

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

## **A PRELIMINARY**

In exercise of the powers conferred upon it by section 23 sub section 2 read with section 27 sub section V of the Lahore College for Women University Lahore Ordinance 2002 (Ordinance XLVIII of 2002) the Syndicate of the Lahore College for Women University Lahore is pleased to make the following Regulations:-

## **B SHORT TITLE AND COMMENCEMENT**

Short Title means, Examination Regulations. These Regulations shall come into force with immediate effect.

### **1. GENERAL REGULATIONS**

These Regulations shall be applicable to all the academic programs being offered at main/ sub campus of Lahore College for Women University Lahore as well as at Affiliated Institutions.

#### **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 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.
- ii. "Affiliated Institution" means an educational institution affiliated with Lahore College for Women University Lahore but not maintained or administered by it.
- iii. "ASRB" means Advanced Studies and Research Board.
- iv. "BOS" means Board of Studies for a respective department.
- v. "Chairperson" means chairperson of academic department of Lahore College for Women University Lahore.
- vi. "Controller" means the Controller of Examinations, Lahore College for Women University Lahore.
- vii. "Course" means teaching unit of a discipline to be covered within a Semester/ Academic Year 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.
- viii. "Course Instructor" means a teacher who taught a particular course to the students.

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- ix. "Credit Hours" means weight assigned to a course in term of teaching time.
- x. "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.
- xi. "CGPA" means Cumulative Grade Point Average.
- xii. "Department" means the Academic Department of Lahore College for Women University Lahore.
- xiii. "Degree" means a title awarded to a graduate, under seal of Lahore College for Women University Lahore, at the end of any program in recognition of satisfactory completion of prescribed courses of study for the particular program.
- xiv. "Examinations Coordinator" means person responsible for all matters of Examinations at departmental/ affiliated institution level. She shall be nominated by the Chairperson/ Director of respective department/ Principle of Affiliated Institution.
- xv. "Examiner" means a person who sets and marks examination to test student's knowledge or proficiency.
- xvi. "Extraordinary circumstances/ Force Majeure" means unusual situation, which is not covered under normal regulations.
- xvii. "Final Examinations" means the examinations conducted at the end of each semester, covering the whole prescribed syllabus for each course.
- xviii. "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.
- xix. "Graduate" means a student who has successfully completed the course of study and has been awarded the degree.
- xx. "GPA" means Grade Point Average.
- xxi. "Head of Department" means head of department of academic department of sub campus and affiliated institution.
- xxii. "Internal Assessment" means Mid Semester Test, Quiz, Assignment, Project etc., given to the students by the respective course instructor of each course.
- xxiii. "Main Campus" means the campus of Lahore College for Women University Lahore.
- xxiv. "Marks" means original marks obtained by the student.
- xxv. "Make-up Test" means test given to the students who have remained absent in the Internal Tests as mentioned in different Programs.

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- xxvi. "Mid Semester Test" means the tests conducted by the department concerned in coordination with office of controller of examinations during mid of the semester.
- xxvii. "ORIC" means Office of Research, Innovation and Commercialization.
- xxviii. "Plagiarism" means any act as defined in the Plagiarism policy adopted/ approved by the University.
- xxix. "Probation" means a status granted to a student whose academic performance falls below an acceptable standard.
- xxx. "Program" means a broad area of study for specific types of degree paths over a specific period of time.
- xxxi. "Progress Report" means a semester wise distributed inventory of courses taken and marks/grades earned by a student. It will be issued after each semester.
- xxxii. "QEC" means Quality Enhancement Cell.
- xxxiii. "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 main/ sub camps of Lahore College for Women University Lahore as well as at Affiliated Institutions.
- xxxvi. "Sub Campus" means sub campus of Lahore College for Women University Lahore.
- xxxvii. "Summer Semester" means a short semester of nine weeks offered during summer break.
- xxxviii. "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.

### 1.2 STATUS OF STUDENT

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

### 1.3 CODE OF EXAMINATION

- 1.3.1 All Tests and Final Examinations shall take place within the premises of Main/ Sub Campus/ Affiliated Institutions of the University.
  - 1.3.1.1 In extra-ordinary circumstances/ force majeure the Examination Centre can be created outside the premises of Main/ Sub Campus/ Affiliated Institutions of the University/ online, for the conduct of Final Examination, by the competent authority.
- 1.3.2 The medium of instructions and examination in Lahore College for Women University Lahore shall be English except in the case of Pakistani/ Regional/ Foreign/ oriental

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languages where Pakistani/ Regional/ Foreign/ oriental language may be used along with English.

- 1.3.3 The Mid Semester Test/ Quizzes/ Assignments/ Projects given to the students by their respective teachers shall be called "Internal Assessment", while the examination at the end of the Semester/Academic Year shall be called "Final Examination". The final examination shall cover the whole prescribed syllabus in each course.
- 1.3.4 The Academic Calendar shall be notified by the Controller of Examinations at the beginning of the Session.
- 1.3.5 Under normal circumstances, schedule of the Tests and Final Examinations shall be strictly adhered to. Under special circumstances, the Chairperson of the respective department/ Principle of Affiliated Institution with the approval of the Controller of Examinations/ Vice Chancellor may change the schedule of Tests and Final Examinations and notify accordingly.
- 1.3.6 The attendance of the students appeared in the Tests/ Examinations shall be collected by the Examinations Coordinator and same shall be submitted in the office of Controller of Examinations at the end of Test/ Examinations.
- 1.3.7 The record of question papers/ marked answer scripts for Mid Semester Test / Assignments / Quizzes/ Projects etc. for internal assessment shall be preserved by the respective Department for at least Two years from the date of assessment.
- 1.3.8 The record of question papers and marked answer scripts for Final Examination shall be preserved by the Office of Controller of Examinations for at least Two years from the date of assessment.
- 1.3.9 The final result for each course shall be submitted by the concerned course instructor through Chairperson of Department/ Examination Coordinator of Affiliated Institution to the Controller of Examinations within 10 working days from the last day of Examination along with the Answer Scripts of Final Examination in sealed envelope.

### **1.4 CONDUCT OF EXAMINATION**

- 1.4.1 The Invigilation Staff for each centre shall be appointed by the Controller of Examinations/ Chairperson of the respective department / Examination Coordinator of Affiliated Institution before the date fixed for the Test/ Examination.
- 1.4.2 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.

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- 1.4.3 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.
- 1.4.4 No student shall be allowed to leave the examination centre before the half time is over. If she leaves, she should handover the question paper and answer script to the invigilator of Examination Centre.
- 1.4.5 No student shall be allowed to sit in the examination centre without University or Computerized National Identity Card (CNIC).

### **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 five Professors, Chairperson of respective department/ Examination Coordinator of Affiliated Institution and Controller of Examinations shall act as secretary. The quorum of the meeting shall be half members.
- 1.5.2 The Committee shall decide the indiscipline cases relating to Examination referred to it by the Controller of Examinations.
- 1.5.3 The Invigilation Staff or any person authorized by the University 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.
- 1.5.4 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.
- 1.5.5 In case of disagreement among committee members regarding any decision, such cases shall be referred to the Vice Chancellor for final decision.

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### 1.6 INDISCIPLINE IN EXAMINATIONS

#### 1.6.1 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. possesses any kind of material/ electronic device, which may be helpful to her in the examination.
- vi. 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.
- vii. refuses to obey the examination staff or refuses to follow the instructions issued by the University in connection with the examination.
- viii. misbehaves or creates any kind of disturbance in or around the examination centre.
- ix. uses abusive or obscene language in an Answer Script.
- x. possesses any kind of weapon in or around examination centre.

Her case shall be referred to the Unfair Means Cases Committee, which after due investigation, if found guilty, 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. 2000/- to 5000/-
- iii. Suspension from Program for one semester.
- iv. Expulsion forever from the University.

1.6.2 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 the Vice Chancellor decided any case of unfair means, then student can submit her appeal to the Syndicate.

