

PIEAS Academic Rules and Regulation for Undergraduate Programs

For Intakes from Fall 2022

**Pakistan Institute of Engineering and Applied
Sciences, Nilore, Islamabad, Pakistan**



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1.1. General

- a) Bachelor's degrees will have minimum credit hours (cr.hrs) as specified by Higher Education Commission (HEC)/Pakistan Engineering Council (PEC).
- b) A student is required to take a minimum of 9 credit hours courses and a maximum of 22 credit hours courses in a semester. This should be done with the approval of the Head of the respective department.
- c) The maximum and minimum duration as well as credit hours of various undergraduate degree programs offered are given in Table 1.

Table 1.

Minimum Duration	Maximum Duration	Minimum Cr.Hrs. to qualify for the degree
8 semesters	12 semesters	Respective departments maintain details

- d) Maximum duration may be extended for one more year with the approval of Board of Faculties (BoF) on the recommendation of relevant undergraduate program's Board of Studies (BoS).
- e) English shall be the medium of instructions.

1.2. Courses of Study and Syllabi

The respective Boards of Studies shall submit the courses of study and syllabi for various degrees offered at PIEAS to the Academic Committee for approval through the Board of Faculties. Such courses and syllabi become effective from the date of the approval by the Academic Committee or such other date as the Academic Committee may determine.

1.3. Organization of Teaching

- a) Teaching in various courses shall be conducted in different academic departments of PIEAS or constituent/affiliated Institutions through lectures, tutorials, discussions, seminars, demonstrations, practical lab work, field work, and other methods of instructions approved by the Academic Committee.

- b) PIEAS teachers or such other persons as may be declared to be the teachers shall conduct teaching in each department/institution. A teacher is defined as a fulltime or part-time faculty member of PIEAS or its constituent/affiliated institutions. This also includes those persons who have been hired for teaching for a specific period of time but are neither full time nor part time faculty members of PIEAS nor its constituent/affiliated institutes.
- c) Teaching in each department shall be organized through courses specified for each degree program duly approved by the relevant bodies mentioned in Section-1.2. These courses can carry weightage of different credits. A course of one credit shall mean one hour of lecture (three hours laboratory work per week) for a minimum duration of 16 weeks.

1.4. Registration of Courses

- a) At the beginning of each semester, a student must register in the courses of study on the prescribed Registration Forms during the 1st week of the semester. Students failing to register during the 1st week of the semester can register during the 2nd week to the 4th week of the semester by paying a late fee of Rs. 100/- per day. If they fail to register even in the 4th week, their admission will stand cancelled without any notice. In this case, they will pay re-admission fee along with late fee; however, they will not be eligible for any concession in the attendance.
- b) Registration of courses means;
 - i. Online filling and submission of course registration forms duly signed by the student and the respective head of the department.
 - ii. Payment of the academic dues as per PIEAS rules.
- c) If a student desires, he/she may take additional non-credit course(s) out of the prescribed courses. The non-credit course(s) shall also be registered like the credit courses. On successful completion or otherwise of a non-credit course(s), a mention will be made to this effect in the transcript. However the score of these noncredit courses shall not be considered for the calculation of the GPA /CGPA. Failure in a non-credit course shall not affect the eligibility

for any award/distinction.

- d) A student can change/add course(s) during the second week of the semester on the written recommendation of the teacher(s) and the head of the department concerned. No change/addition of course(s) will be allowed 15-days after the commencement of the semester.
- e) A course cancellation may be allowed by the end of the 4th week of each semester by submitting an application to Controller of Examination through the concerned head of the department.
- f) A student may be allowed to withdraw course(s) by the end of 8th week in regular semesters and by the end of the 4th week in case of summer session. Fee for the course(s) will be charged and a withdrawal shall be indicated by 'W' on the transcript. However, the minimum load limits will apply for semester/session.
- g) The head of each department shall forward the course enrollment summary of students after verification to the Controller of Examinations within four weeks of the commencement of the semester.
- h) A student shall not be eligible for re-admission to any Department at PIEAS if
 - i. He/she has been dropped from the rolls for his/her conduct.
 - ii. He/she is already registered and studying in any degree program of PIEAS or any other degree awarding institution in Pakistan.

