

Khyber Medical University

Examination Regulations 2017 Amended 2023



KHYBER MEDICAL UNIVERSITY

Phase-V, Hayatabad, Peshawar


REGISTRAR
Khyber Medical University
Peshawar

THE KHYBER MEDICAL UNIVERSITY EXAMINATIONS REGULATIONS, 2017

(Amended 2023)*

1. These regulations may be called “**The Khyber Medical University Examinations Regulations, 2017 (Amended 2023)**”* in terms of Section 25(2)(b) and 29(1)(e) of **The Khyber Pakhtunkhwa Universities Act 2012 (Amended 2016)**.
2. These Regulations shall come into force at once.
3. Eligibility to appearing in the University: A student shall be eligible to appear in a professional examination if he / she fulfill the following conditions:
 - (a) Has passed all the subjects of the previous examination.
 - (b) Has undergone the specified period of theoretical and practical courses and clinical training including demonstrations for the said examination to the satisfaction of the Department concerned.
 - (c) No student is eligible for university examination without having attended at least 75% of lecturers, demonstrations, tutorials and practical / clinical work both in-patient and out-patient departments in that academic session.
 - (d) Has his / her name submitted to the Controller of Examination KMU by the Principal on clearance by the Head of Institute / teacher concerned?
 - (e) Has paid the requisite fees for the examination to the KMU and has cleared all the college / hostel dues.
 - (f) Any student who fails to clear the 1st Professional MBBS examination in ****SIX** chances availed or un-availed after becoming eligible for the examination shall cease to become eligible for further medical education in Pakistan.
 - (g) Any student who fails to clear the 2nd Professional MBBS examination in ****SIX** chances availed or un-availed after becoming eligible for the examination shall cease to become eligible for further medical education in Pakistan.
 - (h) Maximum of ****SIX** chances availed or un-availed will be allowed to a student to clear First Professional BDS Examination. If a student fails to pass First Professional BDS in stipulated ****SIX** chances, his / her name will be struck off the college. He / she will be considered ineligible (to undertake) BDS studies anywhere in the country.
 - (i) The Principal will not forward the examination form of any student unless he / she produces clearance certificate from the college cashier, hostel warden and the college librarian.
 - (j) *****A student who fails in part of the exam and does not avail two consecutive chances will have to clear all the subjects in the subsequent chances. The bar on the number of maximum chances a student can avail shall remain effective as given in Section 3 (f, g & h) and Section-12.***
4. The minimum passing marks in each subject shall be 50% each in theory and practical. A student who fails in theory or in practical examination of a subject shall be considered to have failed in the subject and will have to reappear both in theory and practical.
5. Any student who fails both in annual and supplementary examinations in any subject of any Professional examination shall not be promoted to the next higher class. He / she shall undergo the course of studies in the subject(s) in which he / she failed. There will be no provisional promotion in such cases.

***25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022**

****26th Academic Council held on 21.12.2022, approved by 40th Syndicate held on 14.06.2023**


REGISTRAR
 Khyber Medical University
 Peshawar

6. A student who fails in any subject shall be required to attend the lectures and practical courses regularly with the subsequent class.
7. A student who re-appears in any professional examination shall pay requisite fee for the examination to the KMU.
8. A student who is eligible to appear in the examination but did not take examination for whatever reason shall be considered to have failed.
9. Only two examinations, one Annual and one Supplementary of same professional are allowed in any one year. No third or extra supplementary examination is permitted.
10. A student who has passed his / her all professionals MBBS / BDS examinations shall be entitled to the degree of Bachelor of Medicine and Bachelor of Surgery (MBBS) and Bachelor of Dental Surgery (BDS) from the Khyber Medical University provided that he / she has conformed to the requirements of Pakistan Medical & Dental Council in vogue which may be changed from time to time.
11. Preparatory holidays shall be minimum one month for 1st to 4th Professional MBBS / BDS examinations and minimum six to eight weeks in Final Professional MBBS / BDS examination. *The gap between two consecutive papers shall be three days.**
12. **(a) "A student who discontinued his / her studies for a period of 10 years or more shall not be allowed readmission. However, if he/she wants readmission before that period, he/she shall have to continue his/her studies from the class he/she left. The validity of an examination will be 03 years. After 03 years the student shall have to retake whole of the last professional examination".*
**(b) Beyond 10 years, the cases of such students shall be placed before the Academic Council on case-to-case basis for final decision.*
13. **EXAMINATION CALENDAR / DATE SHEET / REGISTRATION CARD:**
 - (a) There shall be a **modular*** system of examinations of all Professional MBBS and BDS Examinations. Supplementary examination shall be allowed after each annual examination with a minimum gap of 40 days. However, there shall be no **provision for the special examination.***
 - (b) Examination Calendar shall be recommended by the Academic Council concerned and notified by the Controller of Examinations after approval of the Vice Chancellor. At the start of each academic year, the controller of examinations may issue an academic calendar, consisting the dates of Commencement of annual examinations during that academic year to all the affiliated / constituent colleges / institutes of the University. That academic calendar shall be binding on all concerned colleges / institutes..
 - (c) Date Sheet for written and practical examination shall thereafter be prepared and notified by the Controller of Examinations.
 - (d) Date Sheet, once notified, shall not be changed. The Vice Chancellor shall, however, under exceptional circumstances, to be recorded in writing **approve such a change upon recommendations of the Controller of Examinations.***

**26th Academic Council held on 21.12.2022, approved by 40th Syndicate held on 14.06.2023*


REGISTRAR
Khyber Medical University
Peshawar

- (e) The candidates shall be required to submit Admission Forms duly attested by the Principal of respective College on or before the date notified for the purpose along with prescribed fee. The Principal must certify that the candidates concerned have actually attended 75% of the lectures delivered and practical/clinical sessions conducted during the academic year in each subject.
- (f) Incomplete Admission Forms shall not be entertained.
- (g) Whenever completed Admission Form or the fee is received after the last date prescribed above, the candidate shall pay double the normal fee provided that such application or fee is received at least seven days before the commencement of the examination. No forms will be received after that.
- (h) Information filled in by the candidates in Admission Forms shall be used to make the list of Examinees (Cut List) and transferred subsequently to Roll Number Slips and Registration Cards.
- (i) Any subsequent change, claimed by the candidate after preparation of Registration Card and Roll Number Slip, shall be made with the approval of the Controller of Examinations on verification by the Principal of College concerned along with the prescribed fee.
- (j) The eligibility of each candidate shall be checked according to laid down criteria and Pakistan Medical and Dental Council regulations.
- (k) Registration Cards and Roll Number Slips of the eligible candidates shall be sent to the College concerned at least seven days before the commencement of the examination. A copy of Roll Number Slip shall be sent to the Centre Superintendent.
- (l) Registration Card and Roll No Slip, bearing original stamp of the Controller of Examinations, shall have the particulars of candidate along with name of the Examination Centre, candidate's signature and a latest photograph pasted thereon.
- (m) Proper record of Roll Numbers shall be maintained in a register in the office.

14. INTERNAL EVALUATION AND REGULATIONS:

- (a) There shall be internal assessment in all the subjects as per prescribed format.
- (b) Continuous internal assessment shall consist of evaluation at the end of each assignments, e.g. stages / sub-stages, class tests etc., attitudinal assessment from educational and/or clinical supervisors, clinical skill assessment from clinical supervisors, and Year's work books.
- (c) Assessment of Knowledge, Skills and Attitude shall contribute towards internal assessment. Methods used to assess these domains shall include Multiple Choice Questions, Short Essay Questions, Oral / Viva and Practical / Clinical examinations.
- (d) Awards of internal assessment in all the subjects of all the candidates shall be submitted to the Controller of Examinations along with Admission Forms for the annual examination. Internal assessment received after commencement of the final examination shall not be accepted.
- (e) The marks of internal assessment shall be submitted only once a year prior to annual examination and the same shall be counted both for annual and supplementary examinations. It is further emphasized that fresh assessment or a revision of assessment for supplementary examination shall not be permissible.


REGISTRAR
 Kyber Medical University
 Peshawar

- (f) Proper record of continuous internal assessment shall be maintained by respective departments of the Medical Colleges / Institutes and shall be forwarded to the Controller of Examinations whenever required.

15. THEORY:

- (a) The Theory paper shall be as per following details:

i. For subjects having total theory marks 150

Internal Evaluation	-----	10 marks
50 MCQs (One Best Type)	-----	50 marks
SEQs	-----	90 marks
09 SEQs out of 12		(10 marks each SEQ)

ii. For subjects having total theory marks 100

Internal Evaluation	-----	10 marks
45 MCQs (One Best Type)	-----	45 marks
SEQs	-----	45 marks
09 SEQs out of 12		(05 marks each SEQ)

iii. For subjects having total theory marks 50

Internal Evaluation	-----	05 marks
20 MCQs (One Best Type)	-----	20 marks
SEQs	-----	25 marks
05 SEQs out of 08		(05 marks each SEQ)

iv. For subjects having total theory marks 60

Internal Evaluation	-----	05 marks
25 MCQs (One Best Type)	-----	25 marks
SEQs	-----	30 marks
06 SEQs out of 09		(05 marks each SEQ)

v. For subjects having total theory marks 75

Internal Evaluation	-----	10 marks
30 MCQs (One Best Type)	-----	30 marks
SEQs	-----	35 marks
07 SEQs out of 10		(05 marks each SEQ)

- (b) Tabulation / Data entry shall be under the responsibility of secrecy section of examinations department..Controller of Examinations shall depute TWO senior officials of the department for scrutiny of data entered for preparation of results
- (c) Professor, Associate Professor, Assistant Professor, and Senior Registrar / Demonstrator shall submit required number of MCQs and SEQs as asked by the Controller of Examinations, before the examination.
- (d) The examination hall shall only be visited by the Subject Specialist for initial 15 minutes if asked by the Controller of Examinations.
- (e) Logistic support to be provided by the University.

 **REGISTRAR**
Khyber Medical University
Peshawar

(f) *Inspectors to examination halls shall be appointed by the Controller of Examinations on the recommendations of Additional Controller / Deputy Controller of Examinations (Secrecy) from both constituent as well as affiliated institutes of the university, having the following Terms of Reference (TORs):*

TORs of the Examination Centre Inspector

1. *To receive the question paper(s) from KMU Secrecy Section one day before commencement at an out-station centre and on the day of a scheduled paper for in-city/local exam centers. The inspector shall ensure that the paper is properly sealed in a duly labeled envelope containing the requisite details regarding exam, subject, number of papers, date and time of the paper.*
2. *To reach the examination centre at least 30 minutes before commencement of the paper.*
3. *To ensure that all the invigilation staff has reported for the duty and shall inform the Deputy Controller of Examinations (Conduct Section) in case of any absent member of the invigilation staff.*
4. *To ensure that students have been properly searched by the invigilation staff and are not having any smart watches/cell phones/ earphonees/ hands free or any other cheating material.*
5. *In the start of a paper, the inspector shall properly announce to handover any smart devices to the invigilation staff and in case of recovery of any such device during search, a UFM case shall be registered against the students possessing the prohibited devices.*
6. *To ensure that the paper has been distributed in a sequential and code-wise manner so that the neighboring candidates have papers with different codes to eliminate chances of cheating.*
7. *To ensure that all the supervisory staff is present and has marked attendance in the given proforma.*
8. *To resolve any difficulties/misprints/deficiencies of papers/examination material and to convey the same to KMU Exam Department well in time and to manage the same at his/her end within least possible time and available resources.*
9. *To establish liaison with Deputy Controller of Exams (Secrecy)/Deputy Director (Web & Databases) regarding any queries/deficiencies in the question paper.*
10. *To facilitate the students in the examination hall for any issues pertaining to Roll Number, paper, confidential list, health related issues etc.*
11. *To ensure that a peaceful and quiet environment is maintained inside as well as outside of the examination centre.*
12. *To ensure that no outsiders/irrelevant persons or students are present outside the exam hall and in case of any such issue, immediately report it to the Principal/Director of the concerned Institute/ Exam Hall to provide security and remove the outsiders from the premises of the exam centre.*
13. *To coordinate between examination hall and secrecy/conduct section in case of any unavoidable issue(s).*

*25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022



REGISTRAR
 Kyber Medical University
 Peshawar

14. To look after the overall arrangements of the examination hall including furniture, seating plan, lighting, ventilation, security cameras etc.
15. To ensure that the students have correctly mentioned/filled-in their roll numbers, names, signature, exam, subject name and paper code on the response sheet as well as the question paper.
16. To count and verify the number of Question papers and Response sheets as per attendance list of the students before packing of the same by the concerned Exam Centre Superintendent.
17. To write a brief report (on the backside of inspection proforma), apprising about the overall condition of the examination hall including its environment, security, invigilation staff, UFM cases registered and deficiencies etc. A separate sheet may also be used for the purpose.
18. To ensure that all the left-over question papers have been packed and sealed (along with response sheets) in the relevant envelope.
19. To deal with the supervisory staff in a respectful manner and to avoid any inconvenience in the exam hall regarding students' conduct etc.
20. To ensure return/submission of paper to the exam department on the very next day of the duty in case of the outstation exam halls, and on the same day in case of in-city/local inspection duty.
21. To ensure that proper entry of the paper receiving has been made in the concerned register by the concerned officer/official of the secrecy section.
22. To prepare and submit the TA/DA claim well in time. The TA/DA claim must be submitted along with requisite documents i.e. copies of vehicles registration (in case of own vehicle), date-sheet and Notification regarding exam inspection duty, so as to avoid any unnecessary delay in case of payment.
23. In case of any complaint/ issue, the matter shall be probed through the UFM Committee, and if found guilty, the concerned exam inspector shall be banned from any exam related duties/ activities in KMU.*
 - (g) In case of any complaint/issue, the matter shall be probed through the UFM Committee, and if found guilty, the concerned exam inspector shall be banned from any exam related duties/activities in KMU.
 - (h) Each college / institution to have a coordinator of examinations (COE) who will be responsible for the coordination between the Controller office and the local exam arrangements.
 - (i) The principal will get a feedback from the students on the conduct of exam and the examiners and will submit a composite report to the University after each examination.
 - (j) University shall provide logistic support for centralized marking.
 - (k) Remuneration will be according to the rules of the University.
24. Upon his/her arrival in the Examination Centre, the Inspector shall introduce himself/herself to the supervisory staff as KMU Examination Inspector and shall examine the Service Cards and ID Cards of the Supervisory Staff in light of the Duty Notification. The Inspector shall ensure that all supervisory staff is present and has marked their

*25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022


REGISTRAR
Khyber Medical University
Peshawar

attendance in the specified attendance proforma. In case of any absent staff member, the Inspector shall inform the Assistant/Deputy Controller of Examinations (Conduct) to update their record for subsequent processing of the duty bills.

