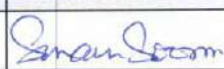

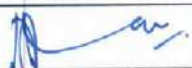

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DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURE

Policy for Promotion in Undergraduate Programs (BS, DPT & Associate Degree Programs) (CLAUSE 1.1 OF ISO 9001:2008)

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	Ms. Sanam Soomro	Director QEC		17-9-2019
REVIEWED BY:	Prof. Amjad Siraj Memon	Chairman, Academic Committee		18-9-2019
REVIEWED BY:	Dr. Ashar Afaq	Registrar-DUHS		16-3-2020
APPROVED BY:	Prof. Mohammed Saeed Quraishy	Vice Chancellor		16-3-2020
REVISION NO.:		00		
DATE OF LAST REVISION:		0		
DATE OF ISSUE:				

Registrar
 Dow University of Health Sciences
 Karachi.



Document Name:

Policy for Promotion in Undergraduate Programs (BS/DPT & Associate Degree Programs)

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Document Change Record

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DISTRIBUTION LIST

The following personnel are on the controlled distribution list:

- Vice Chancellor
- Pro-Vice Chancellor(s)
- **Registrar, DUHS**
- Head of Institutes and Colleges/ Program Directors of Bachelor/Undergraduate Programs
- Controller of Examinations
- **QMR/QEC Department**
- Director Admissions
- Deputy Registrar
- Director Finance

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TERMS AND DEFINITION

TERMS	DEFINITION
Academic Calendar	Every College/Institute/School must publish an Undergraduate and Graduate calendar/catalogue including schedule of its whole academic year (fall, spring semesters, remedial classes schedule), for the convenience of students and Faculty members.
Failed Course	If a student gets 'F' grade, s/he will be required to repeat the course or its recommended alternate, if any. However, "F" grade obtained earlier will also be recorded on the transcript.
Re-take	Retake refers to that retake exam that is offered in case of a failed exam/course failed the first time.
Pre-requisite Course	A prerequisite is a specific course or subject that a student must complete before they can take another course at the next grade level or advanced level. To be accepted into some courses, the student will have to pass with satisfactory performance a similar course in the same or a related subject at a lower grade level.
Transcript	A transcript is a copy of a student's permanent academic record at the University, including all courses taken throughout a course of study, including all grades received, in all degrees conferred to a student, postgraduate, undergraduate or diploma/certificate.
Promotion	<p>Annual Promotion: This is the practice adopted in all Colleges/schools wherein students are promoted to the next year of study, either in a professional program or a trade program, at the end of an academic year on the basis of their performance in the annual examination or weighted marks. In this case, if a student fails to attain a pre-determined standard, in a specific number of subjects, he/she is detained because of failure in the same semester and therefore, not eligible for promotion in the next semester, unless dictated otherwise by their governing body/accreditation council.</p> <p>Under another system, a student may be promoted to the next semester, on conditional basis, i.e., if he/she fails to make up his/her deficiency in a particular subject in which he/she is weak, he/she will be sent back to the original class, and will be required to satisfy those requirements before commencement of the</p>



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	<p>program as per curriculum plan.</p> <p>This gives a second chance to a student to save one academic year and associated costs. However, such a chance is given to a student only if his/her performance, with the required CGPA, as defined in this policy.</p>
Re-Admission	<p>Re-admission in the case of stuck off student is classified as a new admission, through University admission process, into the academic program they are applying to, unless they are being struck off, or have dropped out having admission cancelled on basis of non-attendance, any disciplinary action or having tried attempts to pass (as required by their governing body/accreditation council).</p>
Drop out Student/ Struck Off Student	<p>A "dropout student" means a registered student of the college/ institution, admitted after due process and who has left the institution either without attending classes or struck-off from the institution roll after failure to succeed successfully completing provided chances in the university's semester examination or after 2 instances of academic probation.</p> <p>Any student who may voluntarily withdraw from the University rolls is also considered a drop out, where he/she is unlisted from the roster after withdrawal, as per policy. Drop out may have associated fees, as per degree awarding program requirements</p>

