



POLICY NUTECH ACADEMIC STANDARDS - PG PROGRAMS

NATIONAL UNIVERSITY OF TECHNOLOGY
(NUTECH), ISLAMABAD

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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. PG 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. **F** Failed. This grade also signifies that the student must repeat the subject to receive credit.
 - e. **XF** If a student has less than **75% attendance**. This grade also signifies that the student must repeat the subject to receive credit.
 - f. **I** means the work required for the subject has not been completed due to any reasons acceptable to **Departmental Board of Studies (DBS)**.
 - g. **W** will be awarded on dropping of a course.

Note. Modifiers of plus (+) shall be allowed on the grades of B and C. 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 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 (when no. of students in a class are 10 or greater, otherwise absolute grading may be adopted)** 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. The grade sheets of each subject (single copy), duly signed by respective Head of Department and Principal, 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
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. **C** 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 10 and above students**
- c. **Absolute Grading System: Recommended for adoption where the class size is below 10 students.**

3. **Duration and Credit Hours**. The requirements of a minimum number of credit hours and duration for completing the Postgraduate Program are as under:

Ser	Program	Credit Hours (Minimum)	Duration	
			Minimum	Maximum
a.	Master of Science (MS)	30	1½ Years	4 Years
b.	Doctor of Philosophy (Ph.D.) For MS qualified	48	3 Years	8 Years

- c. A minimum of three regular semesters are to be studied (exclusive summer semester) for the award of a **Master degree**.

4. **Test and Examinations**

- a. Regular semester exams include minor tests (quizzes), major tests (Mid Semester and End Semester exams), assignments, practical/lab tests, projects and Thesis.
- b. All End Semester Examinations of the University are managed by Exam Office on dates and according to the schedule prepared by the respective department unless otherwise approved by the Rector.
- c. All question papers are set by the respective faculty and duly scrutinized approved and conducted in accordance with the university policy.
- d. Examination Schedule as per NUTECH Examinations Policy/Standards.
- e. Registration Directorate prepares the Academic Calendar of the University based on the details provided by the department and other directorates of NUTECH at least two months before Commencement of the academic year, i.e., Fall Semester.
- f. Use of reference material is allowed if announced by the faculty/invigilator.

5. **Course Registration**
 - a. Adding or dropping course(s) is allowed only until end of 4th week. If a student does not complete registration within two weeks, a 5% of the fee should be charged as a late registration fee.
 - b. Students can withdraw from a course by the 8th week of a regular semester (5th week for summer semesters), with approval from the **Head of Department (HoD) and Principal**. However, it will be reflected in his/her transcript as “**W**”.
 - c. Students with **W** on the transcript will not be considered for any academic honour/award.
6. **Unfair Means and Disciplinary Actions.** Unfair means will be dealt as per NUTECH Unfair Means Policy.
7. **Results, Transcript and Degree Issuance**
 - a. Results are compiled and approved by the relevant authorities and are recorded in the student’s transcript.
 - b. Re-assessment or re-checking of exam papers is not allowed, but there is a process for requesting re-evaluation.
 - c. A student desires of obtaining Academic Transcript and issuance of Degree before Convocation may apply to Controller of Examination through his/her department along with prescribed fee as per NUTECH policy.
8. **Master's Degree Award Conditions**
 - a. Completion of prescribed credit hours as approved by the NUTECH Academic Council for each program.
 - b. A minimum **CGPA of 3.00** with at least a **B** grade in the thesis (**6 credit hours**).
 - c. Completion of **30 credit** hours for **coursework-based** programs with a minimum **CGPA of 3.00**.
9. **Scheme of Studies (MS Program)**
 - a. **Fall and Spring** Semesters are regular semesters.
 - b. Students must enroll for a minimum of **6** and a maximum of **12** credits per Fall or Spring semester.
 - c. Summer semester enrollments can be for a maximum of **6** credit hours of course/research work.

10. **On Campus Duration**
- Students will pay full tuition fees for a maximum of four regular semesters (two academic years). **25% of tuition fees will be charged while off-campus.**
 - If students complete **the degree within 30 days from the beginning** of the 4th semester, they only pay fees for three regular semesters (Fall, Spring and Fall).
 - Up to **10%** of students in a batch who cannot perform research may switch from a research-based to a coursework-based degree with **DBS** approval.
11. **Academic Deficiencies/Withdrawal.** A student will be dropped/withdraw from the **MS program** under the following conditions:
- CGPA below 2.00** in consecutive two semesters
 - Receiving **F/XF grades in more than two courses at any stage**
 - CGPA remaining below **3.00** after completing the coursework, even after using the chance allowed under provisions.
 - Being absent for more than **30 days without intimation to research supervisor during research/ thesis phase.**
 - Having attendance **below 75% in more than two courses**, resulting in an **XF grade** in those courses.
 - Fails to complete courses worth 24 Credit hours within 2 years from the date of enrollment for MS (thesis based).
 - Disciplinary grounds as recommended by the Committee on Discipline of the NUTECH.
12. **Suspension of Registration**
- Suspension can occur if a student is absent for **30 or more consecutive days without notice or valid reason** (Including research phase).
 - A student suspended under this policy may resume the program if he/she meet certain conditions:
 - Completed at least **one semester** with the required GPA
 - Have been recommended by the respective department
 - On **re-admission**, the student must pay:
 - The **prescribed admission fee (tuition fee revised annually)**
 - 50%** of the tuition fee for the period of absence
 - The student's re-admission will be subject to ensuring that he/she can complete the **degree within the prescribed time limit.**
 - There will be **no special classes** arranged for the suspended period, except for planned courses for repeats.