25. At start of the paper, the KMU Inspector shall loudly announce the following instructions:

- a. The candidates are required to leave the cell phone, smart watch or any technological gadget(s) out of the examination hall, or in admin office of the concerned institute/college.
 - b. The candidates are required to write their Name, Roll No., Subject, Exam and paper code at response sheet while their Name and Roll Number on the Question Papers.
 - c. Use of correction pen (whitener) is prohibited.
 - d. Response sheet shall not be provided again, therefore, candidates are required to fill-in the response sheet carefully and correctly and once for all.
 - e. The candidates shall not mark any Ticks/circles on their question papers.
 - f. Writing any MCQs' statement/option/Ans Key on the Roll Number slip shall lead to the UFM Case.
26. Inspector shall ensure body search of all the candidates in the examination hall (during the paper).
27. For female candidates, he will involve the female invigilator and in case of a female Inspector she will involve Superintendent/Deputy Superintendent for body search of the male candidates. In case a candidate possesses the prohibited gadgets, a UFM case shall be immediately registered by the Inspector.
28. In case any student is creating inconvenience in the examination hall (talking, cheating from other candidates), The KMU Inspector shall have the authority to retain his/her paper for ten minutes and to return back the same with a verbal warning. In case the (same) candidate is found re-engaged in any such activity, then the Inspector shall register a UFM Case against such candidate(s).
29. Proper filling of the response sheet, especially the paper code on response sheet shall be a major responsibility of the Centre Inspector and in case response sheets without paper code are found during result compilation, then a 50% deduction shall be made from daily honoraria of the Exam Center Inspector while processing his TA/DA bill. The deduction shall be made by the KMU Examination Department while forwarding the TA/DA Bills to Finance/Audit for further processing.
30. The KMU Inspector visiting an exam centre on the first day of examination shall be required to carry the superintendent's file, question paper and mandatory stationery along with him.
31. The KMU Inspector shall sign the 1st& 3rd or 2nd and 4th Page of the question paper of each and every student during conduction of the paper in an examination centre. The signature can be affixed in the middle, middle left or middle right of the question papers.
32. The KMU Examination Centre Inspector shall have the authority to direct the candidates (male as well as female) to remove masks in case of any indiscipline in the exam centre. The pardah observing candidates shall be required to submit an affidavit at the start of the examination.

However, the Council advised that "the KMU Inspector shall be provided proper on campus training for assessing and dealing with the students & Supervisory Staff".**

*25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022

**27th Academic Council held on 25.05.2023 approved by 40th Syndicate held on 14.06.2023

16. PRACTICAL EXAMINATION:

Format / Marks breakup of Practical / Viva / OSCE / OSPE examination for each subject will be notified by the Controller of Examinations with the approval of the Vice Chancellor.

(a) OSCE Type Practical Exam:

- i). Briefing to the students before the start of examination by the head examiner (Convener).
- ii). Head Examiner to make local arrangements.
- iii). 20 stations with 3 as rest stations for each batch (about 50 students).
- iv). Faculty up to demonstrator/ SR level to be involved.
- v). Coordinator will be responsible for the secrecy of the examination material.
- vi). The question and examination material must be submitted to the Controller on the date and time to be fixed.
- vii). Marking will be done by internal and external examiners there and then according to the key which should be available and result handed over to Coordinator in a Sealed/signed envelope.
- viii). Separate questions/materials for each day to be supplied by the Controller office through the Coordinator on the day of examination.
- ix). Viva should be part of the OSCE examination and the same questions asked from each student on a given day.
- x). Each station stay will be for 5 minutes.
- xi). Arrangements must be in a way so that there is no mixing of the student who took the test and those waiting to take it.
- xii). On basic side, the experiments would start after OSCE.
- xiii). On clinical side, the long cases would start after OSCE.
- xiv). Short cases on clinical side will be part of OSCE.
- xv). The answer sheets will be collected by the Head Examiner and kept in safe custody.
- xvi). Once marking is done, the result will be handed over to the Coordinator to deliver it to the Controller office.
- xvii). Marks to various parts to be distributed as per rules.
- xviii). Remuneration will be according to the rules of the University.

17. CENTRE SUPERVISORY STAFF:

- (a) Centre Supervisory Staff shall include among others the Superintendent, Deputy Superintendent & Assistant Superintendent.
- (b) Deputy Superintendent & Assistant Superintendent shall assist the Superintendent.
- (c) The Superintendent shall have the power to remove at once from duty any invigilator who assists or aids any candidate in copying or helps the candidate to use any unfair means in the examination, or disobeys the lawful orders given by him/her. The Superintendent shall immediately send a detailed report of any incidence to the Controller of Examinations.
- (d) The examination shall be held at such centers as may be approved by the Vice Chancellor and notified by the Controller of Examinations.

 **REGISTRAR**
Khyber Medical University
Peshawar

- (e) The Superintendent of each centre shall be appointed by the Controller of Examinations upon the recommendations of Deputy Controller of Examinations (Conduct).
- (f) The criteria for appointment of the Supervisory Staff shall be as per following details:
 - i. Superintendent: At least BPS 17 and above Govt / semi Govt Teacher
 - ii. Deputy Superintendent: At least BPS 16 and above Govt / semi Govt Teacher
 - iii. Assistant Superintendent: At least BPS 14 and above Govt / semi Govt Teacher
 - iv. Invigilator: At least BPS 12 and above Govt / semi Govt Teacher
- (g) In case of emergency, owing to the refusal or inability of a Superintendent to act, or for other reasons, when there is no time for the appointment of an alternate Superintendent, the Deputy Superintendent/Assistant Superintendent shall take over as the Superintendent and immediately inform and seek approval of the Controller of Examinations, who shall then bring it to the notice of the Vice Chancellor.
- (h) The Superintendent shall forward to the Controller of Examinations, along with answer books, the balance of question papers and daily attendance sheet of the candidates. Other relevant forms of the Superintendent's File, duly signed, shall be submitted to the Controller of Examinations at the end of the examination.
- (i) *The Superintendent is required to ensure the organized conduction of examination as well as error free handling and packing of the examination material. A deduction of 20% shall be made from the supervisory duty Bill of Centre Superintendent in case the response sheets and papers do not contain the requisite details of students (i.e. Paper Code, Name, Roll Nos) and if the response sheets/papers have not been packed without proper consideration of paper codes, subjects/disciplines, attendance sheets etc.*
The Superintendent/Supervisory Staff shall perform their duties as per TORs given below:
 - i. *The superintendent/supervisory staff shall visit the examination center/hall one day before the examination for pasting of Roll numbers and necessary arrangements (drinking water, seating, washroom, and security arrangements etc).*
 - ii. *The superintendent shall confirm the availability of all the notified invigilation staff of his concerned examination center one day before the commencement of examination.*
 - iii. *The superintendent along with all the notified invigilation staff shall reach the examination hall 02 hours before the starting time on the first day of the commencement of examination.*
 - iv. *The superintendent shall cross check the identity of each deputy superintendent/Invigilator with his/her NADRA Identity card and keep a copy of the same for record.*
 - v. *The Superintendent shall issue necessary instructions to all the invigilation staff thirty (30) minutes before the start of examination/paper.*
 - vi. *The superintendent shall request the Inspector for provision of proper notification duly*

*25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022

**27th Academic Council held on 25.05.2023 approved by 40th Syndicate held on 14.06.2023


REGISTRAR
 Kyber Medical University
 Peshawar

- vii. *issued by the Khyber Medical University for his/her identification.*
- viii. *The superintendent shall work in close coordination with the inspector being representative of KMU and shall seek his/her guidance in case of any issue.*
- ix. *The superintendent shall ensure entrance of students to the examination hall 30 minutes before start of examination/paper after observing all the protocols and proper body search of the students.*
- x. *The superintendent shall ensure that no student shall possess any mobile/smart watch/guide/Bluetooth devices/smart gadgets and/or any other cheating material during the exam.*
- xi. *The superintendent shall ensure that proper checking has been done by male and female invigilation staff accordingly.*
- xii. *The superintendent shall close the exam hall, fifteen (15) minutes before the start of paper.*
- xiii. *No candidate shall be allowed to enter the Examination Centre after commencement of the examination. However, in exceptional circumstances, and after applying strict criteria, the Centre Superintendent may provisionally allow into the Examination hall a candidate who is late by not more than thirty minutes after commencement of the examination, provided the candidate fills in a Late Arrival Form giving valid reasons, subject to concurrence of the Controller of Examinations/Deputy Controller (Conduct) telephonically.*
- xiv. *The superintendent shall unseal the papers in the presence of Exam Inspector 15 minutes before commencement of paper.*
- xv. *All the question/answer sheets received shall be counted and arrange/shuffle according to the codes and the superintendent shall ensure that all the students have the separate code in specific pattern.*
- xvi. *Necessary instructions regarding duration of the paper/paper code/roll number etc shall be issued before commencement of paper.*
- xvii. *The superintendent shall issue special instructions regarding filling of paper codes by the student.*
- xviii. *The superintendent shall sign beneath/next to the paper code both on question paper and response sheet to ensure that the code is properly marked.*
- xix. *The superintendent shall ensure that no member of the invigilation staff is shouting/creating disturbance in the examination hall.*
- xx. *In case of UFM or any other issue the superintendent/Inspector shall report the issue on superintendent file/inspection proforma, accordingly.*
- xxi. *No outsider/unauthorized person/college staff/subject expert/Principal/owner of the*

**25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022*

 **REGISTRAR**
Khyber Medical University
Peshawar

- xxii. college shall be allowed in the examination hall.
 - xxiii. No student shall be allowed to leave the hall before half time.
 - xxiv. Answer sheets as well as question papers duly signed by the superintendent and student shall be collected in time.
 - xxv. After collection, all the question papers and response sheets shall be arranged in order of roll numbers and then arrange the response sheets in order of code(s) placing a white paper as separator between each code.
 - xxvi. No extra time shall be given to any student.
 - xxviii. In case of semester examinations, answer sheets shall be sealed discipline wise separately.
- All the question papers and response sheets shall be properly sealed in an envelope and shall be signed by the superintendent and inspector.*
- xxix. The superintendent shall ensure to enclose the student attendance sheet and a copy/part of memo (three parts) with the MCQs and SEQs each in the sealed envelope while one part of memo shall be kept in superintendent file.
 - xxx. In case of absence of any invigilation staff, the superintendent shall report the matter to the Deputy Controller (conduct) for alternate arrangement on immediate basis.
 - xxxi. The Superintendent shall by hand submit superintendent file/remuneration claims duly completed in all respect (i.e Duty order, Pay slip, CNIC, IBAN, NTN number/certificate etc) to Deputy Controller (Conduct) immediate after the conclusion of examination.
 - xxxii. No examiner shall accept any invitations/gifts from the students/college. In case of reporting of such incidents, the concerned shall be disqualified immediately and strict disciplinary action shall be taken in light of KMU Examination Regulations, 2017.*

- (j) No person shall claim to be a member of the Supervisory Staff as a matter of right and approach the Controller of Examinations or the Vice Chancellor for this purpose.
- (k) The rules relating to the duties of the Supervisory Staff may be framed and amended by the University, as and when required.
- (l) The Supervisory Staff shall perform their duties according to rules and regulations and any amendments made by the University from time to time.
- (m) The Supervisory Staff may be paid remunerations as may be prescribed by the University from time to time.

