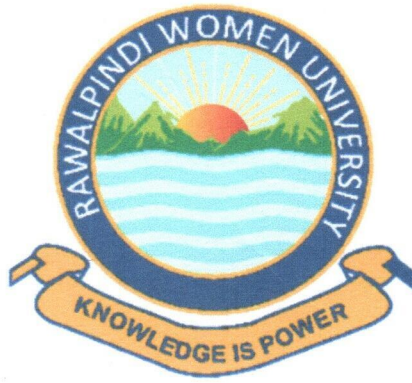


RAWALPINDI WOMEN UNIVERSITY, RAWALPINDI

EXAMINATION RULES AND REGULATIONS

(VERSION-II)



Approved Examination Rules and Regulations of RWU (Version-II) by RWU 9th Meeting of Syndicate held on 16th April, 2024 as recommended in 2nd Academic Council dated 15th January, 2024.



RAWALPINDI WOMEN UNIVERSITY

OFFICE OF THE REGISTRAR

Admin Block Ph: 051-9290901

E-mail: registrar@rwu.edu.pk web: www.rwu.edu.pk

NO: RWU/R/06/2024

Date: 28/05/2024

*Agenda Item No.05 of 2nd Meeting of Academic Council RWU held on 15th January, 2024, as approved
vide Agenda Item No. 04 of Ninth (9th) Meeting of Syndicate held on April 16, 2024*

NOTIFICATION

The Syndicate, Rawalpindi Women University, Rawalpindi in terms of section 44 (1(d,c)) of the Rawalpindi Women University, Rawalpindi ACT XXIX of 2019 unanimously approved the recommendations of the Academic Council meeting for amendments in Examination Rules and Regulations for the BS/BBA/MS/M. Phil./MBA programs across all university departments as under:

Sr.	Original Version	Amended Version
1	PERMISSION OF WRITERS FOR SPECIAL STUDENTS Addition of para 1.15.4 in <u>Clause 1.15</u> Page No. 11	Time duration to solve the paper added as clause no. 1.15.4 She will be allowed 45 minutes (maximum) extra time to solve the question paper.
2.	FINAL TERM EXAMINATION Revision in Clause 2.4 <u>Para 2.4.6 & Clause 3.3 Para 3.3.5</u> The teacher will develop two (2) sets of question papers for each course. Page No. 19 & 26	The Teacher will develop one (1) set of question paper for each course.
3.	FINAL TERM EXAMINATION Revision in Clause 2.4 <u>Para 2.4.7</u> of The Question Paper will be submitted to Examination Office four weeks before the commencement of Final Term Examination. Page No. 19	The Question Paper will be submitted to Examination Office one week before the commencement of Final Term Examination.

Huma Rauf
Additional Registrar RWU

No. & Date Even:

A copy for information is forwarded to:

- PSO to the Vice Chancellor, The Rawalpindi Women University, Rawalpindi
- All members of the Syndicate, RWU
- Office of the Controller of Examinations
- All Academic Departments of RWU
- Notification File
- Archive File

Approved Examination Rules and Regulations of RWU (Version-II) by RWU 9th Meeting of Syndicate held on 16th April, 2024 as recommended in 2nd Academic Council dated 15th January, 2024.



RAWALPINDI WOMEN UNIVERSITY

OFFICE OF THE REGISTRAR

Admin Block Ph: 051-9290901

E-mail: registrar@rwu.edu.pk web: www.rwu.edu.pk

NO: RWU/R-Acad/07/16/-A

Date: 13/01/2025

Agenda Item No. 05 of the 10th Syndicate Meeting of RWU held on December 17, 2024 as recommended vide Agenda Item No.04 of 3rd Academic Council Meeting held on August 06, 2024

NOTIFICATION

The Syndicate, Rawalpindi Women University, Rawalpindi in terms of section 44 (1(d,e)) of the Rawalpindi Women University, Rawalpindi ACT XXIX of 2019 upon the recommendations of the Academic Council meeting *unanimously approved amendments in Examination Rules and Regulations for the MS/M.Phil./MBA programs across all university departments as under:*

Sr.	Original Version	Amended Version
1.	RWU Examination Rules and Regulations Clause no. 3.1.11 of Examination Regulations for MS/M.Phil./MBA Program. "The maximum duration allowed to a student for completion of MS/MPhil/MBA degree shall be THREE years from the date of first Admission"	<i>The maximum duration for a student to complete the MS/MPhil/MBA degree shall be FOUR years or consecutive regular 08 semesters from the date of first Admission"</i>
2.	RWU Examination Rules and Regulations Clause no. 3.1.14 of Examination Regulations for MS/M.Phil./MBA Program. "A student has to complete coursework in the first three semesters"	<i>The Time duration to complete the coursework for the MS/M.Phil./MBA Program as per clause no. 3.1.14. shall be two years from the date of first admission.</i>
3.	RWU Examination Rules and Regulations Clause no. 3.4.9 of Examination Regulations for MS/M.Phil./MBA Program. "Such student shall be allocated Final Thesis only qualifying the Course Work".	<i>The students will be registered for the thesis in the 3rd semester, concurrently with their coursework</i>
4.	RWU Examination Rules and Regulations Para No. 3.5 of Thesis for MS.M.Phil./MBA Degree Clause no. 3.5.5 "A student shall submit her research proposal/synopsis for MS/M.Phil./MBA thesis to the Chairperson of the respective department within One month, after the last day of Final Term Examination of Semester-II, on the prescribed Proforma".	<i>A student is required to submit the title of the research proposal/synopsis for MS/M.Phil./MBA thesis through the Chairperson of the respective department to the BASR before the end of the 3rd semester.</i>

Approved Examination Rules and Regulations of RWU (Version-II) by RWU 9th Meeting of Syndicate held on 16th April, 2024 as recommended in 2nd Academic Council dated 15th January, 2024.

5. RWU Examination Rules and Regulations Para No. 3.5 of Thesis for MS.M. Phil/MBA Degree Clause no. 3.5.8 "After approval of research proposal/synopsis for MS/M.Phil/ MBA thesis, a student shall be given ONE year for completion of her thesis. Two extensions of six months (total ONE year) may be granted by BASR, provided she is not debarred under Regulation No. 3.1.11."	i. The MS/MPhil/MBA degree shall be awarded by the universities not before the completion of 02 years or Four (04) regular semesters and not after completion of four (04) years or eight (08) regular semesters, save exceptions mentioned in clause (ii). ii. In case a student is unable to secure an MS/MPhil/MBA within the prescribed timeframe and claims for an extension in duration, the university may constitute an appropriate authority and determine the causes of the delay. In the event of force majeure (i.e., delay on account of circumstances beyond the control of the student), the university may grant an extension in the period of award of MS/MPhil/MBA degree following the duration limiting factor(s) and shall also take corrective measures in case the delay is caused by process or administrative reasons
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The approved policy document is attached as Annex-A for reference and necessary action.

- This is issued with the approval of worthy Vice Chancellor.

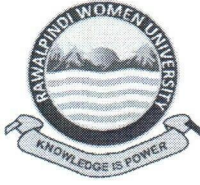

Humna Rauf
Additional Registrar RWU

Copy for Information:

- PSO to the Vice Chancellor, The Rawalpindi Women University, Rawalpindi
- Office of the Controller of Examinations (for compliance)
- Quality Enhancement Cell (QEC)
- All Academic Departments of RWU (for compliance)
- Additional Director Academics
- Academic Council File
- Archive File

Approved Examination Rules and Regulations of RWU (Version-II) by RWU 9th Meeting of Syndicate held on 16th April, 2024 as recommended in 2nd Academic Council dated 15th January, 2024.





RAWALPINDI WOMEN UNIVERISTY

EXAMINATION RULES & REGULATIONS

A. PRELIMINARY

In pursuance of Section 44(1(d, e)) of the Rawalpindi Women University, Rawalpindi Act XXIX of 2019, the Academic Council of Rawalpindi Women University under clause 26 of the Rawalpindi Women University, Rawalpindi Act XXIX of 2019 is pleased to approve and regularize the following Examination Rules and Regulations to administer affairs concerning examinations of BS/ BBA/ MS / M. Phil. / MBA programs.

B. SHORT TITLE AND COMMENCEMENT

Short Title means Examination Rules & Regulations. These Rules and Regulations are effective from Fall-2019.

1. GENERAL REGULATIONS

- a. These Regulations shall be applicable to all the academic programs being offered at RWU.
- b. Whenever and wherever applicable the regulations prescribed from time to time by the relevant regulatory councils/bodies such as Higher Education Commission (HEC), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), etc. shall supersede.

