



BUITEMS

Quality & Excellence in Education

Academic Rules & Regulations

**Balochistan University
of
Information Technology,
Engineering &
Management Sciences**

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Academic Rules & Regulations

1. Admission Policy

- 1.1 10% admission seats in all disciplines shall be filled in on all Pakistan Open Merit Basis.
- 1.2 90% admission seats in all disciplines shall be reserved for local / domicile applicants from Balochistan.
- 1.3 In case admission seats remain vacant in any of the above categories, students from the waiting list of other category shall be accommodated against these vacant seats.
- 1.4 2% seats in each program are reserved for disabled persons in addition to regular seats.
- 1.5 2% seats in each program are reserved for the direct dependents (son/daughter, brother/sister, and wife/husband) of BUIEMS teachers, staff, and employees on merit in addition to regular seats.
- 1.6 5% seats in engineering disciplines will be reserved for diploma holders.
- 1.7 Seats shall be available for foreign students

over and above the regular seats.

- 1.8 A diploma holder shall be eligible for admission in the same discipline of engineering in which he / she has passed the diploma examination.
- 1.9 Seats shall be available for foreign students over and above the seats mentioned above. Documents of such foreign students will be verified on their arrival at the university for submission of their admission forms.
- 1.10 Determination of Admission Merit

Admission merit would be determined on the basis of the following weightage:

Intermediate	50%
Matriculation	20%
Entry Test	30%

In case two or more candidates score equal marks and are placed at the end of the merit list, both / all of them shall be allowed admission in the relevant program.

- 1.11 Admission Criteria
 - 1.11.1 For engineering programs 50% marks is the minimum requirement in the relevant

intermediate group.

1.11.2 For non-engineering programs at least 45% marks are required in the relevant intermediate group.

1.11.3 Diploma holders are required to have 60% marks for admission to the relevant engineering program.

1.12 Duration of the Program

1.12.1 The programs leading to BS shall be of four years duration, equally divided into eight semesters.

1.12.2 Each semester shall be spread over eighteen weeks, 16 weeks for teaching, and two weeks for the preparation and the conduct of examination.

2. Attendance, Struck offs and Readmission

2.1 Students shall have to be punctual and regular in attending all lectures, laboratory periods, semester sessions and fieldwork as required for each course.

2.2 Two weeks consecutive absence would result in a student's name being struck off

the University rolls. Such a student must get himself/ herself readmitted to the program within three (03) working days after the name being struck off on payment of readmission fee of Rs. 500/- and within further three (03) days on payment of readmission fee of Rs. 1000/-. After this the admission shall stand cancelled.

- 2.3 There shall be at the most three chances for readmission during the entire study program.
- 2.4 A student seeking readmission shall not be exempted from the payment of readmission fee.

3. Change of Program / Elective Courses

- 3.1 Changing from one academic program to another Change of academic program will be allowed on the recommendation of the chairpersons concerned and approval of the dean(s), within first two weeks of the first semester, subject to the fulfillment of eligibility criterion and availability of the seat. Merit of the student has to be above the merit of the last student admitted in the program to which transfer is desired.

3.2 Withdrawal and Addition of Courses

- 3.2.1** When a course, for which a student has enrolled, can not be offered according to the announced program, the student may take an elective course. However, this must be done not later than 7 days after the date of enrollment.
- 3.2.2** A student, with the consent of chairperson of the department and on approval by the Dean, may be allowed to drop a course within 5 weeks of the commencement of semester.
- 3.2.3** Withdrawal from a course will be allowed, on the recommendations of the chairperson of the department and approval by the Dean, latest by the end of 15th week of the semester.
- 3.2.4** Withdrawal course will appear on the transcript with letter grade "W"

4. Promotion & Probationary Period

- 4.1** If a student scores CGPA less than 1.0 at the end of any semester during the program of studies, the student shall be dropped from the university rolls (GPA of first semester is CGPA as well).

4.2 Probation

- 4.2.1 When ever any student's CGPA falls between 1.0 and 2.0 he / she shall be placed on the first probation for the next semester
 - 4.2.2 If the student fails to raise the CGPA to 2.0 or above, he/ she shall be placed on 2nd probation for the nextsemester.
 - 4.2.3 If the student who was earlier on 2nd probation fails to raise CGPA to 2.0 or above, he/she shall be placed on the last probation.
 - 4.2.4 If the student fails to raise CGPA to 2.0 or above the last probation, he/ she shall be dropped from the university rolls.
- 4.3 The student eligible to continue the study program and having failed in the course(s) shall repeat the course(s) whenever such course(s) shall be offered by the Faculty provided the contents of the study program remain unchanged.
- 4.4 A student shall have to complete the BS Program within maximum of ten (10) semesters or five years, but he/she shall not be allowed to avail more than two chances in each course.