18. INSTRUCTIONS TO THE CANDIDATES:

- (a) The candidates from all Medical Colleges affiliated with the University shall have to appear in the Examination Centers approved by Khyber Medical University, Peshawar for all the University Examinations.
- (b) Candidate shall arrive at the Examination Centre at least half an hour before the commencement of the examination.
- (c) No candidate shall be allowed to enter the Examination Centre without Admittance

**25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022*

 **REGISTRAR**
Khyber Medical University
Peshawar

- (Identification) Card, which shall be displayed throughout the examination, and Roll Number Slip, which shall be produced on demand and shall be deposited with the Superintendent on the last day of the examination.
- (d) No candidate shall be allowed to enter the Examination Centre after commencement of the examination. However, in exceptional circumstances, and after applying strict criteria, the Centre Superintendent may provisionally allow into the Examination Hall a candidate who is late by up to thirty minutes after commencement of the examination, provided the candidate fills in a Late Arrival Form giving valid reasons, subject to concurrence of the Controller of Examinations/Regional Coordinator.
 - (e) In case the examination starts late, for any reasons to be recorded in writing by the Centre Superintendent and forwarded to the Controller of Examinations, the Centre Superintendent shall extend the time for the period that has been lost.
 - (f) No candidate shall be allowed to leave the Examination Centre until half the scheduled time of that examination has passed. In case a candidate has to leave the Examination Centre in emergency situation before this time, for any reason to be recorded in writing by the Centre Superintendent and forwarded to the Controller of Examinations, he/she shall not be allowed to take the question paper with him/her.
 - (g) No candidate shall be allowed to re-enter the Examination Centre if he/she leaves after handing over the answer book.
 - (h) No candidate shall leave the Examination Centre without the permission of the Centre Superintendent.
 - (i) Candidate shall write roll number with blue/black ink before starting the paper on response sheet, answer book and question papers.
 - (j) In answer book, candidate shall fill in the details on the title page of the answer book. Candidate shall not, however, write his/her name, name of the College, or make peculiar identification marks to disclose his/her identity.
 - (k) In answer book, candidate shall write the answer on the answer book printed and specified for a particular question or a group of questions.
 - (l) Candidate shall conclude his/her answer to questions on the pages provided in the answer book.
 - (m) Candidates shall take into the Examination Centre pens, pencils, rubber, and any item that is allowed for the examination.
 - (n) Candidates shall not take into the Examination Centre books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders or any other material or equipment. Anyone found in possession of any of the above articles shall be disqualified from the subject he/she is appearing.
 - (o) Candidate shall not ask for, and shall not be given any explanation about the question paper. In case any clarifications i.e., misprint / error is required for any valid reasons, as ascertained by the Centre Superintendent, it shall be done strictly after obtaining permission of the Controller of Examinations.
 - (p) Smoking shall not be allowed in the Examination Centre.
 - (q) Candidate shall not talk or disturb other candidates after commencement of the examination.
 - (r) Candidate shall not borrow anything from other candidates during the examination.

- (s) Candidate shall not be allowed to use dictionary or spell-checker.
- (t) Candidate shall not remove a leaf or a part thereof from the answer book.
- (u) While leaving the Examination Centre, candidate shall handover all answer books, MCQ paper and MCQ response sheet to the Supervisory Staff.
- (v) Candidate who tries to use unfair means or creates law and order situation during the conduct of the examination or otherwise shall be dealt with under "Unfair Means Regulations".
- (w) In case answer book of a candidate is lost after having been received by the Centre Superintendent, and if he/she passes in all other subjects of the examination, he/she may be required to reappear in that one subject of which answer book is lost. If, on reappearing, he/she obtains pass marks he/she shall be deemed to have passed the examination. In case of any dispute as to whether a candidate's answer book was duly received by the Superintendent or not, the findings of the Controller of Examinations, subject to the approval of the Vice Chancellor, shall be final.

19. REGULATIONS FOR CHANGE OF EXAMINATION CENTRE:

A change of Examination Centre shall not be allowed. However, in exceptional circumstances, after submitting the Admission Form, change of Examination Centre may be permitted by the Vice Chancellor.

20. REGULATIONS FOR WITHDRAWAL OF ADMISSION FORMS AFTER HAVING BEEN SUBMITTED TO THE UNIVERSITY:

An Admission Form, once submitted to the University, may be withdrawn only by the Principal of the College under the following conditions:-

- (a) When a candidate's form has been sent up provisionally for shortage of attendance and that shortage has neither been made up nor condoned in accordance with the Regulations.
- (b) When a candidate ceases to be on the rolls of the College for non-payment of college dues or any other reason provided that such action has been taken before the commencement of the examination.
- (c) When a candidate has been rusticated or his character certificate has been withdrawn for misconduct before the commencement of the examination.
- (d) When a candidate has been declared passed after revision of the result on account of rechecking.

21. REGULATIONS FOR REFUND OF EXAMINATION FEES:

- (a) Examination fee once deposited shall not be refundable.
- (b) The amount paid in excess of the prescribed fee, however, may be refunded with the approval of the Vice Chancellor.
- (c) Provided that all such claims are received in the University within six months from the date of commencement of the examination.

22. REGULATIONS FOR SECRECY OF EXAMINATIONS:

- (a) The question papers and answer books shall be dispatched and collected from all Examination Centers by special arrangements through Staff of the Department of Examinations appointed by the Controller of Examinations.


REGISTRAR
 Khyber Medical University
 Peshawar

- (b) At all the Examination Centers outside University, the examination material shall be received by the Centre Superintendent in the presence of the nominee of the Controller of Examinations.
- (c) All the examination material shall be stored in special high security lockers provided by the University to all the Colleges, wherefrom this material shall be issued for use in the Examination Centre on the day and time of the examination for distribution to the candidates under the direct supervision of the Centre Superintendent and Coordinator.
- (d) If Centre Supervisory Staff, Paper Setter or Assessor, Practical Examiner or any other person employed in connection with an examination fails to comply with any instructions issued by the University or any of its Officers, commits any other irregularity, secures such appointment by supplying wrong information through alteration of facts, the University shall report the matter to the employing authority for administrative action and/or take any other legal action that may be deemed necessary.
- (e) No person shall be involved **in any part / process** of examination in which his / her close relative (wife, husband, son, daughter, adopted son, adopted daughter, grand-son, grand-daughter, full and half brother and sister, niece/nephew, brother and sister in law, son and daughter in law, paternal and maternal uncle and aunt etc.) is / are appearing in the examination. In case the person is employed in process of examination, he /she shall inform in writing the registrar / vice chancellor for nominating / substituting person(s) in his place at the start of academic year.
- (f) Anyone concerned found guilty of any of the following, shall be liable to such action as may be determined by the Vice-Chancellor or a Committee appointed by him;
 - i. Divulgence of information pertaining to the question papers, answer books, Assessors, Examiners, conduct of examination, fictitious roll numbers, examination results or any information incidental thereto.
 - ii. Substitution of an answer book or any portion thereof.
 - iii. Awarding with ulterior motive, more or less marks than actually deserved by a candidate if the person doing so is an Assessor or Examiner.
 - iv. Recording in any document with dishonest intent, more or less marks than actually awarded to a candidate by the Assessor or Practical Examiner concerned if the person doing so is other than the Assessor or Practical Examiner.
 - v. Providing to a candidate during his/her examination answer to a question contained in the question paper or a question put at an oral and practical/clinical examination.
 - vi. Mutilation, alteration, interpolation or erasure in any certificate or other document or any record maintained by the University, or in any matter using or causing to be used as a certificate, document or record, knowing that it is so mutilated, altered, interpolated or erased.
 - vii. Falsification of official examination results by any means including substitution of answer book, mutilation, alteration or falsification of any record of the University.

 **REGISTRAR**
Khyber Medical University
Peshawar

- viii. Impeding the progress of examination at any Examination Centre by any means whatsoever.
- ix. Assault or threatening to assault by a candidate in or around the Examination Centre any person associated with the process of the examination in any way or any employee of the University or any other person employed in connection with an examination shall be dealt with strictly. In case such an assault is proved, the candidate concerned shall be permanently debarred from taking any examination of the University and his/her registration shall be cancelled.
- x. Approaching or influencing any employee of the University to act corruptly or dishonestly in the conduct of an examination.
- xi. Attempting or abetting the commission of the aforesaid acts.
- xii. Attempting or abetting the act of sabotage, omission or commission on the part of any person, which tends to or is likely to impede and hamper the progress of the examination, and tamper with the sanctity, reliability and accuracy of the same.
- (g) Findings or facts arrived at by the Vice Chancellor or the Committee shall be conclusive and shall not be taken up before any executive, administrative or judicial forums.

23. RULES AND REGULATIONS FOR SECRECY WORKSHOP:

The rules governing the handling of solved answer books by the Secrecy Section shall be as under:

- (a) Receive sealed bags of solved answer books.
- (b) Record delivery and its receipt in the dispatch book.
- (c) Enter date of receipt and bag number on each bag.
- (d) Prepare a fictitious roll number 'Key' using Cut List.
- (e) Count the Scripts and tally with Superintendent's Memo. Any discrepancy, if found, must immediately be reported to the Deputy Controller (Secrecy) and the Controller of Examinations.
- (f) Prepare absence report of candidates from Memo and send it immediately to the Controller of Examinations.
- (g) Ensure that the bags are opened within 07 days of receipt. In case of delay, inform the Controller of Examinations.
- (h) Stamp fictitious roll number on every script using pre-formed 'Key'.
- (i) Submit the 'Key' of fictitious roll numbers to the Controller of Examinations for deposit to strong room of the examination section.
- (j) Sort the Scripts question-wise.
- (k) Tear the counterfoil of script.
- (l) Staple counterfoils and save these in an envelope.
- (m) Make a bundle (Lot) containing appropriate number of answer books of each question or a group of questions separately (in case of essay question). Make sure to include the following:
 - i. Question paper of that subject.
 - ii. Answer 'Key'.
 - iii. Blank award list.


REGISTRAR
 Khyber Medical University
 Peshawar

- (n) Write following on the bundle (Lot):
 - i. Bundle number/question number/subject
 - ii. Maximum marks of the paper/Maximum marks of the question
 - iii. Name of the concerned examination
 - iv. Fictitious numbers of the answer books in the bundle.
- (o) Store prepared bundles (Lots) in specified shelves at the Station.
- (p) Provide bundles (Lots) to Assessors as they arrive.
- (q) Receive assessed answer books with awards back from the Assessors.
- (r) Check and verify from the answer books each and every entry of award list carefully.
- (s) Enter awards in the result sheet question-wise and recheck.
- (t) Send answer books to store.
- (u) Send copies of award lists and awards of practical examinations to Tabulation Section. Submit result sheet to the Deputy Controller (Secrecy) for final checking.
- (v) In case any official is proved through an inquiry with the approval of Vice chancellor to be found that there has been a deliberate mistake, i.e., an error with mala fide intention, shall be registered against that official with the law enforcing authorities in addition to be dealt with the university efficiency and disciplinary regulations.

24. PRESCRIBED LIFE OF RECORDS OF CONFIDENTIAL DOCUMENTS:

The following shall be maximum prescribed life of records of different documents in the Secrecy Section:

a. Question Paper files administered in different Examinations.	One year after the conduct of respective Examination.
b. Photocopy of bills of Remuneration paid to Paper Setters and Paper Assessors.	Three years after the payment.
c. Solved Answer Books (Theory, MCQ response sheets and Practical)	One year after the Declaration of Results.
d. Details of Lots / Perforated Slips.	One year after the Declaration of Results.
e. Rechecking Files.	Six months after the decision of the cases (the date of decision will be reckoned from the date of issue of reply).
f. Unfair means cases files.	One year after the final decision of the cases (the date of decision shall be reckoned from the date of issue of notification).
g. Original Awards (Theory and Practical)	One year after the Declaration of Results.
h. Manual Tabulation / Results	One year after the Declaration of Results.

25. REGULATIONS FOR TABULATION OF RESULTS:

- (a) Secrecy Section shall compile the results on computers from the award lists.
- (b) Score of theory paper shall be considered in isolation. No marks from oral and practical/clinical examination or from internal assessment can be added to the theory

- paper. The candidate shall have to pass theory, practical and clinical examination separately.
- (c) The Department of Examinations shall study and monitor the maintenance of a proper and justifiable balance between theory and practical examination. Any gross disparity shall be brought to the notice of the Vice Chancellor and Syndicate for appropriate action.
 - (d) Any ambiguity arising out of result compilation i.e., distribution of marks, posting of marks from previous examination in case of failed candidates, pass marks etc. shall be resolved by the Deputy Controller (Secrecy) with the approval of the Controller of Examinations.
 - (e) Tabulators shall be responsible for any errors and omissions in the Results, Notifications and Detailed Marks Certificates.
 - (f) Result shall be tabulated in predetermined format with fictitious roll numbers.
 - (g) After tabulation of data, the result shall be decoded from fictitious roll numbers to original roll numbers. The marks of practical/clinical examination and from internal assessment, if any, shall then be computed by obtaining copy of original award lists.
 - (h) Every detail of previous examination record including any grace marks availed previously and roll number shall be reflected accurately in the result of candidates detained in previous classes.
 - (i) Result of a candidate shall be declared R. L (Result Later) on following accounts:
 - i. Pending decision of unfair means case or Court case.
 - ii. Pending verification of documents or eligibility for the examination concerned.
 - iii. Any other inconsistency in the result pending clarification.
 - (j) Result of the candidates in different examinations shall be compiled in accordance with Statutes and Regulations laid down for concerned course of studies.
 - (k) Result shall be checked by the tabulator concerned and, after compilation, shall be duly signed by Deputy Controller (Secrecy).
 - (l) Final results shall be declared only after a detailed final scrutiny is carried out by Scrutineer(s) appointed by the Controller of Examinations for this purpose. The Scrutineer(s) shall make a detailed comparison with the original award lists eliminating any chances of error/omission in tabulated results and shall authenticate/sign all results.
 - (m) All officers/officials in compilation of the results shall be the signatories to the final result and shall be held responsible for any error/omission. ***
 - (n) Positions/Distinctions in the examination among all candidates shall be declared according to Statutes and Regulations and reflected on first page of the Result Notification.
 - (o) Original result shall be kept with the Deputy Controller (Secrecy), who shall make entry of declared result in record register and keep it in safe custody.
 - (p) Detailed Marks Certificates shall be issued to all candidates, passed or failed, after the declaration of the result free of cost through the respective Colleges. However, a duplicate Detailed Marks Certificate, clearly labelled as 'DUPLICATE', shall be

**25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022*



REGISTRAR
Khyber Medical University
Peshawar

- (q) Issued on payment of prescribed fee.
- (r) No candidate or any other person shall be provided any details of the result other than those given in Detailed Marks Certificate.
- (s) The Degree shall be prepared by Degree & Registration Section duly verified by Deputy Controller (Secrecy) and Registration office.
- (t) The degree duly signed by the Controller of Examinations, Registrar and the Vice Chancellor, shall be presented to the candidates at the time of Convocation.
- (u) There shall be a Convocation fee as prescribed from time to time.
- (v) In case a candidate is unable to receive the Degree at the time of Convocation, the same shall be issued on completion of prescribed formalities and payment of prescribed fee.
- (w) *Section 25(v) shall be deleted and incorporated in the relevant section.**
- (x) There shall be NO provision of Grace Marks.
- (y) The award of scholarships, medals and merit certificates shall be in accordance with rules framed by the University from time to time?