1.1 DEFINITIONS

In these Regulations, unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them; that is to say:

- i. "Academic Council" means the Academic Council of the Rawalpindi Women University, Rawalpindi.

Approved Examination Rules and Regulations of RWU (Version-II) by RWU 9th Meeting of Syndicate held on 16th April, 2024 as recommended in 2nd Academic Council dated 15th January, 2024.

- ii. “Academic Year” means the period of year during which the students attend University. It includes a fall and spring semester, with a shorter optional summer semester.
- iii. “APA” means the American Psychological Association.
- iv. “BASR” means Board of Advanced Studies and Research.
- v. “BOF” means Board of Faculty for a particular Faculty Rawalpindi Women University, Rawalpindi.
- vi. “BOS” means Board of Studies for a respective department of Rawalpindi Women University, Rawalpindi.
- vii. “CGPA” means Cumulative Grade Point Average.
- viii. “Chairperson” means chairperson of academic department of Rawalpindi Women University, Rawalpindi.
- ix. “Commencement of Semester” means the day of start of classes for the semester as prescribed in the Academic Calendar of the University.
- x. “Contact Hour” means the total number of lectures, tutorials and laboratory hours per week.
- xi. “Controller” means the Controller of Examinations, Rawalpindi Women University, Rawalpindi.
- xii. “Coordinator” means person responsible for all matters of Examinations at departmental level. She shall be nominated by the Chairperson of respective department.
- xiii. “Course” means teaching unit of a discipline to be covered within a Semester as detailed in the Curriculum of study program and issued by the University. Each course is identified by a Course Code, Course Title and Credit Hours.
- xiv. “Course Instructor” means a teacher who taught a particular course to the students.
- xv. “Credit Hours” means weight assigned to a course in term of teaching time.



- xvi. "Curriculum" means set of courses, course work and their contents offered for a particular program. It includes course objectives, the contents and methods that will be used to teach.
- xvii. "Department" means the Academic Department of Rawalpindi Women University, Rawalpindi.
- xviii. "Departmental Research Committee (DRC)" monitors all research related activities in the department.
- xix. "Degree" means a title awarded to a graduate, under seal of Rawalpindi Women University, Rawalpindi, at the end of any program in recognition of satisfactory completion of prescribed courses of study for the particular program.
- xx. "Examiner" means a person who sets and marks examination to test student's knowledge or proficiency.
- xxi. "Extraordinary circumstances/ Force Majeure" means unusual situation, which is not covered under normal regulations.
- xxii. "Final Term Examinations" means the examinations conducted at the end of each semester, covering the whole prescribed syllabus for each course.
- xxiii. "Grade" means letter grade awarded to student in each course, as per prescribed formula, on the basis of marks obtained by the student in the respective course.
- xxiv. "Graduate" means a student who has successfully completed the course of study and has been awarded the degree.
- xxv. "GPA" means Grade Point Average.
- xxvi. "HEC" means Higher Education Commission.
- xxvii. "HEI" means Higher Education Institution.
- xxviii. "IRB" means Institutional Review Board.
- xxix. "Internal Assessment" means Mid Term Examinations, Quiz, Assignment, Project etc., given to the students by the respective course instructor of each course.
- xxx. "Marks" means original marks obtained by the student.



- xxxi. "Mid Term Examinations" means the tests conducted by the department concerned in coordination with office of Controller of Examinations during mid of the semester.
- xxxii. "ORIC" means Office of Research, Innovation and Commercialization.
- xxxiii. "Non-Credit Course" means a course of study which shall not be counted towards the calculation of CGPA/GPA.
- xxxiv. "Plagiarism" means any act as defined in the Plagiarism policy adopted/ approved by the University.
- xxxv. "Probation" means a status granted to a student whose academic performance falls below an acceptable standard.
- xxxvi. "Program" means a broad area of study for specific types of degree paths over a specific period of time.
- xxxvii. "Progress Report" means a semester wise distributed inventory of courses taken and marks/grades earned by a student. It can be issued after each semester.
- xxxviii. "QEC" means Quality Enhancement Cell.
- xxxix. "Repeat Course" means to study the course again.
- xxxiv. "Semester" means a period of 16-18 weeks duration, during which University will hold classes.
- xxxv. "Student" means the student studying at Rawalpindi Women University, Rawalpindi.
- xxxvi. "Summer Semester" means a short intensive semester of six to nine weeks offered during summer break.
- xxxvii. "Transcript" means an inventory of courses taken and marks/ grades earned by a student throughout the whole program. It will be issued at the end of program.
- xxxviii. "University" means Rawalpindi Women University, Rawalpindi.

Terms not expressly defined in these "Examination Rules" shall bear an interpretation that maybe determined by the University under rules such as "Academic Rules & Regulations of RWU". All other terms and expressions shall have the same meaning as assigned to them under the Rawalpindi Women University, Rawalpindi Act XXIX of 2019.

Approved Examination Rules and Regulations of RWU (Version-II) by RWU 9th Meeting of Syndicate held on 16th April, 2024 as recommended in 2nd Academic Council dated 15th January, 2024.



1.2 STATUS OF STUDENT

- 1.2.1 A student admitted to any program in Rawalpindi Women University, Rawalpindi shall be a full time student, enrolled for on-campus studies.

1.3 CODE OF EXAMINATION

- 1.3.1 All Tests and Final Examination shall take place within the premises of the University.
- 1.3.2 In extra-ordinary circumstances/ force majeure the Examination Centre can be created outside the premises of the University/ online, for the conduct of Final Examination, by the competent authority.
- 1.3.3 The medium of instructions and examination in Rawalpindi Women University, Rawalpindi shall be “English” except Islamic Studies, Pakistan Studies and in the case of Pakistani/ Regional/ Foreign/ oriental languages etc. for which medium of instruction and examination shall be accordingly.
- 1.3.4 The Mid Term Examinations/ Quizzes/ Assignments/ Projects etc. given to the students by their respective teachers shall be called “Internal Assessment”, while the examination at the end of the Semester shall be called “Final Term Examination”. The final term examination shall cover the whole prescribed syllabus in each course.
- 1.3.5 The Examination Calendar shall be notified by the Controller of Examinations at the beginning of the Session.
- 1.3.6 Under normal circumstances, schedule of the Mid Term & Final Term Examinations shall be strictly adhered to. Under special circumstances, the Chairperson of the respective department with the approval of the Controller of Examinations/ Vice Chancellor may change the schedule of Mid Term & Final Term Examinations and notify accordingly.
- 1.3.7 There shall be no supplementary / Special Examination in any semester; if a student fail in a course, she is required to repeat it.
- 1.3.8 The attendance of the students appeared in the Mid Term & Final Term Examinations shall be collected by the Coordinator of representative department and same shall be submitted in the office of Controller of Examinations at the end of Mid Term & Final Term Examinations.

- 1.3.9 The record of question papers/ marked answer books for Mid Term Examinations / Assignments / Quizzes / Projects etc. for internal assessment shall be preserved by the respective Department for at least Two years from the date of assessment.
- 1.3.10 The record of question papers and marked answer books for Final Term Examinations shall be preserved by the Office of Controller of Examinations for at least Two years from the date of degree notified.
- 1.3.11 The Final Award list (System Generated) for each course shall be submitted by the concerned course instructor through Chairperson of respective Department within 3 to 5 working days from the last day of Examination along with the Marked Answer Books, Attendance Sheet of students and copy of question paper of Final Term Examination in Examination Office.
- 1.3.12 The Controller of Examinations will be responsible to announce the final result.

1.4 CONDUCT OF EXAMINATION

- 1.4.1 The invigilation staff shall call upon the students to search and surrender all papers, books, notes, any electronic device or any possession which could be helpful in any form in the examination .
- 1.4.2 No latecomer shall be allowed to enter the Examination Centre after half an hour of the commencement of the examination and no extra time shall be given to the latecomer.
- 1.4.3 No student shall be allowed to leave the examination center before the half time is over. If she leaves, she should handover the question paper and answer book to the invigilator of Examination Centre .
- 1.4.4 No student shall be allowed to sit in the examination center without Roll No. Slip and University Identity Card.
- 1.4.5 If a student is caught using unfair means in the examination, her Answer Book and cheating material shall be seized immediately and the case should be reported in writing to the Examination Department through chairperson of respective department for further processing of disciplinary action.