1.5. Minimum Number of Students in a Course

Under normal circumstances, minimum number of undergraduate students in a course shall be 8. However, concerned Head of Department with the consent of concerned dean may lower the minimum number of students in a course under special Circumstances.

1.6. Pre-Requisite Courses

A student cannot register a course if he/she has not studied/passed the pre-requisite of the course. However, if he/she has obtained "D" grade he/she may be allowed to register in the higher level course with the consent of the concerned instructor.

1.7. Attendance

- a) It is not permissible for the student to absent himself / herself from classes.
- b) Students must attend all of their scheduled classes, lab sessions, tutorials, etc. In case of an emergency, the student must apply for leave to the relevant head of department. However, a leave will be considered as an absence.
- c) A minimum of 80% attendance is a requirement for all PIEAS students to appear in the terminal examination. There will be no relaxation at all in this requirement.
- d) Teachers shall be responsible for entering attendance of their classes. The attendance shall be entered on weekly basis.
- e) During the first week of a semester, teachers will take the scheduled classes irrespective of number of students present in the class.
- f) Re-scheduling of classes or lab sessions will be avoided; it may be done only in extreme emergency. The re-scheduling must be got authorized from the relevant head or dean.
- g) Implementation of these rules regarding leaves and penalties shall be the responsibility of the concerned department. Any communication in this regard should be made under intimation to the office of Controller of Examinations.

1.8. Examinations

- a) A student shall be eligible to sit for the terminal examination provided that he/she has been on the rolls of the PIEAS during the semester. He/ She has registered him/herself for the courses of study and has attended not less than 80% of the lectures/seminars delivered to his/her class and 80% of the practical/laboratory demonstrations prescribed for the respective course. The student falling short of the required percentage of attendance of lectures/seminars/practical/laboratory demonstrations etc., shall not be allowed to sit in the terminal examination of the concerned course and shall be treated as having failed in that course.
- b) The concerned faculty member may relax the attendance of a course in case of a repetition of the course. However, if a student is repeating a course due to attendance shortage, he/she shall not be given any relaxation in the attendance.

- c) Each course shall have 100 marks, 50 % of which shall be reserved for the terminal examinations and the rest for the mid-term tests including assignments. However, in case of laboratory courses, 100 % marks shall be reserved for the mid-term tests, reports, assignments, viva-voce, etc.
- d) The assessment of composite courses that consist of a lab as well as a theoretical course work shall be done separately, which means that the theory and lab parts will be registered separately and graded independently.
- e) There shall be a written terminal examination for each taught course at the end of each semester on the dates and the location to be fixed by the Controller of Examinations in consultation with deans/heads. The duration of terminal examination shall be minimum 3 hours.
- f) Terminal examination cannot be rescheduled except in the following cases:
 - i. In case of university closure by Federal Government emergency.
 - ii. In case of near relative's death and/or a medical issue, a student is allowed to appear for the missed terminal exam. In such cases, the student will be awarded "I" grade on the recommendation of the respective head of the department and the concerned dean. The student will appear for the missed terminal examination in the first four weeks of the following semester with the consent and the approval of the respective head of the department.
 - iii. To facilitate UGrade program, the final examination of a student may be scheduled even before the actual schedule of terminal (final) examination per academic calendar on the recommendation of Committee of Deans, concerned head of the department, and Controller of the Examinations. Head of the department will be responsible for ensuring that the credit hour requirements have been fulfilled with extra lectures/labs. The student is allowed to avail such an opportunity at the latest by the 6th semester and will be back before the start of the 7th semester.

1.9. Grades and Promotion

- a) The grades of each course shall be calculated as Grade Points (GP) whereas

the promotion grades of the students shall be calculated as Grade Points Average (GPA) and Cumulative Grade Point Average (CGPA). The GP, GPA and CGPA will be calculated at the scale of 4.

