



# **BEACONHOUSE NATIONAL UNIVERSITY**

## **EXAMINATION REGULATIONS**

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# EXAMINATION REGULATIONS

## Preliminary

In exercise of the powers conferred on it by Section 16 (Sub-section 3 - a) of the Beaconhouse National University Act 2005, the Board of Governors of Beaconhouse National University is pleased to make the following regulations:

## Short Title and Commencement

- (i) These regulations may be called The BNU Examinations Regulations 2005.
- (ii) These shall come into force at once.

## 1. Definitions

In these regulations, unless the context otherwise requires, the following expressions shall have the meaning hereby assigned to them:

- (i) Credit Hour:  
A unit of academic credit representing at least one hour of class per week for an academic semester.
- (ii) Cumulative Grade Point Average (CGPA):  
CGPA is a weighted average of grades for all semesters up to the latest semester.
- (iii) Dean:  
“Dean” means Dean of a Faculty/School.
- (iv) Grade Point Average(GPA):  
A weighted average of grades for courses taken at BNU in one semester.
- (v) Jury:  
A committee of teaching staff and subject experts to review portfolios / projects.
- (vi) Registrar:  
“Registrar” means the Registrar of the University.
- (vii) Semester:  
A division of academic year lasting between 15-18 weeks.
- (viii) Teacher:  
“Teacher” means Professor, Associate Professor, Assistant Professor and Lecturer engaged by the University for teaching graduate and postgraduate classes and such other persons as may be declared as “Teachers” by the Regulations.

- (ix) Teaching Department:  
“Teaching Department” means a teaching department established and maintained by the University.
- (x) Vice Chancellor:  
“Vice Chancellor” means the Vice Chancellor of the University.

## **2. Examinations and Assessment Policy**

- 2.1. An academic year shall be divided into two full and one summer semester:
1. Fall Semester: September – December.
  2. Spring Semester: January – May.
  3. Summer Semester: June – August.
- 2.2. Each School shall establish assessment guidelines after an inter-school consultative process, for implementation within the School with the approval of the Academic Council of the University.
- 2.3. Regular 75% attendance of a student shall be mandatory in all classes of his / her academic program.
- 2.4. The schedule of examinations and tests shall be notified by each School at the beginning of the academic semester.
- 2.5. The record of assignments, question papers, marked scripts; mid-term exams/final exams shall be preserved by the respective School/ Department.
- 2.6. The University shall follow the internationally recognized letter grade system with the numerical equivalent of 4.0.
- 2.7. Students will only be allowed to attend the classes provided that course enrollment form has been submitted within first two weeks of the semester in their respective schools.
- 2.8. The results of students shall be sent to the Examination Department within (10) days from the last date of examination.

## **3. Minimum Degree Requirement**

- 3.1. Each School in the University shall certify its students to the Examinations Department for the award of degrees. The minimum requirement for the award of an undergraduate degree shall be CGPA (2.00 on 4.00 scale) and for the award a Master’s degree a CGPA (2.50 on 4.00 scale).

## 4. Grading System

- 4.1. Grades shall be assigned by the faculty following assessment procedures laid down by the concerned School. BNU shall follow a letter grading system. The letter grade and its numerical equivalents are as follows:

<b>Grade</b>	<b>GPA</b>	<b>Percentage Range</b>
A	4.00	85.00 – 100.00
A-	<b>3.67</b>	81.50 – 84.99
B+	3.33	78.00 – 81.49
B	3.00	74.50 – 77.99
B-	2.67	71.00 – 74.49
C+	2.33	67.00 – 70.99
C	2.00	64.00 – 67.49
C-	1.67	60.50 – 63.99
D+	1.33	57.00 – 60.49
D	1.00	50.00 – 56.99
F	0.00	00.00 – 49.99
I	0.00	0.00
W	0.00	0.00

- 4.2. The grade point average (GPA) shall be calculated at the conclusion of each semester for all courses completed at BNU. Transfer Credits from other institute shall not be counted towards the GPA. However, transfer credits may be considered towards the fulfillment of the requirements for a degree after an evaluation by the University Equivalence Committee.
- 4.3. A student's cumulative grade point average (CGPA) shall be computed by multiplying the number of credit hours of each course by the numerical value assigned to that grade; then dividing the sum of all courses by the total number of credit hours of each course in which the student was enrolled.
- 4.4. In specific circumstances students may receive the following grades which have no numeric value and shall therefore, not be calculated into the semester or cumulative grade point average.

**(i) I - Incomplete**

Teacher may assign an 'I' grade to student who was unable to complete the course during the semester due to medical or other extenuating circumstances. The grade 'I' only indicates a deferred grade and shall be changed to a grade other than 'I' within four (4) weeks from the last day of the semester in which the grade is issued. The teacher shall submit the new grade with the approval of the Dean/Head of Department to the Examination Department. After expiry of the stipulated time a failing

grade 'F' shall be noted on the academic record, if the teacher does not submit a revised grade within the said time period.

