



KHWAJA FAREED
UEIT
RAHIM YAR KHAN

SEMESTER REGULATIONS 2023


Director Academics
Khwaja Fareed University of
Engineering & Information Technology
Rahim Yar Khan



Office of the Registrar
Khwaja Fareed University of Engineering
& Information Technology R.Y.K.

Table of Contents

1.	Short Title	1
2.	Commencement	1
3.	Application	1
4.	Definitions	1
5.	Semester System	4
6.	Academic Advising.....	5
7.	Summer Semester	6
8.	Degree Duration	6
9.	ACADEMIC WARNING, PROBATION AND SEPARATION	8
10.	Registration Schedule	9
11.	Student Status	9
12.	Credit Hour System	10
13.	Credit Hours Requirement	10
14.	Registration Matters	11
15.	Curriculum and Classification of Courses.....	11
16.	Semester Freeze	13
17.	Attendance Rules	14
18.	Absconding Students	14
19.	Changing Discipline after Admission	16
20.	Transfer of Credits of Courses For Migrated Students.....	16
21.	Transfer of CREDITS AND grade points of Courses For Re-admitted Students	17
22.	Transfer of Credits of Courses For Double Degree Students	18
23.	Exchange Students.....	18
24.	Transfer of Credits of Courses For Exchange Students.....	18
25.	Temporary Students.....	19
27.	Interpretation	19
28.	Removal of Difficulties	20


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**1 KHWAJA FAREED UNIVERSITY OF ENGINEERING AND
INFORMATION TECHNOLOGY, RAHIM YAR KHAN
SEMESTER REGULATIONS 2023**

1. SHORT TITLE

These regulations shall be called the Khwaja Fareed University of Engineering & Information Technology (KFUEIT), Rahim Yar Khan Semester Regulations 2023.

2. COMMENCEMENT

These regulations shall come into force at once on approval of the Competent Authority. (w.e.f. Fall 2023)

3. APPLICATION

These regulations govern the Semester System of teaching at the Khwaja Fareed University of Engineering & Information Technology (KFUEIT), Rahim Yar Khan, Main Campus/Sub-Campuses /Affiliated Colleges.

4. DEFINITIONS

- (a) Masculine gender used in the following regulations implies male students as well as female students.
- (b) The term faculty member or instructor or teacher when mentioned in these regulations would refer to the concerned faculty member or instructor or teacher, if not mentioned as such.
- (c) The medium of instructions and examinations shall be English for all courses except Islamic Studies, Pakistan Studies and relevant subject(s) for which the medium of instructions and examinations may be either Urdu or English.
- (d) The expressions used in these regulations, unless otherwise specified, or unless there is anything repugnant to the Act and Statutes, shall have the meanings as follows:

¹These updated regulations were recommended by the Academic Council in its 8th meeting held on 11th May, 2023

- (i) "Academic Council" means the Academic Council of the University as specified in the charter.
- (ii) "Academic Head" or "HOD" means Head of a Teaching Department of the University.
- (iii) "Academic Program" means a program of studies, which leads to the award of a University degree to the students, after successful completion of all its requirements.
- (iv) The term "Academic Year" refers to the period of study at the University spread over one calendar year period. Academic year is further divided into two regular semesters, Fall and Spring.
- (v) "Act" means The Khwaja Fareed University of Engineering and Information Technology, Rahim Yar Khan Act 2014.
- (vi) "Board of Faculty" means the Board of Faculty for each faculty of the University.
- (vii) "Board of Studies" means the Board of Studies for each department of the University.
- (viii) "Contact Hour" means one hour, spent on academic and research related activities including instructional work/tutorials, laboratory work (practical), research work, projects, seminars, workshops, internships, etc. during the course of studies at the University.
- (ix) "Controller of Examinations" means the Controller of Examinations (CoE) of the University.
- (x) "Co-requisite" refers to courses that must be registered simultaneously if studied for the first time. During repetition, simultaneous registration of such courses is not necessary.
- (xvii) "Credit Course" means a course of study whose grade points shall be used in calculating student's CGPA.
- (xi) "Credit Hour (Cr Hr)" means a unit of academic credit during a semester. Each credit hour is related to a one or more "Contact hours per week" according to course type and the semester in which it is offered as defined in these regulations.
- (xii) "Cumulative Grade Point Average (CGPA)" means the summation of grade points of all credit courses divided by the total number of credit hours taken by a student, i.e.

$$CGPA = \frac{\sum P \times N}{\sum N}$$

2


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 Khwaja Fareed University of
 Engineering & Information Technology
 Rahim Yar Khan


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 Khwaja Fareed University of Engineering
 & Information Technology, R.Y.K.

