

Summary

Academic Rules & Regulations

August 31, 2020

1 Admissions Eligibility

The minimum eligibility criteria for those who have completed Intermediate/A-Levels or equivalent for admission in an undergraduate program is at least 45% marks. For undergraduate programs of Engineering and Pharmacy, the minimum criteria is 60% and in case of admission in BS Computer Science and BS Software Engineering, minimum 50% marks are required.

The minimum eligibility criteria for those who have 16 years Bachelor Degree for admission in MS/MPhil programs is at least 2.00 CGPA out of 4.00 or 50% marks from an annual system. For PhD admission, the minimum eligibility is 18 years Master Degree in relevant discipline with CGPA 3.00/4.00 or 60% marks from an annual system. Admissions in any program, after meeting the eligibility criteria, shall be granted on merit determined by the concerned Faculty.

2 Transfer of Credits & Equivalence of Course

Transfer of credit is decided at the time of admission and is determined on course-to-course basis. Students seeking admission with advanced standing must provide all previous academic records to the Admission Department, in original, before commencement of classes. The University's acceptance of credits from other Institutions is subject to the following conditions:

1. Transfer credits must come from a regionally accredited and HEC approved Institution.
2. The transfer course must be similar in content and scope to a CUST course, or must conform to the same competency level of a similar course taught at CUST.

3. Only those courses and credits shall be considered for transfer in which the applicant has got grade 'C+' or higher and 'B-' or higher for undergraduate and graduate programs, respectively.
4. Credit hours against accepted courses shall appear on CUST transcript without grades.
5. Maximum credits transfer shall not exceed 50% of the total credit hours required for the degree program in which the applicant has sought admission in CUST.
6. Applicants expelled from other Institutions, for whatsoever reasons, shall not be considered for credit transfer.

3 Registration Process

At the time of admission in first semester, the concerned Dean's Office assigns courses to the students. However, in all subsequent semesters, students, after consulting their advisors, should register themselves in courses strictly according to their roadmaps. Registration dates are announced well before time and students are required to register themselves during those dates. In the registration process, the University follows prerequisite based system and the portal will allow a student to register a course if its prerequisites, as determined by the Department, have already been cleared by the student. Students are expected to pay their dues for the selected courses before they are formally registered. Ongoing students may revise their registration before commencement of classes. No student will be allowed to change courses/sections afterwards. A usual academic load for which a student is allowed to register is 15-18 Cr.Hrs. Under special circumstances, with the permission of concerned Department, an undergraduate student may be allowed to register a maximum of 21 Cr. Hrs.

4 Refund of Fee

All fees once paid are non-refundable and non-transferable. Only in case of new admissions there is a fee refund policy and its details are as under:

- Admission fee is NON-REFUNDABLE.
- 100% tuition fee is refundable if refund request is received before or within the 1st week after the commencement of classes.
- 50% tuition fee is refundable if request for refund is received in the 2nd week after the commencement of classes.

- No fee is refunded if the request is received after the 2nd week of commencement of classes.
- In case a program is not offered by the University after its advertisement, 100% Tuition and Admission fee shall be refunded.

Note: Fee refund request shall only be entertained if raised on the prescribed *Fee Refund Form* available at the Admissions Office.

5 Scholarships

University is awarding generous Scholarships to its students in the form of tuition fee waivers/concessions. At the start of a degree program, scholarships are awarded based on the applicant's earlier academic credentials, which may have a specific definition for a given degree program. To continue with awarded scholarship in subsequent semesters, there are continuation conditions, which are primarily based on the applicant's CGPA and Academic Load of the last semester. The applicant must fulfill the prescribed conditions to continue the scholarship in the next semester. Failing to comply with these conditions shall lead to the cancellation of the awarded scholarship at least for one semester. The same can be reinstated once the prescribed conditions are met.

