

**Annexure-I**  
**University of Peshawar, Open and Distance Learning**  
**Regulations, 2025**



**UNIVERSITY OF PESHAWAR**

## 1. Short Title, Commencement and Application:

- 1.1. These regulations shall be called “University of Peshawar Open and Distance Learning Regulations, 2025.”
- 1.2. These regulations shall be applicable to all Undergraduate Degree /Diploma/ Certificate Programs offered by the University of Peshawar under Open and Distance Learning.
- 1.3. These regulations shall come into force with immediate effect.

## 2. Definitions:

In these regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

- 2.1. ‘**Academic year**’ means a duration of 12 months (a year). Each academic year comprises two semesters.
- 2.2. ‘**Asynchronous mode**’ means online teaching and learning in which teacher(s) and student(s) need not remain online at the same time; rather, programmed instruction is used for distant students to learn at their own pace and possibility.
- 2.3. ‘**Blended learning**’ means a teaching and learning approach that uses a blend of different methods/modes, technologies, and resources to improve student learning. Some forms of blended learning consist of a flipped classroom, online interaction followed by face-to-face teaching, and online learning that is sometimes supplemented by practical activities on designated premises.
- 2.4. ‘**Controller of Examinations**’ means Controller of Examinations of the University of Peshawar.
- 2.5. ‘**Credit Hour**’ means as the unit of measurement to indicate the amount of instructional and learning time required to achieve student learning outcomes of a course.
- 2.6. ‘**Director Admissions**’ means the Director Admissions of the University of Peshawar.
- 2.7. ‘**Director Distance Education**’ means Director Open and Distance Learning of the University of Peshawar.
- 2.8. ‘**Distance Student**’ means a student enrolled in Distance Education.
- 2.9. ‘**E-learning**’ means the use of any digital device for teaching and learning especially for delivery or access to content.
- 2.10. ‘**Examination centre**’ means a designated space for the conduction of examinations.

- 2.11. **‘Higher Education’** means education instructed by any means/systems after twelve years/Higher Secondary School Certificate (HSSC) of education/learning leading to the award of a Degree/Certificate/Diploma or Postgraduate Diploma.
- 2.12. **‘Head of Department (HoD)’** means the Chairperson/Director/Principal of Teaching Department/Centre/Institute/Constituent College
- 2.13. **‘Learning Management System (LMS)’** means a course management system or virtual learning environment, and is a web-based software system that assists teachers in managing courses and delivering lessons online.
- 2.14. **‘Learning Centre’** means a place declared by the University to be the Learning Centre where Distance Education classes will be held from time to time.
- 2.15. **‘Massive Open Online Course (MOOC)’** means an online course available for large enrolment on the open web
- 2.16. **‘Online learning’** means e-learning with the mandatory involvement of a digital network, in which a learner interact to content, teacher and other learners.
- 2.17. **‘Open courseware’** means digitally designed course material in multiple media content forms available online for teachers and learners.
- 2.18. **‘Open Distance Learning (ODL)’** means a way of disseminating teaching-learning experiences, including practical or work experiences, by keeping teacher and student apart using different modes (synchronous/asynchronous/blended).
- 2.19. **‘Open Educational Resources’** means teaching, learning, and research materials in any medium, digital, or otherwise, that reside in the public domain or are offered under an open license that permits no-cost access, use, adaptation, and redistribution by others with no or limited restrictions.
- 2.20. **‘Program’** mean a study leading to the award of a certificate/diploma/degree.
- 2.21. **‘Self-learning material (SLM)’** means study material in any form, which is inter alia clear, independent, self-motivated, enabling a student to achieve a specified level of learning in the course of study, but does not include textbooks or guidebooks.
- 2.22. **‘Small Learning Objects (SLO)’** means content of small size and short duration that is provided in portable and downloadable format for the prospective and enrolled learners to save and use for reference and understanding.
- 2.23. **‘Student Information System (SIS)’** means a sourced/developed/customized system for

the storage and management of student records.

2.24. **‘Student support services’** means services provided by the Directorate of Distance Education of the University to assist in the process of teaching-learning for students.

2.25. **‘Synchronous mode’** means online teaching and learning when teacher(s) and learner(s) interact with each other at the same time using any online communication tool/platform.

2.26. **‘Teacher’** means a permanent/contract/visiting faculty member.

2.27. **‘Tutor’** means a person appointed from time to time by the University to teach and mentor.

2.28. **‘University’** means the University of Peshawar.

2.29. **‘Vice Chancellor’** means the Vice- Chancellor of the University of Peshawar

All other expressions will have the same meaning as assigned to them under the Khyber Pakhtunkhwa Universities Act 2012(amended 2024), or the statutes and HEC ODL Policy 2024.

