

**Ministry of Science and Technology**  
**Department of Advanced Science and**  
**Technology**

**Technological University (Hmawbi)**



**Academic Regulations**  
**And Guide Book for**  
**Undergraduate Studies**

**July 2025**

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## 1. GENERAL ALLOCATIONS

- 1.1 Undergraduate students are advised to know and fully understand the academic regulation of the Undergraduate Programme Academic Regulation and it is the responsibility of all prospective students to comply with all the policies set out in this guide.
- 1.2 Subjected to its powers as the highest academic body of the University, the Senate reserves the right to change/amend any of these rules from time to time when circumstances require it and it will be effective from the date of the amendment confirmed by the Senate.
- 1.3 This regulation is enforced to all registered undergraduate students in this university including international students, international students who attend the student exchange programmes and students who attend the inter campus programmes (Cross-Campus Programmes) of the public higher education institutions.
- 1.4 Where it is not specifically stated in this regulation, the jurisdiction adopted in the implementation of this guide is within the power of the Senate. The power of Dean and the Registrar is specifically stated in certain clauses of this regulation.
- 1.5 Subjected to Article 1.1, the exception of any part of this Academic Regulation is within the absolute power of the Senate.

## 2. DEFINITION

**"Academic Punishment"** is a punishment imposed on students by the Student Disciplinary Committee for academic offenses.

**"Academic Session"** is a period of study of two (2) semesters and one (1) intersession and known as the University Academic Year.

**"Active Students"** are students who have paid university fees, completed the semester registration and course registration.

**"Course Assessment"** is a direct and indirect data collection method and evidence of student learning conducted systematically, continuously and recurringly by using diverse and different resources.

**"Program Assessment"** is a process of making judgments and decisions on student performance based on a benchmarking standard stated by a set performance criteria and performance target for a learning outcome based on evidence obtained by the assessment process.

**"Continuous Assessment"** is a continuous evaluation process throughout the course/module. It also covers the evaluation process used to assess the level of course achievement offered by a programme towards supporting the achievement of programme learning outcomes.

**"Audit Course"** is a course that is registered by the student, but the course's credit hours are not included in the calculation of the total credit hours to graduate and the examination results. Although the credit hours are not calculated, the student has to complete the course since it is officially registered, otherwise, the student has to withdrawal in time. If not, the student will get academic punishment.

**"CGPA" (Cumulative Grade Point Average)** is a measure of academic achievement of a student for the entire study that has been completed.

**"Core Course"** is a compulsory course for students in a programme.

**"Course Fail"** is not reaching the minimum grade of a course set by the University.

**"Course Registration"** is a process of student's enrolling in certain courses in a programme within a specified period of time. (eg, Before two weeks after the new semester starts)

**"Course"** is the subject offered by each programme and it has a specific code.

**"Coursework"** is a learning that can include and not limited to projects, practical reports, practicum, assignments, quizzes, oral tests and field work for a certain course.

**"Credit for one course"** is a quantitative measure that symbolises the burden of learning to achieve certain learning outcomes.

**"Current student"** is a student who has been through at least one (1) semester of study at the university.

**"Examination Room/Hall"** is any place/space used for examination purposes.

**"Examination"** is any means or method of assessment resulting in a score or grade given for a course or part of the course.

**"Academic Committee (Senate)"** is a Committee chaired by the Rector and consists of the Pro-Rectors, Heads of Departments, and Head & Deputy Head of Department for Academic Affairs /Registrar as Secretariat / Secretary and associate secretary. The Committee will discuss issues related to academic affairs.

**"Fee"** is the payment set by the university for a particular purpose.

**"Final Assessment"** is an assessment that includes the final assessment of the semester, the final performance / presentation and final project.

**"GPA" (Grade Point Average)** is the measure of an academic achievement of a student in a semester.

**"Head of Department"** is an academic officer leading a department at the Faculty/University.

**"Inactive Students"** are students who did not pay fees, did not complete the semester registration and course registration.

**“Industrial Training/Internship Program”** refers to full-time placement of students in an organization to conduct practical training supervised in the selected industry, whether outside or within the country, within the set period before they are awarded a Bachelor's Degree.

**“Thesis”** A long piece of writing on a particular subject / Dissertation involving personal research, written by a candidate for a degree.

**“Learning Hour”** is the amount of time of learning required to meet credit requirements. **“Lecture”** is the learning class of a course.

**“New Students”** are students who have not yet completed one (1) semester of study at the University.

**“Passing Course”** is the minimum achievement grade of a course set by the University.

**“Plagiarism”** is to copy ideas, sentences or information without acknowledging the original writer and admitting it because of a student's own work.