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LIST OF ABBREVIATIONS

DOC	Document
DUHS	Dow University of Health Sciences
FM	Form
HEC	Higher Education Commission
PMDC	Pakistan Medical and Dental Council
ISO	International Organization for Standardization
OC	Organization Chart
QEC	Quality Enhancement Cell
QMR	Quality Management Representative
QMS	Quality Management System
QSP	Quality System Procedure
SOP	Standard Operating Procedure
VC	Vice Chancellor
BS	Bachelor of Science
Q Bank	Question Bank
CGPA	Cumulative Grade Point Average
GPA	Grade Point Average
HOD	Head of Department
DPT	Doctor of Physiotherapy
ION	Institute of Nursing

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1. PURPOSE:

This revised document has been developed to be consistent with the 2015 guidelines of Higher Education Commission, Pakistan and to be uniformly implemented in all the colleges/institutes/ schools of DUHS offering undergraduate programs with semester system of examinations.

The revised policy guidelines are designed to cover a range of policy decisions pertaining to implementation of the assessment system recognized in and used by a large number of participating DAs as per the HEC guidelines. This document will be shared widely within the University for Meticulous Implementation at all schools/institutes/ colleges offering BS programs, with a semester based system.

2. SCOPE:

This Promotion Policy is aligned with the Higher Education Commission, Pakistan's guideline for semester systems, and is to be applicable to all Bachelor of Sciences programs or Bachelor programs with BS qualification, including Doctor of Physiotherapy (undergraduate), Bachelor of Business Administration (BBA) and others with similar BS nomenclature, within the guidelines of the semester system. Those programs that do not have existing accreditation councils or guidelines for promotion defined as per accreditation council requirements will fall within the scope of this policy for promotion in undergraduate programs.

Furthermore, the "Promotion Policy for Students at Dow University of Health Sciences, From One Year to Another", **Ref. No. DUHS/Reg-2013/07-1090, dated 26th July 2013**, may only be applied to undergraduate constituent, affiliated, medical & dental, or Pharmaceutical Science programs of DUHS, or those programs with specified implementation of an annual system of examinations, or as per the examination schedule requirement of their accreditation council.

The notified policy referenced above (**Ref. No. DUHS/Reg-2013/07-1090, dated 26th July 2013**) does **not** apply to those allied health sciences programs that are following the semester system, specifically BS Nursing (Generic), Post RN Nursing, BS Medical Technology, BS Dental Hygiene, BS Dental Technology (Formerly BS Dental Care Professional), BS Radiologic Technology, Bachelor of Business Administration, BS Nutritional Sciences, BS Biotechnology, Doctor of Physiotherapy, BS Prosthetics & Orthotics, BS Occupational Therapy or any other Bachelor's program offered from the University.

3. RESPONSIBILITIES:

The following are the Responsibilities of Officers with regards to the Promotion Policy of undergraduate students in BS programs of the University:


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- 3.1.1 Governs and guides the implementation of the promotion policy for facilitation of all of its enrolled students.
- 3.1.2 Implementing of smooth conversion and coordination of examination system, holding of classes, as required for students that are to be placed in subsequent semesters.
- 3.1.3 Monitors and communicates/documents the attendance of each student enrolled in each course on a daily basis.
- 3.1.4 Supervises the administrative implementation of semester to semester offering of classes, as per requirement of curriculum in addition to remedial courses.
- 3.1.5 Resolving and handling of all student related matters, queries and grievances.
- 3.1.6 The Director/ Principal is to make an academic Calendar of the program, that will be shared with Examination Department, Q bank and QEC-DUHS on an semi- annual basis, for each semester defined in that program.
- 3.1.7 **ACADEMIC CALENDAR:** Every College/Institute/School must publish an Undergraduate and Graduate calendar/catalogue, including schedule of its whole academic year (including fall, spring semesters, summer or **remedial classes schedule**), for the convenience of students and faculty members.
 - The calendar will include the following information:
 - Semester starting date.
 - Students' semester break(s) during the course of the academic year.
 - Semester termination date.
 - Mid-Term exam week
 - Final exam week.
 - Result notification and transcript issues dates (as tentatively communicated to Controller Examination).

