

CHAPTER-1
REGULATIONS FOR THE
CONVOCATIONS OF THE UNIVERSITY

1. Convocation shall be of Two Kinds

- (1) Ordinary Convocation held for conferring the degrees of a particular year or years, if there was no convocation in the previous years, on persons who have under prescribed conditions, pursued a course of study in, and passed examination of the University and on persons who under prescribed conditions carried on independent research.
- (2) Special Convocation held for conferring honorary degrees, in the prescribed manner, on eminent person or persons.
- (3) The Chancellor shall, when present, preside over the Convocation of the University.
- (4) The Vice Chancellor shall, in the absence of the Chancellor preside over the Convocation of the University.

2. Notification of Convocation

- (1) The date of every Convocation shall be fixed by the Chancellor on the recommendation of the Vice Chancellor. As soon as the date of Convocation is fixed the Registrar shall notify all graduates entitled to receive their degrees at the Convocation, through press and through notices sent to the candidates known addresses under certificate of posting.
- (2) The Registrar shall, likewise, notify all members of the Senate, the Academic Council and the Faculties by means of a circular, giving the time, date and venue of the Convocation.
- (3) Graduates receiving degrees at the Convocation in accordance with the regulations for admission to degrees shall make their own arrangements for the academic costumes prescribed for the degrees in question.

- (4) Similarly, all Deans and other officers presenting themselves at the Convocation shall wear the academic costume to which they are entitled.
- (5) No graduate shall be admitted to Convocation unless and until he/ she is in the proper academic costume.

3. The Procedure for an Ordinary Convocation

- (1) The graduates who are to receive their degrees shall assemble at the place and time notified to them by the Registrar.
- (2) Entry of graduates to the Convocation Hall or Enclosure may be closed half an hour before the time of the commencement of the Convocation.
- (3) The candidates to be admitted to the degree shall be presented by the Dean of the Faculty or Chairperson/ Director/ Principle of the concerned Department/ Institute/ Centre/ School/ College/ Affiliated Institution or in the absence of the Dean or the Chairperson/ Director/ Principle, by a person nominated by the Vice Chancellor.

4. Special Convocation

- (1) Special Convocation may be held for conferment of the Degree 'Honoris Causa' on eminent persons deserving such degrees.
- (2) The persons to be admitted to such degrees shall be presented by the Registrar, or in his/ her absence, by a person nominated by the Vice Chancellor.

5. Procedure

- (1) At the appointed time a procession will be formed and will enter the Convocation Hall or Enclosure in the following order:
 - (a) The Controller of Examinations
 - (b) The Registrar
 - (c) Members of the Academic Council
 - (d) Members of the Senate
 - (e) The Chief Guest/ Guest of Honour
 - (f) The Vice Chancellor
 - (g) The Chancellor

- (2) All those present in the Convocation Hall shall rise in their seats when the Chancellor/ Vice Chancellor, the Chief Guest/ Guest of Honour, if any, and the person invited to deliver the Convocation address, step on the Dias, and shall resume their seats when the Chancellor, Vice Chancellor and the Chief Guest/ Guest of Honour resume their seats.
- (3) The Chancellor/ Vice Chancellor shall at the request of the Registrar, declare the Convocation open. The proceedings of the Convocation shall begin with recitation from the Holy Quraan.

6. Annual Report of the Vice Chancellor

- (1) The Vice Chancellor shall present a brief report regarding achievements of the University during the last academic year and its future plans.
- (2) After the annual report the honorary degrees, if any, shall be conferred in prescribed manner on eminent person/ persons deserving such degree(s) in accordance with the decision of the Senate under Section 4 sub-section (vi) Chapter-II of the University Act, 2014.

7. Procedure for the Conferment of Honorary Degree

- (1) The Registrar shall read the citation regarding the recipient of the degree and read out the relevant resolution of the Senate.
- (2) The Registrar shall read out the name of the recipient of the degree who shall walk forward to the Chancellor/ Vice Chancellor.
- (3) The Chancellor/ Vice Chancellor shall confer the honorary degree in the following words:

"In accordance with the resolution of the Senate and by virtue of the authority vested in me as Chancellor/ Vice Chancellor of this University, I admit you to the Degree of Doctor of Science/ Philosophy/ Arts/ Medicine/ Law etc. 'Honoris Causa', and in token thereof I present to you this degree, and authorize you to wear the robes ordained as the insignia of this Degree".