**“Programme Coordinator”** is an academic officer appointed by the Rector to coordinate a programme of study.

**“Programme”** is a field of Bachelor's degree study offered by the Faculty/Department.

**“Semester”** is a period of study (usually sixteen (16) weeks) set by the Senate for teaching and learning activities.

**“Senate”** is the highest academic body of the university entitled to control and provide general instructions on teaching, research and examination, and the conferment of degrees, diplomas, certificates and other academic credits.

**“Re-examination Assessment”** is an assessment of a course for student who fails in the semester of study.

**“SMS”** is the abbreviation for the Student Management System. This "real time" computer system is a digital system that stores all information and data of all undergraduate students who are currently and have studied at the University.

**“Student Appeal Committee”** is a Committee chaired by the Rector, Pro-rector to consider and examine the case of student appeal to continue their studies after obtaining a failed and discontinued decision for a semester.

**“Student Disciplinary Committee”** is a Committee chaired by the Rector, Pro-Rector and consists of Heads of Academic Departments. The Committee discusses cases of students who violate the academic regulations.

**“Student Registration”** is the process of student's enrolling into programmes and semester and settling the tuition fees within the set period of time.

**“Student”** is a registered student, pursuing courses of study, teaching, training or research from any description at the matriculation, undergraduate, postgraduate.

“**Study Fee**” is the payment set for the study of a programme only.

“**Suspension of Study**” is a temporary period allowed for students to not pursue their studies.

“**Tutorial**” is a discussion session held between students and tutors / lecturers / facilitators.

“**University**” is Technological University (Hmawbi)

“**University Elective Course**” is a course taken either from other programmes within or outside the Faculty/Department

“**Exchange Program**” is a program in which course/ internship/project and research from other relevant government recognized universities can be exchanged with this university. The exchange program must be allowed from both universities. Credit units can be transferred for the recognized exchange program.

“**University fee**” is the fee set by the University to the student from time to time.

### **3. ACADEMIC SESSION**

3.1 The Academic Session of University Studies is defined by semester system having sixteen (16) weeks per semester.

### **4. STUDENT REGISTRATION**

#### **4.1 New Student Registration**

All student candidates shall enroll as students in the programme offered within the set period of time. Offer is considered to be cancelled if the student candidate fails to do so without acceptable reason for the University.

#### **4.2 Current Student Registration**

4.2.1 Current student must register for each semester of study by the date set by the University. Students who fail to complete the registration without reasonable excuses will be suspended.

4.2.2 Students who do not conform to the set minimum of credit will be cancelled registration and given the status of **Deferment of Study, subjected to item 4.3.3**. The delay period of this study will be accounted for in the maximum period of student’s study.

4.2.3 Students who have deferred / are suspended need to register in the next semester upon expiration of the deferment/ suspension.

4.2.4 Student registration is considered completed upon payment of all current fees and all debts to the University for the previous semester.

#### **4.3 Course Registration**

4.3.1 The course registration is a must, and students are fully responsible to register for courses that need to be taken in each semester through the Student Management System (SMS). Students are fully responsible for printing and ensure the accuracy of the registered courses in the registration slip. If there are errors, the student must report to the University latest by the end of the fifth (5<sup>th</sup>) weeks of lecture for the correction.

4.3.2 Registration of a certain course is subjected to the course offered by each programme for the set semester only.

4.3.3 Students are only allowed to register between ten (10) to twenty-four (24) credits on each semester. Application for out-of-range registration for students with less than ten (10) credits and exceeding twenty (24) credits shall obtain the Dean/HoD's approval.

4.3.4 Students are only allowed to add and withdraw courses until the fourth week (4<sup>th</sup>) of lecture. However, these adding and withdrawal of courses are subjected to the needs and requirements of the professional bodies, for relevant programmes. Grade will not be provided if the student fails to register a course legally. Add / Withdrawal of courses after the fourth week (4<sup>th</sup>) is subjected to the Dean/HoD's approval and within the period set by the University. Approved applications will be penalized as decided by the University.

4.3.5 Course status change registered to the Audit Course can be made until the fourth (4<sup>th</sup>) week of the semester.

4.3.6 Core courses will only be offered in the first and second semesters.

4.3.7 Students who are currently undergoing Internship / Industrial Training (IT) are not allowed to follow any other courses within the (Intern/IT) period.

4.3.8 Students are required to register courses according to the curriculum structure/study plan set by their respective faculty/department.

### **5. CREDIT SYSTEM**

5.1 Each course has a credit value based on the criteria set by the Senate.

5.2 The credit value of each course is based on the learning time/hours.

**Credit Based Semester System (CBSS) is shown in detail in Appendix 1.**

## **6. PROGRAMME ACCUMULATED CREDIT**

6.1 Students are required to follow the minimum credit amount set by each program. However, the Senate reserves the right to set a different minimum of credit amounts based on special needs and requirements.

