



NUTECH ACADEMIC STANDARDS AND DEFICIENCIES
FOR AWARD OF BACHELOR DEGREES

NATIONAL UNIVERSITY OF TECHNOLOGY
(NUTECH), ISLAMABAD

Background

1. There are two grading systems being followed by national / international universities, “**Absolute Grading System**” and “**Relative Grading System**”. National University of Technology (NUTECH) is following “Relative Grading System” like other top ranking universities of the country and world. UG academic standards are based on the best international and national practices. Academic deficiencies are with a purpose to achieve desired standards in the best possible manner.

2. **Grading.** Letter grades are defined as: -

2.1 **Letter Grades.** The grades to be awarded to students who satisfactorily complete the work of a subject by the end of a semester and the definitions of these grades are: -

- a. **A** Exceptionally good performance, demonstrating a superior understanding of the subject matter, a foundation of extensive knowledge, and a skillful use of concepts and/or materials.
- b. **B** Good performance, demonstrating capacity to use the appropriate concepts, a good understanding of the subject matter, and an ability to handle the problems and materials encountered in the subject.
- c. **C** Adequate performance, demonstrating an adequate understanding of the subject matter, an ability to handle relatively simple problems, and adequate preparation for moving on to more advanced work in the field.
- d. **D** Minimally acceptable performance, demonstrating at least partial familiarity with the subject matter and some capacity to deal with relatively simple problems, but also demonstrating deficiencies serious enough to make it inadvisable to proceed further in the field without additional work.
- e. **F** Failed. This grade also signifies that the student must repeat the subject to receive credit.
- f. **XF** If a student has less than **75%** attendance. This grade also signifies that the student must repeat the subject to receive credit.
- g. **I** means the work required for the subject has not been completed due to any reasons acceptable to Departmental Board of Studies.
- h. **W** will be awarded on dropping of a course.

Note. Modifiers of plus (+) shall be allowed on the grades of **B**, **C** and **D**. These modifiers will also be reflected on the students’ academic transcript.

2.2 **Determination and Finalization of Letter Grades.** The basis for determining a student's grade in a subject/course shall be left at the well- considered discretion of the Departmental Board of Studies (**DBS**). The grade/ marks earned by a student in **Assignments, Quizzes, and Laboratory work, Mid Semester Exam, End Semester Exam** etc. shall be converted into percentage by the concerned faculty. The overall subject percentage obtained by students shall be rounded off by the faculty up to **two decimal points** (e.g. for **2.495** will be rounded off as **2.50**). Letter Grades shall be awarded on relative grading basis according to the distribution gap method on the performance of a particular class by the faculty teaching the subject/course, and shall be approved by **DBS**. DBS will be held on or before Thursday of **1st week** after examination week. The grade sheets of each subject in triplicate, duly signed by respective faculty member and Head of Department, shall be sent to the Examination office on or before Friday of **1st week** after examination week.

2.3 **Grade Point Average.** Grade Point Average (GPA) is a number representing the average value of accumulated grade points earned in a semester or in a degree program, and is based on letter grades earned by students. **GPA** shall be computed from the grade points assigned to letters grades. Grade points for letter grades are as given below:-

Letter Grade	Grade Points
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0.0
XF	0.0
W	0.0 (for dropping of course)
I / ID	(0.0) Incomplete / Incomplete Drop

2.4 **Semester Grade Point Average (SGPA).** SGPA is calculated by summing up grades points earned in all the subjects taken in a semester and dividing the sum by the total number of credits of the subjects taken in that semester.

2.5 **Cumulative Grade Point Average (CGPA).** **CGPA** is the cumulative grade point average of all the semesters completed. CGPA is calculated by summing up grades points earned in all the subjects taken in any number of semesters and dividing the sum by the total number of credits taken in those semesters.

2.6 **Grading:**

- a. **A–F** grading will be used. **D** and above grades will be considered as passed and all grades will be reflected on transcript, and will be used for computation of **SGPA/CGPA**.
- b. Relative Grading System: Recommended for adoption where the class size is above **10** students
- c. Absolute Grading System: Recommended for adoption where the class size is below **10** students.

3. **Academic Deficiencies.** A student who obtains one or more of the following is considered academically deficient, namely: -

- a. An **XF/F** grade in any subject,
- b. **SGPA/CGPA** less than **2.00**,
- c. **CGPA < 2.00** in consecutive two semesters, or
- d. **"I"** (Incomplete) grade in any subject.
- e. **"W"** for dropping of a course.
- f. If student could not register a course in a regular semester due to previous deficiencies or max credit hours limit, it may be considered as an academic deficiency. However, such deficient courses can only be offered (in summer) after the approval of **CAP** (keeping in consideration of degree completion requirements).
- g. Less than **"C"** grade in final year project work.