- (4) The recipient of the degree shall thereupon be robed in the prescribed costume and resume his/ her seat.
- (5) When the honorary degree, if any, has been conferred, the Chancellor/ Vice Chancellor, shall say to the Registrar:

"Let the degree conferred be now proclaimed"

- (6) The Registrar shall thereupon read out the record of the degree as follows:

"We the Chancellor/ Vice Chancellor, and the members of the Senate and the Academic Council of the Mirpur University of Science and Technology (MUST), Mirpur, do hereby proclaim and make known that we have admitted you to the Degree of Doctor of Science/ Philosophy/ Arts/ Medicine/ Law etc. 'Honoris Causa' ".

8. Conferment of Degrees other than Honorary Degrees

The candidates for the Degrees shall be presented to the Chancellor/ Vice Chancellor by the Deans of the Faculties or Principal/ Chairperson/ Director of the concerned College/ Department/ Institute/ Centre/ School/ Affiliated Institution in convenient batches.

Provided that in the absence of the Dean or concerned Head, a person nominated by the Vice Chancellor shall present the recipients of degrees.

9. Procedure for the Conferment of Degrees

- (1) The following order shall be observed in the conferment of the degrees:

Two years degree programme e.g. B.A./ B.Sc./ B.Com. or equivalent. Three years degree programme B.S.Ed. etc. Four years degree programme e.g. BS or equivalent, MS or equivalent. Five years degree programme e.g. D.Phil./ Law or equivalent. Ph.D. and such other degrees as may be approved from time to time. The Chancellor/ Vice Chancellor will say:

"Let the candidates now be presented"

- (2) The Dean shall request the Chancellor/ Vice Chancellor, as under:
"Mr. Chancellor/ Vice Chancellor, I present to you this candidate/ these candidates who has/ have been certified after examination/ who have under prescribed conditions carried on independent research to be duly qualified to receive the Degree of -----".
- (3) The Chancellor/ Vice Chancellor shall confer the Degree in the following words:
"By virtue of the authority vested in me as Chancellor/ Vice Chancellor of this University, I admit you to the Degree of ----- and in token thereof I present to you this Degree and authorize you to wear the robes ordained as the insignia of this Degree".
- (4) The candidates after receiving their degrees shall resume their seats.
- (5) When all graduates have been presented, the Registrar shall read out the list of graduates who are not present, and who have requested and paid the fee for conferment of the degree in absentia and shall request the Chancellor/ Vice Chancellor as under:
"Mr. Chancellor/ Vice Chancellor, I request that these candidates who have been certified after examination/ who have under prescribed conditions carried on independent research to be duly qualified to receive the Degree of-----".
- (6) In admitting the candidates to the degrees, in absentia the Chancellor/ Vice Chancellor, shall simply say:
"By virtue of the authority vested in me as Chancellor/ Vice Chancellor of this University, I admit them all, in absentia, to the degrees to which they are entitled".
- (7) The scroll shall then be presented to the Chancellor/ Vice Chancellor, who shall affix his/ her signature to it.

10. Prizes, Medals and other Distinctions

- (1) The Registrar shall then present the persons who since the date of the last annual Convocation have earned distinctions by gaining medals, if any.
- (2) The formula for the presentation of medals, prizes and other distinctions shall be as follows:

"Mr. Chancellor/ Vice Chancellor, I present to youwho has/ have been awarded.....for the year..... for securing 1st Class 1st position in the various examinations of this University and original contribution to the advancement of Knowledge".
- (3) The Chancellor/ Vice Chancellor, shall then award the prize(s), medal(s) or other distinction(s).
- (4) The candidate(s) shall receive the prize(s), medal(s) or other distinction(s) from the Chancellor/ Vice Chancellor and resume their seat(s).

11. Convocation Address

After distribution of prizes and medals the Chancellor/ Vice Chancellor or the Chief Guest/ Guest of Honour, on request, shall address the Convocation.

12. Closure of the Convocation

- (1) The Convocation will come to an end when the Chancellor/ Vice Chancellor or the Chief Guest/ Guest of Honour, concludes his/ her address.
- (2) At the request of the Registrar, the Chancellor/ Vice Chancellor shall declare the Convocation closed.