6.2 The amount of credit in Item 6.1 shall be taken from the course cluster subjected to the latest programme standards or the requirements of their respective professional bodies.

## **7. DURATION OF STUDY**

7.1 The University period of study are as follows:

<b>Programme</b>	<b>Study Duration</b>	
	<b>Minimum</b>	<b>Maximum</b>
5 years (Bachelor Degree)	eight (8) semesters	sixteen (16) semesters

7.2 Application to extend the duration of study exceeding the maximum period or shortening the minimum period of study as in Item 7.1 shall be certified by the Faculty/Department. The decision of the application is subjected to the approval of the Senate.

7.3 In the case of Fail and Terminated students approved by the Senate to continue their studies, the duration of study will still take into account the entry year of the student.

## **8. ASSESSMENT SYSTEM**

### **8.1 Assessment Method**

8.1.1 Course assessments are usually carried out continuously through evaluations (written/oral), assignments and other forms of course work.

8.1.2 Students will be prevented from taking an exam for a course if students do not meet the attendance requirements regarding teaching and learning activities set by the University;

8.1.3 Course assessment is divided into continuous assessment and final assessment. The percentage of the two assessments is subjected to either the latest programme standard or requirement of professional body.



## 8.2 Grade Classification

8.2.1 The grade classification is based on the requirements by the University Senate that apply to all undergraduate students.

A graduation course assessment can be given symbols as follows:

### **Pass/Fail (*P/F*)**

Given to a particular course where the result is not graded but only given Pass or Fail status. Credit is taken into account for graduation purposes unless credit for Remedial Courses.

### **Incomplete (*I*)**

Given with Senate approval to the course that cannot resolve course requirements for reasonable reasons. Students need to complete the requirements completely by the fourth week (4<sup>th</sup>) after the end of the semester to obtain a full assessment and grade. The results of the assessment generated are not final. For industrial training courses only, the period is extended to the eighth week (8<sup>th</sup>) after the semester ends to obtain full assessment and grade.

### **Audit (*Au*)**

Status and *Au* Grade will be given to students who register and attend Audit courses (*Au*) with at least 75% and above attendance. Registration or exchange of status to the Audit course shall be made before or in the fourth (4<sup>th</sup>) week of the semester.

### **Health Problem Case (*H*)**

Given to students who stall their study for a semester due to medical related cases based on a medical report recognized by the University.

### **Withdrawal (*W*)**

Given to students who have been approved to voluntarily stop pursuing studies at the University.

### **Repeat Course (*Rn*)**

This symbol is recorded in the semester results slip for the repeated course after being taken but failed. Only the credit and latest grade points of the repeated courses will be taken into account for GPA and CGPA calculations for Academic Record. The *n* symbol after the letter R shows the number of times the course has been repeated.

8.2.2 The grade and grade point given for a course is as shown in the following table:

Score Range	Grade	Grade Point	Status
90 -100	A+	4.00	Excellent
80 - 90	A	4.0	Very Good
75-79	A-	3.67	
70-74	B+	3.33	Good
65-69	B	3.00	
60-64	B-	2.67	
55-59	C+	2.33	Satisfactory
50 - 54	C	2.00	
40 - 49	D	1.00	Marginal Pass for General Engineering Course if GPA is $\geq 2.00$
40 - 49	D	1.00	Fail for Discipline Core (DC) Core Engineering Course even if GPA is $\geq 2.0$
0 - 39	F	0.00	Fail

Grade C - With a score range between 50 - 54 and the 2.00 grade point is calculated as a *PASS* for all courses.

Grade D – With a score range between 40 – 49 and the 1.00 grade point is calculated as a *Marginal PASS* if GPA is greater than or equal to 2.00 for General Engineering Courses, otherwise *FAIL*.

Grade D – With a score range between 40 – 49 and the 1.00 grade point is calculated as *FAIL*, not as a *Marginal PASS* even if GPA is greater than or equal to 2.00 for Discipline Core (DC) Core Engineering Courses.

Grade F - With a score range between 0 - 39 and the 0 grade point is calculated as a *Fail* for all courses.

### 8.3 Assessment Result

8.3.1 The achievement of a student in a semester is indicated by the grade point average (GPA). The overall achievement of a student on a programme is shown with the cumulative grade point average (CGPA). GPA and CGPA calculation methods are as follows:

**Earned Points  $\equiv$  (Awarded Credit Points x Awarded Grade Points) for a course**

Grade Point Average (GPA) for a semester

$$GPA_X = \frac{\text{Total earned points in semester X}}{\text{Total credit points of eligible courses in semester X}}$$

Cumulative Grade Point Average (CGPA) for semesters under consideration

$$CGPA = \frac{\text{Total earned points in semesters under consideration}}{\text{Total credit points of eligible courses in semesters under consideration}}$$

Examples of GPA and CGPA calculations are as in Appendix 2.

