

**ACADEMIC REGULATIONS
(ADMISSION, REGISTRATION PERFORMANCE AND
EXAMINATIONS) FOR UNDERGRADUATE STUDIES**



Spring 2024

**DIRECTORATE OF ACADEMICS & EXAMINATIONS
INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD**

INTERNATIONAL ISLAMIC UNIVERSITY

ACADEMICS REGULATIONS

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PREFACE

The success of an educational institution greatly depends on the observance of certain definite criteria and principles to regulate the degree programs. Strict implementation of principles ensures the academic quality of an institution and provides transparent means to apprise the academic staff as well as the students about the prevalent educational norms and standards maintained by the institution. The mechanism, which enforces the above-mentioned principles, is provided in the form of regulations. These create a check and balance system which discipline the teachers as well as the students to work within the defined parameters in the conduct of all academic activities. It also supplies the method of solving many of the problems faced by the students during their studies.

These regulations are dynamic in nature and are periodically reviewed and improved to meet the changing conditions of time and circumstances. Hence these regulations at once respond to the needs of permanence and change in the academic life. The present revised and improved version of IIU Regulations for undergraduate degree programs, covers all those changes/additions/alterations which have been made in the IIU regulations.

RECOGNITION AND EQUIVALENCE OF DEGREES

The International Islamic University, Islamabad was established in March, 1985 by the Government of Pakistan with the promulgation of Ordinance XXX of 1985. The university's academic programs have been recognized and accreted by the Higher Education Commission, Government of Pakistan. The degrees in the field of modern sciences and traditional Islamic branches are being offered such as various academic programs in Contemporary Sciences, Computing, Management Sciences, Economics and Finance, Engineering and Technology, Social Sciences, Education, Usuluddin (Islamic Studies), Arabic, Economics, Shari'ah and Law, Languages and Literature.

The degrees of the University have also been recognized all over the world including Arab countries and a number of graduates of the university are pursuing higher degree programs in various institutions in the world.

CHAPTER-1

In pursuance of Section 29 of the International Islamic University Ordinance 1985, the following IIU Regulations for undergraduate studies shall govern the academic life and evaluation mechanism for undergraduate level degree programs of the university, w.e.f. Spring 2024.

SECTION-1

TITLE, SCOPE AND EXTENT OF APPLICATION

1. These regulations shall be called “IIU Academic Regulations for Undergraduate Studies, 2024”.
2. These regulations shall regulate all affairs of undergraduate studies including admissions, teaching, examinations, course exemptions and degree duration, and any other matters related to undergraduate degree programs.
3. These regulations shall come into force with effect from the academic year 2023-24 and shall apply to students who will admit in the university from Spring 2024 semester.
4. The International Islamic University Islamabad reserves the right to make appropriate amendments in these regulations as and when necessary and in line with the regulations of HEC. Such amendments shall govern all undergraduate students admitted under this policy.
5. In case of any conflict in the interpretation of any regulation, the matter shall be referred to the Academic Council of the University whose decision will be considered final.

SECTION-2

DEFINITIONS

1. **Academics program:** An “academic program” means a program of studies which leads to the award of a Certificate or a University Degree to the student after successful completion of all its requirements.
2. **Course:** A “course” means a subject related to an academic program, which is to be studied by a student for a fixed number of hours during a semester or a term. Each course will carry a specific code which is known as course code.
3. **Extra course:** An “extra course” means a course which a student may choose from allied courses to take in addition to the coursework requirements of his academic program. Such a course, if passed, shall be recorded in the transcript and the comprehensive educational record of the student. It shall not be counted in the cumulative grade point average of the student. A student may withdraw from an extra course (s) at any time during the semester or term without affecting his academic record.
4. **Basic requirements:** Deficiency coursework, other than English and Arabic Languages, is a prerequisite for regular semester of an academic program. Each Faculty/School shall prescribe a number of such courses keeping in view the previous qualification of the student.
5. **Preparatory requirements:** Linguistic courses to obtain proficiency in the languages of instruction. Any student having required linguistic proficiency may be exempted from these courses. These courses shall not be counted to the student’s Cumulative Grade Point Average.
6. **Pre-requisite course:** Any course required to be successfully completed prior to taking the specific course of the scheme of study.
7. **Course-load:** Total number of credit hours of courses which a student may be allowed to register in a semester.
8. **Credit hour:** One credit hour is equal to one hour of teaching (not less than 50 minutes) per week for 16 weeks. For lab work one credit hour is equal to two or three hours working per week for 16 weeks.
9. **Non-credit hour Course:** A course of any credit hours which is not countable towards a student’s cumulative grade point average
10. **Grade point:** Number of points (scale 0-4) earned by a student against the grading system based on his score in the particular subject.
11. **Semester grade point average:** The summation of grade points of all credit courses divided by the total number of credit hours taken by a student during a semester.

12. **Cumulative grade point average:** The summation of grade points of all credit courses divided by the total number of credit hours taken by a student beginning from his/her admission till the last examination held:
$$\text{Cumulative GPA} = \frac{\text{Sum of } (P_i \times N_i)}{\text{Sum of } N_i}$$
Where P_i represents a grade point assigned to a letter grade scored by the student in a course and N_i represents the number of credit hours associated with the course.
13. **Academic advisor:** A member of the Academic Staff to be appointed by the University for guiding and counseling students in the selection of the courses they should register in, and for supervising their academic performance till their final graduation from the University.
14. **Course file:** The instructor of each course shall handover a syllabus providing information to students that defines attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, take-home assignment policy, required and recommended reading materials and any other information important for the successful completion of the course and its requirements. Maintaining the Course File is compulsory for all faculty members. It should have a complete record of every activity related to the course.
15. **General Education (Gen Ed) Requirements:** This component comprises the mandatory courses of general education aimed to prepare students to refine their scholarly abilities to reason and communicate clearly and effectively. The provision of general education courses ensures that every student is acquainted with the broad variety of fields of inquiry and approaches to knowledge and skills. It offers students an intellectual foundation for their academic, professional, and personal attributes while focusing on critical thinking and writing, speaking or quantitative skills. The minimum requirement for the general education component is 30 credits in all the undergraduate/equivalent degree programs including Associate Degrees. Universities may however add more courses as and when required provided that the minimum credits and course categories as prescribed in this policy are maintained.
16. **Major (Disciplinary) Requirements:** A major is the academic discipline or a specialized area of study in which the degree is offered. The minimum requirement to complete a single major is 72 credit hours. This is valid for all undergraduate/equivalent degree programs except for Associate Degrees.
17. **Minor (Optional):** Minor is an option comprises of secondary concentration of courses, ordinarily in an academic discipline that complements the major. The requirements and prerequisites for a minor

shall be determined by the concerned department provided that a minor must not be less than 12 credit hours.

