

**Version 1.7**

# **Regulations**

**2022-2023**

**Capital University of Science & Technology  
ISLAMABAD**



# CHAPTER 1

## Undergraduate Regulations

### 1 - Short Title and Commencement:

1. These regulations may be called the Capital University of Science and Technology Undergraduate Programs Regulations, 2020.
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/she failed to provide the result before compilation of merit list then his/her 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 7<sup>th</sup> day of commencement of classes;
  - ii) half (50%) tuition fee refund:— from 8<sup>th</sup> - 15<sup>th</sup> day of commencement of classes;
  - iii) no fee (0%) refund:—from 16<sup>th</sup> 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 credit(s) 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. In a regular semester, if the fee is not paid, within the prescribed time, the registration of the course(s) may be cancelled.
5. For all practical purposes, the cancelled course(s) shall be deemed as never registered.
6. In a Summer semester, if a course is registered, it shall be treated as confirmed and fee shall be charged.

## **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 C+ 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 ten 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. Student receiving F grade must repeat that course or its equivalent and both grades shall appear on the transcript.
2. In order to improve CGPA, a student is allowed to improve a maximum of 6 courses within normal degree duration. The original as well as the revised grades of all repeated courses shall be shown on the transcript; however, better grades shall be considered towards CGPA calculation.
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, and it shall be counted towards a repeat course.
4. A course once substituted or bracketed shall not be reverted, i.e. brackets



once opted cannot be removed.

## **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/she 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 examination, he/she shall be graded on the basis of sessional performance of the semester.
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.	30% - 40%
iii) Final Examination	40% - 50%
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:

<b>Grades</b>	<b>Definition</b>
A	- Excellent
B	- Good
C	- Satisfactory
D	- Poor but passing
F	- Failure
I	- Incomplete
N	- Continued
W	- Withdrawal
P	- Pass
NC	- No Credit
( )	- Grade Replaced
S	- Satisfactory
US	- Unsatisfactory

11. The University, in general, follows the relative grading scheme which has the following definition:-

<b>Letter Grades</b>	<b>Grade Points</b>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67

C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00

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## 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 - Retake of Final Examination

1. Retake examination can be considered under two extenuating circumstances:  
a) serious illness of the student or b) death of an immediate family member.
2. 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.
3. In case of self illness, a certifiable evidence from a reputed Hospital shall be required.
4. 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.
5. A three members Dean Committee constituted for the purpose shall interview the applicant, 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.

6. If the retake application is because of the death of an immediate family member, only one day exam(s) could be considered for reexamination.
7. 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.
8. Retake examination shall be awarded final letter grade on absolute scale.
9. 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.

## **17 - 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.

## **18 - Probation and Expulsion**

1. An undergraduate student who fails to maintain a minimum CGPA of 2.00/4.00, shall be placed on warning status at the time declaration of the result.
2. A student with two consecutive warnings shall be placed on probation for the next semester and at the end of that semester, if he/she fails once again to attain the required minimum CGPA that is 2.00/4.00, such a student shall cease to continue.

## **19 - Undergrad degree requirements**

1. Subject to Clause 19(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) internship and any other requirement as prescribed by the department;
  - 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 years.
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.

## **20 - 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 19(1);
  - 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 20(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.

## **21 - 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 21(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.

## **22 - Removal of difficulties**

1. 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.





## CHAPTER 2

# MS/MPhil Regulations

### 1 - Short Title and Commencement:

1. These regulations may be called the Capital University of Science and Technology Graduate Programs (MS/MPhil) Regulations, 2020.
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) "Academic Council" means Academic Council of the University.
- b) "Board of advanced studies and research (BASR)" means board of advanced studies and research (BASR) of the University.
- 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) "Dean" means the Dean of the faculty in which the scholar is pursuing his/her studies.
- g) "Defense committee" means a committee constituted by the Dean for the oral defense of a thesis.

