assessment or re-evaluation of the answer book; however, it will be checked that:-
 - i. There is no mistake in the grand total on the title page of the answer book.
 - ii. The total of various parts of a question has been correctly made at the end of each question.
 - iii. All totals have been correctly brought forward on the title page of the answer book.
 - iv. No portion of any answer has been left un-marked.
 - v. Total marks in the answer book tally with the marks sheet.
- c) The candidate or anybody on his behalf has no right to see or examine the answer books for any purpose.
- d) Paper rechecking request can be made within a month of result notification. Time barred applications will not be entertained.

Procedure: The student will submit the rechecking proforma along with the receipt of rechecking fee in the Examination Cell within 30 days of the declaration of the result. Time barred applications will not be entertained.

15. Damage/Lost Answer Sheets

In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the head of the department will offer the student to opt for any one of the following options(only for terminal/final exams):

1. Average marks out of sessional marks shall be awarded to the student in that subject/course
2. Retake of the exam as a special case in that subject without charging the student the examination fee.

16. Writer for Examinations

In genuine medical cases (where a student is unable to write), a writer will be provided to the student. The writer, who must be at least one step lower in qualification than that of the student, will be approved by the Controller of Examinations on the recommendation of the head of the department concerned. However, the student will submit the written request for a writer well before the commencement of the examination. Such examinations for which a writer is allowed will take place on the campus only.

17. Minimum Number of Students in a Course

Under normal circumstances, minimum number of postgraduate students in a course shall be 5. However, concerned Head of Department with the consent of concerned Dean may lower the minimum number of students in a course under special circumstances. The PhD students should be encouraged to take courses with regular students. However, a separate course can be taught to a single PhD student under special circumstances.

18. Course(s) Improvement Policy

- a) A course with a grade C or above can be repeated by a student to improve his / her CGPA before graduation. Only one attempt shall be allowed to improve such a course. This number shall be limited to 3 in MS Programs.
- b) A credit course with grade D must be repeated for improvement, as per current policy.
- c) Improving the courses for mandatory minimum CGPA requirements shall be allowed, as per current policy.
- d) The best grade attained in a credit course shall be counted towards CGPA, as per current policy.

19.Improvement in CGPA

- a) A Student will be allowed to repeat the courses for improvements within the allowed limits of credit hours in a semester and allowed number of repetitions.
- b) The improvement in CGPA will also be allowed to a student after the declaration of the final semester's result subject to the following:
 - i. He / she has not been issued the final transcript / degree
 - ii. He / she applies in writing to the Controller of Examinations through the respective Head of the Department within two weeks after the declaration of the final result
 - iii. He / she registers in the next semester.
- c) A student can repeat an already passed course and / or take additional course(s). However, any already passed course (if not improved) will not be omitted or discounted in calculating the CGPA.

20.Credit Transfer Policy

- a) Credit transfer shall be allowed only in special circumstances.
- b) Student shall submit an application for transfer of credit hours to concerned Head of Department along with all necessary documents such as contents of the course(s), grades earned, etc.
- c) Minimum B grade will be accepted for credit transfer.
- d) Head of Department shall evaluate the case in consultation with concerned faculty members and shall forward the case along with comments/recommendations to the committee comprising Deans of Faculties and Registrar. Decision of the committee shall be notified by Registrar.
- e) The credits transferred shall be counted towards the degree requirements of the student. However, GPA of transferred credits shall not be counted towards the calculation of CGPA and the term "Transferred" shall be written against those subject(s) in which transfer of credits has been allowed. CGPA earned by the student shall be considered for deciding any merit position/certificate/medal.
- f) Course(s) transferred shall be placed in the same semester that student has

spent at some other university or as recommended by the department.

- g) The credit transferred shall be mentioned with the same course titles and grades as studied by a student on the transcript with “Transferred” status.
- h) When a student will be spending a semester at some other university, his/her result shall be declared with status “Semester Freeze”. In the final transcript, the status shall be replaced by “Exchange Semester”.
- i) Maximum allowed credit transfer shall be 30% of the total degree credit hours.

21.Proxy Attendance Policy

- a) A student should submit leave application in case he/she is unable to attend the class(es), on the prescribed leave proforma to the department.
- b) If the student is absent (leave application is not submitted) and some other student sign his/her attendance, up to Rs. 500 per proxy shall be fined to the absent student.
- c) In case the student who signed the proxy attendance is identified, he/she shall be fined up to Rs. 1000 per proxy and also a warning letter shall be issued to him/her.

22.Policy for Cheating Cases

- a) A student involved in any of the following will be treated as the use of unfair means in the exams:
 - i. Removes a leaf from his/her answer book, the answer book shall be cancelled.
 - ii. Submits forged or fake documents in connection with the examination.
 - iii. Commits impersonation in the examination.
 - iv. Copies from any paper, book or notes.
 - v. Mutilates the Answer Book.
 - vi. Possesses any kind of material, which may be helpful to his/her in the examination.
 - vii. Does anything that is immoral or illegal in connection with the

- examination and which may be helpful to him/her in the examination.
- viii. Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
 - ix. Misbehaves or creates any kind of disturbance in or around the examination center
 - x. Uses abusive or obscene language on the answer script.
 - xi. Possesses any kind of weapon in or around examination center.
 - xii. Possesses any kind of electronic device which may be helpful in the examination.
- b) The use of unfair means shall lead to any one or the combination of the following penalties keeping in view the nature and intensity of offence.
- i. Cancellation of paper
 - ii. Suspension from program for one semester
 - iii. Heavy and light Fine
 - iv. Expulsion forever from the University
 - v. Any other.