18. **Offerings:** An undergraduate/equivalent degree program may be offered with a number of combinations such as (I) a single major; (II) a single major with one minor; (III) a single major with two minors; or (IV) double majors without any minor. The structure of these combinations is given below:

- a) **Single Major:** An undergraduate/equivalent degree program with a single major is focused on one disciplinary specialization and comprises of a minimum of 120 credit hours including the requirements of field experience/internship and capstone project. The breakup of credit hours is as under:
 - i) University requirements: 6 credit hours
 - ii) General education courses: 30 credit hours
 - iii) Major: minimum 72 credit hours
 - iv) Interdisciplinary/allied courses: minimum 12 credit hours
 - v) Field experience/internship: 03 credit hours
 - vi) Capstone project: 03 credit hours
- b) **Single Major with One Minor:** An undergraduate/equivalent degree program with a single major and one minor is focused on one disciplinary specialization and one secondary but supporting concentration and comprises of a minimum of 132 credit hours including the requirements of field experience/internship and capstone project. The breakup of credit hours is as under: -
 - i. University requirements: 6 credit hours
 - ii. General education courses: 30 credit hours
 - iii. Major: minimum 72 credit hours
 - iv. Interdisciplinary/allied courses: minimum 12 credit hours
 - v. Minor: minimum 12 credit hours
 - vi. Field experience/internship: 03 credit hours
 - vii. Capstone project: 03 credit hours

Note: Minor will be offered subject to the approval of the relevant statutory body upon the recommendation of the concerned department.

- c) **Single Major with Two Minors:** An undergraduate/equivalent degree program with a single major and two minors is focused on one disciplinary specialization and two secondary but supporting concentrations and comprises of a minimum of 144 credit hours including the requirements of field experience/internship and capstone project. The breakup of credit hours is as under:

- i) University requirements: 6 credit hours
- ii) General Education: 30 credit hours
- iii) Major: minimum 72 credit hours
- iv) Interdisciplinary/allied courses: minimum 12 credit hours
- v) Minor 1: minimum 12 credit hours
- vi) Minor 2: minimum 12 credit hours
- vii) Field experience/internship: 03 credit hours
- viii) Capstone project: 03 credit hours

Note: Minors will be offered subject to the approval of the relevant statutory body upon the recommendation of the concerned department.

- d) **Double Majors:** An undergraduate/equivalent degree program with double majors without any minor is focused on two related or unrelated disciplinary specializations and comprises of a minimum of 192 credit hours including the requirements of field experience/ internship and capstone project. The breakup of credit hours is as under:

- i) University requirements: 6 credit hours
- ii) General Education: 30 credit hours
- iii) Major 1: minimum 72 credit hours
- iv) Major 2: minimum 72 credit hours
- v) Interdisciplinary/allied courses: minimum 12 credit hours
- vi) Field experience/internship: 03 credit hours
- vii) Capstone project: 03 credit hours

Note: A second major will be offered subject to the approval of the relevant statutory body upon recommendation of the concerned department. Where two majors have common courses, a student can get exemption for maximum of 30 credit hours for the second major, in which case, the minimum requirement to complete the degree program with double major shall be 162 credit hours including the requirements of field experience/ internship and capstone project.

19. **Field Experience/Internship:** The field experience of six to eight weeks (preferably undertaken during semester or summer break) must be graded by a faculty member in collaboration with the supervisor in the field. This is a mandatory degree award requirement of 3 credit hours for all undergraduate/equivalent degree programs. However for Associate Degrees, the requirement shall only be applicable where prescribed by the respective Accreditation Council, National Curriculum Review Committee or by the concerned university.

SECTION-3

MODE OF STUDY

1. The University shall offer all academic programs on a regular full-time basis, requiring minimum attendance percentage, as laid down in these regulations. The University shall not award any degree extramurally or through correspondence.
2. Academic year shall start from 1st week of September of every calendar year. It will normally comprise of two semester of 16 weeks duration each including the period of examinations.
3. In addition to this, the University may arrange a condensed summer semester subject to the availability of funds and other facilities. The duration of the summer semester shall be 9 weeks out of which eight weeks shall be reserved for teaching and a week for examinations. The actual number of total teaching/contact hours in each course during summer semester shall not be less than the total number of teaching hours during a regular semester. i.e., 48 hours.
4. In summer semester, student shall study only failure course(s) unless approved in scheme of study as a regular semester. Moreover, add and drop of a course shall not be allowed in summer semester.
5. Keeping in view the availability of the academic staff, the University shall offer in each semester an appropriate number of courses so that enough number of students may register in these courses.

CHAPTER-2

GENERAL REGULATIONS FOR EXAMINATION

SECTION-1

REQUIREMENT OF CREDIT HOURS AND DEGREE DURATION OF UNDERGRADUATE DEGREE PROGRAMS

1. **BS Level Degree Programs:-** All BS degree programs will be of 4 to 6 years / 8 to 12 semesters, comprising of 120-192 credit hours:

- | | | |
|------|--|-----------|
| i) | BS degree with single major | 120 – 144 |
| ii) | BS degree with single major or one minor | 132 – 156 |
| iii) | BS degree with one major or two minor | 144 – 168 |
| iv) | BS degree with double major | 162 – 192 |

2. **LLB (Hons) Shar'iah and Law & LLB (5 Years) Degree Programs:-** LLB (Hons) Shar'iah and Law will be 5 to 7 years / 10 to 14 semesters, comprising of 202 credit hours. On successful completion of 202 credit hours, student will be awarded degree of LLB (Hons) Shar'iah and Law.

3. **Degree Duration**

Degree Programs	Degree Duration	
	Minimum Duration	Maximum Duration
Associate Degree	02 Years	04 Years
BS, BBA & BSc. Technology etc.	04 Years	06 Years
LLB (Hons) Shar'iah & Law	05 Years	07 Years

Note:

4. **Structure of Associate Degree Programs:-** An Associate Degree is a two-year post higher secondary school certificate (HSSC) academic degree

offered by the universities primarily in the market-driven subjects based on local and regional community and industry needs. The immediate link of the Associate Degree with the requirements of the market place is a core requirement of this program. An Associate Degree program is structured to be comprised of four regular semesters over a period of two years and consists of 60-72 credit hours. After completion of the Associate Degree, the qualification holder will have the option of seeking admission in the fifth semester of a relevant undergraduate/equivalent degree program through exemption of courses already studied in the Associate Degree. The courses to be exempted in this case shall be decided by the admitting university on case to case basis. The breakup of credit hours is as under:

- i) General Education: 30 credit hours
- ii) Major: 30-42 credit hours
- iii) **Field experience/internship:** Only applicable where prescribed by the respective Accreditation Council, National Curriculum Review Committee or the concerned university.

5. General Requirements for Launch of Associate Degree Programs:

- a) **Provision of Launch:** A university can offer Associate Degree programs in any field of study that is provisioned under its law i.e., Act, Charter and/or Statutes.
- b) **Seats of Offering:** A university may offer Associate Degree programs at its main seat, campuses and affiliated colleges (in case of a public sector university) provided that the seat of offering has an owning department duly accredited/approved by HEC.
- c) **Statutory Approval:** All Associate Degree programs must be approved by the relevant statutory body of the university, separately for each seat of offering.
- d) **Registration in Pakistan Qualification Register:** All Associate Degree programs must be registered by the concerned university in the Pakistan Qualification Register (PQR) as maintained by HEC.
- e) **Semester System:** All Associate Degree programs must be structured on the semester system of examination as per HEC guidelines issued in this regard from time to time.

