

**TRIBHUVAN UNIVERSITY**

**TU Semester System Operational Guideline  
2070**

**Kathmandu**

## **Preamble**

In exercise of the power conferred by the Section 60 of the TU Organization and Administrative Rules “TU Semester System Operational Guideline” has framed the following operational guidelines.

## **Objective**

Semester system is not only an examination system but also education system. The main objective of this system is to enhance students’ knowledge, skill and capacity continuously, extensively and in-depth.

## **Admission procedures**

- The number of students to be enrolled will be fixed by the Faculty Board in the recommendation of central departments or concerned campuses. Students applying for the semester program must fill in the application form with all details of their personal information and past academic records.
- The Office of the Dean is responsible to undertake entrance exam to test the basic ability of the students to pursue the master program. Students are enrolled strictly according to academic calendar and on merit basis.
- Out of total number of students to be enrolled 20 percent are enrolled in inclusive basis and the rest will be enrolled in free-competition basis. The inclusive quota will comprise the following groups:
  - Female
  - Janajati
  - Madheshi
  - Deprived section
  - handicapped
  - Backward areas ( SLC passed in the backward areas as indicated by the Government of Nepal)
  - Jana-Aandolan injured and Member of martyrs’ family

*Note: only one time opportunity is given to enroll a student under inclusive quota.*

- Students willing to enroll in inclusive quota should have schooling from community schools and bachelor degree from either from TU constituent campuses or community colleges.
- The pass mark of the entrance will be as notified by the concerned faculty board.
- Only one-time enrollment is done in an academic year.
- Entrance examination is mandatory for enrollment.
- Students are enrolled strictly on the basis of merit.

## **Teaching pedagogy**

- Total credit hours at the master level may vary from 56 to 70. The course curriculum will be prepared accordingly by the concerned faculty or institute and will be approved by the Academic Council.
- One credit hr. is equal to 16 class hours.
- Students have to maintain 80 percent attendance.
- Time allocated for internal examinations is counted in credit hours.
- Concerned teachers have to prepare lesson plans.
- Student should have to be regular in their classes.

- Students failing to maintain 80 percent presence are not allowed to appear in the semester-end examinations and regarded as “not qualified”. However, in case of serious illness the students with 70 percent attendance will be given chance to appear in the semester exam. In this case students have to submit an authorized medical certificate.
- Students have to enter the class room before it starts.

### **Normal and Maximum Duration of Study**

The normal duration and the maximum duration for the completion of the requirements for the various programs are as follows:

Normal duration	24 months (4 semesters)
Maximum duration	60 months (10 semesters)

Students failing to complete the requirements in 60 months have to re-enroll.

### **Teaching methodology**

The general teaching methodology of the program includes interactive lectures, students’ presentations, case studies, and projects. The concerned departments and colleges shall determine the appropriate teaching-learning methods.

### **Evaluation**

- Different methods of evaluation are to be adapted to assess students’ performance.
- The in-semester (internal) evaluation shall have a total weight of 40 percent in each course. Students have to obtain 50 percent to pass in the internal exam. Without passing internal exam students will not be qualified to appear in semester exam.
- Total weight of internal exam is divided into internal assessment, project work, class attendance etc upon the recommendation of Subject Committees and approval by the Faculty Board.
- In case a student remains absent in internal examination due to serious illness will given one-time opportunity to appear in the exam if he/she is able to produce an authorized medical certificate. The internal exam notice will be published by the concerned department or campus.
- In case, the percentage of marks obtained in internal exam exceeds the semester examination by more than 20 percent, the marks obtained in the internal exam will be reduced to 80 percent.

### **Semester/ end semester examination**

- Semester exam will be held two times in a year.
- Semester exam contains 60 percent weight. Students have to secure at least 50 percent marks in each subject to pass the semester exam.
- Semester exam will be conducted by the concerned office of the dean.
- Result of the semester exam will be published within 3 months from the final day of exam. The last semester’s result will be published within 2 months from the final day of exam.
- All answer books are corrected at the concerned dean’s office exam section.

## Make-up/retake examination

- Students failing in not more than two subjects in first, second and third semester exams shall appear in make-up exams in the following cycle of exams. Students failing in two subjects in the fourth semester shall be given opportunity to appear in make-up exam within one month after the final result.

## Grading system

- Total marks obtained in internal and end semester exams shall be graded on absolute or relative bases.
- The performance of a student shall be made on a four point scale ranging from 0 to 4 grades.
- A student must secure a minimum Grade Point Average (GPA) of 2.7 or Grade B minus (B-) in each course.

