

THE KHYBER MEDICAL UNIVERSITY SEMESTER SYSTEM EXAMINATIONS REGULATIONS 2009

1. These regulations may be called "Khyber Medical University (Semester System Examinations) Regulations, 2009" in terms of 24(2)(c) read with 28(1)(e) of The Khyber Medical University Act, 2006 (N-W.F.P. Act No. 1 of 2007) in addition to and not in derogation of "Khyber Medical University Examinations Regulations, 2008".
2. These Regulations shall come into force at once.
3. In these Regulations, unless the context otherwise requires, certain common expressions shall have the same meanings as assigned to them under Section 2 of the Khyber Medical University Act, 2006 (NWFP Act No. 1 of 2007).
  - a. "Academic Calendar" means a written academic activities schedule as provided under Regulation 4(2) of these regulations.
  - b. "Credit Hour (C.H)" means one hour lecture per week per semester.
  - c. "Cumulative Grade Point Average (C.G.P.A)" means cumulative grade point average as provided under Regulation 10(4) of these regulations.
  - d. "Fall Semester" means an academic semester started from the month of September and ended in the month January of an academic year.
  - e. "Grade Point Average (G.P.A)" means a grade point average as provided under Regulation 10(3) of these regulations.
  - f. "Letter Grade (L.G)" means a grade provided under this heading in Regulation 10(1) of these regulations.
  - g. "Numeric Grade (N.G)" means a grade provided under this heading in Regulation 10(1) of these regulations.
  - h. "Spring Semester" means an academic semester started from the month of February and ended in the month June of an academic year.
  - i. "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: (1) 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(2) 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

(3) 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.

(4) Attendance in classes is normally considered mandatory, especially in a semester system.

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

(5) If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.

5. Scheme of Studies under Semester System: The following shall be scheme of studies for two years Master's degree programs and professional degree programs, respectively

I. Four Semesters Masters Degree Program;

- i. Total No. of Credit Hours: 48
- ii. Semester Duration: 18 weeks;
- iii. Program Duration: 2 years
- iv. Number of Regular Semesters: 4
- v. Number of Summer Sessions: one (if so required)
- vi. Course Load per Semester 12 Credit Hours

I. Eight Semester Professional Degree Programs;

- i. Total No. of Credit Hours: 142
- ii. Semester Duration: 18 weeks;
- 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 12 Credit Hours

6. Courses Credit Hours: (1) Each course in a semester shall be of 3 Credits hours and the length of the lectures shall be 3 hours per week in the form of three 1-hour lectures per week or two 1.5 hour lectures per week as the Instructors / institutions may deemed necessary.

(2) Islamiyat and Pakistan Studies compulsory for bachelor Level shall be of one credit hour each.

(3) a. Research Project / Thesis if applicable for any program shall be of six credit hours and its weightage shall be included in Final Semester.

(3) b. 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.

- (4) 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 40 days after the last paper of Final Term Examination.
7. Semester Examination: (1) All semester examinations except final degree awarding semester shall be conducted by the Department / Institutions / College, as the case may be.
  - (2) 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.
  - (3) 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: (1) Overall 20% marks in each subject shall be awarded for internal evaluation. The distribution of 20% shall be as follow;
  - a) Stages: 5%
  - b) Quizzes / Class Tests: 5%
  - c) Assignments: 5%
  - d) Attendance: 5%
  - (2) For all semesters of Graduate Level programs except Final Semester shall be distributed as follows;
    - a) Mid Term Examination: 30%
    - b) Final Term Examination: 50%
    - c) Quiz / Tests / Assignments / Presentations: 20%
  - (3) For all semesters of Postgraduate Level Programs except Final Semester shall be distributed as follows;
    - a) Mid Term Examination: 25%
    - b) Final Term Examination: 50%
    - c) Quiz / Tests / Assignments / Presentations: 25%
  - (4) All scripts and records shall have to be submitted to the Examination Section of the University.

- (5) Final Degree Awarding Semester shall be conducted by the University with following marks distributions;
- a) Quiz / Tests / Assignments / Presentations: 20%
- b) Final Term Exam: 80%
- (6) 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.
- (7) Institute will send the results of the semesters to the Controller Examination 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;
- I. Four Semesters (two years) Master Degree Programmes;

	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 all previous semesters.

- II. 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.
- III. 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	Pass of all subjects of previous all semesters.

IV. 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: (1) 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

(2) 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

(3) Calculation of Semester Grade Point (GP):

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

- (4) Calculation of Semester Grade Point Average (GPA):  
Sum of Grade Points of one semester ÷ Sum of Credit Hours of that semester
- (5) 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: (1) There shall be a three to four members Students Grievance Committee in each department / institution / college, as the case may be to be, to be notified by the Controller of Examinations of the University with the consent of the relevant administration of the department / institution / college.
- (2) The Committee will be headed by senior most faculty member amongst the members.
- (3) The Committee will redress the grievances of the students about any course instructor or grades or for any other relevant issue
- (4) A student must approach the Head of the Institute for a grievance on grade within 5 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: (1) 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.
- (2) The result of each semester examinations shall be submitted to the University examination section well before the commencement of final degree awarding semester for consideration and issuance of final transcript to the successful students for award of degree.
13. Instructors Evaluation: (1) each student in a semester shall be bound to give feedback regarding the course instructors through a prescribed mechanism.
- (2) 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
Feb						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		
Mar	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	
Apr			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		
May					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
Jun	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					
July			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		
Aug	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
Sep		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			
Oct				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	
Nov	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	
Dec		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			
Jan					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



ADDITION IN REGULATIONS FOR EXAMINATIONS OF KMU

1. The following may be inserted in the KMU Regulations for Examinations after regulation No 1 (I) (i):

In the subjects where 50% MCQs and 50% SEQs are not implemented yet, the question paper will consist of SEQs only.

2. The following may be inserted in the KMU Regulations for Examinations after regulation No 1 (I)(ii):

At the start of each academic year, the controller of examinations may issue an academic calendar, consisting the dates of commencement of annual examinations during that academic year to all the affiliated / constituent colleges / institutes of the University. That academic calendar shall be binding on all concerned colleges / institutes.

3. The following may be inserted in the KMU Regulations for Examinations after regulation No 1 (III) (2):

Controller of Examinations shall supervise the process of tabulation and scrutiny and may appoint two or more persons of repute with the approval of Vice Chancellor of the university, for each of the above mentioned activity.

4. The following may be inserted in the KMU Regulations for Examinations after regulation No 1 (III) (4):

Relevant teaching faculty shall submit the required number of MCQs and SEQs questions, before the examination as asked by the Controller of Examinations.

5. The following may be inserted in the KMU Regulations for Examinations after regulation No 7 (x):

There shall be no provision of GRACE Marks.

6. The following may be inserted in the KMU Regulations for Examinations after regulation No 8 (xv):

The Unfairmeans Committee may award suitable punishment to any reported candidate in commensuration with the gravity of offence not covered in REGULATIONS FOR USE OF UNFAIR MEANS