COMSATS University Islamabad
Registrar Secretariat, Academic Unit (PS)

No. CUI-Reg/Notif- 1868 /24/ 1936   August 30, 2024

NOTIFICATION

The Academic Council in its 39th meeting held on August 01, 2024, on the recommendations of the 35th meeting of the Board of Advanced Studies and Research (BASAR) held on June 25, 2024, approved the following Course Code Allocation Schemes for Undergraduate and Graduate level courses for implementation at CUI System:

Course Code Allocation Scheme for Undergraduate and Graduate-level Courses

1. The allocation of course codes at CUI follows a specific structure that indicates the program level and academic year. The course code structures three alphabetic characters followed by three-digit numbers, without any dash or space. The first digit of this number reflects the program year and/or degree level. Below is the refined breakdown of the course code structure, along with examples of how course codes are assigned across various programs unless there are any specific requirements by the accreditation councils, where applicable. Course Code, Course Title, Credit Hours, Co-requisite(s) and Prerequisite (s) will be allotted as per HEC guidelines by the Chairperson but will be approved by the respective Boards of Studies:

Undergraduate-level Course Code Scheme: Year-based Course Code Scheme:

a) **First and Second Years (1 or 2):**

2. These codes are used for foundational courses in the first two years of 4-year undergraduate programs and 5-year Pharm-D programs, etc. These courses often lay the groundwork for more advanced studies, focusing on essential concepts and skills, etc.

   Examples:
   - i. HUM104: Functional English 3(3, 0)
   - ii. MGT232: Business Finance   3(3, 0)

b) **Third, Fourth, and Fifth Years (3, 4, or 5):**

3. These codes are for advanced courses in the later years of 4-year undergraduate programs and 5-year Pharm-D programs etc., they represent a progression from foundational knowledge to more specialized topics, often requiring prerequisites.

   Examples:
   - iii. PHY365: Computational Methods in Physics 4(3, 1) PHY264
   - iv. EEE455: Optical Fiber Communications   3(3, 0) PHY369
   - v. PHM505: Pharmacy Practice VIA (Advanced Clinical Pharmacy) 4(3, 1)

Final Year BS Project:
   - i. DEV499: Final Year Project   6(0, 6)

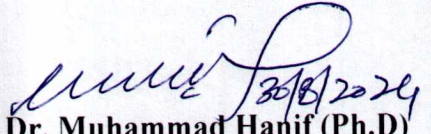## Graduate-level Course Code Scheme: MS/M.Phil. Programs (6, 7, or 8):

4. Codes with the first digit being 6, 7, or 8 are used for graduate-level programs. These include master's degrees and MS/M.Phil. and PhD programs, indicating more specialized and research-focused courses.

Examples:

vi.	CHM600: Research Methodology and Chemical Data Handling	3(3, 0)
vii.	ECO702: Theory of International Finance	3(3, 0)
viii.	CHM830: Advanced Biochemistry	3(3, 0)

Thesis for MS and Dissertation for PhD Codes (8, 9):

ix.	ECE800	MS Thesis	6(0, 6)
i.	ECE900	Dissertation	9(0, 9)

Dr. Muhammad Hanif (Ph.D)
Deputy Registrar

Distribution:
1. All Campus Directors / Incharge, Islamabad Campus
2. All Principal Officers / All Deans of Faculties
3. All Chairpersons of Academic Departments / All Heads of Departments
4. Treasurer / Controller of Examinations / Director of Planning & Development / HRD
5. All Incharge Graduates/Academics/Examination/Registration/Admission/Accounts of Campuses
6. GM, Rector Office / Incharge HR / QEC / Cuonline, PS / Sr. Manager (IT) ISB
7. Internal Distribution, Registrar Office

CC:
8. SO to the Rector
9. PS to the Registrar