Where P represents grade point assigned to a letter grade scored by the student in a course and N represents the number of credit hours associated with the course.

- (xii) "Dean" means the Chairman of a Faculty of the University.
- (xiv) "Faculty" means a Faculty of the University.
- (xv) "Government" means the Government of Punjab.
- (xvi) "Grade" means a letter grade indicating the quality of students' academic performance.
- (xvii) "Grade Point" means number of points representing the letter grade obtained by a student in a course.
- (xxviii) "Grade Points of a Credit Course" is the product of grade points representing the letter grade scored by the student in a course and the number of credit hours assigned to the course.
- (xix) "Non Credit Course" means a course of study, successful completion of which shall not be a requirement for the degree.
- (xiv) "Pre-requisites" refer to courses that must be successfully completed prior to registration in a course requiring these pre-requisites.
- (xx) "Probation" means that a student is deficient in academic standards and is likely to be separated from the program.
- (xv) "Registrar" means the Registrar of the University.
- (xxi) "Statutes", "regulations" and "rules" mean prescribed statutes, regulations and rules made under the Act.
- (xxii) "Semester" means an academic period, in which one set of courses in any discipline of studies is offered.
- (xxiii) "Semester Grade Point Average (SGPA)" means the summation of grade points of all credit courses divided by the total number of the credit hours taken by a student during a semester.
- (xiv) "Separated" means that a student is considered unsuitable for further studies and shall be de-registered from University rolls.

(xxv) "Course" means a topic or subject related to an academic program, which is to be studied by a student for a fixed number of credit hours during a semester. Each course shall carry a specific discipline code and number.

(xxvi) "Teacher" means Professor, Associate Professor, Assistant Professor, Lecturer, Lab Engineer and Visiting Faculty engaged whole time or part time by the University for teaching, and any other person as may be declared to be the teacher.

(xxvii) "Teaching Department" means a teaching department established and maintained by the University.

(xxviii) "Tutor" refers to a teacher appointed as an advisor and counselor to a group of students and the term "Tutorial" refers to a scheduled session with their tutor.

(xxix) "University" means the Khwaja Fareed University of Engineering and Information Technology, Rahim Yar Khan.

(xxx) "Vice Chancellor" means Vice Chancellor of the University.

(xxxi) ²"Main Campus" means Campus situated at Abu Dhabi Road, Rahim Yar Khan.

(xxxii) ³"Sub-Campus" means sub campuses notified by Higher Education Department, Punjab.

(xxxiii) ⁴"Affiliated College" means College Affiliated by the University approved by the Competent Authority.

(e) All other words and expressions used, but not defined herein, shall have the same meanings as assigned to them in the Act.

5. SEMESTER SYSTEM

(a) Teaching at the University shall be done according to the Semester system of instruction. There will be two regular semesters (Fall and Spring) in an academic year. ⁵Fall/Spring semester will spread over 16 weeks of teaching (exclusive of exams).

² Added the definition of "Main Campus"

³ Added the definition of "Sub Campus"

⁴ Added the definition of "Affiliated Colleges"

⁵ Substituted "Fall/Spring semester will spread over 16-18 weeks (inclusive of 1-2 weeks for exams)" with "Fall/Spring semester will spread over 16 weeks of teaching (exclusive of exams)"

(b) Teaching departments shall announce the courses being offered in a semester in advance and⁶[allow students] to register in the courses after academic advising.

6. ACADEMIC ADVISING

(a) Academic advising shall be done by faculty members designated as “Advisor” and shall consist of advisor’s review of student’s academic record with the student himself/herself. Advising shall lay particular emphasis on courses failed by the student, student’s CGPA and the steps student needs to take to fulfill his/her degree requirements within the stipulated time. Furthermore, student may be advised of pre-requisite and co-requisite relationship between courses relevant to him/her. University will provide academic guidance to all students throughout their academic career at University. Responsibilities of Student Advisor also include advising students with the general adjustments to university life and semester system, informing and explaining course registration, implication of credit transfer, attendance policy, withdrawal of courses. Additionally, Student Advisor is to serve as a resource person for university information and guiding students to meet graduation requirements. ⁷[Advisory services may be provided to different batches by the batch advisor].

