

POST GRADUATE ACADEMIC CALENDAR (2019-2020)

Fall Semester	
Semester Starts	Monday 2 nd September 2019
Semester Ends (after 16 weeks)	Friday 20 th December 2019
Exam Weeks	Monday 23 rd December 2019 to Friday 3 rd January 2020
Semester Break	Monday 6 th January 2020 to Friday 17 th January 2020

Spring Semester	
Semester Starts	Monday 20 th January 2020
Semester Ends (after 16 weeks)	Friday 8 th May 2020
Exam Weeks	Monday 11 th May 2020 to Friday 22 nd May 2019

M.Sc, MASTERS, M.S. AND M.Phil. ADMISSION PROCESS

1. In order to make a uniform policy for admission to the postgraduate classes excluding PhD classes, it was envisaged that admission to all postgraduate classes be opened at one time according to admission schedule under these regulations:

2. DEFINITIONS

- i. 'University' means University of Engineering and Technology, Lahore
- ii. 'Faculty' means the concerned faculty of the university.
- iii. 'Dean' means the Dean of the faculty concerned.
- iv. 'Chairman' means the chairman of the department concerned.
- v. 'Controller of Examinations' means the controller of examinations of the university
- vi. 'Academic Year' means a year consisting of Spring and Fall Semester.
- v. 'Vice Chancellor' means the Vice Chancellor of the University.
- vi. 'Pro Vice Chancellor' means the Pro Vice Chancellor of the University.
- vii. "Student" means a bonafide student of a degree program of the University who does not maintain admission simultaneously in any other degree/diploma program of the University or in any other Institution

EXPLANATION

- a. In these regulations the pronoun 'he' and 'its' are used for both male and female persons.
- b. The medium of instructions and examination/thesis shall be English.

3. ELIGIBILITY FOR ADMISSION

3.1 For M.Sc., Masters and M.S. Programs (Except M. Phil.)

Only those candidates will be eligible for admission who have passed their undergraduate (16 years equivalent) degree by securing a minimum of 60% raw score under annual system or a CGPA of 2.50 out of a maximum of 4.00 under semester system. CGPAs on other scales will be translated accordingly. In case CGPA and marks are both recorded on the transcript, then CGPA score would be considered. In addition, the applicant shall have to clear the Subject Test conducted by the department by securing at least 50% in it.

3.2 A candidate for admission to a postgraduate class, (other than those mentioned in the table below) must possess at least a Bachelor's degree in the relevant discipline/ subject from a recognized institute/University unless higher qualification is laid down for a particular discipline.

Degree Title	Required Qualification from a HEC Recognized Institute/ University
M.Sc Electrical Engineering	Bachelor's degree in Electrical Engineering or Telecommunication Engineering or Electronics Engineering
M.Sc. Telecommunication Networks	Bachelor's degree in Electrical engineering or Telecommunication Engineering or Electronics Engineering
M.Sc. Computer Engineering	Sixteen years degree in Computer Science & Engineering or Computer Systems Engineering or Computer Engineering or Electrical Engineering or M.Sc. (16 years) in Physics with specialization in Electronics or M.Sc. (16 years) in Electronics.
M.Sc. Computer Science	Sixteen years equivalent Bachelor's degree in Computer Science or Computer Science and Engineering or Computer Systems Engineering or Computer Engineering or M.Sc. (16 years) in Computer Science or equivalent or B.Sc. Electrical Engineering subject to completion of six additional

	CS foundations courses as determined by the Post Graduate Committee.
M.Sc. Automotive Engineering	B. Sc Mechanical Engineering
M.Sc. Thermo-fluid Engineering	B. Sc Mechanical Engineering
M.Sc. Railway Engineering	B.Sc. Mechanical Engineering; Or B.Sc. Electrical Engineering; Or B.Sc.Civil Engineering; Or Mechatronics Engineering; Or B.Sc. Industrial and Manufacturing engineering.
M.Sc. Renewable Energy Systems Engineering	B.Sc. Mechanical Engineering; Or B.Sc./BE Renewable Energy/ Energy Systems Engineering.
M.Sc. Mechatronics	B.Sc. Mechanical Engineering or B.Sc. Electrical/Electronics Engineering or B.Sc. Mechatronics Engineering
M.Sc. Engineering Management	Any B.Sc. Engineering Degree
M.Sc. Environmental Engineering	B.Sc. Civil Engineering or B.Sc. Chemical Engineering or B.Sc. Environmental Engineering or B.Sc. Transportation Engineering or B.Sc. Architectural Engineering & Design or B.Sc. Mechanical Engineering
M.Phil. Environmental Sciences	Sixteen years of education (B.Sc. or M.Sc.) The relevant fields, as per the policy of IEER are: Environmental Science, Chemistry, Biochemistry, Zoology, Botany, Agricultural Sciences, B.Sc. Environmental Engineering and Civil Engineering.
M.Sc. Integrated Building Design	B.Sc. Architectural Engineering & Design or B.Sc. Civil Engineering or Bachelor of Architecture
M.Sc. Construction Management	B.Sc. Architectural Engineering or B.Sc. Civil Engineering or B.Sc. Transportation Engineering or B.Sc. Construction Management or B.Sc. City and Regional Planning or Bachelor of Architecture
M. Sc. Transportation Engineering	B.Sc. Transportation Engineering or B.Sc. Civil Engineering or B.Sc. Urban Engineering
M. Sc. Transportation Informatics	B.Sc. Transportation Engineering or 16 years degree in Computer Science or B.Sc Computer Engineering
M.Sc. Geological Engineering	B.Sc. Geological Engineering or B.Sc. Mining Engineering or B.Sc. Petroleum & Gas Engineering or B.Sc. Civil Engineering
M.Sc. Geological Sciences	B.S. Geology or M.Sc. Geology (16 years) or B.Sc. Geological Engineering or B.Sc. Mining Engineering or B.Sc. Petroleum & Gas Engineering or B.Sc. Civil Engineering. However, pre-requisite subjects if required, will be decided at the time of admission considering the subjects opted by the students
M. Sc. Petroleum and Gas Engineering	Petroleum and Gas Engineering or Geological Engineering. Candidates selected on the basis of Geological Engineering will be required to study pre-requisite subjects as determined by departmental Postgraduate Research Committee.
M.S. Polymer Science and Technology	16 years degree in Chemistry or Applied Chemistry or Physics or Applied Physics or Chemical Engineering or Chemical Engineering Technology or Polymer Engineering or Mechanical Engineering or Materials Science and Engineering
M.Sc. Safety Health and Environment Technology	16 years of education (Bachelor in Engineering or Bachelor in Technology programs) from a recognized institution.
M.Sc. Metallurgical and Materials Engineering	B.Sc. in Metallurgical and Materials Engineering, or Chemical Engineering, or Polymer Engineering, or Mechanical Engineering, or Industrial and Manufacturing Engineering
M.Sc. Tunneling & Underground Excavation Engineering	B.Sc. in Mining Engineering or in Geological Engineering or in Civil Engineering.
Master of Architecture (M.Arch.)	Bachelor of Architecture or B.Sc. Architectural Engineering & Design or B. Sc. in City & Regional Planning or B. Sc. Civil Engineering
M.Sc. City & Regional Planning	B.Sc. City & Regional Planning or Bachelor of Architecture or B.Sc. Civil Engineering
M.Sc. Community Development and Environmental Management	Sixteen years equivalent degree from the recognized University/ Institution in one of the following disciplines: Civil Engineering, Architectural Engineering and Design, Environmental Engineering,

	Transportation Engineering and Management, Environmental Sciences, Architecture, City and Regional Planning, Product and Industrial Design, Sociology, Rural Sociology, Social Work, Economics, Geography, Geographical Information Systems, Development Studies, Public Administration, Public Policies, Population/ Gender Studies.
M.Sc. Disaster Management	M.Sc. or B.Sc. Honors in any of the subject of Earth Sciences, Environmental Sciences, Space Sciences, Biological Sciences, management Sciences, Agriculture Sciences, Agricultural Engineering, Medical Sciences, Enconomics, Sociology, Social Work, Psychology, Anthropology, Forestry, Architcture, Gender Studies, Journalism and Mass Communication, Civil Engineering / Minng Engineering / Geological Engineering, City / Urban & Regional Planning, Public Sciences, Public Policies, Product and Industrial Design.
M.Phil. Nano Science and Technology	16 years degree in Physics or Chemistry or B.Sc. Engineering degree in Electrical or Chemical or Metallurgical or Polymer. B.Sc. (Engineering) Technology degree in Electrical or Chemical or Metallurgical
M.Phil Food Science and Technology	16 years degree in Food Science and Technology or Chemistry or Biochemistry or Agricultural Chemistry or Biotechnology

3.3 For M. Phil. Programs

Only those candidates will be eligible for admission who have passed their undergraduate (16 years equivalent) degree in the relevant discipline, that is, Mathematics, Physics or Chemistry by securing a minimum of 60% raw score under annual system or a CGPA of 2.50 out of a maximum of 4.00 under semester system. CGPAs on other scales will be translated accordingly. In case CGPA and marks are both recorded on the transcript, then CGPA score would be considered. In addition, the applicant shall have to clear the prescribed Aptitude/ Subject Test securing at least 50% cumulative score for admission.