3.2 CONTROLLER OF EXAMINATIONS

- Responsible for the conduct of examinations, midterm, and regular and special case examinations, including re-takes, wherever applicable.
- Controller of Examinations will be responsible for issuing the transcripts (and degree supplement form on request) to students and their faculty advisors/administration of college/school/institute, in a timely manner to facilitate enrollment for the next semester or graduation.
- The Examinations Department will also provide each transcript of the student, which will have course grades, semester Grade point average (GPA) and cumulative GPA (CGPA).

3.3 Student Academic Advisor: The Institute's Principal/Director will assign an advisor, either a faculty member or academically knowledgeable personnel, to groups of students on entry/admission of the candidate through the students' course of study in the program.

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- 3.3.1 The advisor and the student together will develop a comprehensive plan of study that will guide the student to achieve their academic goals each semester.
- 3.3.2 The advising file of the student will be updated each semester and will include copies of transcripts and GPA earned from semester to semester basis, along with attendance in each class.

4. PROCEDURE


4.1 ATTENDANCE

- 4.1.1 Attendance in classes is mandatory especially in a semester system; University policy for minimum attendance must be implemented in all undergraduate teaching institutes/colleges/schools.
- 4.1.2 University policy for minimum attendance is 75%; however, each institute/college/school can make it more stringent in a specific discipline or a course to complete the requirements of that course. However, minimum attendance guideline will be according to University policy.
- 4.1.3 The instructor may report a student's absences to the Dean/HoD, and the student may be notified by his/her dean/HOD regarding failing to meet attendance requirements, at least once in the semester or periodically as the administrative capacity may allow.
- 4.1.4 A student may be stopped from midterm or final examination for not having adequate attendance in the course or the overall semester, which may be counted as an attempt to take a regular examination.

4.2 Failed Course: If a student gets 'F' grade, s/he will be required to repeat the course or its recommended alternate, as per curriculum requirements or recommendations of Curricular review committee of that program. However, "F" grade obtained earlier will also be recorded on the transcript.

4.3 Promotion based on Passing of Subjects/ Courses/ Papers:

- 4.3.1 Minimum **2.0 CGPA** is required for award of degree in the undergraduate program and a student must maintain at least **CGPA 1.7** in one semester to be considered eligible for promotion in the next semester.
- 4.3.2 The students acquiring GPA 1.70 and above, but **failing** in any paper(s) will be promoted to the next semester **conditionally** that he/ she will pass the course in the re-take examination, or in the next semester's retake examination, with the requirement to attend all the required classes in the next semester; furthermore, with max. attempts for retakes to be defined as no more than 4 overall, availed or unavailed. This is applicable to the candidates in the 1 & and 2nd years of a 4 year Bachelor program of study.
- 4.3.3 Therefore, number of attempts allowed to clear a course/subject/paper in the 1st and 2nd year program of study will be 4.

