

## University Rules & Regulation

### Semester System at GCU

Semester is a prescribed period of the academic year during which courses are taught and completed.

At GCU there are two semesters in a year and each semester is of 18 weeks duration, including 16 weeks of teaching and 02 weeks of examinations.

There will be two types of assessment for each course during a semester, i.e. semester work and final examinations. semester work will consist of class Test/Quizzes/Assignments given by the respective teacher to the students. Final examinations will be conducted at the end of each semester covering the whole prescribed syllabus for each course.

**Note: Relative Grading System is used at GCU, which allows for screening students according to their performance relative to their peers.**

The students must abide by the Examination Regulations at GCU website: [www.gcu.edu.pk](http://www.gcu.edu.pk)

### Plagiarism

The act of using someone else's original ideas or work, and submitting it in one's own name without acknowledging the source is strictly prohibited. Such a case will be classified as Plagiarised. In case a student is found guilty of Plagiarism in any form, his/her case will be referred to the Dean of the respective discipline by the Chairperson of the concerned Department. If the Dean finds sufficient evidence against the student after due investigation, the student's work shall stand forfeited and the Registrar shall cancel his/her admission under intimation to the Vice Chancellor. No appeal shall be entertained in such cases.

The Director, Quality Enhancement Cell (QEC) is the HEC Focal Person for Turnitin (Anti Plagiarism Software). The MS/MPhil and PhD Thesis are verified by Director QEC for generating "Originality Report". The Director QEC certifies Research Publications submitted by GCU Scholars and Faculty Members.

### Chief Tutor

Once admitted to the University, every student is given membership of a tutorial group. The in-charge of a tutorial group is a teacher and is called tutor. It is essential for every student to get a "Dossier Form" from the tutor at the earliest and submit it to the concerned tutor after filling it. Every student should contact his/her tutor in the first available time and inquire about his/her availability for consultation during the free period of the working days. It is compulsory for every student to present all his/her documents i.e. application for concession in fee/fine or application for scholarship and character certificate etc. to the Vice Chancellor through his/her tutor. The Vice Chancellor will not issue any order on the applications directly submitted to him/her. Tutorial groups have a weekly meeting in which attendance is compulsory. All the tutorial groups are supervised by the Chief Tutor, therefore students are directed to see him with regard to Tutorial System. In case of absence from the tutorial meeting, there is a fine of Rs. 50/- per meeting, which will not be remitted.

### Proctorial System

To maintain discipline and order in the University, there is a proctorial Board comprising of Chief Proctor, Secretary Proctorial Board and staff members. Each staff member is a proctor and, therefore, can check any student in the University premises. Cases of violations of University discipline are reported to the Chief Proctor, who immediately takes appropriate action. Fines imposed by the Chief Proctor or the Proctorial Board shall not be remitted or reduced.

A proctor shall ensure that students:

- display University Identity Card
- do not wear T-Shirts, Jeans and Joggers.
- must dress up in the University Uniform.
- should not disturb the academic atmosphere.
- do not misuse camera mobile phone or any such device.