5. Freezing of a Semester

- 5.1** No freezing in the first semester is allowed.
- 5.2** A student shall be allowed to apply for freezing of at the most two semesters in his / her entire program of studies.
- 5.3** The case for freezing of the program, for approval, shall be placed before the Vice Chancellor by the chairperson of the respective department through the Dean of the Faculty.
- 5.4** Being allowed a semester freeze by the Vice Chancellor, the student shall resume the program subject to the commencement of the relevant semester. A student already registered shall not pay the registration / admission fee in order to resume the studies.

However, the student has to complete the degree requirements within 5 years from the date of his/her first admission (excluding the period of semester being frozen).

6. Course Limit

- 6.1** A student is required to take 15-18 credit

hours course work per regular semester.

- 6.2** The chairperson of the department, with the approval of the Dean, however may allow a maximum of 21 credit hour course work in one semester.

7. Credit Hours

- 7.1** A credit hour means teaching a theory course for 50-60 minutes each week throughout the semester.
- 7.2** One credit hour in laboratory or experimental work would require laboratory contact of at least two hours per week throughout the semester
- 7.3** A course with 3 credit hours for theory and one credit hour for laboratory work will be denoted as 4 (3-1)

8. Examinations

- 8.1** Eligibility to Appear in the Final Examination of a Semester.
- 8.1.1** No student shall be eligible to appear in the final semester examination unless he/ she is registered at the University for the respective Study Program and

has paid all the required dues.

- 8.1.2** A student must have attended at least 75% of the classes held in a course in order to be allowed to sit in the final semester examination.
- 8.1.3** Students having class attendance less than 75% in a particular course will be required to repeat the course when it is offered again.
- 8.1.4** A student must have submitted all assignments, term papers and reports in time before the commencement of the final semester examination.

8.2 Special Examination

- 8.2.1** A special examination shall be conducted for a student who could not appear in an examination on medical grounds or the demise of parent, spouse, children and brother/ sister.
- 8.2.2** A student must have met the eligibility criteria to appear in the respective examination of a semester
- 8.2.3** The student shall have to produce the death certificate of the kin referred to in 8.2.1 above.
- 8.2.4** A student shall have to submit an application of illness to the Dean of Faculty on or before the date of commencement of examination.

8.2.5 In case of serious illness of the student, he/she must have been hospitalized in a recognized private or a public sector hospital.

8.2.6 A student shall have to apply to appear in a special examination. The case shall be examined by the Departmental Committee and recommendations of the committee shall be placed before the Dean through the chairperson of the department for approval.

8.2.6.1 Special mid-semester examination: The student shall be allowed by the Dean to appear in special mid-semester examination to be scheduled latest by the 12th week of the semester.

8.2.6.2 Special final semester examination: The student shall be allowed by the Dean to appear in the special final semester examination to take place during semester break before the commencement of next semester

8.2.7 Chairperson of the Department will monitor the special examinations and ensure the standards.

8.2.8 There would be only one chance to appear in special examination.

8.3 Departmental Committee

8.3.1 There shall be a "Departmental Committee" comprising:

- * Chairperson of department
- * Two senior most faculty members

8.3.2 The committee will address to the grievances of the students about any course instructor or grade or for any other academic issue.

8.3.3 Appellate body will be the Dean of the Faculty

8.3.4 Grievance on Grade

8.3.4.1 A student must approach the chairperson of the department for a grievance on grade within 5 days of the receipt of the grade.

8.3.4.2 The chairperson of the department shall forward the grade grievance to the "*Departmental Committee*"

8.3.4.3 It will be binding on the committee to hear both sides (student and instructor), and give the final decision within 5 days or before the start of the date of registration for the new semester which ever comes earlier.

8.4 University Examination Committee

8.4.1 Constitution of the Committee

There shall be a University Examination Committee comprising of

- * Pro Vice Chancellor (Chairperson)
- * Registrar / his nominee
- * Deans of faculties

The Controller of Examinations will be the secretary of the University Examination Committee.

8.4.2 Functions of the University Examination Committee. The committee shall:

8.4.2.1 Have the mandate to permit and notify all the cases / requests of special examinations after scrutiny of the evidences.