13. Departure of the Chancellor/ Vice Chancellor and the Chief Guest/ Guest of Honour

The Chancellor/ Vice Chancellor or the Chief Guest/ Guest of Honour if any, shall be conducted out of the Convocation Hall in a procession by members of the Senate and the Academic Council, the Registrar and Controller of Examinations.

When the Chancellor/ Vice Chancellor and the Chief Guest/ Guest of Honour rise to leave, all present in the Convocation Hall will stand up and will remain standing till the procession has left.

14. Admission to Degrees

- (1) The Vice Chancellor shall from time to time report to the Senate the names of all persons who have passed the examinations required for the various degrees of the University or the persons who are to be admitted to the degrees on account of their independent research under the prescribed conditions, and have become qualified under the regulations for admission to such degrees. When the Senate has sanctioned the admission of any such person to any degree, he/ she shall be entitled to be admitted to that degree. The following persons shall be admitted to their various degrees at the Convocations:
 - (a) person/ persons to whom honorary degree/ degrees is/ are conferred under the University Act, 2014.
 - (b) persons who have qualified the examination or person/ persons who has/ have carried on under prescribed conditions independent research.
 - (c) persons who are qualified to be admitted to the prescribed degrees.
- (2) The graduates who do not obtain their degrees at the Convocation shall apply to the Vice Chancellor through the Dean of the Faculty and Principal/ Chairperson/ Director of the College/ Department/ Institute/ Centre/ School/ Affiliated Institution concerned for obtaining such degrees in absentia.
- (3) A fee at the prescribed rate is to be paid to the Treasurer for obtaining degrees in absentia.

CHAPTER-2

REGULATIONS FOR ACADEMIC COSTUMES

1. In these regulations 'Ordinary' Academic Costume includes a black cap and gown without hood or sash, and full Academic Costume includes in addition to a hood or sash and for doctors a scarlet instead of a black gown.
2. Full academic costume shall be worn by all fellows and graduates of the University, and may also be worn by all graduates of other universities at the Convocation and on such other ceremonial occasions as the Senate or the Vice Chancellor may appoint.
3. Ordinary Academic Costume shall be worn by all fellows at meetings of the Academic Council.
4. If a fellow is a graduate of any other University he/ she may wear either the costume of his/ her degree, or the costume of which he/ she is entitled as a fellow.
5. Fellow and Graduates of the University are entitled to wear (Academic Costume) as follows:

(1) Chancellor's Gown

Royal blue velvet gown with frontal zipper, 4 inches wide golden embroider panels in the front having monogram of the University at the top on both sides. Embroider back of shoulders. 1.5 inches wide, 4 straps with golden embroidery on the sleeves. Hexagonal cap of royal blue velvet with golden tassel.

(2) Chief Guest and Guest of Honor's Gown

Royal blue velvet gown with frontal zipper, 4 inches wide golden embroider panels in the front having monogram of the University at the top on both sides. Hexagonal cap of royal blue velvet with golden tassel.

(3) Vice Chancellor's Gown

Royal blue velvet gown with frontal zipper, 4 inches wide golden embroider panels in the front having monogram of the University at the top on both sides. 1.5 inches wide, 3 straps with golden embroidery on the sleeves. Hexagonal cap of royal blue velvet with golden tassel.

(4) Registrar and Controller's Gown

Royal blue velvet gown with frontal zipper, 4 inches wide silver embroider panels in the front having monogram of the University at the top on both sides. 1.5 inches wide, 3 detachable straps with silver embroidery on the sleeves. Hexagonal cap of royal blue velvet with silver tassel.

(5) Senate Member's Gown

Grey suiting cloth gown with frontal zipper, with 4 inches wide royal blue velvet panels in the front having golden piping and monogram of the University at the top of panel on both sides. 1.5 inches wide, 3 detachable straps of royal blue velvet with golden piping. Square cap of grey gown material with golden tassel.

(6) Dean Social Sciences and Humanities Gown

Grey suiting cloth gown with frontal zipper, 4 inches wide saudi green velvet panels in the front with golden piping and monogram of the University at the top of panel on both sides. 1.5 inches wide, 3 detachable straps of saudi green velvet with golden piping. Hexagonal cap of saudi green velvet with golden tassel.