Table 2. Details of % age Marks, Letter Grade and GP for each course.

% Marks.	GP	Letter Grade
≥ 85	4.0	A+
80-84	4.0	A
75-79	3.67	A-
70-74	3.33	B+
65-69	3.00	B
60-64	2.67	B-
55-59	2.33	C+
50-54	2.00	C
45-49	1.00	D
<45	0.00	F

- b) Details of % age Marks, Letter Grade and GP for each course taken is given in Table 2.
- c) For any under-graduate course/semester/degree, the minimum passing criterion is given in Table 3.

Table 3. Minimum passing criterion.

	% Marks (minimum)	GP / GPA / CGPA	Letter Grade
Subject	50	2.0	C
Semester	55	2.33	C+
Degree	55	2.33	C+

- d) A student securing marks less than 50 but equal or greater than 45 in any taught / lab course will be awarded GP = 1.0. This GP will be counted towards calculation of GPA. However, the student shall be required to repeat this subject to obtain a minimum of LG = C, GP = 2 or % Marks = 50.
- e) A student securing marks less than 45 in any taught / lab course will be declared as failed in that subject and will be awarded GP = 0, LG = F.
- f) The BS final year project shall be assigned numeric grades and shall be counted towards the calculation of CGPA.
- g) On the recommendation of the Thesis Committee (comprising supervisor and two external examiners) and approval by the respective HoD, the duration of the thesis project may be extended as follows:
 - i. If the extension is for more than eight weeks, the student will be given unsatisfactory grade, will register in the next semester (with full payment of dues if applicable) and repeat everything. His/her result will be declared at the end of the next semester.
 - ii. For extensions up to eight weeks, the result of the student will not be declared and his status will be considered as “Extended”. He/She will not register in the next semester but will pay half of the tuition fee for the full project credit hours (if applicable). His/Her result will be declared after eight weeks. However, if the Thesis Committee and the respective head of the department feel that the thesis research needs to be extended beyond eight weeks, the result of the student will be declared as Unsatisfactory, the student will late register in the next semester and will be given unsatisfactory grade.
 - iii. For BS students, only one course with 8-week extension may be allowed to register in summer session provided that a student has obtained at least a CGPA of 3 or more out of 4.
- h) A student will be required to maintain a minimum of 2.33 GPA in each semester in a BS program. A student failing to maintain a minimum of 2.33 GPA in any semester shall be placed on probation.

- i) A student placed on probation, shall be:
 - 1. Allowed to repeat all the courses in which he/she has failed and/or such other courses as recommended by the Head of the Department.

OR

 - 2. Allowed to repeat on the advice of Head of the Department all or some of the courses in which he/she may have passed during that semester but has failed to maintain a minimum GPA of 2.33.
 - 3. If a student fails in a course marked as compulsory by the concerned department then the student has to repeat the same course; however for failures in optional courses the student can repeat the same or such other courses as recommended by the Head of the Department.
- j) A student placed on probation, will take a course load of 9-12 credit hours in the next coming semester.
- k) If an undergraduate student fails to maintain a minimum GPA of 2.33 at the end of the semester during which he/she was placed on probation and has also been on probation in the last 2 semesters, he will cease to be a student of PIEAS (i.e. a student is not allowed to accumulate probations in 3 consecutive semesters).
- l) Probation rules will not apply if a student is registered in 9 credit hours or more in extra semester (beyond the normal duration of the degree program).
- m) Probation will be decided on the GPA of the current semester. However, if a student has completed all the course work requirement with a minimum CGPA of 2.33 shall not be placed on probation in the semester in which he/she has completed the course work requirement.
- n) In order to fulfill the minimum passing criterion for an undergraduate degree, a student may have to repeat one or more of the courses which he / she has already passed. To help the student in this regard the CGPA will also be reported at the end of each semester in the transcript.
- o) All courses repeated will be the part of the transcript. However, only the best score will be used in the calculation of CGPA.