8.4.2.2 Finalize the unfair means cases reported by examination committees of faculties

8.4.2.3 Monitor the mid and final semester examinations of faculties

8.5 Faculty Examination Committee

8.5.1 Constitution of the Committee. There shall be a Faculty Examination Committee comprising of:

- * Dean of Faculty
- * Chairpersons of Departments
- * One senior most faculty member
- * The teacher concerned may be co-opted in case of complaint of a

student.

8.5.2 Functions of the Committee

8.5.2.1 Ensuring content coverage of courses by comparing tests with the course outlines and workplan provided by the teacher.

8.5.2.2 Monitoring of classroom activities as given in the course outline.

8.5.2.3 Examination of all problems regarding uniformity before the declaration of results.

8.5.2.4 Referring the special examination cases and the unfair means cases reported during mid semester and final semester examinations to the University Examination Committee.

8.6 Evaluation.

There shall be a perpetual evaluation system of the student's performance. In addition to home assignments, term papers, quizzes and class presentations, the following examinations in each course during the semester shall be held:

- * Mid Semester Examination
- * Final Semester Examination.

8.6.1 The Mid Semester Examination shall be held by the end of the 8th week of

class work for each course from the commencement of the semester. The final semester examination shall be held at the end of the semester.

8.6.2 The duration of the examinations:
Mid Semester Examination at least one hour.

Final Semester Examination two to three hours.

8.7 Evaluation for Courses

8.7.1 The Evaluation Scheme for Theory courses 3(3-0)

* Mid Semester Examination **25%**

* Final Semester Examination **50%**

* Quizzes, Assignments, Reports, **25%**

Project, Term Papers, Case Study, Class Presentation, Group Work etc.

8.7.2 The Evaluation scheme for Laboratory courses 1(0-1) Each laboratory course will be of 1 credit hour and will have its own course code.

8.8 Marks, Grade Points, Letter Grades

8.8.1 Letter grades are used only for individual courses and not for semester GPA or CGPA. Grade points for each letter grade are given:

Mark Range	Grade Point	Grade
85 and above	4.00	A
80-84	3.70	A-
75-79	3.30	B+
70-74	3.00	B
65-69	2.70	B-
61-64	2.30	C+
58-60	2.00	C
55-57	1.70	C-
50-54	1.00	D
0-49*	0.00	F

**fraction is to be rounded as a whole number.*

- 8.8.2** The percentage of marks or values of grades other than grade points shall not be reported on the transcripts whether they are relative grades or absolute grades.
- 8.8.3** The course instructor, of his /her own accord or in consultation with the Dean/ chairperson of department of the concerned faculty / department, may decide to use curving for award of letter grades instead of using fixed % tabulated above.
- 8.8.4** Mid-semester and final semester answer books of each student should be shown to him / her after marking.
- 8.8.5** Re-evaluation of answer books is not allowed after declaration of result; however, in such cases, a student may apply for recounting of marks.

9. Award of Degree

- 9.1** On successful completion of the examination, the controller of examinations of the University shall compile the final results of the study program and declare the results indicating the marks and grades obtained by the students.
- 9.2** The University shall confer the degrees upon the successful students.
- 9.3** Degree will not be awarded to a student whose CGPA is less than 2.0.
- 9.4** A student can repeat 18 credit hour courses with D grades for improvement of CGPA (if it is less than 2.0) in additional 9th and 10th semesters.

10. Repetition of Courses for the improvement of Grades

- 10.1** Any student failing in any course or debarred from taking the final semester examination on account of shortage of attendance shall have to repeat that course whenever offered.
- 10.2** A student who obtains a 'D' grade in a course may avail the opportunity of repeating that

course whenever offered for improvement.

- 10.3** A student may repeat a maximum of six courses to improve D grades.
- 10.4** In case a student repeats the course, the new improved grade for CGPA calculation will be substituted for the old grade in the official records.
- 10.5** Only one chance to repeat a course for the purpose of improvement for the entire degree program shall be allowed.
- 10.6** Students have to register for the courses being repeated, within 10 days from the date of commencement of the semester on payment of fee of Rs. 1000/- per course.
- 10.7** The result of failed course(s) will be reflected in the transcript of respective semester(s) and in the subsequent semester(s) during which the failed course(s) was (were) passed.

11. Summer Sessions

Summer Sessions provide opportunities to the students who fail or withdraw from a course and those who wish to improve their GPA to qualify to

the next semester.

11.1 During the summer/ winter break, departments may offer at least one intensive Session of 8 weeks (48 contact hours) with courses of their choice.