(b) Notwithstanding anything stated above with regard to advising, it will be the students’ responsibility to know their degree requirements, various deadlines/information announced through notices placed on Department/Campus Notice Boards/⁸[online portal] to be accountable for observing University policies and to obtain course-scheduling information. A student will be responsible for completion of all degree requirements, including pre-requisites. ⁹[For any clarification, query or problem relating to any academic matter which may not be resolved at the HOD/Student Facilitation Service Center level, the student may contact next higher authority as described by University]

⁶ Inserted

⁷ Inserted

⁸ Added the word “online portal”

⁹ Substituted the line “For any clarification, query or problem relating to any academic matter which may not be resolved at the HOD level, the student may contact Dean of the concerned Faculty” with “For any clarification, query or problem relating to any academic matter which may not be resolved at the HOD/Student Facilitation Service Center level, the student may contact next higher authority as described by University

7. SUMMER SEMESTER

- (a) Summer semester ¹⁰[may] be offered as an optional semester of 8-9 weeks duration including exam. Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 8-9 credit hours/three courses during summer.
- (b) The courses offered in the summer are decided by the respective HOD's office keeping in view the number of students interested in taking a particular course.
- (c) In summer, teaching departments may offer courses¹¹[* * * *] only for repeaters. ¹²[However, a fresh course may be offered on the approval of the competent authority]. Students have to pay separately for registering in a summer course without crossing certain maximum ¹³[* * *] limit.
- (d) Moreover, a student who has either failed or¹⁴[* * * * *] wishes to improve his/her grade as per University policy is allowed to register in the summer semester.
- (e) The contact hours per week during the summer semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.
- (f) ¹⁵[The students who are in last year of maximum degree duration are allowed to take maximum 8-9 credit hours/three courses. He/she may take courses as per clause (d) and any leftover course for the completion of degree].

8. DEGREE DURATION

- (a) Minimum duration for

¹⁶(i) [associate degree program (14 years of education) shall not be less than two academic years/Four regular semesters].

¹⁰ Substituted the word "will" with "may"

¹¹ Deleted "for whole session as well as"

¹² Inserted

¹³ Deleted "credit hours"

¹⁴ Deleted "has been stopped to take the examination due to shortage of class attendance or"

¹⁵ Inserted

¹⁶ Inserted

- (ii) undergraduate and master's degree programs (16 years of education) shall not be less than four Academic Years/eight Regular Semesters and two academic years/¹⁷[Four regular semesters], respectively.
- (iii) master's degree programs (18 years of education) shall not be less than the period of two academic years/four regular semesters.
- (iv) doctoral (PhD) degree programs shall not be less than 3 ¹⁸[academic years/six regular semesters]¹⁹[* * * * *]

(b) The maximum duration for

- (i) ²⁰[associate degree program (14 years of education) shall not be more than three academic years/six regular semester]
- (ii) undergraduate and master's degree programs (16 years of education) shall not be more than six academic year/12 regular semester and three academic years/six regular semesters, respectively.
- (iii) master's degree programs (18 years of education) shall not be more than four academic years for full time students.
- (iv) ²¹[master's degree programs (18 years of education) shall be 4-5 academic years for part time students].
- (iv) doctoral (PhD) degree programs shall not be more than 8 years ²²[* * * * *]

(c) Extension Beyond Maximum Duration

- (i) The Vice Chancellor may grant extensions up to a maximum period of one year beyond the maximum duration for completing requirements for the award of degree

¹⁷ Inserted
¹⁸ Inserted the word "academic years/six regular semesters"
¹⁹ Deleted "including course work duration and Research Dissertation"
²⁰ Inserted
²¹ Inserted
²² Deleted "including course work duration and Research Dissertation"

7

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²³[(ADP, BS)]. Students requiring extension may apply to the Vice chancellor for this purpose.