**(ii) W - Withdrawn**

'W' shows that the student withdrew from the course after two weeks of the beginning of the semester. The course shall appear on the transcript, but no credit shall be awarded and the course shall not be included in the grade point average. However, if the course is withdrawn after eight (8) weeks of the commencement of the semester, a grade 'F' shall be awarded in the course. Student are directed to apply for "W" grade on prescribed form which is issuing by the Examinations Department

**(iii) P/F - Pass/Fail**

Some courses may be offered which require Pass/Fail (P/F) grades only.

**(iv) NR - No Grade Reported**

NR shall be assigned when a teacher does not submit a final grade of the course before the final grade report is issued. 'NR' shall be removed when the teacher submits the final grade to the Examinations Department.

## **5. Class Attendance**

- 5.1. Students must maintain 75% attendance in each theory course in which they are enrolled. Studio / Lab sessions require 100% attendance. Students who miss a class session will be expected to make up for the missed work on their own, failing which they will receive a failing grade. The acceptance of such work is at the discretion of the Course Supervisor. Absence from studio without the permission of the Dean SVAD and SA cannot be made up outside the campus or supervised.
- 5.2. It is expected that a student's absence from classes may be resolved with the faculty member concerned. If a student is absent from class or a mid-semester exam due to sickness or some other unavoidable cause, the student must advise the Course Supervisor immediately upon return to classes. Suitable documentation such as doctor's certificate may be required if such confirmation is necessary

## **6. Add/Drop of Courses**

- 6.1. A period of two weeks is allowed from the commencement of classes for add/drop of courses. A student adding a course is responsible for ascertaining the requirements of the course and for completing them. Students are strongly advised to consult with their Course Supervisor before adding or dropping a course.

- 6.2. Courses dropped within two weeks after commencement of classes are deleted from the record. The student will receive grade “W” (withdrawn) on their transcript if they apply to drop a course after two weeks from the commencement of the semester.
- 6.3. However, if a student drops the course after eight weeks an “F” grade will be mentioned on their transcript. On compassionate grounds, the Dean may condone the withdrawal.

## **7. Academic Probation**

- 7.1. Students who fail to maintain minimum CGPA of 1.5 (or 2.0 in case of Master’s Degree) in the first two semesters and a CGPA of 2.0 (or 2.5 in case of Master’s Degree) in subsequent semesters shall be placed on probation. The University encourages the students who are placed on academic probation to seek counseling or assistance. Students who are on probation shall receive their results with a written warning. If a student is on academic probation for three (3) consecutive semesters his/her name shall be removed from the University rolls. However, students may consult their academic counselor to pursue another program of study at BNU.

## **8. Repeating a Course**

- 8.1. There are two categories of students who will be required to repeat the courses
  - 8.1.1. Such students shall repeat all mandatory /major courses in which he / she obtain an ‘F’ grade.
  - 8.1.2. In case of an elective course, students may repeat the same elective or take a new elective in place of previous one, in order to fulfill the degree requirement.
- 8.2. Student earning grade C- or less either in a major/mandatory/elective course will have the option to repeat the course once.
- 8.3. Students may repeat up to 18 semester credit hours during their course of study for a program. However, students may not repeat any course in which they have earned a grade higher than C- except with the Dean’s permission.
- 8.4. Whenever a course is repeated, the repeated grade shall replace the original grade on the transcript of the student and in the calculation of GPA and CGPA, an “\*” in front of repeat grade will indicate that the course has been repeated. This “\*” will be mentioned in the notes of the transcript. In such cases a revised transcript will be required.

**8.5. Removal of elective courses with ‘F’ grade from the transcript of students.**

In case of an elective course/or a course which is not a prerequisite and a student takes a new elective course in lieu of the course in which he/she failed, or has otherwise completed degree requirements the “ F” grade need not to appear on the student’s transcript.

**8.6. Failure in Major Studio Courses:**

8.6.1. A student failing his/her Major Studio during the Fall Semester, he/ she can be graduated to the next semester in Spring. During the Spring semester, he/ she will be enrolled to take all mandatory and elective courses required by him/her at that level during that particular academic semester. He/She will also attend the Major Studio of this level. However, in this Major Studio class, instead of being promoted to the next level, he/she will be repeating the project/assignments of the previous level.

8.6.2. Provided that the student gets a passing grade in his/ her Major Studio during the spring semester, he/she will take the next level of the Major Studio (that he/she has missed during the Spring) during the Summer semester.

8.6.3. He / She will then be able to rejoin the regular Major Studio and other courses for his/her academic year from the next fall semester.