- h) "Department" means the department of the University in which a scholar is enrolled.
- i) "Thesis" means a piece of writing by a scholar involving original study of a subject through academic research.
- j) "External" means an expert from outside the department or the University.
- k) "Fall semester" means last semester of a calendar year.
- l) "Faculty" means a teaching entity of the University.
- m) "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 by the scholar in a semester.
- n) "Higher Education Commission (HEC)" means the higher education commission of Pakistan.
- o) "Registrar" means registrar of the University.
- p) "Registration department" means registration department of the University.
- q) "Regular semester" means a Spring or a Fall semester.
- r) "Scholar" means a student who has been awarded admission in a MS/MPhil program of the University and his/her registration is intact.
- s) "Semester" means a period of 16 weeks of academic activities.
- t) "Similarity index" means a report generated by a plagiarism checking software for a particular piece of writing.
- u) "Spring semester" means first semester of a calendar year.
- v) "Summer semester" means a semester falling between spring and fall semesters having 8 weeks duration.
- w) "Supervisor" means a professor/researcher having a minimum MS qualification appointed by the Dean to advise the scholar.
- x) "University" means the Capital University of Science and Technology.

### 3 - Admission Requirements

1. The eligibility criteria for admission in the MS/MPhil Program shall be as follows:
  - i) A qualifying degree (Bachelor or equivalent degree having sixteen years of education or four years education after Higher Secondary School Certificate) in the relevant discipline;
  - ii) At least 2.0 (on the scale of 4.0) Cumulative Grade Point Average (CGPA) in the qualifying degree or 50% aggregate marks if the qualifying degree is earned from an annual system; and
  - iii) Qualify University admission test or HEC approved test with minimum 50% marks.
2. In addition to the requirements mentioned under (1) above, an applicant who has obtained the qualifying degree from abroad shall provide an equivalence certificate from the Higher Education Commission (HEC) of Pakistan.
3. An applicant who has already completed a part of credit hours of MS/MPhil Program in an HEC recognized University may be eligible for admission: Provided that only a maximum of four courses (12 Credit Hours), which are relevant to the applicants' proposed degree program and having grades B or higher, may be considered for credit transfer: Provided further that the University shall have the exclusive right to accept or reject the request for credit transfer.

### 4 - Degree Requirements

1. In order to be eligible for the degree of MS/MPhil one of the following options must be successfully completed by the MS/MPhil scholar with minimum CGPA of 3.00/4.00:
  - a) 24 Cr. Hrs. coursework (8 courses) and Six (06) Cr. Hrs. Thesis;
  - b) 27 Cr. Hrs. coursework (9 courses) and Three (03) Cr. Hrs. Project; or
  - c) 30 Cr. Hrs. coursework (10 courses).
2. The maximum allowable duration, inclusive of semester breaks, to complete the MS/MPhil degree shall be four years.

## 5 - Registration

1. The maximum allowable courses for registration shall be equivalent to twelve (12) Cr. Hrs. in a Spring/Fall semester and six (06) Cr. Hrs. in a Summer semester.
2. A scholar who is not registered in a regular semester shall have an inactive registration status unless he/she is on a semester break.
3. A scholar who has completed 30 Cr. Hrs. registration but couldn't complete the program shall have to register at least 01 Cr. Hr. in subsequent Spring/Fall Semester to continue to maintain his/her registration status active.
4. An unauthorized absence from the University for two consecutive semesters shall lead to cancellation of the admission.
5. In case of cancellation of admission under 5(4), a re-admission request may be considered provided that the scholar has a chance to complete the program within maximum allowable duration as mentioned under regulation 4(2) above.
6. A scholar may add or drop a course within a specified period as announced by the Registration Department and a course so dropped or added shall be deemed to have been omitted or registered, as the case may be, from the start of registration.
7. A scholar may withdraw a course within the specified period as announced by the Registration Department. A withdrawn course shall be reported on the transcript of the scholar with a 'W' grade.
8. A withdrawn course shall not be counted towards the calculation of grade point average (GPA), but it shall be treated as a registered course for the evaluation of tuition fee.
9. An elective course passed by a scholar may be substituted, with the approval of the concerned department, with another elective course on the request of the scholar and such substitution shall be treated as a repeat course.

## 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 credit(s) 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. In a regular semester, if the fee is not paid, within the prescribed time, the registration of the course(s) may be cancelled.
5. For all practical purposes, the cancelled course(s) shall be deemed as never registered.
6. In a Summer semester, if a course is registered, it shall be treated as confirmed and fee shall be charged.