- (ii) ²⁴[In case a student is unable to secure a MS/PhD degree within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes for delay. In event of force majeure i.e., delay on account of circumstance beyond the control of student, the university may grant an extension in the period of award of MS/PhD degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused due to process or administrative reasons].
- (iii) ²⁵[If a student failed to complete his/her degree within the maximum degree duration then the student would be marked as TBC (Time Bard Case) from the University].
- (iv) ²⁶TBC students can apply to the Vice Chancellor for ²⁷[extension].

9. ACADEMIC WARNING, PROBATION AND SEPARATION

(a) A student will be placed on Warning if his SGPA falls below 2.0 in any semester with his CGPA remaining greater than 2.0.

(b) A student will be placed on Probation if his CGPA falls below 2.0 after any semester.

(c) A student will be separated from the University if he remains on probation for two consecutive semesters.

(d) Separated students can apply to the Vice Chancellor for re-admission

²⁸(e) [A re-admitted student will be granted second re-admission if he/she is separated second time from the university].

²³ Added

²⁴ Inserted

²⁵ Inserted

²⁶ Substituted the word "Separated" with "TBC"

²⁷ Substituted the word "readmission" with "extension"

²⁸ Inserted

10. REGISTRATION SCHEDULE

Students have to register for their courses in a semester during the period specified for the purpose before the commencement of a semester. ²⁹The Directorate of Academics, before the start of every semester, will notify the course registration deadline i.e. course add and drop period, which in most cases will be the end of second study week of a semester. Requests for late registration for valid reasons can be entertained till the end of the third study week of a semester. However, such students shall be required to pay late registration fee. Students deciding not to register in a semester must inform the department of their decision. Failure to register without any prior intimation may result in academic status as ³⁰“Absconding”.

11. STUDENT STATUS

- (a) Students shall be classified:
- (i) on the basis of number of credit hours registered in a semester and
 - (ii) on the basis of credit hours completed.
- (b) The students are classified as per the following nomenclature on the basis of credit hours registered during a semester:
- (i) Students registering in at least 12 credit hours during Fall and Spring semesters³¹ [* * * * *] within the minimum duration of their respective degree program shall be called “Regular”.
 - (ii) Students shall be classified as “Casual” students if they register in less than 12 credit hours during Fall and Spring semesters³² [* * * * *] or they register in courses after completion of their minimum degree duration period.
- (c) The students are classified as per the following nomenclature on the basis of credit hours completed:
- (i) “First Year” students if they have successfully completed less than or up to 32 credit hours of prescribed syllabus;

²⁹ Substituted the word “Controller of Examinations” with “Directorate of Academics”

³⁰ Substituted the word “Separated” with “Absconding”

³¹ Deleted “and 6 credit hours during summer semester”

³² Deleted “and less than 6 credit hours during summer semester”

- (ii) "Second Year" students if they have successfully completed more than 32 credit hours but up to 68 credit hours of prescribed syllabus;
- (iii) "Third Year" students if they have successfully completed more than 68 credit hours but up to 104 credit hours of prescribed syllabus;
- (iv) "Final Year" students if they have successfully completed more than 104 credit hours but up to 136 credit hours of prescribed syllabus.

12. CREDIT HOUR SYSTEM

The credit hours assigned to a theory or a laboratory course are determined by the contact hours allocated to it per week throughout a semester. For a theory course one credit hour is equivalent to one contact hour of lecture per week, and for a laboratory course ³³one credit hour is equal to three contact hours of practical work per week ³⁴[* * * * *]

13. CREDIT HOURS REQUIREMENT

- (a) ³⁵The credit hours required for the award of an Associate degree may range from a minimum of 60 to a maximum of 72 for degree programs with minimum duration of two academic years.
- (b) The credit hours required for the award of a Bachelor's degree ³⁶[shall be according to HEC policy].
- (c) The credit hours required for the award of M.Sc. degree may range from a minimum of 60 to a maximum of 72 for degree programs with minimum duration of two academic years.
- (d) The credit hours required for the award of MS is ³⁷30 for degree programs with minimum duration of two academic year.
- (e) The credit hours required for the award of PhD is ³⁸30 (18 Credit Hours of Course Work + ³⁹12 Credit Hours of PhD dissertation).