6. Structure and Requirements of Associate Degree Programs

- a) **Credit Hours:** The standard range prescribed to qualify for the Associate Degree is 60-72 credit hours with a normal range of 15-18 credit hours in each semester. The university may however offer maximum of 21 credit hours in a semester where there is a program specific requirement of the same provided that the total number of credit hours for the Associate Degree program must not exceed beyond 72 credit hours.
- b) **General Education Courses:** All Associate Degree programs shall be comprised of a mandatory set of 30 credits hours for general education courses as prescribed in this policy.
- c) **Major Courses:** All Associate Degree programs shall be comprised of a mandatory set of 30-42 credit hours for major or disciplinary courses.
- d) **Field Experience/Internship:** The field experience of six to eight weeks (preferably undertaken during semester or summer break) must be graded by a faculty member in collaboration with the supervisor in the field. This requirement of 03 credit hours is applicable only in cases where the same is prescribed by the respective Accreditation Council, National Curriculum Review Committee or the concerned university. Where this requirement is prescribed, the courses within the major will comprise of 30-39 credit hours.
- e) **CGPA Requirement:** The minimum CGPA required for the award of Associate Degree program shall be 2.00 / 4.00. Universities may however set higher standard in this regard.
- f) **Program Duration:** The minimum and maximum duration to complete the Associate Degree program is four (04) and six (06) regular semesters, respectively. In extraordinary circumstances, and subject to approval of the concerned statutory body of the university, the maximum duration to complete the degree program may further be extended to another semester.

7. Entry and Exit Provisions:

Pathway for Associate Degrees Holders:

- a) Students having completed Associate Degrees shall be allowed admission in the fifth semester of the undergraduate/equivalent degree program offered in the same discipline without any deficiency course.
- b) Where the disciplines of the Associate Degree and the undergraduate/equivalent degree program are different, students shall be required to complete deficiency semester courses (minimum 16 credit hours) through a bridging semester before the fifth semester as determined by the admitting university.
- c) The minimum eligibility for admission in the fifth semester in above cases is 2.00/4.00 CGPA in the prior qualification i.e., Associate Degree. The admitting university may, however, set higher eligibility criteria for admission in the fifth semester of the four-year undergraduate/equivalent degree program.

8. Pathway for Conventional Two-Year BA/BSc/Equivalent Degree Holders:

- a) Students who have completed a Bachelor of Arts, Bachelor of Science, or an equivalent degree may be exempted from completing 50 credit hours of coursework in a given program. This exemption is typically granted based on the assumption that the prior degree has provided the individual with the necessary knowledge and skills to skip certain courses
- b) Students having completed conventional two-year BA/BSc/equivalent degree programs shall be allowed admission in the fifth semester of the undergraduate/equivalent degree program, in which case students shall be required to complete deficiency courses through a bridging semester before commencement of the fifth semester as determined by the admitting university.
- c) The minimum eligibility for admission in the fifth semester in this case is 45% cumulative score in the prior qualification i.e., conventional two-year BA/BSc/equivalent degree programs. The admitting university may however set higher eligibility criteria for admission in the fifth semester of the undergraduate/equivalent degree program.

9. **Exiting from Undergraduate/Equivalent Degree Program with an Associate Degree:** - Students enrolled in the undergraduate/equivalent degree program shall be allowed to exit from the program with an Associate Degree provided that the following requirements are met:

- a) The student must have completed minimum of 60 credit hours in at least four (04) semesters of the undergraduate/equivalent degree program including general education courses comprised of 30 credit hours;
- b) The minimum CGPA is maintained at 2.00/4.00;
- c) The name of the subject field on the degree shall remain the same in which a student was initially enrolled for the undergraduate/equivalent degree program;
- d) The case of exit from the undergraduate/equivalent degree program with an Associate Degree is approved by the concerned statutory body of the university.
- e) The option of exit in from the undergraduate/equivalent degree program with an Associate Degree is not allowed in disciplines accredited under the councils i.e. PM&DC, PNC, PVMC, PEC, PCP, PCATP, PBC, NTC, NCT, NAEAC, NCH and without approval of associate degree curriculum by Academic Council.
- f) The option of exit from the undergraduate/equivalent degree program with an Associate Degree is allowed in disciplines accredited under the councils i.e. NCEAC, NBEAC and NACTE.

NOTE: - Associate Degree Programs will be offered subject to the approval of the relevant statutory body.

SECTION-2

MEDIUM OF INSTRUCTION, EXAMINATION & WRITING OF PROJECT/THESIS

The medium of instruction, examination and the language of Project/thesis shall be English. However, for the faculties of Arabic, Islamic Studies (Usuluddin), Shar'iah & Law, and Languages & Literature; Arabic and specific language of the program shall be followed, as per approved linguistic requirement for the program.

SECTION-3

PREREQUISITE / PROVISIONAL AND LANGUAGE COURSES

1. Preparatory/Provisional courses requirements

- a) Each Faculty reserves the right to introduce some basic, preparatory/provisional courses, as non- credit courses, which shall not be counted towards a student' s Cumulative Grade Point Average. The purpose of such courses is to prepare the student for pursuing the studies in the major field. Such courses will be evaluated on a Pass/Fail basis. Each Faculty/Institute may prescribe such course(s), as part of its academic program in addition to the linguistic proficiency (to be determined by the Centre for Language Teaching). A student must successfully complete these courses as required by the academic program. The student's transcript shall not mention the result of non-credit courses. However, a separate statement containing the results of these non-credit courses may be issued on request of the student.
- b) A student shall be allowed to register credit courses in the concerned faculty only when he/she has completed the pre-requisite non-credit courses.
- c) The time period of such students shall be counted from the date of registration of regular courses of the degree program.
- d) Such students will be allotted provisional registration numbers till completion of language requirement.
- e) The student shall attain regular status after passing such pre-requisite courses. The time spent on these courses shall not be counted towards the normal (regular) degree duration of the student.

2. Language proficiency for degree programs

- a) The Language Centre (s) for Arabic and English Language shall make arrangements for testing proficiency of the newly admitted foreign students or students admitted to Arabic, Islamic Studies (Usuluddin), Shar'iah & Law and any other faculties, where Arabic/English language proficiency is requirement of the academic program, to understand the lectures and participate in the class discussions.