4. AWARD OF POSTGRADUATE DEGREES

Postgraduate Degrees shall be awarded in the following disciplines: -

- a. In the department of Electrical Engineering (Lahore Campus):
 - M.Sc. Electrical Engineering with specializations in:
 - i. Power Engineering
 - ii. Computer Engineering
 - iii. Electronics & Communication Engineering
 - iv. Control Systems Engineering
 - M.Sc. Telecommunication Networks
- b. In the department of Electrical Engineering (Faisalabad Campus):
 - M.Sc. Electrical Engineering with specializations in:
 - i. Power Engineering
 - ii. Electronics & Communication Engineering
- c. M.Sc. Computer Science with specializations in:
 - Software Engineering
 - System Engineering
 - Artificial Intelligence
 - Database Systems
- d. M.Sc. Computer Engineering
- e. In the department of Mechanical Engineering (Lahore Campus):
 - M.Sc. Mechanical Design Engineering
 - M.Sc. Thermal Power Engineering

- M.Sc. Automotive Engineering
 - M.Sc. Railway Engineering
 - M.Sc. Renewable Energy Systems Engineering
- f. In the department of Mechanical Engineering (Kala Shah Kaku Campus):
- M.Sc. Thermo-fluid Engineering
- g. In the department of Industrial and Manufacturing Engineering:
- M.Sc. Manufacturing Engineering
 - M.Sc. Engineering Management
- h. M.Sc. Mechatronics Engineering
- i. In the Center for Energy Research and Development (Kala Shah Kaku Campus):
- M.Sc. Energy Engineering
- j. In the Civil Engineering Department
- M.Sc. Structural Engineering
 - M.Sc. Geotechnical Engineering
 - M.Sc. Hydraulics & Irrigation Engineering
- k. In the Architectural Engineering and Design Department
- M.Sc. in Integrated Building Design
 - M.Sc. in Architectural Engineering
 - M.Sc. in Construction Management
- l. In the department of Transportation Engineering:
- M.Sc. Transportation Engineering
 - M.Sc. Transportation Informatics
- m. In the Institute of Environmental Engineering and Research:
- M.Sc. Environmental Engineering
 - M.Phil. Environmental Sciences
- n. M.Sc. Chemical Engineering (Lahore Campus) with specializations in:
- Process Engineering
 - Industrial Pollution Control Engineering
 - Bio-Chemical Engineering
 - Computer Aided Design
- o. In the department of Chemical Engineering (Kala Shah Kaku Campus):
- M.Sc. Safety Health and Environment
- p. In the department of Chemical Engineering (Faisalabad Campus):
- M.Sc. Chemical Engineering
- q. In the department of Polymer and Process Engineering
- M.Sc. Polymer & Process Engineering
 - M.S. Polymer Science and Technology
- r. M.Sc. Metallurgical & Materials Engineering
- s. In the department of Mining engineering:
- M.Sc. Mining Engineering
 - M.Sc. Tunnelling and Underground Excavation Engineering
- t. In the department of Geological Engineering:
- M.Sc. Geological Engineering
 - M.Sc. Geological Sciences
- u. M.Sc Petroleum & Gas Engineering

- v. In the department of City & Regional Planning
 - M.Sc. City & Regional Planning
 - M.Sc. Community Development and Environmental Management
 - M.Sc. Disaster Management
- w. Master's in Architecture
- x. Master's in Product and Industrial Design
- y. In the department of Chemistry:
 - M.Phil. Applied Chemistry
 - M.Phil. Food Science and Technology
- z. In the department of Physics:
 - M.Phil. Applied Physics
 - M.Phil. Nano Science and Technology
- aa. M.Phil. Applied Mathematics
- ab. In the Center of Excellence in Water Resource Engineering
 - M.Sc. Water Resources Engineering
 - M.Sc. Water Resources Management
 - M.Sc. Engineering Hydrology
 - M.Sc. Hydro Power Engineering

5. Filling and Submission of Application Form

5.1 How to complete the online Application Form

- a) You can fill the admission application form by logging into <http://admission.uet.edu.pk>
- b) You will fill the data as required.
- c) After completing the application, attach the declaration/check list form available in the prospectus along with your application and submit it with the copies of following documents:
 - i. Declaration Form
 - ii. Copy of the B.Sc. degree or provisional certificate.
 - iii. Copy of the Detail Marks Certificate/ Transcript.
 - iv. Copy of Pakistan Engineering Council (PEC)/ PCATP registration card, if required.
 - v. Copy of domicile certificate.
 - vi. Copy of CNIC

5.2 Submission of Application

Applications will be submitted in the concerned department. Applications submitted by Courier/ Post will not be accepted.

6. TEST AND INTERVIEW FOR ADMISSION

Interviews and subject tests shall be held by the respective departments on dates specified by the departments. Separate interview shall be held for each specialization where applicable. The candidate must qualify the test and interview.

7. ADMISSION ON MERIT

The admission will be granted on merit.

8. ADMISSION OF FOREIGN CANDIDATES

The admission of foreign students will be made on the basis of the academic record of the candidate and the assessment of his scholarship made by the Board of Postgraduate Studies of the Department concerned. The Board of Postgraduate Studies may ask the candidate to appear for test and interview, if feasible.

9. DETERMINATION OF MERIT

In order to determine the merit for admission, the marks obtained by a candidate in the test and interview will also be added to the academic marks obtained by him as given below:-

Academic (UG)	40 marks
Test	40 marks
Interview	20 marks

Academic marks will be computed from the raw marks earned under annual system. In case of semester system, a CGPA of 2.5/4.0 will be converted to 60% and a CGPA of 4.0/4.0 will be converted to 90% and CGPAs falling in between will be interpolated linearly. Academic merit marks will be computed after this conversion.

10. PRE-REQUISITE COURSES

Depending upon the number and nature of courses studied by an applicant at the undergraduate level, the candidate may be directed by the Chairman concerned to study and pass a certain number of pre-requisite courses at the undergraduate level before permission to attend the postgraduate classes.

11. APPLICATION FEE

- The price of Prospectus and Application Form is of Rs. 350/-. The application processing fee is Rs. 550/- for all postgraduate programs except Ph.D. Both are to be paid at the time of purchase of prospectus
- The application and processing fee once remitted shall not be refunded.
- Candidates wishing to apply for admission into more than one department will be required to pay Rs 900/- as prospectus and processing fee for each. Thus, candidates applying to two departments will fill two applications forms and pay Rs. 1800/= (Rs. 900/- with each application).

12. AGE LIMIT

There is no age restriction for admission to postgraduate degree programmes.

13. PROCEDURE FOR SELECTED CANDIDATES

13.1 Notification Of Selection

A list of selected candidates will be put up on the University notice boards and on the UET website "<http://admission.uet.edu.pk>" as well. Kindly note that no written offer letter would be dispatched to selected candidates. It is responsibility of the candidate to remain abreast with the status of admissions as available on the website and on the notice boards.

13.2 DEPOSITING OF DUES AND DOCUMENTS

Within the prescribed time, a selected candidate is required to pay the University dues and submit the following documents in all manners prescribed on the website in the office of the Deputy Registrar Students Section.

- Paid Original Bank Challan as proof of payment of dues. Candidate must keep photocopies of this challan/documents for his/her own record and for submission to the department.
- Six sets of photocopies of Domicile Certificate.
- Original B.Sc. Degree/Provisional Certificate and Detail Marks Certificate/ Transcript alongwith six sets of photocopies of the same.
- NOC from employer (if employed).
- Six copies of the most recent passport size photograph

- h) Two attested copies of CNIC.
- i) Bio-data card Form-I duly completed in all respects.
- j) Medical Certificate Form-II duly signed and stamped by Medical Practitioner registered with PMDC.
- k) Undertaking (Sample Form –III) on a Rs. 100/- judicial paper duly completed.

