



## Policies & Procedures Manual

### Sir Syed University of Engineering & Technology

<b>Title of Policy: Semester Rules for Post Graduate Programs</b>	
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<b>Policy Statement</b>
It is the policy of SSUET to establish a quality management system that meets the quality standards expected by our stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities.

	Name	Designation	Date
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<b>Reviewed by:</b>	Board of Advanced Studies and Research (BASR)		08-09-2020

# POSTGRADUATE PROGRAM SEMESTER RULES

## 1.0 Preamble

Policies are formulated for the Postgraduate program of Sir Syed University of Engineering and Technology, Karachi and are updated when required. These rules and regulations were updated on the recommendations of 28<sup>th</sup> BASR and 49<sup>th</sup> Academic Council Meetings held on 8<sup>th</sup> September and 15<sup>th</sup> September 2020 respectively. In this Version 2 of the policy, the only change is in section 9.2 which is regarding passing criteria of a course. The rest of the policy remains same as of Version 1.

## 2.0 Introduction

These policies are applicable to the students admitted in the Postgraduate program of SSUET with immediate effect including the students who are currently enrolled.

## 3.0 Academic Year and Semesters

The academic year is divided into Spring and Fall semesters.

## 4.0 Semester/Course Registration

**4.1** A student must register each semester (within the prescribed period) until the completion of degree requirements. Failure to register in two consecutive semesters without prior intimation and approval may result in cancellation of admission without notice.

**4.2** A student can register in maximum of 03 courses in a semester.

## 5.0 Course Add/Drop

**5.1** Course Add/Drop date shall be set around three weeks from the commencement of a semester and shall be announced prior to the beginning of the semester.

**5.2** A student can add/drop any course (due to any reason) before the Course Add/Drop date without any financial or academic penalty.

**5.3** A student is not required to pay course fee for a course dropped within the Course Add/Drop date. If fee is already paid, then it will be adjusted to another course of the same semester or next semester.

**5.4** Students dropping a course after Add/Drop date and two weeks before the Final Exam (whether attended classes or not) get 'W' grade and have to pay full course fee.

**5.5** If a student does not drop a course (whether attended classes or not) and does not appear in the Final Exam gets 'F' grade and pays full course fee.

## 6.0 Course Withdrawal

**6.1** A student can apply for withdrawal from any course two weeks before the final examination.

**6.2** Full fee is payable for any withdrawn course(s). The university does not refund full or partial fee under any circumstances.

**6.3** The transcript shows "W" grade for any withdrawn course. The GPA calculation does not include letter grade "W".

## 7.0 Incomplete Course:

**7.1** If a student meets the attendance requirements of a course and appeared in the mid-semester exam of that course but was unable to appear in the final examination, then the student may apply for award of "I" grade in that course.

After having satisfied that the student has genuine reason beyond any doubt that disabled him/her to appear in the final examination, the concerned teacher in consultation with In-charge PGP, can award “I” grade to the student in that course within one week after conduct of final examination of that course.

- 7.2** A student with “I” grade in a course, needs to appear in final exam of that course by the end of next semester, however, sessional marks will remain the same as obtained during the semester when the student attended the classes. Failing to appear in final exam of that course by the end of next semester, the “I” grade will be converted automatically to “F” grade.

**8.0 Attendance Requirements:**

- 8.1** A student with minimum 75% is allowed to appear in the examination. However, 5% may be condoned by the Vice Chancellor on case to case basis on the recommendation of Deans.
- 8.2** If a student’s attendance in a course is short of the minimum requirement, the concerned teacher shall award “F” grade to the student in that course.

**9.0 Course Examination**

- 9.1** A total of 100 marks are assigned to a course for the purpose of examination and grading. The scheme of marking is as follows:

Sessional Evaluation:	50 marks
○ Quizzes, Assignments, Projects, Presentations, etc.	(25 marks)
○ Mid-semester Examination	(25 marks)
Final Examination:	50 marks

- 9.2** To pass a course, a student must obtain a minimum of 50% aggregate marks in a course.

- 9.3** The duration of examination shall be as follows:
- Mid-semester Examination: 1.5 hours
  - Final Examination: 2.5 hours

**10.0 Grading Scheme**

- 10.1** The grading scheme is as follows:

Grade	Grade Point	Percent Marks	Remarks
A	4.0	90 – 100	–
A-	3.7 – 3.9	85 – 89	–
B	3.4 – 3.6	78 – 84	–
B-	3.0 – 3.3	70 – 77	–
C	2.5 – 2.9	65 – 69	–
C-	2.0 – 2.4	60 – 64	–

D	1.0 – 1.9	50 – 59	–
F	0.0	00 – 49	Fail
P	–	50 – 100	Pass
N	–	00 – 49	Not Pass
I	–	–	Incomplete
S	–	–	Satisfactory
U	–	–	Unsatisfactory
W	–	–	Withdrawn

**102** Letter grades P, N, I, S, U and W are not used for GPA calculation.

**103** Letter grades P and N are awarded to non-credit courses e.g. pre-requisite courses or other such courses that do not contribute towards fulfilling the credit hours requirement for the award of a degree.

**104** Letter grades S and U are awarded for thesis examination.

**110 Class Size:**

**111** To conduct a course, minimum 10 students are required to enroll in the course.

**112** If circumstances arise that necessitate offering a course that do not meet the minimum enrolment expectation (e.g. when courses are required to ensure timely degree completion of students etc.), the course may be allowed to be conducted, with reasonable tolerance to divergence from minimum enrolment requirement, with approval from the competent authority.