

COMSATS University Islamabad
Registrar Secretariat, Academic Unit (PS)

No: CUI-Reg/Notif- /20/987

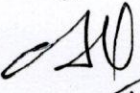
May 21, 2020

NOTIFICATION

Academic Council of COMSATS University Islamabad, in the 29th meeting (Special) held on May 7, 2020 approved the following academic matters for Online Education at CUI system under prevailing conditions related to COVID-19 pandemic and online education:


- i. Regular student feedback mechanism must be shared by the Faculty with HoDs, and respective Deans. Frequency of student feedback should be decided in consultation with the respective HoDs, and Chairpersons of departments.
- ii. For Final Year Project (FYP) assessment, report of the FYP will be sent to external examiners whose assessment shall account for 40% of the grade while the remaining 60% shall be awarded by the internal CUI examiners. Internships to be conducted in the Spring 2020 semester may be allowed during the winter break after approval of the respective Deans.
- iii. For Faculty of Business Administration, internship may be considered as an extended project, and the project report may be submitted in place of internship report for evaluation to both external and internal examiners.
- iv. For Faculty of Engineering, internship requirements may be waived off for the Spring 2020 semester. Engineering students may be required to do the internship in the winter or subsequent summer session. Engineering Faculty may require submission of a research report in lieu of internship report.
- v. Engineering Faculty with funded research projects and/or laboratories are at liberty to include internship students as part of the funded research project to fulfill the students' internship requirements.
- vi. For courses with essential laboratory component, concerned Laboratory Engineers under direction of the faculty member, shall prepare virtual practical demonstration and the faculty members of the course, shall develop parameters to test the psychomotor skills intended to be developed through the practical/experiment. All such practical demonstrations/experiments shall be conducted during Phase II of the extended Spring 2020 semester.
- vii. For courses where completion of the laboratory component is not possible through online demonstrations/experimentation, the laboratory component is postponed until resumption of regular classes are scheduled. Theory component of the course whose laboratory component are postponed until resumption of regular classes shall be completed and result of such courses shall be given as In Progress (IP) status until the laboratory component is completed as per requirement.
- viii. All virtual experiments will be approved by the concerned Departmental Academic Review Committee (DARC), Campus Academic Review Committee (CARC), HoD, and Chairperson of the Department.

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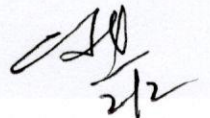
- ix. Mandatory attendance requirements, for each course offered during the Spring 2020 semester, is applicable for all students.

This notification is issued with the approval of the Competent Authority.


21.5.2020
Dr. Fahim A. Qureshi
Registrar

Distribution:

1. All Campus Directors;
2. Incharge Academics CUI Islamabad Campus
3. Incharge CUI Virtual Campus
4. All Deans of Faculties;
5. All Chairpersons of Departments;
6. Director (P, D and HRD);
7. Controller of Examinations;
8. Head, International Office;
9. Treasurer, CUI PS;
10. Additional Registrar (MU)/(MIS), PS;
11. All Incharge of Academic and Examination of CUI Campuses;
12. In charge QEC/CU Online;
13. PS to Rector;


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