## 7 - Course Examinations

1. A scholar shall be eligible for final examination if he/she meets the requirements specified from time to time by the office of Controller of Examinations.
2. Midterm and final term examinations shall be administered by the office of Controller of Examinations.
3. Midterm and final term examinations of a course shall be as per the date sheet announced by the Controller of Examinations and if a scholar misses an examination usually there shall be no re-examination.
4. The University, in general, follows the relative grading scheme which has the following definition:

<b>Letter Grades</b>	<b>Grade Points</b>	<b>Academic Standing</b>
A	4.00	Excellent
A-	3.67	Very Good
B+	3.33	Good
B	3.00	Acceptable
B-	2.67	Average
C+	2.33	Below Average

C	2.00	Poor
C-	1.67	Exceptionally Poor
F	0.00	Fail
I	-	Incomplete
N	-	Continued
W	-	Withdrawn
P	-	Pass
S	-	Satisfactory
US	-	Unsatisfactory
NC	-	Non Credit
( )	-	Grade Replaced

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5. A scholar not satisfied with the awarded grade may file a petition to the office of Controller of Examinations for review of the final grade within fifteen days after the declaration of the result. The review of the grade shall be limited to omissions and calculation errors only.
6. In order to improve CGPA, a graduate student is allowed to improve a maximum of 3 courses within normal degree duration. The original as well as the revised grades of all repeated courses shall be shown on the transcript; however, better grades shall be considered towards CGPA calculation.
7. A student receiving F grade must repeat that course or its equivalent and both the grades shall appear on the transcript.
8. A student at any time 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/Dean, and it shall be counted towards a repeat course.
9. A course once substituted or bracketed shall not be reverted, i.e. brackets once opted cannot be removed.

## 8 - Retake of Final Examination

1. Retake examination can be considered under two extenuating circumstances:

- a) serious illness of the student or b) death of an immediate family member.
2. 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.
  3. In case of self illness, a certifiable evidence from a reputed Hospital shall be required.
  4. 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.
  5. A three members Dean Committee constituted for the purpose 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.
  6. If the retake application is because of the death of an immediate family member, only one day exam(s) could be considered for reexamination.
  7. 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.
  8. Retake examination shall be awarded final letter grade on absolute scale.
  9. 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.

## **9 - Probation & Expulsion**

1. A MS/MPhil student who fails to maintain a minimum CGPA of 3.00/4.00, shall be placed on warning status at the time of declaration of result.
2. A student with two consecutive warnings shall be placed on probation for the next semester and at the end of that semester, if he/she fails

once again to attain the required minimum CGPA that is 3.00/4.00, such a student shall cease to continue.

## 10 - Thesis Submission and Defense

1. A thesis shall be submitted as per the approved format and submission shall be allowed only if the scholar's registration in the program is intact.
2. A thesis shall be cleared for defense if its similarity index is less than 20% in total and less than 5% from a single source, but similarity from the scholar's own published work carried out during the MS/MPhil studies shall be excluded.
3. Thesis defense shall be arranged by the University within eight (08) weeks after the receipt of the thesis.
4. Thesis shall be examined in an open defense by a thesis defense committee comprising of:

- a) Dean of the Faculty or a Senior Professor - Convener
- b) External Examiner - Member
- c) Internal Examiner - Member
- d) Supervisor - Member

5. After the defense, the convener of the defense committee shall invite the recommendations of examiners as to:

- a) thesis may be accepted as is;
- b) thesis may be accepted after minor revisions;
- c) thesis may be accepted after major revisions, or
- d) thesis may be rejected.