- b) In the light of results of such tests, the language Center(s) shall prepare the list of students, successfully acquiring the requisite linguistic proficiency in both Arabic and English for pursuing their specialized studies, and as such they will be allowed to proceed on with the academic program they have been admitted to.
- c) As regards such students who lack the requisite linguistic proficiency in either Arabic or English or both for pursuing studies in the programs they are admitted to, the Institute shall prepare and offer Preparatory courses in these languages, keeping in view the level of their linguistic skills. Admission of such students shall, however, be considered provisional until they acquire requisite linguistic proficiency.
- d) The Centre may allow students who have successfully attained requisite proficiency in either of the two languages to register for the courses of the regular degree program.
- e) The maximum permissible time-period for completing/acquiring language proficiency courses is two (2) years. If a student fails to attain requisite linguistic proficiency in this time-frame, his/her admission shall be cancelled.

SECTION -4

REGISTRATION, WITHDRAWAL AND ADD/DROP OF COURSES

1. Registration

- a) Each department shall appoint an academic Advisor amongst the academic staff against a batch. The advisor shall guide the student (s) in the selection of courses they should register and shall follow-up the academic progress of students.
- b) No student shall be permitted to register, drop or withdraw a course without the permission of the assigned Academic Advisor.
- c) Students should finalize their course registration within the first week of the commencement of the semester after payment of semester fee. However, students coming from abroad, or with a delay due to some administrative problems (such as Visa and non-availability of flights) may be allowed to register the courses within two weeks from the commencement of the semester provided he/she must submit acceptable evidence of the date of his/her arrival in Pakistan. Students can register the courses as per the given criteria/ approved scheme of study.

2. Add/Drop of Courses

- a) **Fall/Spring semester:** - Add/drop of courses shall only be allowed within the first three weeks from the commencement of semester:
- b) **Summer semester:-** Add and drop of a course shall not be allowed in summer semester after commencement of semester, under whatsoever circumstances. Students shall be required to pay fee for the summer semester first, before requesting for registration, as per procedure of regular semesters.

3. **Withdrawal from a Course:** - After lapse of the Add/Drop deadline, a student may be allowed to 'withdraw' registration from a course during 4 - 6 weeks but the transcript shall record/reflect "W" grade against the registration and result record of the student, and fee paid for the course shall not be refunded/adjusted. The grade "W" shall have no impact on the calculation of the CGPA of the student. However, students shall be allowed, to withdraw courses only when the minimum course load (credit hours) condition in a semester is not compromised.

SECTION-5

COURSE LOAD FOR REGULAR & SUMMER SEMESTERS

1. **Course Load for Fall & Spring Semesters:**

Degree Program	Maximum	Minimum
BS level	18 Credit Hrs.	12 Credit Hrs.
LLB (Hons)	21 Credit Hrs.	15 Credit Hrs.

Note: Students will be allowed to register one additional course in the any semester and two additional courses in the last semester, if these are the only course(s) left for the completion of the degree.

2. **Course Load for Summer Semester:**

Degree Program	Maximum
BS Level	09 Credit Hrs.
LLB (Hons)	12 Credit Hrs.

Note: For summer semester, there shall be no limit on the minimum credit hours to be registered by a student.

SECTION-6

ATTENDANCE REQUIREMENT

1. Fulfilment of minimum attendance requirement for all the courses is mandatory: The minimum attendance (>75 %) in a course is mandatory to make the students eligible to appear in the terminal examination of the course.

2. The instructor may report a student's absence and the student may be placed on attendance probation by the Chairperson and it will be notified by the program office of the department. A student shall be prohibited/prevented to appear in the terminal examination in the respective course for violating the terms of such probation. The prevention list of the students for the respective courses shall be shared with the examination section well before issuance of the Roll No. slips for the terminal examination.

SECTION-7

ASSESSMENT WEIGHTAGE

1. In each semester, students shall be required to appear in quizzes, tests, presentations (individual/group), mid-term and final examination, participate in class discussions and submit projects/assignments/lab reports etc. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percentage of marks.
2. The weightage shall be determined on the basis of following guidelines:

Undergraduate Degree Programs: BSc. Technology/BS/B.Ed./BBA/ LLB/ or Equivalent	Marks Division	
Semester Evaluation	Maximum Marks: 50	
	Mid-term examination (25 Marks)	Quizzes/ Projects/ Assignments/presentations /Term Paper: (25 Marks)
Terminal Examination/ Practical Exams	50 Marks	

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

SECTION-8

COURSE FILE

1. In the beginning of a semester, the instructor of each course shall handover a syllabus providing information to students that defines attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, take-home assignment policy, required and recommended reading materials and any other information important for the successful completion of the course and its requirements.

2. Maintaining the Course File is compulsory for all faculty members. It should have a complete record of every activity related to the course. The course file should contain: -

- a) Course code and title
- b) Description of course/learning outcomes
- c) Course syllabus and changes, if any, made over at least 3 semesters
- d) Sample question paper
- e) Weekly teaching schedule
- f) Dates of mid-semester examination
- g) Grading policy for each activity, such as homework, quizzes, mid-semester examination, final examination and term papers etc.
- h) Copy of each homework assignment
- i) Copy of each quiz assigned
- j) Copy of question papers for mid semester examination
- k) Copy of question papers for final examination
- l) Grading sheets of the course, detailing statistical data on the grades obtained by students
- m) Difficulties/problems faced by teachers and students during classroom/ course delivery.
- n) Students' feedback: course/teacher's evaluation.

Note: The file record should be disposed of after period of two years from the date of examination.

SECTION-9

GRADING POLICY

1. **Absolute Grading System** shall be adopted.
2. **Grade Point Keys:** Keeping in view the academic systems, the following equivalence of GPA/CGPA and percentage is recommended for adoption: -

Marks	Grade	Point
80 & above	A	4.00
75-79%	B+	3.50
70-74%	B	3.00
65-69%	C+	2.50
60-64%	C	2.00
55-59%	D+	1.50
50-54%	D	1.00
Below 50%	F	0.00

3. **Computation of semester GPA & CGPA**

Grade point average and cumulative grade point average

(GPA)

Grades obtained in a semester (course credit hours x grade point earned)
Total semester credit hours attempted

(CGPA)

Grade obtained in all semesters (course credit hours x grade point earned)
Total credit hours attempted in all semesters

4. **Probation Range**

- a) Probation is a status granted to the student whose academic performance falls below the minimum degree requirement, as elaborated in the given table:

Undergraduate degree programs	Provision of Probation			
	Passing Marks	Probation Range	No. of Semesters allowed to clear Probation	Minimum CGPA for Award of Degree
(BS level / BBA /B.Sc. Tech & LLB etc.)	50%	1.00 – 2.00	3 Semesters (POP, PC-1 Contd., PC-2 Ceased)	2.00

- b) A student put on probation must process their registration through academic advisor, who may guide him/her to take the failure courses first instead of registering in fresh courses so that he/she may improve his/her CGPA & clear their probation status.
- c) In cases where the student has been declared ceased and the CGPA is very low i.e., below the minimum range of probation, then re-admission will not be allowed. However, he/she may be allowed fresh admission in the same degree program after completing the admission formalities.
- d) In case a student secures less than the minimum degree awarding CGPA: i.e., 2.00 for BS programs at the end of the final Semester, he/she may be allowed to repeat up to 06 courses in the forthcoming semester, provided that this provision will help them improve their CGPA and the maximum time duration specified for the program shall also remain intact.
- e) No special chance will be granted to the student, who declare ceased.