- p) If a student fails in a course, he/she may be allowed to pass this course in three additional attempts at the most.
- q) On the successful completion of the requirements of an undergraduate degree, each candidate shall be awarded the respective degree. A separate transcript shall, however, be issued to each candidate showing the grades obtained in each course (including that of the thesis or project work), GPA and CGPA.
- r) Grade Point Average (GPA) shall be calculated in accordance with the following formula:

$$GPA = \frac{\text{Sum of (Credit hours in a course} \times \text{Corresponding Grade Points)}}{\text{Total Credit Hours}}$$

The digit at 3rd place of decimal will be rounded off to the 2nd place of decimal.

1.10. Merit Certificate and Gold Medal

- a) The Controller of Examination shall issue a Certificate of Merit to a student in the respective degree on the basis of the overall result provided that the student has obtained a CGPA of 3.75 or more and fulfills the following conditions:
 - i. has not failed in any credit course
 - ii. has not repeated any credit course
 - iii. has taken the average academic load decided by the respective department in terms of credit hours per semester, and
 - iv. did not have any discontinuity in his/her study for the relevant degree.
- b) If the recipient of the Certificate of Merit also wins the 1st position, he/she will also be awarded Gold Medal for the respective degree program.
- c) A student with semester freeze/drop due to any reason will not be eligible for the Gold Medal as it will be treated as a discontinuity in his/her studies. In the case of an exchange program, the student will compete for gold medal only if

- i. He/She meets the requirements for the award of gold medal as mentioned above,
 - ii. Credits of course work have been transferred as per PIEAS policy, and
 - iii. He/She graduates with his/her batch.
- d) A student who has migrated from another university will also be eligible for the award of gold medal if he/she meets the conditions i), ii), and iii) of 1.10 (c).
- e) The Controller of Examinations shall issue a Certificate of Appreciation to the team members of the best project. The maximum number of students in a team should not be more than four. The nomination of the best project shall be recommended by a three-member committee constituted by the dean of the concerned faculty comprising of the head of the concerned department, one faculty member of that department (not the project supervisor), and one member from some other department. The concerned dean shall forward the names of the students along with the project title to the Controller of Examination within one month from the declaration of the final result.
- f) Answer booklets of terminal examinations of all programs shall be destroyed one year after the exam.

1.11. Rechecking of Examination Papers

- a) The answer book of a student in any examination shall not be re-assessed under any circumstances.
- b) Re-checking does not mean re-assessment or re-evaluation of the answer book; however, it will be checked that:-
 - i. There is no mistake in the grand total on the title page of the answer book.
 - ii. The total of various parts of a question has been correctly made at the end of each question.
 - iii. All totals have been correctly brought forward on the title page of the answer book.
 - iv. No portion of any answer has been left un-marked.
 - v. Total marks in the answer book tally with the marks sheet.
 - vi. The candidate or anybody on his behalf has no right to see or examine the answer books for any purpose.

- c) Paper rechecking request can be made within a month of the result notification. Time barred applications will not be entertained.

Procedure: The student will submit the rechecking proforma along with the receipt of rechecking fee in the Examination Cell within 30 days of the declaration of the result.

1.12. Damage/Lost Answer Sheets

In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the head of the department will offer the student to opt for any one of the following options(only for terminal/final exams):

- a. Average marks out of sessional marks shall be awarded to the student in that subject/course
- b. Retake of the exam as a special case in that subject without charging the student the examination fee.

1.13. Writer for Examinations

In genuine medical cases (where a student is unable to write), a writer will be provided to the student. The writer, who must be at least one step lower in qualification than that of the student, will be approved by the Controller of Examinations on the recommendation of the head of the department concerned. However, the student will submit the written request for a writer well before the commencement of the examination. Such examinations for which a writer is allowed will take place on the campus only.

1.14. Course(s) Improvement Policy

- a) A course with a grade C or above can be repeated by a student to improve his / her CGPA before graduation. Only one attempt shall be allowed to improve such a course. This number shall be limited to 6 in BS Programs.
- b) A credit course with grade D must be repeated for improvement, as per current policy.
- c) Improving the courses for mandatory minimum CGPA requirements shall be allowed, as per current policy.
- d) The best grade attained in a credit course shall be counted towards CGPA,

as per current policy.