8.6.4. The student who fails an elective course is required to repeat and pass the same course at some stage anytime before his / her thesis. He / her promotion to the next level will not be held back due to this failure.

8.6.5. The student who fails an elective course, is required to repeat and pass the same or any other elective course, that has the same number of credit hours, at some stage anytime before his/her thesis, His/her promotion to the next level will not be held back due to this failure.

**9. Final Examinations**

9.1. Final examinations shall normally be held in December/January for Fall Semester and May / June for Spring Semester.

9.2. The final examination shall be a requirement in all courses except those in which examinations are not used to evaluate a student’s performance.

9.3. The final examination schedule shall be provided to all students by the School / Department at the beginning of the each semester. Examinations are required to be taken on the scheduled dates.



- 9.4. Each teacher shall provide students with the criteria on which the final grade is to be calculated. i.e. weightage of tests, assignments, attendance requirements, examinations or any other work which contributes to the final grade

## **10. Review Policy**

- 10.1. Each School shall ensure that the academic performance of a student is evaluated in a fair and impartial manner, consistent with the university regulations. The teachers shall exercise their best professional judgment in evaluating student's performance.
- 10.2. However, if a student disagrees with the evaluation of his/her work by the teacher he/she may submit written request for a review of course grade to the office of the Dean within three weeks after the receipt of the provisional transcript/ grade report along with a fee of Rs 500/- for each course.
- 10.3. The Dean/ Head of Department shall arrange for a neutral evaluation of the grade.
- 10.4. The Dean/ Head shall communicate the decision of the neutral evaluation to the student, faculty member, and the Controller of Examinations within ten days of receiving the request for review.

## **11. Dean's Honour List**

- 11.1 Students with an excellent academic performance in a semester shall be placed on the Dean's Honour List. The eligibility criteria are given below:
- 11.2. 3.5 GPA in a semester for under graduate and Master/ M.Phil degree.
- 11.3. Student will have to take a full workload for a semester as prescribed by the School/ Institute.
- 11.4. Students who get incomplete 'I' grade shall not be eligible for the Deans' Honour List

## **12. Award of Gold Medal**

- 12.1. The student with an outstanding performance and with the highest CGPA in each degree Program, but not less than CGPA of 3.5.
- 12.2. There should be no "F" grade in the academic record of the student.
- 12.3. There should be no repeat course in the academic record of the student.
- 12.4. There should be no disciplinary case or warning against him/her in their record.

- 12.5. A certificate of distinction will be awarded for the best thesis/film or project to students in the final semester.
- 12.6. If two students attain the same highest grade point average then each of them will receive a Gold Medal.
- 12.7. While considering a student for the award of Gold Medal student's attendance and disciplinary record may be considered.

### **13. Scholarships/Financial Assistance**

#### **13.1. Merit Scholarship**

- 13.1.1. **For New Admissions:** Students who have attained 80% or above marks in their FA/F.Sc. examination or the students with two A Grades in the CGE A level examination will be eligible for a scholarship of 25% of the prescribed tuition fee which will continue if the recipient maintains a CGPA of 3.5 in all subsequent semesters.
- 13.1.2. **For Existing Students:** All students who have attained a CGPA of 3.5 at the end of each academic year will be entitled to a scholarship of 25% of the tuition fee in the next academic year.

#### **13.2. Financial Assistance (Scholarship)**

- 13.2.1. **For New Admissions:** Students will have to apply for financial assistance to the Registrar Office on the prescribed form along with required documents.
  - 13.2.2. Scholarships equal to 25%, 50% or 75% of tuition fee may be granted for one academic year after checking the proven need due to financial hardship on the recommendation of the Scholarship Committee.
  - 13.2.3. **For Existing Students:** A scholarship award would initially be granted for one academic year which would be renewable provided the student maintained a CGPA of 2.5 at the undergraduate level and a CGPA 3.00 at the graduate and postgraduate level.
- 13.3. Full workload for a semester as prescribed by the school/institute for the postgraduate, graduate and undergraduate program for the award of Merit or Need-based Scholarship.

## **14. Academic Integrity**

- 14.1. Academic and intellectual pursuits are not possible without academic integrity. Students must achieve their academic objectives by conforming to the requirements of their program and regulations of the university.
- 14.2. Academic dishonesty may include plagiarism, dishonesty in examination and assignments and falsification of data. Teachers shall guide the students about the conventions of documentation and acknowledgement of sources relevant for their courses .Cases of any academic dishonesty shall be referred to the Discipline Committee concerned.

## **15. Appeals against the Decision of the Examination Discipline Committee or Review of the Grades**

- 15.1. If a student is not satisfied with the decision of the Discipline Committee or review of the grade he/she can appeal to the Vice Chancellor within a week after the decision. No appeal shall lie against the decision of the Vice Chancellor.

