



WOMEN UNIVERSITY,
SWABI

OFFICE
OF
THE REGISTRAR


No: WUS/REG/2024/570

Date: 26-06-2024

NOTIFICATION

Consequent upon the recommendations of the 27th Meeting of the Academic Council, the Syndicate, in its 14th Meeting held on May 26, 2024, approved the Revised Undergraduate Semester Regulations (as annexed herewith).

This is issued with the approval of the Vice Chancellor.


Deputy Registrar
(Establishment)

Copy to:

1. PS to Vice Chancellor
2. PA to Registrar
3. Director Academics
4. Assistant Registrar Academics
5. Additional Controller of Examinations
6. Relevant File
7. Syndicate File
8. Master File


Deputy Registrar
(Establishment)

**SEMESTER REGULATIONS FOR UNDERGRADUATE ACADEMIC
PROGRAMS OF THE WOMEN UNIVERSITY, SWABI**

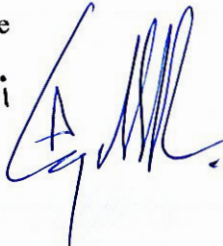
1. Short Title, Commencement, and Application

- 1.1 These Regulations shall be called “Women University, Swabi” Semester Regulations framed under Section 31(2) of Universities Act, 2016 and Chapter 17, Section 4 of Women University, Swabi, “Establishment of Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges and Other Academic Divisions Statutes, 2018”.
- 1.2 These regulations shall come into force with effect from the Academic session Fall 2023.
- 1.3 These regulations shall be applicable to all the undergraduate degree programs of departments/centers/affiliated and constituent colleges/institutes of the Women University Swabi, under semester system.

2. Definitions

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

- 2.1 **University** means Women University, Swabi.
- 2.2 **Chairperson** The Head of the Department appointed by the Syndicate Women University, Swabi.
- 2.3 **Head of the Department** Head of the Academic Department of the Women University, Swabi appointed by the Vice Chancellor of the Women University, Swabi to assist the Dean of the concerned Faculty.
- 2.4 **Dean** means Dean of a Faculty of Women University, Swabi.
- 2.5 **Department** means an academic department of the Women University, Swabi.
- 2.6 **Institution** means a constituent institution or an affiliated institution,
- 2.7 **Departmental Coordinator of Semester System** means a faculty member of the department/ College/institution who has been assigned the duty of coordinating the semester system in a department by the Head of the respective department.

i


- 2.8 Departmental Semester Committee** means a committee constituted under these regulations.
- 2.9 Controller of Examinations** means the Controller of Examinations of the Women University, Swabi.
- 2.10 Academic Program** means a Program of studies which will lead to the award of a Degree to the students upon successful completion, provided that all pre-requisites of the program are met by the student.
- 2.11 Assessment** means an evaluation of the performance of students in any academic Program, based on the examinations, assignments, practical works, project works, seminars, tutorials or any other tasks that may accordingly be assigned to the students.
- 2.12 Ceased** mean that a student has been declared unsuitable for continuing her studies.
- 2.13 Class Assignment** means the assigning of a task to the students, relevant to their respective course of study, to substantiate the course contents. An assignment may not, necessarily, be graded.
- 2.14 Contact Hour** means one hour that is to be spent on the teaching work, lab work, practical work, research work, projects, seminars, workshops, internships etc.
- 2.15 Credit Course** means teaching a theory class for 01 hour or laboratory/Practical work of 02 hours or fieldwork for One day every week throughout the semester.
- 2.16 Director Academics** means Director of Academics of the University.
- 2.17 Examiner** means an individual appointed to conduct an examination.
- 2.18 Freeze** means Freezing of studies during a program that may be resumed in due time, provided the requirements are duly met.
- 2.19 Grade** means a grade represented by a letter that indicates certain points earned by a student.
- 2.20 Grade Point (GP)** means number of points assigned to a letter grade.
- 2.21 Grade Point Average (GPA)** means the average of points earned by a student in a semester.

- 2.22 Cumulative Grade Point Average (CGPA)** means the average of grade points earned in all courses in two or more than two semesters of an Academic Program.
- 2.23 Non-Credit Course** means a course of study, which is required for the successful completion of a degree but not counted towards CGPA.
- 2.24 Probation** means a student on probation, if the student GPA in a semester is lower than that of required for promotion to the next semester.
- 2.25 Provost** means The Provost of the University.
- 2.26 Registration** means The Registration of the students in a Teaching Department of the University/affiliated/constituent institutes/colleges.
- 2.27 University** means Women University, Swabi.
- 2.28 Vice Chancellor** means The Vice Chancellor of the Women University, Swabi.
- 3. Academic Programs of the University**
- Women University, Swabi shall offer undergraduate study programs as follows:
- 3.1 Two-year Associate Degree Programs**
- 3.1.1** Women University, Swabi shall offer two-year Associate Degree Programs (Annexure- C) and/or other program approved by the Academic Council, Women University Swabi from time to time.
- 3.1.2** Shall spread over a minimum of four semesters and a maximum of six semesters,
- 3.1.3** Excluding summer semesters, if any.
- 3.1.4** Credit Hours of the Associate degree program shall not be less than the credit hours recommended by the Higher Education Commission of Pakistan and shall be approved from the relevant statutory bodies of Women University, Swabi.
- 3.1.5** A regular student shall be allowed a maximum workload of 18 credit hours per semester. Failed courses; not more than two whenever offered, shall not be counted towards the maximum workload per semester.



3.1.6 A student shall complete an internship/project/fieldwork/social work/capstone project/practical learning lab (PLL) in addition to the course work as per the scheme of studies of a particular department and submit a report in approved format describing the activities covered (Annexure- G).The intensity of the internship/capstone project/ fieldwork/social work/PLL, the time and duration of the activity and credit hours will be determined by the concerned department through respective Board of Studies, Board of Faculties and Academic Council where required.

3.2 Bachelor Degree Programs

3.2.1 Women University, Swabi shall offer Bachelor Degree Programs in various disciplines as per Annexure-E and/or any other Undergraduate Program approved by the Academic Council, Women University, Swabi from time to time.

3.2.2 Shall spread over a minimum of eight semesters and maximum of twelve semesters, excluding summer semester (s), if any.

3.2.3 Credit hours of the Bachelor Degree Program shall not be less than the credit hours recommended by the Higher Education Commission of Pakistan and shall be approved from the relevant statutory bodies of Women University, Swabi.

3.2.4 A regular student shall be allowed a maximum workload of 18 credit hours per semester. Failed courses (not more than two courses), whenever offered, shall not be counted towards the maximum workload per semester.

3.2.5 A student shall complete an internship/project/fieldwork/ social work/capstone project in addition to the course work as per the scheme of studies of a particular department and submit a report or thesis in approved format describing the activities covered (Annexure G and H). The intensity of the internship/ project/ fieldwork/ social work/capstone project, the time and duration of the activity and credit hours will be determined by the concerned department through respective Board of Studies, Board of Faculties and Academic Council where required.



3.2.6 The University shall also offer LLB (5 years) Programs following the recommended curricula of respective accreditation councils adopted by Women University, Swabi.

3.3 Two- year Degree Master Degree Programs

3.3.1 Women University, Swabi shall offer two- year Master Programs as per the Annexure- E and /or any other Degree Program approved by the Academic Council from time to time.

3.3.2 A two-year Master degree program shall spread over a minimum of four semesters (2 years) and a maximum of six semesters (3 years).

3.3.3 Credit hours for the two- years Master degree program shall be according to the approved curriculum of Higher Education Commission or as per the recommendation of the statutory Bodies of Women University, Swabi.

3.3.4 A regular student shall be allowed a maximum workload of 18 credit hours per semester. Failed courses (not more than two courses), whenever offered, shall not be counted towards the maximum workload per semester.

3.3.5 A student shall complete an internship/ project/ field work/ social work/capstone project in addition to the course work as per the scheme of studies of a particular department and submit a report/ thesis in approved format describing the activities covered (Annexure-G).The intensity of the internship/ project/ field work/ social work/capstone project the time and duration of the activity and credit hours will be determined by the concerned department through respective Board of Studies, Board of Faculties, and Academic council where required.

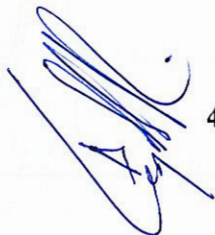
4 Admission Procedure and Eligibility Criteria for Various Academic Programs.

4.1 Admission shall preferably be made in Fall Semester and shall be advertised through different media sources.

4.2 The admission process shall be completed within one month of the commencement of the semester.



- 4.3** Admission is open to all eligible candidates without discrimination on the basis of gender, religion, creed, caste, race, class, color, or domicile from all over Pakistan.
- 4.4** Foreign students seeking admission to the University shall be required to submit their application through the relevant Ministry of the Government of Pakistan or as per the approved guidelines/ policies of the Higher Education Commission of Pakistan.
- 4.5** The University shall invite applications for admission to various Academic Programs on the prescribed application form (Annexure A) through an advertisement by the Directorate of Admissions or by an authority or officer designated by the University.
- 4.6** Candidates shall be required to submit application forms before the deadline as per the advertisement, complete in all respects, along with attested copies of the following documents:
- 4.6.1** All educational testimonials attested
 - 4.6.2** Character Certificate from the Head of the Institution last attended
 - 4.6.3** Domicile certificate.
 - 4.6.4** Two passport size photographs (white background).
 - 4.6.5** Migration Certificate (original) after admission, where required
 - 4.6.6** Attested copy of Computerized National Identity Card (CNIC) or Form "B"
 - 4.6.7** Attested Copy of CNIC of Parent/ Guardian
- 4.7** Candidates applying for admission to more than one Academic Degree Program will be required to submit a separate application form along with all supporting documents, for each program.
- 4.8** Academic Department shall constitute a Departmental Admission Committee (DAC) comprising the Chairperson / Head of the Department concerned, as a Head of the Committee, and two faculty members (preferably senior.) The whole admission process shall be conducted by the DAC.
- 4.9** Candidates declared eligible for admission to a program shall appear before the DAC for an interview and /or test (if required.)



- 4.10** If any candidate fails to appear before the DAC for an interview and /or test, at the specified time and venue, the candidate shall not be considered for admission.
- 4.11** If two candidates have equal merit, the one senior in age shall be given preference over the other for the purpose of admission.
- 4.12** Ten (10) marks shall be deducted for each year after the completion of the required qualification.
- 4.13** The criteria for determination of merit for BS would be Matric (20%) + Intermediate (50%) + Test (30%). If the test is not applicable, the merit would be Matric (20%)+ Intermediate (80%).
- 4.14** In case of admission on reserved seats, the candidate shall apply through the proper channel. If no candidate appears for reserved seats/quota, the Chairperson/ Head of the concerned Department shall convert reserved seats to open merit with the approval of the concerned Dean.
- 4.15** The total number of seats and quota allocation (if any), in a specific discipline shall be approved by the Statutory Bodies of the University. The Academic Council, after a thorough review, shall recommend the same for approval to the Syndicate. As per the decision of the Syndicate, one seat shall be reserved for the daughters of the practicing advocates in the LLB in Law program.
- 4.16** All the candidates shall produce relevant original documents for verification at the time of the interview for admission.
- 4.17** Candidates selected for admission must complete the admission requirements including fee submission within the notified period.
- 4.18** The DAC shall submit its recommendations to the Dean of concerned faculty for approval.
- 4.19** Whenever required, the equivalence of academic qualification shall be determined by the following Equivalence Committee (EC), or the case may be referred to HEC for equivalence.
- | | | |
|---------------|---|----------|
| 4.19.1 | Dean of the Concerned Faculty | Convener |
| 4.19.2 | Chairperson of the concerned department | Member |

(In case where the Dean performs the duty of Chairperson of the department, the HOD concerned will assist the Dean.)

