Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

EXAMINATION REGULATIONS FOR SEMESTER SYSTEM, 2026

Regulations regarding the schedule and courses of studies, manner, and method of teaching and examination of students, for the Bachelor's degree programs and Associate degree programs (Faculty of Visual Arts and Architecture) at the Shaheed Allah Buksh Soomro University of Art, Design and Heritages are hereby made under Sindh Act No. XIV of 2020 Section 28(2) (g).

1. **Short Title:** These Regulations may be called the Shaheed Allah Buksh Soomro University of Art, Design and Heritages, Jamshoro, Bachelor's degree program and Associate degree Programs Regulations 2026.

2. These Regulations shall be subject to the Shaheed Allah Buksh Soomro University of Art, Design and Heritages Jamshoro, General scheme of studies for bachelor's degree courses 2026 and associate degree courses 2026.

3. **Commencement.** These Regulations shall be deemed to have come into force with effect from the Batches inducted in 2026 and onwards.

4. **Definitions.** In these regulations unless otherwise expressly stated: -

   4.1. **"University"** means the Shaheed Allah Buksh Soomro University of Art, Design and Heritages, Jamshoro.

   4.2. **"Academic Year"** means the Academic Year of the University, i.e.: the period of program covering two Semesters.

   4.3. **"Semester"** means a Period of 22 weeks out of an Academic year for teaching and evaluation and / or guidance of the students at the University.

   4.4. "**Vice-Chancellor", "Dean", "Chairman / Chairperson", "Teacher" and "Controller of Examinations"** means respectively the Vice Chancellor of the University, the Dean of Faculty, the Chairman / Chairperson of Teaching Department, the teacher at the University and the Controller of Examinations of the University.

   4.5. **Faculty of Visual Arts and Architecture** means: **Faculty of Visual Arts and Architecture** means: Faculty of Visual Arts and Architecture; it comprises of Bachelor of Architecture, Bachelor of Fine Arts, Bachelor of Design (i-e: Communication, Fashion, Product & Textile) and Bachelor of Interior Design, Associate Degree in Furniture Design, Associate Degree in Interior Design, Associate Degree in Fine Arts, Associate Degree in Textile Design and Digital Technologies, Associate Degree for AI in Gaming Design and Associate Degree for AI in Animation Design.

   4.6. **Credit Course** means a course of study, the successful completion of which shall be a requirement for obtaining a bachelor's degree.

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

4.7. **Credit Hours (C.H)** means:

a) The unit of academic credit assigned to a course offered in a semester. One theory lecture of one (1) hour per week throughout a semester of sixteen (16) teaching weeks shall be equivalent to one Credit Hour.

b) One Studio / Practical / Lab. / Workshop session consisting of three (3) contact hours per week throughout the semester should also be equivalent to one Credit Hour.

c) For Bachelor of Architecture One studio session consisting of two (2) contact hours per week throughout the semester shall also be equivalent to one Credit Hour.

d) The credit hours are denoted by two digits within brackets with a plus in between. The first (Left) digit represents the theory part while the second (Right) digit represents the Studio / Practical / Lab. Workshop part.

e) For Bachelor of Architecture the credit hours are denoted by three digits within brackets with a plus in between. The first (Left) digit represents the theory part while the second (Centre) digit represents the Studio part. And the third (Right) digit represents the Practical / Lab. Workshop part.

4.8. **Internal Examiner** means the teacher / person appointed by the Dean Faculty as recommended by Chairperson, who has been teaching the course to the regular class/section during the academic year for which the examination is being conducted.

4.9. **Quality Point (Q.P.)** means is an expression used for computation of the G.P.A. It is determined by multiplying the value of the grade earned by the students with the Credit Hours of that course, e.g. if a student obtains "A" grade for three credit hour course then this quality point will be calculated as follow:

Q.P = Grade Point X C.H
e.g. Q.P = 4 X 3 = 12

4.10. **Grade Point Average** (G.P.A) means is an expression for the average performance of a student in the courses he/she has offered during a particular semester. This is calculated by adding the quality points of all the courses taken divided by the total number of Credit Hours offered: -

$$\text{G.P.A.} = \frac{\text{Sum of Quality Points of all courses taken in a semester}}{\text{Total Credit hours taken in a semester}}$$

4.11. **Cumulative Grade Point Average** means the Grade point Average of a student at the end of each semester considering the Grades obtained in all the courses or at the end of the entire period of study. Cumulative Grade Point Average (C.G.P.A.) The Cumulative Grade Point Average (C.G.P.A.) is the expression describing the performance of a student in all semesters is determined by the following way:

Shaheed Allah Buksh Soomro University of Art, Design and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

C.G.P.A. = **Sum of Quality of Points for all the courses appeared.**
Sum of the Credit Hours for all the courses appeared

For completion of the degree, the minimum qualifying CGPA for Faculty of Visual Arts and Architecture is 2.00.

5. The Courses of Study:

The courses of studies for the degree programs of the University shall be as given in the Regulations, which follow, provided that these regulations shall be subject to change as approved by the Academic Council of the University from time to time.

Table 5.1: Structure of Bachelor's degree.

Description	DEGREE PROGRAMS	
	04 YEARS DURATION *(UGE Policy 1.1 2023)*	**05 YEARS DURATION** *(Curriculum for B. Arch revised 2025, NCRC, HEC)*
Total Nos. of Credit Hours (Minimum)	120	172
Total Nos. of Credit Hours (Maximum)	144	188
Semester Duration	Minimum 16 weeks of teaching Excluding Mid - Semester Examinations	
Course Load Per Semester for Fall and Spring Semesters for Regular Full Time Students	Minimum 4 years Maximum Limit of 7 years	Minimum 5 years Maximum limit of 8 years
Summer Semester. **06 weeks duration**	For deficiency / failure, repetition of courses up to 8 credit hours.	

Shaheed Allah Buksh Soomro University of Art, Design and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

Table 5.2: Structure of Associate Degree.

Description	DEGREE PROGRAMS
	02 YEARS DURATION *(UGE Policy 1.1 2023)*
Total Nos. of Credit Hours (Minimum)	60
Total Nos. of Credit Hours (Maximum)	72
Semester Duration	Minimum 16 weeks of teaching Excluding Mid - Semester Examinations
Course Load Per Semester for Fall and Spring Semesters for Regular Full Time Students	Minimum 2 years (04 Semesters) Maximum Limit of 3 years (06 Semesters) In Extraordinary circumstances, and subject to approval of the concerned statutory body of the university, the maximum duration to complete the degree program may further be extended to another semester.
Summer Semester. 06 weeks duration	For deficiency / failure, repetition of courses up to 8 credit hours.