³³ Inserted

³⁴ Deleted "constitute one credit hour"

³⁵ Inserted

³⁶ Inserted by deleting "may range from a minimum of 120 to a maximum of 144 192 for degree programs with minimum duration of four academic years"

³⁷ Substituted "36" with "30"

³⁸ Substituted "48" with "30"

³⁹ Substituted "30" with "12"

14. REGISTRATION MATTERS

- (a) The maximum and minimum permissible number of students to be allowed registration in a course section will be decided by the concerned Board of Studies.
- (b) Students may consult their advisors for registration guidelines.
- (c) Registration limits for students are given as under:
 - (i) Students are allowed to register in maximum of ⁴⁰21 credit hours in Fall and Spring semesters.
 - (ii) ⁴¹ [* * * * *]
 - (iii) A student may register for ⁴²maximum of 8-9 credit hours/three courses during summer semester⁴³[* * * * *]
- (d) Registration will only be allowed in a course if the pre-requisites, if specified, of the course have been completed successfully.
- (e) Registration in a course section will be closed if the maximum permitted number of students have registered in it.
- (f) A course section may be canceled if less than the minimum numbers of students register in that section. Such students who have been denied registration due to cancellation of a section may add some alternate course(s) during add and drop period.

15. CURRICULUM AND CLASSIFICATION OF COURSES

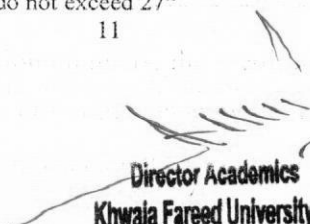
- (a) The curriculum, course identification numbers, the credit hours allocated to each course and detailed syllabus shall be according to the proposals made by the Board of Studies and the Board of Faculty concerned and approved by the Syndicate on the recommendations of the Academic Council.
- (b) Courses shall be classified as:

⁴⁰ Substituted "20" with "21"

⁴¹ Deleted "Students, because of repetition of courses or fulfillment of graduation requirements, may apply to the concerned Dean for one credit hour extension in the 20 credit hours registration limit"

⁴² Substituted "at most 8-9 credit hours" with "maximum of 8-9 credit hours/three courses"

⁴³ Deleted "such that the contact hours per week do not exceed 27"


Director Academics
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Engineering & Information Technology
Rahim Yar Khan


Office of the Registrar
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& Information Technology

- (i) "Theory" wherein the primary mode of teaching shall be lectures given by teachers supplemented by home assignments. For the purpose of these regulations, courses of this type shall be referred to as Type-A;
- (ii) "Practical" wherein the primary mode of teaching shall be experiments, studio laboratory, designs, drawings, assignments and projects conducted/executed by students as specified in the syllabus. For the purpose of these regulations, courses of this type shall be referred to as Type-B;
- (iii) "Comprehensive Projects" wherein students engage in design and development of a project under direct supervision of teachers in a laboratory / studio / workshop / industry, spread over one or two regular semesters in an academic year. For the purpose of these regulations, courses of this type shall be referred to as Type-C.

(c) Type-A Courses Evaluation and Contact Hours

- (i) In Type-A courses, there shall be a mid-semester examination of at least one hour duration and a comprehensive end semester examination of at least one and a half hour duration. These examinations shall carry 30% and 50% weightage towards the course grade, respectively.
- (ii) The teacher shall schedule additional assessment instruments such as quizzes, assignments, presentations, seminars, group discussions, field study reports, etc. as specified in the syllabus or as determined by the teacher. These assessment instruments shall carry the remaining 20% weightage of the course.
- (iii) There shall be one contact hour per week during Fall and Spring semesters and two contact hours per week during Summer semester for each credit hour assigned to Type-A courses.

(d) Type-B Courses Evaluation and Contact Hours

- (i) In Type-B courses, each Experiment, Studio work, Jury Presentation, Design, Drawing, Project or Assignment shall be considered as an independent assessment instrument. Cumulative performance in all independent assessment instruments shall form the basis for evaluating a student.
- (ii) There shall be two to three contact hours per week during Fall and Spring semesters and four to six contact hours per week during Summer semester for each credit hour assigned to Type-B courses.

(e) Type-C Courses Evaluation and Contact Hours

- (i) In Type-C courses, each exercise, project or assignment shall be assessed for process during its life time (Continuous Assessment) while the end product shall be assessed, right after its submission, through Viva-Voce / Jury examination (Terminal Assessment).
- (ii) Continuous Assessment and Terminal Assessment of Type-C courses may carry 60 and 40 percent weightage, respectively.
- (iii) External Examiners / Jurors shall be involved in the assessment of all Type-C courses.
- (iv) There shall be two to four contact hours per week during Fall and Spring semesters for each credit hour assigned to Type-C courses.