8.3.2 All courses are taken into account in GPA and CGPA calculations except for courses that are not given grades. The assessment results for students who obtained incomplete grades for a course are not considered the final grade until the actual grade is endorsed by the Senate.

8.4.2 The eligible students must submit an application to the Dean of the Faculty that is offering the course by accompanying payment of the set fee per credit.

8.4.3 The student's application for a special re-examination is subjected to the approval of the Dean of the Faculty except for the following students:

- (a) Students who have been blocked to sit for the final examination; or
- (b) absent during the final examination; or
- (c) commit an academic offense during the final examination.

8.4.4 Special Re-Examination is equivalent to the topic of the final examination of the semester. Overall scores will include Special Re-Examination and continuous assessment.

#### 8.5 Appeal for Rechecking of Course Assessment Results

8.5.1 Appeals to recheck the results of the assessment of a course shall be submitted to the Dean of the Faculty/Head of the department at the appointed date by submitting proof of payment (receipt) along with the application.

8.5.2 The re-evaluation results shall be endorsed by the respective faculty of the Department and Departmental Examination Committee and the Academic board before submitted for the approval of the Senate.

8.5.3 Every decision made on this method is final and no appeal will be entertained after the confirmation of the Senate.

#### 8.6 Announcement of the Semester Assessment Results

8.6.1 The student's academic achievement results for each semester will be announced within the period set by the University.

8.6.2 Student evaluation results are accessible and can be downloaded online subjected to debt clearance with the University.

- 8.6.3 Students are responsible for notifying the University from time to time on any change of personal information of the student for the purpose of updating the data and records.

## 9. STUDENT ACADEMIC STATUS

9.1 The results of the semester assessment will determine the eligibility of a student to continue his/her studies. A student can be given a graduate status of *Pass*, *Pass by Course Repeat*, *Conditional Pass*, a *Conditional Pass by Course Repeat* and *Fail and Dismiss*.

### 9.1.1 Pass

- (a.) Pass Status with 50 marks and Above in each subject
- (b.) Marginal Pass with 40-49 marks for General Engineering, Grade D with GP 1.00 and GPA of 2.00 and above (No need to take re-exam)
- (c.) Fail Status with 40-49 marks in DC Subject, Grade D with GP 1.00 and GPA of 2.00 and above (Need to take re-exam)

Remarks: Fail Status with 0-39 marks in each subject and Grade F with GP 0.00

### 9.1.2 Pass by Course Repeat

Students are given the status of Pass by Course Repeat by getting a CGPA of 2.0 and above but Fail in a course and need to repeat the course.

### 9.1.3 Warning 1 and Warning 2

#### 9.1.3.1 Warning 1

Students are given a Warning 1 status by getting a CGPA less than 2.0 for the first time (or) non-consecutive semester.

#### 9.1.3.2 Warning 2

Students are given a Warning 2 status by getting two consecutive CGPA less than 2.0.

### 9.1.4 Dismissal

Students are given Dismiss status if:

- (a) CGPA is less than 2.0 in three consecutive semesters: or
- (b) Failure to meet the maximum semester limit requirement without official permission
- (c) Deferment of the study for more than six (6) semesters during the course of study except the health cases will be given a Dismiss from Study Status.
- (d) The deferment students with more than four (4) times in continued studies will be given a Dismiss from Study Status.

## 9.2 Repeat to Redeem a Failed Course

9.2.1 Students who failed in Core Courses may repeat the course subjected to the maximum period of authorised study.

- 9.2.2 Students who failed Elective courses can be repeated or replaced with any other university's Elective course. However, the failed Elective course credit will be taken into account in the calculation of the CGPA.
- 9.2.3 Students who have met the requirements of the total credit amount to graduate but still need taking additional elective courses and getting a Fail grade for the course do not need to repeat the course. However, the credit and the failed course grade point will be taken into account in the calculation of GPA and CGPA.
- 9.2.4 For each course repeated, only the latest grade is taken into account in GPA and CGPA calculations for Academic Record. Other grades are recorded as records only.

## **10. ACADEMIC ETHICS**

- 10.1 Students convicted by the University Student Disciplinary Committee may be punished in accordance with the Rules / Student Discipline of Technological University (Hmawbi).
- 10.2 Students convicted of any disciplinary offenses are not eligible for the University's List for the affected semester.