- 4.19.3** Controller of the Examinations/Nominee Member
- 4.19.4** Director Academics/Nominee
Member/Secretary
- 4.20** Foreign students shall be considered for admission after prior approval from the relevant Ministry of the Government of Pakistan or as per the approved guidelines/policies of the Higher Education Commission of Pakistan.
- 4.21** All candidates selected for admission will be required to submit an undertaking as per the specimen provided in the prospectus at the time of admission (Annexure-F).
- 4.22** Within 15 days of the completion of admission, the profile of all newly admitted students on prescribed proforma both in soft and hard form shall be routed through the concerned Dean to the Director of Admission for the verification of their particulars and payment or dues.
- 4.23** The Director Admission shall forward the verified proforma of the confirmed admitted students to the Controller of Examinations for issuance of the registration number. The profile of the newly admitted students shall include their name, date of birth, examinations passed with years, roll number, marks, divisions, percentage marks, the institution last attended, and the course in which the student has been admitted.
- 4.24** All admission shall remain provisional till verification of all the testimonials/information of newly admitted students by the Director Admission. If any student is found guilty at any stage of study for submission of fake/tampered/bogus document(s), her admission shall be canceled immediately without any notice.
- 4.25** The University may suspend any particular program due to an insufficient number of applicants or any other reasons. In such cases, the applicant may be considered for admission to another discipline subject to fulfilling prescribed eligibility criteria, merit, and availability of seats. The percentage of applicants



for starting any particular program should not be less than 20% of the number of seats approved by the University.

- 4.26** The following categories of candidates shall not be eligible for admission to any degree Programs of the University.
- 4.26.1** Who have got third division in the terminal certificate /degree program required for admission.
- 4.26.2** Who have ceased to be a student of this University on disciplinary grounds.
- 4.26.3** Who have already obtained a degree from any other University in the same discipline.
- 4.26.4** Who are already on the roll of this University or any other University and have not been declared eligible by the HEC for dual degree/programs on a regular basis. The applicant shall provide NOC issued by the HEC.
- 4.26.5** Who have been dropped out from the program or discipline to which the candidate has re-applied
- 4.27** There is no age limit for admission to any Program.
- 4.28** All the students shall pay the university dues within a month (or as notified by the University) of the start of each semester. Failing this the student will be debarred from attending the classes and her admission will be suspended. The admission of the student will stand terminated if the dues are not deposited within a reasonable time to be decided by the concerned Chairperson. The defaulters of the University dues shall not be allowed to appear in the examination(s) in any case.
- 4.29** A student enrolled, as a full-time regular student in a degree program of the University shall not be allowed to take admission in any other degree Program of this University or any other University/Degree Awarding Institution (DAI) simultaneously. In case of that enrollment, the student will be dealt with in accordance with the guidelines of HEC.
- 4.30** The Regulations for admissions and eligibility requirements for various programs of studies shall be published in the Prospectus of the University and/or University website. The Academic Council of the University on the recommendations of the respective Board of Studies/Faculty may approve and modify the admission and eligibility requirements from time to time.



4.31 General admission eligibility criteria for Bachelor Degree programs

The University shall invite applications for admission to various Bachelor Degree Programs on a prescribed application form (Annexure-A), through advertisement by the Directorate of Admission or by an authority or officer designated by the University as per the approved criteria. (Annexure-C).

4.32 General admission eligibility criteria for Associate Degree programs and 2-Year Degree Programs

The University shall invite applications for admission to various Associate Degree Programs on a prescribed application form (Annexure-A), through advertisement by the Directorate of Admission or by an authority or officer designated by the University as per the approved criteria. (Annexure-D).

4.33 General admission eligibility criteria for short courses, training programs

The University shall invite applications for admission to various short courses, and training programs on the prescribed application form (Annexure-A), approved by the Academic Council, through advertisement by the Directorate of Admission, or by an authority or officer designated by the University as per the approved criteria.

5 Entry and Exit Provision in/from BS programs

5.1 Candidate with Associate Degree (AD)

5.1.1 The DAC will determine the relevancy of the application.

5.1.2 Candidate with Associate Degree (Minimum 60 credit hours) in the relevant subject with a Minimum CGPA of 2.00 out of 4.00 will be eligible for admission into the 5th semester of the BS Program of the same discipline without deficiency courses.

5.1.3 The student will submit a verified copy of her transcript of Associate Degree from her University within one month of securing admission.

5.2 Admission of BA/BSc students in the 5th Semester of the BS Program

5.2.1 Candidates with a BA/BSc (2 years) degree under the annual system with a minimum of 50% marks (equivalent to 2.00 out of 4.00 CGPA) are eligible to apply in the 5th semester of the relevant BS Degree Program.



5.2.2 A two-year Bachelor's Degree (BA/BSC) under the annual system will be equivalent to 50 credit hours under the semester system as per policy guidelines approved by the Higher Education Commission (HEC).

5.2.3 The admitted students will be allowed to sit in the 4th semester of the respective BS program and this semester will be counted as a bridging semester in which case the student shall be required to complete deficiency courses before the commencement of the fifth semester as determined by the Equivalence Committee. They will decide on the deficiency courses.

5.3 Exit Route for the students enrolled in the BS Program for the award of an Associate Degree

Students enrolled in the BS Degree program shall be allowed to exit from the program with an Associate Degree provided that the following requirements are met:

5.3.1 The students must have completed a minimum of 60 credit hours in at least four (04) semesters of the BS Degree program including general education courses comprised of 30 credit hours.

5.3.2 The minimum CGPA will be 2.00/4.00.

5.3.3 The name of the subject field on the Associate Degree will remain the same in which a student was initially enrolled in the BS Degree Program:

5.3.4 The option of exit from the undergraduate degree program with an Associate Degree is not allowed in disciplines accredited under the council i.e., PM&DC PNC, PVMC, PEC, PCP, PCATP, PBC, NTC, NAEAC, and NCH.

5.3.5 Student will submit an application through a proper channel before the commencement of the midterm of the 4th semester for the award of an Associate Degree approved by the concerned Dean of the Faculty to the Office of the Controller of Examinations.

6 Migration

6.1 The applicant shall submit application for migration to the concerned Head of the Department along with all testimonials, who will evaluate the application and will forward the application of the eligible candidate for onward process



to the concerned Dean. The Dean will forward the case for approval of the Vice Chancellor through Director Academics.

- 6.2 In order to maintain merit, the candidate who has allowed for migration shall not have marks less than the last admitted students in a particular batch to that discipline.
- 6.3 Credits are transferred on course-to-course basis i.e., a person taking the course 'A' at University 'X' is allowed to transfer her credits to the Women University, Swabi provided that course 'A' is equivalent to course 'B' taught at the Women University, Swabi. However, the equivalency of courses will be determined by the EC.
- 6.4 No credit hour of a course will be transferred if its grade is less than 'C' (2.25GP) degree program students allowed for the migration or transfer of the credits shall complete all the requirements for the award of the degree.
- 6.5 Credit hours may only be transferred between Chartered Higher Education Institutions (HEIs) and internationally recognized HEIs or Universities only. Migration from college to university, shall not be allowed.
- 6.6 Migration to this University from its affiliated/ constituent college shall not be allowed. However, migration from the University to its affiliated colleges shall be allowed.
- 6.7 Change of institutions between affiliated colleges shall be allowed with the recommendation of the concerned Dean in consultation with the CoE subject to the condition that both colleges have no objection to such institutional change.
- 6.8 The eligible case(s) of migration or transfer of credits shall be recommended by the concerned Dean to the Vice Chancellor for approval.
- 6.9 A student, once allowed for the transfer of credits/change of institution, her admission shall be canceled after the confirmation of admission to the migrating institution.

7 Teaching Methodology



- 7.1 An academic department shall offer courses, as per requirements of the respective disciplines/schemes of studies, approved by the relevant statutory bodies as defined by the Universities Act.
- 7.2 It shall be binding upon all the stakeholders (teachers, students, examiners, etc.) to follow the syllabi and courses of study approved by the relevant statutory bodies from time to time.
- 7.3 Teaching in various courses shall be carried out in the University's departments/ constituent/ affiliated colleges in any appropriate method as per the requirements of the respective course. Teaching methods may include lectures, tutorials, assignments, discussions, term papers, seminars, demonstrations, practicals, fieldwork, and any other method of instruction recommended by the Academic Council.
- 7.4 The medium of instruction and examination shall be English, except in non-English language courses.
- 7.5 Teaching in each department/ institute shall be the responsibility of the University teachers, including Professors, Associate Professors, Assistant Professors, and Lecturers, or such other persons as may be declared "Teachers" by the Universities Act or Statutes.

8 Academic Session/ Semesters

8.1 Duration of a Semester

- 8.1.1 Each semester shall be of 18 weeks duration, out of which 16 weeks shall be reserved for teaching and 2 weeks for examinations. Provided further that all notified co-curricular activities should be included in the semester duration.
- 8.1.2 There shall be a 'teaching break', to be called 'semester break', of 2 weeks after every semester. This break will be used for the preparation/ submission of results and admission/ registration processes for the next semester.
- 8.1.3 If teaching in the university or its affiliated colleges/institutes/departments is suspended due to some exigency, the period of the semester shall be either extended to the extent of the duration lost due to this or by offering additional teaching/ contact hours per week during the remaining part of the semester or as per the decision of the Academic Council.



8.1.4 There will be two term examinations in 'one semester' i.e., mid-term examinations and final term examinations to be conducted as per the approved academic calendar.

8.1.5 A semester will be considered valid if 80% lectures are delivered.

The academic year/ session shall comprise of two regular and one optional summer semesters as follows:

8.2 Fall/ Spring Semester

8.2.1 Fall semester will normally start in the first week of September each year and will end in the second week of January the next year or as per Academic Calendar.

8.2.2 Spring semester will normally start in the first week of February and will end in the second week of June or as per Academic Calendar.

8.2.3 There will be a semester break in the last two weeks of January for finalization and declaration of semester results and preparation for the next semester.

8.2.4 University will observe winter, spring, and summer vacations on dates announced by the University.

8.2.5 In case of affiliated colleges, the results may normally be declared within 45 days by the office of the Controller of Examinations. Provided further that the results of mid-term examinations shall be communicated before the scheduled date of final examinations.