1.7.3 No appeal shall lie against the final decision.

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### 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 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.

#### 1.9.2 GRADING FORMULA

Marks	Letter Grade	Numeric Value of Grades	Description
85 and above	A+	4.0	Outstanding
80 – 84	A	3.7	Excellent
75 – 79	B+	3.3	Very Good
70 – 74	B	3.0	Good
65 – 69	B-	2.7	Average
60 – 64	C+	2.3	Satisfactory
55 – 59	C	2.0	Pass
51 – 54	C-	1.7	Low Pass
50	D	1.0	Barely Pass
Less than 50	F	0.0	Fail
Not Eligible for Final Examination	I	---	Incomplete

#### 1.9.3 GRADE POINT (GP)

Grade Point = Numeric Value of Grade x Credit Hours

$$GP = (\text{Numeric Value of Grade} \times \text{CH})$$

#### 1.9.4 GRADE POINT AVERAGE (GPA)

Performance in any semester is reported in Grade Point Average. This is the average of weighted grade points earned in the courses taken during the semester. The Grade Point Average is obtained by dividing the sum of Grade Points attained in each course by the total number of Credit Hours for that semester.

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$$GPA = \frac{\text{Sum of Grade Points earned}}{\text{Sum of Credit Hours earned}}$$

OR

$$GPA = \frac{\sum GP_x}{\sum CH_x}$$

( $x = 1 \rightarrow n$ , n is the number of courses in a semester)

### 1.9.5 CUMULATIVE GRADE POINT AVERAGE (CGPA)

Cumulative Grade Point Average is the up-to-date mean of the Grade Points earned by the student in a Program of study. It is an indication of student's overall performance at any point in the program. It is calculated by dividing the total of Grade Points attained by the student in all semesters by the total number of credit hours for all the semesters.

$$CGPA = \frac{\text{Sum of Grade Points earned during the program}}{\text{Sum of Credit Hours earned during the program}}$$

OR

$$CGPA = \frac{\sum GP_z}{\sum CH_z}$$

( $z = 1 \rightarrow m$ , m is the number of total courses studied by the student in all semesters)

### 1.9.6 CREDIT HOURS

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

- i. Theory: One credit hour is equivalent to One contact hour of class for course of theory per week throughout the semester.
- ii. Practical/ Lab: One credit hour is equivalent to Three contact hour of Laboratory/ studio work per week throughout the semester.
- iii. Clinical: One credit hour is equivalent to Three contact hour of Clinical Work per week throughout the semester.
- iv. Research: One credit hour is equivalent to Three contact hour of Research Work per week throughout the semester.
- v. The above ratio can differ if required by the respective accreditation council.

### 1.10 TRANSFER OF CREDIT HOURS

1.10.1 A case of transfer of credit hours shall be decided by the Equivalence Committee in consultation with the respective Department.

1.10.2 The grades of transferred course(s) shall not be calculated again. Transferred credit hours will be taken into account to fulfill the total credit requirements for graduation.

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1.10.3 Credit Hours will only be transferred from HEIs chartered by Higher Education Commission/ Accreditation Council.

1.10.4 Cases of transfer of credit hours shall be decided as per Migration Policy of University/ rules & regulations of respective accreditation council.

### 1.11 SEMESTER FREEZE

1.11.1 A student may take a Semester off due to unavoidable circumstances (e.g. Financial/ Health Constraints etc.) by applying for a Semester Freeze. Such student must submit an application, verified by the Chairperson of the respective department/ Principle of Affiliated Institution, to the Controller of Examinations for notification, after due recommendation of the Dean of the respective faculty.

1.11.2 Semester Freeze for Semester-I of any program shall not be allowed

1.11.3 Students of Research Programs cannot apply for the Semester Freeze. However this option can be availed during the course work of MS/MPhil Program only, subject to fulfilment of the conditions given in 1.11.1 and 1.11.2.

1.11.4 The application for Semester Freeze should be submitted by the student within TWO weeks from the start of the Semester.

1.11.5 A Student may apply for freeze at the most Two semesters, subject to the maximum length of the program.

1.11.6 Such a student should re-join the same Semester in the following academic year subject to the maximum duration as per the Examination Regulations of the program.

1.11.7 The duration of Semester Freeze shall be counted towards maximum duration allowed for the completion of respective degree.

### 1.12 PERMISSION OF WRITER FOR SPECIAL STUDENTS

1.12.1 A visually impaired student may be allowed to attempt the Tests/ Examinations of the University on Braille or Computer.

1.12.2 In case a student is physically handicapped/ visually impaired, she may apply to the Chairperson of the respective Department/ Examination Coordinator of Affiliated Institution (with Medical Certificate as proof of her disability) for permission to engage a writer in Tests/Examinations of the University Two weeks before the start of Test/ Examination. If permitted she shall be allowed 45 minutes (maximum) extra time to solve the Question Paper.

1.12.3 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.).

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### 1.13 MEDICAL CERTIFICATE

Medical certificate from a registered medical practitioner duly endorsed by the University Medical Officer is acceptable for the Examination purposes in the University.

### 1.14 RECHECKING OF SCRIPTS

1.14.1 A student can apply to the Controller of Examinations for rechecking of the answer script of Final Examination of a Semester/ Academic Year within 15 days of the date of declaration of result, on prescribed Proforma after payment of prescribed fee.

1.14.2 During Re-checking, the Re-checking Committee, constituted by the Vice Chancellor shall check:

- i. Total marks awarded in the answer script.
- ii. The posting of marks from inside to the front page of answer script.
- iii. Any question left unmarked.

The Answer Scripts once marked shall not be re-evaluated.

1.14.3 In case of any dispute, the case may be referred to the University Examination Committee, by the Rechecking Committee, whose recommendations will be sent to the Vice Chancellor for approval.

### 1.15 DAMAGED/LOST ANSWER SCRIPT

1.15.1 In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, 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 Examination if the student so desires she shall be given another chance as a special case to take the Examination in that subject/course in the next examination 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.

1.15.2 In case the student opts for special chance to re-appear in the Internal Assessment/ Final Examinations, this will not affect her eligibility of Academic Distinction.

### 1.16 MATTERS RELATED WITH CONVOCATION

1.16.1 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.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

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- 1.16.2 The Medals, Rolls of Honour and other certificates shall be issued to the students after these have been formally conferred in the Convocation.
- \*1.16.3 The Degrees will be issued to the students at the time of Convocation. However, a student can apply for issuance of "Degree before the Convocation", after at least 15 days of the declaration of Final Result. Such student shall have to submit an application stating reason of such early issuance along with prescribed fee.
- 1.16.4 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.
- 1.16.5 The Duplicate Degree shall not be signed by the Chancellor.
- 1.16.6 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, 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.
- 1.16.7 In case of change in result/ CGPA of a student, after grade improvement, revised degree shall be issued. Such student shall has to apply to the Controller of Examinations for the issuance of revised degree on prescribed form after submitted fee.
- 1.16.8 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.