4. **Disposal of Academically Deficient Students** Consequent to the identification of academic deficiencies, following disposal will be recommended by the Examination Office.

- a. Advisory Note / Academic Warning
- b. Probation
- c. Suspension
- d. Withdrawal

4.1 **Academic Warning** Academic warning will be awarded to the deficient students under following circumstances: -

- a. Student earns “**XF**” or “**F**” grades in a subject in any semester.
- b. **SGPA / CGPA** is less than **2** in a semester.
- c. He/she does not qualify for **probation/withdrawal**.

4.2 **Probation** “Probation” means that a student is deficient in academic / discipline standards and warrants consistent monitoring. A student shall be placed on academic / discipline probation under the following conditions: -

- a. **CGPA** is less than **2** in any semester except **1st semester**.
- b. On disciplinary grounds when recommended by the **Committee on Discipline**.
- c. While on second consecutive academic probation, the student cannot register for new courses and will decide which courses to repeat in consultation with his/her academic advisor.

4.3 **Suspension**. Suspension means that a student is not allowed continuing regular academic activities for a semester. A student will be recommended for suspension under following conditions: -

- a. On disciplinary ground when recommended by the Committee on Discipline.
- b. If absence of student is **greater than 25%** in a semester on medical ground or reasons beyond his control.
- c. If absence of a student is **greater than 25%** in all subjects in a semester.
- d. If a student remains absent for more than **30** but **less than 45 consecutive days** without any valid reason.
- e. While on suspension a student will be permitted to repeat courses already taken, if any, offered in suspended period.
- f. If he/she does not deposit semester fee by the end of 2nd week of semester will be suspended for that semester. During suspension period he/she will pay 25% of tuition fee to maintain his/her registration.

4.4 **Suspension of Registration**

- a. If a student remains **absent for 45** or more **consecutive days**, his/her admission/registration may be suspended for a period of upto **one year** under following condition: -
 - (1) Prolonged Absence (without any intimation or valid reason).

- (2) Disciplinary Grounds
- (3) Medical Reasons
- b. Onus of ensuring receipt of intimation in Registrar Office remains with respective students. However, such student may resume the same program subject to meeting the following conditions:
 - (1) Has completed minimum one year of studies and attained minimum require **CGPA** i.e., **2.00**.
 - (2) Has been recommended by the respective HoD.
- c. On re-admission, the student will pay the prescribed admission fee and **50% tuition fee** for the period of absence. The rate of fee will be as applicable to students of the semester which she/he joins.
- d. While considering the case for re-admission, it will be ascertained by the respective department that the student has sufficient time to complete his / her degree within the prescribed time limit, which will start from date of original / first admission.
- e. No special classes / courses will be planned / arranged for such cases other than planned classes for repeat courses.
- f. After re-admission, his/her studies will be governed by the rules and regulations applicable to the entry s/he joins.
- g. Suspension of registration, on grounds of prolonged absence, will be granted only once in the program in which s/he was originally granted admission.

4.5 **Withdrawal**. Withdrawal means that a student is considered unsuitable for further studies at NUTECH and is withdrawn from the program. A student will be withdrawn from the university under following circumstances: -

- a. Earns **five 'F / XF'** grades or more in first semester only.
- b. The student accumulates **ten or more F/XF** grades.
- c. Earns **three** consecutive academic probations up till and including **sixth semester**.
- d. Earn **two consecutive** probations on disciplinary grounds or overall **three disciplinary probations** when recommended by the respective Discipline Committee.
- e. Cannot complete his degree requirements within the maximum stipulated time of **seven years**, even if he/she utilizes the summer semester.

- f. A student who remains absent for more than **45 consecutive days** without valid reasons but does not qualify for “**Suspension of Registration**”.

4.6 All Deficient cases will be served with “**Warning**”, by Exam office. Distribution of copies of warning is as under: -

- a. 1x copy to student.
- b. 1x copy to Parents/Guardian.
- c. 1x copy to HoD.
- d. 1x copy in Student Dossier.
- e. 1x copy of Student Advisor.