6. Duration of Semesters & Years:

6.1. All undergraduate degree programs, except the Bachelor of Architecture (B. Arch.), shall be for four (4) years duration, consisting of eight (8) regular semesters. The total credit hours required for the completion of a four-year undergraduate degree program shall be not less than 120 and not more than 144 credit hours.

6.2. All associate degree programs, shall be for four (2) years duration, consisting of four (4) regular semesters. The total credit hours required for the completion of a two-year associate degree program shall be not less than 60 and not more than 72 credit hours.

6.3. The Bachelor of Architecture (B. Arch.) program shall be of five (5) years duration, consisting of ten (10) regular semesters. The Bachelor of Architecture (B. Arch.) program requires not less than 172 and not more than 188 credit hours.

6.4. Each academic year shall comprise two regular semesters, namely the Fall Semester and the Spring Semester.

6.5. Summer Semester, if offered, shall be optional and primarily intended for improvement, deficiency removal, or repeat courses, subject to the approval of the University.

6.6. Credit hours for each course shall be determined according to the approved curriculum of the respective program.

Shaheed Allah Buksh Soomro University of Art, Design and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

7. Summer Semester (S. No. 05 as per HEC policy 2023)

7.1. Summer semester will be offered as an optional semester of 06 weeks duration. Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 02 courses during summer.

7.2. Moreover, a student who has either failed or stopped taking the examination due to shortage of class attendance or wishes to improve his / her grade is allowed to register in summer.

7.3. A student will only be allowed to register for up to 02 courses for remedial work.

7.4. The contact hours per week during the Summer Semester will be increased to ensure that the course is completely taught in a summer session.

7.5. The course in Summer Semester will be offered with the minimum course registration of 04 students (where intake of students is small, minimum course registration should be 50% failure students).

7.6. Registration in summer semester shall be subject to approval of the dean through the chairperson of the department.

7.7. Internship shall not be allowed during the summer semester.

7.8. Registration for Thesis and Capstone projects shall not be allowed in summer semester. For such subjects the students will be required to register in regular semester i.e Summer / Fall semesters whichever the case maybe

7.9. Registration in Summer semester shall be subject to the payment of summer semester fees prescribed by the university.

8. Credit Hours Per Semester

Each degree program should carry several approved courses, and each course should be assigned certain Credit Hours. The Credit Hours per semester for each discipline shall normally be 15-18 but if required the maximum of 21 Credit Hours maximum may be offered in some semesters. The details of the courses, grades assigned and the conditions for passing examinations shall be as prescribed by the Shaheed Allah Buksh Soomro University of Art, Design and Heritages, bachelor's degree program and associate degree program regulations.

9. Departmental Committee:

Each Department will have a Departmental Committee consisting of three senior teachers including the Chairperson, which will review the academic progress of students during the semester and scrutinize the results of all examinations, including the final semester examination. In case any discrepancy is detected in the results during the scanning process, the Committee shall, through the concerned Dean,

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

seek approval from the Vice Chancellor for the rechecking of the answer scripts by a subject expert other than the course instructor. The final recommendations of the Departmental Committee regarding the results shall be forwarded through the concerned Dean to the Vice Chancellor for consideration and approval.

10. Course File

Maintaining the Course File is compulsory for all faculty members. It should have complete record of every activity that happens during the course. The course file should be integrated and maintained through Black Board LMS.

11. Academic Calendar

11.1. The calendar will be prepared for Fall Semester and Spring Semester of each academic year, and it shall include the following information to be adopted from next academic year:

- Date of start of classes
- Conduct of Mid-semester examination
- Date of suspension of classes
- Conduct of final semester examination
- Announcement of results
- Semester Break

11.2. In case a university is closed due to unusual circumstances, then makeup classes may be arranged on weekends or in evening time to cover the lapsed period of the students.

12. Attendance Requirement

12.1. A student should have at least 75% attendance to appear in the Final Semester Examination.

12.2. No condonation in attendance will be allowed.

12.3. The eligibility attendance of Theory / Studio / Practical / Workshop etc for late admitted students to first Semester of First Year only shall be calculated from the date of admission.

12.4. No marks will be awarded for attendance.

13. The minimum requirements for each semester course shall be as follows:

13.1. For Theory Courses:

- Test / Quiz 10%
- Assignment / Presentations 25%
- Mid Semester Examination. 25%

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

- Final Semester Examination. 40%

13.2. For Studio / Practical/Workshop Courses:

- Test / Quiz 10%
- Studio / Practical / Workshop Work Evaluation 25%
- Mid Semester Examination / Preliminary Jury 25%
- Final Semester Examination / Final Jury 40%

13.3. For Final Year Thesis Studio / Capstone Projects

- Studio Work Evaluation 30%
- Mid Semester Examination / Preliminary Jury 30%
- Final Semester Examination / Final Jury 40%

13.4. For Final Year Thesis Studio / Capstone Project of Bachelor of Architecture. (*As per PCATP*)

- Studio Work Evaluation 20%
- Mid Semester Examination / Preliminary Jury 20%
- Final Semester Examination / Final Jury 60%

13.5. Appearing in Final semester examination shall be mandatory to be considered for the result of any course whether theory, studio, practical or workshop. If a student fails to appear in final examination and secures more than 50% cumulative marks including test quizzes, mid semester examination examinations, assignments presentations and preliminary juries he/she shall not be considered "Pass" in that course and shall repeat the course when it is next offered.