16. SEMESTER FREEZE

(a) A student enrolled in four years bachelor's degree program can freeze maximum of two semesters ⁴⁴[either consecutive or non-consecutive]throughout the degree duration.

1. ⁴⁵[In case of annual/bi-annual induction student will be allowed to join in the following semester on the recommendations of HoD/Chairman and approved by the Associate Dean/Dean. The number of semesters to be freeze would be decided on the basis of availability of the following semester].

(b) A student enrolled in two years master's degree program can freeze maximum of one semester throughout the degree duration.

(c) Freezing of first semester is not allowed, however under special *hardship circumstances freezing of first semester can be considered by the approval of Vice Chancellor.

* Iddat, Maternity/Delivery, Death in the immediate family or any other subject to acceptance on justified rationale

(d) ⁴⁶Student can apply for semester freeze within thirty days after commencement of classes. ⁴⁷Semester fee, if deposited, will be transferred to the next semester. Such students must join the following semester.

⁴⁴ Inserted

⁴⁵ Inserted

⁴⁶ Substituted "before the start of semester" with "within thirty days after commencement of classes"

⁴⁷ Inserted

(e) ⁴⁸If a student applies for semester freeze after thirty days and before the commencement of final exam then competent authority may grant approval. Semester fee, if deposited, will be transferred to the next semester but the student shall to pay absconding fee as per approved fee regulations.

17. ATTENDANCE RULES

(a) Students are expected to attend all the Lectures and Laboratories work pertaining to their courses of study and are required to attend at least 75% of the total Lectures/Lab work for each course to qualify for appearance in the final examination.

(b) In case a student fails to maintain 75% attendance in a course he/she shall not be allowed to appear in the Final Examination of that course and shall be placed under academic status F-SAT. A 'W4' grade shall be awarded in the course in which he/she is short of attendance and shall not be used in computation of SGPA/CGPA. However, course withdrawal option may be exercised (as per rules) by the student. Courses repeated after short of attendance will not be suffixed with "(Repeat)".

(c) ⁴⁹5% relaxation in attendance may be granted by the concerned HoD/Chairman on the basis of hardship circumstances.

(d) ⁵⁰Further 5% relaxation in attendance may be granted by the concerned Associate Dean/Dean on the basis of genuine reason.

18. ABSCONDING STUDENTS

(a) If a student fails to register for classes before the end of fourth week of a regular semester (Fall/Spring) or is absent from classes for 30 days or more in a regular semester (Fall/Spring), without information and approval of the HOD, admission of such a student will be suspended automatically.

(b) Such a student may only be reinstated to continue studies at the University on the recommendation of the HOD and approval of the Dean, subject to payment of prescribed reinstatement fee which shall be equivalent to the Admission Fee enforced at the time of reinstatement. All outstanding dues are also to be cleared by the student before the reinstatement. However, such a student shall only be allowed to join the classes from beginning of the next semester

⁴⁸ Inserted

⁴⁹ Inserted

⁵⁰ Inserted

available after the reinstatement. For the current semester the student shall be treated as if he/she dropped the semester.

(c) Procedure specified below is to be followed for student admission suspension and reinstatement:

⁵¹(i) [* * * * *]

⁵²(ii) [* * * * *]

⁵³(iii) [* * * * *]

⁵⁴(iv) An automated email will be sent to the student as 'Suspended' intimating about suspension of the admission.

(v) Student desirous of reinstatement of admission is to apply for the same on the prescribed proforma.

(vi) Student may be reinstated ⁵⁵[on the recommendation of HoD/Chairman] after scrutiny of his/her academic record of study at the University, adjudging his/her ability to complete the degree requirement while remaining within the maximum period allowed for the same and clearance of all outstanding dues including reinstatement fee and followed by the approval of Dean.

⁵⁶(vii) [In case the student is found ineligible for reinstatement as per section 8 of semester regulations and degree requirement, his/her admission will be canceled]

(viii) On reinstatement, the student is to take appropriate action for course enrollment in the next semester and restoration of login ID for use of CMS/LMS/CBA, etc.