8.3 Summer Semester

8.3.1 At times, a specific academic department may offer a special semester (condensed semester) during summer vacations.

8.3.2 A 'summer semester' shall be of 10 weeks duration, i.e. 8 weeks for teaching and 2 weeks for examinations. However, the contact hours during the summer semester will be enhanced or doubled in duration to the regular semester to ensure that the course is completely taught/covered.

8.3.3 A summer semester shall not be a regular semester and will offer opportunity only to those students who are short of the required GPA for promotion to the next semester or there is a problem of managing them administratively.



8.3.4 Those students who have failed or have withdrawn from a course may also be allowed for registration in the summer semester if the same or an equivalent course is offered (Annexure-B).

8.3.5 The students must be enrolled with a course-based fee and the faculty engaged in the summer semester shall be paid for the period as per rules.

8.3.6 In the summer semester, a maximum of two subjects, or as per HEC guidelines shall be offered to the students for registration.

At least 15 students are required to offer any course in the summer semester; otherwise, students will take that specific course in the regular semester, whenever offered.

9 Credit Hours

9.1 A credit hour means teaching a theory course for one hour each week throughout the semester for a minimum of 16 weeks.

9.2 A course shall be defined on the basis of credit hours being taught in a week.

9.3 One credit hour in laboratory or experimental work would require three contact hours per week throughout the semester.

9.4 The credit hours are denoted by two digits within brackets with a hyphen in between. The first digit represents the theory part while the second (right side) digit represents the practical.

9.5 A course of 3 credit hours with a denotation of 3(3-0) means 03 lectures of one contact hour per week with no practical.

9.6 A course having 4 credit hours with a denotation of 4(3-1) means 03 lectures of one contact hour and one practical of 03 contact hours per week.

9.7 A course having 3 credit hours with a denotation of 3(2-1) means 02 lectures of one contact hour and one practical of 03 contact hours per week.

9.8 A course having 4 credit hours with a denotation of 4(0-4) means 12 contact hours of practical/field work per week.

10 Maximum/minimum workload and registration of courses

10.1 Every student should register for courses offered in the semester on the prescribed proforma before the commencement of classes (Annexure-B).



- 10.2** A full time regular student will be allowed a maximum workload of 18 credit hours/as per HEC in a semester.
- 10.3** The credit hours of failed courses shall not be considered for the purpose of maximum semester workload of the student.
- 10.4** A student may be allowed to register for an additional course as a non-credit course, which may not be in excess of the maximum workload of courses in a semester. The additional course, if successfully completed, will be reflected in the transcript as a non-credit course, without any impact on the CGPA of the student.
- 10.5** A student may register a minimum of 15 credit hours as per HEC guidelines in a regular semester but the maximum completion period shall remain the same.
- 10.6** If a student does not wish to register for a semester, then the student will be required to freeze the particular semester as per these regulations (Clause 11).
- 10.7** Academic departments shall display the list of approved courses being offered at least one week before the start of the semester. All students shall register for courses from that list as per the requirements of their degree program before the start of the semester.
- 10.8** The department shall offer every required course at least once in an academic year.
- 11 Freezing of Semester**
- 11.1** Freezing during the first semester of an undergraduate degree program is not allowed and likewise freezing is not allowed in less than two years of the program.
- 11.2** A student may be allowed to freeze two consecutive semesters (one year) once in the whole 08 semesters and 04 semesters of academic degree programs on medical grounds/ genuine reasons within four weeks of the commencement of classes. However, the approval of freezing of semesters shall be granted by the concerned Dean on the recommendations of the Chairperson/ HoD/ Principal/ Director. The Dean will forward the approved case to the Director Academics for notification. After the frozen period, the Chairperson/ HoD/ Principal/

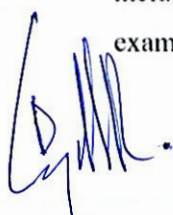


Director shall allow the student to continue her studies. In the case of affiliated college(s), the recommendation should be taken from the Controller of Examinations.

- 11.3** During the frozen period, the student shall be required to pay 25% of the semester fee for the frozen semesters to continue her registration in the University. For freezing beyond the stipulated time, the student of affiliated college(s) must pay 100 % of the college semester fees and university examination fee in the university account after approval but before the notification.
- 11.4** The frozen period shall be counted towards the maximum completion period for the degree program.
- 11.5** Upon the expiry of the frozen period, the student may be allowed to rejoin the program. The student shall, however, be required to successfully complete all the semesters of the degree program as described in the respective scheme of studies.
- 11.6** If a student freezes any semester in the academic program, then the student shall not be eligible for the award of the Gold medal or other medals.
- 11.7** Frozen semesters shall be displayed on the transcript of a student.
- 11.8** If a student wants to freeze beyond one year, the case will be referred to the Academic Council.
- 11.9** If a student freezes the semester after 15 days of the commencement of classes the case will be referred to the Academic Council.

12 Repeat and Failed Course(s)

- 12.1** If a student is not allowed to take the examination of any subject due to shortage of attendance, drop course / withdrawal from that subject, then the student shall be required to register herself in that course as a 'repeat course' whenever offered again (Annexure-B).
- 12.2** Repeating a course shall entail all the essential components of a course including attendance, assignments, class tests, and mid-term and final-term examinations.



- 12.3** The re-registration of the student for the failed course shall be allowed by the concerned chairperson/ HoD on a written request to appear in the mid-term and final-term examinations and practical (if any) whenever such course is offered again by the department (Annexure-B). However, their sessional marks earned in the previous semester shall be considered for grading with the results of the new semester. No class attendance, new quizzes, assignments, presentations, etc. will be required.
- 12.4** A student who misses the mid-term examination shall be allowed to appear in the final-term examination; however, the student will lose marks in the mid-term examination.
- 12.5** After the regular final semester, the student may be allowed to register for the failed courses upon the approval of the Chairman / Head of Department / Principal / Director (Annexure-B).
- 13. Improvement of Grades**
- 13.1** A student can improve a maximum of 6 courses in 4 years academic programs and 4 courses in 2 years academic programs if the marks are less than 60% or 2.50 GPA in a particular course.
- 13.2** In case of improving marks, if one gets a grade less than the previous, the previous grade will be counted towards the CGPA.
- 13.3** Attendance will not be mandatory in the courses for which one has registered for improvement of grades (Annexure-B). Nevertheless, it will be the sole responsibility of the concerned student to coordinate with the subject teacher regarding class quizzes, assignments, presentations, etc.
- 14. Attendance**
- 14.1** A student will be allowed to appear in the final examination only if the student has attended 75% of the lectures delivered to the class in each course and 75% of the practical(s) prescribed for the respective courses.



- 14.2** Calculation of attendance shall start from the date of commencement of the classes.
- 14.3** A date-wise record of the attendance of students shall be maintained by the respective teacher in each course. One week before the commencement of the final-term examinations, the teacher of each course shall send to the Chairperson of the Department a statement in duplicate showing the total number of lectures delivered and practicals conducted together with the total number of lectures and practicals attended by each student.
- 14.4** The period of absence in case of participation in co-curricular and sports activities with the permission of the Competent Authority may not be counted as an absence.
- 14.5** An absence from the class for two consecutive weeks or more without any genuine reason shall entail cancellation of admission in the course by the class teacher which would only be restored on payment of penalty, to the concerned teacher, made within 05 days of the cancellation order with payment of Rs.1500. The class teacher will inform the Chairperson of the Department regarding cancellation and restoration of admission in the course.
- 14.6** An absence from a class for four consecutive weeks will lead to the expulsion of the student from examination and the course will be considered dropped. The student will be required to repeat the said course.

15 Examinations

- 15.1** All students shall be required to take two centralized examinations (midterm and final term) in a semester, besides class tests/quizzes, assignments, presentations, etc., to be conducted by the course teacher as per usual semester practice. The mid-term examination will be held in the 9th week of each semester and the final-term examination will be held at the end of each semester, in the 18th week. The examinations shall be announced by the Chairperson/ Head of the Department/ Principal/ Director in line with the notified Academic Calendar.
- 15.2** Director Academics or any designated officer shall prepare the Academic Calendar of the University based on the details to be provided by each Department/ Institute/ Affiliated Colleges/ Centre at least two months before



the commencement of the Academic Year i.e. before Fall Semester. The tentative schedule of the semester examinations shall be mentioned in the Academic Calendar.

15.3 A student shall be eligible to appear in the examinations provided that the student:

15.3.1 Is on the roll of the University during that semester

15.3.2 registered for the concerned course(s) of study

15.3.3 75% attendance

15.3.4 Paid all the payable University dues.

15.4 If the student fails to complete their 75% attendance then:

15.4.1 For Students with Attendance Percentage from 70-74%: The student shall be required to pay a fine of Rs. 1500/- per course, in addition to the examination fee per course as per the examination rules.

15.4.2 For Students with Attendance Percentage from 65-69%: The student shall pay a fine of Rs. 2000/- per course, along with the examination fee per course as per the examination rules.

15.4.3 The students shall take make-up classes to fulfill their minimum attendance requirements. Furthermore, students with attendance below 65% will not be permitted to sit for examinations.

15.5 In the beginning of a semester, the teacher of each course should explain the semester regulations regarding attendance, grading, assessment, paper specification, examination, course contents, and any other information necessary.

15.6 A student shall be evaluated in each course on the basis of various components of the study including class attendance/ participation, assignments, projects/ lab reports, presentations, quizzes, and mid-term and final-term examinations according to the following weight assigned to each category.

A. Evaluation category "A" (in case of no practical)

Component	Distribution of Marks
-----------	-----------------------

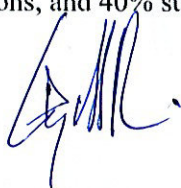


Attendance	05% Slab 1 [75-80%] Slab 2 [81-85%] Slab 3 [86-90%] Slab 4 [91-95%] Slab 5 [96-100%]
Quizzes/ Presentations etc.	Assignments/ 15%
Mid-Term Examination	30%
Final-Term Examination	50%

B. Evaluation category “B” (in case of practical)

Component	Distribution of Marks
Attendance	05% Slab 1 [75-80%] Slab 2[81-85%] Slab 3[86-90%] Slab 4[91-95%] Slab 5[96-100%]
Quizzes/ Presentations etc.	Assignments/ 15%
Mid-Term Examination	30%
Final-Term Examination	30%
Practical Examination	20%

- 15.7 All question papers are set by the concerned teacher and duly scrutinized, approved, and conducted in accordance with these regulations. There will be no choice in attempting the questions (40% will be all types of objectives, 20% short questions, and 40% subjective). It will also be ensured that the question



papers are balanced and have been prepared to cover the essential components of the syllabus. In case the teacher who teaches a course is not present at the time of examination, the Chairperson/ Head of the Department/ Principal/ Director may appoint another teacher for the purpose.