26. APPOINTMENT / DUTIES OF PAPER SETTERS:

(a) Definitions.

- i. A **Paper Setter** is one who sets question paper(s) for a certain subject of an examination conducted by the University.
- ii. **Initial Paper Setter** is one who sets initial question paper(s) for a certain subject of an examination conducted by the University.
- iii. **Final Paper Setter** is one who sets final question paper(s) for a certain subject of an examination conducted by the University.

Note: The nomenclature of Internal Examiner and External Examiner with reference to paper setting shall not be used.

(b) Criteria for Appointment of Examiners.

- i. Paper Setters shall be appointed by the Vice Chancellor for undergraduate and postgraduate examinations of the University from amongst the panel of names duly recommended by the Board of Studies/Board of Faculties concerned and/or Advanced Studies and Research Board as the case may be.
- ii. The Vice Chancellor may appoint a suitable substitute, if necessary, on recommendation of the Controller of Examinations.
- iii. Qualifications prescribed for Paper Setters in various subjects for undergraduate and postgraduate examinations of various disciplines shall be in conformity with the regulations framed by Pakistan Medical and Dental Council, Pakistan Nursing Council and other regulatory authorities.
- iv. Initial Paper Setters shall be the faculty member of the University or its affiliated Institutions.
- v. There shall be initial Paper Setters for each subject who would submit questions to the controller of examinations in accordance with the prescribed Table of Specifications.
- vi. Initial Paper Setters shall be appointed at least three months prior to the final

- examination.
- vii. Final Paper Setter(s) shall ordinarily be the faculty member of the affiliated and/or constituent Colleges/Institutions/Departments of the University. The Vice Chancellor may, however, on the recommendations of the Board of Studies/Board of Faculties concerned appoint Final Paper Setter from other Institutions / Universities provided he/she fulfils the minimum prescribed criteria.
 - viii. Retired Professor may be appointed as Final Paper Setter for up to three years after the date of retirement provided he/she is in good health.
 - ix. In a subject where teachers with requisite experience are not available, a consultant with recognized, relevant postgraduate qualifications eligible to be appointed as a teacher according to Pakistan Medical and Dental Council regulations may be appointed as Paper Setter.
 - x. Final Paper Setter(s) shall be appointed for a particular examination only. However, he/she may be re-appointed in subsequent examination for a term not exceeding three consecutive years.
 - xi. Supervisor of a postgraduate candidate shall not be appointed as a Paper Setter for his own trainee.
 - xii. No person shall be appointed as Paper Setter (Initial or Final) whose close relative (wife, husband, son, daughter, adopted son, adopted daughter, grand-son, grand-daughter, full and half brother and sister, niece/nephew, brother and sister in law, son and daughter in law, paternal and maternal uncle and aunt etc.) is appearing in the examination. A Paper Setter shall decline the appointment if he/she has been appointed inadvertently.
 - xiii. No person shall be appointed as a Paper Setter against whom there has been an adverse report, an inquiry pending.
 - xiv. The Vice Chancellor, on recommendations of the Controller of Examinations, shall have the discretion to cancel the appointment of a Paper Setter without assigning any reason.
 - xv. No faculty member of any affiliated college shall claim an inherent right to be appointed as a Paper Setter. The Board of Studies/Board of Faculties concerned shall take into account reputation and previous conduct of every faculty member prior to his/her appointment as a Paper Setter. Any recommendation of senior management of affiliated college for appointment of any faculty member as a Paper Setter shall be considered an impropriety.

(c) Process of Paper Setting.

(i)

- 1) *The deans/ principals & Directors of the concerned colleges/ institutes shall be requested to furnish a set of questions (MCQs as well as SEQs) in each subject both for annual/ supplementary examinations.*
- 2) *The MCQs/SEQs received so, shall be incorporated in the database/ questions bank by the subject expert, for generation of two sets of question paper (for each subject) in order to utilize the same in annual*

**25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022*


REGISTRAR
 Kyber Medical University
 Peshawar

- 3) *and supplementary examinations respectively.*
 - 4) *The concerned subject expert shall thoroughly review the question paper before final setting / printing of the same.*
 - 5) *The same procedure shall be adopted for paper setting of semester based examinations, however, the Controller of examinations shall select the final paper out the duly generated (two) question papers as mentioned above.*
 - 6) *The Controller of Examinations shall notify proper TORs for the paper setter(s).*
- ii. The correspondence with Paper Setters shall be made confidential.
 - iii. Final Paper Setting shall be carried out in the Department of Examination within the premises of the University. Under no circumstances shall Final Paper Setting be permitted at any place other than that specified above.
 - iv. *This section shall be deleted.*
 - v. Paper Setter(s) shall prepare the "Key" (agreed answers/weightage) in the prescribed manner and submit it along with the draft of each question paper.
 - vi. The Paper Setters are requested to ensure the following:
 - a. Design the questions with utmost clarity.
 - b. The question paper shall be strictly in accordance with the syllabus and table of specifications.
 - c. Write figures only in words and not digits.
 - d. No abbreviations shall be used.
 - e. Strict method of "High Content Validity" shall be kept in mind while framing the questions i.e. questions are fairly distributed over the whole course.
 - f. The sum total of all the questions as recorded in the margin specified for this purpose shall accurately correspond with the total marks of the question paper.
 - g. Corrections and overwriting shall not be allowed..
 - h. Every paper (including continuation sheet) shall be properly signed.
 - i. Sketch or figure, if required shall be drawn on a separate page - signed and attached to the question paper.
 - j. Every question paper shall be kept as a top secret document and no copy of any question paper shall be retained.
 - k. The "key" (agreed answers / weightage) for all the questions shall be prepared in the prescribed manner and enclosed with the office copy.
 - l. The reference to textbooks and content area of syllabus for every question in the paper shall be provided. This shall be written legibly below each question.
 - vii. All rough work done during the process of Paper Setting shall be sealed in a separate envelope and handed over to the Secrecy Section for shredding.
 - viii. *Paper Setter(s) shall be required to sign an undertaking to the effect that he/she has carefully studied all the instructions given in 26(c)(vi) above and has followed these faithfully.**

ix. Managing conflict of interest:

In order to manage conflict of interest (if any) Paper Setter(s) shall certify vide 26(b)(xii) that none of his/her blood relatives, close relatives (wife, husband, son, daughter, adopted son, adopted daughter, grand-son, grand-daughter, full and half brother and sister, niece/nephew, brother and sister in law, son and daughter in law, paternal and maternal uncle aunt and close friends) is appearing in the concerned examination for which he/she has been assigned the responsibility of paper setting and he/she has no conflict of interest.

The same provision for managing conflict of interest shall be applicable to the Paper checkers/paper assessors and internal/external examiners in practical examinations.*

- x. Paper Setter(s) may also be appointed as Practical Examiner and Paper Assessor.
- xi. Paper Setter(s) shall keep his/her appointment strictly confidential and no indication of it shall be given to any person directly or indirectly.
- xii. Paper Setter(s) shall promptly communicate any change in his/her residential/official address and telephone numbers to the Controller of Examinations.
- xiii. All the records pertaining to the examination shall be kept secret by all concerned as long as it is necessary and thereafter, these shall be kept and treated as confidential and privileged documents not open to inspection, comments and Utilization other than the purpose for which required.
- xiv. The University may frame and amend Regulations from time to time governing the appointment of Paper Setters and the manner in which they shall be required to perform their duties.

(d) Multiple Choice Questions.

- i. MCQ shall be invited from all Initial Paper Setters throughout the year.
- ii. All initial MCQs shall be scrutinized by a panel of subject experts recommended by a committee concerned appointed by the vice chancellor and MCQs labeled "Satisfactory" shall be deposited in MCQ Bank.
- iii. Final Paper Setter(s) shall select MCQs from MCQ Bank to set the paper.
- iv. Final Paper Setter(s), while setting the final MCQ paper, shall ensure that:
 - a. Content Validity is in excess of 80%.
 - b. MCQs are included to assess knowledge at all levels, i.e., simple recall, conceptual knowledge, data interpretation, and problem-solving skills.
 - c. 'Key' of every question must be given.

(e) Remunerations.

Paper Setter shall receive such remunerations as may be prescribed by the University from time to time.

**25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022*

(f) Disqualification of Paper Setter.

Any Paper setter(s), who deliberately distorts, deforms or leak the question paper(s) or part of question paper, his case will be forwarded to the Vice Chancellor. The decision shall be taken by the Vice Chancellor on the recommendations of the Controller of Examinations and the findings shall also be reported to Head of the Institution of the Paper Setter.

(g) Discrepancy in Question Paper/ Out of course Papers

The House constituted the following committee to address any discrepancy reported in the question paper (i.e. Out of course questions) comprising of the following:-

1. *Controller of Examination (Chairman)*
2. *Two Subject Experts (Members)*
“To be nominated by Controller of Examination”
3. *Concerned Coordinator for paper setting /moderation (Member)*
4. *Concerned Deputy Controller of Examination (Member cum Secretary)*

TORs:

1. *To investigate any inconsistency/discrepancy reported in the question paper.*
2. *To identify the out of course questions (If any)*
3. *To recommend penalty in respect of the ‘final paper setters’.*
To make suggestion to resolve the matter.

27. APPOINTMENT / DUTIES OF PAPER ASSESSORS:

(a) Definitions.

- i. A **Paper Assessor** is one who evaluates or marks the answer books of candidates appearing in the examinations of the University.
- ii. **Auditor of the Assessment** in a subject is one who makes an audit of the assessment made by Paper Assessor(s).

Note. The nomenclature of Internal Examiner and External Examiner with reference to Paper Assessment shall not be used.

(b) An Audit Committee approved by Vice Chancellor may audit the result before declaration of the same (if required).*

(c) The duties of the Auditor of the Assessment will not be in contradiction to Examination Regulation.

(d) The terms of reference of the Auditor of the Assessment shall be:

- i. to make an 'audit' of the results before decoding.
- ii. to submit in writing a report highlighting the standard of marking.

(e) Criteria for Appointment.

- i. Paper Assessors and Auditor of the Assessment shall be appointed by the Vice Chancellor for undergraduate and postgraduate examinations of the University from amongst the panel of names duly recommended by the Board of Studies concerned and/or Advanced Studies and Research Board as the case may be.
- ii. Qualifications prescribed for Paper Assessors in various subjects for undergraduate and postgraduate examinations of various disciplines shall be in conformity with the regulations framed by Pakistan Medical and Dental

Council, Pakistan Nursing Council and other regulatory authorities.

- iii. Paper Assessor shall be the faculty member of the affiliated and/or constituent Colleges / institutions / Departments of the University. However, the Vice Chancellor may, on the recommendations of the Board of Studies concerned appoint Paper Assessor from other Institutions / Universities.
- iv. Retired Professor may be appointed as a Paper Assessor for up to three years after the date of retirement provided he/she is in good health.
- v. In a subject where teachers with requisite experience are not available, a consultant with recognized, relevant postgraduate qualifications eligible to be appointed as a teacher according to Pakistan Medical and Dental Council regulations may be appointed as a Paper Assessor.
- vi. Paper Assessor shall be appointed for a particular examination only. However, he/she may be re-appointed in subsequent examination subject to the approval of the Vice Chancellor.
- vii. Paper Assessor for a subject shall be appointed from amongst the panel duly recommended for the same subject. In Final Professional MBBS, however, the Vice Chancellor may appoint a sub-specialist to mark answer books of respective subspecialty, e.g., dermatology, psychiatry, neurology, urology, anesthesiology, neurosurgery, orthopedic surgery, etc.
- viii. Supervisor of a postgraduate candidate shall not be appointed as a Paper Assessor for his own trainee.
- ix. Paper Assessor may also be appointed as a Paper Setter and a Practical /
- x. Clinical Examiner in the same examination.

No person shall be appointed as Paper Assessor whose close relative (wife, husband, son, daughter, adopted son, adopted daughter, grand-son, grand-daughter, full and half brother and sister, niece/nephew, brother and sister in law, son and daughter in law, paternal and maternal uncle and aunt etc.) is appearing in the examination.

- xi. No person shall be appointed as a Paper Assessor against whom there has been an adverse report, an inquiry pending.
- xii. The Vice Chancellor, on recommendations of the Controller of Examinations, shall have the discretion to cancel the appointment of a Paper Assessor without assigning any reason.
- xiii. No faculty member of any affiliated College shall claim an inherent right to be appointed as a Paper Assessor. The Board of Studies concerned shall take into account reputation and previous conduct of every faculty member prior to his/her appointment as a Paper Assessor. Any recommendation of senior management of affiliated College for appointment of any faculty member as a Paper Assessor shall be considered as an impropriety.

(f) Process of Paper Assessment.

- i. Paper assessment shall be carried out in the Department of Examination within the premises of the University.