1.15. Improvement in CGPA

- a) A Student will be allowed to repeat courses for improvements within the allowed limits of credit hours in a semester and allowed number of repetitions.
- b) The improvement in CGPA will also be allowed to a student after the declaration of the final semester's result subject to the following:
 - i. He / she has not been issued the final transcript / degree
 - ii. He / she applies in writing to the Controller of Examinations through the respective Head of the Department within two weeks after the declaration of the final result
 - iii. He / she registers in the next semester.
- c) A student can repeat an already passed course and / or take additional course(s). However, any already passed course (if not improved) will not be omitted or discounted in calculating the CGPA.

1.16. Summer Session for Undergraduate Programs

- a) Registration of new courses (not taken by the student previously) will not be allowed, during summer session. However, in special circumstances, a student may be allowed to register for Thesis Project/Design Project in summer session.
- b) Only those students are eligible to register who are full time registered students of PIEAS.
- c) Students who have either failed the courses or dropped the courses as per clause 1.16 may register in summer session with the approval of the concerned department.
- d) Students who want to improve their grades in courses being offered by the department may also register in summer session. However, grade improvement in a course will be allowed only once.
- e) The summer session will spread over a period of ten weeks. The time

schedule will be announced by the Controller of Examinations in consultation with the concerned Head of the Department.

- f) The summer session will not be counted as a regular semester. Therefore, the maximum number of semesters allowed will remain twelve.
- g) The department may refuse registration in the summer session without assigning any reason.
- h) The procedure of registration and the rules for fee payment will be that of a regular semester.
- i) All students, registered during the summer session will be charged the following dues at the rate mentioned in the fee structure.
 - i. Tuition fee
 - ii. Registration fee
 - iii. Examination fee
- j) A student may register for a maximum of two courses.
- k) All the courses taken in the summer session will be mentioned in the transcript.
- l) The marks/GP obtained in the summer session will be counted towards the calculation of CGPA. However they will not be used for the calculation of semester's GPA.
- m) Rules of probation and termination will not be applied on the summer session.

1.17. Dropping Courses of a Semester

- a) A student may be allowed to drop a semester if any of the following conditions is satisfied:
 - i. In case where prenatal care mandates complete rest or if safety of the fetus does not permit any sort of stress.
 - ii. If a student is hospitalized or suffers from an illness requiring prolonged treatment and illness is such that he/she is unable to attend the university.
 - iii. All cases falling in the clause 1.17-a-i and 1.17-a-ii above, shall be assessed by a committee consisting of the head of the department, teacher(s) concerned and a medical officer, SMO or above of PIEAS.

Cases, if need be, could also be referred to the PAEC hospital for expert opinion. In case of any ambiguity or non-decisiveness exists, the case may be referred to the interpretation committee.

- iv. If a student gets hospitalized outside Islamabad or Rawalpindi, then he/she has to submit a medical certificate, reports of all lab tests and other investigations to his/her department. His/her case will be assessed as per procedure laid down in clause 1.17-a-iii above.
- b) A student may be allowed to drop one or more courses if any of the following condition is satisfied:
 - i. The clause 1.17 (a) become operative during the final examination.
 - ii. In the case of the death of a near relative (the term “Near Relative” implies Parents, Spouse, Children, Siblings, Parents-in-Law and Grand Parents).
 - iii. Dropping a course may also be allowed if acute medical problem hinders the student from taking the examination.
- c) In the case of semester drop or course drop, the student will be considered as he/she has not registered for that particular course or semester. No additional tuition fee will be charged for the dropped course or semester.
- d) Semester or course(s) drop does not imply permission for make-up test; it only permits the student to clear his pending course work when next offered by the department.
- e) The application of the above rules will put the clause of minimum course work/semester suspended.

