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(This version is applicable to the current cohort of the LL.M Programme onwards)

NATIONAL LAW SCHOOL OF INDIA UNIVERSITY
ONE YEAR LL.M DEGREE PROGRAMME
ACADEMIC AND EXAMINATION REGULATIONS 2020

I. Scope, Application and Interpretation:

1. The LL.M. Academic and Examination Regulations [hereinafter “Regulations”] shall apply to the LL.M Programme of NLSIU.
2. There will be a Centre for Post-Graduate Legal Studies (CPGLS) established at NLSIU for administration and implementation of these Regulations. The Centre shall be under the charge of a three to five-member **Post-Graduate & Doctoral Council (“PGDC”)** consisting of Professors, Associate Professors and Assistant Professors of NLSIU. The Council shall have a Chairperson, who shall be a Professor. Chairperson and other Professors/Associate Professors/Assistant Professors shall be nominated by the Vice-Chancellor.
3. The **Academic Administration Department (“AAD”)** shall assist in the administration and implementation of the Regulations and act as the Secretariat to the CPGLS & PGDC.
4. All disputes arising out of these Regulations shall be referred to the PGDC for resolution after an application is made to the AAD in writing. In case of any grievance against the decision reached by the PGDC, the Vice-Chancellor may be approached and the Vice-Chancellor shall resolve the issue in accordance with the Regulations within a reasonable time period.
5. Any word or phrase, unless specifically defined in the Regulations, shall carry its ordinary meaning.

II. Attendance:

1. Number of Classes:

- a. Every student shall attend a minimum of 75% of classes held in every course.
- b. Failure to secure the minimum required attendance in any course will lead to *compulsory re-admission* to the LL.M. programme in the next academic year (“re-admitted year”), and *re-registration* in the same course in the re-admitted year.

Provided, in the event the course is an elective course which is not offered again in the re-admitted year, the student must re-register for an alternate elective course in the re-admitted year.

- c. Students who re-register for a mandatory course or the same elective course in which they had obtained an attendance shortage, will have to attend the actual number of classes missed to make-up the shortage and shall fulfil all other requirements of the course, including all evaluation components.

- d. Students who re-register for an alternative elective course, will have to attend a minimum of 75% of the classes and fulfil all other requirements of the course, including all evaluation components.

2. Condonation of attendance shortage:

a. On **Medical Grounds:**

- i. Shortage of attendance on medical grounds shall be considered for condonation only when a student falls short of attending 75% of the classes in a particular course but has still attended at least 66% of the classes held in that course. The condonation on medical grounds shall be granted only when the student is incapacitated such that they cannot attend classes.
- ii. Students seeking condonation of shortage of attendance on medical grounds shall submit an online application. The application shall be supported by a Doctor's Certificate and Hospital Discharge Summary (if applicable).
- iii. On the basis of their application, the PGDC shall verify that a student was incapacitated, such that they could not attend classes.

b. **Condonation under other special circumstances:**

The student may seek condonation of attendance shortage on grounds such as bereavement or serious illness in the immediate family, only if a student falls short of attending 75% of the classes in a particular course but has still attended at least 66% of the classes held in that course. The student is required to produce proof of relationship and circumstances along with an online application for condonation to the AAD. The PGDC shall verify the same.

Explanation: "Immediate family" means persons related to a student in terms of being a sibling, spouse, child, parent, in-laws, or grandparent

The application along with the supporting documents for condonation shall be submitted to the AAD within 6 days of resuming class attendance, failing which the attendance shall not be condoned

3. **Unauthorised exit from the class:**

If a student leaves a class without permission of the teacher, after having obtained attendance, the teacher concerned shall intimate the AAD, which shall deduct 3 hours of attendance from the overall classes attended by student in that particular course. The AAD shall inform the student of such intimation by the subject teacher. Repeated violations will result in disciplinary action by the University.

4. **Display of attendance status:**

The attendance status of every student shall be updated on the University's online portal, and the students shall keep track of the same.

