

Regulations

C.U.S.T., Islamabad

Undergraduate Regulations

1. Short Title and Commencement: (1) These regulations may be called the Capital University of Science and Technology Undergraduate Programs Regulations, 2019.

(2) These regulations shall come into force at once.

2. Definitions – In these regulations, unless there is anything repugnant in the subject or context-

- a) “Active Registration” means a student is registered in a semester.
- b) “Consecutive Semesters” means two successive semesters i.e., spring and fall.
- c) “Controller of Examinations” means Controller of Examinations of the University.
- d) “Credit Hour” means one hour of classroom teaching or three hours of lab teaching in one week.
- e) “Cumulative Grade Point Average (CGPA)” means earned grade points multiplied by credit hours of that course, the sum of the product is then divided by the total number of credit hours attempted in the program.
- f) “Degree Program” means in which the student is enrolled.
- g) “Department” means the department of the University in which the student is admitted.
- h) “Fall semester” means last semester of the calendar year.
- i) “Faculty” means a teaching entity of the University comprising of two or more departments.
- j) “Grade Point Average (GPA)” means earned grade points multiplied by credit hours of that course, the sum of the product is then divided by the total number of credit hours attempted in a semester.
- k) “Higher Education Commission (HEC)” means the Higher Education Commission of Pakistan established under High Education Commission Ordinance 2002.
- l) “Student” means student of Capital University of Science and Technology registered for an undergraduate program.
- m) “Semester” means a period of 16 weeks of academic activities.
- n) “Similarity index” means a report generated by a plagiarism checking software for a particular piece of writing.
- o) “Spring Semester” means first semester of the calendar year.
- p) “Summer semester” means a semester falling between spring and fall

semesters having 8 weeks duration.

- q) “Registrar” means Registrar of the University.
- r) “Registration department” means registration department of the University.
- s) “Regular semester” means spring or fall semester.
- t) “University” means the Capital University of Science and Technology.

3. Admission.— (1) The University shall invite applications for admissions in various undergraduate academic programs through publication of advertisement.

(2) The eligibility criteria for admission in an undergraduate program shall be as follows:

- i. successful completion of at least 12 years of education with relevant subjects as prescribed by the University for an academic program at the time of admission; and
- ii. qualified the admission test of the undergraduate program, but the applicants who have taken HEC approved test may be exempted from the admission test;

(3) In case of foreign qualification an applicant shall be required to provide Inter Board Committee of Chairmen (IBCC) certification.

(4) The admission requirements and roadmap of each undergraduate degree program shall be made available on the University website or in the prospectus published by the University from time to time.

(5) An applicant awaiting result may apply for admission but if he failed to provide the result before compilation of merit list then his last available result would be used for merit list positioning.

(6) If a candidate awaiting result fails to provide the result within the time prescribed by the University authorities, or fails to attain the required percentage announced by the University at the time of admission, his/her admission shall stand cancelled.

(7) Admission in the University shall remain provisional until submission of academic documents by the candidate duly attested by IBCC or HEC or Ministry of Education, as the case may be, and a failure in submission of documents as aforesaid shall result in cancellation of admission.

(8) The admission shall be awarded on merit based on:

- i. admission test;
- ii. earlier academic standing; and

iii. interview, if so desired by the department.

(9) Subject to Clause 3(8), admission of an applicant shall be confirmed on the receipt of prescribed dues within due date as prescribed by the University from time to time.

(10) If a first semester student (new admission) decides to withdraw from the University after having registered, he/she shall be entitled to:

- i. full (100%) tuition fee refund:—up to 7th day of commencement of classes;
- ii. half (50%) tuition fee refund:—from 8th - 15th day of commencement of classes;
- iii. no fee (0%) refund:—from 16th day of commencement of classes.

(11) In case of incorrect or forged information or documents, the admission shall be cancelled summarily and no transcript shall be issued.

(12) A candidate seeking admission or admitted in the University shall abide by all its rules, regulations and policies published from time to time.

4. Credit Hour.— (1) A course Cr. Hrs. is defined as one hour of class work per week for sixteen weeks and laboratory credit hour shall be three hours of practical lab work per week for sixteen weeks.

5. Academic Year.— (1) There shall be two regular semesters i.e., Fall and Spring in an academic year, each semester shall have 16 teaching weeks.

(2) A summer semester shall be of 08 weeks duration and it shall be used for internship, business projects and for makeup courses. A limited number of courses, at the discretion of a department, may be offered in a summer semester.

6. Assessment of Tuition Fee.— (1) Fee shall be charged per credit hour as determined by the University from time to time.

(2) Tuition fee for the registered courses shall be paid within due date to validate the registration. Non-payment of fee within the due date shall result in default.