1.18. Freezing a Semester

- a) A student may be allowed to freeze a semester if he/she has a valid reason for it.
- b) Student has to resume his/her studies in the following year/semester otherwise his/her registration will be cancelled.
- c) The maximum duration of freezing is one year; a candidate who gets a semester freeze can get readmission next year with upcoming session.
- d) Freezing during the semester will not be allowed. No relaxation will be given in the maximum time allowed for degree completion. Moreover, the student must attend at least 8 regular semesters to qualify for the degree completion.

- e) Freezing of the first two semesters for BS and first semester for MS is not allowed.
- f) Under special hardship circumstances, freezing of the first semester can be considered with the approval of Rector PIEAS:
 - 1. Iddat
 - 2. Maternity/Delivery
 - 3. Death in the immediate family
 - 4. Any other subject to acceptance on justified rationale
- g) In the transcript, it will be indicated as “Semester Freeze”.

Procedure: The student will submit an application to the concerned Head of Department before the start of semester. The head of Department shall forward the case with his/her comments/recommendations to the committee comprising Deans of Faculties and Registrar. The decision of the committee shall be notified by the Registrar.

1.19. Credit Transfer Policy

- a) Credit transfer shall be allowed only in special circumstances such as under Student exchange programs.
- b) Student shall submit an application for transfer of credit hours to concerned Head of Department along with all necessary documents such as contents of the course(s), grades earned, etc.
- c) Minimum B grade will be accepted for credit transfer.
- d) The concerned head of the department shall evaluate the case in consultation with concerned faculty members and shall forward the case along with comments/recommendations to the committee comprising Deans of Faculties and Registrar. Decision of the committee shall be notified by Registrar.
- e) The credits transferred shall be counted towards the degree requirements of the student. However, GPA of transferred credits shall not be counted towards the calculation of CGPA and the term “Transferred” shall be written against those subject(s) in which transfer of credits has been allowed. CGPA earned by the student shall be considered for deciding any merit position/certificate/medal.

- f) Course(s) transferred shall be placed in the same semester that student has spent at some other university or as recommended by the department.
- g) The credit transferred shall be mentioned with the same course titles and grades as studied by a student on the transcript with “Transferred” status.
- h) When a student will be spending a semester at some other university, his/her result shall be declared with status “Semester Freeze”. In the final transcript, the status shall be replaced by “Exchange Semester”.
- i) Maximum allowed credit transfer shall be 30% of the total degree credit hours for a maximum of two semesters, i.e., 15% per semester.

1.20. Migration Policy

1. The student must meet the eligibility criteria for undergraduate admission at PIEAS.
2. A maximum of 30% credits required for the degree shall be allowed to transfer.
3. Courses transferred must have been passed with B grade or 65% marks in the annual system.
4. A nonrefundable migration application processing fee of Rs. 10,000/- will be charged.
5. Migration will be allowed from well reputed top 5 universities/institutions in the relevant category and recognized by HEC/PEC.
6. No student shall be admitted from a university or institution unless a no objection certificate and a good moral character certificate is produced to the effect that the student has not been debarred from taking examinations and suspended or not expelled or rusticated from the university or institution from which he/she intends to migrate and that no disciplinary action is pending against him/her.
7. Decision of accepting or rejecting the migration request of a student will be the decision of the institute.
8. The clauses (e)-(g) of Credit Transfer Policy (Section 1.19) will apply in case the migration request of the student is accepted.

Procedure: The request for migration will be sent to Registrar who will refer it to the relevant department. A committee comprising head of the department and two senior faculty members from the department will consider the case. Recommendations of the departmental committee will be sent to Registrar through Dean of the Faculty. Registrar will forward the case to Rector who will make the final decision which will be communicated to the applicant by Registrar.

1.21. Proxy Attendance Policy

- a) A student should submit leave application in case he/she is unable to attend class/classes, on the prescribed leave proforma to the department.
- b) If a student is absent (leave application is not submitted) and some other student signs his/her attendance, up to Rs. 500 per proxy shall be fined to the absent student.
- c) In case a student who signed proxy attendance is identified, he/she shall be fined up to Rs. 1000 per proxy and a warning letter shall be issued to him/her.