1.5 UNFAIR MEANS CASES COMMITTEE

- 1.5.1 The Unfair Means Cases Committee shall be constituted by the Vice Chancellor for a period of three years. It shall comprise of three senior faculty members of different disciplines, Chairperson of respective department, headed by Director of student affairs. Controller of Examinations or his/her nominee not below the rank of Deputy Controller of Examination shall act as secretary. The quorum of the meeting shall be half members.
- 1.5.2 The Vice Chancellor may invite co-opted member relevant to the case.
- 1.5.3 The Committee shall decide the indiscipline cases relating to Examination referred to it by the Controller of Examinations.
- 1.5.4 The Invigilation Staff and Chairperson of respective department shall prepare the indiscipline case, if any, together with the statement of the student along with the material recovered from the student and forward it to the Controller of Examinations for necessary action.
- 1.5.5 The Controller of Examinations shall arrange, at the earliest, to refer all the indiscipline cases to the Unfair Means Cases Committee, who shall decide the cases within a week after the receipt of the cases.
- 1.5.6 In case of disagreement among committee members regarding any decision, such cases shall be referred to the Vice Chancellor for final decision.

1.6 INDISCIPLINE IN EXAMINATIONS

- 1.6.1 A strict code of conduct in examination is put into practice, to give a credible Examination System which is the key to excellence in academic pursuits.
- 1.6.2 Any student who:
- i. Submits forged or fake documents in connection with the examination.
 - ii. Commits impersonation in the examination.
 - iii. Copies from any paper, book, notes or electronic device.
 - iv. Mutilates the Answer Book.
 - v. Substitutes the whole or part of an Answer Book or Continuation Sheet in the Examination Centre which is not duly issued to her for examination.

Approved Examination Rules and Regulations of RWU (Version-II) by RWU 9th Meeting of Syndicate held on 16th April, 2024 as recommended in 2nd Academic Council dated 15th January, 2024.



- vi. Possesses any kind of material/ electronic device, which may be helpful to her in the examination.
- vii. Does anything, which she should not do morally or legally in connection with the examination and which may be helpful to her in the examination.
- viii. Refuses to obey the examination staff or refuses to follow the instructions issued by the University in connection with the examination.
- ix. Misbehaves or creates any kind of disturbance in or around the examination center.
- x. Uses abusive or obscene language in an Answer Book.
- xi. Discloses her identity or makes an appeal in her Answer Book to the Assessor.
- xii. Attempts to influence the Assessor/Examiners/Supervisory Staff/ University employees directly or through her relatives/friends with the objective of gaining benefit in the examination/paper assessing.
- xiii. Possesses any kind of weapon in or around examination center.
- xiv. Instigates others to stage a walkout or resort to a pen-down strike.

shall be regarded as using **Unfair Means**, Such student shall be liable to strict penalties by the Unfair Means Committee, after proper proceedings and giving the candidates fair chance of showing cause.

1.6.3 **Disciplinary Action**

No punishment shall be imposed, unless a student accused of using Unfair Means in an Examination, has been given a reasonable opportunity of showing cause against the action proposed to be taken with respect to her. An appropriate charge sheet in this regard will be issued to her. If a student fail to file any written statement or, fail to appear before the Unfair Means Committee on the specified date and time an ex-parte decision will be taken without giving any further notice.

The Unfair Means Cases Committee after due investigation shall take any of the following **Disciplinary Action** keeping in view the nature and intensity of offence:

- i. Cancellation of Paper.
- ii. Fine of Rs. 10,000/- to 20,000/- per Paper.

Approved Examination Rules and Regulations of RWU (Version-II) by RWU 9th Meeting of Syndicate held on 16th April, 2024 as recommended in 2nd Academic Council dated 15th January, 2024.



- iii. Suspension from Program for one semester.
- iv. Expulsion forever from the University.

1.6.4 If a student commits a cognizable offence, the University may, in addition to taking action under the above regulations, initiate legal proceedings against the offender under the law.

1.7 APPEAL AGAINST THE DECISION OF THE UNFAIR MEANS CASES COMMITTEE

1.7.1 If a student is not satisfied with the decision of the Unfair Means Cases Committee she can submit her appeal within a week after the decision of the Unfair Means Cases Committee to the Vice Chancellor.

1.7.2 In case of penalty 1.6.2 (i) and 1.6.2 (ii) The decision of the Vice Chancellor will be final. No appeal shall lie against the final decision of the Vice Chancellor.

1.7.3 However in case of penalty 1.6.2 (iii) and 1.6.2 (iv) by the Vice Chancellor, student can submit her appeal to the Syndicate. No appeal shall lie against the final decision of syndicate.

1.8 PLAGIARISM

1.8.1 Any act, which is defined as Plagiarism under plagiarism policy adopted/ approved by the University, is strictly prohibited.

1.8.2 Similarity index of at most 19% overall as well as at most 5% from a single source as per HEC rules is acceptable.

1.8.3 The Plagiarism cases shall be dealt in accordance with Plagiarism Policy adopted/ approved by the University.

1.9 GRADING SYSTEM

1.9.1 Final grade in each course shall be awarded to the students on the basis of marks obtained by the students in the respective course. These grades will be translated into Grade Points (GP).

For determining a student's position at the end of every semester, the Grade Point Average (GPA) system shall be used.

Approved Examination Rules and Regulations of RWU (Version-II) by RWU 9th Meeting of Syndicate held on 16th April, 2024 as recommended in 2nd Academic Council dated 15th January, 2024.



1.9.2 GRADING FORMULA

Equivalence between Letter Grading and Numerical Grading shall be as follows:

Marks in Percentage	Letter Grade	Numeric Value of Grade (Grade points)
85 and above	A+	4.00
80-84	A	3.70
75-79	B+	3.40
70-74	B	3.00
65-69	B-	2.50
60-64	C+	2.00
55-59	C	1.50
50-54	D	1.00
49 and below	F	0.0
	I	Incomplete
	IP	In Progress
	R	Repeat
	W	Withdrawal

Approved Examination Rules and Regulations of RWU (Version-II) by RWU 9th Meeting of Syndicate held on 16th April, 2024 as recommended in 2nd Academic Council dated 15th January, 2024.



1.10 GRADE POINT AVERAGE (GPA)

GPA is a performance indicator of a student in the semester concerned and is calculated as:

$$GPA = \frac{\text{Total weighted points of all courses taken in the semester concerned}}{\text{Total number of credits enrolled for in the semester concerned}}$$

Weighted points = Grade points multiplied by the number of credits of the course concerned.

$$= (\text{Grade points}) \times (\text{Credit hours of the course concerned})$$

1.11 CUMULATIVE GRADE POINT AVERAGE (CGPA)

CGPA is a performance indicator of a student in all the semesters passed so far and is calculated as:

$$CGPA = \frac{\text{Total weighted points of all courses taken in all semesters}}{\text{Total number of Credits enrolled for in all semesters}}$$

1.12 CREDIT HOURS

Credit hours are weights assigned to a course. The distribution is as follows:

- 1.12.1 Theory: One credit hour is equivalent to ONE contact hour of class for course of theory per week throughout the semester.
- 1.12.2 Practical/ Lab: One credit hour is equivalent to THREE contact hour of Laboratory/ studio work per week throughout the semester.
- 1.12.3 Clinical: One credit hour is equivalent to THREE contact hour of Clinical Work per week throughout the semester.
- 1.12.4 Research: One credit hour is equivalent to THREE contact hour of Research Work per week throughout the semester.
- 1.12.5 The above ratio can differ if required by the respective accreditation council.



1.13 INCOMPLETE GRADES

In case a student is unable to appear in the Final Term Examinations of a semester due to some unavoidable circumstances, she may be allowed to repeat the course when that course is offered next time following the rules as under:

- 1.13.1 The student must have fulfilled the required number of lectures.
- 1.13.2 The student must have completed the Mid Term Examinations and sessional work during the semester.
- 1.13.3 Such student shall be given Incomplete Grade ('I' Grade) by Controller of Examinations on the recommendation of the Chairperson/Incharge of respective department through Dean of respective faculty.
- 1.13.4 The student will only have to appear in the Final Term examination whenever the course is offered next time.
- 1.13.5 The student can register "I" Grade in maximum TWO (02) courses in a semester.

1.14 MISSED EXAMINATIONS

- 1.14.1 Retake of Final Term Examinations is not allowed in any case.
- 1.14.2 Only a student who missed Mid Term Examinations due to her own marriage, Hajj, sickness of Child, medical reasons including maternity/ accident or death in immediate family is allowed the re-take of Special Examinations on Payment of Rs. 5000/- per paper. Partial waiver may be granted in special circumstances on the recommendation of Chairperson of Department concerned/Dean and approval of the Vice Chancellor.
- 1.14.3 Applications, other than the mentioned reasons will not be entertained. Therefore shall be rejected at departmental level.
- 1.14.4 An application with relevant documentary proof for Special Examinations will be granted on request of the student through the Chairperson of respective department.
- 1.14.5 All applications based on medical grounds will be examined/verified by the University Medical officer.
- 1.14.6 All applications for re-examinations shall reach the office of the Controller of Examinations, through proper channel, within or prior to the Mid Term Examinations week.
- 1.14.7 Applications sent after the prescribed time, will not be entertained.