The University for the time being awards scholarships under the following heads:

- Kinship scholarship
- PGC scholarship
- Alumni scholarship
- Merit scholarship
- Sports scholarship
- Need-based scholarship
- Disabled person scholarship

6 Class Attendance

Students must attend all the lectures for each course in which they are registered. Students not adhering to class attendance policy will be restrained from appearing in the final examination and they will be given 'W' grade in the course.

A student must have 75% of attendance in each course/lab. A student missing more than 25% of the total classes/lab, will be withdrawn from the course/lab. No transfer of dues or tuition fee is permissible when a student is withdrawn from a course.

Attendance will be counted from the 1st day of the classes. A student delaying his/her registration and the payment of fee, will be marked absent from classes which could result in shortage of the required attendance and hence debarring the student from final examination. In any course, 4 absentees shall be treated as leave and no fine shall be charged. Beyond that, a fine per absentee may be imposed as a deterrent and after 8 absentees the course shall be withdrawn automatically with W grade in the transcript.

7 Semester Credit Hours

One theory credit hour (1 Cr. Hrs) means that a particular course must have at least one hour of teaching per week for a period of 16 weeks. Hence, a course of 3 Cr. Hrs. will have 48 hours teaching or contact hours in a semester. On the other hand, one Lab Cr. Hrs. would mean—three contact hours per week for 16 weeks.

For a 3 Cr. Hrs course, there would be two 1:30 hours slots and for 1 Cr. Hrs lab work, 3 hours slots are, respectively, defined in the timetable. The time allocated for Mid and Final examinations is excluded from the computation of class/lab contact hours.

8 Withdrawal From a Course

In order to withdraw from a course/courses a written request must be submitted to the Dean/HOD within the dates published by the Registrar Office in the University Academic Calendar. If approved by the Dean/HOD, the students can withdraw from that particular course. However, W grade will appear on the transcript and fee paid for such courses will neither be refunded nor be carried over to the next semester.

9 Semester Leave or Freeze of a Semester

Students who wish to discontinue study for a semester are supposed to get written permission from the Dean's Office in the first week of the semester on the prescribed form. They may resume their study in the next semester after seeking permission from the relevant Dean's Office at the time of registration. Students taking semester break without permission will be dropped from the university roll and treated as inactive students during their absence. They are not allowed to register in a subsequent

semester unless their absence is regularized. A two semester unauthorized absence shall leave to cancellation of admission. Such candidates shall be charged admission fee again if they are granted re-admission.

10 Evaluation System

It is at the discretion of the course instructor to decide on the weights of all examinations, assignments, projects, presentations, quizzes etc. However, as a broad guideline set by the University, the distribution of weights of these components are given below:

Name of Exam	Weightage (%)
Quizzes, Assignments, Project, Class Participation, etc.	30–40 %
Mid-Term Examination	20 %
Final Examination	40–50 %

Midterm and Final Term examinations shall be administered by the Controller of Examinations Office (COE), and a date sheet in this respect shall be circulated by the COE Office, which must be complied with. No Midterm or Final Term examination shall be entertained if it is conducted without the approval of COE Office.

11 Final Term Examination

On the conclusion of 16-weeks of teaching, there shall be an examination referred to as Final Term Examination. It is usually a three hour examination and the Schedule of the same is published by the COE Office well in advance. Students are required to take the Final Term Examination of each registered course; failing which a grade shall be awarded as per the earlier status of the course. Only those students shall be eligible to sit in the Final Term Examination who have met the minimum attendance requirement and have cleared their semester dues.

Under normal circumstances, there is no provision of retake of Final Term Examination. However, in case of exceptional circumstances, the case may be submitted to the COE Office along with certifiable documents, which after due consideration shall be forwarded to the concerned Committee for a decision.