The schedule of Mid-Semester & Final Semester Examinations shall be as under:

Activity	**Period**
• Mid Semester Examination	After 8-weeks
. Final Semester Examination	After 17weeks (Mid Semester Examination week included)

14. Distribution of Marks:

The distribution of marks of each theory, Studio and practical course in a Semester shall be as follows:

Theory		
1.	Test/Quiz/ Assignment	10%
2.	Assignment / Presentation	25%
3.	Mid Semester Exam:	25%
4.	Final Semester Exam	40%
Total		**100%**

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

Studio / Practical or Lab / Workshop		
1.	Test / Quiz	10%
2.	Studio / Practical / Workshop Work Evaluation	25%
3.	Mid Semester Examination / Preliminary Jury	25%
4.	Final Semester Examination / Final Jury	40%
Total		**100%**

In case of the Thesis / Design the distribution of marks shall be as follows:

Final Year Thesis Studio / Capstone Projects		
1.	Studio Work Evaluation	30%
2.	Mid Semester Examination / Preliminary Jury	30%
3.	Final Semester Thesis / Project / Jury	40%
Total		**100%**

Final Year Thesis Studio / Capstone Projects for Bachelor of Architecture		
1.	Studio Work Evaluation	20%
2.	Mid Semester Examination / Preliminary Jury	20%
3.	Final Semester Thesis / Project / Jury	60%
Total		**100%**

Grade Equivalent

Theory / Practical			
Grade	**Grade Point**	**Marks Min %**	**Marks Max %**
A++	4.00	95 %	100%
A +	3.77	89%	94%
A	3.54	83%	88%
B++	3.31	77%	82%
B+	3.09	71%	76%
B	2.87	65%	70%
C++	2.65	60%	64%
C+	2.43	55%	59%
C	2.21	50%	54%
F	0.00	0%	49%

Shaheed Allah Buksh Soomro University of Art, Design and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

Cumulative Grading Points Average (CGPA)		
Grade	**GPA / CGPA**	**Remarks**
A++	3.81 to 4.00	Pass
A +	3.61 to 3.8	Pass
A	3.41 to 3.6	Pass
B++	3.21 to 3.4	Pass
B+	3.01 to 3.2	Pass
B	2.81 to 3.0	Pass
C++	2.61 to 2.8	Pass
C+	2.41 to 2.6	Pass
C	2.21 to 2.4	Pass
F	2.20 or Below	Fail
GPA = Total {Quality Points (QP) / Credit Hours (CH)} For each Semester.		
CGPA = Total {QP-I + QP-II / CH-I +CH-II} For each Year.		

- Fraction is to be considered as a whole number.
- The results will be prepared based on Grade point Average (G.P.A.).

15. Appearance in the Semester Examination:

15.1. A student shall be eligible to appear in the Final Semester Examination of a course only if he / she has fulfilled the following prescribed academic and attendance requirements of the course.

15.2. During the Semester immediately preceding the examination, he / she has been on the roll list of the concerned Department of the concerned Faculty.

15.3. He / she is not debarred from taking the examination.

15.4. The minimum attendance required to appear in the Final Semester Examination shall be not less than seventy-five percent (75%) of the total lectures, laboratories, studios, tutorials, or practical sessions conducted during the semester.

15.5. Attendance shall be calculated course-wise, and a student failing to maintain the required attendance on a particular course shall not be allowed to appear in the Final Examination of that course.

15.6. Such a student shall be required to repeat the course when it is next offered, in accordance with the University regulations.

15.7. Only those students who fulfill the attendance and academic requirements shall be issued an Admit Card.

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

15.8. A student must present the Admit Card / Student Identification when appearing in the Semester Examination.

16. Conduct of Sessional Work/Mid-Semester and Final Semester Examinations:

Sessional Work

16.1. Each course offered in a semester shall include sessional work (continuous assessment) designed to evaluate the academic progress of students during the semester.

- Quizzes
- Assignments
- Presentations
- Practical, Workshop or laboratory work.
- Studio exercises and submissions
- Design juries. (for studio courses)

16.2. Sessional work for all the theory courses shall carry 35% of the total marks excluding mid semester examinations.

16.3. Sessional work for all studio / practical or workshop courses shall carry 60% of the total marks including studio work evaluation mid semester preliminary juries.

16.4. Sessional work for Final Year Thesis Studio / Capstone Projects courses for all disciplines except for Bachelor of Architecture shall carry 60% of the total marks including studio work evaluation mid semester preliminary juries.

16.5. Sessional work for Final Year Thesis Studio / Capstone Projects Bachelor of Architecture shall carry 40% of the total marks including studio work evaluation mid semester preliminary juries.

16.6. All sessional work shall be completed and displayed before the commencement of the Final Semester Examination.

16.7. The record of sessional marks shall be maintained by the course instructor and verified by the Chairperson of Department.

Mid-Semester Examination

16.8. The Mid-Semester Examination shall be conducted during the eighth or ninth week of the semester.

16.9. Mid-semester juries/Practicals / demonstrations /Preliminary juries shall be conducted for the Studio / Practical / Workshop courses only.

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

16.10. The Mid-Semester Examination for theory courses will be conducted by the Examination Department in collaboration with the concerned Department

16.11. The duration of the Mid-Semester Examination shall be 45 Minutes for One (01) Credit Hour and Two (02) Credit Hours course and (01) one hour for 3 Credit Hour Course.

16.12. Each question paper will contain 3 questions with a choice to attempt any two for all courses including 1 Credit Hour, 02 Credit Hours and 03 Credit Hours.

16.13. The marks of each mid-semester examination will be displayed, and solutions will be discussed in the classroom immediately after evaluation. If any student is not satisfied with the evaluation, he/she may convey this to the Chairperson of the department concerned within 7 days of the result displayed and the matter will then be investigated by the Departmental Committee, whose decision will be final. Any such objections after the expiry of 7 days will not be accepted. A copy of the marks of the mid-semester will be deposited by the teacher in the department office immediately after the announcement of the results.

Final Semester Examination

16.14. The Final Semester Examination shall be conducted at the end of each semester according to the schedule notified by the Controller of Examinations.

16.15. The Final Semester Examination shall carry 40% of the total marks of the course. Except for final year thesis /Capstone project for Bachelor of Architecture where the Final semester examination shall carry 60% Marks.

16.16. The duration of the Final Semester Examination shall be 02 Hours for One (01) Credit Hour and Two (02) Credit Hours course and 03 hours for 03 Credit Hour Course.

16.17. Each question paper for 01 credit hour and 02 credit hours course will contain 3 questions with no choice and student will have to attend to all the questions. However, question paper for 03 credit hours course will contain 05 questions with no choice.

16.18. Final semester examination will be conducted from the whole course.

16.19. For Studio / Practical and Workshop courses subject teacher may propose three names of external examiner to the chairperson of the department concerned. The external examiner must have a bachelor's degree (minimum) in the relevant field. One among the proposed names should be selected by the Dean of faculty.

16.20. In case External Examiner No. 1 is not available on the scheduled date(s) of the examination the Examiner No.2 shall be contacted and called for examination.

16.21. The Dean Faculty of the Department or his / her nominee having expertise with related course shall act as an alternate if external Examiner No. 1 and 2 are not available on the

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

scheduled date (s), however, the same alternate assignments be made in case the concerned course Teacher / Internal Examiner is not available in exceptional case due to some serious problem.