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1.15 PERMISSION OF WRITER FOR SPECIAL STUDENTS

- 1.15.1 A visually impaired student may be allowed to attempt the Tests/ Examinations of the University on Braille or Computer.
- 1.15.2 In case a student is physically handicapped/ visually impaired, she may apply to the Chairperson of the respective Department (with Medical Certificate as proof of her disability) for permission to engage a writer in Mid Term/ Final Term Examinations of the University Two weeks before the start of Mid Term/ Final Term Examinations.
- 1.15.3 The qualification of the person who acts as writer of a handicapped/ special student must be at least one level lower than that of the student (e.g. for a BS student, the writer should be at the most F.A./F.Sc. etc.). The writer will be provided by the university.
- 1.15.4 A student will be allowed 45 minutes (maximum) extra time to solve the Question Paper (*Addition vide Notification No. RWU/R/06/852 dated: 8th May, 2025*).

1.16 MEDICAL CERTIFICATE

Medical certificate from an entitled Punjab Government Hospital duly endorsed by the University Medical Officer is acceptable for the Examination purposes in the University.

1.17 RECHECKING OF FINAL TERM PAPER

- 1.17.1 A student can apply to the Controller of Examinations for rechecking of the answer book of Final Term Examinations of a Semester within 15 days of the date of declaration of result, on prescribed Performa after payment of paper rechecking fee of Rs.2000/- per paper.
- 1.17.2 During Re-checking, the Re-checking Committee, constituted by the Vice Chancellor shall check:
- i. Total marks awarded in the answer book.
 - ii. The posting of marks from inside to the front page of answer book.
 - iii. Any question left unmarked.
- 1.17.3 The Answer Books once marked shall not be re-evaluated.



- 1.17.4 In case of any dispute, the case may be referred to the Vice Chancellor through Controller of Examinations for approval.
- 1.17.5 The Rechecking Committee shall comprise of a senior faculty member of concerned department, Chairperson of concerned department & will be headed by Controller of Examinations.
- 1.18 DAMAGED/LOST ANSWER BOOK**
- 1.18.1 In an exceptional case, where an answer book is damaged, lost or destroyed due to unavoidable circumstances before submitting to Examination Office of RWU, then the student may be given the following options:
- i. Average marks shall be awarded to the student in that subject/course on the basis of her performance in other subjects/courses being studied during the respective semester.
 - ii. In case of Final Term Examinations, if the student so desires, she shall be given another chance as a special case to take the Examination in that subject/course and no examination fee shall be charged from the student.
 - iii. In case of Internal Assessment, if the student so desires, she shall be given another chance as a special case to take the Makeup Assessment in that subject/course in the same academic session.
- 1.18.2 In case the student opts for special chance to re-appear in the Internal Assessment/Final Term Examinations, this will not affect her eligibility of Academic Distinction.
- 1.18.3 The Probe Committee to determine the cause and condition of damage to answer books shall comprise of senior most professor of concerned department, Director Students Affairs and will be headed by Controller of Examinations.
- 1.18.4 The findings and decision of Probe Committee shall be presented to Vice Chancellor for final approval.



1.19 MATTERS RELATED WITH CONVOCATION

- 1.19.1 In case the result of any student is not notified by the Controller of Examinations until One month before University Convocation date, she may not be awarded Degree on that Convocation.
- 1.19.2 The Medals, Roll s of Honour and other certificates shall be issued to the students after these have been formally conferred in the Convocation,
- 1.19.3 The Degrees will be issued to the students at the time of Convocation. However, a student can apply for issuance of "Degree before Convocation/Urgent Degree", after submission of prescribed fee.
- 1.19.4 "Degree before Convocation / Urgent degree" shall be issued upon the request of a student on the payment of Rs. 20,000/- along with the University clearance proforma submitted to the Examination Office through proper channel.
- 1.19.5 Duplicate Degree may be issued to a candidate in case the original degree is lost or damaged. The candidate has to apply to the Controller of Examinations for the issuance of duplicate degree along with the relevant documentary proof and submission of prescribed form and fee.
- 1.19.6 The Duplicate Degree shall not be signed by the Chancellor.
- 1.19.7 In case of change or correction in the name/ fathers name of candidate, the matter shall be discussed and decided in the Name Correction Committee consist of (Controller of Examinations, Director Student Affairs, Director Quality Enhancement Cell & Dean) and after due approval a revised degree shall be issued. The candidate shall has to apply to the Controller of Examinations for the issuance of revised degree along with the relevant documentary proof and submission of prescribed form and fee.
- 1.19.8 In case a student has lost her Gold medal/Roll of Honour/Certificate of Distinction/Certificate of Merit, she shall not be issued duplicate Medal/Roll of Honour/Certificate of Distinction/Certificate of Merit. In such cases a certificate to the fact that she was awarded a Medal/Roll of Honour/Certificate of Distinction/Certificate of Merit shall be given, if she duly applies for that along with relevant documentary proof.

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1.20 STUDENT GRIEVANCES AGAINST ANY ASSESSMENT/ EVALUATION

- 1.20.1 A Committee shall be constituted by the Vice Chancellor to address student's grievances about assessment/ evaluation of any course. It shall comprise of two senior faculty members of the University, Chairperson of respective department and will be headed by the Dean of the respective faculty/ Nominee of Vice Chancellor. The Controller of Examinations shall be the secretary of the committee.
- 1.20.2 In case the grievance of student is against the Chairperson of the respective department, then the second senior most faculty member of the department shall be part of the grievance committee in lieu of chairperson.
- 1.20.3 In case the grievance of student is against the Dean of concerned faculty, then Vice Chancellor shall chair the committee.
- 1.20.4 A student may approach the respective chairperson for a grievance about assessment/ evaluation of any course within a week of the receipt of the grade. The chairperson shall forward the case to the committee. It shall be mandatory for the Committee to hear both sides (student and course instructor) and shall give a final decision within a week.
- 1.20.5 The Committee can check randomly few papers of the Final Term Examinations to ascertain uniformity of scoring and coverage of course contents.
- 1.20.6 If a student is not satisfied by the decision of the Committee, she can submit her appeal to the Vice Chancellor within a week after the decision of the Committee.
- 1.20.7 No appeal shall lie against the decision of the Vice Chancellor.

1.21 PROBATION

- 1.21.1 In BS/ BBA program a student acquiring less than 2.00/4.00 CGPA but more than 1.50/4.00 CGPA in a semester will be promoted with the condition to achieve more than 2.0 CGPA in the next semester and she will be put on probation for the next semester.
- 1.21.2 There shall be maximum two academic probations in BS/ BBA degree program. Both the probations cannot be granted/ availed in first four semesters. A student who is on probation 2nd time even after attending summer semester in first four semesters shall be

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removed from rolls of university. However, she can take re-admission only once during BS degree program.

1.21.3 In BS/ BBA Lateral Entry program, there shall be only one academic probation in complete degree program.

1.21.4 In MS/M. Phil./ MBA Program a student who scores CGPA between 2.00 and 2.50 in a Semester; may be conditionally promoted to the next semester and she shall be placed on probation.

1.21.5 There shall be only one academic probation in MS/M. Phil./ MBA degree program.

1.21.6 In case she fails to score at least 2.50 CGPA in the Semester of Probation, she shall have to get Re-admission in the Course Work, provided she has not debarred.

1.21.7 A student shall not be allowed to register her thesis during probation.

1.22 STUDENT ADVISORY COMMITTEE FOR EXAMINATION

1.22.1 A Student Advisory Committee shall be constituted in each department, comprising of Examination Coordinator and respective faculty members.

1.22.2 The Advisory Committee shall review the result of students of respective department and shall advise the students about choice of repeat courses, semester break etc.

1.23 DEPARTMENTAL RESEARCH COMMITTEE (DRC)

1.23.1 All research related activities in the department will be monitored by a Departmental Research Committee (DRC).

1.23.2 The DRC will include Chairperson, all Professors and Associate Professors, one most senior Assistant Professor/Lecturer (holding Ph.D./M.Phil./MS degree). In the departments where there is no Professor/Associate Professor, DRC will be constituted by the Vice Chancellor on the recommendation of Dean of the faculty.