III. Project Assignments:

1. **Announcements:** Project topics for the trimester shall be notified by the AAD within the first week of the commencement of the trimester. Any request for change of topic must be in writing which shall be approved by the course teacher and be submitted to the AAD. However, this rule will not apply if students are required to choose their own topics.
2. **Deadline for submissions:** Last date of submission shall be notified on the day of the commencement of the trimester.
3. **Submissions:** The students shall submit their projects in soft copy on online portal no later than 11:59pm on the scheduled date.
4. **Plagiarism:** Plagiarism, i.e., passing off someone else's work as one's own, by copying words, phrases and ideas without proper citation, is strictly prohibited. Notwithstanding anything in the NLSIU Principles of Conduct, 2002, in case of a suspected instance of plagiarism, the following process will be followed:
 - a. Course teachers who suspect plagiarism shall report the project and the author to the AAD, who shall refer the complaint to the Chairperson of the PGDC. The Course teacher shall indicate as to why they suspect that the project is plagiarized.
 - b. On receiving such written intimation, the PGDC shall seek a written explanation from the student as to why action should not be taken against them on grounds of plagiarism ("Show-Cause notice"). The similarity report (if any) and the course teacher's remarks shall be provided to the student.
 - c. After receiving the written explanation (if any) from the student, the PGDC shall determine whether the project submitted by the student amounts to plagiarism.
 - d. A student found to have engaged in plagiarism by the PGDC shall be given zero marks for the plagiarized project and viva, and will not be permitted to write the final or repeat exam. The student will have to compulsorily be re-admitted in the next academic year and re-register for the course in the re-admitted year. A second violation will lead to suspension for a trimester.
 - e. In the event the student found to have engaged in plagiarism has already written the final or repeat exam for the concerned course prior to the decision of the PGDC, the marks for the same shall stand cancelled.

5. Marking Scheme:

Not more than 50% of the evaluation component shall consist of a written examination component, with the remaining consisting of continuous evaluation components such as a project and viva. The evaluation component should, however, be pre-approved by the PGDC before the commencement of the course. Once approved the same shall not be changed without the approval of the PGDC.

6. Penalty for late submission of Projects:

- a. If a student does not submit the project before 11.59 pm on the notified date of submission, half a mark (0.5) shall be deducted from the total marks scored by the student in the concerned course for each day of late submission up to the sixth day, including holidays.

- b. For projects delayed by more than six (6) days, two (2) marks shall be deducted per hour of delay, from the marks awarded for the paper.

Illustration: If the submission date was 1st of the month, the student will lose 0.5 marks per day until 11:59 pm on the 7th of the month. If a student submits the project at 4:25 am on the 8th day of the month, a total of 13 marks – 3 marks (0.5x6 days) + 10 marks (2x5 hours), shall be deducted from the marks scored by the student in the project. If the student submits the project after 1:30 pm on the 8th day, a total of 30 marks shall be deducted from the score of the student.

7. Extensions:

- a. Notwithstanding Regulation III (6), the PGDC may grant an extension for a maximum period of **six** days on the notified date of submission in the following circumstances:
- Extension may be granted only on proved medical or other special circumstances after all due verifications;
 - All students with disabilities shall be permitted an extension of 6 days from the notified last date of submission.
- b. The deduction of marks shall be calculated from the extended date of submission until six days from the original date and no projects shall be accepted after 6 days from the notified date of submission.

Illustration: *If the original project submission date is 1st August and the extended date is 4th August, (3 days extension out of maximum possible 6 days), a student submitting the project on 5th August will lose ½ a mark and not 1½ marks.*

8. Viva Voce:

- A faculty member may choose to have either project presentations or viva voce. Such presentations or viva-voce shall take place after class hours. All viva voce / presentations shall be conducted by the course teacher along with the coordinating teacher, if any, in the presence of minimum 3 students.
- Viva voce is a part of the examination process. The AAD shall announce the schedule of viva voce at the beginning of the trimester.
- In case a student fails to attend a viva voce/presentation on the scheduled day, without prior written permission of the PGDC, the student will be awarded zero marks for the viva-voce/presentation in the concerned course.