5. Incomplete Grade ('I' Grade)

- a) There will be no Special Examination in a semester system. If a student fails in a course, he/she will be required to repeat it. However, an incomplete grade ('I' grade) will be recorded by the faculty where student fails to appear in the terminal exam due to exceptional cases beyond his/her control, such as, serious accidents, family tragedy, serious health ailments, etc. 'I' grade will not affect the CGPA of the student. Only such student shall be considered whose attendance is 75% and above and has scored minimum 70% marks in the internal exams/assessment.
- b) In this case, student will be allowed to reappear in the final examination within 4-weeks (one month) after the end of the

terminal examination of the semester with the recommendation of Departmental Board and Dean of concerned faculty and approval of the Vice President Academics.

6. Repeating of Courses / Improvement of CGPA:

- a) If a student gets 'F' grade in any course, he/she will be required to repeat the course or its recommended alternative course (in case of elective course). However, “F” grades obtained earlier in the course(s) shall also be recorded on the transcript.
- b) Undergraduate students may be allowed to repeat course(s), which they have passed with “D or D+” grade(s). In such a case both the previous and new grade obtained will be recorded on the transcript, however, only the better grade shall be considered in the calculation of CGPA. A maximum number of six (6) such courses (passed with “D or D+”) will be allowed to be repeated in a degree program.
- c) In case of CGPA improvement, it would be recorded with (Imp) on the transcript.

SECTION-10

SCRIBE FOR SPECIAL STUDENTS

1. Permission of scribe for special students

- a) A visually impaired student or a student with any sort of disability, prohibiting him/her in writing during the examination, may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer or any other means of facilitation; i.e., with the help of a scribe.
- b) These students may apply two weeks before the start of Examination to the Chairperson / In-charge of the respective department (with medical certificate as proof of her/his disability) for permission to engage a scribe in Examination (s) of the University, with the following conditions:
 - i) The scribe shall be of the same gender
 - ii) The scribe must have a lower educational level than that of the applicant. However, the last degree of the scribe should not be more than 2 years back.
 - iii) Following documents of the scribe shall be required along with the application:
 - a. Last examination certificate
 - b. Recent photograph
 - c. Attested photocopy of the CNIC/ Passport
 - d. An affidavit that the scribe does not possess a higher degree other than the declared one.
- c) The department shall arrange the scribe through advertisement via university website.
- d) The department shall make special seating arrangements for such cases with the permission of the Director (Academics and Examinations).
- e) He/she will be allowed **45 minutes** (maximum) extra time for writing the answers.
- f) The scribe should write the exact text as communicated by the student and must not add text from her/his own.

SECTION-11

DECLARATION OF RESULT

1. **Result declaration committee:** The examination section shall be responsible to compile the results and announce result declaration schedule for all the departments/faculties. However, constitution of the result declaration committee shall be as follows: -

- i) Chairperson of the concerned department (s) or Dean of the concerned faculty.
- ii) In-charge or a member of the Departmental Examination Committee.
- iii) Director Academics & Examination.
- iv) Examination Section Officials.

2. **Result submission / declaration process:** - Results shall be declared by the Result Declaration Committee, of the concerned department or faculty, after completion of result submission process in the Examination section. In case of pending results from any department / faculty, the result declaration meeting shall not be scheduled which will eventually cause delay in result declaration. Following timelines shall be followed for submission and declaration of results:

- i) 72 hours/3-days for submission of complete results of all the announced/scheduled examinations.
- ii) One week for declaration of results of all the departments after complete submission of results.

3. **Rules for charging of fee for issuance of results before official declaration of results:** - Following rules shall apply for charging of fee for issuance of results before official declaration of results:

- i) The Results shall be provisionally verified by the concerned examination officer and approved by the Director (Academics & Examinations).
- ii) University shall charge fee, as prescribed by the Fee Section, from the student requesting for special declaration of result and issuance of necessary certificates.

SECTION-12

RE-CHECKING PROCESS

1. Re-checking of Examination Script (After declaration of Result)

- i) The answer script of a candidate shall not be re-assessed/re-evaluated, under any circumstances. However, re-checking of answer-scripts shall be allowed.
- ii) Whereas, the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer script: the re-checking process shall only entail-recounting of marks in the answer script of a student. The Director (Academics & Examinations) can arrange for re-checking of answer script by any faculty member from the relevant discipline, on the complaint/request of student(s). The appointed faculty member/officer or re-checking committee shall see that:-
 - a) There should be no computational mistake in the grand total on the title page of the answer script.
 - b) The total of various parts of a question has been correctly counted/summed up at the end of each question.
 - c) All totals have been correctly mentioned on the title page of the answer script.
 - d) No portion of any answer has been left unmarked/unchecked.
 - e) Total marks on the answer script match with the marks on the award list.
- iii) The complainant/student or anybody on his/her behalf has no right to see or examine the answer script for any purpose.
- iv) The marks of a candidate could even decrease in light of the above-mentioned points. In the event of change of marks, the record shall be corrected accordingly and revised result intimation will be issued to the student, after approval of the Director (Academics & Examination).

2. Correction/inclusion of mid-term marks after declaration of terminal examination

Mid-term marks are part of the final/terminal results and cannot be changed after the receipt of results in the Examination section. No change in Mid-term marks will be admissible after declaration of result.

- i. There should not be any chance of such mistakes if the results are carefully prepared because the mid-term marks are recorded on three different places/instances i.e.
 - a. Mid-term marks award list
 - b. Final answer scripts
 - c. Terminal Examination Award list
- ii. The students should be shown their mid-term papers/marks and semester assessment/evaluation marks before submitting the same to the Examination Section.
- iii. The results of midterm marks should be submitted to the department by all teachers within the notified time-frame.
- iv. Results should be counter checked at the departmental level (by the Examination Committee) before forwarding to the Examination Branch.
- v. The Deans/Chairpersons of the faculties/departments shall initiate appropriate action against the teachers who will not prepare the results carefully or delay the result submission.

SECTION-13

DAMAGED/LOSS OF ANSWER SCRIPT

1. In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, the case can be recommended by the Examination Committee of the department/ Departmental Board.
2. The appropriate recommendation of the committee shall be submitted for approval of VP (Academics), after the endorsement of the concerned Dean.
3. In case of damage/stealing of answer script by a student, the case shall be reported to the Unfair Means Control Committee (UMCC) for inquiry.

CHAPTER-3

MISCELLANEOUS MATTERS

SECTION-1

1. Admission of BA/BSc Graduates in 5th Semester of BS Program

i) Associate Degree/ BA/ BSc in relevant subject with minimum CGPA 2.00/4.00 or 50% Marks.

ii) **Degree Requirement:**

- Minimum CGPA: 2.00/4.00
- Credit Hours: As per approved criteria/ policy for each program
- Normal Duration: 2.5 years
- Minimum: 02 Years
- Maximum: 4.5 Years

iii) **Semester/(Credit Hours)**

Remaining Credit Hours after excluding 50 Credit Hours already covered in BA/BSc

iv) **Pathway for Conventional Two-Year BA/BSc/Equivalent Degree Holders:**

Students having completed conventional two years BA/BSc/Equivalent degree programs shall be allowed admission in the fifth semester of the undergraduate/equivalent degree program, in which case students shall be required to complete deficiency courses through a bridging semester before commencement of the fifth semester.