1.23.3 Functions of the DRC are to:

- i. Conduct the departmental entry test and interviews at the time of admission.
- ii. Examine and approve project of each student for Research Proposal/ synopsis preparation.
- iii. Appointment of Internal Examiner (Supervisor) to each student.

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- iv. Periodically assess progress of the research students.
- v. Conduct preliminary evaluation of the dissertation of a scholar as per University guidelines.
- vi. Review the report submitted by the external examiner and to ensure that the necessary amendments have been made as recommended.
- vii. Take up/consider any other research related matter.

1.24 INSTITUTIONAL REVIEW BOARD (IRB)

1.24.1 The IRB is an administrative body established to protect the rights and welfare of humans/animals participating as research subjects, both in advance and by Semester Wise review, in research activities conducted under the auspices of RWU.

1.24.2 The IRB:

- a. Have at least five members with varying backgrounds to promote complete and adequate review of research synopsis/proposal planned by RWU faculty and/or students.
- b. Is not comprised of either all male or all female members,
- c. Is not comprised of members who represent only a single department.
- d. Has at least one member from all faculties of RWU.
- e. Director QEC of RWU or his/her nominee not below the rank of Additional Director QEC.
- f. Director ORIC of RWU or his/her nominee not below the rank of Additional Director ORIC. He/she shall also be the Director of IRB.
- g. May have several consultants who advise/ assist IRB on special invitation, if the board does not have the appropriate expertise to review a research study.
- h. May have at least one member who will represent the perspective of research participants.

1.24.3 The Dean of respective faculty will chair the IRB.

1.24.4 The IRB Chair and IRB Director with consultation of Vice Chancellor are responsible for selecting members to serve on the IRB.

1.24.5 The members of IRB, other than ex-officio members shall be appointed for a period of three years.

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- 1.24.6 The quorum for the meeting of IRB shall be one half of the total number of members, a fraction being counted as one.
- 1.24.7 When reviewing research IRBs are guided by the following APA's five General Principles of Ethics that are fundamental to human/animal subject protection:
- Principle A: Beneficence and Nonmaleficence
 - Principle B: Fidelity and Responsibility
 - Principle C: Integrity
 - Principle D: Justice
 - Principle E: Respect for People's Rights and Dignity

2. EXAMINATION REGULATIONS FOR BS PROGRAM (SEMESTER SYSTEM)

2.1 PROGRAM BREAKUP

- 2.1.1 BS/ BBA program shall be divided into four academic years (named as Year-I, Year-II, Year-III, and Year-IV).
- 2.1.2 Each academic year shall be divided into Two Semesters (Fall & Spring).
- 2.1.3 Each semester shall be of 18 weeks duration, comprising of 16 weeks for teaching and 02 weeks of Mid Term Examinations & Final Term Examinations.
- 2.1.4 There shall be Semester Break of at least One week between two Semesters.
- 2.1.5 The maximum duration allowed to a student for the completion of BS Degree is Six years. However, in exceptional cases, an extension of ONE more year may be granted, after recommendation of respective Dean and approval of Academic Council. *In case of CS/IT the maximum duration allowed to a student for the completion of BS Degree is Seven Years w.e.f. Fall-2023 Batch onwards (Addition vide Notification No. RWU/R/06/851 dated: 8th May, 2025).*
- 2.1.6 The Course Load allowed for a Regular Student in a Regular Semester shall be between a minimum of 15 credit hours and a maximum of 21 credit hours as per HEC/Accreditation Council.



- 2.1.7 In case of repeating failed/ dropped course, a student can take maximum ONE extra course of up to 03 credit hours during regular semester.
- 2.1.8 If a student wants to improve grade C or D, she is allowed to repeat maximum FIVE (05) courses to improve her grade, after the submission of course registration fee.
- 2.1.9 A student can improve a course only in summer semester or in 9th or 10th semester after submitting prescribed fee.
- 2.1.10 The students shall be required to get registered for any repeat course within one week of the start of Semester. No student shall be allowed to add/ drop any course after the end of second week of semester.
- 2.1.11 A student has to score at least 2.00/4.00 CGPA at the end of program for the award of Degree.

2.2 ASSESSMENT FORMAT FOR BS PROGRAM

- 2.2.1 Mid Term Examinations/ Quizzes/ Assignments/ Project etc. given by the respective teacher to the students in a Semester shall be called **Internal Assessment**.
- 2.2.2 The weightage of marks for each **theory course** in a Semester shall be as under:

i.	Internal Assessment	
	a. Mid Term Examinations	25%
	b. *Sessional Work	25%
ii.	Final Term Examinations	50%
	Total	100%

*The course instructor shall be responsible for allocation of sessional work (i.e. quizzes/ assignments/ presentations/ class assessment etc.) and shall inform the students about the allocation at the start of each semester.

- 2.2.3 The weightage of marks for each **Lab/Practical course** in a Semester shall be as under:

i.	Internal Assessment	
	a. Mid Term Examinations	50%
ii.	Final Term Examinations	50%
	Total	100%

2.3 MID TERM EXAMINATIONS

- 2.3.1 Mid Term Examinations shall be conducted by the respective course instructor in coordination with respective Chairperson and Controller of Examinations during Mid of Semester.
- 2.3.2 Duration of Mid Term Examinations will be one (01) to two (02) hours.
- 2.3.3 Question Paper, Date Sheet & Duty Roster must be submitted to Examination Office at least one week before the commencement of Mid Term Examinations.
- 2.3.4 The record of question papers/ marked answer books for Mid Term Examinations/ Assignments / Quizzes/ Projects etc. for internal assessment shall be preserved by the respective Department for at least two years after the course is taught at the department.

2.4 FINAL TERM EXAMINATIONS

- 2.4.1 There shall be a Final Term Examinations for each course at the end of each Semester covering the whole prescribed syllabus.
- 2.4.2 The Final Term Examinations shall be conducted by the Controller of Examinations through Chairperson of respective department.
- 2.4.3 The schedule of Final Term Examinations (Theory/ Practical) shall be prepared and notified by the respective Chairperson of the department, within the dates specified by the Controller of Examinations.
- 2.4.4 Duration of Final Term Examinations will be three (03) hours.
- 2.4.5 No grace marks shall be awarded to the students.
- 2.4.6 The teachers will develop one (01) set of question papers for each course (*Amended vide Notification No. RWU/R/06/852 dated: 8th May, 2025*).
- 2.4.7 The question papers will be submitted to Examination office one week before the commencement of Final Term Examinations (*Amended vide Notification No. RWU/R/06/852 dated: 8th May, 2025*).



- 2.4.8 The Attendance Sheet, Final Award List, Question Paper and Answer Books of Final Term Examinations shall be collected by the Coordinator/ Instructor of the respective Department, on the day of Examination.
- 2.4.9 The Course Instructor shall mark the Answer Books and Controller of Examinations shall assign letter grades to the comprehensive scores according to the prescribed guidelines.
- 2.4.10 The Final Award List (System Generated) for each course shall be submitted by the concerned course instructor through Chairperson of Department within three to five working days (depending upon the circumstances) from the conduction day of Examination along with the Marked Answer Books, Attendance Sheet of students and copy of question paper of Final Term Examinations in Examination Office.
- 2.4.11 The result once submitted by the respective course instructor to the Controller of Examinations shall not be revised, until the revision is recommended by the respective Chairperson and approved by the Vice Chancellor.
- 2.4.12 To pass a course, student must obtain 50% marks in aggregate of Internal Assessment and Final Term Examinations.
- 2.4.13 Final result will be announced by the Controller of Examinations.
- 2.4.14 The Controller of Examinations shall be responsible for the compilation and notification of the result of each Semester within 10 days.
- 2.5 GENERAL CRITERIA FOR QUALIFYING SEMESTER/DEGREE**
- 2.5.1 A student shall pass a course if she scores at least 50% marks in the Internal Assessment and Final Term Examinations combined.
- 2.5.2 At the end of each semester, a student must obtain a minimum Cumulative Grade Point Average (CGPA) of 2.00/4.00 to be promoted to the next semester.
- 2.5.3 The students acquiring less than 2.00/4.00 CGPA but more than 1.50/4.00 CGPA in a semester will be promoted with the condition to achieve more than 2.00 CGPA in the next semester and she will be put on probation for the next semester.