6. Thesis shall be graded by the members of the defense committee as per the following weightage:

- a) external examiner - 40%
- b) internal examiner - 30%
- c) supervisor - 30%



7. Subject to the distribution defined in sub-section (7), a letter grade shall be awarded as per the definition given in Section 7(4).
8. In case of Fail (F) grade, the scholar can re-submit his/her thesis after a period of 90 days with a fresh registration of credit hours associated with the thesis.
9. Thesis with minor revisions shall be submitted within 04 weeks from the date of examination, with a certificate from the supervisor that '*the revisions have been incorporated satisfactorily*' failing which, it shall be treated as re-submission.
10. Thesis re-submission shall require a fresh registration of credit hours associated with the thesis.
11. A thesis with major revisions shall be submitted within 12 weeks from the date of examination and shall be accepted with certificates from both external and internal examiners that '*the revisions have been incorporated satisfactorily*' failing which, it shall be treated as re-submission.
12. Thesis may be submitted anytime during a semester and the date of completion shall be the date of submission provided that the thesis is accepted either with no or minor revisions.
13. In the case of a three (03) Cr. Hrs. Project, the Dean of the Faculty shall be responsible to make arrangements for the evaluation of a project by constituting a two member committee, one of them shall be the project advisor, and the committee after evaluation shall award a letter grade to the scholar's project as given in regulation 7(4).
14. A scholar's MS/MPhil program completion shall be subject to the approval from the BASR and the semester of completion shall be the semester in which the thesis is submitted.
15. List of scholars who have completed the MS/MPhil shall be issued under the seal of the Controller of the Examinations.



## CHAPTER 3

# PhD Regulations

### 1 - Short Title and Commencement:

1. These regulations may be called the Capital University of Science and Technology Graduate Programs (PhD) Regulations, 2020.
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) "Academic Council" means Academic Council of the University.
- b) "Board of advanced studies and research" means board of advanced studies and research (BASR) of the University.
- 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) "Dean" means the Dean of the faculty in which the scholar is pursuing his/her studies.
- g) "Defense committee" means a committee constituted by the BASR for the oral defense of a PhD dissertation.
- h) "Department" means the department of the University in which the

scholar is admitted.

- i) "Dissertation" means a piece of writing by the scholar involving original study of a subject through academic research.
- j) "External" means an expert from outside the department or the University.
- k) "Fall semester" means last semester of a calendar year.
- l) "Faculty" means a teaching entity of the University.
- m) "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.
- n) "Registrar" means registrar of the University.
- o) "Registration department" means registration department of the University.
- p) "Regular semester" means Spring or Fall semester.
- q) "Higher Education Commission (HEC)" means the higher education commission of Pakistan.
- r) "Scholar" means a student who has been awarded admission in a PhD program of the University and his/her registration is intact.
- s) "Semester" means a period of 16 weeks of academic activities.
- t) "Similarity index" means a report generated by a plagiarism checking software for a particular piece of writing.
- u) "Spring semester" means first semester of a calendar year.
- v) "Summer semester" means a semester falling between spring and fall semesters having 8 weeks duration.
- w) "Supervisor" means a professor/researcher having PhD degree appointed by the BASR to advise the scholar.
- x) "University" means the Capital University of Science and Technology.

### **3 - Admission Requirements**

1. An applicant desirous for admission in a PhD program shall be required

to meet the following minimum eligibility criteria:

- i) MS/MPhil degree in the relevant discipline from a degree awarding institution recognized by the Higher Education Commission (HEC) of Pakistan;
  - ii) At least 3.0 (on the scale of 4.0) Cumulative Grade Point Average (CGPA) in the MS/MPhil degree or 60% aggregate marks if the degree is earned from an annual system; and
  - iii) Qualify University admission test with 70% marks or HEC approved test with 60%.
2. A PhD applicant having MS/MPhil degree from abroad shall submit an equivalence certificate from the HEC indicating his/her academic eligibility for admission in the PhD program.
  3. An applicant who has already completed a part of PhD credit hours (Cr. Hrs.) in an HEC recognized University may be eligible for admission subject to the following conditions:
    - i) no transfer of Cr. Hrs. against research work shall be made; and
    - ii) the University shall have the exclusive right to accept or reject the request for transfer of Cr. Hrs. against course work.
  4. The admission of an applicant in the PhD program shall be subject to the approval of the board of advanced studies and research (BASR).

#### **4 - Degree Requirements**

1. A PhD scholar shall be required to successfully complete the following requirements:
  - a) 18 Cr. Hrs. course work;
  - b) 30 Cr. Hrs. research work;
  - c) comprehensive examination;
  - d) research work synopsis;
  - e) dissertation foreign reviews;
  - f) publication of at least one research paper in a reputed research journal, and

- g) dissertation defense.
- 2. Subject to regulation 5(10), a PhD scholar shall cease to continue his/her studies if he/she fails to complete 18 Cr. Hrs. coursework within four regular semesters with at least 3.00/4.00 CGPA.

