

**THE KHYBER MEDICAL UNIVERSITY EXAMINATIONS REGULATIONS, 2017**

1. These regulations may be called “**The Khyber Medical University Examinations Regulations, 2017**” in terms of Section **25(2)(b)** and **29(1)(e)** of **The Khyber Pakhtunkhwa Universities Act 2012 (amended 2016)**.
2. These Regulations shall come into force at once.

**THE KHYBER MEDICAL UNIVERSITY SEMESTER SYSTEM EXAMINATIONS  
REGULATIONS 2017**

1. These regulations may be called “**Khyber Medical University (Semester System Examinations) Regulations, 2017**” in terms of Section **25(2)(b)** and **29(1)(e)** of **The Khyber Pakhtunkhwa Universities Act 2012 (amended 2016)**. In addition to and not in derogation of “**Khyber Medical University Examinations Regulations, 2017**”.
2. These Regulations shall come into force at once.

**3. Definitions**

- (a) “**Academic Calendar**” means a written academic activities schedule as provided under **Regulation 4(2)** of these regulations.
- (b) “**Semester**” means 16 – 18 weeks of teaching and assessment.
- (c) “**Credit Hour (C.H)**” Number of Teaching hours per week per semester.
- (d) “**Cumulative Grade Point Average (C.G.P.A)**” means cumulative grade point average as provided under **Regulation 10(4)** of these regulations.
- (e) “**Fall Semester**” means an academic semester started from the month of September and ended in the month January of an academic year.
- (f) “**Grade Point Average (G.P.A)**” means a grade point average as provided under **Regulation 10(3)** of these regulations.
- (g) “**Letter Grade (L.G)**” means a grade provided under this heading in **Regulation 10(1)** of these regulations.
- (h) “**Numeric Grade (N.G)**” means a grade provided under this heading in **Regulation 10(1)** of these regulations.
- (i) “**Spring Semester**” means an academic semester started from the month of February and ended in the month June of an academic year.
- (j) “**Summer Session**” means a special semester offered by a department / institution / college, as the case may be, to meet the credit hours deficiencies or courses deficiencies during summer vacations.

**4. Conduct of Semesters:**

- (a) There shall be two regular semesters in an academic year. Each semester will be spread over 18 weeks with inclusion examinations i.e. ;
  - I. Spring Semester: February – June
  - II. Fall Semester: September – January
- (b) The University will publish a schedule according to the format given in **Schedule-I** of these regulations, of the complete academic year for its Fall, Spring and Summer semester (if any) for the convenience of students and faculty members mentioning the following:

- i. Semester starting date;
- ii. Holidays during the semester;
- iii. Mid term examination date;
- iv. Semester termination date;
- v. Final term examination week

(c) Students shall be responsible to meet the requirements and deadline published for each semester in the academic calendar of the university. Students will also be expected to know and adhere to the rules, regulations, course loads, prerequisites, and policies of the university, as well as those of the departments / institutes in which they are enrolled.

(d) Minimum attendance in a course required to obtain a passing grade in that course shall be 75%

**5. Scheme of Studies under Semester System:** The following shall be scheme of studies for

Three years PhD program,

Two years Master's degree programs (MS and MPhil)

Four years Professional degree programs, respectively

**(a) Six semesters PhD program (level 8):**

- i. **Total No. of Required Credit Hours:** 18 (Credit Hours of Course Work + a PhD dissertation which must be evaluated by at least two PhD experts from technologically /academically advanced foreign countries in addition to local Committee members)
- ii. **Semester Duration:** Minimum 16 weeks teaching excluding examinations
- iii. **Course Work Duration:** Minimum 1-year, two semesters Course Duration  
Minimum 3 years (including course work duration & Research Dissertation)
- iv. **Summer Session:** Only for deficiency courses and Research Course
- v. **Course Load per Semester for Regular Full-Time Students:** 09 - 12 Credit Hours

**(b) Four Semesters Masters Degree Program (level 7);**

- i. **Total No. of Credit Hours:** 30 (24 credits course work and 06 credits for thesis) or the candidates will either need to complete 30 credit hours of course work for masters only
- ii. **Semester Duration:** Minimum 16 weeks teaching excluding exams
- iii. **Program Duration:** 2 years Minimum for full time students and minimum of 8 semester (4 years) for part time students Maximum time limit of 3 years for full time students and maximum of 6 years for part time students, further extendable for one year with the approval of Academic Council)
- iv. **Number of Regular Semesters:** 4