14. RELAXATION IN TIME LIMIT

If a selected candidate is prevented by unavoidable circumstances from timely fulfillment of the requirements laid down in the above clause, then he should intimate the Convener Admission Committee about it within the prescribed time limit along with relevant documentary proof. The Convener Admission Committee may, at his discretion, grant relaxation in the time limit.

15. FORFEITURE OF RIGHT OF ADMISSION

- a. A selected candidate who fails to fulfill the requirements laid down in the above clause within the prescribed time-limit shall forfeit his right of admission.
- b. No candidate shall normally be admitted after 15 days from the beginning of the classes.

16. REGISTRATION IN THE DEPARTMENT

On fulfillments of the requirements mentioned above, the candidates admitted to applicable M.Sc, Masters, M.S. or M.Phil program shall report to the respective department. They will receive registration numbers from their department through University Learning Managemnet System.

Ph.D. REGULATIONS – ADMISSION AND DEGREE COMPLETION PROCESS

INTRODUCTION

PhD program of a university reflects the intellectual standing and its overall academic quality. PhD regulations provide the necessary mechanism to meet these goals. Climax of the PhD program is the thesis which is expected to:

- i. Make a distinct contribution to knowledge, and
- ii. Show ability on the part of the candidate to conduct original investigations and to test ideas whether his own or of others and to understand the relationship of his investigations with a wider field of knowledge.

ELIGIBILITY FOR PhD ADMISSION

1(a) Eligibility requirements for admission into PhD program is that the candidate must **have** earned a Masters/ M.Sc./ M.Phil.) or equivalent degree in the relevant discipline in first division or with a CGPA of 3.0 out of a maximum of 4.0 (in case, applicant's transcript shows percentage as well as CGPA, CGPA would be considered for eligibility. CGPAs on a scale other than 4.00 would be translated accordingly).

1(b) Candidates should meet HEC's admission test criterion.

1(c) Merit of candidates will be computed as under:

- i. 16 years UG score: 20%
- ii. Masters/ M.Sc./ M.Phil. score: 20%
- iii. Subject Test score: 30%
- iv. Statement of Purpose: 10%
- v. Interview: 20%

1(d) Ph.D. Admissions Subject Test will be arranged and conducted by UET. Minimum qualifying score is 70% in the subject test.

1(e) Minimum overall merit should be 70% to be eligible for consideration.

MEDIUM OF INSTRUCTION

2. The medium of instruction, writing thesis and examination shall be English with the exception of Islamic Studies where the medium of instruction, writing thesis and examination may be Urdu, Arabic or English.

PHD APPLICATION PROCESS

3(a) Every candidate for the Degree of PhD shall apply for admission to the concerned Teaching Department of the University defining the area of research and proposed supervisor.

3(b) Post Graduate Research Committee (PGRC) of the concerned department shall evaluate the application on merit and in case of acceptance of the application, recommend area of research, supervisor, co-supervisor (optional) and a three members Advisory Committee. Co-supervisor will constitute the fourth member, if appointed. The supervisor will be the chairman of the committee and one member from remaining two being appointed from outside the department/ university. Accepted applications would be forwarded to the Convenor Admission Committee (CAC), through the concerned Dean, for further processing.

REQUIREMENTS FOR CONFIRMATION OF PhD ADMISSION

4(a) The candidate shall complete a minimum of six postgraduate courses from within the department or from other departments in consultation with the Advisory Committee within a maximum period of three semesters after admission. The candidate is required to maintain a CGPA of 3.3 out of 4.00 or equivalent in these subjects. In case the candidate has completed more than 6 subjects, best 6 subjects will be recorded on the candidate's Transcript for assessing fulfillment of this requirement. In case the candidate fails to complete six courses with the desired CGPA of 3.3 within three semesters, the Advisory Committee will forward the case to CAC for cancellation of the candidate's provisional admission to the PhD program through

PGRC and Dean.

4(b) The candidate shall sit in a comprehensive examination after fulfilling course requirements in the subsequent semester. In case, the candidate fails to attempt the first comprehensive examination within the next semester, one chance to appear in the examination would be considered as having been lost.

4(c) Comprehensive examination shall be conducted by the concerned department once each semester under the general supervision of the PGRC. The comprehensive examination shall cover the core area of specialization (as notified by the Department) and shall consist of written and oral parts in the proportion of 80% (written) + 10% (statement of purpose) + 10% (oral), respectively. The combined pass percentage shall be 60 percent.

4(d) A candidate shall be given a second chance to appear in the comprehensive examination in the subsequent semester if he fails in or misses the first attempt. Failure to appear in the examination in the second chance or failure in second attempt shall be communicated to CAC and his provisional admission to the PhD program shall be canceled.

4(e) The candidate shall present his research proposal to PGRC within the next semester after passing the comprehensive examination. After presentation, PGRC shall assess the research proposal or have it assessed through a process established for this purpose. After establishing suitability of the proposal as a potential PhD topic, proposal along with the title shall be submitted to Advanced Study and Research Board (ASRB) for approval. On approval by ASRB, candidate's admission to PhD program shall be confirmed.

4(f) If the candidate fails to present his research proposal to PGRC within the semester following fulfillment of comprehensive examination requirement, the Advisory Committee/PGRC may allow one semester relaxation to present the proposal or forward the case through the Dean to CAC for cancellation of provisional admission of the candidate.

PROGRESS REPORTS

5. After approval of the proposal, the candidate will submit a thesis progress report after passage of each semester which will be forwarded to the ASRB through the concerned PGRC and Dean.

CHANGE OF SUPERVISOR/TOPIC

6(a) Any subsequent changes in the proposal, title or the topic shall also be routed through the same channel.

6(b) The candidate may request for change in PhD supervisor or a supervisor may opt to withdraw from supervision of a candidate. The candidate or the supervisor shall submit their request to the chairperson concerned. Recommendation for change of supervisor will be made by PGRC of the department through Dean concerned for approval by ASRB. No relaxation in maximum allowable time for completion of PhD degree would be granted to the candidate on the basis that his supervisor has changed.

PHD DURATION

7(a) The total duration for completion of degree requirements and submission of thesis for external evaluation shall be eight regular semesters from the date of admission as a PhD student, with benefit of summer semester being given to the candidate.

7(b) The PhD thesis can be submitted for external evaluation after a passage of at least two semesters following the semester in which research proposal was approved.

7(c) The Vice Chancellor, under exceptional circumstances, can grant extension up to a maximum period of four semesters, with the advantage of summer semester being given to the candidate, on the recommendation of the PGRC and the concerned Dean.

PHD RESEARCH PUBLICATION

8. **After June 30, 2017**, the candidate is required to publish, out of his research work, at least one research publication in a HEC approved journal of "W" category of his relevant field. Letter of acceptance shall be considered as sufficient for further processing of the thesis.

APPOINTMENT OF EXTERNAL REVIEWERS

9(a) After a public defense of the candidate, the Advisory Committee shall propose a list of five external reviewers from technologically advanced countries and three external reviewers from Pakistan in relevant areas to the PGRC for its recommendation to be forwarded to the Director ORIC through the Chairman/Dean. Director ORIC shall ensure compliance of all requirements of HEC minimum criteria for award of PhD degree before forwarding the case to the Vice Chancellor for appointment of external reviewers. The Vice Chancellor shall appoint five external reviewers (three from technologically advanced countries and two from Pakistan) from the proposed list. The approval list of reviewers will be duly notified.

9(b) The candidate shall submit five copies of his thesis, typed and bound in addition to the soft copy, to the CoE, through Supervisor, Chairman, Dean and Director ORIC for onward dispatch to the approved external reviewers.

EXTERNAL REVIEWERS REPORTS

10(a) Each external reviewer shall submit his report to the Vice-Chancellor independently on the prescribed Performa and make one of the following recommendations:

- i. That the Viva-Voce Examination be held to enable the candidate to defend his thesis.
- ii. That the Viva-Voce Examination be held to enable the candidate to defend his thesis after incorporating recommended changes to the satisfaction of the candidate's Advisory Committee.
- iii. That the Thesis be resubmitted for evaluation after revision as suggested by the reviewer(s).
- iv. That the Thesis be rejected as not being of sufficient merit for the holding of the viva-voce examination and the candidate be declared to have failed and not eligible for the award of PhD Degree.

10(b) The Vice Chancellor shall forward the received reports to the CoE.

