

SHIV NADAR UNIVERSITY

Knowledge is the Path to Freedom

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Regulations for the Master's Program

This document outlines the common rules and regulations governing the Master's program in the University.

I. Master's Degrees Offered

Master of Arts (M.A.)
Master of Business Administration (M.B.A.)¹
Master of Fine Arts (M.F.A.)
Master of Science (M.Sc.)
Master of Technology (M.Tech.)

II. Mode of Study

a. Full-time

Students admitted to a full-time program are to register for full time course load according to the program of study. The students are to devote their entire duration of working hours for the studies and research work as determined by the program. A full-time student shall not take up any full-time or part-time job outside the campus and shall not attend any other full-time program.

b. Part-time

No part-time Master's program is available in SNU.

III. Eligibility

A candidate seeking admission into the Master's program should have obtained an appropriate undergraduate degree from a recognized institution. The Schools shall impose additional eligibility standards based on the requirements of the program.

IV. Admission Criteria and Procedure

The eligibility criteria for admission, including minimum cut-off of score/marks obtained in the undergraduate study, and the selection procedure, involving performance in the entrance test and interview and/or any other method are to be

¹ Regulations placed in a separate document.

determined by the respective Schools, based on the requirements of the program, and the same shall be published during solicitation of applications.

V. Structure of the Program

- a. The University follows the semester system, with two semesters in a year: Monsoon (starting in August) and Spring (starting in January). The medium of instruction for all programs of study is English. Each course has a number of credits with prescribed contact hours.
- b. The curriculum of each program of study consisting of core courses, elective courses, project / thesis work or others shall be prescribed by the respective schools in consultation with the departments. The same shall be published in the Graduate Course Catalog before the start of each academic batch.
- c. The syllabus of each course shall be laid down by the respective Schools before the start of an academic session. The syllabus shall include the manner of implementation of the syllabus and the scheme of evaluation employed.
- d. The credit requirement for completion of a program of study is to be determined and announced by the individual Schools based on the requirements of the program, provided that it shall **not be less than 48 credits** for a Master's degree.

VI. Graduate Student Advisor

A member of the faculty will act as the Graduate Student Advisor in each Department, who will advise the students on courses and other academic matters related to the graduate (Master's and Doctoral) programs.

VII. Duration of the Program

The minimum duration of a full-time Master's program in SNU is 4 semesters, with the option in some cases to exit after the first 2 semesters with a post-graduate diploma. The maximum duration allowed to complete all the program requirements is 6 semesters.

VIII. Temporary Withdrawal from the Program

Subject to satisfaction of the Director of the School, a temporary withdrawal for one semester from a program of study may be granted for *bona fide* reasons. This period of withdrawal shall not count towards the duration limit set for the completion of the program.

IX. Registration Requirements

Full-time students have to register for a minimum of 12 credits in a semester. The Schools may, however, set and announce their minimum registration requirements above this University minimum.

X. Grading Scheme

- a. After the completion of each course, students are awarded a letter grade, as described below.

Letter Grade	Grade Point	Description
A	10	
A-	9	
B	8	
B-	7	
C	6	
C-	5	
D	4	Minimum Passing Grade
F	0	Fail
W	-	Withdrawn from Course
I	-	Incomplete
Z	-	Course Continuation
AP	-	Audit Pass
AF	-	Audit Fail
S	-	Satisfactory Completion (for Specific Courses not Counting towards Grade Point Average)
U	-	Unsatisfactory Performance (for Specific Courses not Counting towards Grade Point Average)

Each grade from A to F has a grade point (GP) associated with it. The **Grade Point Average (GPA)** is the average of the grade points of courses taken by a student. This average is weighted according to the credits associated with each course, i.e.,

$$\text{GPA} = \text{sum}(C * GP) / \text{sum}(C),$$

where

'sum' is addition over all the courses taken,

C is the number credits associated with each course taken, and

GP is the grade point earned in each course.

- b. **Semester Grade Point Average (SGPA):** SGPA is the average of the grade points of all the credit-courses that a student has registered for in a particular semester. It is the GPA with the "sum" going over all the credit-courses registered for in the semester.
- c. **Cumulative Grade Point Average (CGPA):** CGPA is the GPA over all completed credit-courses the student is registered for up to that point.
- d. Courses required for completing the credit requirements for a program shall be evaluated and graded. The grades that shall contribute to the calculations of SGPA and CGPA are A, A-, B, B-, C, C-, D, F.
- e. **S** grade shall be awarded for successful completion of non-contributory (not counting towards SGPA or CGPA) courses. [Definition and explanation: To successfully complete a graded course, the student has to obtain grade D or above. In a non-graded

course, the instructor shall decide if a student registered for the course has failed or successfully completed it.]

- f. A student, with permission from the course instructor and the Department will be allowed to register to 'audit' courses. This means that the student shall fulfil all conditions set by the course instructor to audit the course. An audited course shall not count towards the student's SGPA/CGPA. The letter grade AP indicates that the student has met the standards set by the instructor for successfully auditing the course, and AF indicates that the student has failed to meet the standards. These grades will appear in only the Semester Transcript. Subsequent transcripts, including the Final Transcript shall show only those audited courses in which the student received AP letter grade.
- g. I grade will be awarded, with recorded approvals of the course instructor and the Graduate Student Advisor (of the student's Major) and the permission of the Dean (Graduate Studies), to a student who is not able to complete the course requirements due to extraordinary circumstances. The course instructor shall record the full details and the time line for the student to complete the course. The course will not count towards calculations of the SGPA/CGPA till it is completed.
- h. If for some reason a student finds that s/he cannot do academic justice to a course that s/he has registered for, an application to *withdraw* the registration for this course can be made to the Dean (Graduate Studies) through the departmental Head and Graduate Student Advisor. The application must be made before the announced last date for withdrawal. The application shall be accepted provided the student remains registered for the minimum number of credits and courses for the semester (as per the extant rules of that semester). In case the application is approved, the student shall be awarded the grade W, and course will not count towards calculations of the SGPA/CGPA.
- i. Grades A, A, B, B-, C, C- D, F, S/U shall be awarded in all credit-courses that a student registers for and completes.
- j. D is the minimum passing grade. If a student receives grade D or above in a course, s/he has successfully completed the course.
- k. Z is the grade awarded for courses that extend into a subsequent semester.
- l. **Credits earned:** Once a student successfully completes a particular course, s/he shall have earned as many credits as the course carries. (To successfully complete a course, a student has to get at least the minimum passing grade of D in that course, or receive an S grade for courses graded otherwise).

XI. Eligibility for Award of Degree

To be eligible for the award of a Master's degree,

- a. A student has to successfully complete all the course requirements as prescribed by the School/program within the stipulated time.
- b. The student has to fulfill the graduation criteria, including minimum CGPA requirement for the program, to be set and announced by the respective School.

- c. There should be no disciplinary action pending against the student.
- d. The student has to obtain appropriate 'no-dues' clearance from the University administration (Registrar and Finance office).

XII. Assistantship – Award and Maintenance

Criteria for award of assistantship/fellowship shall be set and announced by the Schools. Also, the minimum academic standards required for maintenance and continuation of the assistantship shall be determined and announced by the Schools.

XIII. Changes and Revision in Regulations

The University reserves the right to revise, amend or change these Regulations at any point.