(3) A student who defaults in payment of fee shall not appear in the attendance roll.

(4) If the fee is not paid, within the extended time as prescribed by the University, the registration of the course(s) may be cancelled.

(5) For all practical purposes, the cancelled course(s) shall be deemed as never registered for the purpose fee evaluation.

7. Credit Transfer Policy.— (1) Transfer credits may be accepted for work completed at an HEC recognized Pakistani or foreign university, and the original transcript issued by the concerned university, which administered the examination shall be submitted to the University along with application for credit transfer.

(2) Each credit transfer case shall be examined on its merit by the admission department, in consultation with the respective HoD.

(3) Only those courses/credits shall be transferred in which the candidate has got grade B or higher and if those can be counted as part of applicants' degree program.

(4) Accepted credit hours against course(s), without grades, shall appear on the transcript.

(5) Maximum credits transfer shall not exceed 50% of the total credit hours required for the degree program.

(6) The department holds an exclusive right to accept or reject any request for transfer of credits.

8. Registration.— (1) Subject to 8(2) below the normal registration in a Spring or in a Fall semester shall be 15-18 Cr. Hrs. while the maximum shall be 21 Cr. Hrs., In a summer semester it shall be 2 courses with associated labs, if any.

(2) The semester load of an individual student shall be determined by the department on the basis of his / her GPA in the previous semester.

(3) A fulltime student is required to register for a minimum of 9 Cr. Hrs.

(4) A student not registered for a minimum semester load shall not be treated as a fulltime student.

(5) Final year project shall be registered after the completion of minimum course work prescribed by the department from time to time.

(6) Final year project shall be registered in two parts, Part-I & Part-II in two distinct semesters, none of which can be a summer semester.

(7) It is mandatory to qualify the internship after the completion of third year, if it is required by the degree program, and it shall be graded by the department with pass or fail grade.

(8) A student cannot register for a course while doing an internship.

9. Add/Drop Courses.— (1) After registration of courses in a semester a student may add or drop a course within a specified period announced by the registration department. A course dropped by a student will be deemed as never registered.

10. Withdrawal.— (1) If a student decides not to continue in a course, and add/drop time has lapsed, he/she may withdraw from the course within twelve weeks from the start of the semester.

(2) A course withdrawn shall be reported on the transcript with a W status.

(3) A withdrawn course shall not be counted towards the calculation of GPA.

(4) A withdrawn course shall be treated as a registered course for the evaluation and charging of tuition fee.

11. Repeat & Substitute a Course.— (1) A course with grade C- or below may be repeated, and only the better grade shall be counted towards CGPA.

(2) Subject to Clause 18(2) a student may repeat any one or more courses prior to the completion of degree program.

(3) A student may request for substitution of an elective course with another elective course for the purpose of improving the CGPA required for the award of degree. Substitution of a course shall be allowed, with the approval of HoD, at the end of a degree program.

12. Semester Break.— (1) A student, under circumstances beyond his/her control, may apply for a semester break, subject to its approval, the enrolment of the student shall remain intact on the payment of prescribed fee during a semester break

(2) A student who is not registered in a semester shall lose his/her enrolment if he/she is not on a semester break.

(3) A consecutive two-semester non-registered status shall lead to the cancellation of admission.

(4) A student with cancelled admission shall be required to apply for re-admission on the prescribed form.

(5) A re-admission request shall only be considered provided the applicant can complete his/her degree program within maximum allowed duration.

13. Change of Program.— (1) A University student may apply for change of the program with the approval of the concerned Head of Department. Such a student shall be issued a new registration number if the transfer is approved.

(2) Only related courses along with the grades shall be transferred to the changed program.

(3) Student shall pay transfer fee as determined by the University from time to time.

14. Attendance.— (1) A student shall only be eligible to appear and take the final examination of a course or lab if he has secured 75% attendance in that course or lab work.

(2) There shall be no relaxation in the attendance requirement as mentioned in the Regulation 14(1) above under any circumstances.

(3) A student may request for withdrawal of a course, prior to the examinations, in which his/her attendance is short by paying a fine as determined by the University from time to time.

15. Examination and Grading.— (1) Without prejudice to Regulation 14(1) above a student shall be eligible for final examinations if his/her name is included in the exam seating plan.

(2) If a student misses final examinations for whatsoever reason, he/she shall be graded on the basis of sessional performance during the semester and there shall be no re-examination.

(3) If a student misses final examination on medical grounds, he/she may apply for course(s) withdrawal before the declaration of final results. The department may require the student to provide medical certificate by a registered medical practitioner.

(4) Letter grades shall be awarded, at the end of each semester, as per the following distribution:

i	Midterm Examination	20%
ii	Assignments, Quizzes, Projects etc.	40%
iii	Final Examination	40%

(5) Midterm and final term examinations shall be administered by the office of controller of examinations.