- v. **Number of Summer Sessions:** one (if so required, Only for deficiency/failure/repetition courses (further chance through approval of Academic Council)
- vi. **Course Load per Semester** 09-12 Credit Hours

**(c) Eight Semester Professional Degree Program (level 6);**

- i. **Total No. of Credit Hours:** 124-140
- ii. **Semester Duration:** minimum 16 weeks teaching excluding exams
- iii. **Program Duration:** 4 – 5 years as per requirements
- iv. **Number of Regular Semesters:** 8 – 10 accordingly
- v. **Number of Summer Sessions:** two (if so required)
- vi. **Course Load per Semester** 15-18 Credit Hours

**(d)** Minimum of 160 and Maximum 180-above Credit hours for 5 year degree program

**6. Courses Credit Hours:**

**(a)** The credit hours are denoted by two digits within brackets with a hyphen/plus in between. The first digit represents the theory part while the second (right side) digit represents the practical. Thus 3(3+0)/3(3-0) means three credit hours of theory, while 4(3+1)/4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory/studio work/field work/practical work supervised and graded by the faculty

**(b)** An Undergraduate Degree Program usually includes theory courses, community work/thesis/research report/project and internship.

- i. Theory: A theory course is of 03 to 04 credit hours as per requirement of discipline.

<b>Course</b>	<b>Duration of Class</b>
Theory Course of <b>03</b> Credit Hours	3 classes of 01 hour per week Or 2 classes of 1.5 hour per week Or 1 class of 03 hours class per week
Practical (Lab)Work/Field Work of <b>01</b> Credit Hour	03 hours per week

- ii. Project: Every student should write a project report/thesis/research report/project/ internship in the final year up to maximum of 06 credit hours individually on a research topic approved by Faculty.
- iii. Internship: Students should be encouraged to do internship in a relevant academic, research or business organization relating to the discipline chosen for specialization of maximum of 3 credit hours offered in any upper division semester as per requirement of discipline.

- (c) Islamiyat and Pakistan Studies compulsory for bachelor Level shall be of one credit hour each.
- (d) Thesis Supervisor: the topics allotted to the students will work under the supervision of supervisors. In order to have quality supervision, field experts identified by the institute will also be assigned with the responsibilities.
- (e) Student has to submit the final copy of his/her thesis duly approved by his/her supervisor to the Examinations Section of the University, within 60 days after the last paper of Final Term Examination.

**7. Semester Examination:**

- (a) All semester examinations except the final exam of the semester shall be conducted by the Department / Institutions / College, as the case may be.
- (b) In each semester, students shall be required to appear in quizzes, mid terms, final examination, give presentation, participate in group discussion, and submit projects / assignments / laboratory reports, where ever applicable. These shall having different weightage contributing towards the overall assessment in percent marks and be determined by the teacher / instructor concerned, according to **Regulation 8** of these regulations. This weightage shall be determined, on the basis of the following instructions:
  - i. In case a student joins a course after it has started, he/she shall be responsible for any missed quizzes, assignments and lectures. The marks in missed quizzes etc shall be considered zero while make-up tests, assignments, projects and labs can be arranged in consultation with the teacher / instructor / head of department / institution, what ever the case may be.
  - ii. There shall be no Supplementary / Special Examination in a Semester System; if a student fails in a course, he/she is required to repeat it.
  - iii. In case a student repeats the course which has already been taken, the old grade will be substituted with the new grade, (for CGPA calculation) and both the grades will reflect on his / her transcript, i.e. old course grade and new course grade.
- (c) Instructor / teacher of each course in semester shall be bond to submit students' evaluation profile according to the format given in Schedule-II of these regulations.