⁵¹ Deleted "The Teaching Department concerned is to make absentee report of the student on the prescribed form to the Registrar Office giving details of absence of the student"

⁵² Deleted "Registrar Office is to suspend the admission of the student and enrollment of courses forthwith, recording the same in the University information system for further disposal as per SOP. Student ID for login through LMS shall also be disabled"

⁵³ Deleted "Registrar Office is to dispatch a letter addressed to the student, with a copy to the parent / guardian of the student, intimating about suspension of the admission. Copy of the same is to be kept in student's personal file.

⁵⁴ Inserted

⁵⁵ Inserted

⁵⁶ Inserted

19. CHANGING DISCIPLINE AFTER ADMISSION

- (a) A student may apply for change in discipline⁵⁷ [before commencement of third semester] The minimum admission merit of the discipline, being opted for, must be equal or lower than the merit of the opting student at the time of his/her admission.
- (b) The student opting to change his discipline must apply to the Vice Chancellor through his Chairman and the Dean. Acceptance shall depend on the availability of seats in the opted discipline and student's admission merit.
- (c) On acceptance of his/her request, the student shall start afresh with credit transfer for any course(s) studied in the original discipline which are applicable to the new discipline. He/she will be issued a new registration number and his maximum permissible degree duration count will start⁵⁸[* *]⁵⁹[from the admission date of the original admission].

20. TRANSFER OF CREDITS OF COURSES FOR MIGRATED STUDENTS

- (a) Students from other HEC approved universities and programs accredited⁶⁰ by the relevant councils (if any), may apply for migration to this University in the same programs, in accordance with University's Migration Rules. Following conditions shall govern transfer of courses (credits) to the University for courses studied elsewhere. Courses that do not satisfy these conditions shall not be transferred nor given any credit.
- (i) The course must correspond to a course offered by the University or be deemed equivalent in depth and intensity.*¹
- (ii) No credit hour of a course will be transferred if the grade is C- or below⁶¹[* * *]for undergraduate and B- or below⁶²[* *] for graduate. In case of any other grading system, the department shall decide with the above minimum limits in perspective. In case, both letter grades and marks are mentioned on the transcript, only letter grade will be considered for the purpose of transfer of semester credits.

⁵⁷ Inserted

⁵⁸ Deleted "afresh"

⁵⁹ Inserted

⁶⁰ Substituted "PEC or PCATP" with "relevant council"

⁶¹ Deleted "less than C"

⁶² Deleted"

(iii) ⁶³[The date of admission of the migrated student will be considered same as his/her initial admission date in previous institute].

(b) The accumulative credits accepted for transfer in any program should ⁶⁴[be at least] one-half (50%) of the total credits ⁶⁵[studied].

(c) The credits transferred are counted towards the degree requirements of the student. However, GPA of transferred credits shall not be counted towards the calculation of CGPA, and that only "Transferred" shall be written against those course(s) in which transfer of credits was allowed. In addition, migrated students shall neither be eligible for a merit position nor degree with Honours.

(d) Migrating student may be deficient in courses as compared to the class which he has joined. Such a student shall repeat these courses. In case, he is studying a particular course for the first time, it will not be classified as repeated course for him.

21. TRANSFER OF CREDITS AND GRADE POINTS OF COURSES FOR RE-ADMITTED STUDENTS

⁶⁶[For undergraduate students], "Courses" and "grades of courses", studied during a period before re-admission shall stand exempted except those with D+, D and F grade. To facilitate a re-admitted student, the CGPA after re-admission shall be calculated considering all courses learnt by him/her excluding those in which he/she has obtained D+, D or F grade before re-admission. The Interim Transcript shall show all attempts made by the student. However, for each course only the best one shall be considered in CGPA calculation. After re-admission, the student shall be placed in the semester recommended by the department.*¹ ⁶⁷[The readmitted student can repeat course(s) in accordance with the examination policy]. ⁶⁸[* * * * *]. ⁶⁹[* * * * *]-In addition, re-admitted students shall neither be eligible for a merit position nor degree with Honours.

⁷⁰*1 For the decision concerned HoD/Chairman will constitute a departmental committee and will forward the recommendations to /Dean for final approval.