Procedure: The concerned HoD will send the unfair means cases for a decision to PIEAS Unfair Means Committee comprising of the following:

- i. Dean of the Concerned Faculty(Convener)
- ii. Controller of the Examinations
- iii. Concerned Head of the Department
- iv. Invigilator

The committee will recommend a penalty for the final approval of Rector PIEAS. If a student is not satisfied by the decision of the Unfair Means Cases Committee, s/he can submit his/her appeal within a week after the decision. The appeal will be referred to Deans Committee for a final decision.

23. Dropping Courses or a Semester

- a) A student may be allowed to drop a semester if any of the following condition is satisfied:
 - i. In case where prenatal care mandates complete rest or if safety of the fetus does not permit any sort of stress. (To be assessed by the committee mentioned in 23-a-iii).
 - ii. If a student is hospitalized or suffers from an illness requiring prolonged treatment and illness is such that he/she is unable to attend the university.
- b) All cases falling in the clause 23-a-1 and 23-a-2 above, shall be assessed by a committee consisting of the Head of the Department, teacher(s) concerned and a Medical Officer, SMO or above, of PIEAS. Cases, if need be, could also be referred to the PAEC hospital for expert opinion. In case of any ambiguity or non - decisiveness exists, the case may be referred to the interpretation committee.
- c) If a student gets hospitalized outside Islamabad or Rawalpindi, than he/she has to submit a medical certificate, reports of all lab tests and other investigations to his/her department. His/her case will be assessed as per procedure laid down in clause 23-a above.
- d) A student may be allowed to drop one or more courses if any of the following condition is satisfied:
 - i. Any of the clauses 23-a to 23-c become operative during the final examination.
 - ii. In case of the death of a near relative. The term “Near Relative” implies Parents, Spouse, Children, Siblings, Parents-in-law and Grand Parents.
 - iii. Dropping a course may also be allowed if acute medical problem hinders the student from taking the examination.
- e) In case of semester drop or course drop, the student will be considered as he/she has not registered for that particular course or semester. No additional tuition fee

will be charged for the dropped course or semester.

- f) Semester or course(s) drop does not imply permission for makeup test; it only permits the student to clear his pending course work when next offered by the department.
- g) The application of the above rules will put the clause of minimum course work/semester suspended.

24. Freezing a Semester

- a) A student may be allowed to freeze a semester if he/she has a valid reason for it.
- b) Student has to resume his/her studies in the following year/semester otherwise his/her registration will be cancelled.
- c) The maximum duration of freezing is one year; a candidate who gets a semester freeze can get readmission next year with upcoming session.
- d) Freezing during the semester will not be allowed. No relaxation will be given in the maximum time allowed for degree completion. Moreover, the student must attend at least 8 regular semesters to qualify for the degree completion.
- e) Freezing of the first two semesters for BS and first semester for MS is not allowed.
- f) Under special hardship circumstances, freezing of the first semester can be considered with the approval of Rector PIEAS:
 - I. Iddat
 - II. Maternity/Delivery
 - III. Death in the immediate family
 - IV. Any other subject to acceptance on justified rationale
- g) In the transcript, it will be indicated as “Semester Freeze”.

Procedure: The student will submit an application to the concerned Head of Department before the start of semester. The head of Department shall forward the case with his/her comments/recommendations to the committee comprising Deans

of Faculties and Registrar. The decision of the committee shall be notified by the Registrar.

25. Policy / Procedure for Issuance of Transcript / Degree

- h) Provisional results of examinations at the end of each semester shall be notified by the Controller of Examinations and shall be available to students online.
- i) Final transcript shall be issued to students once they have completed all the requirements for the award of degree.
- j) Outstanding dues should be cleared before student request for the final transcript.
- k) Degree shall be issued in the convocation. However, a student desirous of obtaining degree before convocation should apply on the prescribed form.
- l) For issuance of duplicate transcript, a student has to submit an application stating the reason along with the duplicate transcript fee to the Examination Branch.
- m) For issuance of duplicate degree, a student has to submit an affidavit notarized or signed by magistrate stating the reason on a stamp paper of Rs. 20/- along with duplicate degree fee. Sample affidavit is available in the Examination Branch.

26. Degree Supplement Form (DSF)

- a) The Degree Supplement Form (DSF) will be issued to students to provide supplementary information along with the degree/transcript already in practice. However, it will not be considered as a replacement to degree/transcript.
- b) Applicant must fill in the prescribed application form and submit to the Controller of Examinations along with the copy of his/her CNIC and transcript/degree.
- c) DSF fee shall be charged.
- d) DSF shall be issued within two to three weeks after receipt of application form along with other necessary documents.
- e) The information required at point no. 4.3 (Learning Outcomes) and 5.1 (Future Prospects) of DSF shall be provided by concerned departments for their

respective degree programs.

27. Removal of Difficulties

An Interpretation Committee comprising of the following will be asked to interpret any rule(s) if needed:

- i. Pro-Rector, PIEAS (Convener)
- ii. Deans of Faculties
- iii. Concerned Head of Department
- iv. Registrar
- v. Controller of Examinations (Secretary)

Provision of relaxation in the following academic rules of PIEAS under special circumstances may be considered on case to case basis:

- i. Attendance rules
- ii. Semester freeze
- iii. Course drop/Withdraw, and
- iv. Waiver in fine.

A student may appeal to Rector PIEAS for relaxation of these rules within HEC and PEC guidelines. The issue will be discussed in PIEAS Interpretation Committee and the recommendations of the committee will be forwarded to Rector for approval. Decision of the Rector will be final.

NOTE:

Any of the above-mentioned rules may be cancelled or modified or new rules may be added with the approval of the Academic Committee on the recommendations of the Board of Faculties.