**8. Distribution of Marks:**

- (a) Overall 10% marks in each subject shall be awarded for internal evaluation comprising of Stages, Quizzes / Class Tests, Assignments, Attendance
- (b) Marks for all regular semesters of under graduate (level 6) shall be distributed as follows;
  - i. Mid Term Examination: 20%
  - ii. Final Term Examination: 70%
  - iii. Quiz / Tests / Assignments / Presentations: 10%

- (c) Marks for all regular course work semesters of Masters / M.Phil. (level 7) and Ph.D. (level 8) shall be distributed as follows
- i. Mid Term Examination: 30%
  - ii. Final Term Examination: 50%
  - iii. Quiz / Tests / Assignments / Presentations: 20%
- (d) In case of a course with the composition of 4(3+1), (03 credit hour theory and 01 credit hour practical) the weightage for the practical work may be considered as 25%.
- (e) All scripts and records shall have to be submitted to the Examination Section of the University.
- (f) Final Term Examination of any semester whether undergraduate or postgraduate levels, Controller of Examinations, if so desire, can be conducted by the Examination Department of KMU, directly. For this purpose, the Controller of Examinations may ask more than one set of question papers from the respective teachers. The Final paper setting shall be the discretion of Controller of Examinations, KMU.
- (g) Paper pattern shall be as notified by the Controller of Examinations from time to time at the start of academic year with the approval of Vice Chancellor.
- (h) Institute will send the results of the semesters to the Controller of Examinations, semester section who subsequently will issue the GPA & CGPAs calculated results.

**9. Promotion to Next Semester:** Requirement for promotion to next semester shall be as follow;

(a) Four Semesters (two years) Masters / M.Phil. Degree Programs;

	Promotion to Next semester	Requirement
1.	From 1 <sup>st</sup> to 2 <sup>nd</sup>	Passing 50% subject, fraction being counted as one i.e. 3 out of 5, or 3 out of 6 subjects.
2.	From 2 <sup>nd</sup> to 3 <sup>rd</sup>	Passing all subjects of 1 <sup>st</sup> Semester (if available) and 50% of the 2 <sup>nd</sup> Semester.
3.	From 3 <sup>rd</sup> to 4 <sup>th</sup> (final degree awarding semester).	Passing all subjects of 2 <sup>nd</sup> Semester (if available) and 50% of the 3 <sup>rd</sup> Semester. During the Final Semester the university may arrange exam of failed subjects of previous semester even if they are not offered as regular course in that semester.

(b) Maximum six semesters' duration shall be allowed for a student to qualify the four semesters' degree programs. The Academic Council may, on the written request of the student duly recommended by head of the institution, further

extend upto two semesters with imposition of a fine which shall be double of the prescribed fee for the enrolment of the relevant degree program's semester.

**(c)** For Eight Semester (four years) Professional Degree Programmes: The following shall be requirements for promotion to next semester;

	Promotion to Next semester	Requirement
1.	From 1 <sup>st</sup> to 2 <sup>nd</sup>	Passing 50% subject, fraction being counted as one i.e. 3 out of 5, or 3 out of 6 subjects.
2.	From 2 <sup>nd</sup> to 3 <sup>rd</sup>	Passing all subjects of 1 <sup>st</sup> Semester (if available) and 50% of the 2 <sup>nd</sup> Semester.
3.	From 3 <sup>rd</sup> to 4 <sup>th</sup>	Passing all subjects of 1 <sup>st</sup> & 2 <sup>nd</sup> Semesters (if available) and 50% of the 3 <sup>rd</sup> Semester.
4.	From 4 <sup>th</sup> to 5 <sup>th</sup>	Passing all subjects of 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Semesters (if available) and 50% of the 4 <sup>th</sup> Semester.
5.	From 5 <sup>th</sup> to 6 <sup>th</sup>	Passing all subjects of 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Semesters (if available) and 50% of the 5 <sup>th</sup> Semester.
6.	From 6 <sup>th</sup> to 7 <sup>th</sup>	Passing all subjects of 3 <sup>rd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> Semesters (if available) and 50% of the 6 <sup>th</sup> Semester.
7.	From 7 <sup>th</sup> to 8 <sup>th</sup> Final degree awarding in case of 4 year professional degree program	Passing all subjects of 1 <sup>st</sup> to 6 <sup>th</sup> Semester (if available) and 50% of the 7 <sup>th</sup> Semester.  During the Final Semester the university may arrange exam of failed subjects of previous semester even if they are not offered as regular course in that semester.