1.22. Policy for Cheating Cases

- a) A student involved in any of the following will be treated as the use of unfair means in the exams:
 - i. Removes a leaf from his/her answer book, the answer book shall be cancelled.
 - ii. Submits forged or fake documents in connection with the examination.
 - iii. Commits impersonation in the examination.
 - iv. Copies from any paper, book or notes.
 - v. Mutilates the Answer Book.
 - vi. Possesses any kind of material, which may be helpful to his/her in the examination.
 - vii. Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.

- viii. Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
 - ix. Misbehaves or creates any kind of disturbance in or around the examination center.
 - x. Uses abusive or obscene language on the answer script.
 - xi. Possesses any kind of weapon in or around examination center.
 - xii. Possesses any kind of electronic device which may be helpful in the examination.
- b) The use of unfair means shall lead to any one or the combination of the following penalties keeping in view the nature and intensity of offence.
- i. Cancellation of paper.
 - ii. Suspension from program for one semester.
 - iii. Heavy and light Fine.
 - iv. Expulsion forever from the University.
 - v. Any other.
- c) The concerned HoD will send the unfair means cases for a decision to PIEAS Unfair Means Committee comprising of the following:
- i. Dean of the Concerned Faculty(Convener)
 - ii. Controller of the Examinations
 - iii. Concerned Head of the Department
 - iv. Invigilator

The committee will recommend a penalty for the final approval of Rector PIEAS. If a student is not satisfied by the decision of the Unfair Means Cases Committee, s/he can submit his/her appeal within a week after the decision. The appeal will be referred to Deans Committee for a final decision.

1.23. Policy / Procedure for Issuance of Transcript / Degree

- a) Provisional results of examinations at the end of each semester shall be notified by the Controller of Examinations and shall be available to students online.

- b) Final transcript shall be issued to students once they have completed all the requirements for the award of degree.
- c) Outstanding dues should be cleared before student request for the final transcript.
- d) Degree shall be issued in the convocation. However, a student desirous of obtaining degree before convocation should apply on the prescribed form.
- e) For issuance of duplicate transcript, a student has to submit an application stating the reason along with the duplicate transcript fee to the Examination Branch.
- f) For issuance of duplicate degree, a student has to submit an affidavit notarized or signed by magistrate stating the reason on a stamp paper of Rs. 20/- along with duplicate degree fee. Sample affidavit is available in the Examination Branch.

1.24. Degree Supplement Form (DSF)

The Degree Supplement Form (DSF) will be issued to students to provide supplementary information along with the degree/transcript already in practice. However, it will not be considered as a replacement to degree/transcript.

- a) Applicant must fill in the prescribed application form and submit to the Controller of Examinations along with the copy of his/her CNIC and transcript/degree.
- b) DSF fee shall be charged.
- c) DSF shall be issued within two to three weeks after receipt of application form along with other necessary documents.
- d) The information required at point No. 4.3 (Learning Outcomes) and 5.1 (Future Prospects) of DSF shall be provided by concerned departments for their respective degree programs.

1.25. Financial Support

Need based financial support in the form of tuition fee waiver is available subject to satisfactory performance.

1.26. Removal of Difficulties

An Interpretation Committee comprising of the following will be asked to interpret any rule(s) if needed:

1. Pro-Rector, PIEAS (Convener)
2. Deans of Faculties
3. Concerned Head of Department
4. Registrar
5. Controller of Examinations (Secretary)

Provision of relaxation in the following academic rules of PIEAS under special circumstances may be considered on case to case basis:

1. Attendance rules
2. Semester freeze
3. Course drop/Withdraw, and
4. Waiver in fine.

A student may appeal to Rector PIEAS for relaxation of these rules within HEC and PEC guidelines. The issue will be discussed in PIEAS Interpretation Committee and the recommendations of the committee will be forwarded to Rector for approval. Decision of the Rector will be final.

NOTE: Any of the above-mentioned rules may be cancelled or modified or new rules may be added with the approval of the Academic Committee on the recommendations of the Board of Faculties.