- (5) The student's studies will be governed by the rules applicable to their new entry.

13. **Probation**

A student will be placed on probation if:

- a. His/ her CGPA is less than **3.00** but greater than or equal to **2.00**.
- b. Placed on **probation** due to **disciplinary reasons** as per the recommendation of the **Committee on Discipline**.

14. **Suspension**

The different grounds for suspension include:

- a. Disciplinary reasons.
- b. Suspension on Medical grounds as approved by CAP.
- c. If student remains absent for more than 30 but less than 45 consecutive days without any valid reason.
- d. While on suspension a student will be permitted to repeat courses already taken, if any, offered in suspended period.

15. **Repetition of Courses**

- a. **Course Repetition:** If a student receives an **F/XF** grade in a course, he/she must repeat the course when it is offered.
- b. **Improvement of CGPA:** Students may repeat courses to improve their CGPA, subject to departmental approval. The student can repeat up to **3** courses during the MS program.
- c. The student's transcript shows both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA.
- d. Students can take **Alternative Elective Course** if the original course is not being offered.

16. **Degree Completion**

- a. The Degree Program will be considered complete on fulfilling the following conditions:
 - (1) On fulfilment of **prescribed requirements** of the degree.
 - (2) The request of the student for the final transcript/award of degree.
 - (3) Formal notification by the **Controller of Examinations**.
- b. The student is allowed to improve grade until conditions of **Para 8(a)** above are fulfilled.

17. **Deferment / Freezing of Semester(s).** A student may seek deferment from regular studies subject to the following conditions:
- 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.
 - During the period of deferment, a student will be allowed to repeat courses already studied on payment of a prescribed fee for the repetition of courses but not permitted to study new courses.
 - Students will pay a **25% tuition fee** to maintain their own registration.
 - Duration of freezing is one year. A candidate who gets a semester freeze can get readmission in next year.**
 - In case, a student opts to defer the first semester will have to pay a **50% tuition fee** (non-adjustable/non-refundable).
 - Deferment / freezing of a semester will be approved by DBS/CAP and Dean of University (DoU).**
18. **Research during Master's Program.** The procedure for thesis research is as under:
- All students must successfully complete a minimum of 6 credits in a Master thesis, based on a highly individualized, investigative study that will make a significant contribution to knowledge.
 - The subject of research must be agreed to by the student and the research Supervisor/Advisor (thesis advisor), in consultation with GEC, when required. The topics must be original and not plagiarized and relevant to the needs of the country.
 - A thesis is graded and counted towards the calculation of CGPA for all programs.
 - A student who cannot complete the thesis work in the assigned on-campus time may continue to do so at own arrangements to complete the thesis work within the maximum allowed time.
 - The students desirous of continuing their research after the on-campus time are required to maintain their registration with the University and accordingly pay the registration fee as per the policy.
 - A student can start research work after completion of 9 (nine) credit hours of coursework provided the student's **CGPA is ≥ 3.00** . The thesis defence will only be allowed once the student has attained a **CGPA of ≥ 3.00** in coursework.

19. **Guidance and Examination Committees (GEC).** GEC will comprise at least two members preferably holding a Ph.D. degree in the relevant field, in addition to the Research Supervisor/Advisor who must be a Ph.D. in the relevant field. The Research Supervisor/Advisor shall chair the meeting of GEC. The Research Supervisors/Advisors must be given prior necessary experience for this job by initially nominating them as members of GEC/Co-Supervisors. However, the DBS/CAP may decide to allow for supervision without prior experience on a case-to-case basis.
20. **Medals and Awards.** **Gold Medal** shall be awarded to the top-performing graduate in each MS program, subject to the following conditions:
 - a. Degree is completed within the **minimum prescribed duration** (two years).
 - b. Student attains the **highest Cumulative Grade Point Average (CGPA)** in the respective program, with a **minimum of 3.80**.
 - c. **Class strength** of the respective program is **at least five (5) students**.
 - d. Student has **no “Repeat” or “F” grade** in any course during the entire program.
 - e. Student has maintained an **exemplary academic and disciplinary record** throughout the program.
 - f. Award is conferred **in accordance with NUTECH regulations** and **in line with HEC guidelines** for postgraduate degree programs.