### (a) Absolute grading scale

<b>Grade</b>	<b>CGPA</b>	<b>Percentage Equivalent</b>	<b>Performance Remarks</b>
A	4.0	90 and above	Distinction
A-	3.7	80 -89.9	Very good
B+	3.3	70 -79.9	First Division
B	3.0	60 - 69.9	Second Division
B-	2.7	50 – 59.9	Pass in individual subject
F	0	below 50	Fail

- The students shall receive their semester grades and academic transcript grades only in letter grades and GPA scores.
- Students securing only 2.7 in grade point are considered as “pass in individual subject”.
- In order to pass the semester examination the student must secure a minimum of Grade “B” or Cumulative Grade Point Average (CGPA) of 3.0.
- A student who secures CGPA less than 3 may request for the opportunity to improve the grade in two subjects. The office of the dean will provide one time opportunity to appear in semester exam. The exam of the courses to improve grade shall be held as per the course cycle.
- The Semester Grade Point Average (SGPA) is calculated as:

Calculation of Semester Grade Point Average (SGPA)

Semester Grade Point Average (SGPA) is the grade point average of the semester, is calculated as

$$SGPA = \frac{\text{Total Grade Points earned in a semester}}{\text{Total number of credits registered in a semester}}$$

- The Cumulative Grade Point Average (CGPA) is calculated as:

Calculation of Cumulative Grade Point Average (CGPA)

Cumulative Grade Point Average (CGPA) which is grade point average of all semester is calculated as

$$CGPA = \frac{\text{Total Grade Points earned}}{\text{Total number of credits completed}}$$

*(b) Relative grading based on percentile*

Students are also graded on relative basis in which total numerical scores are assigned to the students. These scores are converted into percentiles (or some other system of quantiles). The percentile values are transformed to grades according to a division of the percentile scale into intervals, where the interval width of each grade indicates the desired relative frequency for that grade. For example, if there are five grades in a particular course, A, B, C, D and F, where A is reserved for the top 10% of students, B for the next 10%, C for the next 60% and D or F for the remaining 20%, then scores in the percentile interval from 0% to 20% will receive a grade of D or F, scores from 21% to 80% will receive a grade of C, scores from 81% to 90% receive a grade of B, and scores from 91% to 100% will achieve a grade of A.

*(c) Bell curve grading*

Students are also graded on bell curve (normal distribution curve). In this grading system each student is graded on where that student stands relative to all others in the exam, and giving the same distribution of grades to all students of the same exam.

- Relative grading system is yet to be practiced in TU.

### **Thesis**

- Student passing first and second semesters can write a thesis. Student failing in two subjects in third semester can also write a thesis.
- The total weight of the thesis shall be as indicated in the course curricula.

### **Scholarships**

- Of the total students enrolled in departments or colleges 15 percent are entitled to receive free ship (only tuition fees).
- Scholarship is provided only to those students who have completed their SLC from community schools and completed bachelor degree either from TU constituent or community colleges. Scholarship quota is divided among the students according to inclusive quota.
- Scholarship shall be distributed in the first semester based on marks scored in entrance and other three scholarships are provided on the basis of marks scored in previous semesters.
- In a semester if there are more than 10 students in a batch an amount of Rs 9000/- stipend is awarded to male and female meritorious students each. In case the number of student is less than ten; only one student will receive such stipend in merit basis.
- Freeship (only tuition fee) is provided to one student from among the children of land donors or donors.
- One student entitled to get only one type of scholarship.
- Students failing in any exam are not qualified to get any scholarship.
- Student who get freeship will get refund of tuition fee on the basis of admission receipt.

### **Credit transfer and withdrawal**

- The program allows students to transfer the credits earned by them in similar program of other universities as recognized by TU.

- Students willing to transfer credit from accredited university/college or recognize by TU have to apply at concerned faculty or institute with paying a sum of amount for each credit to be transferred.
- Students are eligible to transfer their credit of a cumulative total of 15-20 credit hours from an accredited university/college.
- Concerned faculty or institute will review all previous university/college level transcripts to determine what credits may be eligible to transfer.
- The dean office will review every course taken by a student to another university/college.
- The student should earn at least 50% of credit hours in the master program to be eligible for credit transfer.
- The student must have earned a grade of “B” or better in the course and have a “B” or better grades on all the master courses taken at the university/college from which the transfer is required.
- A student who has partially completed the master program and would like to discontinue studies shall also be allowed to withdraw from the program. In such cases, a certificate specifying the credit earned by the student in the program shall be provided.

### **Unfair means and punishment**

- A Student copying thesis/project report of another student and, if found and proved guilty, he/she will be restricted to write thesis for one academic year.
- Students cannot change roll number and answer books.
- Students possessing cheating materials (written/printed/electronic device etc) or copying from such material will refrain to sit in the exam of the day.
- Student tearing off exam paper will be restricted to appear in exams for the next two years.
- Student taking exam paper out of exam hall will be restricted to appear in exams for the next two years.
- Student forcing other to leave the examination will be restricted to appear in exam for one year.
- Student using indecent and/abusive language against invigilator/ superintendent/or any officer will be refrained to appear in exam for the next two years.
- A semester examination committee at the office of dean shall recommend punishment after due consideration of the type of disorderly conduct reports of the invigilator, the centre superintendent/ any other official deputed by the university.

### **Graduation**

- The master program extends over four semesters (two academic years). The master degree will be awarded upon its successful completion of all the following requirements:
  - A successful completion of total credit hours as prescribed with minimum passing grade in all courses with CGPA of 3.
  - A minimum of grade ‘B’.
  - Completion of courses for the fulfillment of the requirements of the master program must occur 5 years from the time of registration

**Medical treatment facility:**

- Students' medical service fund is created to provide medical treatment facility from TU Teaching or any government hospitals. To get this facility students have to pay health fee as decided.