- 15.8** A student will not claim any compensation for missed quizzes, assignments, and lectures.
- 15.9** Maximum time allowed for the midterm examination shall be one hour and that for the final term examination shall be two hours; while for practical the minimum time duration is two hours.
- 15.10** There shall be no supplementary/ special/ makeup examination in the semester system.
- 15.11** In order to pass a course, a student must obtain at least 50% marks in aggregate in that course, i.e. marks obtained in class tests/ assignments, etc, plus marks obtained in mid-term plus marks obtained in final term examination. It will also be essential to pass practical examination separately, where involved. However, in case of affiliated institutions, all the candidates are required to achieve 40% marks in each subject of the 'final term examinations. However, cumulative passing marks (mid-term, sessional work, final term) will be 50%.
- 15.12** The fieldwork/internship/capstone project/PLL in any specific discipline may be evaluated by the concerned teacher/ supervisor(s) (internal) and/or external examiner(s). External examiner(s) may be appointed, with the prior approval by the concerned Dean upon the proposal of the Chairperson/ Head of Department. In case of affiliated colleges/ institutions, external examiner(s) shall be appointed by the Vice Chancellor from the panel submitted by the Controller of Examinations from the panel proposed by the concerned Board of Studies.
- 15.13** The student should submit five hardcopies of the project report/thesis/internship report before the clearance from the Department.
- 15.14** After marking the class tests, quizzes, midterm, and final-term papers, the same may be shown to the students and should be recollected from them



immediately after they have seen their performance and discussed the grievances, if any, with the teacher concerned, to be kept safely for the record.

15.15 There shall be no re-evaluation/ rechecking of answer books. Re-totaling of marks shall be allowed and unmarked answers (if any) shall be marked by the concerned teacher(s)/ examiner(s). All evaluations in the semester system shall be internal. The concerned teacher(s) in all respective courses shall evaluate the students.

15.16 A handicapped/ disabled student will be provided a writer at the expense of the student concerned on recommendations of the Chairperson/ Head of the teaching department. The writer shall be of a lower grade of education than the candidate. The student would be allowed 45 minutes to solve the question paper(s) over and above the time given for a question paper.

15.17 Examination Aids for Examination Hall

15.17.1 The instructions stated on the answer sheet shall strictly be followed.

15.17.2 Mobile phone and other prohibited electronic gadget(s) in the examination hall/ room is not permitted. Damage or loss of any such items taken by the invigilating staff will not be the responsibility of the University or invigilating staff and the same will be kept for the record being Unfair Mean (UFM) support material. All the UFM cases shall be dealt with as per the Examination Regulations of the Women University, Swabi.

15.18 Open Book Evaluation

15.18.1 A teacher may allow open book examination in a specific course, with the permission of the Chairperson/ Head of Department concerned. In such cases the students may be allowed to use textbooks, notes, files and calculators, Laptops, palm computers, mobile phone sets, and other electronic devices shall if allowed.

15.18.2 In case of unusual circumstances, online open book assignment-based examinations will be allowed with the permission of the Academic Council.

15.19 Conduct of semester examinations and disposal of UFM shall be dealt by the Departmental Examinations and Students Grievances Committee, while in



case of affiliated colleges, the University Examinations Disciplinary Committee will deal the aforementioned cases.

15.20 The convener of the Departmental Examinations and Students Grievances Committee shall decide within a week of the respective examination. The University Examinations Disciplinary Committee shall consist of a panel to be recommended by the Controller of Examinations and approved by the Vice Chancellor.

15.21 Maintenance of Examination Records

15.22 Maintenance and disposal of examination records shall be as per the University Policy.

15.23 Results

15.23.1 The result of each course shall be declared within 10 days after the conduct of examination.

15.23.2 The concerned teacher will prepare provisional results of subject courses and the same will be confirmed by the Chairperson/ Head of Department before displaying on the notice boards. The Chairperson/ Head of Department will send authenticated and consolidated results to the Controller of Examinations of Women University, Swabi for the issuance of transcripts through the concerned Dean within fifteen days after the declaration of results.

15.23.3 Report of Internship/project/fieldwork/social work /PLL or thesis shall be submitted within two months from the date of the last examination of the final semester.

15.23.4 A student will be charged as per the University policy if the student fails to submit a report of Internship/project/fieldwork/social work/PLL or thesis in due time (Annexure-G and H)

15.23.5 A student will be charged as per the University policy if the student fails to complete the degree in minimum duration. However, if the credit hours of failed/ re-appear subjects exceed 12, then a full semester fee will be charged.

16 Grading Policy

16.1 Women University, Swabi may continue with the absolute grading system to avoid complications associated with switching over that may lead to unrest



among the students. Instead of awarding grades and then converting it into grade points, students are evaluated under this system and awarded percentage marks that are converted into grade points and then converted to grade.

16.2 The Women University, Swabi shall adopt the base 4.00 (to 02 decimals) Grade-Points system wherein the top grade (A in this case) weighs 4.00 grade points. The grade “A” is awarded for the maximum grade points 4.00 which determines the base of the grading system.

16.3 The Grade-Points for marks less than 50 % may be considered as zero (grade “F”), while for marks greater than or equal to 50 %, the following table may be used to get grade points per credit hour:

Table: Conversion of Marks to Grade Points

% Marks	Grade points	% Marks	Grade points	% Marks	Grade points	% Marks	Grade points	% Marks	Grade points
50	2.00								
51	2.05	61	2.55	71	3.05	81	3.55	91	4.00
52	2.10	62	2.60	72	3.10	82	3.60	92	4.00
53	2.15	63	2.65	73	3.15	83	3.65	93	4.00
54	2.20	64	2.70	74	3.20	84	3.70	94	4.00
55	2.25	65	2.75	75	3.25	85	3.75	95	4.00
56	2.30	66	2.80	76	3.30	86	3.80	96	4.00
57	2.35	67	2.85	77	3.35	87	3.85	97	4.00
58	2.40	68	2.90	78	3.40	88	3.90	98	4.00
59	2.45	69	2.95	79	3.45	89	3.95	99	4.00
60	2.50	70	3.00	80	3.50	90	4.00	100	4.00

- a. The following tables provide details about the conversion of grade points per credit to grade and percentage-range to different grades.

Table: Grade and Grade Points Table

Grade Points	Grade	Grade Points	Grade	Grade Points	Grade
4.00	A	3.70-3.99	A-	3.35-3.69	B+
3.00-3.34	B	2.75-2.99	B-	2.50-2.74	C+
2.25-2.49	C	2.00-2.24	C-		

Table: Grade and percentage marks

% marks	Grade	Grade Points	Grade	Grade Points	Grade
90.00-100	A	84.00-89.99	A-	77.00-83.99	B+
70.00-76.99	B	65.00-69.99	B-	60.00-64.99	C+
55.00-59.99	C	50.00-54.99	C-		

16.4 The status of the result of a student in each course whether passed or failed shall be indicated on the transcript by percentage marks, letter grade, and grade point. For students completing undergraduate in the normal period shall be reflected 'as a whole' in their transcripts.

16.5 Fraction of marks obtained in a course shall be counted as one mark, e.g. 60.4 or less shall be considered as 60 while 49.5 or more is to be considered as 50.

16.6 Computation of Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

16.7 Semester Grade Point Average (GPA) will be calculated using the following formula:

16.8

GPA

$$= \frac{\text{Sum of (Credit hours of a course} \times \text{obtained NG) of all courses of a semester}}{\text{Sum of credit hours of all courses of a semester}}$$

Example-1 of GPA calculation

Exam	Weight	Total Marks	Marks obtained
Quizzes, Assignments, Presentation and Attendance	20%	20	15



Mid Term Exam	30%	30	17
Final Term Exam	50%	50	35
Total	100%	100	67

From the above grading table 67 means

Grade..... C⁺

Number Grade (NG) 2.85

Grade Point (GP)..... Credit hours of a course × NG

Example-2 Grade Point Average (For a Semester)

Example: During first semester suppose the grades and grade points in a particular Program are as follows:

Course Code	Credit Hour		Number Grade (NG)	GP Calculation
ABCDEF-501	3(3-0)		4.00	3 × 4.00 = 12.00
ABCDEF-502	3(3-0)		3.00	3 × 3.00 = 9.00
ABCDEF-503	3(2-1)		3.67	3 × 3.67 = 11.01
ABCDEF-504	4(0-4)		2.00	4 × 2.00 = 8.00
ABCDEF-505	3(2-1)		0.00	3 × 0.00 = 0.00
Total credit hours	16		---	Total: 40.01
GPA of a semester of 16 credit hours = $\frac{40.01}{16} = 2.50$				

16.9 Grade Point Average (GPA) is an expression for the average performance of the student in the courses he/ she has taken during any semester, thus, GPA may be calculated for 1st semester, 2nd semester, or any other semester(s).

16.10 Rules for rounding of data will be applied

16.10.1 If the dropping digit is less than 5, then the retained digit is kept as such.

16.10.2 If the dropping digit is more than 5, then the retained digit is added by 1.

16.10.3 If the dropping digit is 5 then:

16.10.4 There exists no non-zero digit after digit 5, e.g. 12.345 or 12.335000; in such case, the retained digit is added by 1 if it is odd and remained as such if it is even.

16.10.5 There exist non-zero digits after digit 5 as 12.34501 or 12.33534; in such cases, the retained is added by 1, either it is even or odd.

16.11 All Semester CGPA will be calculated using the following formula: will be discussed with COE

CGPA

$$= \frac{\text{Sum of (Credit hours of a course} \times \text{obtained NG) of the courses of all semesters}}{\text{Sum of credit hours of the courses of all semesters}}$$

16.12 CGPA is an expression for the average performance of the student in all the course has taken during all the previous semesters (the entire course of study), thus at the end of 1st semester, CGPA will be the same as GPA, while CGPA at the end of 2nd or any subsequent semester will be calculated by taking into account all the courses taken by the student in all the previous semesters.

16.13 The CGPA shall be rounded to two decimal places.

17 Probation

17.1 When GPA of an undergraduate student in a semester is more than 1.00 and less than 2.00, she shall be promoted and placed on probation in the next semester.

17.2 In a two semesters academic program, there shall be no probation.

17.3 In a four semesters academic program, there shall be two probations.

17.4 In an eight semesters academic program, there shall be two probations.

17.5 In a ten semesters academic program, there shall be three probations.

18 Dropout

Dropout means that a student is declared unsuitable for further studies and is dropped out from the programme. A student will be dropped out as per these regulations of the University, with the approval of the Dean of the concerned Faculty, subject to one or all of the conditions given below:

18.1 On disciplinary grounds recommended by the University Disciplinary Committee.



- 18.2** If the student remains absent for four consecutive weeks without valid reason from all courses.
- 18.3** If GPA falls below 1.00 in any semester.
- 18.4** If GPA of the student in any semester is less than 2.00 after availing the maximum number of probations.
- 18.5** Once a student is dropped out from an academic program, the student shall not be eligible for re-admission in the same academic program of the University.