- ii. Paper Assessor shall mark only those answer books that have been labelled with fictitious roll numbers. Under no circumstances shall paper assessment be permitted with original roll numbers of the candidates.
- iii. Paper Assessor shall have no right to find out the original roll number of the candidate whose answer book he/she is marking.
- iv. *Each paper Assessor shall be assigned only one question, however, in case of non availability of Paper Assessors in a particular subject, the Controller of Examinations may nominate the same Assessor to mark more than one questions.**
- v. Paper Assessor shall mark the questions according to the 'Key' provided with the question paper.
- vi. In case, the 'Key' is not provided or is unsatisfactory, Paper Assessor shall be required to make it before assessment under intimation to the Controller of Examinations.
- vii. Paper Assessor shall not keep in his/her possession any copy of the award list or the 'Key'.
- viii. Paper Assessor shall keep his/her appointment strictly confidential and no indication of it shall be given to any person directly or indirectly.
- ix. Paper Assessor shall promptly communicate any change in his/her residential/official address or telephone numbers to the Controller of Examinations.
- x. When a Paper Assessor anticipates his/her inability to complete the work for any valid reasons to be recorded, he/she shall forthwith return the marked/unmarked answer books to the Deputy Controller (Secrecy).
- xi. Paper Assessor shall preserve all the relevant documents regarding the examination for a period of one month after the declaration of the result.
- xii. The answer book shall be marked even if a candidate has crossed a portion or the entire answer book.
- xiii. Blank answer book shall be crossed and awarded zero and entry made, as such, in the award list.
- xiv. After assessment, Paper Assessor shall arrange the answer books in serial order and prepare the award list in the same sequence.
- xv. The marks entered on the title page of answer book shall not be altered. When such an alteration is made for any specified reason, the original marks shall not be erased or over-written. The Paper Assessor shall draw a line crossing the marks to be corrected in such a way that what has been cancelled is still legible and then enter fresh marks with his/her signature against the cancelled ones.
- xvi. Each answer book shall bear the signature of the Paper Assessor at the appropriate place provided for this purpose on the title page.
- xvii. All columns specified for the Paper Assessor on the title page of answer book shall be filled in red ink.
- xviii. Award of fractional marks is not allowed.
- xix. Award list shall be filled in with blue/black ink in the handwriting of the Paper Assessor.

- xx. Each page of the award list shall bear the signature of the Paper Assessor. The blank space must be crossed.
- xxi. The marks obtained by the candidate shall be entered correctly in the award list both in figures and words against the corresponding fictitious roll number.
- xxii. The marks of a candidate in the award list shall be the same as written in the answer book.
- xxiii. Paper Assessor must endorse correct question number on the script and the award list.
- xxiv. ***In case a candidate attempts more than the required number of questions, then the question(s) having the maximum marks shall only be considered for the award of marks.****
- xxv. Paper Assessor shall report to the Controller of Examinations by roll number / fictitious number, the case of a candidate who:
 - a. Communicates or attempts to communicate with him/her by any means to influence him/her in the award of marks and/or persuades him, threatens and uses other unfair means.
 - b. discloses his/her name or makes in his/her answer book particular identification marks, which tend to identify his/her answer book or help reveal his/her identity.
 - c. In his/her opinion has copied the answer or any part thereof from another candidate or from any books, material or other source.
 - d. Has attached to answer book a paper not normally supplied by the Centre Superintendent.
 - e. Has used obscene language in the answer book.
 - f. Has removed a leaf or a part thereof from the main answer book.
 - g. Has in the opinion of the Examiner used any other unfair means?
- xxvi. Such reports shall invariably be accompanied by the original answer book concerned. A duplicate copy of this report, however, shall be kept in place of the answer book in the packet of assessed answer books.
- xxvii. The Vice Chancellor shall take appropriate action against such Paper Assessor who declines to attend the assigned duty of Paper Assessment without any valid reasons.
- xxviii. Paper Assessor shall not keep in his/her possession any answer book or a part thereof or any copy of the award list prepared by him/her.
- xxix. The University may frame rules from time to time governing the appointment of Paper Assessors and the manner in which they shall be required to perform their duties.

(g) Remunerations.

The Paper Assessors and Convener of Assessment shall receive such remuneration as may be prescribed by the University from time to time.

(h) Disqualification of Paper Assessor.

- a. A Paper Assessor may be disqualified who commits faults as mentioned below:

**25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022*



REGISTRAR
Khyber Medical University
Peshawar

- i. Leaves unmarked answers or a part thereof.
 - ii. Leaves columns of the award list blank.
 - iii. Leaves answer book or award list unsigned.
 - iv. Allocates more marks than the maximum.
 - v. Makes an incorrect total.
 - vi. Counts marks of over attempted questions.
 - vii. Transfers erroneous marks to the award list.
 - viii. Commits any other mistake which is liable to make the result / information of the candidates invalid/incorrect/leaked.
- b. The decision shall be taken by the Vice Chancellor on the recommendations of the Controller of Examinations and the findings shall also be reported to Head of the Institution of the Paper Assessor.

28. APPOINTMENT / DUTIES OF EXAMINERS FOR ORAL AND PRACTICAL / CLINICAL EXAMINATION:

(a) Definitions.

- i. Internal Examiner is one who is teaching (or has taught for at least six months within two years of commencement of concerned examination) candidates for the particular subject (or part thereof) of examination for which he/she is appointed.
- ii. External Examiner is one who is not teaching (or has not taught during the academic year) candidates for the particular subject of examination for which he/she is appointed.
- iii. Additional Examiner is one who is not teaching (or has not taught during the academic year) candidates for the particular subject of examination for which he/she is appointed.
- iv. Convener Examiner is one who acts as an examiner besides administratively supervising the work of other examiners in an examination for which he/she is appointed.

Note: 1. The nomenclature of Internal Examiner, External Examiner Additional Examiner, Convener Examiner and Censor shall only be used with reference to Oral/Practical & Clinical examinations.

2. The nomenclature of Neutral Examiner, Head-Examiner, Co-Examiner, and Sub-Examiner shall not be used with reference to Oral/Practical & Clinical examinations.

(b) Criteria for Appointment.

- i. Examiners shall be appointed by the Vice Chancellor for undergraduate and postgraduate examinations of the University from amongst the panel of names recommended by the Board of Studies concerned and/or Advanced Studies and Research Board as the case may be.
- ii. The Vice Chancellor may appoint a suitable substitute, if necessary, with reasons to be recorded.
- iii. Qualifications prescribed for Examiners in various subjects for undergraduate and postgraduate examinations of various disciplines shall be in conformity with the

 **REGISTRAR**
Khyber Medical University
Peshawar

relevant regulations framed by Pakistan Medical and Dental Council, Pakistan Nursing Council and other relevant regulatory authorities.

- iv. Examiner shall be the faculty member of the affiliated and / or constituent Colleges / Institutions / Departments of the University. However, the Vice Chancellor may, on the recommendations of the Board of Studies concerned appoint Examiner from other Institutions / Universities provided they fulfil the minimum prescribed criteria.
- v. Retired Professor may be appointed as Examiner for up to three years after the date of retirement provided he/she is in good health.
- vi. Examiner for a subject shall be appointed from amongst the panel recommended for the same subject.
- vii. In sub-specialties where teachers with requisite experience are not available, a consultant with recognized, relevant postgraduate qualifications eligible to be appointed as a teacher according to Pakistan Medical and Dental Council regulations, involved in postgraduate training duly approved by relevant authorities may be appointed as Examiner.
- viii. Supervisor of a postgraduate candidate shall not be appointed as an Examiner for his own trainee and should not take part in final evaluation, except in the assessment of M.Phil. & Ph.D. thesis.
- ix. Examiner in MS and Diploma examinations shall possess the same qualifications and experience as prescribed for Professors in various subjects.
- x. The subject in which there is no Professor, Head of Department shall be eligible to act as Examiner.
- xi. Additional Examiner shall have the same qualifications as prescribed for other Examiners.
- xii. An Examiner shall be appointed for a particular examination only. However, he/she may be re- appointed in subsequent examinations subject to the approval of Vice Chancellor.
- xiii. An Examiner may also be appointed as a Paper Setter and Paper Assessor in the same examination.
- xiv. A teacher teaching any dental subject (Clinical or Basic) must possess postgraduate qualification in the subject so as to act as Internal/External Examiner.
- xv. No person shall be appointed as an Examiner whose close relative (wife, husband, son, daughter, adopted son, adopted daughter, grand-son, grand-daughter, full and half brother and sister, niece/nephew, brother and sister in law, son and daughter in law, paternal and maternal uncle and aunt etc.) is appearing in the examination.
- xvi. No person shall be appointed as an Examiner against whom there has been an adverse report, an inquiry pending or a decision in this regard made by the Vice Chancellor.
- xvii. The Vice Chancellor, on the recommendations of the Controller of Examinations, may cancel the appointment of an Examiner without assigning any reason.
- xviii. No faculty member of any affiliated College shall claim an inherent right to be appointed as Internal/External Examiner. The Board of Studies concerned shall

take into account reputation and previous conduct of every faculty member prior to his/her appointment as an Examiner. Any recommendation of senior management of affiliated Colleges for appointment of any faculty member as Examiner shall be considered as an impropriety. The panel list sent by the Principals of respective colleges shall NOT be binding in appointment of external examiners.

(c) Process of Appointment of Examiners and Conduct of Practical Examination:

- i. Examiner shall conduct the Oral and Practical/Clinical examination in accordance with the prescribed rules of the University.
- ii. When an Examiner anticipates his/her inability to participate in any examination for any valid reasons to be recorded, he/she shall forthwith return the Acceptance Form marked as "Unwilling / decline" to the Controller of Examinations.
- iii. Oral and Practical/Clinical examination shall be held at a place approved by the University
- iv. The number of External Examiners and Internal Examiners shall be equal.
- v. External Examiner shall always be associated with Internal Examiner. In Oral/Clinical examination both Internal Examiner and External Examiner shall always examine the candidate together and no single Examiner shall examine the candidate in isolation. The marks shall, however, be entered by each Examiner in separate award list without consulting the other Examiner.
- vi. A pair of Examiners shall examine a maximum number of fifty candidates a day.
- vii. The Board of Examiners for postgraduate examinations shall at least be four examiners.
- viii. Supervisor of a postgraduate candidate shall not act as an Examiner for his own trainee in final evaluation.
- ix. The Vice Chancellor, in case of any reported risk of impropriety in any examination, can appoint an Additional Examiner from the panel of Examiners. Additional Examiner shall be an equal and independent assessor in practical examination.
- x. Examiner shall promptly communicate any change in his/her residential/official address or telephone numbers to the Controller of Examinations.
- xi. While preparing the award list for Oral and Practical/Clinical examination, the Examiner must ensure that:
 - a. Award list is prepared separately by both External Examiner and Internal Examiner.
 - b. Only prescribed form of the University is used for practical awards.
 - c. The name of examination, subject and institution should be clearly written on each page.
 - d. Award list shall be filled in with blue/black ink in the handwriting of the Examiner.
 - e. Absent candidate shall be marked in red.
 - f. No candidate should be missed out.
 - g. Fractional marks are not awarded.
 - h. Each page of the award list is signed by the Examiner.

 **REGISTRAR**
Khyber Medical University
Peshawar

- i. Marks obtained by the candidate are entered correctly in the award list both in figures and words against the corresponding roll number.
- j. Marks entered on the award list shall not be altered. When such an alteration is inevitable for any specified reason, the original marks shall not be erased or over-written. The Examiner shall draw a line crossing the marks to be corrected in such a way that what has been cancelled is still legible and then enter fresh marks, and put his/her signatures against the cancelled ones.
- xii. Immediately after completion of Oral and Practical/Clinical examination, the award lists should be sent through special courier to the Controller of Examinations on the same day in a sealed envelope marked as 'CONFIDENTIAL'.
- xiii. Examiner shall report to the Controller of Examinations, by name, the case of a candidate who, in the opinion of the Examiner, has used any unfair means.
- xiv. Vice Chancellor shall take appropriate action against such Examiner who declines to attend the assigned duty without any valid reasons.
- xv. Vice Chancellor, on the recommendations of the Controller of Examinations, may disqualify for any specified period an Examiner who violates the conditions as laid down in the Regulations.
- xvi. The University may frame Rules from time to time governing the appointment of Examiners and the manner in which they shall be required to perform their duties.

(d) Remunerations.

The Examiners shall receive such remunerations as may be prescribed by the University.

(e) Disqualification of Examiner.

Any Examiner making deliberate error(s) with mala fide intention or deforms the practical results, shall be disqualified. The decision shall be taken by the Vice Chancellor on the recommendations of the Controller of Examinations and the findings shall also be reported to Head of the Institution of the Examiner.

29. APPOINTMENT / DUTIES OF CENSOR:

(a) Definition

Censor is a person who critically observes, analyzes, and reports on the organization, conduct and standardization of an examination for which he/she is appointed.

(b) Criteria for Appointment.

- i. Censor shall be appointed by the Controller of Examinations with the approval of Vice Chancellor, as and when required.
- ii. Censor shall be an eminent person with vast experience in Health Sciences, and seniority to qualify for such an appointment.

(c) Duties.

- i. Censor shall appraise and judge organizations, conduct and standard of the examination by personal inspection for which he/she is appointed.
- ii. Censor shall critically observe, evaluate, record his findings and submit an impartial report to the University for the purpose of unprejudiced and fair feedback to the College/Institution.
- iii. Censor shall submit a report within a period of seven days of completion of inspection on the prescribed proforma duly signed by him/her.