### **1.17 STUDENT GRIEVANCES AGAINST ANY ASSESSMENT/ EVALUATION**

- 1.17.1 A Committee shall be constituted by the Vice Chancellor to address student's grievances about assessment/ evaluation of any course. It shall comprise of the senior faculty members of the University, Chairperson of respective department/ Examination Coordinator of Affiliated Institution and will be headed by the Dean of the respective faculty/ Nominee of Vice Chancellor.
- 1.17.1.1 In case the grievance of student is against the Chairperson/ HOD 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/HOD.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

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- 1.17.1.2 In case the grievance of student is against the Dean of concerned faculty, then Vice Chancellor shall chair the committee.
  - 1.17.2 A student may approach the respective chairperson/ HOD for a grievance about assessment/ evaluation of any course within a week of the receipt of the grade. The chairperson/HOD 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.
  - 1.17.3 The Committee can check randomly few papers of the Final Examination to ascertain uniformity of scoring and coverage of course contents
  - 1.17.4 If a student is not satisfied by the decision of the Committee she can submit her appeal within a week after the decision of the Committee to the Vice Chancellor. No appeal shall lie against the decision of the Vice Chancellor.
- 1.18 STUDENT ADVISORY COMMITTEE FOR EXAMINATION**
- 1.18.1 A Student Advisory Committee shall be constituted in each department, comprising of Program Coordinator and respective faculty members.
  - 1.18.2 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.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

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### 2. EXAMINATION REGULATIONS FOR DIPLOMA PROGRAM

#### 2.1 PROGRAM BREAK UP

- 2.1.1 The Diploma Programs shall be of One Year Duration, divided into Two Semesters.
- 2.1.2 Each Semester shall be of 18 weeks duration, including 16 weeks for teaching and 02 weeks of Tests/ Examinations.
- 2.1.3 The maximum duration allowed to a student for the completion of Diploma is Two years.

#### 2.2 ASSESSMENT – FORMAT

- 2.2.1 The Mid Semester Test/ Quizzes/ Assignments/ Projects given to the students by their respective teachers 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	
	Mid Semester Test	30%
	*Sessional Work	20%
ii.	Final Examination	50%
Total		100%

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

#### 2.2.3 Mid Semester Test

- 2.2.3.1 Mid Semester Test shall be conducted by the respective course instructor in coordination with respective Chairperson/ Examination Coordinator of Affiliated Institution and Controller of Examinations during Mid of the Semester.
- 2.2.3.2 A student has to appear in the Mid Semester Test of each course in a semester, failing which she shall be awarded "F" grade in that course and such student shall have to repeat the course along with forthcoming semester.

#### 2.3 ATTENDANCE CRITERIA

- 2.3.1 A student must attend at least 80% of the lectures delivered in each course in a Semester to be eligible to appear in the Final Examination of that course, failing which she shall not be allowed to appear in the Final Examination of that course(s).
- 2.3.2 In case a student is involved in University Level Society/ Sports and is participating in Inter Board/ Inter University/ HEC/ National/ International Tournament/ Event, she may be allowed to appear in the Final Examination of course/s in which she has attended at least 60% of the lectures delivered in the class. The application for duty leave of such

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student shall be forwarded to the respective Chairperson of academic department by the Director Sports/ Incharge of respective Society through Director Students Affairs, prior to the conduct of event.

- 2.3.3 Medical leave shall not be considered towards attendance.
- 2.3.4 The list of eligible students for the Final Examination shall be notified by the Chairperson of the respective department/ Examination Coordinator of Affiliated Institution before the start of Final Examination of each Semester and the same should be submitted to the Office of Controller of Examinations for record.
- 2.3.5 A student, who does not have the required attendance percentage and is declared Not Eligible for the Final Examination of any course(s), shall be awarded "I" (Incomplete) grade in such course(s). Such students shall have to repeat the respective course(s) in a forthcoming Semester in which the course(s) is being offered.
  - 2.3.5.1 In case such student fails to attend the required attendance percentage again or fails to qualify the course, while repeating, another chance shall be given to her to repeat the respective course along with the forthcoming semester, in which the course(s) is offered, subject to the maximum length of the program. No further chance will be given after this Examination.

### 2.4 FINAL EXAMINATION

- 2.4.1 There shall be a Final Examination for each course at the end of each Semester covering the whole prescribed syllabus.
- 2.4.2 The Final Examination shall be conducted by the Controller of Examinations through Chairperson of the respective department/ Examination Coordinator of Affiliated Institution.
- 2.4.3 The schedule for Final Examination shall be prepared and notified by the Chairperson of the Department within the dates specified by the Controller of Examinations.
- 2.4.4 The Attendance Sheets of Final Examinations shall be collected by the Examination Coordinator, so assigned by the chairperson of the respective department/ Principle of Affiliated Institution, on the day of Examination and shall be submitted in the Office of Controller of Examinations at the end of Examination.
- 2.4.5 The Course Instructor shall mark the Answer Scripts and submit the Final Result to the Controller of Examinations, through Chairperson of respective Department/ Examination Coordinator of Affiliated Institution, within 10 Days of the last day of Final Examination.

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## EXAMINATION REGULATIONS

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- 2.4.6 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/ Principle of Affiliated Institution / Dean/ Vice Chancellor.
- 2.4.7 The Controller of Examinations shall be responsible for the compilation and notification of the result of each Semester.

### 2.5 GENERAL CRITERIA FOR QUALIFYING A SEMESTER

- 2.5.1 A student shall pass a course if she scores at least 50% marks in the Internal Assessment and Final Examination combined, subject to fulfilment of the conditions given in 2.5.2.
- 2.5.2 A student, who was eligible to appear in the Final Examination of course(s) of any semester, but fails to appear in the Mid Semester Test and/or in Final Examination of any course(s) and/or does not have at least 50% marks in Internal Assessment and Final Examination 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 Examinations) given by the respective course instructor.
- 2.5.3 No grace marks shall be awarded to the students.
- 2.5.4 A student, who fails to score a minimum of 1.50 CGPA at the end of any semester, shall have to get Re-admission in the Program, subject to the maximum length of the program.
- 2.5.5 A student who scores CGPA between 1.50 and 2.00 at the end of first semester; shall be placed on Probation. Such student shall be conditionally promoted to the next semester.
- 2.5.6 In case a student fails to score 2.00 CGPA in the Semester of Probation, she shall have to get Re-admission in the Program, subject to the maximum length of the program.
- 2.5.7 A student who scores "F" grade in course(s) in a Semester shall have to repeat respective course(s) along with the forthcoming semester when these course(s) are offered by the University, subject to the maximum length of the program.
- 2.5.8 A student shall be given Only One chance to pass the "F" Grade of a course. In case she fails to qualify the course, she shall have to get Re-admission in the Program, subject to the maximum length of the program.
- 2.5.9 Re-admission in Program is only allowed once.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

- 2.5.10 A student who gets re-admission in the program shall get exemption for the course(s) which she has qualified with grade higher than "C+". Such student shall have to complete the Diploma within two years from the first admission in the program.
- 2.5.11 A student can be given only one chance to improve a course with grade less than C+. The improvement is only possible by repeating the course(s) along with the forthcoming semester which offers the course(s), subject to the maximum length of the program.
- 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 may be retained.
- 2.5.13 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 re-join the same semester along with the following session only, subject to the maximum length of the program.

### 2.6 PROJECT

- 2.6.1 Project can be one of the requirements for the award of Diploma.
- 2.6.2 The Topic of Project shall be given to the students in the beginning of Second Semester and the students shall have to submit the Project within one month after the last day of Final Examination of Second Semester.
- 2.6.3 50% marks are required to qualify the Project.
- 2.6.4 A Board of Examiners consisting of Project Supervisor, a senior member and Chairperson of the Department shall evaluate the Project in a Viva Voce (Oral Examination).
- 2.6.5 The cover of the final copy of Project Report should be DARK GREEN and also hardbound.
- 2.6.6 The Project, which is accepted after evaluation, shall become the property of Lahore College for Women University, Lahore. One copy shall be kept in the Departmental Library and one in the Main Library.

### 2.7 DIPLOMA REQUIREMENTS

- 2.7.1 A student has to complete at least 24 credit hours, subject to the passing of all the courses offered by the University for the particular Program, for the completion of Diploma.
- 2.7.2 She has to score at least 2.30 CGPA at the end of program for the award of Diploma.
- 2.7.3 In case a student does not have 2.30 CGPA at the end of Semester-II, she may be allowed to repeat one or more courses, in which her Grade is below "C+", along with the forthcoming semester, subject to the maximum length of the program.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

### 3. EXAMINATION REGULATIONS FOR BACHELOR PROGRAM (SEMESTER SYSTEM)

#### 3.1 PROGRAM BREAKUP

3.1.1 Bachelor program is divided into four/five academic years (named as Year-I, Year-II, Year-III, Year-IV/ Year-V).

3.1.2 Each academic year shall be divided into Two Semesters.

3.1.3 Each semester shall be of 18 weeks duration, comprising of 16 weeks for teaching and 02 weeks of Tests and Examinations.