19 Requirements for the Award of a Degree

- 19.1** The minimum qualifying CGPA for the award of a degree shall be 2.00.
- 19.2** A student shall have a proper admission in the academic program of the University and shall acquire the minimum required credit hours for the award of degree.
- 19.3** Students shall be required to successfully complete all the essential components of the respective study program according to the scheme of studies of the concerned department.

20 Departmental Examination and Student's Grievances Committee

- 20.1** Each Department / Institute will have a 03 member Departmental Examination and Students Grievances Committee headed by a Chairperson/ Head of the Department, including Incharge Examinations to be constituted by the Chairperson/ Head/ Principal of the Department/ Institute.
- 20.2** Schedule of examination (Date Sheet) for midterm and final term examinations shall be notified by the Incharge Examinations a week before the commencement of respective examinations.
- 20.3** Every course teacher shall be responsible for the question paper(s) setting and printing/photocopying in the required number facilitated by the concerned department before the start of the paper.
- 20.4** The Departmental Examination and Student's Grievances Committee shall make necessary arrangements for the conduct of examinations, including date sheets, acquisition of stationery (answer books) from the Controller of Examinations office, seating arrangements, and notification of duty roster for teaching.



- 20.5** The main functions of the Committee will be to:
- 20.5.1** Maintain uniformity of standards in the courses taught in the department/ institute by the teachers.
 - 20.5.2** Hear appeals arising from marking/evaluation of papers in different courses.
 - 20.5.2.1** Any student who fails to appear in any paper due to some genuine reason must report within 24 hours to the concerned Chairperson.
 - 20.5.2.2** If the committee is convinced, then the missed paper will be considered as a normal examination.
 - 20.5.3** Suggest provision of seminars, assignments, etc.
 - 20.5.4** Timely preparation of provisional results of mid-term and final-term examinations.
- 20.6** The committee shall redress the grievances of the students about any course teacher or grades or for any other issue.
- 20.7** A student must submit an application to the Chairperson/ Head of the Department/ Director/ Principal of the Institute for a grievance on grade and UFM within three working days of the declaration of the result.
- 20.8** The Chairperson of the Department shall forward it to the committee and it will be binding on the committee for hearing both sides (student and the teacher) and will give a final decision within three working days.
- 20.9** The decision of the Departmental Examination and Students Grievances Committee shall be final.
- 20.10** Departmental Examination and Students Grievances Committee will randomly evaluate/ check a few answer books of the final-term examination for uniformity of scoring and covering of the course contents.
- 21 Rechecking/Re-totaling**
- 21.1** Appeals for re-totaling of paper(s)/ rechecking of unmarked answer(s) shall be lodged within seven days after the declaration of results of each semester to the Controller of Examination as per policy. The decision of the committee shall stand final.
 - 21.2** No re-evaluation of papers is allowed.
 - 21.3** The following committee will consider the retotaling/rechecking cases:



- | | | |
|--------|---|------------------|
| 21.3.1 | Controller of Examinations/Nominee | Convener |
| 21.3.2 | HoD/Chairperson (concerned) | Member |
| 21.3.3 | Examiner* (concerned) | Member |
| 21.3.4 | Assistant/Deputy Controller | Member/Secretary |
| 21.3.5 | * Not included in case of affiliated college(s) | |

22 Course File

As per the requirement of the HEC, every teacher shall maintain a complete course file of the subject(s). At the end of the semester, the completed course file shall be returned to the office of the concerned department for record.

22.1 The course file shall contain:

- 22.1.1 Attendance record
- 22.1.2 Detailed description/ weekly outlines of the course
- 22.1.3 Lecture notes (if applicable)
- 22.1.4 Timetable
- 22.1.5 Copy of Academic Calendar
- 22.1.6 Award List
- 22.1.7 Copy of quizzes and assignments etc.
- 22.1.8 Copies of the question papers of mid-term and final-term examinations
- 22.1.9 difficulties/problems faced during course delivery and recommendations

23 Format of Final Transcript and Degree

The final transcript for the award of the degree shall be as per the approved format of the University.

24 Examination Disciplinary Cases

There shall be an Examination Disciplinary Committee to deal with all the unfair means and disciplinary cases of the examinations. The committee shall comprise of the following:

- | | | |
|------|---|----------|
| 24.1 | Controller of Examinations | Convener |
| 24.2 | Registrar/Nominee | Member |
| 24.3 | Director QEC/Nominee | Member |
| 24.4 | Faculty Member to be nominated by the Vice Chancellor | Member |

- 24.5 Assistant/Deputy Controller Examinations Member/Secretary
- 24.6 The term of the committee should be one year.
- 25 Duty teacher/invigilator/superintendent/ hall inspector shall report any unfair means (UFM), and examination disciplinary cases to the HoD/Chairperson/Controller of Examinations who shall refer the case to the Examination Disciplinary Committee (EDC).
- 26 Award of Medals**
- 26.1 In order of merit, 1st position holder in a program having 1st division will be awarded Gold Medal along with the certificate of distinction, respectively. Provided further that position holder having 2nd division will be awarded distinction certificate only.
- 26.2 Among the students of affiliated institutions, the 1st position holder in a program having 1st division will be awarded Gold Medal along with the certificate of distinction, respectively. Provided further that position holder having 2nd division will be awarded distinction certificate only.
- 26.3 Provided that the student has not failed, repeated, or improved any course or frozen semester(s) or migrated, bridged, and merged cases.
- 26.4 The matter of the award of Medal(s) / Distinction certificate(s) shall be decided by a Committee constituted for the purpose by the Vice Chancellor, of which the Controller of Examinations, Registrar, and Deans will be the members.
- 26.5 If more than one student secures the same CGPA, the position will then be determined on the basis of the percentage of marks obtained. Even if still a tie, all will be treated the same.



Annexure-A
Specimen of Admission Form

A handwritten signature in blue ink, consisting of stylized, overlapping loops and lines, positioned in the lower-left quadrant of the page.

Form No. _____

Dept entry No. _____



WOMEN UNIVERSITY SWABI
Khyber Pakhtunkhwa-Pakistan
Website: www.wus.edu.pk, Phone No: 0930-224222
Email: admissions@wus.edu.pk

Please Affix Recent
Passport size
Photographs

ADMISSION FORM
BS(4-Years)/LLB(5-Years) Program
Fall Semester-2023

1. **Department:** _____

2. **Seeking admissions on (please tick the relevant category):**

- Open merit Sports Hafiz Quran
 Newly merged districts of KPK (FATA) Baluchistan Overseas Pakistani
 Afghan National Disable Minority Gilgit Baltistan

3. **Personal Information: (please fill out the form carefully and provide all the required information)**

Name of applicant (in Block Letters): _____
As per Secondary School Certificate (SSC)

Father's Name (in Block Letters): _____
As per Secondary School Certificate (SSC)

Date of Birth: (as per Secondary School Certificate (SSC)): _____

Applicant's CNIC Number: (or Form 'B' must be attached): _____

Father's CNIC Number: (Photocopy of CNIC must be attached): _____

Religion: _____ Marital Status: _____

Blood Group: _____ Nationality: _____

Nationality if other than Pakistani: _____

Passport Number (for foreign nationals (attach a copy): _____

Visa Validity dates and NOC (attach copies): From: _____ to: _____

Postal Address: _____

Permanent Address: _____

Domicile: _____ Province: _____

Page 1 | 4

Email: _____ Telephone/Mobile: _____

Emergency Contact Number, parents or guardian (Mandatory):

Name: _____ Telephone/Mobile: _____

4. ACADEMIC RECORD

S#	Examination Passed	Academic Year	Annual/Supply	Obtained Marks	Total Marks	Division/CGPA	Board/University
1	SSC/O Level						
2	HSSC (FA/FSc./A Level)						
3	ADE/BSc/BS (Semester)*						

*Students have to provide BS 4 Semester Transcript (passed and completed in all respect) at the time of admission in case of migration/Transfer.

Institute Last Attended: _____

Board/University Registration No: _____

Details of siblings (already enrolled in Women University Swabi)

S.No.	Name	Semester (Current)	Department
1.			
2.			

Do you want Transport Facility? _____ If Yes specify the route: _____

Declaration:

I _____ solemnly declare that all the entries made in the admission form are correct to the best of my knowledge and belief and also according to the academic credentials and nothing has been kept concealed. I shall abide by the rules and regulations made and notified by the University from time to time.
I also declare that in case of any documents provided are found forged/ fake at any stage, my admission shall stand as canceled with immediate effect.

Signature of the Applicant: _____

Signature of Father/Guardian: _____

Date: _____



Only for Office Use

Admission approved against

- i. Open Merit Yes/ No _____
- ii. Reserved Seat (Please Specify) _____

1. DEPARTMENTAL ADMISSIONS COMMITTEE:

I. Name: _____
Designation: _____
Signature: _____

II. Name: _____
Designation: _____
Signature: _____

III. Name: _____
Designation: _____
Signature: _____

Verified by HoD/ Chairperson

Name: _____
Designation: _____
Signature: _____
Date: _____

2. Admission Section

Date of Admission: _____ Session: _____ Semester: _____
Program of Study: _____ Department: _____ Faculty: _____
Admission Record Number: _____

Dealing Assistant
Women University Swabi
Signatures with Date

Director Admissions
Women University Swabi
Signatures with Date



CHECKLIST FOR ADMISSION FORM (Please tick for the attached documents duly attested)

1	Receipt of bank (Processing) fee @ Rs. 500/ Form	<input type="checkbox"/>
2	CNIC of the candidate/ Form 'B'	<input type="checkbox"/>
3	CNIC of the parent/guardian	<input type="checkbox"/>
4	03 recent passport size photos (duly attested on the back side)	<input type="checkbox"/>
5	SSC, F.Sc/ FA/ ADE (DMCs /Certificates)	<input type="checkbox"/>
6	Character certificate from the head of the Institution last attended	<input type="checkbox"/>
7	Original Hafiz ul Quran certificate/ Sports Certificate	<input type="checkbox"/>
8	Domicile certificate	<input type="checkbox"/>
9	Undertaking on A4 paper as per specimen available at Women University, Swabi website must be submitted along with the application form	<input type="checkbox"/>

Note: Please submit a separate form along with a complete set of (attested) documents and receipt of bank fee in case of applying in more than one department



Form No. _____

Dept entry No. _____



WOMEN UNIVERSITY SWABI
Khyber Pakhtunkhwa-Pakistan
Website: www.wus.edu.pk, Phone No: 0938-224222
Email: admissions@wus.edu.pk

Please Affix Recent
Passport size
Photographs

ADMISSION FORM
Bridging Semester (Spring-2024)
(Only for BA/BSc Degree Holders)

1. **Department:** _____

2. **Seeking admissions on (please tick the relevant category):**

- Open merit Sports Hafiz Quran
 Newly merged districts of KPK (FATA) Baluchistan Overseas Pakistani
 Afghan National Disable Minority Gilgit Baltistan

3. **Personal Information: (please fill out the form carefully and provide all the required information)**

Name of applicant (in Block Letters): _____
As per Secondary School Certificate (SSC)

Father's Name (in Block Letters): _____
As per Secondary School Certificate (SSC)

Date of Birth: (as per Secondary School Certificate (SSC)) : _____

Applicant's CNIC Number: (or Form 'B' must be attached): _____

Father's CNIC Number: (Photocopy of CNIC must be attached): _____

Religion: _____ Marital Status: _____

Blood Group: _____ Nationality: _____

Nationality if other than Pakistani: _____

Passport Number (for foreign nationals (attach a copy): _____

Visa Validity dates and NOC (attach copies): From: _____ to: _____

Postal Address: _____

Permanent Address: _____

Email: _____ Telephone/Mobile: _____

Emergency Contact Number, parents or guardian (Mandatory):

Name: _____ Telephone/Mobile: _____

4. **ACADEMIC RECORD.**

S#	Examination Passed	Academic Year	Annual/ Supply	Obtained Marks	Total Marks	Division/ CGPA	Board/ University
1	SSC/O Level						
2	HSSC (FA/FSc)/A Level						
3	BA/BSc						

Institute Last Attended: _____

Board/University Registration No: _____

Details of siblings (already enrolled in Women University Swabi)

S.No.	Name	Semester (Current)	Department
1.			
2.			