5. Approval and Declaration of Results

- a. After the results are received from each Department, the Examination Office shall compile the final results. The final results shall show the grades obtained in each subject of the semester, SGPA, CGPA, and academic deficiencies and their disposal. Committee on Academic Performance (CAP) shall communicate its decisions by end of **1st week of next semester**. The final results shall be approved by the Rector.
- b. As per NUTECH policy, result of the student will be only shared with him/her, parents / Guardians and Academic Department. Therefore, the provisional/final result will not be uploaded on the NUTECH website and neither will be posted anywhere in publically. The provisional results indicating letter grades, SGPA and CGPA shall be declared by the Examination Office at least **three days** before the **commencement date of next semester / term**. The final results indicating letter grades, SGPA, CGPA and disposal of academic deficiencies shall be declared by the Examination Office by end of **2nd week of next semester/term**.

6. Adding / Dropping of courses

- a. For Fall and spring semester, subjects may be added/dropped (provided credit hour min/ max limits are maintained) until the end of the **3rd week** of the semester.
- b. For summer semester, subjects may be added/dropped (provided credit hour max limits are maintained) until end of **2nd week of summer** semester.
- c. In case of dropping of course in fall and spring semesters from **4-6 weeks** and summer semester from **3-4 weeks**, letter grade “**W**” shall appear in his/her transcript against the specific course.
- d. After the **6th week** of Fall and Spring semesters and **4th week** of summer semester “**F**” grade shall be automatically awarded which shall count in the **GPA** and stay on the transcript.
- e. Student having “**W**” on the transcript shall not be considered for any academic honor / award.

- f. A student is allowed to have maximum of **2x Ws** in a semester. S/he shall not be allowed to accumulate more than **4x Ws** at any one particular time during course of studies.
- g. If the student takes less than **minimum (15) credit hours** or greater than **maximum (18)** limit, approval is required from Committee on Academic Performance (**CAP**).

7. Improvement of Grades. Students are allowed to improve grades/GPA through repetition of subjects during their degree program: -

- a. A particular subject can be repeated only once. Max number of courses that a student may be allowed to repeat in his/her degree should be **<6**.
- b. Failed subject can be repeated any number of times.
- c. It is the student's responsibility to clear the failed / dropped courses, subject to availability of resources at the respective department and approval of **Dean / HoD**.
- d. The transcript will show both the **old grade** and the new **earned grade**, but the better grade will be used in the computation of CGPA.
- e. Transcripts will be bearing the subjects as per the semester.
- f. A student who improves a subject/course shall **not be eligible** for top academic honor / award on basis of a new earned grade(s).
- g. If a student gets 'F' grade, s/he will be required to repeat the course. In case of Elective course the student may take its recommended alternate with the approval of HOD.
- h. "I" grade shall be awarded, when a student misses the final examination due to an unavoidable reason, as judged by the HOD. To avail this concession, the student must provide appropriate proof **within one week** missing the final exam; otherwise an, "F" grade shall be awarded.
- i. The re-take examination of "I" grade to be taken preferably before the next semester or max up to the **second week** of the next semester.
- j. A student can repeat courses with grade "C" and lower grades, to improve his / her CGPA.
- k. The student who repeats a course to clear a **W/F** grade shall not be eligible for academic honors.
- l. A student who fails in a subject, and after repeating fails again the number of **F's** counted in this case will be one "F".
- m. The Student shall be allowed to improve his/her CGPA after completion of all the degree requirements.
- n. There will be no retake exam except in extreme emergency cases like death of parents. NUTECH Medical officer will verify the medical emergency cases for retake exam.

8. Deferment / Freezing of Semester(s). A student may seek deferment / freezing from regular studies subject to the following conditions:-

- a. Deferment / freezing will generally be requested before the start of a semester. However, in exceptional cases it may be requested latest by the **2nd week** of a semester.
- b. **During the period of deferment, he/she will be allowed to repeat courses already studied on payment of prescribed fee for repetition of courses but not permitted to study new courses.**
- c. He/she shall pay **25% tuition fee** to maintain his/her registration.
- d. Freezing of **first two semesters** is not allowed. However, under special hardship circumstances freezing of first/ second semester can be considered by the approval of competent forum as under: -
 - (1) Iddat
 - (2) Maternity / Delivery
 - (3) Death in the immediate family
 - (4) Any other, subject to acceptance on justified rationale.
- e. Duration of freezing is one year. A candidate who gets a semester freeze can get readmission in next year.
- f. Deferment/freezing of a semester will be approved by Committee on **Academic Performance (CAP)**.

9. Plagiarism

- a. All academic work submitted by a student must be his/her own work. If a student submits work done by any other person it is plagiarism.
- b. Faculty member to award a failing grade and / or for the DBS to cancel grade previously awarded only in that particular **assignment / project**.

10. Issue of Academic Transcript/Detailed Marks Sheet. A student desirous of obtaining Academic Transcript may apply to Controller of Examinations NUTECH along with the prescribed fee, as per the policy issued on the subject.