(7) Dean Engineering and Technology's Gown

Grey suiting cloth gown with frontal zipper, 4 inches wide royal blue velvet panels in the front with golden piping and monogram of the University at the top of panel on both sides. 1.5 inches wide, 3 detachable straps of royal blue velvet with golden piping on sleeves. Hexagonal cap of royal blue velvet material with golden tassel.

(8) Dean Science's Gown

Grey suiting cloth gown with frontal zipper, 4 inches wide maroon velvet panels in the front with golden piping and monogram of the University at the top of panel on both sides. 1.5 inches wide, 3 straps of maroon velvet with golden piping on sleeves. Hexagonal cap of maroon velvet with golden tassel.

(9) Dean Health Science's Gown

Grey suiting cloth gown with frontal zipper, 4 inches wide red velvet panels in the front with golden piping and monogram of the University at the top of panel on both sides. 1.5 inches wide, 3 straps of red velvet with golden piping on sleeves. Hexagonal cap of red velvet material with golden tassel.

(10) Faculty of Social Sciences and Humanities's Gown

Grey suiting cloth gown with frontal zipper, 4 inches wide saudi green velvet panels in the front with golden piping. 1.5 inches wide, 3 detachable straps of saudi green velvet with golden piping. Square cap of grey gown material with green tassel.

(11) Faculty of Engineering and Technology's Gown

Grey suiting cloth gown frontal zipper, 4 inches wide royal blue velvet panels in the front with golden piping. 1.5 inches wide, 3 detachable straps of royal blue velvet with golden piping on sleeves. Square cap of grey gown material with royal blue tassel.

(12) Faculty of Science's Gown

Grey suiting cloth gown with frontal zipper, 4 inches wide maroon velvet panels in the front with golden piping. 1.5 inches wide, 3 detachable straps of maroon velvet with golden piping on sleeves. Square cap of grey gown material with maroon tassel.

(13) Faculty of Health Science's Gown

Grey suiting cloth gown with frontal zipper, 4 inches wide red velvet panels in the front with golden piping. 1.5 inches wide, 3 detachable straps of red velvet with golden piping on sleeves. Square cap of grey gown material with red tassel.

(14) Ph.D. Graduate's Gown**(a) Faculty of Social Sciences and Humanities**

Black gown. Black square cap with black tassel. Grey and saudi green hood.

(b) Faculty of Engineering and Technology

Black gown. Black square cap with black tassel. Grey and royal blue hood.

(c) Faculty of Science

Black gown. Black square cap with black tassel. Grey and maroon hood.

(d) Faculty of Health Sciences

Black gown. Black square cap with black tassel. Grey and red hood.

(15) M.Phil. Graduate's Gown

Black gown. Black square cap with golden tassel. Hoods of respective faculty.

(16) M.Sc. Graduate's Gown

Black gown. Black square cap with thin black tassel. Hoods of respective faculty.

(17) BS Graduate's Gown

Black gown. Black square cap with thin black tassel. Hoods of respective faculty.

CHAPTER-3

REGULATIONS FOR THE GRANT OF AWARDS TO THE POSITION HOLDERS IN DIFFERENT EXAMINATIONS OF THE UNIVERSITY

1. These regulations may be called the regulations for the Grant of Awards to the Position Holders in various examinations of the University.
2. They shall come into force at once.
3. In the regulations the expressions shall have usual meanings as assigned to them.
4. The Endowment Fund for the purpose be raised from donations from persons and different agencies/ organizations.

5. The following principles shall be observed in the award of the prizes, medals and scholarships from the Endowment Fund.
 - (1) The award shall be granted on the basis of result of the pass papers/ subject in which the candidate takes the highest marks provided that the candidate must have secured 1st position.
Provided further that in the case of the persons bracketed together for the award of a medal each candidate shall be awarded a medal separately.
 - (2) Prizes, medals and scholarships shall be awarded to those candidates who take the examination as a whole and also completed degree requirements. A candidate taking the whole examination at the time of supplementary examination or partly at annual and partly at the supplementary examination shall not be entitled to the award.
 - (3) A candidate who appears in one subject only shall not be entitled to the award in that particular subject even though the award may be for that subject.
 - (4) A candidate who passes an examination by availing grace marks shall not be entitled to the award.
 - (5) An award for a single subject should only be made to a candidate who is successful in the examination as a whole.
6. Anything included in other statutes or regulations contrary to these regulations, the Senate shall appoint a committee for the award, if it so decides.