Do you want Transport Facility? _____ If Yes specify the route: _____

Declaration:

I _____ solemnly declare that all the entries made in the admission form are correct to the best of my knowledge and belief and also according to the academic credentials and nothing has been kept concealed. I shall abide by the rules and regulations made and notified by the University from time to time.

I also declare that in case of any documents provided are found forged/ fake at any stage, my admission shall stand as canceled with immediate effect.

Signature of the Applicant: _____

Signature of Father/Guardian: _____ Date: _____



Only for Office Use

Admission applied against

- i. Open Merit Yes/ No _____
 - ii. Reserved Seat (Please Specify) _____
- 1. DEPARTMENTAL ADMISSIONS COMMITTEE:**

I. Name: _____
Designation: _____
Signature: _____

II. Name: _____
Designation: _____
Signature: _____

III. Name: _____
Designation: _____
Signature: _____

Verified by HoD/ Chairperson

Name: _____
Designation: _____
Signature: _____
Date: _____

2. Admission Section

Date of Admission: _____ Session: _____ Semester: _____

Program of Study: _____ Department: _____ Faculty: _____

Admission Record Number: _____

Dealing Assistant
Women University Swabi
Signatures with Date

Director Admissions
Women University Swabi
Signatures with Date





WOMEN UNIVERSITY,
SWABI

OFFICE OF
THE DIRECTOR ADMISSIONS

Recommendation Proforma

Program: _____ Session: _____

Department: _____

Name of Student : _____

Father's Name: _____

Email: _____ Telephone/Mobile: _____

Postal Address: _____

Permanent Address: _____

Domicile: _____ Province: _____

Marks Obtained: _____ Seat against: _____ Merit Position: _____

ADMISSION COMMITTEE:

Remarks: _____

Director Admissions
Women University Swabi

Annexure-B

Specimen of Course Registration/Repeaters Form



Office of the Controller of Examinations WOMEN UNIVERSITY, SWABI

Enrollment Form/Registration Form for Course of Regular Semester or Summer Semester (Rs. 1,500/Per Paper)

Faculty Name: _____
 Student Name: _____ Father Name: _____
 Registration No: _____ Enrollment No: _____
 Department / Institute / College: _____ Degree Program: _____
 Academic Year: _____ Session: _____ Batch: _____
 Semester (Fall/Spring): _____ Semester No: _____
 CNIC: _____ Date of Birth: _____
 Contact No: _____ Email Address: _____

Detail of Courses/Subjects to be registered in regular semester

Course Code	Course Name	Course Credit Hours	Teacher Name	Teacher Signature with Date

Detail of Courses/Subjects to be Re-registered in running semester or summer semester

Course Code	Course Name along with credit hours	Semester	Attempt of Subject/Course (2 nd , 3 rd , 4 th etc)	Previous Subject Marks	Previous Subject Grade	Teacher Name	Teacher Signature with Date

I hereby certify that particular given above are correct. I promise to abide by rules and regulation of the University / Institute.

Student Signature: _____ Date: _____
 Comment of Department Program Coordinator/Head of Department: _____

Date of Semester Start: _____ Date of Semester End: _____
 Name of Head of the Teaching Department: _____
 Signature of Head of the Teaching Department: _____
 Forwarded Date by Head of the Teaching Department to the Examination Section: _____

Annexure-C

General Admission Criteria for Undergraduate Programs

S.No.	Department	Admission Criteria

1.	Art and Design	F. A/ F.Sc with at least 2 nd division (45% of marks)
2.	Arabic & Islamic Studies	F.Sc. FA with at least (45% Marks) or Shahadatul Khassa/ Shahatul Aalia with at least 2 nd division (45% of marks)
3.	BBA	F. A/ F.Sc or equivalent with at least 2 nd division with 45% marks
4.	Botany	F.Sc Pre-Medical or equivalent with at least 2 nd division (45% of marks)
5.	Biochemistry	F.Sc Pre-Medical/A-level (Biology, Chemistry, Physics) or equivalent. At least 45% marks or 2nd division in
6.	Chemistry	F.Sc (Pre-Medical/ Pre-Engineering) or equivalent with at least 2 nd division (45% of marks)
7.	Computer Science	<p>a) Minimum 50% marks in Intermediate (HSSC) examination with Mathematics or an equivalent qualification certified by the Inter Board Committee of Chairmen (IBCC).</p> <p>b) For students with a pre-medical background, completion of deficiency courses in Mathematics (06 credit hours) within the first two semesters is mandatory.</p> <p>c) Additionally, we adhere to the criteria set by the Higher Education Commission (HEC) for admissions.</p>
8.	Software Engineering	<p>a) Minimum 50% marks in Intermediate (HSSC) examination with Mathematics or an equivalent qualification certified by the Inter Board Committee of Chairmen (IBCC).</p> <p>b) For students with a pre-medical background, completion of deficiency courses in Mathematics (06 credit hours) within the first two semesters is mandatory.</p> <p>c) Additionally, we adhere to the criteria set by the Higher Education Commission (HEC) for admissions.</p>



9.	Information Technology	<p>a) Minimum 50% marks in Intermediate (HSSC) examination with Mathematics or an equivalent qualification certified by the Inter Board Committee of Chairmen (IBCC).</p> <p>b) For students with a pre-medical background, completion of deficiency courses in Mathematics (06 credit hours) within the first two semesters is mandatory.</p> <p>c) Additionally, we adhere to the criteria set by the Higher Education Commission (HEC) for admissions.</p>
10.	Economics	<p>F.A/F.Sc or equivalent with at least 2nd division (45 % marks).</p> <p>2.D. Com / DBA with at least 2nd division (45 % marks)</p>
11.	English Language and Literature	F.Sc (Pre-Medical/ Pre-Engineering) or equivalent with at least 2 nd division (45% marks)
12.	Food Science and Nutrition	Board of Intermediate and Secondary Education, (BISE) with Pre-Medical/ Pre-Engineering (Second Division i.e. 50% marks) OR A-Level or any other foreign equivalent qualification approved by IBCC having minimum 50% marks will be eligible to apply for admission.
13.	Health Informatics	F. Sc.Pre-Medical/Pre-Engineering or Equivalent, at least 2nd Division (45% Marks)
14.	Health Biotechnology	F.Sc Pre-Medical/A-level (Biology, Chemistry, Physics) or equivalent. At least 45% marks or 2nd division in
15.	Law and Sharia'h (5-years)	F. A/ F.Sc or equivalent with at least 2 nd division.



		“Lat with a 50% score or as prescribed by HEC/ Pakistan Bar Council at the time of Admission.
16.	Media Studies	F. A/ F.Sc or equivalent with at least 2 nd division with 45% marks.
17.	Mathematics & Statistics	F.Sc (Pre-Engineering, Pre-Medical)/FCS/FA (Statistics, Math) with minimum of 45% marks
18.	Microbiology	F.Sc (Pre-Medical) or equivalent with 45% marks.
19.	Medical Imaging Technology	Board of Intermediate and Secondary Education, (BISE) with Pre-Medical (Second Division i.e.50% marks.
20.	Medical Laboratory Technology	F. Sc (MLT), F. Sc (Pre-Medical) or equivalent with 45% marks.
21.	Pakistan Studies	F. A/ F.Sc or equivalent with at least 2 nd division.
22.	Political Science	FA (Civics preferred), F.Sc or equivalent with at least 2 nd division (45% marks).
23.	Physics	F.Sc with Physics as a major/ ICS (Computer Science with Physics) with at least 2 nd division.
24.	Psychology	F. A/ F.Sc or equivalent with at least 2 nd division.
25.	Public Health	FSc Pre-Medical or equivalent with at least 2 nd Division (45% marks)
26.	Pashto	F. A/ F.Sc or equivalent with at least 2 nd division.
27.	Social Work	F. A/ F.Sc or equivalent with at least 2 nd division.
28.	Urdu	F. A/ F.Sc or equivalent with at least 2 nd division.

29.	Zoology	F.Sc (Pre-Medical) or equivalent with at least 2 nd division (45% marks)
-----	---------	---

S.No.	Short Title/ Abbreviated Title	Long Title/ Elaborated Title
1.	BS in Art and Design	Bachelor of Studies in Art and Design
2.	BS in Arabic and Islamic Studies	Bachelor of Studies in Arabic Islamic Studies
3.	BBA	Bachelor of Business Administration
4.	BS in Biochemistry	Bachelor of Studies in Biochemistry
5.	BS in Botany	Bachelor of Studies in Botany
6.	BS in Chemistry	Bachelor of Studies in Chemistry
7.	BS in Computer Science	Bachelor of Studies in Computer Science
8.	BS in Software Engineering	Bachelor of Studies in Software Engineering
9.	BS in Information Technology	Bachelor of Studies in Information Technology
10.	BS in Economics	Bachelor of Studies in Economics
11.	BS in English	Bachelor of Studies in English
12.	BS in Food Science and Nutrition	Bachelor of Studies in Food Science and Nutrition
13.	BS in Journalism	Bachelor of Studies in Journalism
14.	Health Informatics	Bachelor of Studies in Health Informatics
15.	LLB (5-years)	Bachelor in Law's
16.	BS in Mathematics	Bachelor of Studies in Mathematics
17.	BS in Microbiology	Bachelor of Studies in Microbiology
18.	Bs in Medical Imaging Technology	Bachelor of Studies in Medical Imaging Technology
19.	BS in Medical Laboratory Technology	Bachelor of Studies in Medical Laboratory Technology
20.	BS in Physics	Bachelor of Studies in Physics
21.	BS in Psychology	Bachelor of Studies in Psychology
22.	BS in Political Science	Bachelor of Studies in Political Science