16.22. Final Semester Examination for Studio / Practical / workshop courses each student will be assigned minimum 20-25 minutes (it can vary as per project / assignment).

16.23. The teachers will prepare the results (Theory / Studio / Practical / Workshop) of each course separately at the end of each semester Including Sessional / studio work / assignments, mid-semester examination, and final semester examination on the prescribed Performa and shall submit online through SAP platform to the Controller of Examinations.

16.24. For studio / practical and workshop-oriented courses the internal must keep final assessment in rubric proforma (of each student) and submit student final assignment to controller of examination.

16.25. The Jury / Practical and Viva-Voce Examination shall be conducted jointly by the Internal & External Examiners approved by the Dean Faculty. The Signature sheets of examinees for conduct Viva-Voce/Jury shall be maintained and the same shall be submitted to the Examinations Department for office record by the Examiners.

16.26. The award lists are signed by both examiners.

16.27. The cumulative result (including all the marks of assignments, tests, mid semester examination and final semester examination) of each semester of year will be announced by the Controller of Examinations.

17. Setting Question Paper / Assessment of Scripts and Conduct of Examination:

Theory

17.1. Question paper for the semester examination shall be drawn up by the teacher of the course concerned as internal examiner (for all departments). In the case of more than one subject teacher of a particular course in the same department, the respective teacher will draw their own paper, same shall be moderated by the senior teacher among them.

The question paper shall ensure that:

17.2. It covers the prescribed course outline

17.3. It reflects different levels of learning outcomes

17.4. It maintains fairness and academic rigor.

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

17.5. The question papers shall remain strictly confidential until the commencement of the examination.

17.6. The scripts of the theory examination will be assessed by respective internal examiners.

17.7. The internal examiner will submit the result to the controller of examinations through Chairperson of the department on SAP portal.

17.8. There will be no external moderation of question paper by external examiner.

17.9. The objective type of question paper of practical and Workshop examination shall be set by the internal examiner.

17.10. The following applicable guidelines parameters shall be included by the examiners for setting of objective type question papers; fill in the blanks, true or false, multiple types of question (MCQ's), definition of technical terms, drawing skill-oriented Questions and interpretation of diagrams.

17.11. External examination systems will be only for practical viva-voce and project / thesis / design examination.

17.12. The final evaluation of studio courses may be conducted through a jury comprising internal and external examiners, as approved by the Department.

17.13. For studio-based courses, evaluation may include:

- Juries
- Portfolio submissions
- Model making
- Studio presentations.

18. Scanning for Results:

18.1. A committee comprising of the Dean of the concerned Faculty, the Chairperson of the concerned Department and the concerned teacher of the course, who, if necessary, for reasons of checking the quality and consistency of assessment of scripts, would at random re-assess at least 15% of the scripts and in case gross discrepancy is detected, the committee shall be empowered to take appropriate action with approval of the Vice-Chancellor.

18.2. Prior to sending ledgers of the results for Examination of all programs to the Vice-Chancellor for signature, the overall tabulated and checked ledgers shall be pursued and scanned by the Dean of concerned Faculty of the University.

19. Passing Examination and CGPA Required for Completion of Degree Program.

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

A student shall be eligible for the award of a degree only if he/she:

19.1. Successfully completes all required courses

19.2. Earns the prescribed minimum credit hours

19.3. Achieves a minimum CGPA of 2.21.

19.4. A candidate having passed all the courses from 1st to Final semester with minimum 2.21 CGPA (Theory / Studio / Practical / workshop) shall be declared "PASS" or otherwise. The pass GPA for Project / Thesis and Research & Development Project in the Final year shall be 2.21 CGPA (A Theory or Studio / Practical / workshop) would be treated as separate courses)

19.5. A student who has secured minimum 2.21 CGPA in all the Semesters has passed all the courses will be eligible for the award of degree.

19.6. In case a student secures less than 3.00 CGPA (minimum qualifying CGPA) after the last Semester of the degree program, she / he may be allowed to get re-admission in one or more courses, in which his / her Grade is C++ or below, provided that she / he is not debarred under the time duration specified for the program (as defined in Table 5.1). The re-admission will be allowed after the payment of full admission fee.

20. Repeating Courses / Improvement of CGPA:

20.1. A student obtaining a grade "F" in a course shall be required to repeat the course when it is next offered**.**

20.2. The new grade obtained after repeating the course shall replace the previous "F" grade in the calculation of CGPA**.**

20.3. A student may be allowed to repeat a course for improvement of grade.

20.4. The improved grade shall replace the previous grade in the calculation of CGPA. If the grade is not improved in repeat course, then the previous grade shall be considered for calculation of CGPA.

21. Academic Probation

Probation is a status granted to the student whose academic performance falls below the minimum University standard.

21.1. The students acquiring less than 2.25/4.00 GPA in a semester but passing in all papers will be promoted with the condition to achieve more than 2.25 GPA in the next semester and s/he will be put on probation for the next semester.

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

21.2. The students acquiring GPA 2.21 and above but failing in any paper(s) will be placed on probation and promoted to the next semester conditionally. They will have to be registered for summer semester to improve their grades.

21.3. Students acquiring GPA less than 2.21 in two consecutive semesters and failing in any paper(s) even after attending summer semester for one academic year will be dropped from university rolls. However, s/he will be eligible to seek re-admission. Re-admission will be allowed only once during 4 /5 years degree program. Readmission will be allowed after the payment of full admission fee.

21.4. Students on probation in two consecutive semesters even after attending Summer Semester in one academic year will take re-admission in that academic year once only.

21.5. There will be maximum two academic probations in Bachelor's degree program. Both the probations cannot be granted / availed in first four semesters. A student who is on probation 2nd time even after attending summer semester in first four semesters shall be removed from rolls of university. However, s/he can take re-admission only once during 4 / 5 years degree program.

22. Academic Dismissal

22.1. A student who remains on Academic Probation for two consecutive semesters without improving the CGPA to 2.21 or above may be liable to academic dismissal from the program.

22.2. In exceptional cases, the student may be allowed to continue subject to the approval of the competent authority of the University.

23. Graduation Requirement

A student shall be eligible for the award of a degree only if he / she:

- Successfully completes all required courses.
- Earns the prescribed minimum credit hours.
- Achieves a minimum CGPA of 2.21.