## **11. DEFERMENT OF STUDY**

- 11.1 Registered Students may apply to defer their studies with the HoD's approval before the end of the second week (2<sup>nd</sup>) of a semester. The application deferment of studies can be applied for one semester of one session of study. However, the approval for students to defer the study is limited to two (2) times only for continued semesters and only for six (6) semesters during the course of study. If the reason for deferment of studies is other than health cases exceeding three (3) semesters, the student will be given a Dismiss from Study Status.
- 11.2 Application for deferment after the second week (2<sup>nd</sup>) of study in a semester will not be considered except for a case of health disorder. The period of deferment of study will not be taken into account in the calculation of the maximum duration of study for the student.
  - 11.2.1 A student who is ill for a somewhat long period of time may be given a deferment of study for a certain semester by the Dean of the Faculty. In such a case an acknowledgement from a Medical Doctor is required. An acknowledgement from a non-Medical Doctor can be considered in certain cases after the student concerned undergoes a medical doctor's treatment first. In the case of mental illness, approval to re-register is subjected to the Medical Doctor concerned.
  - 11.2.2 The Medical Doctor who treats the student must consist of Government Doctors, University Physician, University Doctor, University Panel Doctor or other doctors recognized by the University.

- 11.2.3 For students who have deferred their studies due to health disorder exceeding four (4) semesters, they will be referred to the University Medical Committee, to determine whether the student is fit to continue the study or vice versa. The University Medical Committee may also recommend that the students change the programme of study if need be.
- 11.3 An active student facing problems other than the above item 11.2 may also be given a deferment approval before the end of the thirteenth week (13<sup>th</sup>) for a semester subjected to the approval of the Dean of the Faculty/Head of the department, and the period of deferment will be added to the student maximum period of study calculation.
- 11.4 Students whose deferment application has been approved will lose the university student status during the period of deferment.
- 11.5 Current student whose deferment application has been approved is eligible to reimburse the paid tuition fees subjected to the rate set by the University.
- 11.6 For students who have not paid the University Fees and have not registered as an active student and wish to apply for deferment before the end of the second week (2<sup>nd</sup>) of lecture will not be charged for the tuition fee for the semester. Meanwhile, for the application of deferment after the second week (2<sup>nd</sup>) of lecture, apart from those with health related cases, the applicant must pay the tuition fee for the semester.

## **12. SUSPENSION OF STUDY**

- 12.1 Students who have not registered and applied for a deferment before the end of the second week (2<sup>nd</sup>) will be suspended for the semester. Students must re-register at the next semester.
- 12.2 Students who have registered for the semester but did not register for courses offered in the semester and have not applied for deferment will be suspended for the semester. Students who are suspended from studies on this clause shall re-register at the following semester to continue their studies.
- 12.3 The University's decision to suspend a student from their studies under Articles 12.1 and 12.2 is final and the affected students are not allowed to apply for deferment from their studies upon the suspension of study except for cases related to health disorder.
- 12.4 Students who have been suspended for more than four (4) semesters during the course of study as a result of items stated in Article 12.1 and 12.2, will be given the status Dismiss from Study.
- 12.5 The suspension period from study is taken into account in the overall calculation of the student maximum period of study.
- 12.6 Students may be suspended from studies if the students are found guilty of disciplinary offenses and are subjected to suspension of study for a period set by the University Student Disciplinary Committee.

### **13. DISMISSAL FROM STUDY**

13.1 Student will be dismissed from study if:

- (a) Students fail to re-register before the end of the second week (2<sup>nd</sup>) of the current semester, after being given the status of suspension from the study in the previous semester, and did not apply for a deferment of the study in the current semester; or
- (b) Students have deferred their studies for reasons other than health disorder cases exceeding six (6) semesters during the course of study (refer to item 11.1); or
- (c) Students who have been suspended for studies exceeding four (4) semesters during the course of study (refer to item 12.4); or
- (d) Students have exceeded the maximum period of study; or 3 consecutive CGPA less than 2.0.
- (e) Students have been sentenced to dismissal from the University after being found guilty by the University Student Disciplinary Committee for conducting academic disciplinary offenses.

### **14. CHANGE OF UNIVERSITY**

Students who have confirmed their registration in a programme at Technological University (Hmawbi) ARE NOT ALLOWED to change programme to other universities. However, the student can transfer to another University of the same Curriculum Framework (TU-TU, TU-PU, CU-CU, CU-PU, PU-PU and COE-COE), according to the rules and regulations of the Ministry. If the student wishes to register at another university, the student shall apply to withdraw from following the registered programme by making a written request to the Dean/HoD of the Faculty/Department. A Letter of Approval to withdraw will be issued by the Division of Undergraduate Studies subjected to the debt clearance to the University.