REGISTRAR
 Khyber Medical University
 Peshawar

- iv. Censor shall not, in any way, intervene or influence the process of examination of the candidates by the Examiners.
- v. Censor shall not take over any of the duties of Convener, Examiners and Supervisory Staff or of any other official of the College/Institution.
- vi. Censor shall cooperate with the Convener/Examiners in all matters relating to the conduct of the examination. He/she shall not himself/herself manage the examination.
- vii. Censor may suggest further improvements, if required, in the conduct of Oral and Practical/Clinical examination

(d) CENSOR REPORT PROFORMA

Examination:

Centre: Date:

Number of Candidates: Examiners:

Observers: Invigilators:

Helpers: Others:

Instructions: Each item should be answered 'YES', 'NO' or 'DON'T KNOW' (DK). If the answer to any item(s) is 'NO', Censor should explain Item wise in the 'COMMENTS'.

1. Was the laid down procedure/programme of the examination adhered to?
2. Were the arrangements of premises, facilities and logistics satisfactory?
3. Was secrecy, prevention of unfair means and discipline of the Centre satisfactory?
4. Were visitors discouraged/eliminated?
5. Was examiner/candidate relationship satisfactory?
6. Was the standard of the examination in general satisfactory?
7. Was the content area of course covered reasonably well?
8. Was the depth of discussion reasonably searching?
9. Were standardized questions used?
10. Was the proportion of recall, interpretation and problem solving questions satisfactory?
11. During viva voce, were specimens, X-rays, data, etc., used?
12. Were the candidates asked to demonstrate clinical methods/practical skills in additions to verbal interactions?
13. Did the examiners keep a record of candidates' answers for future discussion?
14. Did the examiners award marks jointly?
15. Was the result tabulated immediately after the examination?
16. Was the general proficiency of the Centre satisfactory?
17. COMMENTS, if any.

.....

Signature:

Name:

Date:

Institution:

30. RECHECKING OF ANSWER BOOKS / AWARDS & RE-EVALUATION OF ANSWER BOOKS:

- (a) After declaration of results, a candidate may apply to the Controller of Examinations for rechecking of his/her results.
- (b) The candidate shall apply on the prescribed application form duly recommended by the concerned Principal of the College along with prescribed fee and a copy of the Detailed Marks Certificate.
- (c) The prescribed fee for rechecking shall be notified separately by the University. The fee for rechecking shall be refundable if the fault lies on the part of University. The university will also take necessary action against the defaulter(s).
- (d) *Applications for rechecking shall be received in the office of the Controller of Examinations not later than 07 days after the date of declaration of the result of the concerned examination.**
- (e) The candidate or anybody on his/her behalf shall have no right to see or examine the answer books for any purpose.
- (f) For practical / viva marks student can only apply for Re-Totaling of marks awarded in Vivas, OSCE / OSPE and Internal Assessment.
- (g) Whereas rechecking does not mean reassessment or re-evaluation of an answer book the Controller of Examinations or any officer authorized by him or the Rechecking Committee approved by the Vice Chancellor shall satisfy that the result of the candidate has been correctly compiled and declared. Any candidate can apply for rechecking on a prescribed form. In rechecking the following will be observed:
 - i. No answer in the answer book or part thereof has been left unmarked.
 - ii. The Paper Assessor has correctly transferred the total of each question from the answer book to award list / title page.
 - iii. No error is detected in the grand total of marks.
 - iv. All entries in the answer book and practical awards have been correctly transferred to the result sheet and subsequently to the Detailed Marks Certificate of the candidate.
 - v. The answer book or any part thereof has not been changed or detached.
 - vi. The answer book is in the handwriting of the candidate.
- (h) For reassessment / re-evaluation the following rules will apply:
 - i. There will be no Re-evaluation / Re-assessment after the declaration of result. Only Re totaling will be done for the candidates who apply for same.
 - ii. *A two members committee may be constituted by the Vice Chancellor, to examine and recommend the award of grace marks (up to 3 marks) to the candidates failing by not more than 3 marks, before declaration of a result.**
 - iii. The above rules will not be applicable to practical exam or viva voce where no re-evaluation will be allowed.
 - iv. The re-evaluation may be done by the same examiner or by any other subject specialist appointed for the purpose by the Controller of Examinations.
- (i) The benefit of grant of average marks shall not be given to the candidate in case of

**25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022*

 **REGISTRAR**
 Kyber Medical University
 Peshawar

rechecking if his/her answer book(s) is/are not traceable at the time of rechecking.

In such cases, verification from original award list shall be deemed to be final.

- (j) The Officer/ appointed by the Controller of Examinations in the event of detection of any omission or mistake in the answer books or in the compilation of the result of the candidate (as defined in 30(h) above) shall report the case to the Controller of Examinations. After careful confirmation of the omission/mistake, the Controller of Examinations shall take necessary steps to rectify it.
- (k) Any major dispute in the result will be examined by a committee to be constituted by Controller of Examinations with the approval of Vice Chancellor, the decision of which will be final. The result cannot be challenged in the court of law without first making a representation to the committee.

31. CHANGE OF NAME / FATHER NAME IN DOCUMENTS

- (a) When a student wishes to have his/her name as originally entered in the University record. Changed, he/she shall proceed as under:-
 - i. He/ She shall apply on the prescribed form to the Controller of Examinations through the Principal / Head of institute concerned, who originally sent up his/her name, paying a fee of Rs. 1000/-.
 - ii. He/ She shall supply a press cutting of the Notice of change of name in at least one daily News Paper.
 - iii. He/ She shall support his/her application with an affidavit duly sworn before 1st Class Magistrate/Oath Commissioner (by the candidate himself) with signatures of two respectable witnesses thereon.

Regulation No 31(a)(ii) and (iii) shall apply on change of name in Degree obtained.

- (b) When a student wants to get his/her name corrected (this will include addition alternation or other minor modification not basically affecting the name). He/ She shall be required to comply with item No. 31(a) above.

32. USE OF UNFAIR MEANS:

- (a) Any candidate who, after announcement made by Superintendent fails to part with or is found to have in his/her possession or access, books or notes, papers, bags, pencil cases, pagers, mobile phones, calculators, palmtop computers, tape recorders or any other material or equipment in his/her possession relating to the subject of examination of that paper or detected in giving or receiving assistance, or using or attempting to use any other unfair means in connection with the examination, shall be reported by the Superintendent of the Examination to the Controller of Examinations.

(b) Any candidate found guilty of using unfair means in the examinations, shall be dealt in line with penalties as tabulated below:

S. No	Type of Unfair Means	Penalty
1.	Talking in the examination hall during the course of a paper.	The candidate shall arrange plantation of 15 plants in his/her own institute/college or any other constituent/affiliated college of KMU and shall submit a receipt/certificate of the same through the concerned Head of the Institute.
2.	Misbehavior with the supervisory staff / KMU Inspector in the examination hall.	1. The candidate shall arrange donation of five bags of blood at reputed blood donation centers such as Fatimid, Hamza, Regional Blood Centre, HMC, KTH, LRH, Shaukat Khanum Hospital, and Agha Khan Hospital etc. and shall submit a receipt/certificate of the same through concerned Head of the Institute. OR 2. Imposition of fine @ Rs. 20000/- 3. Both the above mentioned penalties
3.	Possession of cheating material	Imposition of a suitable amount of fine in commensuration with the cheating material.
4.	Use of cheating material (copying from any paper, book or notes, or allowing any other candidate to copy his/her answer-book)	Cancellation of concerned paper
5.	Possession of Cell phone/smart watch/blue tooth device or any such technology based gadgets	1. Cancellation of concerned paper 2. Retaining the cell phone/ gadgets by the Examination Department, KMU.
6.	Using Cell phone/smart watch/blue tooth device or any such technology based gadgets	1. Cancellation of concerned exam 2. Retaining the cell phone/gadgets by the Examination Department, KMU.
7.	Using Cell phone/smart watch/blue tooth device or any such technology based gadgets for cheating/sharing of the question paper	1. Cancellation of concerned exam, and 2. Disqualification for a period of 03 years to appear in any examination of the university. 3. Retaining the cell phone/gadgets by the Examination Department, KMU.
8.	i. Impersonation ii. Appearing in an exam on the basis of fake academic credentials/receipts/forms	1. Cancellation of concerned exam, and 2. Disqualification for a period of 03 years to appear in any examination of the university (both the candidate and impersonator). 3. To lodge an FIR against the impersonator if he/she is not a student of the college concerned.
9.	Physical assault on the supervisory staff/Exam Inspector	Life time disqualification to appear in any exam of the university.

*25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022



REGISTRAR
Khyber Medical University
Peshawar

*The Cell phone/smart watch/blue tooth device or any such technology based gadgets used by the students for cheating/sharing of the question paper shall be kept in the safe custody of the Controller of Examinations and shall be opened by the Controller of Examinations in the presence of the concerned Inspector of the Examination center as well as concerned Deputy Controller of Examinations and Additional Controller of Examinations for verification of the cheating material used during the paper.**

- (c) Any candidate found guilty of impersonation, which impersonates such candidate and is on the rolls of an affiliated College, shall be, disqualified i.e. both candidate and impersonator for a period of three years.
- (d) If the impersonator is not on the rolls of an affiliated College, the Controller of Examinations shall register a case with the Police, and shall send intimation to this effect to the Vice Chancellor for cancellation of his/her Degree.
- (e) Any candidate found guilty of resorting to physical assault on the Supervisory Staff or University Officers or University Officials or any other person deputed in the Examination Centre or other candidates shall be disqualified permanently.
- (f) Any candidate found guilty of possessing firearms, daggers, knives and other weapons, which may cause injury, shall be disqualified for a period of three years to appear in any examination of the University.
- (g) Any candidate found guilty of instigating others to stage a walkout or resort to a pen-down strike shall be liable to expulsion by the Superintendent or the Controller of Examinations or any officer duly authorized by the Vice-Chancellor and shall be disqualified for a period up to three years to appear in any examination of the University.
- (h) Any candidate found guilty of obtaining admission to the examination on false statement made on his/her Admission Form shall be disqualified to appear in that examination.
- (i) Any candidate found guilty of forging another person's signatures on his/her application or Admission Form shall be disqualified for one year.
- (j) The answer book of a candidate shall be cancelled if found guilty of disclosing his/her identity or making peculiar marks or using abusive or obscene language or making an appeal in his/her answer book to the Examiner.
- (k) *Any candidate found guilty of influencing or attempting to influence, the Examiners or Supervisory Staff or the Controller of Examinations and other University Staff directly or through his/her parents/guardian/relatives/Principal or Director of the concerned institute or any other means, with the objective of gaining favour in the examination shall be disqualified for that examination.**
- (l) Any candidate who refuses to obey the Centre Superintendent or changes his/her seat with another candidate, or changes his/her roll number shall be expelled from the Examination Centre and his/her answer book shall be cancelled.
- (m) Any candidate found guilty of cheating in the examination by way of depositing less fee and enhancing it through forgery on Bank receipt shall be debarred to appear in

**25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022*

 **REGISTRAR**
Khyber Medical University
Peshawar

that Examination.

- (n) A Committee shall be constituted by the Vice Chancellor to deal with unfair means cases.
- (o) No punishment shall be imposed, unless a student accused of using unfair means in an examination, has been given a reasonable opportunity of showing cause against the action proposed to be taken with respect to him.
- (p) In case of an emergency, the Vice Chancellor may award suitable punishment without reference to the Committee, in commensuration with the gravity of offence, to any candidate or to any student on the rolls of an affiliated College, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Centre.
- (q) Guidance may be sought from the rules / regulations of PMDC, University of Peshawar and other institutions on subjects which may not be covered by the above regulations. The Unfair means Committee may award suitable punishment to any reported candidate in commensuration with the gravity of offence not covered in REGULATIONS FOR USE OF UNFAIR MEANS
- (r) *A candidate can appeal against the decision of UFM committee within seven days after the notification of decision of UFM committee.**
- (s) An Appellate Committee shall be constituted by the Vice Chancellor to deal with cases who appeals against the decision of the UFM committee.
- (t) Vice Chancellor himself can head the Appellate committee.

33. Requirements for award of Degree/Duplicate Degree/Degree Verification to KMU Graduates

a. Requirements for award of Degree/ Duplicate Degree/ Degree verification to KMU Graduates:

*The Degree Section shall be responsible to issue the degree to the University Graduates within 30 working days from the date of acceptance by the exam department by depositing the prescribed fee. However, the urgent degree will be issued in 07 working days to those who pay the prescribed urgent fee. The following *25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022 documents (duly attested) are required to be submitted by the applicant for award of [original degree]:*

- i) *Prescribed Degree Form (duly filled, signed and stamped by the applicant and concerned Principal/Head of college/institute)*
- ii) *Copy of DMC/Transcript of the last passed examination*
- iii) *Copy of CNIC or form 'B'*
- iv) *Passport size color photograph*
- v) *Original fee deposit slip (duly deposited in the designated KMU bank account)*
- vi) *Clearance form duly signed by all the concerned (only for graduates of the constituent institutes)*

b. Requirements for award of Duplicate Degree:

The following documents (duly attested) are required to be submitted by the applicant

**25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022*

for award of [duplicate degree]:

- i) *An affidavit on stamp paper regarding loss of degree.*
- ii) *Newspaper advertisement regarding loss of degree.*
- iii) *Copy of the registered Roznamcha of Police Station*
- iv) *Photocopy of the original degree (if available) otherwise, the Prescribed Degree Form (completed in all respects)*
- v) *Copy of DMC/Transcript of the last passed examination*
- vi) *Copy of CNIC or form 'B'*
- vii) *Passport size color photograph*
- viii) *Original fee deposit slip for duplicate degree (duly deposited in the designated KMU bank account)*

The degree form completed in all respects and supported by the above mentioned documents shall only be accepted and entertained.