24. Re-Totaling of Marks

Re-totaling of the marks shall be done on payment of prescribed fee per paper for a candidate who applies to the Controller of Examination SABS University Jamshoro, through the Chairperson of the Department concerned within two weeks of the date of announcement of result.

Note: The Re-assessment of the answer script is not allowed under any circumstances.

25. Semester Freezing Policy as per HEC policy 2023 S. No. 23

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

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

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

25.3. In special hardship cases, the University may develop any criteria for freezing a semester with the prior permission of the Vice Chancellor. Medical certificate must be duly signed by the University Medical Officer.

25.4. The duration of Freezing is one year; a candidate who gets a semester freeze can get readmission next year with upcoming session, but hardship cases can be considered by the competent authority only.

25.5. Freezing of first two semesters for bachelor's programs and first semester for Postgraduate programs is not allowed.

25.6. Under special *hardship circumstances freezing of first semester can be considered by the approval of competent authority.

- Iddat
- Maternity / Delivery
- Death in the immediate family
- Any other reason subject to accept on justified rationale

Note: **Freezing of Semester will only be allowed after successful completion of 1st Semester as prerequisite for other semester's predecessor to the freezing Semester.*

26. Transfer of Credit Hours for Undergraduates and Associate Degree Programs

26.1. Credits are transferred on course-to-course basis, i.e., a person taking course A at University X is allowed to transfer his / her credits to University Y if course A is equivalent to course B taught at Y University.

26.2. No credit hour of a course will be transferred if the grade is less than C for undergraduate.

26.3. The transfer of credit hours should not be more than 50% of the total credit hours required for the degree.

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

26.4. Credit hours may only be transferred between duly recognized HEIs and Internationally recognized Universities.

27. Duration of the Degree Program.

A student must complete the degree course within the allowable degree course duration i.e., 07 years for 04-year degree program and 08 years for 05-year degree program, and 03 years for Associate Degree program. In cases of valid reasons, the duration of study for any University program may be extended by one additional year (two semesters) for bachelor's degree programs and One Semester for Associate degree program. Request for extension in duration of study can only be made after 07 years of study for 04-year degree program / after 08 years of study for 05-year degree program and 03 years for Associate degree program. Students who do not complete their studies within the specified period, including the extension, shall be removed from the university rolls. Students granted an extension shall be required to pay the full admission fee.

28. Medium of Instructions and Evaluation

Instructions and evaluation in all courses are carried out in English Language.

29. Modification of Regulations:

These Regulations are subject to modifications by the competent University authorities as may be felt appropriate in future.

30. Examination Administrative duties

No person other than the candidates, University Officer and/ or University representatives, Factotums, Factotums, Invigilators, and other workers appointed for the Examinations work, will be allowed to enter the premises of any center for an examination. Whereas details about the relevant duties are attached in annexures A to D.

31. Indiscipline in Examinations

Any candidate found guilty of following matters; his / her case will be submitted to Unfair Means Examination Disciplinary Action Committee constituted by the Competent Authority University. This committee will be constituted of 02 senior faculty members, Controller of Examinations and one nominee from Vice Chancellor, headed by senior faculty of the University.

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

Following may include misconduct:

31.1. Removes a leaf from his/her answer book, the answer book shall be cancelled.

31.2. Submits forged or fake documents in connection with the examination.

31.3. Committing impersonation in the examination.

31.4. Copies of any paper book or notes.

31.5. Mutilates the Answer Book.

31.6. Possesses any kind of material, which may be helpful to his/her in the examination.

31.7. Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.

31.8. Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.

31.9. Misbehaves or creates any kind of disturbance in or around the examination center.

31.10. Use abusive or obscene language on the answer script.

31.11. Possesses any kind of weapon in or around examination center.

31.12. Possesses any kind of electronic device which may be helpful in the examination.

31.13. His / her case shall result in penalties keeping in view the nature and intensity of offence.

- Cancellation of paper.
- Suspension from program for one semester.
- Heavy and light Fine
- Expulsion forever from the University.

Note: *Detail about the duties of committee dealing with unfair/indiscipline in examination are further attached in Annexure- C*

32. Regulations for classroom Misconduct, Unfair means, and Plagiarism for all Degree Programs:

32.1. All students are expected to be punctual at class timings and conduct themselves in a well manner during all academic activities including classes, studios, field visits etc. It is the responsibility of faculty members to define the rules and regulations of the classroom.

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

32.2. If any student behaves inappropriate or disruptive to the other student or instructor, the faculty member may expel them from the class and may report the incident to the Chairpersons Office. Shaheed Allah Buksh Soomro University of Art, Design and Heritages, expects its students to meet the highest ethical standards.

32.3. Academic standards prohibit plagiarism: All the students shall be subject to the university Anti-Plagiarism Policy.

33. Damaged / Lost Answer Script

In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the student may be given the following options:

33.1. Average marks shall be awarded to the student on that course.

33.2. In case of Final Year Examination, if the candidate desires, she/he shall be given another chance as a special case to take the Examination in that course in the next examination, and no examination fee shall be charged from the student.

34. Provision for Special Students

34.1. Any student with special needs shall be considered under the HIGHER EDUCATION COMMISSION Policy for Students with Disabilities at Higher Education Institutions in Pakistan 2021 (Amended)

35. Awards and Distinctions

All the awards, Medals, Distinctions, merit certificates etc shall be awarded as per the Convocation Policy of the University.

36. Regulations for Examinations Administrative Duties:

36.1. The Invigilators must see, from day to day, that each candidate is required to produce the Admit Card issued to him by the University, that each Invigilator affixes his signature on the space provided on the cover of all the answer-books and supplements of all the candidates under his supervision for each and every sitting immediately before handing over the answer books to the Factotum and that they obtain signature of all the candidates at every sitting without fail on the form supplied to them for this purpose.

36.2. No candidate shall be admitted to the Examination, who arrives at the place of examination late by more than a quarter of an hour after the time fixed for a paper.

36.3. No additional time should be allowed for any candidate to answer a paper, on the grounds of illness, accident or other cause. Save when any loss of time is caused by the candidate by any act of omission on the part of the University or its agents.

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

36.4. The distribution of answer books should be done by the Invigilators after the candidates have occupied seats and not before. Additional answer books (Supplements) shall be given only when the books previously given are written in. Candidates must be told to write on both sides of the pages in the answer books.