- 2.5.4 Students acquiring CGPA less than 2.00/4.00 CGPA in any two semesters during first four semester of program OR in any two semesters during last four semesters of the program shall be dropped from university rolls. However, she will be eligible to seek re-admission if dropped after first probation.
- 2.5.5 In case a student is unable to obtain CGPA of 1.50, shall stand automatically dropped from the rolls. However, she will be eligible to seek re-admission if her CGPA is at least 1.20.
- 2.5.6 Re-admission will be allowed only once during BS/ BBA degree program. Re-admission will be allowed after the payment of full admission fee. Student shall be required to repeat all the courses (either pass or fail) of that semester on the basis of which she was dropped. *The courses of dropped semester with C and above grades, shall be considered and accepted upon the recommendation of the Controller of Examinations w.e.f. Fall-2023 Batch onwards (Addition vide Notification No. RWU/R/06/851 dated: 8th May, 2025).*
- 2.5.7 During the degree program, a student is required to repeat all the courses in which she had failed in the previous semesters.
- 2.5.8 Whenever a student gets an “F” grade, she has to repeat the course whenever offered by concerned office. The student shall be registered for that course on request of student and respective department.
- 2.5.9 The student, who has been dropped from a particular course due to short attendance, will have to repeat the course and take classes when it will be offered next time. Whereas a student who has failed because of short of marks will only reappear in the Mid Term Examinations & Final Term Examinations and submit all Sessional Work.
- 2.5.10 If a student gets grade C or below, she is allowed to repeat maximum FIVE (05) courses, after the submission of course registration fee to improve her grade.
- 2.5.11 A student who wants to improve her grade must submit the following to the Controller of Examinations:
- a. An application to improve the grade clearly mentioning the subject, verified by the Chairperson of the respective department and recommended by Dean of the respective faculty.

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b. Proof of fee submission for grade improvement.

- 2.5.12 In case a student repeats one or more course(s) in order to improve the grade and fails to improve the grade, then the grade scored previously by the student shall be retained.
- 2.5.13 A student who completes all the courses, obtains CGPA of less than 2.00 but not less than 1.90 at the end of the 8th semester of BS program, may be allowed to repeat one or more course(s) in which she had obtained the lowest grades, in order to improve the CGPA, so as to obtain the minimum of 2.00, failing which she shall not be awarded degree and removed from the rolls of the university.
- 2.5.14 In case of CGPA Improvement 'IMP' shall be recorded on the transcript.
- 2.5.15 There will be maximum two academic probations in BS/BBA degree program. Both the probations cannot be granted / availed in first four semesters. A student who is on probation 2nd time even after attending summer semester in first four semesters OR in last four semesters shall be removed from rolls of university. However, she can take re-admission only once during BS/BBA degree program.
- 2.5.16 In exceptional cases with documentary proof of valid reason / excuse, the period of study may be extended for one additional year (Two Semesters) in all university programs after recommendation of the respective Dean and approval of the Academic Council. The students who have been given the right to extend the duration of study for one additional year are required to pay new registration fee along with normal fee for that academic year. The student(s) who will not complete studies within stated periods including extension shall be struck off from the rolls of the university.
- 2.5.17 A student, who remains absent or fails to qualify all the courses of a semester, shall not be allowed to continue in the next semester. Such student may be allowed to rejoin the same semester along with the following session only, subject to the maximum length of the program.



2.6 RESEARCH PROJECT / FINAL YEAR PROJECT

2.6.1 A research project/ Final Year Project is offered in the last two semesters of the academic program according to the following criteria:

- i. A Research Project/ Final Year Project is compulsory for all students in BBA, Media and Communication Studies, Psychology/CS, IT departments.
- ii. The department in which research project is not compulsory for all students may offer research project to the students whose CGPA is at least 3.00 with no repeat course in any semester.

In order to enhance the Research Culture at RWU, students may opt for the Research Projects irrespective of CGPA limitation w.e.f Fall-2024 (Added vide Notification No. RWU/R/06/851 dated: 8th May, 2024)

2.6.2 If opted by the student, the project will be evaluated at the end of the last semester. Her second last semester transcript will carry "IP - In progress" grade for this component. After evaluation in the final semester the awarded marks will be equally allocated to the transcripts of the last two semesters.

2.6.3 Each student will work under the supervision of a supervisor (preferably holding a Doctorate or M.Phil./MS. Degree along with minimum five (05) years relevant research/teaching/ professional experience after getting M. Phil./MS on approval of the DRC.

2.6.4 The DRC shall also take approval of IRB for the Topic and Research Proposal of Research Project.

2.6.5 The Topic and Research Proposal of Research Project along with the name of Supervisor shall be approved by the DRC at the beginning of semester VII and the students shall have to submit the Research Project within one month after the last day of Final Term Examinations of Eighth Semester.

2.6.6 In case, a student fails to submit the Research Project within the stipulated time due to some genuine problem, an extension of maximum Three months can be granted, subject to the maximum length of the program. The applications of such students shall be forwarded by the Chairperson of the respective Department to the Controller of Examinations, who shall notify the extension, provided she is not debarred under regulation 2.1.5.

- 2.6.7 In case a student fails to submit the Research Project even after availing the extended period, she shall be declared fail in Research Project. Such student shall be asked to submit her Research Project after next Semester, subject to maximum length of the program, failing which her candidature shall be cancelled. All the necessary University dues shall be payable up till the submission of Research Project.
- 2.6.8 A student shall submit at least Three Copies of the Research Project (in strip/ tape binding) to the Controller of Examinations through the Chairperson of the respective department. The Controller of Examinations shall forward these to the External Examiner.
- 2.6.9 The External Examiner(s) will be appointed by the Vice Chancellor on the recommendation of the DRC of respective department from a list of at least 03(three) proposed examiners approved by the respective BOS.
- 2.6.10 Before the Research Project is submitted to the Chairperson of the respective department, the Supervisor must certify that:
- i. It meets the minimum standard.
 - ii. The plagiarism test (using the software provided by Higher Education Commission) has been conducted with a similarity index of **at most 19% overall as well as at most 5% from a single source** (HEC rule)
 - iii. Review report by IRB is attached.
- 2.6.11 A Board of Examiners consisting of Internal Examiner, External Examiner(s) and Convener (Chairperson of respective department) shall evaluate the Research Project in a Viva Voce (Oral Examination). In case the Research Project does not meet the minimum standards, the Board may recommend revision and one time re-submission of the Research Project.
- 2.6.12 The Board of Examiners shall evaluate the thesis in Viva Voce of the student. A student should score at least 50% marks for the approval of the Research Project. The Board may recommend a revision and one-time re-submission the Research Project in case the Research Project is not up to the standard.
- 2.6.13 The student shall be informed in writing by chairperson of respective department about the changes she has to make in the Research Project and shall be directed to re-submit, within Two months of declaration of the result, along with prescribed fee.



- 2.6.14 The student shall resubmit the Research Project to the Controller of Examinations through Chairperson of the respective Department after making the changes proposed by the Board of Examiners within one month, along with prescribed fee.
- 2.6.15 In case the Re-submitted Thesis is again rejected by the Board of Examiners, no further chance will be given and her enrolment shall be cancelled.
- 2.6.16 The award list of the student's performance in Viva Voce duly signed by the Board of Examiners shall be sent to the Controller of Examinations for Result Notification.
- 2.6.17 The cover of the final copy of Research Project should be "NAVY BLUE" and hardbound.
- 2.6.18 The Research Project, which is accepted after evaluation, shall become the property of Rawalpindi Women University, Rawalpindi.
- 2.6.19 Four/Five copies of the final hard-bound dissertation be submitted to the DRC for distribution as follows:
- i. One for Central Library
 - ii. One for Departmental Library
 - iii. One each for the Supervisor and Co-Supervisor (if any)
 - iv. One to be returned to the student after being duly signed by the concerned members.

2.7 DEGREE REQUIREMENTS

- 2.7.1 For the completion of Degree, a student has to complete 130 to 140 credit hours study, out of which 06 Credit Hours are of Research Project*/ Final Year Project, subject to the passing of all the courses offered by the University for the particular Program.
- 2.7.2 She has to score at least 2.00/4.00 CGPA at the end of program for the award of Degree.

** Research Project may be of three (03) credit hours for the intake of students from Fall-2019 to Fall-2021.*

2.8 ACADEMIC DISTINCTION

- 2.8.1 Gold/Silver Medal shall be awarded to the students in each department who have secured first and second positions in the list of the successful students; provided that they have scored at least 3.70 CGPA and passed the Final Term Examinations of all Semesters in first chance offered by the University. The Re-admission cases in the same or revised courses or new

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courses leading to the change of nomenclature of the Degree or cases of Semester Break/ Probation/ Marks Improvement/ Extension in Research Project/ Project/Internship Report shall not be considered for the award of Medal/Position.