### **3. Curriculum**

3.1. As per the University approved curricula of the relevant discipline.

### **4. Number of students:**

4.1. As per approved allocation of seats by HEC

### **5. Students intake:**

5.1. The students in take may be twice a year i.e. Fall and or Spring session.

### **6. Admission Criteria:**

6.1. As per University approved admission eligibility criteria

### **7. Admission Procedure:**

7.1. The Directorate of Distance Education will advertise admission through electronic & print media.

7.2. Submission of online admission form along processing fee as decided by the University. The prospective student is allowed to apply to all discipline in order of priority as per approved eligibility criteria.

7.3. Preparation & Display of provisional merit list on the University website by the Directorate of Distance Education.

- 7.4. Display of the final merit list on the University website by the Directorate of Distance Education.
- 7.5. Scrutiny of educational documents by the Directorate of Distance Education in order of merit at the support center or online/physical verification of documents by Directorate of Distance Education.
- 7.6. Submission of admission fee as per university fee structure prescribed for ODL.

## 8. Mode of Teaching & Credit Hour:

8.1. Regular Semester: will be 15-16 weeks of programmed course work, excluding 1-2 weeks for mid and final term assessment.

### 8.2. Credit Hour:

- 8.2.1. **Synchronous Mode:** one credit hour for theory courses shall be equal to 15-16 hours of direct teaching and learning per semester, which shall be uniformly distributed over the whole semester.
- 8.2.2. **Asynchronous Mode:** Equivalent programmed instruction materials in multiple media (Audio-visual or interactive learning materials), where one credit hour shall be equal to 15-16 hours of teaching and learning per semester with the following composition:
  - 8.2.3. Prerecorded Lectures: 425 minutes or 7 hours of prerecorded Lectures/pre-developed content that comprises 85 modules, and one module is equal to 5 minutes.
  - 8.2.4. Modules will be developed by the concerned department in consultation with Directorate of Distance Education.
  - 8.2.5. 5 hours of virtual contact between student and teacher through Moderate Discussion Board and recorded activities by the student on the LMS.
  - 8.2.6. 4 hours of virtual contact between student and teacher through Graded Discussion Board and recorded activities by the student on the LMS.
  - 8.2.7. **Blended Mode:** one credit hour for theory courses shall be equal to 15-16 hours of teaching and learning per semester, while the composition of direct- online and offline teaching and learning shall be determined in accordance with the ratio of synchronous and asynchronous components of the mode.

8.2.8. **For all modes:** where lab/project/practical work is involved, for one credit, 45-48 hours of lab work or equivalent practical work shall be required in one semester.

8.2.9. **For all modes:** in addition to the above, the following activities shall also be required throughout a semester to complete one credit hour in both modes:

- a. At least one graded assignment.
- b. Weekly reading materials (1-hour/week).
- c. Two graded quizzes.
- d. Weekly online self-assessment exercises.
- e. An optional tutorial(s) for students.

8.2.10. Transfer of credit hours shall be as per University rules

8.2.11. No faculty member shall be allowed to handle more than two ODL courses in one semester.

## 9. Fee:

9.1. As per University fee structure prescribed for ODL.

## 10. ASSESSMENT:

10.1. Marks breakdown for assessment of each course shall be as follows:

10.2. **Mid Term Assessment (30 marks)** – by the concerned Teacher/Tutor.

10.3. The internal mark shall be assessed as follows:

- a. **10 marks:** Assignments
- b. **10 marks:** Quizzes
- c. **10 marks** Presentations

## 11. Final Term Assessment

11.1. Assessment shall be carried out by the following Assessment Committee constituted by the Controller of Examination in consultation with Director, Directorate of Distance Education as per prescribed procedure:

- a. Head Examiner
- b. Sub-Examiner Three subjects experts

## 12. Marks breakup:

12.1. Written Papers 70 marks each

12.2. Subject where practical is mandatory 55 marks to be allocated to paper and 15 marks to the practical

12.3. Viva-Voce / Research thesis, where applicable, shall be conducted as per the prescribed manner.

12.4. Provided that in case of certificate course for less than 6 months the assessment will be 100% by the concerned teacher/tutor.

### 13. Passing percentage:

13.1. In order to pass a course, a student shall:

- a. Obtain at least fifty percent (50%) marks in each paper
- b. Pass the Viva Voce by obtaining at least 50% marks where applicable
- c. Obtain minimum 50 percent marks in the mid and final term assessment.
- d. Provided that a student, declared failed in any course, will have to register himself in that course and reappear as per the university semester regulations in vogue.
- e. In case of any conflict/contradiction, the University Semester Committee shall clarify.