INTERPRETATION OF REPORTS

11(a) If the recommendation of three of the external reviewers, including at least two from abroad and one from Pakistan, is to allow final viva-voce of the candidate or to reject the thesis, it shall be implemented.

11(b) In case, three of the external reviewers, including at least two from abroad and one from Pakistan, are asking for viva-voce examination after incorporating suggested changes, candidate's Advisory Committee shall submit a certificate to CoE certifying compliance of recommendations of external reviewers by the candidate before viva-voce is allowed.

11(c) The thesis shall be resubmitted after incorporating revisions and major changes suggested by external reviewer(s), in case, external reviewer(s) are asking for resubmission after revision.

RESUBMISSION OF PhD THESIS

12(a) First resubmission shall be allowed at least three months after intimation to the concerned supervisor by the CoE.

12(b) In case of first resubmission to external reviewers, their new recommendations shall be interpreted as in Regulation 10.

12(c) In case, external reviewers ask for a second resubmission, the candidate will be asked to work on his thesis for a minimum period of six months before submitting it for re-evaluation. Recommendations of reviewers shall again be interpreted as in Regulation 11.

12(d) Third resubmission is not allowed and the candidate shall be declared fail and shall not be allowed to continue with his PhD even if external reviewers ask for a third resubmission.

EVALUATION PROCESS IF EXTERNAL REVIEWERS FAIL TO RESPOND

13(a) In case, at least three external reviewers from the approved list of five external reviewers fail to respond within three months, the required number of reviewers will be approved from a new panel of reviewers recommended by PGRC of the concerned department.

13(b) The process would be repeated until at least three evaluation reports, including at least two from abroad and one from Pakistan, are received.

EXTERNAL EXAMINER FOR PhD VIVA VOCE EXAMINATION

14(a) Two of the approved external reviewers from Pakistan will act as external examiners and the supervisor will be internal examiner for the PhD viva-voce examination.

14(b) A viva-voce examination will be conducted in the department by the internal examiner and external examiner. The examiners shall assess the outcome of the viva-voce examination and submit their report to the CoE for notification and make one of the following recommendations:

- i) That the candidate be declared to have passed the Examination.
- ii) That the candidate be declared to have passed the Examination after incorporating certain minor corrections indicated on the thesis subject to the satisfaction of the Advisory Committee.

DIFFERENCE OF OPINION AMONG EXAMINERS IN VIVA VOCE EXAMINATION

15. In case of difference of opinion among the examiners, recommendations made by the external examiners shall be implemented.

AWARD OF PhD

16. The candidate shall be admitted to the PhD Degree in the relevant branch of Engineering, Architecture, City & Regional Planning, Physics, Chemistry, Mathematics and Computer Science, etc., provided that he has been declared to have passed the Viva-Voce Examination in accordance with these Regulations.

CODE OF ETHICS

17(a) PhD candidate or his spouse or his relatives shall not communicate with external referees directly or indirectly.

17(b) Any faculty member of the department shall not participate in the PhD process of a candidate at any stage, if the candidate is his blood relation or his spouse or the faculty member is a candidate himself.

17(c) External examiners may not be co-author of any publication with the candidate or his spouse or his blood relative.

CONFLICT RESOLUTION

18. In case of a conflict in the interpretation of PhD Regulations at any stage, the matter may be resolved by ASRB.

SUBMISSION OF HEC PERFORMA

19. HEC performa as communicated vide letter number 3(2)/DG(Stats)/HEC/2017/03 dated 16-01-2017, is required to be submitted by all candidates successfully completing their Ph.D. degrees.

**Rules & Regulations
Relating to
Admissions and Examinations**

IMPORTANT INFORMATION

1. Definitions

- a) "University" means the University of Engineering and Technology, Lahore
- b) "College" means the Constituent/ Affiliated College of the University
- c) "Faculty" means the concerned faculty of the University
- d) "Vice-Chancellor" means the Vice-Chancellor of the University
- e) "Pro Vice-Chancellor" means the Pro Vice-Chancellor of the University
- f) "Dean" means the Dean of the concerned faculty
- g) "Principal" means the Principal of a college
- h) "Chairman" means the Chairman of the concerned department of the University/College
- i) "Controller" means the Controller of Examinations of the University
- j) "Student" means a bonafide student of a degree program of the University who does not maintain admission simultaneously in any other degree/diploma program of the University or in any other Institution
- k) "Candidate" means a student who intends to appear in an examination
- l) "Board of Studies" means the Board of Studies of the concerned discipline of the University/College

Explanations

- The pronoun "he" and its derivatives are used for both male and female persons.
- Depending upon the context, the words imparting the singular number include the plural number as well.

2. Modification of Rules and Regulations

The rule and regulations governing various aspects of students' life at the University (such as discipline, admissions, examination, migration, fees and charges, etc.) are given in this prospectus as they stood at the time of its publication. There is no guarantee that these rules and regulations will remain unchanged throughout a student's stay at the University, nor does it in any way restrict or curtail the inherent powers for the University authorities to modify them whenever in their judgment any modifications are called for, and to implement the modified rules and regulations from a date which they deem appropriate.

3. Special Provisions

- a) In all cases where the regulations are silent, the decision of the Vice Chancellor shall be final.
- b) Interpretation of these rules and regulations by authorized officers of the University shall be final.
- c) The University authorities reserve the right to make any changes in the existing regulations, rules, fee structure and courses of study that may be considered necessary at any time without prior notice.
- d) No student is allowed to maintain simultaneous enrollment in any other program of studies in the university or any other educational institution within or outside Pakistan, unless permitted by the competent authority as an Exchange Student.
- e) In case a student enrolled in this University is found to be a regular student of some other university/institution whether local or foreign, his admission in this university shall be canceled.
- f) Students are required to know the rules and regulations mentioned in the prospectus and notified time to time. Ignorance of rules and regulations does not absolve them of their responsibilities and shall not be treated as an excuse.

4. Liability for Injury, Damage and Loss

The University teaching programs include training in its workshops and laboratories, places of engineering and architectural interest, industrial concern, and construction jobs. The University or other concerns shall not be responsible in the event of an injury, damage or loss to a student resulting from any cause whatsoever during the course of such training.

PG SEMESTER REGULATIONS

1.0 Introduction

The following regulations govern the Semester System for the Postgraduate degrees awarded by University of Engineering and Technology (UET), Lahore.

i. Classification of postgraduate degrees offered at the University under Semester System are given in the following table:

Degree Nomenclature	Abbreviation	Areas
Doctor of Philosophy	Ph.D.	Engineering disciplines, Computer Science, City and Regional Planning, Architecture, Chemistry, Physics, Mathematics, Islamic Studies Business Administration and Management Sciences.
Master of Science (18 years equivalent)	M.Sc.	Engineering disciplines, Computer Science, Energy Sciences, Geological Sciences, City and Regional Planning, Business Administration and Management
Masters (18 years equivalent)	M.Arch., M.PID	Architecture and Product & Industrial Design
Master of Philosophy (18 years equivalent)	M.Phil.	Applied Chemistry, Applied Mathematics, Applied Physics, Business Economics and Food Science & Technology.
Master of Science (18 years equivalent)	M.S.	Polymer Science and Technology
Master of Science (16 years equivalent)	M.Sc.	Applied Chemistry, Applied Mathematics, Applied Physics and Statistics.
Masters (16 years equivalent)	M.B.A., M.B.E.	Business Administration and Business Economics.

- ii. Masculine gender used in the following regulations implies male students as well as female students.
- iii. The medium of instructions and examinations shall be English for all subjects except Islamic Studies for which the medium of instructions and examinations shall be either Arabic, Urdu or English.
- iv. The term "Academic Year" refers to the period of study at the University comprising of two regular semesters and an optional summer semester.
- v. The term "Contact Hour" refers to a 50 minutes period of contact with the students.
- vi. The term "Credit Hour (CH)" refers to a unit of academic credit during a semester. Each credit hour is related to a one or more "Contact hours per week" according to subject type as defined in these regulations.
- vii. The term "Pre-requisites" refers to subjects that must be successfully completed prior to registration in a subject requiring these pre-requisites.
- viii. The term "Co-requisite" refers to subjects that must be registered simultaneously if studied for the first time. During repetition, simultaneous registration of such subjects is not necessary.
- ix. The term "Advisor" refers to a faculty member of the student's department deputed to counsel a group of post graduate students.