The degree shall only be collected by the applicant himself/herself or his/her blood relatives (parents, siblings, spouse) on production of original CNIC of the applicant, photocopy of CNIC of the person who collects the degree and authority letter of the applicant.

Corrections (if any) in accordance with the available record of the university will be made in the degree upon the request of the applicant. However, the graduate shall re-pay the degree fee if the error is on part of the graduate and based on the incorrect particulars/information provided by the student.

c. Requirements for Degree Verification

The following documents are required to be submitted by the applicant for verification of [original degree or its photocopy]:

- i. *Written request by the applicant on plain paper to be submitted to the controller of examination*
- ii. *Original degree*
- iii. *Photocopy of the degree (if the applicant needs to verify the photocopy)*
- iv. *Attested copy of CNIC / Form 'B' or Passport*
- v. *Original fee deposit slip for degree verification (duly deposited in the designated KMU bank account)*

**25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022*

34. Requirements for award of Migration certificate:

The following documents are required to be submitted by the applicant for award of Migration certificate:

- i. *Migration form duly filled and signed by the applicant*
- ii. *Attested copy of the DMC/Transcript*
- iii. *Original fee deposit slip (duly deposited in the designated KMU bank account)*

Uniform migration policy for affiliated institutes/colleges:

The House approved that the migration shall only be allowed from 5th Semester (3rd Year) & onward amongst affiliated Institutions of Khyber Medical University, Peshawar.

The house further directed that the committee already notified vide No. 4416/Dir/Acad/KMU dated 16-12-2022 for Shifting / Migration of Allied Health,

**25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022*


REGISTRAR
Khyber Medical University
Peshawar

Rehabilitation, Nursing Sciences amongst the Constituent Institutions of Khyber Medical University shall ensure that a program at both the campuses/ institutes shall not suffer (i.e. Minimum of 10 students shall remain at the institute from where they are seeking migration).

Migration of MBBS/BDS students from KMU Institute of Medical Sciences & KMU-Institute of Dental Science, Kohat :

The Council principally agreed that if a student intends to migrate, then he / she shall deposit the whole fee (remaining years) of the degree program (MBBS/BDS) and then shall be allowed to migrate from KIMS & KIDS.

35. Requirements for registration of students as per following details:

The Principal / Director / Head of the constituent as well as affiliated colleges/institution shall be required to submit the lists of admitted/enrolled students to the office of controller of examination within one month after admission of the students for the purpose of registration.

The following supporting documents shall be required:

- a. *Data of the students on prescribed format (both in hard & soft form)*
- b. *Migration Certificate in original of the last attended institute/college*
- c. *Attested DMC/Certificate of the last passed examination.*
- d. *Attested copy of the CNIC or Form 'B'*
- e. *Prescribed registration fee of the students to be enrolled (duly deposited in KMU designated bank account)*
- f. *Copy of letter of affiliation with KMU*
- g. *KMU CAT/Admission Test result of the admitted student*
- h. *An affidavit by the Principal/head of institute/college to the effect that the admissions have been granted to the students in line with the policy/rules/regulations of KMU after fulfilling all the codal formalities and in case any illegality is observed at any stage, besides cancellation of registration/degree of the student, appropriate disciplinary action against the concerned college/Institute shall be taken by the university*
- i. *Late fee (where applicable)*
 - i. *The college/institute administration shall be required to enter the students' registration data through KMU online web portal within notified time frame, failing which the concerned institute/college shall be liable to pay the prescribed late fee.*
 - ii. *Before allotment of registration numbers to the enrolled MBBS/BDS students, their lists received from the affiliated/constituent shall be referred to the KMU admissions section for verification. Discrepancy, if any, shall be referred back to the concerned college for clarification and correction besides taking legal action by the concerned department of the university against the college.*
 - iii. *The Registration Numbers of the enrolled students will be communicated to the concerned college/Institute upon their request, whenever required.*
 - iv. *Any subsequent change/correction in the registration is required to be communicated to the Controller of Examinations by the concerned*

**25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022*

Principal/Director/Head of Department within week a time after the registration numbers are communicated to them, any change/correction received later than the prescribed time will be entertained each on payment

**25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022*


REGISTRAR
 Khyber Medical University
 Peshawar

of prescribed fee. Cancellation of the registration of student(s) shall be entertained on the recommendations of the concerned Principal/Head of the college/institute.

Late Fee

- a. *Late fee @ 50% of the registration fee shall be paid by the college/institute if the registration forms of the students are received 30 days before the commencement of the forthcoming examination.*
- b. *100% (double registration fee) shall be charged in case the registration forms are received 15 days before the commencement of the forthcoming examination. However, registration forms received beyond the specified time frame mentioned earlier shall not be entertained.*
- c. *In special circumstances for reasons to be recorded, the penalty of late fee can be relaxed or waived off by the Vice Chancellor on the recommendations of Controller of Examinations.**



**THE KHYBER MEDICAL UNIVERSITY SEMESTER SYSTEM EXAMINATIONS
REGULATIONS 2017 (Amended 2023)***

1. These regulations may be called “**Khyber Medical University (Semester System Examinations) Regulations, 2017**” (Amended 2022) in terms of Section 25(2)(b) and 29(1)(e) of The Khyber Pakhtunkhwa Universities Act 2012 (amended 2016). In addition to and not in derogation of “**Khyber Medical University Examinations Regulations, 2017**” (Amended 2022).
2. These Regulations shall come into force at once.
3. **Definitions**
 - (a) “**Academic Calendar**” means a written academic activities schedule as provided under **Regulation 4(2)** of these regulations.
 - (b) “**Semester**” means 16 – 18 weeks of teaching and assessment.
 - (c) “**Credit Hour (C.H)**” Number of Teaching hours per week per semester.
 - (d) “**Cumulative Grade Point Average (C.G.P.A)**” means cumulative grade point average as provided under **Regulation 10(4)** of these regulations.
 - (e) “**Fall Semester**” means an academic semester started from the month of September and ended in the month January of an academic year.
 - (f) “**Grade Point Average (G.P.A)**” means a grade point average as provided under **Regulation 10(3)** of these regulations.
 - (g) “**Letter Grade (L.G)**” means a grade provided under this heading in **Regulation 10(1)** of these regulations.
 - (h) “**Numeric Grade (N.G)**” means a grade provided under this heading in **Regulation 10(1)** of these regulations.
 - (i) “**Spring Semester**” means an academic semester started from the month of February and ended in the month June of an academic year.
 - (j) “**Summer Session**” means a special semester offered by a department / institution / college, as the case may be, to meet the credit hours deficiencies or courses deficiencies during summer vacations.
4. **Conduct of Semesters:**
 - (a) There shall be two regular semesters in an academic year. Each semester will be spread over 18 weeks with inclusion examinations i.e.
 - i. Spring Semester: February – June
 - ii. Fall Semester: September – January
 - (b) The University will publish a schedule according to the format given in **Schedule-I** of these regulations, of the complete academic year for its Fall, Spring and Summer semester (if any) for the convenience of students and faculty members mentioning the following:
 - i. Semester starting date;
 - ii. Holidays during the semester;
 - iii. Midterm examination date;
 - iv. Semester termination date;
 - v. Final term examination week
 - (c) Students shall be responsible to meet the requirements and deadline published for each

**25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022*

 **REGISTRAR**
Khyber Medical University
Peshawar

semester in the academic calendar of the university. Students will also be expected to know and adhere to the rules, regulations, course loads, prerequisites, and policies of the university, as well as those of the departments / institutes in which they are enrolled.

- (d) Minimum attendance in a course required to obtain a passing grade in that course shall be 75%.

- 5. Scheme of Studies under Semester System:** The following shall be scheme of studies for
Three years PhD program,
Two years Master's degree programs (MS and MPhil)
Four years Professional degree programs, respectively

(a) Six semesters PhD program (level 8):

- i. **Total No. of Required Credit Hours:** 18 (Credit Hours of Course Work + a PhD dissertation which must be evaluated by at least two PhD experts from technologically /academically advanced foreign countries in addition to local Committee members)
- ii. **Semester Duration:** Minimum 16 weeks teaching excluding examinations
- iii. **Course Work Duration:** Minimum 1-year, two semesters Course Duration
Minimum 3 years (including course work duration & Research Dissertation)
- iv. **Summer Session:** Only for deficiency courses and Research Course
- v. **Course Load per Semester for Regular Full-Time Students:** 09 - 12 Credit Hours

(b) Four Semesters Masters Degree Program (level 7);

- i. **Total No. of Credit Hours:** 30 (24 credits course work and 06 credits for thesis) or the candidates will either need to complete 30 credit hours of course work for masters only
- ii. **Semester Duration:** Minimum 16 weeks teaching excluding exams
- iii. **Program Duration:** 2 years Minimum for full time students and minimum of 8 semester (4 years) for part time students Maximum time limit of 3 years for full time students and maximum of 6 years for part time students, further extendable for one year with the approval of Academic Council)
- iv. **Number of Regular Semesters:** 4
- v. **Number of Summer Sessions:** one (if so required, Only for deficiency/failure/repetition courses (further chance through approval of Academic Council)
- vi. **Course Load per Semester** 09-12 Credit Hours

(c) Eight Semester Professional Degree Program (level 6);

- i. **Total No. of Credit Hours:** 124-140
- ii. **Semester Duration:** minimum 16 weeks teaching excluding exams
- iii. **Program Duration:** 4 – 5 years as per requirements
- iv. **Number of Regular Semesters:** 8 – 10 accordingly
- v. **Number of Summer Sessions:** two (if so required)
- vi. **Course Load per Semester** 15-18 Credit Hours

- (d) Minimum of 160 and Maximum 180-above Credit hours for 5 year degree program

 **REGISTRAR**
Khyber Medical University
Peshawar

6. Courses Credit Hours:

- (a) The credit hours are denoted by two digits within brackets with a hyphen/plus in between. The first digit represents the theory part while the second (right side) digit represents the practical. Thus 3(3+0)/3(3-0) means three credit hours of theory, while 4(3+1)/4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory/studio work/field work/practical work supervised and graded by the faculty
- (b) An Undergraduate Degree Program usually includes theory courses, community work/thesis/research report/project and internship.
- Theory: A theory course is of 03 to 04 credit hours as per requirement of discipline.

Course

Duration of Class

Theory Course of **03** Credit Hours

3 classes of 01 hour per week

Or

2 classes of 1.5 hour per week

Or

1 class of 03 hours class per week

Practical (Lab) Work/Field Work of **01** Credit Hour

03 hours per week

- Project: Every student should write a project report/thesis/research report/project/ internship in the final year up to maximum of 06 credit hours individually on a research topic approved by Faculty.
 - Internship: Students should be encouraged to do internship in a relevant academic, research or business organization relating to the discipline chosen for specialization of maximum of 3 credit hours offered in any upper division semester as per requirement of discipline.
- (c) Islamiyat and Pakistan Studies compulsory for bachelor Level shall be of one credit hour each.
- (d) Thesis Supervisor: the topics allotted to the students will work under the supervision of supervisors. In order to have quality supervision, field experts identified by the institute will also be assigned with the responsibilities.
- (e) Student has to submit the final copy of his/her thesis duly approved by his/her supervisor to the Examinations Section of the University, within 60 days after the last paper of Final Term Examination.

7. Semester Examination:

- (a) All semester examinations except the final exam of the semester shall be conducted by the Department / Institutions / College, as the case may be.
- (b) In each semester, students shall be required to appear in quizzes, mid terms, final examination, give presentation, participate in group discussion, and submit projects / assignments / laboratory reports, where ever applicable. These shall having different weightage contributing towards the overall assessment in percent marks and be determined by the teacher / instructor concerned, according to **Regulation 8** of these



REGISTRAR
Khyber Medical University
Peshawar

regulations. This weightage shall be determined, on the basis of the following instructions:

- i. In case a student joins a course after it has started, he/she shall be responsible for any missed quizzes, assignments and lectures. The marks in missed quizzes etc shall be considered zero while make-up tests, assignments, projects and labs can be arranged in consultation with the teacher / instructor / head of department / institution, whatever the case may be.
 - ii. There shall be no Supplementary / Special Examination in a Semester System; if a student fails in a course, he/she is required to repeat it.
 - iii. In case a student repeats the course which has already been taken, the old grade will be substituted with the new grade, (for CGPA calculation) and both the grades will reflect on his / her transcript, i.e. old course grade and new course grade.
- (c) Instructor / teacher of each course in semester shall be bond to submit students' evaluation profile according to the format given in Schedule-II of these regulations.
- (d) In case of available infrastructure, the semester examination for any undergraduate/postgraduate program of the university shall be conducted by using dedicated computer based software so as to accelerate the process of exam conduction and results compilation/declaration, and to cope with the contemporary practices of digitization in the field of assessments and evaluation.

8. Distribution of Marks:

- (a) Overall 10% marks in each subject shall be awarded for internal evaluation comprising of Stages, Quizzes / Class Tests, Assignments, Attendance
- (b) Marks for all regular semesters of under graduate (level 6) shall be distributed as follows;
- i. Mid Term Examination: 20%
 - ii. Final Term Examination: 70%
 - iii. Quiz / Tests / Assignments / Presentations: 10%
- (c) Marks for all regular course work semesters of Masters / M.Phil. (level 7) and Ph.D. (level 8) shall be distributed as follows
- i. Mid Term Examination: 30%
 - ii. Final Term Examination: 50%
 - iii. Quiz / Tests / Assignments / Presentations: 20%
- (d) In case of a course with the composition of 4(3+1), (03 credit hour theory and 01 credit hour practical) the weightage for the practical work may be considered as 25%.
- (e) All scripts and records shall have to be submitted to the Examination Section of the University.
- (f) Final Term Examination of any semester whether undergraduate or postgraduate levels, Controller of Examinations, if so desire, can be conducted by the Examination Department of KMU, directly. For this purpose, the Controller of Examinations may ask more than one set of question papers from the respective teachers. The Final paper setting shall be the discretion of Controller of Examinations, KMU.
- (g) Paper pattern shall be as notified by the Controller of Examinations from time to time at the start of academic year with the approval of Vice Chancellor.