## 5 - Registration

1. The maximum allowable registration in a Spring or Fall semester shall be nine (09) Cr. Hrs., while in a Summer semester, it shall be three (03) Cr. Hrs.
2. A PhD scholar shall register in each regular semester.
3. A PhD scholar who is not registered in a regular semester shall have an inactive registration status unless the scholar is on a semester break.
4. A PhD scholar who has completed 48 Cr. Hrs. registration but did not complete the degree program shall register at least 01 Cr. Hr. in subsequent regular semester to continue to maintain his/her registration status active.
5. An unauthorized absence of the scholar from the University for two consecutive regular semesters shall lead to cancellation of the admission.
6. Where the admission of a scholar has been cancelled, the re-admission request may be considered, if supported by the Supervisor, and if the scholar has a chance to complete the program within maximum allowed duration.
7. A PhD scholar may add or drop a course within a specified period announced by the Registration Department and a course so added or dropped shall be deemed to have been registered or omitted, as the case may be, from the start of registration.
8. A scholar may withdraw a course within the time limits announced by the Registration Department and a course so withdrawn shall be reported on the transcript with 'W' grade.
9. A withdrawn course shall not be counted towards the calculation of Grade Point Average (GPA). However, it shall be treated as a registered course for the evaluation of tuition fee.
10. A PhD scholar may repeat up to a maximum of six (06) Cr. Hrs,

including F Grade, to improve his/her CGPA but if he/she fails to obtain 3.00/4.00 CGPA after registering 24 Cr Hrs coursework, he/she shall cease to be the student of the University.

11. In order to improve CGPA, a PhD student is allowed to improve a maximum of 2 courses within normal degree duration. The original as well as the revised grades of all repeated courses shall be shown on the transcript; however, better grades shall be considered towards CGPA calculation.

## **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 credit(s) 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. In a regular semester, if the fee is not paid, within the prescribed time, the registration of the course(s) may be cancelled.
5. For all practical purposes, the cancelled course(s) shall be deemed as never registered.
6. In a Summer semester, if a course is registered, it shall be treated as confirmed and fee shall be charged.

## **7 - Course Examinations**

1. A scholar shall be eligible for final term examination only if he/she meets the requirements specified from time to time by the office of Controller of Examinations.
2. Midterm and final term examinations shall be administered by the office of Controller of Examinations.
3. Midterm and Final Term examinations of a course shall be as per the datesheet announced by the Controller of Examinations and if a scholar misses an examination usually there shall be no re-examination.

4. The University, in general, follows the relative grading scheme which has the following definition:

<b>Letter Grades</b>	<b>Grade Points</b>	<b>Academic Standing</b>
A	4.00	Excellent
A-	3.67	Very Good
B+	3.33	Good
B	3.00	Acceptable
B-	2.67	Average
C+	2.33	Below Average
C	2.00	Poor
C-	1.67	Exceptionally Poor
F	0.00	Fail
I	-	Incomplete
N	-	Continued
W	-	Withdrawn
P	-	Pass
S	-	Satisfactory
US	-	Unsatisfactory
NC	-	Non Credit
( )	-	Grade Replaced

5. A scholar not satisfied with the awarded grade may file a petition to the office of Controller of Examinations for the review of the final grade within fifteen days after the declaration of the result. The review of the grade shall be limited to omissions and calculation errors.

## **8 - Retake of Final Examination**

1. Retake examination can be considered under two extenuating circumstances: a) serious illness of the student or b) death of an immediate family member.



2. 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.
3. In case of self illness, a certifiable evidence from a reputed Hospital shall be required.
4. 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.
5. A three members Dean Committee constituted for the purpose 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.
6. If the retake application is because of the death of an immediate family member, only one day exam(s) could be considered for reexamination.
7. 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.
8. Retake examination shall be awarded final letter grade on absolute scale.
9. 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.

## **9 - Probation & Expulsion**

1. A PhD scholar who fails to maintain a required minimum CGPA of 3.00/4.00, shall be placed on probation at the time of declaration of the result.
2. A scholar with two consecutive probations shall cease to continue.

## **10 - Comprehensive Examination**

1. A PhD scholar is required to qualify the comprehensive examination

within a maximum of two attempts. Maximum duration to qualify comprehensive examination shall be two years from the date of admission.