### **15. WITHDRAWAL FROM STUDY**

- 15.1 A student may withdraw from a study programme by submitting a written request to the Dean of the Faculty/Head of the Department. Approval letter for withdrawals will be issued by the Division of Undergraduate Studies.
- 15.2 A reminder notice will be issued to students applying to withdraw for students to clear all debts arrears to the University. The withdrawal letter of approval is only issued after the student settles all debt arrears to the University.
- 15.4 The University's decision to approve the student's withdrawal from study is **final** and students are not allowed to make cancellation or withdrawal of the approved applications.

## 16. CONFERMENT OF DEGREE

16.1 A student must meet all of the following conditions to graduate and awarded a **Bachelor Degree**.

- (a) **Passed all the courses required** for the programme within the set period;
- (b) **Obtained a CGPA of at least 2.0;**
- (c) Completed the number of credit predetermined by the Senate;
- (d) Met all the requirements of the Academic Regulations for Undergraduate Degree;
- (e) Endorsed to be awarded a degree by the Faculty/Department Examining Committee and endorsed by the Senate;
- (f) Met all other requirements required by the Senate;
- (g) Conditions for the classification of conferment of the Bachelor's Degree is by the consideration of the Senate.

16.2 The qualifying requirements for postgraduate Diploma studies & Master degree are as follows:

(Effective from the First Semester of 2024-2025 Academic Year)

CGPA	Level	Eligible Program
3.7 and above	First Class	Qualify for Postgraduate Diploma and Master studies
3.0 – 3.6	Second Class Upper	
2.0 – 2.9	Second Class Lower	CGPA $\geq$ 2.7 Qualify for Postgraduate Diploma studies CGPA $<$ 2.7 Entitle for entrance examination to Postgraduate Diploma studies

## 17. REFERENCES

- Academic Regulations for Undergraduate Studies, Universiti Malaysia Sarawak, Malaysia
- Student Handbook 2021-2022, Ghulam Ishaq Khan Institute of Engineering Sciences and Technology, Pakistan
- Student Handbook Undergraduate, National University of Sciences and Technology (NUST), Pakistan
- Undergraduate Student Handbook 2022-23, University of Engineering and Technology, Peshawar, Pakistan
- Regulations for Undergrad Studies Guide book, 2024, Yangon Technological University, Yangon, Myanmar.



## CREDIT-BASED SEMESTER SYSTEM UNDERGRADUATE PROGRAMME

Programme Criteria		range		40		No. of fresh student intake			
						1			
						16			
						Weeks per semester			
						SLT per credit point			
Required credit points for graduation		145	160	Course limit in semester					
Nominal semesters		10							
Nominal credit points in a semester		16	18	6	courses				
Minimum credit points in a semester		10	12	4	courses	580	640		
Maximum credit points in a semester		22	24	8	courses	0	0		
Minimum semester limit		8				640	720	40	45
Maximum semester limit		16				400	480	25	30
						880	960	55	60

SLT = Student Learning Time (hours)

= Face-to-Face + Non-Face-to-Face (Supervised/Unsupervised Self Study) + Assessment

## Performance control during the study

**I. Continuation of study** → No limitation. Proceed with approved regulations.

a. CGPA  $\geq 2.0$

**II. Warning 1** → Limited to nominal CP in next semester.

a. CGPA  $< 2.0$  (First time or non-consecutive)

**III. Warning 2** → Limited to nominal CP in next semester.

a. 2 consecutive CGPA  $< 2.0$

**IV. Dismissal** → Dismissal from the study

a. 3 consecutive CGPA  $< 2.0$

## Completion of study

**I. Fulfilment of credit point requirement for graduation within semester limits**

**II. Performance criteria**

CGPA  $\geq 3.0$  → Qualify for Master studies

CGPA  $\geq 2.7$  → Qualify for Postgraduate Diploma studies

CGPA  $\geq 2.0$  → Qualify for Graduation

## Termination of study

- I. Failure to meet the maximum semester limit requirement without official permission
- II. Dismissal due to performance control during the study

Grading System for individual courses						
Marks (%)	Grade	GP	Status			
90 - 100	A+	4.00	Excellent	PASS	Credit Points (CP) awarded for PASS	No Credit Points (CP) awarded for FAIL
80 - 89	A	4.0	Very Good			
75 - 79	A-	3.67				
70 - 74	B+	3.33	Good			
65 - 69	B	3.00				
60 - 64	B-	2.67				
55 - 59	C+	2.33	Satisfactory			
50 - 54	C	2.00				
40 – 49	D	1.00	Marginal Pass	PASS if GPA ≥ 2.00 or FAIL if GPA < 2.00 For General Engineering Courses		
40 – 49	D	1.00	Fail	Fail even if GPA ≥ 2.00 for Discipline Core (DC) Core Engineering Courses		
0 - 39	F	0.00	Fail	FAIL		
NA	U	0.00	Unsatisfactory course due to inadequate class attendance			
NA	I	NA	Incomplete course which must be completed within an approved period to be awarded appropriate Grade/GP. No completion will be graded as <b>FAIL</b> .			
NA	W	NA	Withdrawn course (within approved period from the course register)			
NA	Au	NA	Audit course which is registered without earning CP			