37. Instructions to the Factotum

37.1. Factotums are appointed to conduct University Examination on behalf of the University as its Agents.

37.2. Immediately after appointment, the Factotums should inform the Controller about their acceptance or otherwise of the offer as per declaration form given in the Annexure "A".

37.3. They should not accept the offer if any of their relatives appear at the Examination.

37.4. The Factotums should read "Instructions to Invigilators (Annexure 'A')", "Instructions to candidates" (Annexure 'B') and should see that all the invigilators and the candidates follow these instructions carefully.

38. Appointment of Invigilators

38.1. The Factotums for any examination with the consent of Chairperson of the department should jointly recommend names of invigilators to the Controller of Examinations and should not give any commitment unless the names have been approved by the University authorities. (No Invigilator is to be appointed if any of his / her relatives attempting exam. The Invigilators should be asked to give a declaration in the form.

38.2. Unless otherwise permitted, seating arrangements for any examination will have to be approved by the Controller of Examinations/ Additional Controller of Examinations. They may also pay visits whenever considered necessary by them.

38.3. The Factotum shall distribute copies of "Instructions to Invigilators" as given in the Annexure "B" at least one day before the commencement of the Examination. Factotums are requested to add to these whatever further instructions they may consider necessary for the efficient conduct of the examination.

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

Annexure 'A'

Instructions to Invigilators

1. Invigilators should contact the Factotums at least one day before the Examination starts and should get instructions personally.
2. All Invigilators should work directly under the Factotum.
3. Invigilators must see, from day to day, that each candidate produces the admit card issued to him by the University.
4. No candidate shall be admitted to the Examination, who arrives at the place of the Examination late by more than a quarter of an hour after the time fixed for paper.
5. No additional time should be allowed for any candidate to answer a paper, on the grounds of illness, accident, or any other cause, save when any loss of time is caused to the candidate by any act of omission on the part of the University or its agents.
6. The distribution of answer books should be done by the Invigilators after the candidates have occupied their seats, and not before. Supplements shall be given only when the books previously given are written in Candidates must be told to write on both sides of the pages of the answer books.
7. Invigilators should take particular care to collect from candidates all answer books supplied to them, whether used or unused.
8. An Invigilator should affix his/her signature to the space provided on the cover of all the answer books/ and supplements of all the candidates under his supervision, for each sitting immediately before handing over the answer books to the Factotum or Factotums.
9. Invigilators should take particular care to collect from candidates all answer books supplied to them, whether used or unused.
10. Invigilators should immediately bring to the notice of the Factotums all attempts at copying or communication by candidates to one another.
11. Invigilator should not engage in conversation with the candidates during the Examination and should not read what the candidates write.
12. Invigilator should not give any kind of explanation connected with the questions set.
13. Invigilator should not do any private or office work during the hours of supervision, nor should on any account admit outsiders to the place of Examination.
14. Invigilators should not give copies of the question paper set to anyone who is not sitting for the examination.
15. Invigilators must return all the unused answer-books and supplements to the Factotum / Factotums.
16. Invigilators should see that no candidate leaves his/her seat within the first half an hour and after completion announcement at the close of the Examination until they have collected all the answer books of the candidates.
17. Invigilators should make three copies of their report for each paper and should pass these to the Factotum / Factotums along with answer books.
18. Invigilators should read very carefully "Instructions to Candidates" (Annexure "C") and should see that all the candidates follow these instructions.
19. Invigilators may not leave without any valid reason; before leaving assure the replacement.

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

Distribution of Question Papers

1. The sealed covers containing question papers are opened in a closed room unless the papers are opened directly in the examination hall, not more than 15 minutes before the time fixed for each paper in the presence of the Factotums and the declaration as given in the Annexure 'C' be signed. No person other than the Factotums and / or the University Officers are allowed to be present at the time when the packets containing question papers are opened.
2. Question papers for various blocks should be distributed among the various Invigilators not more than 5 minutes before the time fixed for each paper.
3. Question papers should be distributed amongst the candidates exactly at the time fixed for paper and not earlier.
4. The Factotums should, as soon as the Examination has commenced, go round the hall and personally take back from the Invigilators every copy of the question paper, left with them after the distribution of copies thereof to the candidates.

Packing of Answer Books Etc.

1. The Invigilators should be asked to make three copies of their report for each paper.
2. The Factotums should countersign all reports made by the Invigilators at the end of the Examination in each paper.
3. At the conclusion of each paper, the answer books should be carefully packed in the presence of the Factotums as given below:
4. Each packet/ cover should not contain more than 200 answer books and should contain an answer booklet of complete block.
5. One copy of each of the Invigilator's reports may be pasted on each packet/ cover and 2 copies, together with the signature sheet, should be forwarded in a separate cover to the University office.
6. Each packet-cover should bear: -
    i) Name of the course.
    ii) Seat numbers of the candidates.
    iii) Total number of the answer books packed in it.
    iv) No. of Block; and
    v) The center of Examination.
7. The Factotums will be responsible for safe delivery of all answer books in the office of the Controller of Examinations.

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

Annexure 'B'

1. Instructions to Candidates

1.1 Write on both sides of the page but do not write on reverse of the perforated slip (page 1). When necessary, rough work should be done on the left-hand side in pencil.
1.2 Before you write anything in the answer book or on the supplement enter your Examination and other particulars as indicated on each.
1.3 Do not write your name in any part of your answer books. Do not write your Seat No. except in the space specifically provided for the purpose on the perforated slip, or the pasted slip. If by direct or indirect means you attempt to disclose your identity you are liable to be expelled and debarred from admission to the University and from appearing at University Examinations.
1.4 Pages shall not be torn from the answer books provided.
1.5 Nothing shall be written on the question paper. Nothing shall be written on any part of the body, clothes, or any foreign body or materials other than the answer books.
1.6 Each answer must commence on a fresh page and the number of questions or sub-questions as shown in the question paper must be indicated in the margin. Marks are liable to be deducted if this instruction is not followed.
1.7 You will not be permitted to leave the Examination Hall until half an hour after the question papers are distributed.
1.8 If you want anything, draw the Invigilator's attention by standing up, but do not leave your seat on any account. Before leaving, give up all answer books. During the last ten minutes you will not be allowed to leave the Hall.
1.9 A time's up warning announcement will be made ten minutes before the closing of the Examination and as soon time runs out the collection of answer booklet will begin. Invigilators should not leave the examination hall until all the answer booklet in block has been collected.
1.10 Smoking is prohibited in the Examination Hall.
1.11 Candidates should bring their own stationery; i-e: ink, pen and a pencil.
1.12 Candidates are liable to be instantly expelled, and their name reported to university authorities for further action if: -
1.13 Candidates bring any book, notes or scribbling paper into the Examination Hall,
1.14 Candidates speak to, or communicate in any other way with another candidate while the examination is going on,
1.15 Candidates take any blank answer booklet, or books while leaving the Examination Hall,
1.16 Candidate disobey any instruction issued by the Invigilators,
1.17 Candidates are guilty of rude or disobedient behavior or,
1.18 inferring any of the instructions given above, and
1.19 Candidates write on the unsigned Answer-Book or supplement supplied by Invigilator.