⁶³ Inserted

⁶⁴ Substituted "not exceed" with "be at least"

⁶⁵ Substituted "required to complete that particular program, in any case" with "studied"

⁶⁶ Inserted

⁶⁷ Inserted

⁶⁸ Deleted "A re-admitted student shall not be allowed to repeat a course with grade "C" with the permission of concerned HOD if deemed appropriate"

⁶⁹ Deleted "Repetition of course with "C-" grade, before re-admission, is permitted"

⁷⁰ Inserted

22. TRANSFER OF CREDITS OF COURSES FOR DOUBLE DEGREE STUDENTS

Credit hours of courses, as recommended by the concerned department, in which they have earned a minimum of 40% marks or a minimum grade of "C" (as the case may be) during their first degree program within the University shall stand transferred and they shall be placed in the semester recommended by the department. The credits transferred are counted towards the degree requirements of the student. However, GPA of transferred credits shall not be counted towards the calculation of CGPA, and that only "Transferred" shall be written against those course(s) in which transfer of credits was allowed. In addition, double degree students shall neither be eligible for a merit position nor a degree with Honours.

23. EXCHANGE STUDENTS

Foreign students under student exchange program will be enrolled for any semester or for any single course and university will issue transcript with letter grades at the end of the semester.

24. TRANSFER OF CREDITS OF COURSES FOR EXCHANGE STUDENTS

(a) Following conditions shall govern transfer of courses (credits) to the University for courses studied elsewhere as Exchange students under an HEC or University approved scheme. Courses that do not satisfy these conditions shall not be transferred nor given any credit.

- (i) The course must correspond to a course offered by the university or be deemed equivalent in depth and intensity.*¹
- (ii) The student must have earned at least "40%" marks in case of absolute grading system or a minimum of "C" grade or higher in a letter grading system similar to the one in this University. In case of any other grading system, the department shall decide with the above minimum limits in perspective. In case, both letter grades and marks are mentioned on the transcript, only letter grade will be considered for the purpose of transfer of semester credits.

(b) The credits transferred are counted towards the degree requirements of the student. However, GPA of transferred credits shall not be counted towards the calculation of CGPA, and that only "Transferred" shall be written against those course(s) in which transfer of credits was allowed. In addition, such students shall neither be eligible for a merit position nor degree with Honours.

25. TEMPORARY STUDENTS

- (a) University may enroll a duly qualified person as Temporary Student in ⁷¹[regular or summer semester] on the payment of the prescribed course fee and on the recommendation of the course teacher and the Head of the Department concerned for up to 9 credit hours of courses ⁷²[from one particular subject]in a semester.
- (b) A temporary student will not be eligible for award of degree. However, the University shall issue transcript with the letter grades earned by the temporary student at the end of the semester.
- (c) Temporary student will be assigned a temporary registration number and registered according to rules and regulations for regular students but will not be classified as regular student.
- (d) ⁷³Temporary student can register himself/herself maximum for three times. He/She shall get registered for maximum of 9 credit hours in one subject in a semester. After completion of 9 credit hours he/she will be eligible for two more temporary registrations but in different subjects and in different semesters.*

* Subject means major discipline, i.e. Chemistry, Physics and Mathematics etc.

- (e) Temporary students shall have no special claim or right for admission into a degree program. In order to be admitted as a regular student in a degree program they shall have to meet the eligibility and merit criteria for admission into the program.

⁷⁴26. STUDENT COMPLAINS

University shall not be officially bound to entertain any complain by the student without his/her official/university ID.

27. INTERPRETATION

If any question arises regarding the interpretation of these regulations the matter shall be deliberated by the Academic Administration (HOD, COE, Registrar, Deans) and its final recommendations shall be placed before the Vice Chancellor and his decision thereon shall be final.

⁷¹ Inserted

⁷² Inserted

⁷³ Substituted for "Courses completed successfully as temporary student may be used for credit towards a degree program at the University within two years"

⁷⁴ Inserted

28. REMOVAL OF DIFFICULTIES

If any difficulty arises in giving effect to any of the provisions of these Regulations, the Vice Chancellor in individual cases may make such decision, not inconsistent with the spirit of these Regulations, as may appear to necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Khwaja Fareed University of Engineering and Information Technology, Rahim Yar Khan Act 2014.



Director Academic
Khwaja Fareed University of
Engineering & Information Technology
Rahim Yar Khan



Office of the Registrar
Khwaja Fareed University of Engineering
& Information Technology R.Y.K.