2. A PhD scholar is required to register for the comprehensive examination, which shall be conducted in each regular semester (Spring or Fall).
3. List of the PhD registered scholars, who shall appear in the PhD comprehensive examination shall be issued under the seal of Controller of Examinations.
4. For a given program, the courses and the course contents of the comprehensive examination shall be defined by the scholar's respective department.
5. A PhD scholar is required to qualify both oral and written parts of the comprehensive examination with a cumulative qualifying score of at least 60%.
6. A PhD scholar who registered the comprehensive examination but did not appear in the examination shall be deemed to have consumed one chance with 'W' grade.
7. A PhD scholar may drop the registration of the comprehensive examination and such a request shall be considered if it is communicated in writing by the scholar at least two working days before the holding of examination.
8. A PhD scholar who failed the comprehensive examination in the second attempt or completed two years as a PhD scholar but did not qualify the comprehensive examination shall cease to continue his/her studies.

## **11 - Research Synopsis**

1. Research synopsis shall be submitted as per the approved format and it shall be qualified by the PhD scholar at least two semesters prior to the dissertation submission. The semester in which it is qualified shall be counted and the date of qualification shall be the date of examination, subject to the approval by the BASR.
2. Subject to the BASR approval, the synopsis shall be examined by a committee, constituted by the Chairman BASR on the recommendation of the Dean, comprising of:
  - a) Dean of the faculty/his nominee - Chairman  
approved by Chairman BASR

- b) BASR nominee - Member
  - c) one internal examiner - Member
  - d) supervisor - Member
3. A synopsis shall be evaluated as:
- a) accepted as is;
  - b) accepted with revisions;
  - c) rejected.
4. In case of revision, the revised synopsis shall be submitted within four weeks, failing which the synopsis shall be rejected.
5. A rejected synopsis may be submitted at any time during a semester for re-examination with a certificate from the supervisor that '*reasons of rejection have been addressed adequately*'.
6. Recommendations of synopsis evaluation committee shall be placed before the BASR for approval or otherwise.
7. There shall be a maximum of two chances to qualify the PhD research synopsis, and if a scholar fails to qualify the synopsis even after passage of four years from the admission, he/she shall cease to be the student of the University.

## 12 - Research

1. Research credits registered by a PhD scholar shall be evaluated by the scholar's supervisor at the end of each semester with satisfactory or unsatisfactory grade, and a scholar with unsatisfactory performance shall be placed on probation.
2. If a PhD scholar is awarded two consecutive Unsatisfactory (US) grades, as per Regulation 12(1) of Chapter-3, such a scholar shall cease to be the student of the University.
3. An Unsatisfactory grade as per standard University grading policy has to be repeated by the scholar.
4. A PhD dissertation, as per the approved format, may be submitted after the completion of 30 research Cr. Hrs. subject to the conditions

that the scholar must have an active registration status at the time of submission and having completed three years of duration.

5. A PhD dissertation shall be cleared for foreign review if its similarity index is less than 20% in total, and less than 5% from a single source. Similarity from the student's own published work carried out during the PhD studies shall be excluded.
6. In case of any ambiguity in plagiarism assessment, the following committee shall evaluate the case and submit its recommendations to the BASR for decision:
  - a) concerned Dean (Convener)
  - b) concerned Head of Department
  - c) scholar's Supervisor
  - d) Director Graduate Studies/Research
7. A PhD dissertation shall be reviewed by at least two foreign experts from a technologically/academically advanced country as per the list published by the HEC from time to time. Fee associated with the foreign review shall be paid by the scholar.
8. BASR shall approve a panel of three foreign reviewers out of five proposed by the concerned Dean in consultation with the supervisor.
9. A foreign review recommending revisions shall be accepted under the Supervisor's certificate and if a reviewer is asking for major revisions it shall be sent back to the concerned reviewer, after corrections, if so desired by the reviewer.
10. A PhD dissertation must have at least two out of three positive foreign reviews to make the scholar eligible for the final defense.
11. The Dean shall propose the examiners for the final defense, in consultation with the supervisor, for the approval of the BASR. The Chairman of the BASR may allow the conduct of the defense in anticipation of the BASR approval.
12. A PhD dissertation shall be examined, in an open defense, by a defense committee comprising of:

- a) Dean of the faculty or a Senior Professor approved by Chairman BASR - Chairman
- b) two external examiners - Members
- c) one internal examiner - Member
- d) supervisor - Member

Provided that if the Dean of the concerned faculty himself is the supervisor, then a senior faculty member shall be appointed by the Chairman BASR as the chairman of the defense committee.