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

Annexure 'C'

REGULATIONS FOR UNFAIR MEANS IN EXAMINATIONS

Shaheed Allah Buksh Soomro University of Art Design and Heritages, Sindh Act No. XIV of 2020 dated 15.7.2020 pleased to pass the Regulations regarding unfair means in Examinations.

1. Short Title and Commencement

1.1. These Regulations may be called "The Shaheed Allah Buksh Soomro University of Arts, Design and Heritages punishment to the candidates using Unfair Means in the Examinations Regulations 2026 batch and onwards".

1.2. These Regulations shall come into force with immediate effect.

2. Definition

In these Regulations unless the context otherwise requires the expressions and words shall have the meaning hereby assigned to them

2.1. UNIVERSITY' means, Shaheed Allah Buksh Soomro University of Arts, Design and Heritages.

2.2. VICE-CHANCELLOR' means the Vice-chancellor of Shaheed Allah Buksh Soomro University of Arts, Design and Heritages.

2.3. CONTROLLER', 'ADDITIONAL CONTROLLER', 'ASSISTANT CONTROLLER' and 'SECRECY OFFICER' means the Controller of Examinations, Additional Controller of Examinations, Assistant Controller of Examinations and Secrecy Officer respectively of Shaheed Allah Buksh Soomro University of Arts, Design and Heritages.

2.4. 'EXAMINATIONS DISCIPLINE ACTION COMMITTEE' means the Examinations Discipline Committee be constituted for unfair Examinations.

2.5. COMPETENT AUTHORITY' means the Examination Discipline Committee, or any other Officer/ Authority of Shaheed Allah Buksh Soomro University of Art Design and Heritages appointed by the Syndicate or the Vice-chancellor, Shaheed Allah Buksh Soomro University of Arts, Design and Heritages to deal with cases of unfair means.

2.6. UNFAIR MEANS' means any wrong or foul means and method or malpractice adopted to give or receive undue benefit in any examination of the Shaheed Allah Buksh Soomro University of Arts, Design and Heritages and shall include copying, impersonation, misbehavior, threatening, assaulting the staff of the examination or any other staff authorized

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

to conduct the examination and other things as may be considered to be 'Unfair Means' under the Rules or Regulations or any Law in force from time to time.

2.7. FACTOTUMS' means the Factotums of a Center of Examination appointed to conduct an examination of the University.

2.8. STAFF' means the person or persons engaged for the conduct of examinations at an examination Centre.

2.9. EXAMINATION CENTRE' means the premises or the place where the University holds the examinations.

3. Indiscipline in Examinations

Any candidate found guilty of following matters; his/her case will be submitted to Unfair Means Cases Committee constituted by the University.

The Committee will be constituted of 02 senior faculty members, Director of student affairs, headed by senior professor at the University.

3.1. Removes a leaf from his/her answer book, the answer book shall be cancelled.

3.2. Submits forged or fake documents in connection with the examination.

3.3. Committing impersonation in the examination.

3.4. Copies from any paper book or notes.

3.5. Mutilates the Answer Book

3.6. Possesses any kind of material, which may be helpful to his/her in the examination.

3.7. Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.

3.8. Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.

3.9. Misbehaves or creates any kind of disturbance in or around the examination center.

3.10. Uses abusive or obscene language on the answer script.

3.11. Possesses any kind of weapon in or around examination center.

3.12. Possesses any kind of electronic device which may be helpful in the examination.

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

His / her case shall result in penalties keeping in view the nature and intensity of offence.

1. Cancellation of paper*.
2. Suspension from program for one semester.
3. Heavy or light Fine
4. Expulsion temporary/forever from the University.
5. Any other.

4. Constitution of Examination Discipline Committee

There shall be an Examination Discipline Committee which shall consist of:

- Two senior faculty members
- Controller of Examinations
- One nominee from vice Chancellor
- May constitute for 2-year tenure.

5. Functions

The functions of the Examination Discipline Committee shall be:

5.1. To deal with and scrutinize the cases of the alleged use of unfair means by the candidates appearing at any University examination.

5.2. To deal with all other matters affecting the discipline of the candidates at university examination.

5.3. To verdict punishment, subject to the approval of the Vice-Chancellor, to candidates who adopt malpractice and create indiscipline at the examination.

5.4. The Committee may call a candidate alleged of unfair means at the examination to hear him / her in person before any decision is taken.

5.5. The members of the Examination Discipline action Committee other than Controller of examination shall hold office for two years.

5.6. The quorum for a meeting of the Examinations Discipline Committee shall be three members.

6. Notice and Expert Decision

Notice of hearing shall be given to the candidate on postal address given by the candidate and if by given date and time the candidate does not appear before the Committee, the Controller of Examinations shall repeat second notice to the accused candidate by giving him/ her fresh date and time to present himself/ herself before the Discipline Committee with a warning if he/ she fails to appear before the

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

Examination Discipline Committee to give explanation, expert decision will be taken against him/ her. The notice will be sent by Registered post on the address given by the candidate, and this will amount sufficient service.

7. Decision of the Examination Discipline Committee

The Examination Discipline Action Committee, after taking into consideration the evidence on record, and the explanation and evidence given by the candidate, will give their decision in writing and a copy of their decision will be supplied to the candidate.

8. Appeals

If a candidate has valid reasons to appeal against the decision of the Examinations Discipline Action Committee, he / she may do so within fifteen days from the date of receipt of the decision, addressed to the Vice-Chancellor, who may refer the appeal to the Syndicate of the University.

9. Representation by Any Legal Advisor

No Lawyer or any Legal Advisor shall be allowed to appear on behalf of or assist an accused candidate during inquiry or appeal under these Regulations. Only the candidate shall be heard in person.