### 14. Award of degree:

14.1. Minimum passing CGPA shall be 2 to qualify for award of the degree.

14.2. In matters not explicitly defined in these regulations the Candidate admitted in the Open and Distance Learning shall be governed by the University semester regulations in vogue.

14.3. Distinction:

14.4. Separate Gold medal and merit certificate shall be awarded

### 15. Holding of Examination

15.1. The Controller of Examinations shall conduct the final term assessment in consultation with the Directorate of Distance Education for respective programmes.

15.2. Maintain the record of the entire academic process from selection of the candidates to their graduation. Preserve such records in a Student Information System (SIS). It shall be liable to produce such documents, whenever called upon to do so by any statutory

authority of the government under any law in force.

## **16. Teacher/Student Ratio:**

16.1. **Synchronous/Blended Mode:** A student-to-teacher ratio in synchronous/blended ODL mode shall not be exceeded in any case for the following levels:

a. Undergraduate level: 50 : 1

16.2. **Asynchronous Mode:** A student-to-teacher ratio in asynchronous ODL mode shall not be exceeded in any case for the following levels

a. Undergraduate level: 70:1 for non-lab courses, and 30:1 for practical courses

## **2.2. Training Duration and Frequency:**

After formal induction at least six to eight weeks of training for teacher/tutor before assigning specialized ODL teaching tasks and at least four weeks for the servicing and administrative personnel. Refresher courses should also be arranged every two to three years to meet changing needs in ODL techniques and strategies.

## **17. Payment for teacher/tutor/examiner:**

As per university approved rates

## **18. Requirements for Support Centers:**

As per Annexure 2

## **19. QUALITY ASSURANCE (QA)**

19.1. There shall be quality assurance section in the Directorate Quality Enhancement, dedicated to assuring the quality of programs offered in ODL mode and ensuring the adherence to the HEC ODL policy 2025.

## **20. OWNERSHIP AND USE**

The University reserve the right of property of all courses, digital contents, question banks and programs developed and approved by the university.

## **21. Removal of Difficulty**

If any difficulty arises in giving effect to any of the provision of these regulations, the following committee constituted by the Vice-Chancellor for a period of two years, may make

such decisions, not inconsistent with the spirit of these regulations, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not *ultra vires* of the statutes and Act.

**i. Composition of the Committee**

- |                                |                  |
|--------------------------------|------------------|
| a. Dean                        | Convener         |
| b. Two Teachers                | Members          |
| c. Registrar or his Nominee    | Member           |
| d. Director Distance Education | Member/Secretary |

## 22. Repeal

The University of Peshawar Distance Learning Regulations 2023 are hereby repealed.

Academic Media Format (Learning Objects)	Technology Infrastructure	Delivery Channels
<ul style="list-style-type: none"> <li>• eBooks</li> <li>• Study Guides</li> </ul>	<ul style="list-style-type: none"> <li>• Content authoring tools</li> <li>• Digital media warehouse</li> </ul>	<ul style="list-style-type: none"> <li>• Internet</li> <li>• Surface mail</li> </ul>
<ul style="list-style-type: none"> <li>• Web pages</li> <li>• Digital Books</li> </ul>	<ul style="list-style-type: none"> <li>• Web page authoring tools</li> <li>• Software for conversion of digital copies of books</li> <li>• Webhosting facilities</li> </ul>	<ul style="list-style-type: none"> <li>• LMS</li> <li>• Internet</li> <li>• PCs and Smart Phones</li> <li>• Web and media servers</li> </ul>
<ul style="list-style-type: none"> <li>• Audio/Video Lectures</li> </ul>	<ul style="list-style-type: none"> <li>• Audio/Video Recording facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Internet</li> <li>• LMS</li> <li>• Electronic storage devices</li> <li>• Broadcast TV &amp; Radio</li> </ul>
<ul style="list-style-type: none"> <li>• Live Audio/Video Lectures</li> </ul>	<ul style="list-style-type: none"> <li>• Audio/Video Conferencing equipment and software</li> </ul>	<ul style="list-style-type: none"> <li>• Internet</li> </ul>
<ul style="list-style-type: none"> <li>• Interactive simulations/virtual labs</li> </ul>	<ul style="list-style-type: none"> <li>• Self-assessment worksheets and Interactive interface in LMS</li> </ul>	<ul style="list-style-type: none"> <li>• Internet</li> </ul>

## Support Centre requirements

## Annexure-II

- i. Infrastructure
- ii. Computer facility
- iii. Internet facility
- iv. E library
- v. Tutors
- vi. Uninterrupted power supply
- vii. **Availability of Laboratory:** The access and conduct of the laboratory must be the same as is required in the traditional mode.