## **16. Transcript Policy**

- 16.1. Transcripts shall be issued only at the written request of a student. Verbal or telephonic request shall not be entertained nor accepted. Official transcripts of the student's complete record shall be issued on the University's security stationery, bearing the official embossed seal of the University.
- 16.2. Transcripts shall not be issued to the students who are in debt to the University. Each student shall obtain a clearance from concerned departments on the Clearance Form available from the Registrar Office.

## **17. Vice-Chancellor's Authority in Special Cases**

- 17.1. Notwithstanding anything contained in these regulations, the Vice Chancellor shall have the powers to issue orders, directions or instructions for the smooth working of the examination system where the Regulations are silent, ambiguous or deficient. The decision of the Vice Chancellor shall be final with regard to the interpretation of the regulations.

## **Guidelines for Invigilators of Examination**

1. An invigilation schedule for invigilators to be prepared by each School/Institute.
2. Concerned faculty members or course instructor and invigilators on duty are required to reach BNU 30 minutes before the start of the paper.
3. The Invigilators should collect the answer sheets from the concerned Department at least 15 minutes before the commencement of examination.
4. Please make sure that suitable alternate arrangements are made well in advance if you are unable to invigilate an entire examination. Do not take leave without prior intimation and making alternate arrangements.
5. Invigilators are expected to instruct students to keep manuals, notebooks, guides, programmable calculators, text books and cell phones outside the examination hall.
6. Open book papers require separate arrangements and must be indicated by the concerned course Instructor to the School / Department in advance.
7. Answer sheets should be issued to the students after they are seated. Before distributing the question paper, instruct the students to read the instructions printed on the answer sheet carefully.
8. After distributing answer sheets the invigilator must sign the answer sheets of all the students. Exam attendance sheet must be circulated among the students to make sure that all students have signed their attendance on the attendance sheet, Please mark "ABSENT" for students who are not present.
9. Attendance of the students may be verified from the Examination Attendance Sheet for a particular paper. Serial number of the Answer Sheets should also be verified
10. Invigilator must announce that the paper is to be attempted on the Answer Sheets that have been provided. Objective part of the paper (MCQs) may however be attempted on the question paper only.
11. No short break will be given to any student. In case of emergency the invigilator may depute a staff member with the suffering examinee to resolve the problem; grant of extra time (if required) depends on the severity of the situation.
12. Students are not permitted to leave the examination hall during the examination for any purpose. They can leave after handing over the answer sheet.
13. All unused Answer Sheets should be handed over to their respective Schools. Use of answer sheets for any other official or personal work is strictly forbidden.

14. Invigilators on duty should make sure that all the students have handed over their Answer Sheets to the invigilator before leaving the examination room.
15. Invigilator on duty should not leave the examination room and the one who is in the capacity of standby should not leave the campus. In case of emergency, substitution arrangements are made with the consent of the Dean.
16. To make invigilation more effective the invigilator should take rounds in the examination room and avoid sitting (as far as possible)
17. While on duty the invigilator should concentrate on invigilation only. Reading a book or newspaper, working on a computer **MUST** be avoided.
18. The examinees should be warned before the start of every paper to refrain from unfair means and not to carry any material that could help them in copying the answers.
19. Case of unfair means should be promptly reported in writing to the respective Dean.
20. A representative of the Examination Department or any members of the Discipline Committee may visit the examination rooms during the examination.

## **Examination Regulations for Students**

**In the interest of maintaining the discipline at BNU all students are reminded of the following Examination Regulations**

1. Students must have with them their valid BNU student I.D card.
2. Students must provide all the required information, including his/her name and Registration No., on the first page of answer sheet before he/she receives the question paper.
3. Students will not be allowed to enter the examination hall, 30 minutes after the start of examination.
4. No student will be allowed to leave the examination hall before the end of first one hour of the examination.
5. No student is allowed to take a cell phone or a similar device in the Examination Hall.
6. Students are not allowed to borrow or share calculators or stationery during the examination.
7. Students are not permitted to have in their possession, or use, any books, reference material or notes in any form anywhere near them except in an open book examination.
8. No student is permitted to talk, hum or use any means to communicate with each other during the examination.
9. Do not write any thing on the question paper. All written work, rough or fair should be done on the answer sheets. Only blue black ink is allowed for written answers.
10. To draw the attention of the Invigilator, a student must raise his/her hand.
11. Violation of Invigilator's instructions can lead to serious consequences.
12. Cheating in any examination in any manner is a very serious offence which can lead to expulsion from the University.

**Note: All violations of the Examination Rules and Regulations are to be reported to the Controller of Examination, by the invigilator in writing.**