3.1.4 There shall be Semester Break of at least One week between two Semesters.

3.1.5 The maximum duration allowed to a student for the completion of BS Degree is Six years in case of four years degree program and Seven years in case of five years degree program. However, in exceptional cases, an extension of One more year may be granted, after due recommendation of Board of Studies of respective department and approval of respective Dean/ Vice Chancellor.

3.1.6 The Course Load allowed for a Regular Student in a Regular Semester shall be as per HEC/ Accreditation Council.

3.1.7 In case of repeating failed/ dropped/ improve course, a student can take maximum One extra course of upto 04 credit hours during regular semester.

3.1.8 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.

\*3.1.9 A student can enroll (optional) for course(s) being offered as minor(s)/ double major, provided such provision is approved by the respective Statuary Bodies/ Accreditation Council.

\*3.1.9.1 The final result of such students shall be notified only after successful completion of these optional courses. However the student can withdraw from these options at any stage.

#### 3.2 INTERNAL ASSESSMENT – FORMAT

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

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

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

i.	Internal Assessment	
	Mid Semester Test	30%
	*Sessional Work	20%
ii.	Final Examination	50%
Total		100%

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

### 3.2.3 PRACTICAL EXAMINATION

Separate Practical Paper shall be given to students in courses where practical are involved. Weightage shall be determined by the respective statutory body.

### 3.2.4 MID SEMESTER TEST

3.2.4.1 Mid Semester Test shall be conducted by the respective course instructor in coordination with respective Chairperson/ Examination Coordinator of Affiliated Institution and Controller of Examinations during Mid of Semester.

3.2.4.2 A student has to appear in the Mid Semester Test of each course in a semester, failing which she shall be awarded "F" grade in that course and such student shall have to repeat the course along with forthcoming semester.

### 3.3 ATTENDANCE CRITERIA

3.3.1 A student must attend at least 80% of the lectures delivered in each course in a Semester to be eligible to appear in the Final Examination of that course, failing which she shall not be allowed to appear in the Final Examination of that course(s).

3.3.2 In case a student is involved in University Level Society/ Sports and is participating in Inter Board/ Inter University/ HEC/ National/ International Tournament/ Event, she may be allowed to appear in the Final Examination of course/s in which she has attended at least 60% of the lectures delivered in the class. The application for duty leave of such student shall be forwarded to the respective Chairperson of academic department by the Director Sports/ Incharge of respective Society through Director Students Affairs, prior to the conduct of event.

3.3.3 Medical leave shall not be considered towards attendance.

3.3.4 The list of eligible students for the Final Examination shall be notified by the Chairperson of the respective department/ Examination Coordinator of Affiliated

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

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Institution before the start of Final Examination of each Semester and same shall be submitted to the Office of Controller of Examinations for record.

3.3.5 A student, who does not have the required attendance percentage and is declared Not Eligible by the Chairperson/ Examination Coordinator of Affiliated Institution of the respective department for the Final Examination of any course(s), shall be awarded "I" (Incomplete) grade in such course(s). Such student shall have to repeat the respective course(s) along with forthcoming Semester in which the course(s) is being offered, and shall have to attend at least 80% of the lectures delivered for the said course(s), in order to become eligible to appear in the Final Examination.

3.3.5.1 In case such student fails to attend the required attendance percentage again or fails to qualify the course, while repeating, another chance shall be given by the Controller of Examinations in consultation with respective Chairperson/ Examination Coordinator of Affiliated Institution to her to repeat the respective course along with the forthcoming Semester, in which the course is being offered, subject to the maximum length of the program. No further chance shall be given after this Examination.

### 3.4 FINAL EXAMINATION OF SEMESTER

3.4.1 There shall be a Final Examination for each course at the end of each Semester covering the whole prescribed syllabus.

3.4.2 The Final Examination shall be conducted by the Controller of Examinations through Chairperson of respective department/ Examination Coordinator of Affiliated Institution.

3.4.3 The schedule of Final Examination (Theory/ Practical) shall be prepared and notified by the respective Chairperson of the department, within the dates specified by the Controller of Examinations.

3.4.4 The Attendance Sheet of Final Examination shall be collected by the Examination Coordinator, so assigned by the Chairperson of the respective Department/ Principle of Affiliated Institution, on the day of Examination and shall be submitted in the Office of Controller of Examinations at the end of Examinations.

3.4.5 The Course Instructor shall mark the Answer Scripts and Controller of Examinations shall assign letter grades to the comprehensive scores according to the prescribed guidelines.

3.4.6 The final result shall be submitted by the course instructor to the Controller of Examinations through Chairperson of the respective department/ Examination Coordinator of Affiliated Institution within 10 Days of the last day of Final Examination.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

- 3.4.7 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/ Principle of Affiliated Institution / Dean/ Vice Chancellor.
- 3.4.8 The Controller of Examinations shall be responsible for the compilation and notification of the result of each Semester within 10 days.

### 3.5 GENERAL CRITERIA FOR QUALIFYING A SEMESTER

- 3.5.1 A student shall pass a course if she scores at least 50% marks in the Internal Assessment and Final Examination combined, subject to the fulfilment of the condition given in 3.5.2.
- 3.5.2 A student, who was eligible to appear in the Final Examination of course(s) of any semester, but fails to appear in the Mid Semester Test and/or in Final Examination of any course(s) and/or does not have at least 50% marks in Internal Assessment and Final Examination 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 Examinations) given by the respective course instructor.
- 3.5.3 No grace marks shall be awarded to the students.
- 3.5.4 A student, who fails to score a minimum of 1.50 CGPA at the end of any semester, shall have to get Re-admission in the Program, subject to the maximum length of the program.
- 3.5.5 A student who scores CGPA between 1.50 and 2.00 at the end of any semester; shall be placed on First Probation. Such student shall be conditionally promoted to the next semester.
- 3.5.5.1 In case a student fails to score 2.00 CGPA in the Semester of First Probation, another chance shall be given to such student. She shall be conditionally promoted to the next Semester and shall be placed on Last Probation.
- 3.5.5.2 In case a student fails to score 2.00 CGPA in the semester of Last Probation she shall have to get Re-admission in the Program, subject to the maximum length of the program.
- 3.5.6 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 semester/summer semester when these course(s) are offered by the University, provided that she is not debarred under Regulation 3.1.5.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

- 3.5.7 A student shall be given Only Two chances to pass the "F" Grade of a course. In case she fails to qualify the course, she shall have to get Re-admission in the Program, subject to the maximum length of the program.
- 3.5.8 Re-admission in Program is only allowed once.
- 3.5.9 A student who gets re-admission in the program shall get exemption for the course(s) which she has qualified with grade equal to or higher than "C+". Such student shall have to complete the Degree within maximum duration allowed under Regulation 3.1.5.
- 3.5.10 A student can be given only one chance to improve a course with grade less than B-. The improvement is only possible by repeating the course(s) along with the forthcoming semester/ summer semester which offers the course(s), provided that she is not debarred under Regulation 3.1.5.
- 3.5.10.1 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.
- 3.5.11 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 re-join the same semester along with the following session only, subject to the maximum length of the program.