IV. Elective Courses

1. Required Number of Elective Courses

All LL.M students are required to complete the following number of optional elective courses as given below:

First Trimester –	None
Second Trimester –	3 (Three)
Third Trimester –	1 (One)

2. Offering of Elective Courses

- a. A list of elective courses, with the course outline, shall be notified at least 7 days before the trimester begins.
- b. Elective courses are offered on a first-come first-serve basis, and students shall register for the courses as offered.
- c. All requirements for elective courses, such as presentations and written exams, must be completed in the same trimester and cannot under any circumstances be deferred to the following trimester(s).
- d. Under no circumstances shall students be permitted to opt out of the elective course registered after the commencement of the classes

3. Elective Course Structure

- a. Unless otherwise approved by the UGC, all elective courses must cover a minimum of 40 class hours.
- b. The marking scheme for elective courses (except Teaching electives) shall consist of the following components:
 - Class participation – 10 marks
 - Written submissions / Paper – 60 marks
 - Viva voce/Paper presentation – 30 marks

Any deviation from the above must have the prior approval of the Academic Review Committee.

4. Deadline for Paper Submission - The deadline for all elective written submissions/papers shall be not later than the last date of classes ordinary held in the trimester.

5. Results - The results of the elective courses shall be announced along with the results of the regular courses.

6. Offering of Teaching Electives

- a. Any course teacher who has taught at the University for more than one year has the option of selecting one teaching elective student from the 5th year class or LL.M. class.
- b. The courses open for the teaching elective shall be notified by the Examination Department one month before the end of the previous trimester.
- c. The selected students shall be intimated at least two weeks before the end of the previous trimester.
- d. No student shall be allowed to take more than one teaching elective course in a trimester.
- e. Students applying for a second Teaching elective in a subsequent trimester may be selected only if that student is the sole applicant.
- f. Students applying for a teaching elective course shall submit an application stating their grade in the concerned subject, along with a Statement of Purpose, within three days of the notification of teaching elective offerings.
- g. Teaching elective students shall be chosen on the basis of the following guidelines:
 - Grade obtained in the concerned course (as given in the transcript);
 - Work done by the students in the course subject area;

- Communication skills
- 7. Teaching Elective attendance requirement** – Students are required to attend a minimum of 30 class hours of the total number of classes held, failing which they will need to re-register for an alternate course in the next trimester. Students are advised to carefully study the course schedule to avoid clashing hours with regular/elective courses, in order to meet the attendance requirement.
- 8. Teaching Elective marking scheme** - The marking scheme for teaching electives shall comprise the following components:
- Teaching (4 - 6 hours) – 30 marks
 - Assistance in preparation of reading materials and research 20 marks
 - Assistance in project consultation, question paper preparation, key to the questions and evaluation of a maximum of 6 projects and 6 answer scripts- 20 marks
 - Assistance in conducting Viva-voce – 10 marks
 - Submission of a report of teaching elective – 20 marks

V. Examinations

1. Scheme of Examination:

- a. The concerned subject teacher may decide the examination scheme for their course, in consultation with the PGDC. The emphasis of the evaluation scheme shall be on continuous evaluation, including but not limited to projects, response/reaction papers, assignments etc. Once approved it cannot be changed without prior approval of the PGDC.
- b. The written examinations, if any, for all courses will be at the end of the respective trimester.
- c. The total marks for the written examination shall not exceed 50 marks.
- d. A student's result will be declared in the form of a Grade as per Reg. VII.
- e. Results for each course, along with the answer key used for evaluation, shall be submitted by the course teacher to the AAD no later than ten (10) days from the date of examination in the respective course.
- f. Students shall be intimated of their marks and grades obtained in each subject via the online portal.