(6) Part-I or Part-II of a final year project shall be graded independently in the semester in which it is registered.

(7) The final year project of one year duration shall be graded based on:

- i. supervisor's assessment;
- ii. project oral presentation(s);
- iii. project report; and
- iv. project demonstration.

(8) The final year project shall be graded by a committee constituted by the department and grade shall be awarded on the submission of project report. Failing to submit

the project report in time shall lead to one step lowering (e.g A to A-) of the project final grade.

(9) A final year project report having similarity index greater than 40% shall be awarded F grade.

(10) The university shall follow the following grade definitions:

<i>Grades</i>	<i>Definition</i>
A	Excellent
B	Good
C	Satisfactory
D	Poor but passing
F	Failure
I	Work in Progress
W	Withdrawal
P	Pass
NC	No Credit
()	Grade Replaced
S	Satisfactory
US	Unsatisfactory

(11) Letter grades shall be awarded on the following scheme:

Marks	Letter Grades	Grade Points
90-100	A	4.00
86-89	A-	3.67
81-85	B+	3.33
77-80	B	3.00
72-76	B-	2.67
68-71	C+	2.33
63-67	C	2.00
58-62	C-	1.67
54-57	D+	1.33
50-53	D	1.00
Below 50	F	0.00

(12) Incomplete (I) Grade

- i. A teacher may award I (incomplete) grade to a student who fails to meet all requirements for the reasons beyond his/her control.
- ii. I grade can be awarded with the prior approval of the HoD.

- iii. I grade shall not be allowed in a regular course/lab work.
- iv. I grade must be changed into an earned grade within the following semester, otherwise it shall automatically be converted to F grade.

16. Review of Grade.— (1) A student may file an application to the office of the controller of examinations for the review of a final grade within two weeks after the declaration of the results.

(2) The review of a grade shall be limited to omission and calculation errors.

(3) The review process shall be initiated after the receipt of requisite fee as prescribed by the University from time to time.

17. Probation and Expulsion.— (1) A student shall be on probation if he/she fails to attain GPA required to qualify the degree program.

(2) If a student remains on probation for two consecutive semesters and fails to maintain CGPA required to qualify the degree, his/her case shall be referred to the Executive Committee of the University for expulsion or otherwise.

18. Undergrad degree requirements.— (1) Subject to Clause 18(2) a student shall be awarded the degree on the completion of the following requirements:

- i. program Cr. Hrs. as prescribed by the department from time to time;
- ii. 6-8 weeks internship, if required by the department; and
- iii. attaining a minimum CGPA of 2.0 on the scale of 4.0.

(2) The minimum duration requirement for the award of an undergraduate degree shall be four years divided into eight regular semesters; whereas, the maximum allowed time shall be seven years divided into 14 regular semesters. Similarly, for a minimum two years degree program the maximum allowed duration shall be four year.

(3) On the successful completion of the credit hours required for an undergraduate degree a student shall be awarded the degree after it is conferred in the convocation. However, prior to the convocation, a student may request program completion transcript and provisional certificate through concerned Head of Department.

19. Medal Award Policy.— (1) A student desirous to compete for the award of a medal shall apply on the prescribed form to the office of controller of examinations within the announced time.

(2) A medal shall be awarded only in the respective convocation announced by the Registrar office of the University.

(3) Only those graduates shall be considered for the award of a medal who fulfill the following criteria:

- i. completion of degree requirements within normal duration defined in Clause 18(2);
- ii. CGPA 3.50 or higher on the scale of 4.00;
- iii. no F grade in the transcript;
- iv. no transfer of credits from other universities/institutions; and
- v. no disciplinary proceedings leading to the award of punishment.

(4) Subject to Clause 19(3) Gold, Silver and Bronze medals shall be awarded to the top three students of each batch of a degree program in their order of merit.

(5) If there is a tie in the award of a medal, both will be awarded the medals of the same category.

20. Quaid-i-Azam Gold Medal.— (1) A Quaid-i-Azam gold medal shall be awarded, in a convocation, to an overall best achiever of the University and shall be based on:

- i. academics;
- ii. co-curricular; and
- iii. extra-curricular activities.

(2) Quaid-i-Azam gold medal for each convocation shall be decided as per the Criteria given in Clause 20(1) by a committee constituted by the Vice Chancellor of the university.

(3) A student desirous to compete for the award of a Quaid-i-Azam gold medal shall apply on the prescribed form to the office of controller of examinations within the announced time.

21. Removal of difficulties.— If any difficulty arises in giving effect to the provisions of these regulations, the Academic Council may, by order, do anything which appears to it to be necessary for the purpose of removing the difficulty.