12 Grades and Grading System

On the conclusion of a semester, every student shall receive a grade report, through University Portal; indicating academic progress of the student in enrolled courses and labs. CUST, in general, follows the relative grading system, where the final grades are

distributed across the average performance of the class. The grading system of CUST is a 4-point grading system; similar to the one prevalent at most of the accredited institutions across the globe. The numerical equivalence and associated percentages of letter grades are given below:

Letter Grade	Grade Points	Marks (%)
A	4.00	86 - 100%
A-	3.67	82 - 85%
B+	3.33	78 - 81%
B	3.00	74 - 77%
B-	2.67	70 - 73%
C+	2.33	66 - 69%
C	2.00	62 - 65%
C-	1.67	58 - 61%
D+	1.33	54 - 57%
D	1.00	50 - 53%
F	0.00	Below 50%
W	—	Withdrawal
I	—	Incomplete
N	—	Continued
S	—	Satisfactory
US	—	Unsatisfactory
P/F	—	Pass/Fail
(...)	—	Grade Replaced

Satisfactory/Unsatisfactory grade is awarded for in progress research work; whereas, Pass/Fail grade is awarded on the conclusion of research work or in non-credit activities, such as non-credit internship etc. Grades with no defined grade points shall not contribute in GPA/CGPA calculation.

13 Course Numbering System

Each course number consists of two parts (e.g. EEHU1013). The first part contains alphabets; indicating the subject (EE-Electrical Engineering) and its domain (HU-Humanity), while the second part contains a four-digit number. The first digit indicates the course level (1-First year), the second digit indicates the domain of the subject (0-General), the third digit indicates the course number within that domain (1-First course of Humanity domain) and the fourth digit represents the credit hours (3-Cr.Hrs.) associated with the course.

14 Summer Semester

Summer semester is usually offered for makeup and deficiency courses. In a summer semester, a three credit hour theory course or one credit hour lab can be completed in 8 weeks time by completing 48 hours of teaching/contact hours on an accelerated pace. Maximum allowed course load for Graduate/Undergraduate students, in a summer semester, is 8 Cr.Hrs (two courses). Under usual conditions summer internship and course registration both are not allowed simultaneously. Since summer courses are normally offered on students' request; thus, course drop policy is not applicable on summer registration and a course registered in a summer semester shall be treated as confirmed and be charged accordingly.

15 Incomplete Grade

A student may be awarded I (Incomplete) grade if he/she fails to meet all requirements of a course for the reasons beyond his/her control and it shall be subject to the following:

1. It is usually permissible in research related studies and is awarded with the prior approval of the concerned Dean/HOD.
2. I-Grade in a regular course/labs can only be awarded under extenuating circumstances if approved by the COE.
3. I-Grade must be changed into an earned grade within four weeks after the declaration of the result; otherwise it shall automatically be converted into F Grade.

16 CGPA

A student's Cumulative Grade Point Average (CGPA) is computed by multiplying the number of credit hours of each course by the grade points assigned to that grade, then dividing the sum of these products for all courses by the total number of credit hours in which the student was enrolled. Grade 'I' and 'W' are not involved in the calculation of GPA/CGPA. All undergraduate students must maintain a minimum CGPA of 2.00/4.00 for successful continuation of studies at CUST; whereas, at Master level, a minimum CGPA of 2.50/4.00 is required to continue with the program satisfactorily. To continue in the PhD, scholars are required to maintain a CGPA of 3.00/4.00 throughout their academic career.

17 Academic Probation and Expulsion

All undergraduate and graduate students who fail to maintain a minimum CGPA of 2.0 or 3.0, respectively, will be placed on warning status at the time of declaration of semester result. Students with two consecutive warnings shall be placed on probation for the next semester and at the end of that semester, if they fail once again to attain the required minimum CGPA i.e. 2.0 or 3.0 for an undergraduate or graduate program, as the case may be, such students shall be dropped from the University Roll. All undergraduate and graduate students are, therefore, strictly advised to ensure that their CGPA is above the minimum required level throughout their course of studies.

18 Course Load Under Probation

Student on probation are advised to repeat courses with grade(s) below 'B' for graduate level courses and below 'C' for undergraduate level courses and will not be allowed to take any new course in the following semester. These students will be assigned courses by their respective Advisors with due approval of the relevant Dean's Office.