10. Powers of Vice-Chancellor to Award Punishment in Cases of Disturbances in Examination

Notwithstanding anything to the contrary in these Regulations, the Vice-Chancellor shall have the powers to summarily award suitable punishment without reference to the Examination Discipline committee, to any candidate or to any student on the rolls of recognized institution or to any person who creates disturbances during the examination or otherwise misbehaves in or around any examination hall or becomes arrogant or insolent with the Invigilation staff or the University Authorities.

11. Behavior of the Candidate in the Examination Hall and Around the Examination Centre

Any candidate who refuses to obey the Factotums or changes his/ her seat with another candidate or creates disturbance of any kind during a particular paper of an examination or otherwise misbehaves in or around the Examination Hall may be expelled by the Factotums and may be dis-allowed from appearing in the particular paper of the examination. He/ She may, however, be allowed to take the remaining papers of the examination if the Factotums is satisfied that he/ she would conduct himself/ herself with propriety in the remaining papers.

In addition, if he / she threatens to commit breach of peace and law he/ she may be prosecuted under relevant law for the time in force and handed over to the Police, if it is a cognizable offence.

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

The Factotums/Factotum may inform the Controller of Examinations without delay, every such case in detail and Controller of Examinations shall take steps to inform the Vice-chancellor of these cases for taking necessary action.

12. Unfair Means by Staff of the University or other Staff at the Examination Centre

If in the opinion of the University or Examination Discipline Committee any invigilation staff at the examination center or any other staff appointed by the University is guilty of:

12.1. Premature disclosure of questions or question paper knowing that such questions or question paper are/ is to be put or set for an examination,

12.2. Substitution of an answer book, or any portion thereof, or

12.3. Awarding with dishonest motive marks more or less than the marks deserved by a candidate, if the person doing so is an examiner, or

12.4. Recording in any document with dishonest motive, marks more or less than the marks awarded to a candidate by an examiner concerned, if the person doing so is other than the examiner, or

12.5. Supplying answer or answers to a candidate during his/ her examination to question contained in a question paper or a question put or to be put at a Viva-Voce examination or allowing candidate to copy from the other candidate or from other documents or permitting to smuggle answer book outside the Examination Hall to help the candidate to replace the answer book or permitting use of any unfair means at the examination center, or,

12.6. Divulging or procuring information pertaining to the examination papers, answer books regarding conduct of examination fictitious roll numbers, examination results or any information incidental there to, or

12.7. Falsification of official examination results by any means including substitution of answer books, mutilation, alteration or falsification of any university record,

12.8. Impeding the progress of examination at an examination center by any means whatsoever, or

12.9. Assaulting or threatening to assault in or around the examination hall, to any person in-charge of an examination center or any other official in-charge of an examination employed in connection with an examination, or

12.10. Approaching or influencing any employee of the University to act corruptly or dishonestly on the conduct of an examination or declaration of an examination result, or marking of papers out or obtaining secret information relating to an examination or

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

12.11. Failure to comply with any instructions issued by the University or any of its officers or commission of any other irregularities or maneuvers to get such appointment by supplying wrong particulars through his statement of facts.

The Vice-Chancellor may:

- Cancel the appointment
- Refuse to pay the whole or any part of remuneration or
- Recover the amount spent by the University as the result of noncompliance of instructions, or
- Take any other suitable action that may be deemed necessary.

Such persons shall also be liable to proceed against, under appropriate Efficiency and Discipline Rules.

13. Punishment

If the competent authority under these regulations concludes that the candidate is guilty of unfair means within the purview of these regulations, the competent authority shall record such opinion and debar the candidate for a period of 6 month including the year of examination in which the candidate was found guilty of unfair means.

14. Possession of Firearms, Assault or Impersonation

If in the opinion of the competent authority a candidate is guilty of:

- Possessing firearms or anything capable of being used as a weapon of offence in or around an examination hall,
- Assaulting or threatening to assault any person in-charge of an examination center or any other person employed in connection with an examination; or
- Abetting in or committing misconduct of a serious nature such as impersonation, abetting or threatening to assault any person engaged in connection with an examination or any other staff member of the University.
- The competent authority shall record such a decision and debar the candidate for a period which shall not exceed six years.

15. Explanation

In case of impersonation, both the ‘Impersonator’ and the ‘Impersonated’ candidates shall be equally responsible, and both are liable to the same punishment.

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

Annexure 'D'

1. Compilation of Results

- Computerized Results are compiled.
- After Passing Final Exam of each semester, mark sheets are prepared through computer whereas after completion of all semesters Combined Mark / Transcript sheet issued to students.
- Results are displayed on student portal, Notice Board, University Website.

2. Final Transcript

- Final transcript or consolidated Mark sheet shall only be issued to the students once they have completed all the prerequisites for the award of degree.
- Outstanding due shall have to be cleared before student request for the consolidated Mark Sheet.
- The student who has completed their final semester but not completed their degree requirement (Project and Thesis) and are desirous to have transcript up to final semester may be issued an unofficial mark sheet clearly depicting remarks "Program Incomplete" across the intimation.
- Format of final transcript
- The final transcript for the award of degree includes following information:

Front Side

- Name of Student
- Father's Name
- Surname / Last Name
- Date of Birth
- Roll No.
- Enrolment No.
- Name of the Degree Program
- Date of Admission / Date of Migration into Degree Program
- Semester Wise Break-up
- Subjects Name along with Credit Hours
- Type of Enrolment – Full Time
- Picture of the Applicant be Printed on Transcript
- Date of Completion of Degree Requirements
- Mode of Study– Regular
- Medium of Instruction- English
- Online Result Verification Key / ID (Front Side at the End of the Transcript)
- GPA / CGPA (at the End of the front side of Transcript):

Shaheed Allah Buksh Soomro University of Art, Design
and Heritages, M9 Motorway, 76090, Jamshoro, Sindh, Pakistan
+92-229213605
controller@sabsu.edu.pk | www.sabsu.edu.pk

Back Side

- Basic Admission Requirement of the Program
- Credit Hours Exempted/Transferred if any/applicable.
- CNIC No. for Pakistani and Passport No. for Foreign Students
- Grading System must be mentioned on Back Side of the Transcript
- Charter Date of the University / DAI may be mentioned
- Name of Campus/College be mentioned along with HEC Permission Date
- Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)
- The transcript must have the water-mark seal on it.
- For equivalence of CGPA to percentage, for Transcript purpose only, below Table be placed.

3. Degree Issuance

- Degrees are prepared through Computer (University's Software)
- Degrees are awarded in the convocation every year.