11.2 The students can take up to two courses during summer or winter semester.

12. Course File

Maintenance of course file is compulsory for the teachers. It will have a complete record of all academic activities during the semester. The course file will contain:

- * Description of courses
- * Course coding
- * Weekly teaching schedule
- * Dates of mid-semester examination
- * Grading policy identifying each activity, such as home work, quizzes, mid-semester examination, final semester examination, term paper
- * Record of each home work assignment evaluation
- * Copy of each quiz given
- * Copy of mid-semester examination
- * Grading sheets of the course detailing statistical data on the grade obtained by the students.
- * Difficulties/problems faced during classroom/

course delivery

13. Migration / Credit Transfer Policy

- 13.1** A migration committee shall be constituted by the Vice Chancellor to deal with the migration cases/ credit hour transfer cases.
- 13.2** Criteria for evaluation will be transparent and will be strictly followed.
- 13.3** Migration / credit transfers from BUIITEMS to some other University or vice versa shall be allowed after completion of the prescribed codal formalities. Migrations/ transfers to and from only the Higher Education Commission recognized universities / institutions (both public and private) shall be considered.
- 13.4** The student concerned shall obtain the migration certificate within 15 days after submission of the application for migration.
- 13.5** Migration processing fee shall be Rs 500/-. The following documents shall be attached by the candidate with the application for obtaining Migration Certificate:
- 13.5.1** Attested copy of degree/result card of

last examination taken.

13.5.2 Bank Challan showing the deposit of fee

13.6 Students seeking duplicate migration certificate from one university to another university shall be allowed such certificate on submission of an application supported by:

13.6.1 An affidavit by the student, duly attested by Magistrate, revealing that the original Migration Certificate issued by the university had been lost and was not used for any other purpose.

13.6.2 A cutting of daily newspaper in which the report regarding loss of Migration Certificate was published.

13.6.3 A certificate to the effect that the applicant had not been registered at the university for which Migration Certificate was issued.

13.7 A student who fails in the university examination and wants migration/ credit transfer to another university shall be issued Migration Certificate on production of the original Result Card.

13.8 Once the Migration Certificate is issued, it can be cancelled and admission restored within 3 weeks from the date of issuance of migration certificate. The student will have to

provide a certificate from the respective Registrar that he/she had not been registered at that university for which the Migration Certificate was issued.

- 13.9** No Migration / Credit Transfer Certificate shall be issued to a student who had been debarred from appearing in the university examination or expelled from university / affiliated institute / college for misconduct till such time as the period of punishment lasts.
- 13.10** A regular student of the university / affiliated institute who desires migration to another university shall be issued Migration Certificate on the production of the Clearance Certificate
- 13.11** If any question arises to the interpretation of any of the provisions of these rules, it shall be placed before the Vice Chancellor whose decision thereon shall be final and binding.
- 13.12** No credit hour of a course will be transferred if the grade is less than C
- 13.13** University may enroll students (if they fulfill the criteria) for any course(s) and issue a transcript for the courses done. Rs.5000 per course will be charged.
- 13.14** Requirement for awarding of degrees

(Transfer of Credit Hours Cases):

A student must have a proper admission in the undergraduate program of the university, and should earn minimum of 60 credit hours out of a total of 130-145 credit hours from BUIITEMS.

- 13.15** Only those students will be allowed migration who fulfill the minimum criteria for admission to the relevant course.

14. Students Fee Concession and Award of Scholarships

The BUIITEMS Fee Concession & Scholarship Policy has the following aspects:

1. Merit Scholarship
2. Fee Concession to needy students.
3. Fee Concession to siblings.
4. Fee concession for dependants of BUIITEMS employees
5. Fee in Installments.

14.1 Merit Scholarship

- 14.1.1** The university will award merit scholarship to top 10% students studying in each program of a semester.

- 14.1.2** Any student who gets admission after the due date of fee deposit / scheduled test date/ commencement of the semester, shall not be entitled to get merit scholarship in the first semester.
- 14.1.3** Students falling under clause 14.1.2 will be allowed to compete for merit scholarship in subsequent semesters.
- 14.1.4** A student who changes the program of study, will not be entitled for merit scholarship in the first semester.

14.2 Fee Concession for Needy Students

The university is providing fee concession to needy students. Such concessions are to be decided on case-to-case basis.

14.3 Fee Concession Policy for Siblings

The BUIEMS allows fee concession to siblings who are enrolled in the university. Such concession is granted as per following rules:

14.3.1 If two siblings are studying in

BUIEMS then

One will get 50% fee concession

One will pay full fee

If three siblings are studying in

BUIEMS then

One will get 100% fee concession

Two will pay full fee

If four siblings are studying in BUIITEMS
then

One will get 100% fee concession

One will get 50% fee concession

Two will pay full fee

If five siblings are studying in BUIITEMS
then

Two will get 100% fee concession

Three will pay full fee

14.3.2 The sibling getting brother/ sister concession, cannot apply for need base fee concession. However the siblings not getting this concession can be granted, at the most, 50% fee concession if they deserve this on the basis of need.