23.	BS in Pakistan Studies	Bachelor of Studies in Pakistan Studies
24.	BS in Public Health	Bachelor of Studies in Public Health
25.	BS in Pashto	Bachelor of Studies in Pashto
26.	BS in Statistics	Bachelor of Studies in Statistics
27.	BS in Social Work	Bachelor of Studies in Social Work
28.	BS in Urdu	Bachelor of Studies in Urdu
29.	BS in Zoology	Bachelor of Studies in Zoology

Annexure-D

General Admission Eligibility Criteria for Associate Degree and 2-Years Degree Programmes

S.No.	Department	Admission Criteria
1.	Botany	F.Sc Pre-Medical or equivalent with at least 2 nd division (45% of marks)
2.	Chemistry	F.Sc (Pre-Medical/ Pre-Engineering) or equivalent with at least 2 nd division (45% of marks)
3.	Economics	F.A/F.Sc or equivalent with at least 2 nd division (45 % marks). 2.D. Com / DBA with at least 2 nd division (45 % marks)



4.	English	F.Sc (Pre-Medical/ Pre-Engineering) or equivalent with at least 2 nd division (45% marks)
5.	Islamic Studies	F.Sc. FA with at least (45% Marks) or Shahadatul Khasa/ Shahatul Aalia with at least 2 nd division (45% of marks)
6.	Mathematics	F.Sc (Pre-Engineering, Pre-Medical)/FCS/FA (Statistics, Math) with minimum of 45% marks
7.	Political Science	FA (Civics preferred), FSc or equivalent with at least 2 nd division (45% marks).
8.	Urdu	F. A/ F.Sc or equivalent with at least 2 nd division.
9.	Zoology	F.Sc (Pre-Medical) or equivalent with at least 2 nd division (45% marks)

Annexure-E

Two years Associate Degree Programmes

Associate Degree in Science

Short Title/ Abbreviated Title	Long Title/ Elaborated Title
AD in Science (Botany)	Associate Degree in Science (Botany)
AD in Science (Chemistry)	Associate Degree in Science (Chemistry)
AD in Science (Mathematics)	Associate Degree in Science (Mathematics)
AD in Science (Zoology)	Associate Degree in Science (Zoology)

Associate Degree in Arts

Short Title/ Abbreviated Title	Long Title/ Elaborated Title
AD in Arts (Islamic Studies)	Associate Degree in Arts (Islamic Studies)
AD in Arts (English)	Associate Degree in Arts (English)
AD in Arts (Urdu)	Associate Degree in Arts (Urdu)

Associate Degree in Social Science

Short Title/ Abbreviated Title	Long Title/ Elaborated Title
AD in Social Science (Political Science)	Associate Degree in Social Science (Political Science)

Annexure-F

Specimen of terms and conditions for undertaking on a normal page (as per University Policy)



UNDERTAKING

(Print this undertaking. Fill it and Submit along with the application form.)

Miss/Mrs _____ Daughter of _____ student
of _____ at Women University Swabi do hereby solemnly undertake that:

- i. My admission granted by the Admission Committee shall be provisional and will not mean any commitment or entail any legal entitlement till it is confirmed by the Vice Chancellor and registration by the university is completed.
- ii. In first semester, I may be allowed to change the course within seven (07) days of my admission provided that the admission committee of the concerned department agrees.
- iii. During my stay in the University, I shall diligently apply myself to acquire and develop the skills necessary for the practice and advancement of the field of study I get enrolled in.
- iv. I shall have minimum attendance of 75% in all courses offered by the department in a semester in order to qualify for the examinations according to University rules.
- v. I shall never use violence or threat of violence of pressure. In case of any dispute with others all means and methods shall only be logic persuasion, petition, appeal, revision, review and other legal and peaceful methods for the of difference of disputes.
- vi. In case of false information provided by the applicant(s), they will forfeit the right of admission. Further, if the documents attached were found fake, they will cease have the right of admission for being guilty of gross misconduct & a criminal act on the part of the candidate.
- vii. The Medical Fitness Certificate should be provided with this Undertaking from any Government Hospital. She would be communicate the University of any Medical Issue before joining University.
- viii. That I shall accept all provisions of the statutes, regulations and rules as may hereafter be framed by the appropriate authorities of the University.
- ix. Furthermore, I do hereby solemnly undertake to refrain from:
 - a. Doing anything which may cause injury or insult to Head of Department, teachers, officers and other staff of the institution.
 - b. Indulging in any kind of unfair means and malpractices in examination by any means.
 - c. Allowing and abetting the entry to the premises of the University of Expelled Students, anti-social elements or other groups whose presence on the campus could cause conflict amongst the students.
 - d. Damaging any University property, including buildings, equipment, vehicles etc. in any manner.
 - e. From all such acts and deeds as might bring disgrace and bad name to the University.

Furthermore, I do hereby solemnly undertake and affirm on oath that I shall not indulge in any politics whatsoever nor shall be a member of any political party/students federation or any group during my stay in the University. I am fully aware that if I violate this undertaking and the head of my department gives under her seal/ signature a finding that I have indulged in politics I shall be expelled from the department without any further notice.

Signature of Student

UNDERTAKING BY PARENTS

I, _____ Resident of _____
_____ undertake that my daughter who has furnished the above
undertaking shall not violate it. In case she violates this undertaking she shall suffer punishment as stated in this undertaking.

Signature of Parent/Guardian

COUNTERSIGNED

Head of Department

Witness-1.

Witness-2.

Signature: _____
Name: _____
CNIC No. _____
Address: _____

Signature: _____
Name: _____
CNIC No. _____
Address: _____

Annexure-G

TITLE BOLD, ALL CAPITAL, FONT TIMES NEW ROMAN, FONT SIZE 12, TEXT CENTRALIZED, 1.5 SPACED, MARGIN LEFT 1.5" AND RIGHT 1.0", preferably less than 30 words



BY [after a line from title, Centralized, Font size 12, bold, All Capital]

NAME & REG. NO.[BOLD, ALL CAPITAL, size 12, a line from BY]

*A research project/internship report submitted to Women University, Swabi,
Khyber Pakhtunkhwa, in partial fulfillment of the requirements for the degree of
[Italic bold, font size 12, text centralized, after a line from name]*

MASTER OF SCIENCE/ASSOCIATE DEGREE IN SUBJECT

[Font 12] after a line from above statement



**DEPARTMENT OF SUBJECT
FACULTY OF SOCIAL SCIENCES, ARTS AND HUMANITIES
WOMEN UNIVERSITY, SWABI, PAKISTAN
SESSION (2023-2025)**

TITLE BOLD, ALL CAPITAL, FONT TIMES NEW ROMAN, FONT SIZE 12, TEXT CENTRALIZED, 1.5 SPACED, MARGIN LEFT 1.5" AND RIGHT 1.0", preferably less than 30 words

BY [after a line from title, Centralized, Font size 12, bold, All Capital]

NAME & REG. NO. [BOLD, ALL CAPITAL, size 12, a line from BY]

A research project/internship report submitted to Women University, Swabi, Khyber Pakhtunkhwa, in partial fulfillment of the requirements for the degree of
[Italic, bold, font size 12, text centralized, after a line from name]

MASTER OF SCIENCE/ASSOCIATE DEGREE IN SUBJECT

[Font 12] after a line from above statement

Approved by: [Font size 12]

Name, Designation and Signature External Examiner

Name, Designation and Signature Internal Examiner

Name, Designation and Signature Supervisor

Signature Chairman/HoD, Department of Chem

(No need to be signed by the Dean in case where there is a regular Chairman)

Signature Dean, Faculty of Sciences

DEPARTMENT OF SUBJECT
FACULTY OF SOCIAL SCIENCES, ARTS AND HUMANITIES
WOMEN UNIVERSITY, SWABI, PAKISTAN



SESSION (2023-2025)

A handwritten signature in blue ink, appearing to be 'G.M.R.' with a period at the end. The letters are stylized and connected.

TABLE OF CONTENTS

CHAPTER	TITLE	PAGE NO.
	LIST OF FIGURES	lv
	LIST OF GRAPHS	lvii
	LIST OF IMAGES.....	lviii
	LIST OF ABBREVIATIONS	lix
	ACKNOWLEDGMENTS	lx
	ABSTRACT.....	Error! Bookmark not defined.
CHAPTER 1		Error! Bookmark not defined.
CHAPTER 2		Error! Bookmark not defined.
CHAPTER 3		Error! Bookmark not defined.
CHAPTER 4		Error! Bookmark not defined.
	CONCLUSIONS AND RECOMMENDATIONS	Error! Bookmark not defined.
	REFERENCES	Error! Bookmark not defined.



LIST OF FIGURES

NO.	TITLE	PAGE NO.
------------	--------------	-----------------

A handwritten signature in blue ink, appearing to be 'G.M.R.', is located in the lower-left quadrant of the page.

LIST OF TABLES

NO.	TITLE	PAGE NO.
------------	--------------	-----------------



LIST OF GRAPHS

NO.	TITLE	PAGE NO.
------------	--------------	-----------------



LIST OF IMAGES

NO.	TITLE	PAGE NO.
------------	--------------	-----------------



LIST OF ABBREVIATIONS

NO.	TITLE	PAGE NO.
------------	--------------	-----------------



ACKNOWLEDGMENTS

A handwritten signature in blue ink, consisting of stylized, overlapping letters that appear to be 'G.M.L.' or similar.

ABSTRACT

Font regular Times New Roman, font size 12, 1.5 spaced, justified.

Preferably one page but not more than two pages

Keywords: 5-7 words (at the end of abstract)



CHAPTER ONE*

INTRODUCTION**

Font regular Times New Roman, font size 12, line spacing of 1.5, justified, Italicize *et al.*, other *Latin words* and *Taxonomic names*.

* [RIGHT ALIGNED, ALL CAPITAL, FONT SIZE 12]

** [CENTRE, BOLD, ALL, CAPITAL, FONT SIZE 12]

1.1 General Instructions

1.1.1 Paper Size and Quality A4 size and good quality paper

1.1.2 Layout of Script

Typescript should appear on one side only, lines; 1.5 line spaced, Paragraphs; zero spaced (before and after). Captions and legends should be single spaced. Figure, table, scheme, graph, equation if any; should be numbered chapter wise, with proper citation in the text, centralized.

1.1.3 Font Size

Numbered sections and subsections up to three levels are preferred

Headings (UPPER CASE), 12; Subheadings (Title Case) and sub-subheadings (sentence case); Bold; 12

Remaining Text 12

1.1.4 Font Style Times New Roman

1.1.5 Margins Left Margin 1.5, right 1.0, top and bottom margin 1.0.

Page number on title pages till Abstract are in small roman numerals with no appearance of number on 1st page while numbering in Arabic numerals starting from Introduction Chapter, bottom right justified, style "Page 1 of last page number"

The whole document must be justified.

Pages limit minimum 60 for MPhil and 100 for PhD (excluding the title and signature pages).