1. Credit points (CP) for a course will be awarded only for grades which are qualified for PASS.
2. No awarded CP for courses with FAIL and U status.
3. Grade and GP achieved for a course are not subject to change in all circumstances.
4. CP & GP awarded for all eligible courses which are officially registered with exception of Au & W courses will be considered in Earned Point calculation for GPA and CGPA.

GP = Grade Point

CP = Credit Point

GPA = Grade Point Average

NA = Not applicable

CGPA = Cumulative Grade Point Average

Earned Points = (Awarded Credit Points × Awarded Grade Points) for a course

**Grade Point Average (GPA) for a semester**

$$GPA_X = \frac{\text{Total earned points in semester } X}{\text{Total credit points of eligible courses in semester } X}$$

(GPA will be rounded to two decimal places.)

**Semester 1 CGPA = GPA<sub>1</sub>**

**Cumulated Grade Point Average (CGPA) for semesters under consideration**

$$CGPA = \frac{\text{Total earned points in semesters under consideration}}{\text{Total credit points of eligible courses in semesters under consideration}}$$

(CGPA will be rounded to one decimal place.)

**Programme management**

**I. Course registration**

**A. Semester 1**

1. All students shall take all courses of Semester 1 in the relevant curriculum.
2. Nominal CP only is allowed to study in Semester 1.

**B. Starting from Semester 2**

1. All students must submit course registration within the first 2 weeks of a semester.
2. Course registration must be approved by relevant departments and university.
3. All departments must offer all necessary courses for RETAKE in the next adjacent semester.

**C. Unsatisfactory courses**

1. Course attendance < 75% → U grade → RETAKE the course in next semester.
2. The course with U grade will be mentioned in Academic Record.
3. Course attendance criteria are in accordance with the class attendance management.

**D. Incomplete courses**

1. I grade will be assigned temporarily for a course in the following conditions.  
Student fails to complete all laboratory/practical components of a course.  
Student fails to complete formative assessment tasks of a course.

Student fails to take summative assessments of a course.

2. Deficiencies which result in the I grade must be resolved before RE-EXAM results are announced. The relevant department shall arrange necessary actions for the deficiencies.
3. Failure to resolve deficiencies in allotted time without official approval will result in FAIL or RETAKE for the course.

**E. Withdrawal of courses**

1. Registered courses can be withdrawn before the end of the 10<sup>th</sup> week in a semester.
2. Maximum semester limit must be satisfied.
3. Minimum CP limit in semester must be satisfied.
4. Withdrawn compulsory courses must be studied in the next adjacent semester.

**F. Audit courses**

1. Opportunity for students to study extra courses other than required courses in relevant curriculum to improve impression of academic record.
2. Elective courses in relevant curriculum and courses from other disciplines can be registered as audit courses with approval of relevant departments.
3. Maximum CP limit in semester must be satisfied to take audit courses.
4. Students must complete all assessment tasks including exams of an audit course.
5. Successfully completed audit courses will be mentioned with Au grade in Academic Record.
6. Completed but failed audit courses will not be mentioned in Academic Record.

**II. Examination Management for all semesters**

**A. For regular exam of a semester (refer to the Grading System for individual courses)**

1. Results will be announced before Re-exam period.  
PASS → CP, Grade and GP awarded for the course (except Au & W courses)  
FAIL → RE-EXAM for the course.

**B. For RE-EXAM**

1. Re-exam will be within one week or two weeks before next semester.
2. Results will be announced within the first one week of the new semester.
3. Re-exam results  
GP ≥ 2.00 → PASS & Grade “C” and GP = 2.00 only will be awarded for the course.

GP = 1.00 & GPA  $\geq$  2.00  $\longrightarrow$  MARGINAL PASS & GP = 1.00 will be awarded for the General Engineering courses.

GP = 1.00 & GPA  $\geq$  2.00  $\longrightarrow$  FAIL & GP = 1.00 will be awarded for the Discipline Core (DC) Core course.

GP = 1.00 & GPA < 2.00 or GP = 0.00  $\longrightarrow$  FAIL  $\longrightarrow$  RETAKE the course in next semester.