19 Course Repetition

Students receiving an F grade must repeat that course or its equivalent and both grades will appear on the transcript. In order to improve CGPA, a student is allowed to improve a maximum of 6 courses at undergraduate level and 3 courses at graduate level, excluding those in which 'F' is replaced. The original as well as the revised grades of all repeated courses will be shown on the transcript; however, better grades shall be considered towards CGPA calculation.

20 Time Limit or Program Completion

From the date of first registration, all Bachelor degree programs must be successfully completed within a maximum duration of 7 years. MS/MPhil degree programs with or without thesis must be completed within a maximum of 4 years. A PhD Scholar must qualify course work followed by comprehensive examination within two years (4 semesters) from the date of enrollment and synopsis qualification within a maximum of 3 years (6 semesters). For PhD program, maximum allowed duration, under usual circumstances, inclusive of semester break, if any, shall be 7 years. Under extreme circumstances a one year relaxation in this period may be granted if approved by the competent authority of the University.

21 Application to Request a Transcript/Degree

Transcripts and Degrees are issued only on the written requests of the students. Verbal or telephonic requests for Transcript/Degree are neither entertained nor accepted. Official Transcripts and Degrees are issued on the University stationary, bearing the official embossed seal of the University. Transcript or other evidence of attendance will not be issued to or on behalf of a student if student's dues are unpaid to the University. Each student must obtain a clearance from relevant quarters of the University indicating that all outstanding dues/books/equipment etc, have been cleared, before raising request of the Transcript.

Program completion Transcript or Degree are issued if attested copies of earlier academic testimonials are submitted or original documents are shown in person to the Registrar/COE of the University.

22 Retake of Final Examination

Students may experience exceptional circumstances that make it impossible for them to attend examinations. Such students are required to submit details of extenuating circumstances with documentary evidence to COE Office. These evidence shall be initially scrutinized by the COE Office and based on the COE initial judgment, the case may be returned for want of more documents or forwarded to the three members Deans Committee for its final disposal. Retake examination can be considered under two scenarios: a) serious illness of the student or b) death of an immediate family member. The detail of the policy is as under:

1. The student must intimate the COE Office prior to the examination and a detailed application with evidence indicating exceptional circumstances faced by the student must be submitted as soon as possible but not later than 7 days from the date of examination.
2. In case of self illness a certifiable evidence from a reputed hospital shall be required.
3. In case of death of an immediate family member (Parent/Real Brother or Sister/Son or Daughter/Husband or Wife) a death certificate from an appropriate office should be submitted.
4. The committee shall interview the applicants, if deemed appropriate, and it shall verify the submitted evidence to assess the genuineness of the requests. It shall finalize its findings within two weeks from the date of declaration of result.

5. If the retake application is because of the death of an immediate family member, only one day exam(s) could be considered for reexamination.
6. If retake is approved by the Deans Committee, I-Grade shall be granted to the approved cases, which must be converted into an earned grade within four weeks from the date of declaration of the result; otherwise I-Grade shall be converted into F-Grade.
7. Retake examination shall be awarded final letter grade on absolute scale by using grading table.
8. If a student failed to attend all the examinations of the registered courses, he/she shall not be considered for retake; rather the Deans Committee shall evaluate such a case for semester freeze/drop and in this respect, its finding shall be final.

23 Campus Discipline

Students of all levels are required to follow and honor the University discipline by:

1. adhering to the University Dress Code as published from time to time.
2. exhibiting that entry in the University is subject to valid University ID with registered status in the current semester.
3. showing respect to the teaching and non-teaching staff of the University.
4. complying to the instructions placed at various locations.
5. adopting listed safety procedure in labs and workshops.
6. showing a responsible attitude towards University property and infrastructure.
7. not getting involved in any activities intended to malign the University's academic image and repute.

24 Grievance Committee

There is a Grievance Committee having following members:

1. Director Students Affairs Chair
2. Two Professors
3. Concerned Dean

4. Concerned HoD

5. Dy. Registrar Secretary

Students can approach Grievance Committee, if there is any issue regarding the fair applications of these Regulations.