### 3.6 SUMMER SEMESTER

- 3.6.1 A summer semester of 09 (Nine) weeks duration (Eight weeks for teaching and One week for Final Examinations) shall be scheduled during summer vacation. Selective courses shall be offered by the respective departments. The contact hours during Summer Semester shall be doubled to ensure that the course is completely taught in a Summer Semester with half of the duration compared to a Regular Semester.
- 3.6.2 A student may register for a maximum of 06 (Six) credit hours course/s during summer semester, provided they are being offered by the respective department. However, in case of Final Year students the department may recommend courses of maximum nine (09) credits hours.
- 3.6.3 The summer semester shall be allowed to those students who have failed to qualify a course/ declared Not Eligible for a course/ want to improve grade less than B-.
- 3.6.4 The Course Registration, Attendance and Assessment policies shall be followed as that in case of Regular Semester.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

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### **\*3.7 DISSERTATION/ PROJECT/ FIELD EXPERIENCE/ INTERNSHIP / CAPSTONE PROJECT**

- \*3.7.1 Every student must have to do Field Experience/ Internship of six to eight weeks (preferably during Summer Semester) of 03 credit hours. She shall work under the supervision of a faculty member of respective department (Supervisor) along with a Field Supervisor.
- \*3.7.1.1 A report shall be submitted by the student which shall be graded by Supervisor in coordination with the Field Supervisor.
- \*3.7.2 Capstone Project of 03 credit hours shall be a compulsory requirement for the award of BS Degree.
- \*3.7.2.1 Every student shall work under the supervision of a faculty member. Title of project and name of Supervisor shall be approved by the respective Board of Studies.
- \*3.7.2.2 The report regarding Capstone project shall be submitted by the student at the end of respective Semester and shall be graded by the Supervisor.
- \*3.7.2.3 In case, a student fails to submit the report regarding Capstone 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/ Examination Coordinator of Affiliated Institution to the Controller of Examinations, who shall notify the extension, if granted.
- \*3.7.2.4 In case a student fails to submit the report regarding Capstone Project even after availing the extended period, she shall be declared fail in said report. Such student shall be asked to submit her report 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 uptill the submission of Report.
- \*3.7.2.5 In case of change in title of Capstone Project/ Supervisor, the procedure outlined in 3.7.2.1 shall be followed.
- \*3.7.3 In case an accreditation council decided not to opt the options given in 3.7.1 and 3.7.2, the students of such departments can opt from the following:
- i. Dissertation/ Project of Six (06) Credit Hours.
- OR
- ii. Internship of Three (03) Credit Hours. Such students shall study an additional course of theory (3 credit hours).
- OR
- iii. Two special papers of (3+3=6) credit hours subject to approval of respective Board of Studies/ Accreditation Council.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

- \*3.7.3.1 The Topic of Dissertation/Project/ Internship Report alongwith the name of Supervisor shall be approved by the Departmental Board of Studies at the beginning of semester VII/ IX and the students shall have to submit the Dissertation/ Project/ Internship Report within one month after the last day of Final Examination of Eighth/ Tenth Semester.
- \*3.7.3.2 In case, a student fails to submit the Dissertation/Project/ Internship Report 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/ Examination Coordinator of Affiliated Institution to the Controller of Examinations, who shall notify the extension, if granted.
- \*3.7.3.3 In case a student fails to submit the Dissertation/ Project/ Internship Report even after availing the extended period, she shall be declared fail in Dissertation/ Project/ Internship Report. Such student shall be asked to submit her Dissertation/ Project/ Internship Report 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 uptill the submission of Dissertation/ Project/ Internship Report.
- \*3.7.3.4A student shall submit at least Three Copies of the Dissertation/ Project/ Internship Report (in strip/ tape binding) to the Controller of Examinations through the Chairperson of the respective department/ Examination Coordinator of Affiliated Institution. The Controller of Examinations shall forward these to the External Examiner/ Internal Examiners.
- \*3.7.3.5 The Internal Examiner (Supervisor) and External Examiner(s) for each student will be appointed by the Vice Chancellor from the panel of examiners recommended by the Departmental Board of Studies.
- \*3.7.3.6 Before the Dissertation/ Project/ Internship Report is submitted to the Chairperson of the respective department/ Examination Coordinator of Affiliated Institution, the Supervisor must certify that it meets the minimum standard and the plagiarism test, using the software provided by Higher Education Commission, has been conducted.
- \*3.7.3.7 A Board of Examiners consisting of Internal Examiner, External Examiner(s) and Convener (Chairperson of respective department) shall evaluate the Dissertation/ Project/ Internship Report in a Viva Voce (Oral Examination). In case the Dissertation/ Project/ Internship Report does not meet the minimum standards, the Board may recommend revision and one time re-submission of the Dissertation/ Project/ Internship Report.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

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- \*3.7.3.8 The student shall be informed in writing about the changes she has to make in the Dissertation/ Project/ Internship Report and shall be directed to re-submit, within Two months of declaration of the result, along with prescribed fee.
- \*3.7.3.9 In case the re-submitted Dissertation/ Project/ Internship Report is again not up to the mark, the student shall be directed to work on a new topic after approval of respective Board of Studies, subject to the maximum length of the program. Such student shall have to submit the required University dues. This shall be considered last chance, in case of failure again the candidature of such student shall be cancelled.
- \*3.7.3.10 In case of change in title of Dissertation/ Project/ Internship Report and/or Supervisor, the procedure outlined in 3.7.3.1 shall be followed.
- \*3.7.4 At least 50% marks are required to qualify the Capstone Project/ Dissertation/ Project/ Internship/ Field Experience.
- \*3.7.5 The cover of the final copy of Capstone Project/ Dissertation/ Project/ Internship/ Field Experience Report should be Dark Green and hardbound.
- \*3.7.6 The Capstone Project/ Dissertation/ Project/ Internship/ Field Experience Report, which is accepted after evaluation, shall become the property of Lahore College for Women University, Lahore. One copy shall be kept in the respective Department and one in the Main Library.

### 3.8 DEGREE REQUIREMENTS

- \*3.8.1 A student has to complete 120-144 credit hours study for completion of BS Degree with Single Major, subject to the passing of all the courses offered by the University for the particular Program.
  - \*3.8.1.1 For the award of BS Degree with single minor, a student has to complete additional courses of minimum 12 credit hours.
  - \*3.8.1.2 For the award of BS Degree with Double Major, a student has to complete additional courses of minimum 72 credit hours of another specialization. In case of common courses in both Majors, an exemption of maximum 30 credit hours can be granted in courses of second major.
- 3.8.2 She has to score at least 2.30 CGPA at the end of program for the award of Degree.
- 3.8.3 In case a student does not have 2.30 CGPA at the end of Semester-VIII, she may be allowed to repeat one or more courses, in which her Grade is below "B-", along with the forthcoming semester, provided that she is not debarred under Regulation 3.1.5.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

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### 3.9 ACADEMIC DISTINCTION

- 3.9.1 Gold/ Silver Medal and Certificate of Merit shall be awarded to the students in each major, where total number of graduates is at least ten (10), 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 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 Dissertation/ Project/ Internship Report shall not be considered for the award of Medal/Position.
- 3.9.2 In case of subjects where total number of graduates is less than 10, only Certificates of Merit shall be awarded to the graduates who secures first and second position in the list of the successful students; provided that they have scored at least 3.70 CGPA and passed the Final 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 Dissertation/ Project/ Internship Report shall not be considered for the award of Medal/Position.
- 3.9.3 Academic Certificate of Distinction shall be awarded to the graduate(s) in each major who get Third and Fourth positions, where total number of graduates is at least ten (10), provided that they have scored at least 3.70 CGPA and passed the Final 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 Dissertation/ Project/ Internship Report shall not be considered for the award of Academic Certificate of Distinction.
- 3.9.4 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.
- 3.9.5 The positions for each major shall be calculated collectively for the students admitted in Morning/ Self-Support Programs at LCWU Main Campus, Sub Campus(s), and Affiliated Institutions.
- 3.9.6 Academic Rolls of Honour shall be awarded to all the graduates of LCWU Main Campus, Sub Campus(s), and Affiliated Institution(s), who completed their Degree with at least 3.50 CGPA, provided they have passed the Final Examinations of all Semesters in first chance offered by the University. The Re-admission cases in the same or revised

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

courses or new courses leading to the change of nomenclature of the Degree or cases of Semester Break/ Probation/ Marks Improvement/ Extension in Dissertation/ Project/ Internship Report shall not be considered for the award of Academic Rolls of Honour.