13. The chairman of the defense committee shall ensure the fairness in the conduct of the defense and the recommendations received from the members under regulation 12(14) shall be presented in the next BASR meeting for approval or otherwise.
14. After the defense, the chairman of the defense committee shall invite the recommendations of the examiners that:
  - a) dissertation may be accepted as is;
  - b) dissertation may be accepted after minor revisions;
  - c) dissertation may be accepted after major revisions; or
  - d) dissertation may be rejected.
15. A dissertation with minor revisions shall be submitted within 04 weeks from the date of defense and shall be accepted with a certificate from the supervisor that *'the revisions have been incorporated'*.
16. A dissertation with major revisions shall be submitted within 12 weeks from the date of examination and shall be accepted with certificates from both external and internal examiners that *'the revisions have been incorporated satisfactorily'*.
17. A dissertation with major revision requires re-defense by the same defense committee, however, the re-defense can be waived-off by the BASR by evaluating the certificates furnished by the examiners.
18. If, after the final defense, a scholar fails to submit the corrected version of his/her dissertation, within specified time then, unless a time extension request is made in writing and approved by the Chairman BASR, his/her

dissertation may be rejected with the approval of the BASR.

19. In case of difference of opinion by the defense committee examiners the recommendations of majority shall prevail for the purpose of approval of the BASR.
20. A dissertation may be rejected if the examiners are convinced, for reasons to be recorded, that most of the research work presented in the scholar's dissertation is not carried out by him/her independently and there is a significant external help involved and the scholar does not have reasonable strength of knowledge on the material presented in the dissertation.
21. A scholar whose dissertation has been rejected by the BASR on the recommendations of the defense committee shall cease to be the student of the University.
22. If the chairman of the defense committee observed that in his opinion the conduct and the recommendations of the examiners were not fair, he may submit his written observations to the BASR with the request that the defense may be nullified, and upon receiving the report of the Chairman, the BASR may nullify the oral defense and direct that a fresh defense be arranged by constituting a new defense committee which may comprise of one or more examiners different from the previous examiners.
23. Publication of at least one research paper from the PhD research work, after the approval of synopsis, representing Scholar's sole affiliation with the University as the principal author, in an Impact Factor (WoS) journal having at least HEC defined X-Category, shall be a requirement. A co-author from outside the University is not allowed except for the approved collaborative research.
24. A scholar's PhD degree completion shall be subject to BASR approval, and the date of completion shall be the date on which the case is approved.
25. A minimum duration for the PhD degree shall be three (03) years and the maximum allowable duration, inclusive of semester breaks, shall be seven (07) years from the date of admission. However, the BASR can relax the upper limit to a maximum of one year.
26. By auditing the compliance for the award of PhD degree, a PhD completion notification shall be issued under the seal of the Registrar.

### **13 - Removal of difficulties**

1. 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.





## CHAPTER 4

# The University Dress Code

The University lays emphasis on a mode of dress for all students. Apart from teaching the students, the Faculty and Administration would like to see Students dressed smartly.

### 1 - Dress Code for Male Students

#### i) Desirable

- a) Trousers
- b) Shirt
- c) Tie
- d) Dress Shoes with socks
- e) Shalwar Kameez clean and properly pressed with waist coat

#### ii) Admissible

- a) Decent, clean and pressed jeans with T-Shirt
- b) Shalwar Kameez clean and properly pressed
- c) Summer Sandals with a strap running behind the heel

#### iii) Not Allowed

- a) Shorts, Cut-off jeans, multi pocketed faded, torn and skin fitted jeans/trousers
- b) T-shirts with messages of any kind
- c) Chappals/slippers of any kind
- d) Bandana's, caps, etc.
- e) Vests of any kind
- f) Long hair, pony tails, etc.
- g) Ear rings, chains, wrist straps, bracelets, etc.

## **2 - Dress Code for Female Students**

### **i) Desirable**

- a) Traditional Shalwar Kameez and dupatta
- b) Chappals/shoes

### **ii) Admissible**

- a) Jeans with Kurta/shirt
- b) Light Jewelry like nose pins, ear studs and rings on fingers

### **iii) Not Allowed**

- a) T-shirts with jeans
- b) Sleeveless shirts of any kind
- c) See through and skin tight dresses
- d) Heavy makeup
- e) Flashy/heavy jewelry, pazeb's, etc.