 **REGISTRAR**
Khyber Medical University
Peshawar

- (h) Institute will send the results of the semesters to the Controller of Examinations, semester section who subsequently will issue the GPA & CGPAs calculated results.
- (i) *Mid-term marks once awarded shall remain the same in case a student fails and repeats a paper.*

9. **Promotion to Next Semester:** Requirement for promotion to next semester shall be as follow;

(a) Four Semesters (two years) Masters / M.Phil. Degree Programs;

	Promotion to Next semester	Requirement
1.	From 1 st to 2 nd	Passing 50% subject, fraction being counted as one i.e. 3 out of 5, or 3 out of 6 subjects.
2.	From 2 nd to 3 rd	Passing all subjects of 1 st Semester (if available) and 50% of the 2 nd Semester.
3.	From 3 rd to 4 th (final degree awarding semester.	Passing all subjects of 2 nd Semester (if available) and 50% of the 3 rd Semester. During the Final Semester the university may arrange exam of failed subjects of previous semester even if they are not offered as regular course in that semester.

(b) Maximum six semesters' duration shall be allowed for a student to qualify the four semesters' degree programs. The Academic Council may, on the written request of the student duly recommended by head of the institution, further extend up to two semesters with imposition of a fine which shall be double of the prescribed fee for the enrolment of the relevant degree program's semester.

(c) For Eight Semester (four years) Professional Degree Programmes: The following shall be requirements for promotion to next semester;

	Promotion to Next semester	Requirement
1.	From 1 st to 2 nd	Passing 50% subject, fraction being counted as one i.e. 3 out of 5, or 3 out of 6 subjects.
2.	From 2 nd to 3 rd	Passing all subjects of 1 st Semester (if available) and 50% of the 2 nd Semester.
3.	From 3 rd to 4 th	Passing all subjects of 1 st & 2 nd Semesters (if available) and 50% of the 3 rd Semester.
4.	From 4 th to 5 th	Passing all subjects of 1 st , 2 nd & 3 rd Semesters (if available) and 50% of the 4 th Semester.
5.	From 5 th to 6 th	Passing all subjects of 2 nd , 3 rd & 4 th Semesters (if available) and 50% of the 5 th Semester.
6.	From 6 th to 7 th	Passing all subjects of 3 rd , 4 th & 5 th Semesters (if available) and 50% of the 6 th Semester.
7.	From 7 th to 8 th Final degree awarding in case of 4 year professional degree program	Passing all subjects of 1 st to 6 th Semester (if available) and 50% of the 7 th Semester. During the Final Semester the university may arrange exam of failed subjects of previous semester even if they are not offered as regular course in that semester.

*25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022


REGISTRAR
 Khyber Medical University
 Peshawar

- (d) Maximum twelve semesters' duration shall be allowed for a student to qualify the eight semesters' professional degree programs. The Academic Council may, on the written request of the student, duly recommended by head of the institution, further extend up to two semesters with imposition of a fine which shall be double of the prescribed fee for the enrolment of the relevant degree program's semester.

10. Grading:

- (a) The following grading system shall be applicable to graduate Level semester examinations

Marks Obtained (%)	Letter Grade (LG)	Numeric Grade (NG)
Below 60	F	0.0
60 – 64	C	2.0
65 – 69	C+	2.5
70 – 74	B	3.0
75 – 79	B+	3.5
80 – 89	A	4.0
90 – 100	A+	4.0

- (b) The following grading system shall be applicable to postgraduate Level semester examinations

Marks Obtained (%)	Letter Grade (LG)	Numeric Grade (NG)
Below 60	F	0.0
60 – 69	C	2.0
70 – 78	B	3.0
79 – 84	B+	3.5
85 and above	A	4.0

(c) CGPA REQUIRED FOR THE COMPLETION OF UNDERGRADUATE AND GRADUATE DEGREE

- For completion of the degree, the minimum qualifying CGPAs for BS and MS/MPhil Students are 2.00 and 2.50, respectively.
- In case a student secures less than 2.00 CGPA (minimum qualifying CGPA) at the end of final Semester, s/he may be allowed to get re-admission in one or more courses, in which his/her Grade is below C, along with the forthcoming semester, provided that s/he is not debarred under the CGPA Improvement Regulation and time duration specified for the program.

(d) Calculation of Semester Grade Point (GP):

Grade Point (GP) for single course = Numeric grade (NG) x Credit Hours (C.H)

(e) Calculation of Semester Grade Point Average (GPA):

Sum of Grade Points of one semester ÷ Sum of Credit Hours of that semester

(f) Calculation of Cumulative Grade Point Average (CGPA):

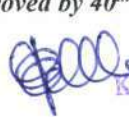
Sum of GPs of all the subjects / semester ÷ Sum of Credit Hours taken in all Semesters

(g) Conversion of CGPA to percentage:

The following criteria shall be adopted for conversion of CGPA to percentage as per

*25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022

**27th Academic Council held on 25.05.2023, approved by 40th Syndicate held on 14.06.2023

 **REGISTRAR**
Khyber Medical University
Peshawar

HEC's devised criteria duly available on:

<https://hec.gov.pk/english/scholarshipsgrants/IPHDFP5000F/Shared%20Document/s/Batch%20IV/Conversion%20Formula.pdf>*

11. Student Grievances Against any Course Instructor:

- (a) All HEIs should have a 05 member Committee constituted of 02 senior faculty members, relevant head of the department and dean headed by Controller of Examinations to redress the grievances of the students about any course
- (b) instructor or grades or for any other issue.
- (c) The Committee will redress the grievances of the students about any course instructor or grades or for any other relevant issue
- (d) A student must approach the Head of the Institute for a grievance on grade within 5 working days of the receipt of the grade. The Head of the Institute / Department shall forward the grade grievance to the Committee and it shall be mandatory on the Committee for hearing both sides (student and the instructor), and shall give a final decision within 5 days or before the start of registration for the new semester whichever comes early. The decision of the Committee shall be final.

12. Random Checking:

- (a) There shall be a University Semesters Examinations Evaluation Committee (USEEC), constituted and notified by the Controller of Examinations, whether a single committee or different committees for different departments / institutions / colleges, which shall be comprised of three Faculty Members of the relevant Degree program to check, randomly, a few papers of any semester examinations for uniformity of scoring & covering of the course content.
- (b) The result of each semester examinations shall be submitted to the University examination section well before the commencement of final exam of the semester for consideration and issuance of final transcript to the successful students for award of degree.

13. Instructors Evaluation:

- (a) Each student in a semester shall be bound to give feedback regarding the course instructors through a prescribed mechanism.
- (b) Any student, who failed to do so shall be fined Rs: 1000/- by head of the department and such fine shall be credited to the general receipt account of the university/treasurer.

14. Regulations for Programs involving Contact Sessions

- (a) For the two years program there shall be a total of six contact sessions. Each contact session is comprised of 10 days of face to face interactive teaching and learning
- (b) Total Credit Hours of the program shall be 60
- (c) The distribution of credit hours for modules, and thesis shall be as prescribed in the admission documents.
- (d) There shall be total 18 assignments of six modules (Three assignments per module). Assignments will only be given to students who will attend the contact session of the module.

**25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022*


REGISTRAR
Khyber Medical University
Peshawar

- (e) The assignments will be based on application of knowledge at higher order cognitive skills development.
- (f) After attending the contact sessions, the students will be provided time for the approval of three assignments in each module; failing may lead to repetition of contact session.
- (g) The assignments of each module will be submitted on MOODLE. It will be assessed and marked on MOODLE.
- (h) An assignment should be submitted within due date notified by the institute and will be marked out of 100 marks.
- (i) A second chance of submission of the assignment will be given to a student, if the assignment already submitted needs further improvement. The deadline of second submission will be notified by institute. The second submission assignment will be marked out of 70 marks.
- (j) Any assignment *submitted** after due date will not be considered for marking.
- (k) This institute *reserves** the rights to change the date of submission at any time in the interest of the program.
- (l) Internal assessment will be weighted towards 20% of the total grade for the module. It will include as under;
 - Class participation = 5
 - Attendance = 5
 - Presentations =5
 - Group work =5
- (m) The assignments will be given after the contact session of each module. It will be graded for 50%of the total grade for the module.
- (n) The final exam/paper of module will be conducted before the next contact session. The final exam/paper of each module will be weighted towards 30% of the total grade for that module
- (o) Students receiving an F grade in any module will have to repeat the module (including contact sessions, assignments and paper) whenever it is offered again.
- (p) The Cumulative Grade Point Average (CGPA) will be calculated over all modules taken to date. In case a module is repeated, all grades will be reported on the transcript; however, only the latest grade will be used to calculate the GPA.
- (q) A student who has missed more than two days in a contact session will repeat a contact session.
- (r) A student will attempt one extra assignment in addition to three assignments, if missed one day of contact session. (Total assignments to be attempted = Four)
- (s) A student will attempt two extra assignments in addition to three assignments, if missed two days of contact session. (Total assignments to be attempted = Five).
- (t) Failing the Serial Number (r) or (s) / both, the internal assessment marks will be marked as zero.
- (u) If the assignments of student are approved and he/she missed a paper due to any reason, will have to repeat the module (including contact sessions, assignments and paper) whenever it is offered again.

- (v) There shall be no Supplementary / Special Examination; if a student fails in a module, he/she is required to repeat it.
- (w) Requirement for promotion to next session shall be as follow;
 - i. A student who has submitted/completed assignments as well as examination of the module will be promoted to next contact session.
 - ii. A student, who has not submitted the assignments of 1st Module in due course of time after attending the 1st contact session, will be considered dropped from the program.
- (x) Maximum Four Years duration (from the date of admission) shall be allowed for a student to qualify.
- (y) A student if failed to complete the program in the maximum four years duration, the Academic Council may, on the written request of the student duly recommended by head of the institution, further extend up to one year with imposition of a fine which shall be doubled of the prescribed fee for the enrolment of the relevant degree program's semester.
- (z) The institute will decide the deadlines for assignments, papers and final submission of thesis.
- (aa) If a student failed to submit the thesis within due course of time (10 months after course work), he/she will write application to his/her supervisor for further extension till the maximum limit prescribed. After recommendation of extension from supervisor a fine amounting to 50% of 2nd Year Fee (As per KMU policy) will be imposed on a student.

15. Regulations for Programs involving Contact Sessions

*In case of any complication/ambiguity, the HEC Policy Guidelines For Implementation of Uniform Semester System in HEI's of Pakistan shall be followed by the university. **

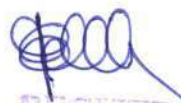
**25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022*


REGISTRAR
Khyber Medical University
Peshawar

Schedule-I

SEMESTER CALENDER FOR ACADEMIC YEAR 2009 - 2010

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Feb							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
Mar	30	31					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
Apr			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
May					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jun	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
July			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Aug	31					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Sep		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Oct				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Nov	30						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
Dec		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Jan					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31


REGISTRAR
 Khyber Medical University
 Peshawar

KMU Regulations for Conduct of Diploma Examinations, 2023

KMU Regulations for Conduct of Diploma Examinations, 2023

1. *The Post Graduate Medical Institute (PGMI), Peshawar shall forward complete registration forms duly signed and stamped by the Chief Executive Officer (CEO), PGMI along with the requisite fee after fifteen days of the admissions.*
2. *The Registration forms forwarded to Khyber Medical University shall be in-line with the approved number of seats in each Diploma.*
3. *The PGMI, Peshawar shall submit proposed date sheet for both Theory and Practical diploma examinations in hard and soft form to the office of the Controller of Examinations, KMU well before issuing the schedule/date sheet for each diploma examination.*
4. *The PGMI, Peshawar shall forward the complete Examination Forms (duly signed and stamped by the CEO, PGMI) to the Controller of Examinations, Khyber Medical University, Peshawar.*
5. *Examination forms of un-registered students shall not be entertained.*
6. *The examination forms shall be forwarded thirty (30) days before the commencement of Diploma Examinations.*
7. *The maximum numbers of attempts for the Diploma examinations shall be three (03) consecutive attempts (availed/unveiled) after completion of the course.*
8. *A minimum of 80% attendance is mandatory to appear in the exam.*
9. *The list of proposed examiners shall also be submitted to the office of the Controller of Examinations, KMU along with proposed date sheet of an examination.*
10. *A student failed in theory paper shall also be considered as failed in the practical and vice versa.*
11. *All the Trainees related matters shall be dealt by PGMI, Peshawar.*
12. *The minimum passing marks shall be 50% each in theory and practical with passing aggregate not less than 55%.*
13. *No student shall submit the Examination form directly to Khyber Medical University, Peshawar.**

**25th Academic Council held on 24.05.2022, approved by 38th Syndicate held on 03.06.2022*

PROGRAM: _____

SEMESTER: _____

COURSE TITLE: _____

CREDIT HOURS: _____

[illegible]

INSTRUCTOR

HEAD OF THE DEPARTMENT/INSTITUTION/COLLEGE

CONTROLLER OF EXAMINATIONS

REGISTRAR
Khyber Medical University
Peshawar