### **3.10 ADDITIONAL COURSE(S)**

- 3.10.1 A student may be allowed to do additional course(s) in the Major or Allied subject of course in which she is doing her Graduation, subject to the maximum limit of course load allowed in a Semester.
- 3.10.2 A student shall be allowed to study the additional course(s) along with the regular students.
- 3.10.3 She shall have to complete the Internal Assessment and shall have to appear in the Final Examination of that Course.
- 3.10.4 A student shall qualify the Course(s) if she scores at least 50% marks in Internal Assessment and Final Examination combined.
- 3.10.5 In case she fails to score 50% marks, she shall be allowed to repeat the course along with the forthcoming Semester/ summer semester. In case she fails to qualify the course while repeating, no further chance will be given.
- 3.10.6 Additional course(s) shall not be included in the Transcript.
- 3.10.7 A Certificate to the effect that she has passed additional course(s) shall be issued to the student.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

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### 4 EXAMINATION REGULATIONS FOR MS/MPhil PROGRAM

#### 4.1 PROGRAM BREAK-UP

4.1.1 MS/MPhil Program is of two-year duration, divided into Four semesters.

4.1.2 Each academic year is divided into Two Semesters.

Year - I	Year – II
Semester - I	Semester – III
Semester - II	Semester – IV

4.1.3 Each semester shall be of 18 weeks duration, comprising of 16 weeks for teaching and 02 weeks of Tests and Examinations.

4.1.4 There shall be Semester Break of at least One week between two Semesters.

4.1.5 There shall be Course Work of at least 24 Credit Hours.

4.1.6 There may be a Thesis of 6 -12 Credit Hours. The student shall be whole time scholar.

4.1.7 The maximum Course Load allowed for a Regular Student in a Semester shall be as per HEC/ Accreditation Council policy.

4.1.8 In case of repeating failed/ dropped/ improve course, a student can take maximum One extra course of upto 04 credit hours during regular semester.

4.1.9 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.

4.1.10 The maximum duration allowed to a student for completion of MS/MPhil Degree shall be FOUR years from the date of first admission.

\*4.1.10.1 In case a student applies for extension in duration defined in 4.1.10, such cases shall be referred to ASRB to determine the cause of delay. In the event of force majeure (i.e. delay due to circumstances beyond the control of student) extension may be granted in accordance with the duration limiting factor(s).

4.1.11 A student has to complete at least 30 - 36 credit hours, out of which 6 - 12 Credit Hours can be of Thesis, subject to passing all the courses offered by the University during the Program, for the completion of Degree.

4.1.12 She has to score at least 2.50 CGPA at the end of program for the award of Degree.

#### 4.2 COURSE WORK FOR MS/MPhil

##### 4.2.1 INTERNAL ASSESSMENT FORMAT

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

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

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

i.	Internal Assessment	
	Mid Semester Test	30%
	*Sessional Work	20%
ii.	Final Examination	50%
Total		100%

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

### 4.2.1.3 MID SEMESTER TEST

4.2.1.3.1 Mid Semester Test shall be conducted by the respective course instructor in coordination with respective Chairperson and Controller of Examinations during Mid of the Semester.

4.2.1.3.2 A student has to appear in the Mid Semester Test of each course in a semester, failing which she shall be awarded "F" grade in that course and such student shall have to repeat the course along with forthcoming semester.

### 4.2.2 ATTENDANCE CRITERIA

4.2.2.1 A student must attend at least 80% of the lectures delivered in each course in a Semester to be eligible to appear in the Final Examination of that course, failing which she shall not be allowed to appear in the Final Examination of that course(s).

4.2.2.2 In case a student is involved in University Level Society/ Sports and is participating in Inter Board/ Inter University/ HEC/ National/ International Tournament/ Event, she may be allowed to appear in the Final Examination of course/s in which she has attended at least 60% of the lectures delivered in the class. The application for duty leave of such student shall be forwarded to the respective Chairperson of academic department by the Director Sports/ Incharge of respective Society through Director Students Affairs, prior to the conduct of event.

4.2.2.3 Medical leave shall not be considered towards attendance.

4.2.2.4 The list of Eligible students for the Final Examination shall be notified by the Chairperson of the respective department before the start of Final Examination of each Semester and the same should be supplied to the Office of Controller of Examinations for record.

4.2.2.5 A student, who does not have the required attendance percentage and is declared Not Eligible by the Chairperson of the respective department for the Final Examination of

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

any course(s), shall be awarded "I" (Incomplete) grade in such course(s). Such student shall have to repeat the respective course(s) along with forthcoming Semester in which the course(s) is being offered, i.e. shall have to attend at least 80% of the lectures delivered for the said course(s), in order to become eligible to appear in the Final Examination, provided she is not debarred under Regulation 4.1.10.

4.2.2.5.1 In case such student fails to attend the required attendance percentage again or fails to qualify the course, while repeating, another chance shall be given, by the Controller of Examinations in consultation with respective Chairperson, to her to repeat the respective course along with the forthcoming semester, in which the course is being offered, provided she is not debarred under Regulation 4.1.10. No further chance will be given after this Examination.

### 4.2.3 FINAL EXAMINATION OF SEMESTER

4.2.3.1 There shall be a Final Examination at the end of each Semester covering the whole prescribed syllabus for each course.

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

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

4.2.3.4 The Attendance Sheet of Final Examination shall be collected by the Examination Coordinator, so assigned by the Chairperson of the respective Department, on the day of Examination and shall be submitted in the Office of Controller of Examinations at the end of Examinations.

4.2.3.5 The Course Instructor shall mark the Answer Scripts and Controller of Examinations shall assign letter grades to the comprehensive scores according to the prescribed guidelines.

4.2.3.6 The final result should be submitted by the course instructor to the Controller of Examinations through Chairperson of the respective department within 10 Days of the last day of Final Examination.

4.2.3.7 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/ Dean/ Vice Chancellor.

4.2.3.8 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.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

### 4.2.4 GENERAL CRITERIA FOR QUALIFYING A SEMESTER

- 4.2.4.1 A student shall pass a course if she scores at least 50% marks in Internal Assessment and Final Examination combined, subject to the fulfilment of the condition in 4.2.4.2.
- 4.2.4.2 A student, who was eligible to appear in the Final Examination of course(s) of any semester, but fails to appear in the Mid Semester Test and/or in Final Examination of any course(s) and/or does not have at least 50% marks in Internal Assessment and Final Examination 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 Examinations) given by the respective course instructor.
- 4.2.4.3 No grace marks shall be awarded to the students.
- 4.2.4.4 A student, who fails to score a minimum of 1.50 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 4.1.10.
- 4.2.4.5 A student who scores CGPA between 1.50 and 2.50 in a Semester; may be conditionally promoted to the next semester and she shall be placed on probation.
- 4.2.4.5.1 In case she fails to score 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 4.1.10.
- 4.2.4.6 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 semester when these courses are offered by the University, provided that she is not debarred under Regulation 4.1.10.
- 4.2.4.6.1 A student shall be given Only one chance to pass the "F" Grade of a course. In case she fails to qualify the course, she shall have to get Re-admission in the Course Work, provided she is not debarred under Regulation 4.1.10.
- 4.2.4.7 Re-admission in Course Work is allowed only Once.
- 4.2.4.8 A student who gets re-admission in the Course Work shall get exemption for the courses which she has qualified with grade "B-" and above. Such student shall be allocated Final Thesis only after qualifying the Course Work.
- 4.2.4.9 A student can be given only one chance to improve a course with grade less than A+ 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 4.1.10.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

4.2.4.9.1 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.

4.2.4.10 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 A+ 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.

### 4.3 THESIS FOR MS/MPhil DEGREE

4.3.1 A student can opt for

i. Thesis of 06 – 12 credit hours.