Note: Scheme of study/Courses will be offered subject to the approval of the relevant statutory body upon the recommendation of the concerned department.

2. **RE-ADMISSION:**

- i) Students who will be declared as “PC-2 Ceased” after availing maximum probation chances/ two semesters shall be eligible to apply for Re-admission. Re-admission shall be granted only in the subsequent regular semester after being declared as PC-2 ceased, on recommendation of the Chairperson/Incharge of the relevant department.
- ii) The re-admitted student shall be allotted a new registration number from the semester/date of re-admission.
- iii) On readmission, the student will pay the prescribed admission fee for the program and the fee tariff/rate will be applicable to the student(s) of the semester in which he / she has been readmitted.
- iv) The scheme of studies will be implemented to readmitted students as applicable for the batch he/she has been readmitted. No special classes / courses will be arranged for such cases other than planned classes for repeat courses.
- v) The degree duration of the re-admitted student shall start from the date of his/her readmission.
- vi) Re-admission shall not be allowed more than once in a degree program.
- vii) If a student shall be declared ceased in first semester, he/she will not be eligible for readmission. The student shall seek fresh admission through admission test process.

SECTION-2

FREEZING OF ADMISSION/SEMESTER

1. **Deferment of admission:**

- a) Freezing of the first semester for undergraduate degree programs shall not be allowed except following special hardship circumstances:
 - i) *Iddat*
 - ii) Maternity/Delivery
 - iii) Death of an immediate family member
 - iv) Unavoidable circumstances, subject to acceptance on justified rationale

2. In such special/hardship cases, the University may allow freezing of admission for one semester only with the prior permission of the Vice President (Academics).

3. **Deferment of studies:** - On successful completion of 1st semester, the student may seek deferment of studies on prescribed Performa for a maximum period of two semesters (1 year) consecutively or separately on payment of prescribed deferment fee and fulfilment of following conditions:

- i) After two weeks' time and till mid of the semester (i.e., 8th week/ before midterm), 50% of tuition fee shall be deducted and remaining 50% shall be adjusted in the subsequent semester. However, if tuition fee has not been paid till then, 50% tuition fee shall be charged before deferment if deferment is granted. However, deferment shall not be allowed if a student has appeared in the mid-term examination of a semester.
- ii) A student who neither has registered any course nor attended any class, and applies for deferment, he/she will be allowed same on payment of deferment fee only.
- iii) Except deferment, no gap in the degree shall be condoned.
- iv) After availing two deferments, if a gap of a semester is pointed out, the student will be declared "Absent Ceased" and he/she is required to apply for re-admission from that semester.
- v) In case of freezing semester on medical grounds, the student shall be bound to produce medical certificate which must be duly signed by the University Medical Officer.

- vi) Deferment period shall not be counted towards the degree duration.
- vii) Ex-post facto deferment shall be allowed with double deferment fee as per rules.

SECTION-3

STUDENTS GRIEVANCES COMMITTEE

1. A five-member committee shall be constituted at departmental level with the approval of Vice President (Academics); comprising 02-senior faculty members, relevant Chairperson/In-charge of the department or the dean, to address the grievances of the students.

2. A student shall submit the grievance application (if any) in writing to the Chairperson of the Department. The Chairperson of the Department shall forward the application to the Committee. It will be mandatory for the Committee to hear both sides. The decision/recommendation of the Committee will be approved by the Vice President (Academics) and the final decision will be binding on all the parties.

SECTION-4

CANCELLATION OF ADMISSION

1. Admission of already admitted student or a new candidate may be cancelled in accordance with the university procedures and regulations in the following circumstances: -

- a) If a student presented any forged document result/mark sheets / degrees or other documents presented to the university.
- b) If candidate accepted for admission fails to submit joining or apply for registration of courses in the relevant department, within specified period of time.
- c) If the provisionally admitted student (on result awaiting basis) fails to submit the result in the admission office within one month after the declaration of the result of concerned board.
- d) If he/she fails to acquire the linguistic proficiency to the level required for the academic program, they have been admitted to, in a period of two years.
- e) If cumulative grade point average (CGPA) of a student falls below the minimum probation range/level (i.e., below 1.00/4.00 in undergraduate degree programs) or in case if he/ she fails to improve their CGPA to the required level even after availing the maximum chances/semesters for clearance of probation status.
- f) If a student remains absent consecutively for two semesters (for a period of one year), without being granted deferment of studies.
- g) If any act of indiscipline or misconduct is proved against a student, under the approved regulations of the Disciplinary or Unfair Means Policy of the university.

SECTION-5

COURSE EXEMPTION /TRANSFER OF CREDITS

1. Course exemption

- a) Maximum exemption granted to freshly admitted and re-admitted students will be up to 60% (or as prescribed by the relevant Accreditation council) of the passed courses/credit hours. This is subject to the condition that the number of credit hours of such courses does not exceed 60% of the total number of credit hours required for the respective academic program.
- b) Freshly admitted students shall be entitled to exemption of only those courses passed with a minimum of “B” grade or 70% marks.
- c) In case of re-admission, all passed preparatory and non-credit courses may be exempted after recommendation of the concerned Chairperson and submission of requisite fee, as prescribed by Fee Section (Finance department).
- d) Exemption may be granted to the re-admitted undergraduate students of IIUI on the already passed courses of the same level if they passed with a minimum of “C” grade.
- e) Grades of exempted courses shall be transferred against the new academic record (In case of re-admission only).
- f) Non-credit courses which are part of scheme of study will be exempted on the basis of language level test.
- g) The departmental exemption committees shall thoroughly examine the contents of the courses and recommend accordingly.
- h) Routine course offering shall be followed and no special arrangements shall be made for any student coming from any other institution.

CHAPTER-4

MEDICAL CERTIFICATE

1. Medical certificate from a registered medical practitioner duly endorsed by the University Medical Officer shall be acceptable for any purpose, relevant to Admissions or Examination matter, in the University.

CHAPTER-5

CONDUCT OF EXAMINATION

SECTION-1

PRE-REQUISITES FOR THE CONDUCT OF EXAMINATIONS

1. Examinations system

- a) The University shall have a unified Examination System for all its Faculties/Institutes.
- b) Terminal/final examinations of a semester shall take place in the 17th week (after completion of 16 weeks of study period). The Dean / Chairperson / In-Charge shall prepare examination schedules after mutual consultation, subject to the condition that examination of each course shall be of two to three (2 to 3) hours. The duration for practical examination/lab courses shall be determined by the concerned Departmental Board and/or Accreditation Council.