2.0 Degree Duration

The minimum and maximum duration for various postgraduate degrees is given below in the table. The duration spent by a student is counted from the date of his registration as a postgraduate student until completion of the semester in which the maximum duration ends:

Degree Programs	Duration (in calendar years)	
	Minimum	Maximum
Doctor of Philosophy	03	05
Master of Science (18 years equivalent)	1½	04
Masters (18 years equivalent)	1½	04
M.B.A. (18 years equivalent)	2½	04
Master of Philosophy (18 years equivalent)	1½	04
Master of Science (16 years equivalent)	02	04
Executive M.B.A.	02	04
M.B.A., M.B.E. (16 years equivalent)	3½	05

Under exceptional circumstances, the Vice Chancellor is authorized to grant extensions up to a maximum period of two years for Ph.D. and one year for other programs on the recommendation of the respective Postgraduate Research Committee (PGRC) and the Dean.

3.0 **Student Status**

- i. Postgraduate students shall be classified as "Regular" students during the minimum duration of their respective degree program while registering in at least 6 credit hours during fall and spring semesters and 3 credit hours during summer semester.
- ii. Students shall be classified as "Casual" students if:
 1. They register in less than 6 credit hours during fall and spring semesters and less than 3 credit hours during summer semester; Or;
 2. They register for credit hours after completion of their minimum degree duration period.

4.0 **Credit Hours Requirement**

- a) The minimum credit hours requirement for the award of Ph.D. degree shall be 60 credit hours beyond an 17 plus years M.Sc./ Masters/ M.Phil, including a minimum of 42 credit hours of Ph.D. research culminating in a thesis.
- b) The minimum credit hours requirement for the award of 18 years equivalent degree beyond a 16 years degree shall be:
 - i. 30 credit hours of course work which will include a non-credit design project in their final semester which would address solution to a complex problem in the related field; Or
 - ii. 24 credit hours of course work along with a minimum of 6 credit hours of M.Sc/ M.Phil thesis.
- c) The minimum credit hours requirement for the award of 16 years equivalent M.Sc. degree shall be 60 credit hours beyond a 14 years degree.
- d) The minimum credit hours requirement for the award of M.B.A. (2½ years) shall be 75 credit hours, for the award of M.B.A. (3½ years) shall be 96 credit hours and for the award of Executive M.B.A. shall be 66 credit hours beyond the degree specified in the admission requirements..

5.0 **Semesters Nomenclature, Duration and Registration Matters**

- a) There shall be two regular semesters, namely Fall and Spring semesters, and an optional summer semester during each academic year.
- b) Duration of fall and spring semesters will be of 16 to 18 weeks. The duration of summer semester will be 8 weeks with weekly contact hours being double from those of fall and spring semesters.
- c) The maximum and minimum permissible number of students to be allowed registration in a subject section will be decided by the concerned Board of Studies.
- d) Students may consult their advisors for registration guidelines.
- e) A student, regular or casual, may be allowed to register in:
 - i. In case of Ph.D and 18 years equivalent degrees, at most 12 credit hours during fall and spring semesters such that the contact hours per week do not exceed 15. In case of 16 years equivalent degrees, at most 18 credit hours during fall and spring semesters such that contact hours do not exceed 24;
 - ii. At most 6 credit hours during summer semester such that the contact hours per week do not exceed 10.

- f) Registration in a subject section will be closed if the maximum student enrollment ceiling in that section has been reached.
- g) A subject section will be closed if less than the minimum numbers of students register in that section. Such students who have been denied registration due to a closure of a section may add some alternate subject(s) during add and drop period.
- h) During summer semester, selected subjects may be offered in accordance with departmental policy for summer semester.

6.0 Curriculum and its Sub-Categories

- i. The curriculum, subject identification numbers, the credit hours allocated to each subject and detailed syllabus shall be according to the proposals made by the Post Graduate Research Committee (PGRC)/ Board of Studies and the Board of Faculty concerned and approved by the Academic Council.
- ii. Classification of sub-categories are given below:
 - a) "Theory" wherein the primary mode of teaching shall be lectures given by teachers supplemented by home assignments. For the purpose of these regulations, subjects of this type shall be referred to as Type-A;
 - b) "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, subjects of this type shall be referred to as Type-B;
 - c) Research work required towards completion of 16 years equivalent degrees culminating into a project / thesis shall be classified as Type C sub-category.
 - d) Postgraduate research work required towards completion of theses / dissertation for 18 years equivalent and Ph.D. degrees culminating into theses / dissertation shall be classified as Thesis sub-category.

7.0 Type-A Sub-Category Evaluation and Contact Hours

- i. In Type-A subjects, there shall be a mid-term examination of one hour duration and a final examination of at least one and a half hour duration. These examinations shall carry 30 and 40 percent weight respectively. 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 30 percent weight of the subject.
- ii. There shall be one contact hour per week for the duration of a regular semester for each credit hour assigned to Type-A subjects.

8.0 Type-B Sub-Category Evaluation and Contact Hours

8.1 In Type-B subjects, each Experiment, Studio work, Jury Presentation, Design, Drawing, Project or Assignment shall be considered an independent assessment instrument. Relative weight of each independent assessment instrument shall be determined by the concerned teacher in computing the cumulative performance, on a scale of 100, of all assessment instruments completed during the regular semester.

8.2 There shall be two to three contact hours per week for the duration of regular semester for each credit hour assigned to Type-B subjects.

9.0 Type C Sub-Category and Thesis Sub-Category

- a) In Type-C subjects, 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 (Terminal Assessment).
- b) Continuous Assessment and Terminal Assessment of Type-C subjects may carry 60 and 40 percent weight respectively.
- c) External Examiners/ Jurors shall be involved in the assessment of all Type-C subjects.
- d) There shall be two to four contact hours per week during Fall and Spring semesters for each credit hour assigned to Type-C subjects.
- e) Thesis sub-category evaluation process would be followed as prescribed in relevant regulations.

10.0 Award of Letter Grades

- a) The subject teacher, having interacted with the students, taught them and having assessed them over the semester, shall award letter grades to the students. Chairman of the concerned degree awarding department will be consulted while finalizing the letter grades. Letter grade in each Type-A subject shall be awarded on a Relative Scale whereas, letter grade in Type-B and Type-C subjects may be awarded on an absolute scale if deemed fit by the subject teacher.

b) Following steps in awarding letter grades on a relative scale may be followed:

- i. Minimum marks threshold linked to content mastery shall be established for award of a passing letter grade. Students earning marks below this threshold shall be awarded "F" grade;
- ii. Maximum marks threshold shall also be established. Student(s) crossing the maximum threshold, if any, will be awarded "A+" grade. The grade points of "A+" and "A" are same. As such, it is expected that only exceptional students demonstrating outstanding results are given recognition by award of this grade.
- iii. Students earning marks between the maximum and minimum thresholds are listed in descending order of merit and the average and standard deviation is computed;
- iv. Passing letter grades are awarded according to the table given below, with "A" being the highest passing grade and "D" being the lowest passing grade.
- v. The cluster of students falling within half standard deviation of average marks may be graded as "B" or "B+";
- vi. Other passing letter grades may be awarded on the basis of clusters of students within narrow ranges for a population less than 100; Or on a normal curve basis if the population of students is more than 100;
- vii. It is not essential that every class should have all letter grades awarded, that is, it is possible that a class does not have any student below the minimum threshold; Or in another scenario in which no student, in the opinion of the instructor, is eligible for the award of "A" grade. There may be cases where no student qualifies for some intermediate grade.
- viii. An upper limit on percentage of students in a subject who can earn a particular passing grade may be placed, if required.

c) The letter grades and their corresponding grade points (GP) are given in the table below.

Table

Letter Grades & Corresponding Grade Points															
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F	W	WF	I	IP
4.0	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0	-	-	-	-

d) Subjects repeated to improve grades, excluding "W" or "WF" grades, will be shown on the transcript with a suffix "R".

11.0 Result Computation Scheme

11.1 The Grade Point Average (GPA) and Cumulative Grade point Average (CGPA) shall be computed according to the following formula:

$$GPA = \frac{\sum_{x=1}^n GP_x}{n}$$

$x = 1$ to n , where n is the number of subjects in the semester for which GPA is computed.

$$CGPA = \frac{\sum_{y=1}^m GPA_y}{m}$$

$y = 1$ to m , where m is the number of total subjects covered in all semesters up to the semester for which CGPA is to be computed.