- 2.8.2 Academic Certificate of Distinction shall be awarded to the graduate(s) in each department who get Third and fourth positions provided that they have scored at least 3.70 CGPA and passed the Final Term Examinations of all Semesters in first chance offered by the University. The Re-admission cases in the same or revised courses or new courses leading to the change of nomenclature of the Degree or cases of semester Break/ Probation/Marks Improvement/ Extension in Research Project/ Project/ Internship Report shall not be considered for the award of Academic Certificate of Distinction.
- 2.8.3 The positions shall be determined on the basis of CGPA. In case more than one student scored same CGPA than position shall be determined on the basis of percentage marks obtained by the student.
- 2.8.4 Academic Rolls of Honour shall be awarded to all the graduates of RWU, who completed their Degree with at least 3.70 CGPA, provided they have passed the Final Term Examinations of all Semesters in first chance offered by the University. The Re-admission cases in the same or revised courses or new courses leading to the change of nomenclature of the Degree or cases of Semester Break/ Probation/ Marks Improvement/ Extension in Research Project shall not be considered for the award of Academic Rolls of Honour.



3. EXAMINATION REGULATIONS FOR MS/MPhil/MBA PROGRAM

3.1 PROGRAM BREAK UP

- 3.1.1 MS/ M.Phil./MBA Program shall be of two-year duration, divided into FOUR semesters.
- 3.1.2 Each academic year shall be divided into Two Semesters (Fall & Spring)
- 3.1.3 Each semester shall be of 16 to 18 week duration, comprising of 16 weeks of teaching excluding Examinations.
- 3.1.4 There shall be Semester Break of at least One week between two Semesters.
- 3.1.5 There shall be Course Work of at least 24 Credit Hours for MS/M.Phil. degree program.
- 3.1.6 There shall be a Thesis of 26 Credit Hours for MS/M. Phil. degree program.
- 3.1.7 A minimum Course Load of 9 Credit hours and a maximum Course Load of 12 Credit hours shall be allowed for a Regular Full time Student in a Semester of MS/M.Phil. Program as per HEC/ Accreditation Council policy.
- 3.1.8 Course Load for a Regular Full time Student of MBA program shall be as per National Business Education Accreditation Council (NBEAC) policy.
- 3.1.9 In case of repeating failed/ dropped course, a student can take maximum ONE extra course of up to 03 credit hours during regular semester.
- 3.1.10 The students shall be required to get registered for any repeat course within one week of the start of Semester. No student shall be allowed to add/ drop any course after the end of second week of semester.
- 3.1.11 The maximum duration for a student to complete the MS/M.Phil. /MBA Degree shall be FOUR years or consecutive regular 08 semesters from the date of first Admission (*Amended vide Notification No. RWU/R-Acd/07/61-A dated: 13th Jan, 2025*).
- 3.1.12 For the completion of MS/ M. Phil. Degree, a student has to complete 50 credit hours, out of which 26 Credit Hours shall be of Thesis, subject to passing all the courses offered by the University during the Program.
- 3.1.13 For the completion of MBA (Non-Business/Business) Degree, a student has to complete 60/30 credit hours, out of which 06 Credit Hours shall be of Thesis, subject to passing all the courses offered by the University during the Program.

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3.1.14 The time duration to complete the coursework for the MS/M.Phil. /MBA Program shall be two years from the date of first Admission (Amended vide Notification No. RWU/R-Acd/07/61-A dated: 13th Jan, 2025).

3.1.15 A student has to score at least 2.50/4.00 CGPA at the end of program for the award of Degree.

3.2 ASSESSMENT FORMAT FOR MS/MPhil.

3.2.1 Quizzes/ Assignments/ Projects etc. given by the respective teacher to the students in a Semester shall be called **Internal Assessment**.

3.2.2 The weightage of marks for each theory course in a Semester shall be as under:

i.	Internal Assessment *	50%
ii.	Final Term Examinations	50%
Total		100%

*The course instructor shall be responsible for allocation of sessional work for internal Assessment (i.e. quizzes/ assignments/ presentations/ class assessment etc.) and shall inform the students about the allocation at the start of each semester.

3.3 FINAL TERM EXAMINATIONS

3.3.1 There shall be a Final Term Examinations at the end of each Semester covering the whole prescribed syllabus for each course.

3.3.2 The Final Term Examinations shall be conducted by the Controller of Examinations in coordination with the Chairperson of the respective department.

3.3.3 The schedule of Final Term Examinations shall be prepared and notified by the respective Chairperson of the department within the dates specified by the Controller of Examinations.

3.3.4 Duration of Final Term Examination will be three (03) hours.

3.3.5 The instructor will develop one (01) set of Question papers for each course (*Amended vide Notification No. RWU/R/06/852 dated: 8th May, 2025*).



- 3.3.6 The question paper will be submitted to Examination Office one week before the commencement of Final Term Examination (*Amended vide Notification No. RWU/R/06/852 dated: 8th May, 2025*).
- 3.3.7 The Attendance Sheet, Final Award List, Question Papers and Answer Books of Final Term Examinations shall be collected by the Coordinator/Instructor of the respective Department, on the day of Examination.
- 3.3.8 The Course Instructor shall mark the Answer Books and Controller of Examinations shall assign letter grades to the comprehensive scores according to the prescribed guidelines.
- 3.3.9 The Final Award Lists (System Generated) duly signed by course instructor and chairperson of respective department should be submitted to the Examinations Office by course instructor through Chairperson of the respective department within three to five working Days (depending upon the circumstances) from the conduction day of the Examination along with the Marked Answer Books, Attendance Sheet of students and copy of question paper of Final Term Examinations in Examination Office.
- 3.3.10 The result once submitted by the respective course instructor to the Controller of Examinations shall not be revised, until the revision is recommended by the respective Chairperson and approved by Vice Chancellor.
- 3.3.11 To pass a course, student must obtain 60% marks in aggregate of Internal Assessment and Final Term Examinations.
- 3.3.12 Final Result shall be announced by the Controller of Examinations.
- 3.3.13 The Controller of Examinations shall be responsible for the compilation and notification of the result of each Semester within 15 days after receiving from the department.
- 3.4 GENERAL CRITERIA FOR QUALIFYING A SEMESTER**
- 3.4.1 A student shall pass a course if she scores at least 60% marks in Internal Assessment and Final Term Examinations combined.
- 3.4.2 A student, who was eligible to appear in the Final Term Examinations of course(s) of any semester, but fails to appear in Internal Assessment and/or in Final Term Examinations of any course(s) and/or does not have at least 60% marks in Internal Assessment and Final



Term Examinations combined, shall be awarded "F" grade in that course. Such student shall have to get herself enrolled for repeating the said course(s) in the forthcoming semesters and shall be allowed to appear in all the Assessments (Internal as well as Final Term Examinations) given by the respective course instructor.

- 3.4.3 No grace marks shall be awarded to the students.
- 3.4.4 A student, who fails to score a minimum of 2.00 CGPA at the end of any Semester, she shall have to get Re-admission in the Course Work, provided she is not debarred under Regulation 3.1.11.
- 3.4.5 A student who scores CGPA between 2.00 and 2.50 in a Semester; may be conditionally promoted to the next semester and she shall be placed on probation.
- 3.4.6 In case she fails to score at least 2.50 CGPA in the Semester of Probation, she shall have to get Re-admission in the Course Work, provided she has not debarred under Regulation 3.1.11.
- 3.4.7 A student who scores "F" grade in any course(s) in a Semester, shall have to repeat the respective course(s) along with the forthcoming semesters when these courses are offered by the University, provided that she is not debarred under Regulation 3.1.11.
- 3.4.8 Re-admission in Course Work is allowed only Once.
- 3.4.9 A student who gets re-admission in the Course Work shall get exemption for the courses which she has qualified with grade C & above Grade. The students will be registered for the thesis in the 3rd semester, concurrently with their coursework (*Amended vide Notification No. RWU/R-Acd/07/61-A dated: 13th Jan, 2025*).

The Courses of dropped semester with C & above Grade, shall be considered and accepted upon the recommendation of the Controller of Examination w.e.f Fall-2023 Batch onwards (Addition vide Notification No. RWU/R/06/851 dated: 8th May, 2024).



- 3.4.10 A student can be given only one chance to improve a course with grade less than B in a Semester. The improvement is only possible by repeating the course(s) along with the forthcoming semester which offers the course(s), provided that she is not debarred under Regulation 3.1.11.
- 3.4.11 A student can repeat maximum of TWO courses, after the submission of course registration fee, in order to improve the grade.
- 3.4.12 In case a student repeats one or more course(s) in order to improve the grade and fails to improve the grade, then the grade scored previously by the student in this course(s) shall be retained.
- 3.4.13 A student, who has completed her Degree but want to improve her CGPA, can be given only one chance to repeat course(s) which she has qualified with grade less than B along with the semester which offers the said course(s), within FOUR years of completion of her Degree. In case such student fails to improve the grade, then the grade scored previously shall be retained.
- 3.4.14 In case of CGPA Improvement 'IMP' shall be recorded on the transcript.