**(d)** Maximum twelve semesters' duration shall be allowed for a student to qualify the eight semesters' professional degree programs. The Academic Council may, on the written request of the student, duly recommended by head of the institution, further extend up to two semesters with imposition of a fine which shall be double of the prescribed fee for the enrolment of the relevant degree program's semester.

**10. Grading:**

**(a)** The following grading system shall be applicable to graduate Level semester examinations

Marks Obtained (%)	Letter Grade (LG)	Numeric Grade (NG)
Below 60	F	0.0
60 – 64	C	2.0
65 – 69	C+	2.5
70 – 74	B	3.0
75 – 79	B+	3.5
80 – 89	A	4.0
90 – 100	A+	4.0

**(b)** The following grading system shall be applicable to postgraduate Level semester examinations

Marks Obtained (%)	Letter Grade (LG)	Numeric Grade (NG)
Below 60	F	0.0
60 – 69	C	2.0
70 – 78	B	3.0
79 – 84	B+	3.5
85 and above	A	4.0

**(c)** CGPA REQUIRED FOR THE COMPLETION OF UNDERGRADUATE AND GRADUATE DEGREE

- i. For completion of the degree, the minimum qualifying CGPAs for BS and MS/MPhil Students are 2.00 and 2.50, respectively.
- ii. In case a student secures less than 2.00 CGPA (minimum qualifying CGPA) at the end of final Semester, s/he may be allowed to get re-admission in one or more courses, in which his/her Grade is below C, along with the forthcoming semester, provided that s/he is not debarred under the CGPA Improvement Regulation and time duration specified for the program.

**(d) Calculation of Semester Grade Point (GP):**

Grade Point (GP) for single course = Numeric grade (NG) x Credit Hours (C.H)

**(e) Calculation of Semester Grade Point Average (GPA):**

Sum of Grade Points of one semester ÷ Sum of Credit Hours of that semester

**(f) Calculation of Cumulative Grade Point Average (CGPA):**

Sum of GPs of all the subjects / semester ÷ Sum of Credit Hours taken in all Semesters

### **11. Student Grievances Against any Course Instructor:**

- (a)** All HEIs should have a 05 member Committee constituted of 02 senior faculty members, relevant head of the department and dean headed by Controller of

Examinations to redress the grievances of the students about any course instructor or grades or for any other issue.

- (b) The Committee will redress the grievances of the students about any course instructor or grades or for any other relevant issue
- (c) A student must approach the Head of the Institute for a grievance on grade within 5 working days of the receipt of the grade. The Head of the Institute / Department shall forward the grade grievance to the Committee and it shall be mandatory on the Committee for hearing both sides (student and the instructor), and shall give a final decision within 5 days or before the start of registration for the new semester whichever comes early. The decision of the Committee shall be final.

**12. Random Checking:**

- (a) There shall be a University Semesters Examinations Evaluation Committee (USEEC), constituted and notified by the Controller of Examinations, whether a single committee or different committees for different departments / institutions / colleges, which shall be comprised of three Faculty Members of the relevant Degree program to check, randomly, a few papers of any semester examinations for uniformity of scoring & covering of the course content.
- (b) The result of each semester examinations shall be submitted to the University examination section well before the commencement of final exam of the semester for consideration and issuance of final transcript to the successful students for award of degree.

**13. Instructors Evaluation:**

- (a) Each student in a semester shall be bound to give feedback regarding the course instructors through a prescribed mechanism.
- (b) Any student, who failed to do so shall be fined Rs: 1000/- by head of the department and such fine shall be credited to the general receipt account of the university/treasurer.



Schedule-I

SEMESTER CALENDER FOR ACADEMIC YEAR 2009 - 2010

	Mor	Tue	Wed	Thu	Fri	Sat	Sun	Mor	Tue	Wed	Thu	Fri	Sat	Sun	Mor	Tue	Wed	Thu	Fri	Sat	Sun	Mor	Tue	Wed	Thu	Fri	Sat	Sun	Mor	Tue	Wed	Thu	Fri	Sat	Sun
<b>Feb</b>							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
<b>Mar</b>	30	31					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
<b>Apr</b>			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
<b>May</b>					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>Jun</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
<b>July</b>			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
<b>Aug</b>	31					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
<b>Sep</b>		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
<b>Oct</b>				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
<b>Nov</b>	30						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
<b>Dec</b>		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
<b>Jan</b>					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31