11.2 Credit hours earned for theses graded as "Approved" shall not be counted towards computation of CGPA.

12.0 Theses, "IP" and Award of "W", "WF", "I" Grades,

12.1 Theses Award and In Progress "IP"

- a) Credit hours registered towards completion of Type C sub-category and Thesis sub-category will be shown as “IP” on the transcript until completion of the respective sub-category. “IP” credits will be counted towards degree credit requirements, but these credits will not be used in computation of GPA/ CGPA.
- b) Each portion of a Type C subject spread over two semesters may have been prescribed different nomenclature and different subject code. First portion of such a subject may be graded as “IP” upon completion, if the department decides to award the final letter grade upon completion of the second portion.
- c) In case of Type C sub-category grades assigned in the semester in which the subjects are completed will be used in computation of Semester GPA with total credit hours of the subjects being counted for this purpose.
- d) Thesis sub-category shall be graded as “Approved” on successful completion and credit hours accumulated for this category will not be used in computation of CGPA.

12.2 Withdrawal (“W” Grade)

A student may be allowed to withdraw from a subject in which he is registered. Applications (Form-1) to withdraw from a subject shall be entertained latest up to the 9th study week of Fall and Spring semesters and 4th study week of Summer semester. Withdrawn subjects shall appear in the transcript with a letter grade “W”, and shall not be used in computation of GPA. In the transcript, subjects repeated after withdrawal will not be suffixed with a “R”.

12.3 Forced Withdrawal (“WF” Grade)

A student registered in a subject may not be permitted to continue due to shortage of attendance or other disciplinary action. Such students shall be awarded a “WF” (Forced Withdrawal) grade. It shall appear in the transcript as such, and shall not be used in computation of GPA. Subjects repeated after forced withdrawal will not be suffixed with “R”. A student who does not drop a subject nor appear in any assessment instrument will not be eligible for “WF” grade and will be awarded an “F” grade.

12.4 Incomplete “I” Grade

A student, who because of illness or any other acceptable reason approved, after verification, by the concerned Chairman, fails to complete the required instruments in any subject, shall be awarded an “I” (Incomplete) grade as an interim grade if their attendance is at least 50% in that subject. This grade shall appear in the transcript temporarily until it is replaced by the actual grade and will not be treated as “F” grade. The student receiving such a grade shall make up the unfinished portion of his subject to the satisfaction of the faculty member who awarded this grade, and is given a letter grade as per regulation 10 at the discretion of the faculty member without prejudice to the previous grade “I”. In case, the student fails to complete the unfinished portion within the following semester his “I” grade would be converted to “F” grade by the Controller of Examinations. The responsibility for completing the unfinished portion and satisfying the faculty member lies with the affected student.

13.0 Repetition of Subjects

- i. Students are permitted to repeat subjects to improve their grades in a semester within their maximum credit hours registration limit.
- ii. Separate repetition of Type B part or Type A part of a subject, which is combination of Type A and Type B, is permitted.
- iii. In case of repetition of a subject, the new grade earned shall replace the previous grade, whether high or low.
- iv. At the time of graduation, elective subjects with “F” grade will neither be shown on the final transcript nor will their credits be used in computation of CGPA, if alternate elective subjects have been studied for completing the credit hours requirement.

14.0 Separation/ Removal From Rolls

- a) Postgraduate students shall be separated from the program:
 - i. If they do not register for two subjects during the first semester after their enrollment;
 - ii. On the recommendation of PGRC, if they fail to register for two consecutive semesters.
- b) Removal from rolls of Ph.D students will be governed by the approved Ph.D. regulations published separately.

15.0 Official Authority for Computation of Result

15.1 Grade points (GP) in each subject, Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) of each student shall be computed and notified by the Controller of Examinations at the end of each semester.

15.2 Provisional results displayed/ communicated to the student in the department after approval of the chairman before publication of official results may be used for deciding removal cases and for registering students for repetition of subjects by the departments.

16.0 Award of Degree

- a) Students, who are eligible for the award of degree, are required to submit a Degree Requirements Completion Form (Form-2) to their respective chairman for onward submission to the Controller of Examinations. Degree status would be decided only after receipt of this form.
- b) Eighteen years equivalent M.Sc./Master/M.Phil. degree shall be awarded to those students:
 - i. Who have earned a minimum CGPA of 2.5 in prescribed course work with no outstanding "F", "W", "WF" or "I" grade in core courses;
 - ii. Who have repeated elective subjects in which they have earned "F", "W", "WF" grade, or have taken alternate elective subjects to complete the subjects credit hours requirements;
 - iii. Whose thesis, if opted for, has been approved after fulfilling prescribed requirements.
 - iv. Whose Design Project, for non-thesis option, has been approved by two faculty members appointed by the Chairperson for this purpose.
- c) Students deciding to exit the eighteen years equivalent M.Sc./ Masters/ M.Phil program without completing their thesis shall be awarded the Postgraduate Diploma (PGD) if they complete 24 credit hours of course work fulfilling conditions 16 b(i) and 16 b(ii). The minimum time period requirement for the award of PGD will be one year.
- d) Ph.D. degree shall be awarded to those students, who have fulfilled prescribed requirements as stated in Ph.D. regulations published separately.
- e) Sixteen years equivalent M.Sc./Masters degree shall be awarded to those students, who have earned a minimum CGPA of 2.0 in prescribed course work with no outstanding "F", "W", "WF" or "I" grade.

17.0 Grade Change Request

A student may submit a Grade Change Request (Form Sem-1) to the Chairman's Office stating the specific reason for change in grade. Grade Change requests must be submitted not later than one week after the first grade was posted or within the first week of the following semester, whichever is later. The request will be submitted to the concerned faculty member. Normally, the only person who can change a grade is the faculty member who gave the grade; however, in case that faculty member is no longer available or cannot be reached, the department chairman has the authority to evaluate the situation and change a grade, if required. When a grade is to be changed, the chairman shall forward the case to the Dean with justification for change. The result will be modified after approval of the Vice Chancellor on the recommendation of the Dean.

18.0 Students Registration and Hostel Accommodation

- a) Regular and casual students may register for subjects being offered during that semester within their maximum permissible credit hours registration limit.
- b) The student may add or drop subjects within first two weeks of Fall and Spring semesters and within first week of Summer semester.
- c) A student, who is fulfilling requirements of an "I" grade in a semester, is not required to register in the subject in which he has been awarded an "I" grade.
- d) Hostel accommodation will be provided to postgraduate students subject to availability of accommodation. Casual students will not be eligible for hostel accommodation. However, foreign casual students may be allowed to continue staying in hostels by the Senior Warden after approval of the Vice Chancellor.

19.0 Deferment of Studies (Freezing)

- a) Students enrolled in the first semester cannot apply for deferment.
- b) There shall be no relaxation in the maximum degree duration period for students seeking deferment.
- c) A student may defer studies for at most two consecutive regular semesters, for medical or other circumstances beyond his control, with summer semester not being counted. In such cases, the student shall apply (Form 4) to the Chairman concerned, at least 15 days before the commencement of the semester, for approval of deferment by the concerned Dean. CAC, after approval, shall notify deferment for a specified period.

20.0 Attendance Requirements

- a) Students failing to maintain a minimum attendance of 75% in a subject during a semester shall be awarded a "WF" grade. Chairman in consultation with the respective Dean shall review cases of students seeking relaxation of up to 10% in attendance requirement. The relaxation shall be allowed after approval by the Dean. Any relaxation in excess of 10% shall be forwarded to the Vice Chancellor through the respective Dean for final decision.
- b) Leaves availed by a student after approval of the Chairman will not be counted towards attendance;
- c) Students eligible for award of an "I" grade will be awarded such a grade only if their attendance is at least 50%.

21.0 Re-Admission Policy

- a) A candidate seeking re-admission shall apply to the Vice-Chancellor. The application, duly recommended, will be routed through the PGRC and the Dean. Students Section will prepare the case for approval of the Vice-Chancellor.
- b) Re-admission, if approved, shall be granted only once.
- c) Subjects and examinations of re-admitted students may be exempted/ transferred as provided for in the exemption/ transfer regulations.
- d) A re-admitted student shall deposit a clearance certificate from all concerned.
- e) Readmitted student will be granted admission as a fresh student and assigned a new registration number. All dues applicable to a freshly admitted students will be applicable.