2. Constitution of examination committee(s) at departmental level: -
Every department shall constitute an Examination committee, with the recommendation of the concerned Dean and approval of VP (academics). The committee shall comprise of following members: -

- a) Respective Chairperson/Head of the Department.
- b) Two senior faculty members (Associate/Assistant Professor) from the same department.
- c) A faculty member from another department of the same faculty.

3. The committee shall ensure smooth conduct of the examination process, timely submission of results to the Examination Section and shall also review some results/ a few evaluated answer scripts/ papers of the final semester examination to ensure uniformity of scoring & covering of the course content.

3. Conditions to appear in examination: - A student shall be eligible to appear in the Examination of a course, provided that:

- a) He/she has registered for that course(s) within due time.
- b) He/she has paid fee of all the semesters and there are no outstanding University dues against him/her

- c) He/she has attained at least 75% attendance in the respective course.
- d) He/she has received roll no. slip for the semester examination.

4. **Prevention list:** -All departments must provide a prevention list of the student to the examination section one week before the commencement of the terminal exams.

SECTION-2

PROCEDURES OF EXAMINATION

1. Conduct of examination

- i) The examination of a course shall be conducted by the course instructor himself in accordance with the approved/announced examination schedule/date-sheet of the Department.
- ii) The concerned teacher/question-paper setter shall be responsible for the typing and safe custody of the question paper till the conduct of examination. He/she shall bear legal and moral responsibility for the safe custody and secrecy of the question paper.

2. Issuance of examination material

- i) Examination material shall be issued to the departments one week prior to the commencement of examination.
- ii) The relevant Conduct Section(s) (from the Academic/ Examination Wing) Male & Female shall be responsible to issue/provide Answer Scripts and relevant examination material to the all departments of the University, according to their demand/requirement.
- iii) At the end of every examination, all departments shall be responsible to return unused examination material to the conduct store along with the utilization report of the used examination material/answer scripts on prescribed proforma (which shall be shared by the examination section).
- iv) The relevant Examination/Conduct section(s) shall also be responsible for maintenance of examination material and answer scripts' record, and for relevant stock entry to ensure timely printing and provision of examination material to all the departments, as per their requisition.

3. Examination schedule/date-sheet

- i) All the departments shall submit their date-sheet/examination schedule as per approved Academic Calendar, both for the mid-term and terminal examination, one week prior to the commencement of examination. The same shall be displayed on the university website.
- ii) The duration of midterm exam shall be 60 minutes to 90 minutes and the duration of terminal exam shall be 120 minutes to 180 minutes, depending upon the nature of the course or degree program.
- iii) Examination section shall issue/share the Guidelines for the conduct process and for the invigilators, with all the departments/faculties, one week prior to the submission date of date-sheets.

4. Central Examination Monitoring Committee

- i) University shall have a central Examination monitoring committee under the Chairpersonship of Vice-President (Academics) with In-charge Conduct section as Secretary of the committee. Director (Academics and Examination) and four faculty members (two males and two females) shall be the members of the committee
- ii) The central Examination Monitoring committee shall supervise/visit the departments to observe the examination process of the university, and shall work in close liaison with the departmental Examination committees.

5. Evaluation of papers

- i) The teachers shall show the marked papers to the students before the submission of result to ensure transparency and fair marking.
- ii) The results shall be randomly checked by the Departmental Examination Committee.

6. Result submission and modification of the result

- i) Results of the mid-term examination and terminal examination shall be submitted within 72 hours after the conduct of examination.

- ii) No person is entitled to disclose the results of the examinations on his/her own, before the official declaration of result.
- iii) No person or authority is entitled to alter the results, after these are approved by the competent authority, except when an error is detected. This shall be rectified after the approval of the Director (Academics & Examinations).

SECTION-3

REGULATIONS RELATED TO THE MISCONDUCT OR USE OF UNFAIR MEANS DURING EXAMINATION

1. Unfair means control committee

There shall be an unfair means control committee whose formation shall be approved by the President, on recommendation of the VP (Academics). The constitution of the committee shall be as follows:

- i) Four teachers not ranked below Assistant Professors, to be nominated by the Vice President.
- ii) Director (Academics and Examination) shall be the member of the committee.
- iii) The Chairman and Secretary shall be nominated by the Vice President (Academics) of the university.
- iv) The tenure of the committee shall be of two years.
- v) The quorum of the meeting of the committee shall be 50% of the total members.

The recommendation of the UMCC will be submitted to the Vice President (Academics) for decision/approval.

2. Responsibilities of unfair means control committee

The responsibilities of the committee shall be to;

- i) Deal with all the cases reported by the faculties (with supporting documentary evidence) under the misconduct or use of unfair means during the examination.
- ii) Propose regulations relating to the control of use of unfair means and maintenance of discipline during examination.

- iii) Decide and recommend penalties as prescribed under the rules and regulations.
- iv) Call the reporting official to appear before the UMCC as and when required.
- v) Appearance before the UMCC is mandatory failure to appear twice shall lead to ex-parte decision.

3. Charges and proposed penalties

Charges level	Penalties
1. Copying cases i) Possession of copying material but not used ii) Possession/Use of copying material on Answer Sheet. iii) Copying from fellow students iv) Plagiarism in research work/ final year project	i) Imposition of Fine ii) Cancellation of paper and imposition of fine. iii) Cancellation of paper of both the students and fine. iv) Imposition of Fine, and /or expulsion from the roll of the university.
2. Cell phone/ digital diaries i) Possession of Cell Phone/Digital Diaries but not used ii) Use of Cell Phone/Digital Diary etc. during examinations. Reading SMS/MMS having related material iii) Sharing the paper with friends to seek solved answers	i) Imposition of fine. ii) Cancellation of that paper iii) Cancellation of entire semester
3. Identity not proved i) Production of forged/fake Roll no. Slip ii) Impersonation established	i) Imposition of fine ii) Immediate expulsion from IIUI
4. Misconduct i) Use of abusive/ threatening language ii) Making unrest and chaos iii) Physical torture with invigilators and other staff on duty during examinations	i) Cancellation of entire semester ii) Cancellation of entire semester iii) Cancellation of registration/ Admission in the program
i) Stealing/ tearing up/ destroying of Answer Sheets	i) Cancellation of entire semester
i) Any other	i) To be determined by UMC, as per nature of the offence

In addition to the above, UMCC may recommend any of the following penalties to curb the indiscipline and misconduct during examination process:-

- Hostel seat of boarding students and scholarship will be withdrawn, in instance where an unfair means case is reported against them.
- Fine amount Up to Rs. 25000/-.

4. Appeal against the decision of the Unfair Means Control Committee:

If a student is not satisfied by the decision of the Unfair Means Control Committee, he/she may submit his/her appeal to the President within 15 days, after the issuance of notification of the decision.

Note: In case of use of unfair means, papers shall only be marked if the UMCC decides for evaluation of paper.

