



EXAMINATION REGULATIONS

2023-24

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PART-I

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 Registrar of the University.
- (vii) Semester:
A division of academic year lasting between 15-18 weeks.
- (viii) Teacher:
“Teacher” means Professor, Associate Professor, 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 shall only be allowed to attend the classes provided that course enrollment form has been submitted within first two weeks of the semester to 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.

2.9. No grade change shall be received after two weeks after submission of the results.

3. Semester Credits

3.1. One semester credit means that a particular course must have at least one hour of class contact per week for a period of 16 weeks.

4. Minimum Degree Requirement

4.1. 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 shall be a CGPA (2.50 on 4.00 scale).

5. Grading System

5.1. Final grades, in all courses on relative basis, are awarded to the students on the basis of marks obtained by the students and their relative position in the respective course.

However, Projects, Internships and Thesis/Projects shall be graded on Absolute Grading System. Similarly, courses with enrollments of less than 20 would be graded on "Absolute Scale".

The letter grade and its numerical equivalents are as follows:

Grade	GPA	Percentage Range
A	4.00	85.00 –100.00
A-	3.67	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	Incomplete
W	0.00	Withdraw
W*	0.00	Short Attendance

5.2.1. The grade point average (GPA) shall be calculated at the conclusion of each semester for all courses completed at BNU. Transfer Credits from another 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.

- 5.3. 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.
- 5.4. In the case of theory courses if after the lapse of the course withdrawal date, the class size is more than 20 students, the grading shall be on a Relative basis. However, the courses in which number of enrolled students is 20 or less than 20, grading shall be done on the "Absolute Scale" basis.
- 5.5. 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 which are as follows:

(i) I - Incomplete

A teacher may assign an 'I' to a 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 Exam in which the grade is issued. The teacher shall submit a new grade with the approval of the Dean/Head of Department to the Examination Department. After the 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 a course after one week of commencement of the semester. The "W" grade shall appear on the transcript, but no credit shall be awarded and shall not be included in the calculation of grade point average. However, if the course is withdrawn after ten (10) 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 available from the office of the Registrar.

Student shall not be allowed to withdraw from the same course more than two times during the duration of their degree program.

This shall also apply to course (s) in which there is withdrawal on the basis of short attendance (W*).

(iii) P/F - Pass/Fail

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

5. Class Attendance

- 5.1. Students will be expected to have 75% attendance in each theory course in which they are registered. Studio / Lab sessions require 100% attendance. Those who miss a class session will be expected to make up for the missed work on their own. The acceptance of such work is at the discretion of the Course Supervisor. Absence from studio at MDSVAD and RHSA cannot be made up outside the campus or supervised.
- 5.2. Students missing more classes than the stipulated number of leaves will receive a falling grade (W*)
- 5.3. It is expected that a student's absence may be resolved with the concerned faculty member. If a student is absent from class or a mid- semester exam due to sickness or some other unavoidable cause, the student must inform the HOD and 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 one week 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 one week after commencement of classes are deleted from the record. The student will receive grade "W" (withdraw) on their transcript, if they apply to drop a course after one week from the commencement of the semester.

7. Academic Probation

- 7.1. Students who fail to maintain a minimum required CGPA of 2.00 (in case of Bachelor's Degree) and 2.50 (in case of MA/MS/M.Phil degree) are placed on Academic Probation.
- 7.2. On two (2) consecutive probations in the first year or three (3) consecutive probations in subsequent years, students name shall be automatically removed from the university's roll.

****Students of MDSVAD and RHSA will be placed on probation or removed from the university rolls as per their Gating Policies.***

All students shall be required to maintain 'good standing' throughout their stay at the School and shall be expected to work harder than familiar norms.

8. Repeating a Course

- 8.1. There are two categories of students who will be required to repeat the courses
 - 8.1.1. 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 newelective 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 only 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. An “*”in front of repeat grade will indicate that the course has been repeated. This “*” will be mentioned in the notes of the transcript.
- 8.5. The minimum passing grade required in thesis is “C” grade (in case of Bachelor's degree) and “C+” (in case of MS/M.Phil. degree). The final standing in each course, is assessed on the basis of the final examination result.

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 concerned School / Department at the beginning of 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., weight-age of the test, assignments, attendance requirements 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 judgement in evaluating student's performance.
- 10.2. However, if a student disagrees/not satisfied 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. 5000/- 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 Honor List

Students with an excellent academic during a semester shall be placed on the Dean's Honor List. The eligibility criteria are given below:

- 11.1 The eligibility criteria for Dean's Honor List is same for Undergraduate and Master's degree i.e. 3.50 GPA in a semester.
- 11.2 Full workload for a semester as prescribed by the School/ Institute for postgraduate, graduate and undergraduate programmer for the Dean's Honor List.
- 11.3 Students who get incomplete "I" grade shall not be eligible for Dean's Honor List.

12. Award of Gold Medal

The Gold Medal will be awarded to the student with the highest CGPA in each degree program provided that the number of graduating students of the same batch (i.e., Fall & Spring) in each degree program is not less than 10, in case of the undergraduate program and, 5 in case of the MS/M.Phil. programs.

In case of less than 5 students in MS/M.Phil. program(s), all MS/M.Phil. programs of the same school/institute may be considered as ONE batch for the award of Gold Medal on the recommendation of the respective Dean/Director.