22.0 Special Provisions

- a) In all cases where the regulations are silent, the decision of the Vice Chancellor shall be final.
- b) Interpretation of these rules and regulations by authorized officers of the University shall be final.
- c) The University authorities reserve the right to make any changes in the existing regulations, rules, fee structure and courses of study that may be considered necessary at any time without prior notice.
- d) No student is allowed to maintain simultaneous enrollment in any other program of studies in the University or any other educational institution within or outside Pakistan, unless permitted by the competent authority as an Exchange Student.
- e) In case a student enrolled in this University is found to be a regular student of some other University/ institution whether local or foreign, his admission in this University shall be canceled.
- f) Students are required to know the rules and regulations mentioned in the prospectus and notified time to time. Ignorance of rules and regulations does not absolve them of their responsibilities and shall not be treated as an excuse.
- g) The Vice Chancellor has been authorized by the Syndicate, on the recommendations of the Deans, to make amendments in these regulations and remove any difficulties faced during implementations of these regulations.

EXAMINATION REGULATIONS

1.0 Evaluation Process of Subjects

1.1 Evaluation of Type-A Subjects

- i. For mid-term and final examinations of Type-A subjects, the teacher of a subject shall set the question paper of that subject, supervise its examination, mark the answer books and prepare the award list.
- ii. Every teacher of Type-A subjects shall return the marked quizzes, assignments, etc. and mid-term examination scripts to the students for review, and in case of presentations etc. display the earned score of each student, within one week of the event. Mid-term scripts, however, would be recovered from the students and deposited with the chairman concerned.
- iii. At the end of scheduled teaching period of a semester but before commencement of the final examinations, the teacher shall prepare and display the Interim Award List. Composition, display, correction, and reporting requirements/procedures of Interim Award List shall be as prescribed in these rules.
- iv. Teachers would mark the final examination scripts, and prepare and display complete Award List, excluding letter grades, within one week after the examination of the subject.
- v. The students may be shown the final examination marked scripts before submission of Comprehensive Award List to the Controller of Examinations, if they so desire.

1.2 Evaluation of Type-B Subjects

- i. Teachers of Type-B subjects shall keep all students informed of their performance at every stage in each category of task performed. Immediately after the end of each stage/assessment event, teachers shall prepare and display a list of earned score of each student in that stage/assessment event.
- ii. At the end of semester and before the end of examination period, teachers shall prepare and display the Interim Award List. Content and other requirements regarding Interim Award List shall be as prescribed in these rules.
- iii. After following the procedures and requirements regarding Interim Award List, the teachers shall prepare and display complete Award List, excluding letter grades, within one week after the end of scheduled teaching period.

1.3 Evaluation of Type-C Subjects

- i. Teachers of Type-C subjects shall keep all students informed of their performance at every stage in each category of task performed. Immediately after the end of each stage/assessment event, teachers shall prepare and display a list of earned score of each student in that assessment instrument.
- ii. At the end of first of the two semesters of a Type-C subject and before the end of examination period, teachers would prepare and display an Intermediate Award List. This list would be similar to the Comprehensive Award List of Type-A and Type -B subjects except that letter grade of "IP" would be assigned indicating the In-Progress status of the subject.
- iii. At the end of second of the two semesters of a Type-C subject and before the end of examination period, teachers shall prepare and display the Interim Award List. Content and other requirements regarding Interim Award List shall be as prescribed in these rules.
- iv. Within one week of the conduct of Viva-voce/Jury examination, internal and external examiners shall prepare and display complete Award List excluding the letter grades.

1.4 Interim Award List

- i. Interim Award List would show the percentage as well as weighted score of each stage/assessment instrument of that subject including the mid-term examination in case of Type-A subjects.
- ii. The Interim Award List will be displayed on the Notice Boards for at least two working days to permit students to point out any anomalies, errors, omissions etc. in the list.
- iii. The teachers shall give due consideration to any anomalies, errors, omissions etc. in the list pointed out by any student and may correct the list.

- iv. Any further processing of the list shall be carried out only after it has been displayed on the Notice Boards for the mandatory period and decisions regarding all matters pointed out by students have been taken.

1.4 Comprehensive Award List

The Comprehensive Award List shall show, for each student:

- i. The weighted combination of the Interim Award and Final Examination award in percentage format and Letter Grades corresponding to the comprehensive award.
- ii. Sealed Comprehensive Award List will be sent to the Controller by the concerned teacher with a copy to the Chairman for record only.

1.3 Thesis Sub Category Evaluation

1.3.1. Ph.D. thesis evaluation would be processed as per approved prescribed regulations for the purpose.

1.3.2. Eighteen Years M.Sc. /Master/M.Phil. theses evaluation process would be followed as prescribed below:

- i. The External Examiner for the thesis shall be appointed by the Vice Chancellor on the recommendation of the PGRC/Dean of the relevant Department from a panel of proposed external examiners.
- ii. The Final Report on the Thesis and Viva Voce Examination by the Examiners shall be submitted on the prescribed proforma.
- iii. In case there is a difference of opinion between the Examiners, the Vice-Chancellor, shall appoint a third Examiner on the recommendations of the Board of Postgraduate Studies of the department, whose opinion shall be final.
- iv. If a candidate, whose thesis has not been approved, is permitted to revise his thesis, he must submit the revised thesis for evaluation not later than six months from the announcement of the decision requiring him to revise the thesis.

2.0 Conduct of Examination of Type A Subjects Under Semester System

2.1 Question Papers

- i. All question papers are set by the concerned teacher.
- ii. The paper setters, who also ensure their correctness, supervise the photocopying or duplicating of the papers.
- iii. Question papers are kept in the safe custody of the teacher till the start of examination. He shall bear legal and moral responsibility for the safe custody and secrecy of the question papers.

2.2 Reference Material during Tests/ Examinations

Prior to class tests, mid term/final examination, the subject teacher announces such books, notes or other material that can be referred to by the students during the test or examinations. All other books, notes, papers, etc., are withdrawn from the examinees.

2.3 Examination Schedule

The Chairman of the department publishes the mid term and final examination schedule at least two weeks before start of the examinations in accordance with the University academic calendar.

2.4 Conduct of Mid-Term and Final Examinations

The subject teacher shall be the Superintendent for the conduct of examination. The chairman shall depute teachers or staff as Deputy Superintendent and Invigilators for the conduct of examinations. The Superintendent shall ensure the following:-

- i. That all answer books used in the examination are signed or initialed. The teacher may require the students to answer on the question paper itself. No other answer books are to be used in these cases.
- ii. Answer books are issued to the invigilators 5 minutes before the commencement of the examination and retrieved at the end of the examination.
- iii. The absentee report, if any, is prepared and forwarded to the Chairman's office at the end of each examination.

2.5 Teachers or Staff acting as invigilators are detailed by the respective Chairman. They ensure the following:

- i. That the students are identified through means such as University identification card.
- ii. That the students are warned against the use of unfair means and have been advised to surrender mobile phones, notes, papers or other unauthorized material before the commencement of the examination.
- iii. That the students are not allowed to talk with or copy from other students during the examination.
- iv. That no student is allowed to join the examination 30 minutes after its commencement.

- v. That no student is allowed to submit the answer sheet and leave the examination room within 30 minutes of commencement of examination. Visits to toilets are carefully controlled.
 - vi. That the question papers and answer books of a student detected using unfair means or assisting another candidate, are taken away and the matter is reported to the Controller of Examinations through respective chairman. The superintendent records all available evidence to be used as written proof later on.
 - vii. That the students write their registration numbers, name and class on the front cover of each additional answer sheet used. If more than one answer book is used, these are stapled together.
- 2.6 The subject teachers, being the Superintendent(s), shall:
- i. Supervise distribution of the question papers to the students according to the schedule published.
 - ii. Be available in the examination center during examination of their subject to clarify any query and to collect answer books after the examination. In case of multiple examination centers, they must remain available near the centers.
 - iii. Report any incidence of unfair means or disobedience or rowdiness detected in the examination center to the Controller of Examinations for processing under rules governing use of unfair means during examinations. The report must include collected evidence (if any), written and signed statement by the invigilator detecting the incidence and of the candidate(s) found involved.

3.0 Disposal of Answer Scripts

Answer sheets of mid term and final examinations will be stored in the respective department for one semester after declaration of result of a semester. The sheets would be disposed off subsequently in a suitable manner as decided by the concerned Chairman.

4.0 Migration into Postgraduate Programs

No migration is permitted into any of the post graduate programs. Candidates are required to apply afresh, fulfilling all the requirements laid down by the University in this regard, into the program they are aspiring to undertake. Admission shall be based on merit as per the admission policy.