SECTION-4

DISPOSAL OF EXAMINATION RECORD

1. **Examination record:** - Examination record//material shall be disposed of after a period of two-years (four semesters) from the date of Examination. The examination material to be disposed of shall include: -
 - i) Answer scripts (including additional answer scripts).
 - ii) Attendance sheets.
 - iii) Course registration/permission forms of students.
 - iv) Office copies of detail marks certificates (result intimations) & result notifications.
2. **Disposal of award lists:** - Award lists record shall be maintained for lifetime, and shall not be disposed of under any circumstances.
3. **Record to be retained permanently:** - Examination Record files of all the students, counter files of provisional certificates, graduate record registers and final clearance forms shall be retained permanently.

CHAPTER-6

TRANSCRIPT AND CONFERMENT OF DEGREES

SECTION-1

FORMAT OF TRANSCRIPT

1. Transcript shall be issued to students only after completion of degree. A comprehensive educational record (result record) of every student shall be maintained with effect from his/her joining date in the University. It will serve as a source of information for the preparation of the transcript of student.

2. Transcript shall include following information:

Front side

- Name of Student
- Father's Name
- Date of Birth
- Registration No. /Roll No.
- Name of the degree program
- Date of Admission
- Semester Wise Break-up
- Subjects' Detail along with Credit Hours
- Type of Enrollment – Full Time or Part Time
- Picture of the student
- Date of Completion of Degree Requirements
- Mode of Study – Regular or Distance Learning/Full Time / Part Time
- Online Result Verification Key/ID (Front Side at the End of the Transcript)

Overleaf

- Basic admission requirements for the degree program
- Previous Degree held by the student along with Institution Name
- Credit Hours Exempted/Transferred if any
- CNIC No. for Pakistani student and Passport No. for Foreign Students
- Grading System
- Charter Date of the University
- Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)
- The transcript must have the water-mark seal on it.

SECTION-2**MATTERS RELATED TO CONVOCATION AND DEGREES
CONFERMENT****1. Convocation**

- i) University shall conduct convocation preferably at the end of each academic session.
- ii) Degree issuance prior to convocation / Urgent degree can be issued upon request of a student.

2. Duplicate transcript/ provisional certificate/degree

- i) Duplicate transcript/ provisional certificate/ Degree may be issued (after completion of all requirements) to a candidate in case the original degree is lost/damaged or in case of change in the name of the candidate.
- ii) The candidate has to apply to the Director (Academics & Examinations) for the issuance of a duplicate degree along with the relevant documentary proof as per university rules.
- iii) The duplicate degree shall be signed by the Director (Academics & Examinations) only.

SECTION-3

ISSUANCE OF TRANSCRIPT/DEGREE

1. Application form/submission of NOC for getting clearance from the relevant stakeholders/ offices of the university.
2. Transcript & Degree both shall be issued after 30 working days from the date of the submission of the request separately on prescribed proformas.
3. **Duplicate Transcript/Degree:** - Duplicate transcript/degree shall be issued to a graduate, upon payment of requisite fee, in case of lost degree/transcript. Following documentary requirements should be fulfilled for issuance of duplicate degree:-

i) **Requirements for Pakistani Students**

- a) Police Report.
- b) Advertisement in Two Different National News Papers.
- c) Duplicate Transcript Fee @ Rs. 5000/- (Five Thousand only).
- d) Duplicate Degree Fee @ Rs. 10000/- (Ten Thousand only).
- e) Undertaking that if the original degree/transcript is found later on, then original degree/ transcript will be submitted to the university.

ii) **Requirements for Overseas Students**

- a) Police Report duly attested by Home Office/Pakistan of respective country and endorsed by Foreign Office, Pakistan.
- b) Duplicate Transcript Fee @ Rs. 5000/-. (Five Thousand only).
- c) Duplicate Degree Fee @ Rs. 10000/-. (Ten Thousand only).
- d) Undertaking that if the original degree/transcript is found later on, then original degree/ transcript will be submitted to the university.

5. **Revised transcript/degree:** - Revised transcript/degree shall be issued to a graduate, in case of change in credentials of the student/graduate, upon fulfillment of following pre-requisites:

- i) Provision of Revised SSC/HSSC or IBCC equivalence certificate.
- ii) Revised Transcript Fee Rs. 5000. (Five Thousand only).
- iii) Revised Degree Fee Rs. 10, 000/-. (Ten Thousand only).
- iv) Revised Provisional Certificate Fee Rs. 2000/-. (Two Thousand only).

6. In case, someone else will receive the transcript or degree on behalf of the graduate, following options shall be opted:

- i) Submission of authority letter by hand or through email (valid email which is provided on the NOC/Clearance Form) at ids@iiu.edu.pk along with scanned copy of CNIC/ Passport (first page and visa page) or residential proof.
- ii) Required documents in case of following scenarios:
 - a) If graduate is in Pakistan:
- iii) Affidavit on stamp paper of Rs. 10/- in the name of the receiver.
- iv) Copy of CNIC (Both graduate and receiver)
- v) Both the stamp papers should be attested by a First-Class Magistrate or Notary Public.
 - a) If graduate is abroad:
Authority letter in the name of the receiver duly attested by Home Office/Pakistan of respective country and endorsed by foreign office, Pakistan.

OR

Authority letter through email at ids@iiu.edu.pk along with scanned copy of passport (first page and visa page) or residential proof.

- vi) Detail particulars of authorized person will be required i.e., Name, Father`s Name, email address, CNIC or passport Number.

7. **Issuance of Transcript/Degree through Courier Service**

- i) A payment of Rs. 500/- (For Pakistan)
- ii) A payment of USD 100/- (For abroad)

SECTION-4

AWARDS AND DISTINCTIONS

1. Criteria for the award of medals/prizes/rolls of honour/ positions/ distinctions

- i) Medals/Prizes/Rolls of Honour/ Positions/ distinctions will be awarded to the students, completing their degrees with distinguishing CGPA/Percentage.
- ii) All the awards shall be given on the basis of CGPA. However, in case of two or more students acquiring the same CGPA, then the award would be decided on the basis of highest percentage amongst the students.
- iii) Medals/Prizes/Rolls of Honour/ Distinction/ Positions will be awarded to the students who complete their degrees in an academic session which operates between Septembers to August each year.
- iv) The disciplines where the number of students is less than 10, no position will be awarded in the semester system, however, distinction and gold medal can be awarded.
- v) Students having 'W' on the transcript shall not be considered for any academic Honour.
- vi) The result of the candidate is not declared within the prescribed time of the degree, then no medal will be awarded.
- vii) No Medal/Roll of Honour will be awarded in case if a student repeats a course.
- viii) Medals/Prizes/Rolls of Honour/ Distinction/ Positions will be awarded in each degree program on the basis of merit separately to male/female students in an academic session.
- ix) No Medals/Prizes/Rolls of Honour/ Distinction/ Positions will be awarded to the students who have availed any deferment and have any case of indiscipline/unfair means during his/her studies.
- x) Minimum criteria for the award of Medals/Prizes/Rolls of Honour/ distinction will be as under:-

All undergraduate degree programs	3.80/4.00
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