## **3 - The University ID Card**

- a) A student of the university is required to have a valid university identity card (ID card) and its display is mandatory while on the campus.
- b) The Entry to the Examination Hall, Library, Labs and other premises will only be allowed, if a student possesses university ID card and his/her registration in the semester is intact.

## CHAPTER 5

# Students' Discipline

Capital University of Science and Technology aims at enriching the personality of its students by inculcating them a sense of tolerance, discipline and civilized behavior.

The behavior of the students at the campus will be governed by the following rules and regulations. The Discipline Committee will have the authority to impose penalties on the students found guilty of breach of discipline on the campus and during the conduct of examinations.

### 1 - Acts of Indiscipline

The following among others, shall constitute acts of indiscipline:

- a) Violation of Dress Code, and ID card rules.
- b) Use of indecent and foul language; undesirable remarks and gestures; acts of moral turpitude; disorderly behavior like abusing, quarreling, fighting, insolence towards others.
- c) Indulgence in acts which may cause insult or physical injury to the colleagues, teachers, officers and staff of the University or any other person.
- d) Defying a University official.
- e) Spreading by word of mouth or written material, any religious, sectarian, ethnic regional, linguistic conflicts/hatred, or any material derogatory to Pakistan, Islam or any other religion.
- f) Impersonation, giving false information, willful suppression of information, cheating or deceiving.
- g) Carrying or use of any type of weapons.
- h) Damaging University property, including the building, equipment, vehicle, etc. in any manner
- i) Using any University property, without lawful authority.

- j) Sale, distribution or consumption of intoxicants on the campus.
- k) Use of student organizations for furthering the cause of political parties.
- l) Bringing to the premises of the University any expelled students or anti-social elements.
- m) Obstructing the functioning of the University or causing disruption of teaching/research/other activities.
- n) Any other relevant matter not specifically mentioned in these rules.

## 2 - Examination

- a) Helping one another in any manner during examination.
- b) Getting assistance from a book, notes printed or photocopied material (unless it is clearly mentioned in the instructions of the question paper).
- c) Using answer sheets for making appeals to the examiner or writing irrelevant remarks; misusing the answer sheet; removing pages from answer book, etc.
- d) Getting assistance through communication devices, like cell phones, etc.
- e) Replacing answer sheets with other answer sheets not distributed for exam (e.g., prepared at home, prepared on campus prior to the exam, etc).
- f) Exchanging answer sheets with other students.
- g) Writing Roll Number of another student on ones' own answer sheet.
- h) Cheating and being rude, abusive, aggressive, etc. with the invigilator during examination.
- i) Disobeying the staff on invigilation/inspection/supervision duty.
- j) Creating disturbance around the examination hall.

## 3 - Penalties for Acts of Indiscipline

Penalties for acts of indiscipline shall be according to the gravity of the case, and may be any one or more of the following, or any other, as determined by the Discipline Committee.

### 3.1 Minor Penalties:

- a) Warning/Censuring, verbal or written.
- b) Putting on probation for a specific period.
- c) A fine with or without any other penalty.
- d) Withholding of a certificate of good moral character.
- e) Withdrawal of benefits/privileges enjoyed by the student (s) of the University.
- f) Withholding of Examination Results.

### **3.2 Major Penalties/Punishments:**

- a) Fine commensurate with the nature and extent of misconduct.
- b) Cancellation of hostel accommodation, if any.
- c) Cancellation of financial benefits/concessions, suspension of admission and ban on the entry into the premises of the university, for a specific period.
- d) Cancellation of examination results.
- e) Rustication from the University for a specific period and ban on entry into University campus.
- f) Expulsion from the University and permanent ban on entry into the University campus.

### **3.3 Other Penalties in Examination Cases:**

- a) Oral Warning.
- b) Written warning/censuring.
- c) Cancellation of the answer sheet.
- d) Cancellation of a course.
- e) Cancellation of the Mid-term Exam for all courses, during the Mid-term Exams.
- f) Cancellation of one complete semester.
- g) Rustication for a specific period of time.
- h) Expulsion from the university.