OR

ii. At least Two courses in lieu of Thesis, subject to approval of respective Board of Studies/ Accreditation Council.

4.3.2 A student shall submit her research proposal for MS/MPhil thesis to the Chairperson of respective department within One month, after the last day of Final Examination of Semester-II, on the prescribed Proforma.

4.3.3 The research proposal along with the name of proposed supervisor shall be presented within One month before the Departmental Board of Studies for recommendation and onward approval of ASRB. The duly approved titles of Thesis and names of Supervisors shall be notified by the Registrar Office, under intimation to the Office of Controller of Examinations and respective Department.

4.3.4 After approval of research proposal for MS/MPhil thesis, a student shall be given ONE year for completion of her thesis. An extension of one more year may be granted by Office of Controller of Examinations, provided she is not debarred under Regulation No. 4.1.10.

4.3.4.1 In case a student fails to submit the Thesis within the stipulated time, her candidature shall be cancelled by the Registrar Office. However, the candidate can apply for Re-Registration in MS/MPhil Thesis within Three months, if she desires, after approval from the Departmental Board of Studies and she shall be given a new topic for MS/ MPhil thesis as per 4.3.3. Such student shall be given only ONE Year for completion of Thesis after the date of Re-Registration.

4.3.5 The supervisor shall submit a Quarterly progress report of the MS/MPhil Student, on prescribed Proforma, to the Chairperson of the respective Department.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

- 4.3.5.1 In case of adverse report, the report shall be forwarded to the Dean of respective faculty and the student shall be immediately asked in writing to show the required progress within ONE month of the adverse report.
- 4.3.5.2 In case of adverse report by the supervisor for the second time, her case would be referred to ASRB for cancellation of her M.Phil. Registration by Chairperson of the respective Department through respective Dean. The candidate can apply for Re-Registration within Three months, if she desires, after approval from the Departmental Board of Studies and she shall be given a new topic for MS/M.Phil thesis as per 4.3.3. Such student shall be given only ONE year for the completion of Thesis after the date of Re-Registration.
- 4.3.6 In case of any change in the title/ research proposal of the Thesis/ Supervisor, the procedure outlined in 4.3.3 shall be followed.
- 4.3.7 The date for the submission of thesis shall be notified by the Controller of Examinations.
- 4.3.8 Before the submission of thesis, the student
- i. should have passed all the courses offered by the Department with at least 2.50 CGPA.
  - ii. should have given a presentation of her work before the faculty members and the post-graduate students.
- 4.3.9 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 ASRB, to the Controller of Examinations, who shall appoint the External Examiner(s) for the student after due approval of the Vice Chancellor.
- 4.3.10 A student shall submit at least Three (03) copies of the thesis 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. Before the Thesis is submitted, the Chairperson of Department must certify that the plagiarism test, using the software provided by Higher Education Commission, has been conducted and the report has been authenticated by the departmental focal person.
- 4.3.11 The External Examiner(s) shall examine the thesis in detail to evaluate the suitability of the thesis for the award of MS/M.Phil. Degree to the student and will be invited to conduct the Viva Voce by the Chairperson of respective department.
- 4.3.12 The student has to appear in person in the Viva Voce in order to defend her Thesis at Lahore College for Women University Lahore.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

- 4.3.13 The Board of Examiners for thesis Viva Voce shall comprise of the Chairperson of the Department, the Internal Examiner and the External Examiner(s).
- 4.3.14 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 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.
- 4.3.15 The student should be informed in writing by the Chairperson of the respective Department about the changes; she has to make in the thesis within 07 days after the conduct of Viva Voce.
- 4.3.16 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.
- 4.3.17 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.
- 4.3.18 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.
- 4.3.19 The cover of final copy of Thesis should be dark Green and hard bound.
- 4.3.20 The thesis, that has been accepted, shall become the property of the Lahore College for Women University Lahore. Hard and Soft copy of the Thesis shall be placed in the University Library.
- 4.3.21 The matters related with publication/ patent of any discovery/ formulation/ invention shall be dealt in accordance with approved relevant Policy of the University.

#### **4.4 ADDITIONAL COURSE(S) FOR MS/ MPhil**

- 4.4.1 A student of MS/MPhil may be allowed to do additional course(s) in the same subject in which she is doing her MS/MPhil Program, provided that she has passed the course work.
- 4.4.2 A student shall be allowed to study the additional course(s) along with the regular students.
- 4.4.3 She shall have to complete the Internal Assessment and to appear in the Final Examination of that Course.
- 4.4.4 A student shall qualify the Course(s) if she scores at least 50% marks in Internal Assessment and Final Examinations combined.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

- 4.4.5 In case she fails to score 50% marks, she shall be allowed to repeat the course along with the regular students of the forthcoming Semester. In case she again fails to qualify the course no further chance shall be given.
- 4.4.6 Additional course shall not be included in the Transcript of MS/MPhil. However, a Certificate to the effect that she has passed additional course(s) shall be issued to the student.

### **4.5 ACADEMIC DISTINCTION**

- 4.5.1 Academic Rolls of Honour shall be awarded to all the graduates of LCWU Main Campus, Sub Campus(s), and Affiliated Institution(s), who completed their Degree with at least 3.50 CGPA, provided they have passed the Final 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.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

### 5 EXAMINATION REGULATIONS FOR PhD PROGRAM

#### 5.1 COURSE WORK DURING PhD PROGRAM

- 5.1.1 A student is required to undertake course work of at least 18 credit hours. These courses may include course(s) of Postgraduate level, provided the student has not studied the same/similar course during her MS/MPhil Degree. The student can opt courses (maximum 06 credit hours) offered by any other Department of this University, if found related to her research area, after due approval of respective Chairperson.
- 5.1.2 A student must attend at least 80% of the lectures delivered in each course in a Semester to be eligible to appear in the Final Examination of that course, failing which she shall be awarded "I" grade in that course(s) and shall not be allowed to appear in the Final Examination of that course(s). Such student may be given only One chance to repeat the respective course(s) subject to fulfilment of condition given under Regulation 5.1.5.
- 5.1.3 A student shall pass a course if she appears in the Final Examination and scores at least 50% marks in Internal Assessment and Final Examination combined, failing which she shall be awarded "F" grade in such course. Such student may be given only One chance to repeat the respective course(s) subject to fulfilment of condition given under Regulation 5.1.5.
- 5.1.4 No grace marks shall be awarded to the students.
- 5.1.5 A student shall qualify a Semester if she scores at least 2.50 CGPA, failing which her admission shall be cancelled.
- 5.1.6 A Comprehensive Examination shall be arranged by the respective department for the students who have successfully qualified the 18 credit hour course work. At least one month shall be given to the student for preparation of this examination.
- 5.1.7 The Comprehensive Examination shall consist of Written and Oral components.
- 5.1.8 The course outline(s) for Comprehensive Examination and format of written component shall be prepared by the department and the students shall be informed in writing about the detail.
- 5.1.9 A student shall be declared pass in the Comprehensive Examination, who scores at least 70% marks in written and oral component separately.
- 5.1.10 A student, who fails to qualify the Comprehensive Examination, may be allowed one chance to re-appear in the Re-sit Comprehensive Examinations with a gap of one month. No further chance shall be given after this Examination.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

### 5.2 REQUIREMENTS FOR CONFIRMATION OF ADMISSION

- 5.2.1 The student must fulfil the course work requirement within One year from the date of her provisional admission to the PhD Program. This period may be extended to further Six months on the recommendation of respective Chairperson. In case a candidate fails to fulfil the above condition in stipulated time period, her admission may be cancelled by Registrar Office.
- 5.2.2 The provisionally admitted student shall be required to prepare a research proposal for the PhD thesis with the help and guidance of her supervisor and submit it to the Departmental Board of Studies for recommendation. The foreign student enrolled to Ph.D Program shall have to fulfil the Residency Condition of ONE year. Her Supervisor will be from Lahore College for Women University Lahore and Co-Supervisor from her own country in the relevant field. The name of the Supervisor and Co-Supervisor shall be approved by the Advanced Studies and Research Board.
- 5.2.3 The Board of Studies shall send the research proposal, title of the thesis as well as name of the Supervisors (Maximum Two) or Supervisor and Co-Supervisor (if required) to the Registrar Office for final approval from the Advanced Studies and Research Board after fulfilment of conditions as per clause 5.2.1 by the student.
- \*5.2.4 On approval of the research proposal by the Advanced Studies and Research Board, the Registrar Office shall formally notify the confirmation of PhD registration, under intimation to Controller of Examinations and respective Dean. The date of PhD registration of a student shall commence from the date of her provisional admission to the PhD program.
- 5.2.5 In case of extraordinary circumstances, a new supervisor shall be appointed by the Advanced Studies and Research Board, on the recommendation of Departmental Board of Studies. However, in order to acknowledge the contribution made by the former supervisor, her name shall be mentioned in the Thesis by the student as well as the name of new supervisor along with their duration of supervision.
- 5.2.6 In case of any change in the title of thesis or Supervisor, the procedure outlined in 5.2.3 shall be followed.