5.0 Transfer of Subjects

Subjects may be transferred on the recommendations of the Postgraduate Research Committee (PGRC) and Dean of the concerned department/faculty to students admitted in the postgraduate program, subject to the following conditions:

- a) That the subject has been studied at HEC recognized institution within last five years from the date of admission.
- b) The subject under consideration has not been given credit towards award of a degree.
- c) The subject must correspond to a subject currently offered by the concerned department or be deemed equivalent in depth and intensity to a current subject.
- d) The student must have earned at least "60%" marks in case of term/annual system or a minimum of CGPA 3.0 out of 4.0 in a semester system similar to the one in this University, in the subject, for determining transfer of M.Sc./ MPhil subjects.
- e) The student must have earned at least "70%" marks in case of term/annual system or a minimum of CGPA 3.3 out of 4.0 in a semester system similar to the one in this University, in the subject, for determining transfer of PhD subjects.
- f) 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 that only "Transferred" shall be written against those subject(s) in which transfer of credits was allowed.
- g) With the exception of subjects studied at UET Lahore, a maximum of 9 credit hours of subjects can be transferred.

6.0 Final Transcript Issued by Examination Branch

Examination Branch will issue a final transcript after the student completes all the degree requirements. The recording of result on final transcript will be according to the following:

- a) The transcript will be chronological showing all subjects registered in each semester and corresponding grades earned.
- b) All "I" grades would be replaced by the grade earned or "F" grade if requirements have not been completed.

- c) "IP" grade in a subject or sequel of subjects would be shown in the semester(s) in which it has been awarded. It will not be counted towards computation of GPA or CGPA in these semesters.
- d) The semester grade awarded in a subject, which is a followup of a subject or subjects in which "IP" has been awarded in previous semesters, would be counted towards computation of semester GPA and CGPA by considering the total credit hours assigned to the subject or a sequel of subjects.
- e) Elective subjects in which the student has earned "F" grades may not be counted towards computation of CGPA if alternate elective subjects have been studied in their place. This will not be automatic. The student must apply to the Controller Examination to avail this facility.

7.0 Results Declaration by Examination Branch

The student would be able to see his subject grades on the Examination portal as soon as those have been submitted by the teachers to the Controller Examinations. The status of these results would be "Provisional". When all results have been received by the Branch, official results would be declared within one week following due process of scrutiny and verification. The status of these results would change to "Confirmed" after declaration.

VISITING STUDENTS POLICY

1. Visiting students are classified as students currently admitted into a B.Sc (4 years), M.Sc/ M.Phil (18 years) or PhD program of any university within or outside Pakistan and enrolled for one semester only to study selected subjects at UET Lahore. Registration in a maximum of five courses by any individual student at undergraduate level and two courses at postgraduate level is permissible.
2. The candidates desiring to study one or more subjects in any department of UET shall apply directly to the Chairperson concerned at least 15 days before commencement of a Semester/Term. The Chairperson, after discussion with the concerned teacher, may approve or reject the request. In case the request is accepted by the Chairperson, it will be forwarded to the respective Dean. The Dean after due deliberation may accept or reject the request. In case of acceptance by the Dean, the request will be forwarded to Convener Admission Committee for further action.
3. CAC shall issue a registration number to the student after submission of (a) total dues, (b) matriculation or equivalent certificate and (c) a No Objection Certificate from the parent university of the applicant. A folder shall be opened in the Students Section and a notification shall be issued with copies to Controller, Treasurer, concerned Dean and Chairperson of the department, and to the Security Office.
4. The registration number shall be of the following nomenclature:
 - YYYY-PP-DD-V-XX where
 - YYYY: Year of application like 2012, 2013 etc.
 - PP: Program like BSc, MS, M.Phil or PhD
 - DD: Department like EE, Civil, ME etc
 - V: Shall be written as such indicating Visiting Status
 - XX: Two digit Integer number starting from 10.
5. The Visiting student shall be issued the University ID temporary card but he shall not be eligible for any benefit admissible to regular students of the university like hostels, library, sports facility etc. He shall have to pay all dues in advance and shall not be eligible for financial assistance or installments facility. Any dues once paid shall be non-refundable.
6. The student shall be governed by all rules regarding academics and discipline.
7. Studentship of a Visiting student shall end on completion of the Semester in which he is registered in a course. Second time registration as a Visiting student is not permissible.
8. Examination Branch shall include his name in the student record of the concerned department facilitating his registration and issuance of DMC / Transcript on completion of the said subject. Examination record shall be maintained for any future reference.
9. Fee structure is given below:
 - Registration Fee: Rs 5,000.00
 - Fee per Course Including any laboratory if applicable: Rs 20,000.00 (UG) /Rs 25,000.00 (PG)

FEE REGULATIONS

1. Periods of fees and Other Charges

- a) The fees and other charges are categorized as:
 - One-time payments at the time of admission.
 - Annual recurring fees;
 - Monthly recurring fees.
- b) During each year of a student's stay at the University, all recurring fees (annual or monthly) are calculated on the basis of twelve months period and are charged in two installments payable at beginning of Fall and Spring semesters.
- c) Additional registration fee at the rate of Rs 500/- per credit hour will be charged for subjects registered during the summer semester.
- d) A total of 18 months recurring fees (annual or monthly) are admissible to students enrolled in MSc/ Masters/ M.Phil/ MS programs and a total of 36 months recurring fees (annual or monthly) are admissible to students enrolled in PhD programs.
- e) An admission retention fee of Rs 15000/= per semester will be charged from students who have deferred their studies. This fee will be over and above the total admissible fee period.
- f) An admission retention fee of Rs 15000/= per semester will be charged after the expiry of the admissible period if the student does not register in any subject or have only registered in the Thesis during the semester. Students registering in subjects after the admissible period will be charged full recurring semester fees for that semester.
- g) The hostel charges are payable for the period of occupation, a part of term/semester being counted as full term/ semester. Rent and electricity charges for fans are payable for six months. Electricity charges for room heaters are payable for the winter season for four months..

2. Refund on Admission Cancellation

2.1 Admission Cancellation by Freshly Admitted Students

All dues paid by the student are refundable excluding the Admission Fee as per the following schedule:

- a) Full (100%) fee refund if admission cancelled up to 7th day.
- b) Half (50%) fee refund if admission cancelled from 7th to 15th day.
- c) No fee refund if admission cancelled from 16th day onward.

The count of days mentioned in the schedule for determining refund amount, would start from the date falling last from either (i) the date of convening of classes; or (ii) the date of initiation of registration by the university; or (iii) the date of payment of admission dues by the student in the bank.

2.2 Admission Cancellation by Other Students

The University security, library security, hostel security and mess securities are refunded when a student cancels his admission before completion of his degree. The interest free loan amount deposited, over and above the tuition fee, by the candidate would be refunded after deduction for months availed at the University. For the purpose of counting availed months, a portion of a month shall be counted as one full month.

3. Refund of Securities

The University security, library security, hostel security and mess securities are refunded when a student leaves the University after completion of his degree or the hostel (in case of mess security) after deduction of outstanding dues of the University, library or the hostel, respectively.

FEE AND EXPENSES

I	NON RECURRING FEES (Payable at the time of admission)	
1	Admission Fee	10,000
2	University Registration Fee	4,000
3	University Security (Refundable)	1,000
4	Hostel Security (Refundable)	2,000
5	Library Security (Refundable)	1,000
6	Verification Fee	2,000
7	Email Registration Fee	200
8	University Student Identity Card	500
II. SEMESTER RECURRING FEES		
1.	Inter-University Tournament Fee	100
2.	Magazine Fee	150
3.	Medical Fee	500
4.	Tuition Fee	60,000
5.	Sports Fee	600
6.	Tennis/ Squash Club Fees for Student Members only	2,000
7.	Transport Fee / Parking Charges/ Facilities Charges	3,000 for day scholars/ 1,500 for hostel residents
	Internet Charges	1,800
	Summer Semester Subject Registration Fee	3,000 per credit hour
III SEMESTER HOSTEL CHARGES		
1	Room Rent (Cubicle)	4,000
2	Room Rent (Dormitory)	2,000
3	Fan Rent (Cubicle)	400
4	Fan Rent (Bi-seater)	300
5	Fan Rent (Dormitory)	100
6	Electricity Charges (Fans) Cubicle/ Dormitory. Summer season only	1,500/ 1,200
7	Electricity Charges (Lights) Cubicle/ Dormitory	1,500 / 1,200
8	Sui Gas Charges	650
9	Consolidated Summer Semester Charges (July & August)	6,000