3.5 THESIS FOR MS/M. PHIL. /MBA DEGREE

- 3.5.1 A Thesis of 26 credit hours shall be offered in MS/M. Phil. program and a Thesis of 06 credit hours shall be offered in MBA program.
- 3.5.2 During second semester the student(s) having at least 2.50/4.00 CGPA shall be allowed to submit their areas of interest for thesis research to their respective Chairperson. In response, respective department shall convene a meeting of Departmental Research Committee (DRC) to allot supervisors to the student(s) for developing their research proposal/synopses.
- 3.5.3 A student shall not be allowed to register her thesis during probation.
- 3.5.4 Each student shall be assigned one supervisor. A co-supervisor shall be allowed in some cases. The supervisor/co-supervisor from other universities shall only be approved if and only if RWU does not have instrumental facilities in laboratories or subject specialist



among its existing faculty members for appointing as supervisor/co-supervisor for a particular subject. In case a supervisor/co-supervisor is opted from other university:

- i. The supervisor/co-supervisor to be appointed must provide NOC from his/her parent university
- ii. The Chairperson of respective department shall inform to Board of Advanced Studies and Research (BASR) with justification.

3.5.5 A student is required to submit the title of the research proposal/synopsis for MS/M.Phil./MBA thesis through the Chairperson of the respective department to the BASR before the end of the 3rd semester (*Amended vide Notification No. RWU/R-Acd/07/61-A dated: 13th Jan, 2025*).

3.5.6 The DRC shall scrutinize the research proposal/synopsis. The DRC will also take approval of IRB before forwarding the research proposal/synopsis to BASR. These research proposal/synopsis will be placed before the BASR whose meeting(s) will be held at least twice a year. The BASR may approve the synopsis with or without modifications or refer them back to the respective DRC for reconsideration or reject them. The BASR may invite the supervisor or the student concerned to defend the research proposal/synopsis

3.5.7 The duly approved titles of Thesis and names of Supervisors and Co-Supervisors (if any) by BASR shall be notified by the Registrar Office, under intimation to the Office of Controller of Examinations and respective Department.

3.5.8 (i) The MS/M.Phil./MBA degree shall be awarded by the universities not before the completion of 02 years or Four (04) regular semesters and not after completion of four (04) years or eight (08) regular semesters, save exceptions mentioned in clause (ii).

(ii) In case a student is unable to secure an MS/.M.Phil./MBA within the prescribed timeframe and claims for an extension in duration, the university may constitute an appropriate authority and determine the causes of the delay. In the event of force majeure (i.e., delay on account of circumstances beyond the control of the student), the university may grant an extension in the period of award of MS/M.Phil./MBA degree following the duration limiting factor(s) and shall also take corrective measures in case the delay is caused



by process or administrative reasons (*Amended vide Notification No. RWU/R-Acd/07/61-A dated: 13th Jan, 2025*).

- 3.5.9 Any change in the synopsis after approval shall not be allowed; however, as a special case, a student on the recommendation of the Supervisor shall seek provisional approval of chairperson of respective department to make 40% changes in synopsis and/or title. The chairperson of the respective department shall submit the changes to BASR within two (02) weeks who will then seek approval of Vice Chancellor.
- 3.5.10 In case a student fails to submit the Thesis within the stipulated time, her candidature shall be cancelled by the Registrar Office.
- 3.5.11 The student of the MS/M. Phil. /MBA shall submit a Semester Wise review report on prescribed Proforma, to her supervisor.
- 3.5.12 The supervisor shall then submit a Semester Wise progress report of the MS/M. Phil./MBA Student, on prescribed Proforma, to the Dean of respective faculty through Chairperson of the respective Department.
- 3.5.13 In case of adverse report, the student shall be immediately asked in writing by the Dean of respective faculty to show the required progress within ONE month of the adverse report.
- 3.5.14 In case of two consecutive adverse report by the supervisor, her case would be referred to BASR by Chairperson of the respective Department through respective Dean for **Cancellation** of her MS/M.Phil./MBA registration.
- 3.5.15 In case of any change in the title/ research proposal of the Thesis/ Supervisor, the procedure outlined in 3.5.6 and 3.5.7 shall be followed.
- 3.5.16 The date for the submission of thesis shall be notified by the Controller of Examinations.
- 3.5.17 Before the submission of thesis, the student should have:
 - i. Passed all the courses offered by the Department with at least 2.50 CGPA.
 - ii. Given a presentation of her work before the faculty members and the post-graduate students.



- 3.5.18 The Chairperson of the respective Department, in consultation with the Supervisor of the student, shall forward a panel of at least Three External Examiners for Thesis, duly recommended by the Board of Studies of the respective Department and approved by the BASR, to the Controller of Examinations, who shall appoint the External Examiner(s) for the student after due approval of the Vice Chancellor.
- 3.5.19 A student shall submit at least Three (03) copies of the thesis (In strip/Tape binding) to the Controller of Examinations, according to the format approved by the University, through Chairperson of respective department. The Controller of Examinations shall immediately send a copy of the thesis to the External Examiner(s) for evaluation
- 3.5.20 Before the Thesis is submitted, Supervisor must certify that:
- i. The certificate duly signed by Director Library that the plagiarism test, using the software provided by Higher Education Commission, has been conducted.
 - ii. The authenticated report by focal person assigned by the Vice Chancellor that the similarity index (excluding literature cited/bibliography/references) is at most 19% overall as well as at most 5% from a single source (HEC rule) is attached.
 - iii. The certified/approved review report by IRB is attached.
- 3.5.21 The External Examiner(s) shall examine the thesis in detail to evaluate the suitability of the thesis for the award of MS/M.Phil. / MBA Degree to the student and will be invited to conduct the Viva Voce by the Controller of Examinations through Chairperson of respective department.
- 3.5.22 The student has to appear in person in the Viva Voce in order to defend her Thesis at The Rawalpindi Women University, Rawalpindi.
- 3.5.23 The Board of Examiners for thesis Viva Voce shall comprise of the Chairperson of the Department, the Internal Examiner and the External Examiner(s).
- 3.5.24 The Board of Examiners shall evaluate the thesis in Viva Voce of the student. A student should score at least 60% marks for the approval of the thesis. The Board may recommend



a revision and one-time re-submission of the thesis in case the thesis is not up to the standard.

- 3.5.25 The student and her supervisor should be informed in writing by the Chairperson of the respective Department about the changes; she has to make in the thesis within 15 days after the conduct of Viva Voce.
- 3.5.26 The student shall resubmit the thesis to the Controller of Examinations through Chairperson of the respective Department after making the changes proposed by the Board of Examiners within one month, along with prescribed fee.
- 3.5.27 In case the Re-submitted Thesis is again rejected by the Board of Examiners, no further chance will be given and her enrolment shall be cancelled.
- 3.5.28 The award list of the student's performance in Viva Voce duly signed by the Board of Examiners shall be sent to the Controller of Examinations for Result Notification.
- 3.5.29 The cover of final copy of Thesis should be "DARK GREEN" and hard bound.
- 3.5.30 The thesis, that has been accepted, shall become the property of the Rawalpindi Women University, Rawalpindi. Hard and Soft copy of the Thesis shall be placed in the University Library.
- 3.5.31 The matters related with publication/ patent of any discovery/ formulation/ invention shall be dealt in accordance with approved relevant Policy of the University.

3.6 ACADEMIC DISTINCTION

- 3.6.1 Academic Rolls of Honour shall be awarded to all the graduates of RWU who completed their Degree with at least 3.50 CGPA, provided they have passed the Final Term Examinations of all Semesters in first chance offered by the University. The Re-admission cases in the same or revised courses or new courses leading to the change of nomenclature of the Degree or cases of Semester Break/ Probation/ Marks Improvement/ Extension in Thesis shall not be considered for the award of Academic Rolls of Honour.



4. VICE CHANCELLOR'S AUTHORITY IN SPECIAL CASES

- 4.1 Notwithstanding anything contrary to these Regulations, the Vice Chancellor shall have the powers to issue orders, directions or instructions in connection with the smooth working of the affairs related to Examinations at RWU where the Rules & Regulations are silent and in cases of ambiguity or discrepancy as regards the interpretation of these Rules & Regulations, the decision of the Vice Chancellor shall be final.

Note: *The approved RWU "Examination Rules and Regulations" may be updated time to time.*