14.3.3 Fee concession will be granted to those siblings who are expected to complete their programs of studies earlier.

14.3.4 If the brother/sister who is expected to complete his/ her study program earlier as per schedule of studies, is getting merit scholarship, then the other sibling will avail the brother/ sister concession.

14.4 Policy for Dependants of BUIITEMS
Employees

Fee concession policy for the dependants of

BUIITEMS employees studying in different courses/programs of studies is as follows:

- 14.4.1** This policy shall apply to sons/ daughters, brothers/ sisters and spouses of the employees of the university.
- 14.4.2** They will have the benefit of 100% fee concession.
- 14.4.3** Brothers/sisters (real or step, if dependant) will have the benefit of 100% fee concession. (Here dependant would mean if applicant's father has expired/ or retired or going to retire within one year or during the study period and the applicant is fully dependant on BUIITEMS employee)
- 14.4.4** Students dependents of BUIITEMS employees will pay only the admission, registration and security fees at the time of admission.

14.5 Fee Installment

The university may allow deposit of fee in two or three equal installments to those students who cannot deposit the semester fee in lump sum.

15. Fee Refund Policy

- 15.1** The admission and registration fee deposited shall not be refunded to a student in any case
- 15.2** Security fee shall be refundable provided nothing is outstanding against the student and the relevant quarters, i.e. the office of Department Chair, Lab, Library, Student Affairs Office, Hostel, State Bank Library and Accounts section, provide their clearance certificate.
- 15.3** Prospectus charges and the application processing fee shall not be refunded.
- 15.4** If any student requests for cancellation of his/her admission within 15 days from the date of commencement of classes, he will be entitled for full refund of tuition, laboratory, examination and library fees.

16. Disciplinary Rules

- 16.1** The following shall constitute the acts of indiscipline
- 16.1.1** Use of indecent or uncivilized language remarks or gestures within the varsity premises.

- 16.1.2** Improper behavior, such as shouting, abusing, quarreling, fighting and manhandling in the campus.
- 16.1.3** Carrying, using or threatening to use firearms and deadly weapons.
- 16.1.4** Defiance of authority.
- 16.1.5** Fake representation or giving false information or willful Concealment of the relevant information, cheating or deceiving.
- 16.1.6** Inciting or staging a walkout , strike or an unauthorized procession or forming organization for sake of indulging in political activities.
- 16.1.7** Shouting of slogans derogatory to the prestige of the university or the reputation of its officers or teachers.
- 16.1.8** Being found under the effect of an intoxicant.
- 16.1.9** Smoking within the University premises or while in the university transport.
- 16.1.10** Action defamatory of and derogatory to religion and Pakistan.
- 16.1.11** Use of unfair means in an examination.
- 16.1.12** Indulgence in activities prejudicial and detrimental to good order on the campus.
- 16.1.13** Unauthorized use of, or damaging university's moveable or immovable

property or wall chalking.

16.1.14 All such other acts which the Competent Authority/ Discipline Committee may construe as breach of discipline.

16.2 Punishment or penalty for any of the offenses mentioned under above clauses shall be according to gravity of the case and may be one or more of the following:

16.2.1 A record in the BOOK OF DISCIPLINE to be maintained by the Registrar's office.

First entry: **Stern Warning**

Second entry: **Monetary Fine**

Third entry: **Expulsion**

16.2.2 Fine as decided by the Discipline Committee.

16.2.3 Expulsion from the class., hostels for a specified period

16.2.4 Detention from examination.

16.2.5 Cancellation of Examination results or withdrawal of certificate granted, and

16.2.6 Expulsion or rustication from the university for a specified period or for good.

16.3 The Department Chairs/ Directors / Provosts shall be responsible for the maintenance of

discipline among the students of their respective departments subject to the provisions of statutes and regulations of the university.

- 16.4** The certificates/ degree/ diplomas and other documents of a student involved in a case of breach of discipline may be withheld till the final disposal of the case.
- 16.5** Exceptional cases, not covered by the prescribed rules, shall be referred to the Syndicate by the Discipline Committee.
- 16.6** The Syndicate may consider the appeals of the students involved in the cases of breach of discipline on the recommendation of the Vice Chancellor.
- 16.7** Any student found guilty of committing any of the offences cited above shall automatically disqualify himself or herself from the award of any honor/ distinction from the university.



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