C. Effect of exam outcome

1. All courses PASS in previous Semester

No limitation. Proceed with the approved regulations.

2. Some courses FAIL or U in previous Semester

Retake FAIL and U courses.

Take new courses considering pre-requisite and max. CP limit.

3. End of Semester

Follow the relevant criteria  $\longrightarrow$  Performance control during the study

$\longrightarrow$  Completion of study or Termination of study

### III. Quality Assurance

1. Outcome-based education (OBE)

- PEOs, POs for the relevant programme, and COs & Constructive Alignment (CA) for courses
- Course Policy, Delivery & Assessment Plans, CQI for transparency & efficiency

2. Quality Assurance at University/Faculty & Programme level

University/Faculty Quality Education Management Committee

- Quality Education Monitoring Committee
- University/Faculty Exam Question Moderation Committee
- University/Faculty Exam Outcome Monitoring Committee
- Programme Management Committee in relevant Department
- Programme Implementation & Outcome Monitoring Committee
- Programme Exam Question Moderation Committee
- Programme Exam Outcome Monitoring Committee

### IV. Class Attendance Management

Students are obliged to participate in teaching/learning and assessment activities of all registered courses. Failure to fulfil this obligation shall result in a negative effect on outcome of the relevant study.

1. Class attendance

- A. Class attendance is calculated based on actual face-to-face time for a course. Actual lecture and tutorial (in-person or online) classes are counted in actual face-to-face time for a course.
- B. The relevant department for a course is responsible for calculating class attendance in the course. Relevant academic staff are responsible for actual face-to-face time.
- C. When a student is granted officially approved leave in any form for a particular period, the concerned period will not be included in actual face-to-face time.

## **V. Absence from the study**

### **1. Absence with officially approved leave**

Official approval for leave is authority of relevant department and/or university staff depending on nature of absence.

- (a) Absence up to 15% of actual face-to-face time of a course

Relevant academic staff responsible for a course can approve leave of student's absence with prior notice or any form of explanation after the absence. The relevant academic staff shall report the approval of leave to the relevant department authority (head or any authorized staff).

- (b) Absence from 15% up to 25% of actual face-to-face time of a course Relevant department authority (head or any authorized staff) shall approve leave of absence with prior notice or any form of explanation after the absence to relevant university authority for granting official approval. Awarded CP for relevant course will not be affected by the officially approved leave.

- (c) Absence more than 25% of relevant curriculum in a semester

Relevant department authority (head or any authorized staff) shall recommend leave of absence with prior notice or any form of explanation after the absence to relevant university authority for consideration of official approval. Relevant authority of the university shall grant one of following decisions.

- Granting withdrawal of all courses for the concerned semester. The concerned semester will be included in maximum semester limit calculation.
- Granting leave of absence for the concerned semester and withdrawal of all courses for the concerned semester. The concerned semester will not be included in maximum semester limit calculation.

(d) Absence of one or more semester(s)

Relevant department authority (head or any authorized staff) shall recommend leave of absence with prior notice (or any form of explanation after concerned absence if it is deemed acceptable) to relevant university authority for consideration of official approval. Relevant university authority shall decide to grant or reject the official leave of absence.

- Granting leave of absence for the concerned semester(s). The concerned semester will not be included in maximum semester limit calculation.

**Examples of the calculation for Grade Point Average (GPA) and the Cumulative Grade Point Average (CGPA)**

**1. Grade Point Average (GPA) Calculation Semester 1**

Course Code	Credit	Grade	Grade Point	Earned Point
EBM1013	3	B+	3.33	9.99
EBQ1013	3	B	3.00	9.00
EBF1013	3	A-	3.67	11.01
SSX0012	2	A	4.00	8.00
<b>Total</b>	<b>11</b>			<b>38.00</b>

**Grade Point Average (GPA) for semester**

$$GPA_x = \frac{\text{Total earned points in semester } X}{\text{Total credit points of eligible courses in semester } X}$$

$$= \frac{38.00}{11}$$

$$GPA_1 = 3.45$$

**2. Cumulative Grade Point Average (CGPA) Calculation Semester 2**

Course Code	Credit	Grade	Grade Point	Earned Point
EBF1023	3	B	3.00	9.00
EBQ1023	3	B-	2.67	8.01
PBF1012	2	A	4.00	8.00
SSX0022	2	A	4.00	8.00
<b>Total</b>	<b>10</b>			<b>33.01</b>

$$CGPA = \frac{\text{Total earned points in semesters under consideration}}{\text{Total credit points of eligible courses in semesters under consideration}}$$

$$= \frac{38.00 + 33.01}{11 + 10}$$

$$= \frac{71.010}{21}$$

$$CGPA = 3.4$$