All the Latin names and technical names will be italicized

DEPARTMENT OF SUBJECT

FACULTY OF SOCIAL SCIENCES, ARTS AND HUMANITIES

THE WOMEN UNIVERISTY, SWABI, PAKISTAN

SESSION (2023-2027)



GM

CHAPTER TWO*

LITERATURE REVIEW**

Font regular, Times New Roman, font size 12, line spacing of 1.5, justified, use *italic* for *et al.*, other *Latin words* and for *Taxonomic names*. In chronological and ascending order elaborate/explain the previous research work of the Authors.
[citation should be as per APA style]

* [RIGHT ALIGNED, ALL CAPITAL, FONT SIZE 12]

** [CENTRE, BOLD, ALL, CAPITAL, FONT SIZE 12]

A handwritten signature in blue ink, consisting of several stylized, overlapping loops and lines, located in the lower-left quadrant of the page.

CHAPTER THREE

METHODOLOGY**

Font regular, Times New Roman, font size 12, line spacing of 1.5, justified, use *italic* for *et al.*, other *Latin words* and for *Taxonomic names*. This chapter should clearly explain the methodology of the research work done.

* [RIGHT ALIGNED, ALL CAPITAL, FONT SIZE 12]

** [CENTRE, BOLD, ALL, CAPITAL, FONT SIZE 12]



CHAPTER FOUR*

RESULTS AND DISCUSSION **

Font regular, Times New Roman, font size 12, line spacing of 1.5, justified, use *italic* for *et al.*, other *Latin words* and for *Taxonomic names*.

* [RIGHT ALIGNED, ALL CAPITAL, FONT SIZE 12]

** [CENTRE, BOLD, ALL, CAPITAL, FONT SIZE 12]

A handwritten signature in blue ink, consisting of a stylized initial 'G' followed by several vertical strokes and a horizontal line at the bottom.

CONCLUSIONS AND RECOMMENDATIONS*

Font regular, Times New Roman, font size 12, line spacing of 1.5, justified, use *italic* for *et al.*, other *Latin words* and for *Taxonomic names*.

* [CENTRE, BOLD, ALL, CAPITAL, FONT SIZE 12]

A handwritten signature in blue ink, consisting of several stylized, overlapping loops and lines, located in the bottom left corner of the page.

REFERENCES**

Started with first line of zero indent with font size of 12, with indenting 2nd line, space line of 1.5, APA style as per specimen given below with 12 point spacing between paragraphs. [APA Style]

Aguiar, C. G., Schuster, I., Amaral Júnior, A. D., Scapim, C. A., & Vieira, E. S. N. (2008). Heterotic groups in tropical maize germplasm by test crosses and simple sequence repeat markers. *Genetics and Molecular Research*, 7(4), 1233-1244. [APA Style]

Helms, T. C., Hallauer, A. R., & Smith, O. S. (1989). Genetic drift and selection evaluated from recurrent selection programs in maize. *Crop Science*, 29(3), 602-607. [APA Style]

** [CENTRE, BOLD, ALL, CAPITAL, FONT SIZE 12]



TITLE BOLD, ALL CAPITAL, FONT TIMES NEW ROMAN, FONT SIZE 12, TEXT CENTRALIZED, 1.5 SPACED, MARGIN LEFT 1.5" AND RIGHT 1.0", preferably less than 30 words

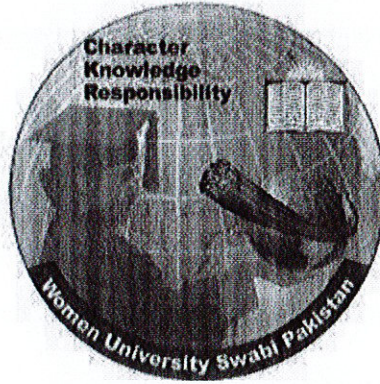
BY [after a line from title, Centralized, Font size 12, bold, All Capital]

NAME & REG. NO.[BOLD, ALL CAPITAL, size 12, a line from BY]

A thesis submitted to Women University, Swabi, Khyber Pakhtunkhwa, in partial fulfillment of the requirements for the degree of [Italic bold, font size 12, text centralized, after a line from name]

MASTER OF SCIENCE/ASSOCIATE DEGREE IN SUBJECT

[Font 12] after a line from the above statement



DEPARTMENT OF SUBJECT

FACULTY OF SOCIAL SCIENCES, ARTS AND HUMANITIES

THE WOMEN UNIVERISTY, SWABI, PAKISTAN

SESSION (2023-2027)

[Handwritten signature]

(Annexure-II)

**TITLE BOLD, ALL CAPITAL, FONT TIMES NEW ROMAN, FONT SIZE 12,
TEXT CENTRALIZED, 1.5 SPACED, MARGIN LEFT 1.5" AND RIGHT 1.0",
preferably less than 30 words**

BY [after a line from title, Centralized, Font size 12, bold, All Capital]

NAME & REG. NO. [BOLD, ALL CAPITAL, size 12, a line from BY]

*A thesis submitted to Women University, Swabi, Khyber Pakhtunkhwa, in partial
fulfillment of the requirements for the degree of [Italic, bold, font size 12,
centerlized]*

MASTER OF SCIENCE/ASSOCIATE DEGREE IN SUBJECT

[Font 12] after a line from above statement

Approved by: [Font size 12]

Name, Designation and Signature External Examiner

Name, Designation and Signature Internal Examiner

Name, Designation and Signature Supervisor

Signature Chairman/HoD, Department of Chem

(No need to be signed by the Dean in case where there is a regular Chairman)

Signature Dean, Faculty of Sciences

DEPARTMENT OF SUBJECT

FACULTY OF SOCIAL SCIENCES, ARTS AND HUMANITIES



THE WOMEN UNIVERISTY, SWABI, PAKISTAN

SESSION (2023-2027)

A handwritten signature in blue ink, consisting of several vertical strokes and a horizontal line, located in the bottom left corner of the page.

TABLE OF CONTENTS

CHAPTER	TITLE	PAGE NO.
	LIST OF FIGURES	lv
	LIST OF GRAPHS	lvii
	LIST OF IMAGES.....	lviii
	LIST OF ABBREVIATIONS	lix
	ACKNOWLEDGMENTS	lx
	ABSTRACT.....	Error! Bookmark not defined.
CHAPTER 1		Error! Bookmark not defined.
CHAPTER 2		Error! Bookmark not defined.
CHAPTER 3		Error! Bookmark not defined.
CHAPTER 4		Error! Bookmark not defined.
	CONCLUSIONS AND RECOMMENDATIONS	Error! Bookmark not defined.
	REFERENCES	Error! Bookmark not defined.



LIST OF FIGURES

NO.	TITLE	PAGE NO.
------------	--------------	-----------------



LIST OF TABLES

NO.	TITLE	PAGE NO.
------------	--------------	-----------------

 xiii

LIST OF GRAPHS

NO.	TITLE	PAGE NO.
------------	--------------	-----------------



LIST OF IMAGES

NO.	TITLE	PAGE NO.
------------	--------------	-----------------



LIST OF ABBREVIATIONS

NO.	TITLE	PAGE NO.
------------	--------------	-----------------



ACKNOWLEDGMENTS

A handwritten signature in blue ink, consisting of a stylized initial 'G' followed by several vertical strokes and a horizontal line at the bottom.

ABSTRACT

Font regular Times New Roman, font size 12, 1.5 spaced, justified.

Preferably one page but not more than two pages

Keywords: 5-7 words (at the end of abstract)



CHAPTER ONE*
INTRODUCTION**

Font regular Times New Roman, font size 12, line spacing of 1.5, justified, Italicize *et al.*, other *Latin words* and for *Taxonomic names*.

* [CENTER, ALL CAPITAL, FONT SIZE 12]

** [CENTRE, BOLD, ALL, CAPITAL, FONT SIZE 12]

1.1 General Instructions

1.1.1 Paper Size and Quality A4 size and good quality paper

1.1.2 Layout of Script

Typescript should appear on one side only, lines; 1.5 line spaced, Paragraphs; zero spaced (before and after). Captions and legends should be single spaced. Figure, table, scheme, graph, equation if any; should be numbered chapter wise, with proper citation in the text, centralized.

1.1.3 Font Size

Numbered sections and subsections up to three levels are preferred

Headings (UPPER CASE), 12; Subheadings (Title Case) and sub-subheadings (sentence case); Bold; 12

Remaining Text 12

1.1.4 Font Style Times New Roman

1.1.5 Margins Left Margin 1.5, right 1.0, top and bottom margin 1.0.

Page number on title pages till Abstract are in small roman numerals with no appearance of number on 1st page while numbering in Arabic numerals starting from Introduction Chapter, bottom right justified, style "Page 1 of last page number"

The whole document must be justified.

Pages limit minimum 60 for MPhil and 100 for PhD (excluding the title and signature pages).

All the Latin names and technical names will be italicized



CHAPTER TWO*
LITERATURE REVIEW**

Font regular, Times New Roman, font size 12, line spacing of 1.5, justified, use *italic* for *et al.*, other *Latin words* and for *Taxonomic names*. In chronological and ascending order elaborate/explain the previous research work of the authors. [Citation should be as per APA style]

* [CENTRE, ALL CAPITAL, FONT SIZE 12]

** [CENTRE, BOLD, ALL, CAPITAL, FONT SIZE 12]



CHAPTER THREE*

METHODOLOGY**

Font regular, Times New Roman, font size 12, line spacing of 1.5, justified, use *italic* for *et al.*, other *Latin words*, and for *Taxonomic names*. This chapter should clearly explain the methodology of the research work done.

* [CENTRE, ALL CAPITAL, FONT SIZE 12]

** [CENTRE, BOLD, ALL, CAPITAL, FONT SIZE 12]



CHAPTER FOUR*

RESULTS AND DISCUSSION **

Font regular, Times New Roman, font size 12, line spacing of 1.5, justified, use *italic* for *et al.*, other *Latin words*, and for *Taxonomic names*.

* [CENTRE, ALIGNED, ALL CAPITAL, FONT SIZE 12]

** [CENTRE, BOLD, ALL, CAPITAL, FONT SIZE 12]



CHAPTER FIVE*

CONCLUSIONS AND RECOMMENDATIONS**

Font regular, Times New Roman, font size 12, line spacing of 1.5, justified, use *italic* for *et al.*, other *Latin words*, and for *Taxonomic names*.

* [CENTER, ALL CAPITAL, FONT SIZE 12]

** [CENTRE, BOLD, ALL, CAPITAL, FONT SIZE 12]



REFERENCES**

Started with first line of zero indent with font size of 12, with indenting 2nd line, space line of 1.5, APA style as per specimen given below with 12 point spacing between paragraphs.
[APA Style]

Aguiar, C. G., Schuster, I., Amaral Júnior, A. D., Scapim, C. A., & Vieira, E. S. N. (2008). Heterotic groups in tropical maize germplasm by test crosses and simple sequence repeat markers. *Genetics and Molecular Research*, 7(4), 1233-1244. [APA Style]

Helms, T. C., Hallauer, A. R., & Smith, O. S. (1989). Genetic drift and selection evaluated from recurrent selection programs in maize. *Crop Science*, 29(3), 602-607. [APA Style]

** [CENTRE, BOLD, ALL, CAPITAL, FONT SIZE 12]