With this provision the eligibility for the award of Gold Medal will be determined by the following criteria: -

- a) If the average CGPA of cohort for a degree is 3.25 or above, then the minimum required CGPA would be 3.80. If the average CGPA of cohort for a degree is less than 3.25 then the minimum required CGPA would be 3.65.
- b) The Academic record of the students should neither have an 'F' grade nor should he/she have repeated any course.
- c) There should be no disciplinary case or warning against him/her in their record.
- d) A certificate of distinction will be awarded for the best thesis/film or project to students in final semester.
- e) If two students attain the same highest cumulative grade point average, then each of them will receive a Gold Medal.
- f) While considering a student for the award of Gold Medal, student's attendance and disciplinary record may be considered.
- g) Any matter not covered under this policy shall be forwarded to the Gold Medal Committee constituted by the Vice Chancellor.

13. Scholarships/Financial Assistance

While awarding a scholarship (merit or need-based) a student's attendance and disciplinary record is also taken into consideration.

13.1 MERIT SCHOLARSHIP (UNDERGRADUATES)

For New Admissions:

Students with 80% or above marks in their FA/FSc examination; or the students with two (2) 'A' Grades in the A-Level examination; or the students with 3.80 CGPA in High School Diploma or equivalent will be eligible for a scholarship. This scholarship will continue if the students maintain the CGPA as mentioned in the following table: -

CGPA	A-LEVEL	FA/FSC % AGE	MERIT SCHOLARSHIP	CONDITION TO CONTINUE
3.80-3.89	2-A's	80% to 89%	50% of the Tuition Fee	Maintain CGPA with full prescribed workload in all subsequent semesters (3.80-3.89)
3.90-4.00	3-A's	90% & above	75% of the Tuition Fee	Maintain CGPA with full prescribed workload in all subsequent semesters (3.90-4.00)

For Existing Students:

Students with a CGPA of 3.50 or higher with full workload as prescribed by School/Department at the end of each semester will be entitled to a scholarship as per following table. This scholarship will continue if the students maintain the CGPA as mentioned in the following table: -

CGPA	MERIT SCHOLARSHIP	CONDITION TO CONTINUE
3.50 - 3.64	25% of the tuition fee	Maintain CGPA with full prescribed workload in all subsequent semesters (3.50-3.64)
3.65 - 3.79	35% of the tuition fee	Maintain CGPA with full prescribed workload in all subsequent semesters (3.65-3.79)
3.80 - 3.89	50% of the tuition fee	Maintain CGPA with full prescribed workload in all subsequent semesters (3.80-3.89)
3.90 - 4.00	75% of the tuition fee	Maintain CGPA with full prescribed workload in all subsequent semesters (3.90-4.00)

13.2 MERIT SCHOLARSHIP (MASTERS / MS / MPHIL)

For New Admissions:

Students who have 80% or higher marks in their MA/MSc examination; or the students who have attained a CGPA of 3.80 or Higher in 4-years BS/BA (Hons) degree will be eligible for a merit scholarship. This scholarship will continue if the students maintain the CGPA as mentioned in the following table: -

4-YEARS BA/BS (HONS) CGPA	MA/MSC OR EQUIVALENT % AGE	MERIT SCHOLARSHIP	CONDITION TO CONTINUE
3.80-3.89	80% to 89%	50% of the Tuition Fee	Maintain CGPA with full prescribed workload in all subsequent semesters (3.80-3.89)
3.90-4.00	90% & above	75% of the Tuition Fee	Maintain CGPA with full prescribed workload in all subsequent semesters (3.90-4.00)

For Existing Students:

Students with a CGPA of 3.50 or higher with full workload as prescribed by School/Department at the end of each semester will be entitled to a scholarship as per following table. This scholarship will continue if the students maintain the CGPA as mentioned in the following table:

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CGPA	MERIT SCHOLARSHIP	CONDITION TO CONTINUE
3.50 - 3.64	25% of the tuition fee	Maintain CGPA with full prescribed workload in all subsequent semesters (3.50-3.64)
3.65 - 3.79	35% of the tuition fee	Maintain CGPA with full prescribed workload in all subsequent semesters (3.65-3.79)
3.80 - 3.89	50% of the tuition fee	Maintain CGPA with full prescribed workload in all subsequent semesters (3.80-3.89)
3.90 - 4.00	75% of the tuition fee	Maintain CGPA with full prescribed workload in all subsequent semesters (3.90-4.00)

13.3 FINANCIAL ASSISTANT / NEED-BASED SCHOLARSHIP

FINANCIAL ASSISTANCE

For New Admissions:

Students may apply for financial assistance to the Registrar Office on the prescribed form along with the required documents.

Scholarships equal to 25% or 50% of tuition fee may be granted for one semester after checking the proven need due to financial hardship on the recommendation of the Scholarship Committee.

For Existing Students:

A scholarship award would initially be granted for one semester which would be renewable provided the student maintains:

- A CGPA of 2.50 at the undergraduate level and 3.00 at the postgraduate level;
- Full workload for a semester as prescribed by the School/ Institute for the postgraduate, graduate and for undergraduate degree 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

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. Semester-wise transcripts are available in student's logins at the end of each Semester after the compilation of the results for that semester showing Course- Wise grades, Semester-wise Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).
- 16.2. A student can request for an official transcript (**Provisional/Final**) via e-portal. Verbal or telephonic requests are not entertained. Official transcripts of the student's complete academic record are issued on the University's security stationary, bearing the official embossed seal of the University.
- 16.3. Transcripts or other evidence of attendance shall not be issued to students who are indebted to the University. Each student must obtain a clearance from the Account office, evidencing that the debt has been paid in full and all outstanding balances cleared before an official transcript is issued.

17. Vice-Chancellor's Authority in Special Cases

17.1. Not with standing 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.

PART-II

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 Examination Department. 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. The reporting time for students in the final exam is **09:45 a.m.** The exam will start at 10:00 a.m. **NO** student will be allowed to enter the exam hall after **15 minutes**.
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 any electronic 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 anything on the question paper. All written work, rough or fair should be done on the answer sheets. Only blue or black ink is allowed to write 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.