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- 4.3.3.1 After Utilizing full number of attempts, even missed attempts, and the subject not cleared/passed, will be grounds for the student to be dropped out of the program of study by the Principal/Director; however, student may re-enroll in another program or in the same program in the next admission cycle, through the advertised merit process of admissions, as per DUHS rules and procedures.
- 4.3.4 **Also, a student who secures less than 1.70 C.G.P.A. in the preceding two semesters will not be promoted to the next semester/ next year; however, the student may be eligible to appear in the re-take examination, or the regular examination, in order to pass the course and improve his/her G.P.A, when the examination of that course(s) is to be conducted/held, in which he/she is failing in the next academic session/semester/year, as per the academic calendar of the program of study. Full course fees would be charged to the student, as per DUHS rules for the number of courses taken in each semester, including failed or remedial courses.**
- 4.3.5 In addition, it is understood that the University is not required to offer all courses in each semester and the course may be offered in the next academic session, as per curriculum plan of study.
- 4.3.6 Students' full academic performance will also be considered when they are re-taking the course (with a less than 1.7 CGPA in the previous two semesters), and the student has to maintain and get at least minimum required marks in tests, practical, Projects, Thesis, Assignments, Mid-term Test and Theory Papers **aggregate**.
- 4.3.7 Minimum attendance as per University policy will be **ensured** in that immediate next session for the re-taking of the class..
- 4.3.8 After utilizing all 4 attempts, student is considered **automatically dropped** from the University program of study, a notification of which will be issued by the Principal/ Director of the BS program to inform the student upon announcement of result.
- 4.3.8.1 However, s/he will be eligible to seek re-admission. Re-admission will be allowed only once during 4 years BS degree program, as per admissions procedure of the University. Student must meet all regular requirements for re-admission and is not considered automatically re-enrolled, foregoing the merit process.
- 4.3.8.2 Readmission will be allowed after the payment of full admission fee and the student will be considered as an external candidate with others, and admitted as per merit list.
- 4.3.9 For the award of degree the student must have a minimum C.G.P.A. of 2.0 in the undergraduate program and completed all requirements in the max. Duration of the program.
- 4.3.9.1 Max. Duration of validity of enrollment in a 4 Years undergraduate program of study is defined as 8 years; 10 years for a 5 year professional year undergraduate program of study.

4.4 Remedial Classes during the Semester:

- 4.4.1 Since there are two regular semesters (fall, spring) in an academic year. Fall/Spring semesters will spread over 16-18 weeks (inclusive of 1 – 2 weeks for exams);

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however, remedial classes can optionally be offered, consisting of 4-9 weeks of concentrated study for completing any failed/remedial course work in subjects that are failed/not pass by candidates of that particular program of study, upon request to the Director / Principal.

4.4.2 Moreover, a student who has either failed or has been stopped to take the examination due to shortage of class attendance is allowed to register in these remedial classes, whenever offered during the academic year, and appear in the next attempt, with the registration of that course and full payment of fees for that course.

4.5 Freezing of Semester:

4.5.1 Freezing of first two semesters for BS is not allowed. Freezing of Semester will only be allowed after successful completion of 1st year program of study (semester 1 & 2).

4.5.2 If a student freezes a semester(s), s/he will resume his/her studies from the same stage where s/he left (froze). No freezing during the semester, after commencement and enrollment of the student, will be allowed. The maximum duration of the degree program shall remain the same.

4.5.3 If a student is not enrolled in any course in a semester, s/he will not be considered a regular student of University in that period. The student may then enroll in these courses in a subsequent semester; however, s/he will have to meet pre-requisites of any course taken. In addition, it is understood that the University is not required to offer all courses in each semester.

4.5.4 In special hardship cases, the University may allow a student the freezing of a semester with the prior permission of the Vice Chancellor. Medical certificate must be duly signed by the University Medical Board for the VC to make the decision.


4.5.5 The duration of Freezing is not to be longer than one year; furthermore, a candidate who gets a semester freeze can get re-admission next year with upcoming session, but hardship cases can be considered by the competent authority only.

4.5.6 Under special *hardship circumstances freezing of first semester can be considered by the approval of competent authority, which may include Iddat, Maternity/Delivery, Death in the immediate family or any other subject to acceptance on justified rationale.

4.6 Extension in Period of Study of Bachelor Programs:

4.6.1 In case of valid reason / excuse, the period of study may be extended for one additional year (Two Semesters) in the university program, upon case of student being submitted and permission granted from University's Academic Committee.

4.6.2 The student(s) who will not complete studies within stated periods including extension shall be struck off from the rolls of the University.

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4.6.3 The students who have been given the right to extend the duration of study for one additional year are then required to pay new registration fee, along with normal fee for that academic year.

4.6.3.1 They are also required to ensure minimum attendance requirements of the University for Undergraduate Programs and report on a timely basis for joining the program of study.

5. RELATED DOCUMENTS:

5.1 The Promotion Policy for Students at Dow University of Health Sciences, from one year to another, *Ref. No. DUHS/Reg-2013/07-1090, dated 26th July 2013*

6. RELATED RECORDS: None