### 5.3 THESIS FOR PhD DEGREE

- \*5.3.1 A student shall have a minimum of three and maximum of five years, extendable to one more year, subject to approval of Controller of Examinations, for the completion of her thesis starting from the date of her provisional admission to the PhD Program. All the necessary University dues will be payable uptill the time of submission of Thesis.

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

- \*5.3.1.1 In case a student applies for extension in duration defined in 5.3.1, such cases shall be referred to ASRB to determine the cause of delay. In the event of force majeure (i.e. delay due to circumstances beyond the control of student) extension may be granted in accordance with the duration limiting factor(s).
- \*5.3.2 The supervisor shall submit bi-annual progress report of the PhD student to the Chairperson of the respective department. In case of adverse report, the report shall be forwarded to the Dean's office of respective faculty, and the student shall be asked to submit written explanation for not showing the expected progress. In case of adverse report by the supervisor for the second time, her case would be referred to Advanced Studies and Research Board for cancellation of her PhD registration, through Chairperson, under intimation to the Dean's office.
- 5.3.3 Before the thesis is submitted to the Office of Controller of Examinations, the student has to submit a declaration to the effect that the work she is submitting for the PhD degree has not already been submitted elsewhere and shall not in future be submitted by her for obtaining similar degree from any other institution.
- 5.3.4 English shall be the medium of writing the thesis in all subjects except Islamic Studies & Oriental Languages (Arabic, Persian, Punjabi, Urdu), except otherwise allowed. However the abstract of the Thesis shall be written in English only.
- \*5.3.5 At the time of submission of Thesis the Supervisor of the student shall certify that:
- i. the quality of work is adequate for award of PhD degree.
  - ii. the student has given a presentation of her PhD research work before the faculty and post graduate students.
  - iii. plagiarism test, using the software provided by Higher Education Commission, has been conducted and the report has been authenticated by the HEC focal person.
  - iv. a certificate has been obtained from the Director ORIC that the student has got published at least one research paper out of her PhD Thesis as per HEC policy, where PhD student has to be the principal author. However, in case of accepted paper, the Viva Voce shall be conducted only after publication of said paper.
- 5.3.6 In order to earn a PhD degree the thesis must contain:
- i. original work evidenced by discovery of new facts or exercise of independent critical judgment.
  - ii. addition to existing knowledge of the relevant field.
- \*5.3.7 On the recommendation of the Departmental Board of Studies, the Advanced Studies and Research Board shall propose a panel of external/ local experts, as per HEC

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

criteria. The Controller of Examinations shall get approval of Vice Chancellor for appointment of external/ local expert(s) for onward process of evaluation.

- \*5.3.8 The student shall be required to submit Two copies of PhD Thesis (one hard copy in tape binding and one soft copy) to the Controller of Examinations according to the format approved by the University. The Controller of Examinations shall seek consent from the external expert(s), approved vide Regulation No. 5.3.7, and shall send copy of thesis to each of them. These external expert(s) shall examine the thesis in detail to judge the suitability of the thesis for the award of PhD degree to the student and shall send a report in this connection, on the prescribed Proforma, to the Controller of Examinations within One month of the receipt of the thesis. The same shall be presented before the Vice Chancellor for signatures.
- \*5.3.9 In case of positive evaluation from appointed external expert(s), the Controller of Examinations should send copies of PhD Thesis to the local experts, approved vide Regulation No. 5.3.7, for conduct of Viva Voce.
- \*5.3.9.1 In case any of the external expert(s) declares the Thesis inadequate for the award of PhD Degree, the Thesis shall be sent to another external expert appointed by the Vice Chancellor from approved panel as per 5.3.7. The evaluation report of such external expert shall be considered final.
- \*5.3.9.2 In case any of the external expert(s) suggest re-submission of the Thesis after modification/ revision, the student shall be directed to re-submit the thesis after due modifications/revisions within a maximum period of Six months, through her Supervisor. Such thesis shall be sent for review and report of the same external expert who suggested re-submission.
- \*5.3.9.3 In case any of the external expert(s) suggest that the Thesis is adequate for the award of PhD Degree with minor/major corrections, the student shall be asked to incorporate the suggested corrections/ modifications in the Thesis and submit a certificate of the fact through her Supervisor and respective Chairperson to the Controller of Examinations before conduct of Viva Voce.
- 5.3.10 A comprehensive report shall be presented before Advanced Studies and Research Board regarding evaluation of each PhD Thesis, before conduct of Viva Voce.
- 5.3.11 The student has to appear in person in the Viva Voce in order to defend her Thesis at Lahore College for Women University Lahore.
- 5.3.12 The Viva Voce shall be conducted by a Board of Examiners comprising the Chairperson (Convenor), the Supervisor (Internal Examiner) and Two Local Referees. The Viva Voce should be in the form of open defence. The student shall be asked to give a

# LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE

## EXAMINATION REGULATIONS

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

presentation regarding her PhD research work. The result of Viva Voce shall be finalized only by the Board of Examiners.

5.3.13 In case the student fails in the Viva Voce, she would be given another chance to appear in the second Viva Voce within six months.

5.3.14 If the student fails in the second Viva Voce, her candidature would be cancelled.

5.3.15 If the student qualifies the Viva Voce, the degree of PhD under the seal of the University shall be awarded.

\*5.3.16A student who successfully completes coursework and passes the comprehensive examination but is unable to defend a PhD synopsis/research proposal or does not complete the required research for obtaining a PhD degree within the specified timeframe or her Thesis is declared inadequate for the award of PhD Degree as per 5.3.9.1, may be granted a Graduate Level Diploma/ Certificate/ transcripts or another MS/MPhil upon completion of necessary requirements as per HEC policies. Such cases shall be presented before Advanced Studies and Research Board for final decision.

\*5.3.17The cover of the final copy of PhD Thesis should be DARK GREEN and also hardbound.

\*5.3.18The thesis, that has been accepted, shall become the property of the Lahore College for Women University Lahore. Hard and soft copies of the thesis shall be placed in the Departmental as well as in University Library.

\*5.3.19The matters related with publication/ patent of any discovery/ formulation/ invention shall be dealt in accordance with approved relevant Policy of the University.

# **LAHORE COLLEGE FOR WOMEN UNIVERSITY LAHORE EXAMINATION REGULATIONS**

Approved by Syndicate in its 84<sup>th</sup> meeting held on 15-06-2022

\*Amendments approved by Syndicate in its 91<sup>st</sup> meeting held on 16-02-2024

## **6. VICE CHANCELLOR'S AUTHORITY IN SPECIAL CASES**

- 6.1 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 Examinations where the Regulations are silent and in cases of ambiguity or discrepancy as regards the interpretation of these Regulations, the decision of the Vice Chancellor shall be final.