2. Schedule of Examinations:

Schedule of Examination for each trimester shall be notified at least one week before the date of first examination

3. Successful completion of a course:

In order to have successfully completed a course, a student must secure a minimum of 50 marks (B grade). Securing a mark below 50 (F grade) will mean that a student has failed the course

4. Malpractice:

All instances of examination malpractice shall be dealt with under the Principles of Conduct, 2002. Upon the discovery of, or reasonable suspicion of, any such malpractice, any faculty member, or member of the University staff, shall immediately refer the said instance to the AAD. The Chairperson, PGDC, after due consideration, may forward the matter to the Registrar to refer the same to the DARIC. Examination malpractice includes, but is not limited to, any of the following acts:

- a. Gaining unauthorised access to documents, including examination question papers, answer sheets, records, or other confidential documents, whether physically, by employing electronic means, or otherwise at any given point of time;
- b. Removal of an answer sheet from the venue of examination, after the commencement of the examination;
- c. Carrying of electronic equipment into the examination hall, without prior written permission to do so;
- d. Carrying in any material into the exam hall which is not permitted by the course teacher or university authorities;
- e. Any communication, whether by words, gestures or otherwise, with other candidates in the examination hall, during the examination;
- f. Deliberate revelation of identity of the candidate on the answer sheet, so as to vitiate the examination results;
- g. Any attempt to commit any of the above.

5. Repeat Examination

- a. For students who obtain an “F” grade in a course, a Repeat examination shall be conducted for the examination components of the course on payment of prescribed fee. The repeat examination shall be for the marks assigned to the examination component of the course, and the remaining shall be the marks already obtained for the project and viva voce. For students who take the repeat examination, the transcript shall carry the letter “R’ next to the course.
- b. Dissertation:
 - i. In case a student fails in the Dissertation, he/she may re-submit the Dissertation for 150 marks within one month from the date of declaration of results.
Provided re-submission shall be allowed to a student who had submitted the dissertation originally within the last notified date of submission.
 - ii. If the student has not submitted the dissertation within the stipulated time, he/she will have to compulsorily apply for re-admission in the next Academic Year.

6. Improvement:

If a student has secured ‘B’ Grade in any of the courses, he/she will be permitted to take the Repeat Examination to improve his/her grades in the examination component of the course. The higher grade of the two examinations shall be considered. For such student, the transcript shall carry the letter “I” next to the course.

7. First Attempts (FA)/ Medical First Attempt (MFA):

- a. Students who are unable to sit for the term examinations in any course, may apply to sit for the examinations at the end of the academic year or in a subsequent trimester, which shall be recorded as a First Attempt (FA), on one or more of the following grounds:
 - i. Representation, which shall not include memorial submission, of the University in competitions to be notified by the University, the dates of participation of which fall within three days of the date of the examination. A student may claim FA only for the specific exam which falls within three days of such competition and not for any other examination;
 - ii. Medical conditions rendering the student unable to attempt or write the examination, which shall be known as Medical First Attempt (MFA);
 - iii. Bereavement of immediate family necessitating the student's absence from the examination;
- b. An application for First Attempts shall be in writing to the AAD. It shall be accompanied by
 - i. in cases of representation in any competition notified by the University, a detailed travel plan including official communications regarding dates of participation and travel records;
 - ii. in case of medical reasons, the doctor's certificate and Hospital Discharge summary, if applicable;
 - iii. in case of bereavement, travel documents and proof of relationship.
- c. Applications must be verified and considered by the PGDC and reasons for grant or refusal of the application must be recorded. In the case of participation in a competition, the student shall apply for the First Attempt at least ten days prior to the date of examination.

Provided, in cases where the student is prevented from making an application prior to the examination due to bona fide reasons, they shall make such application no later than ten days after the date of the examination, and explain the cause of delay.
- d. The decision of the PGDC shall be final in this regard.
- e. If the student who has been granted a First Attempt/Medical First Attempt is absent for the FA/MFA examination, it shall be counted as a 'Fail' grade, and the student will need to re-register for the course in the next academic year.
- f. No repeat examination fees shall be paid by students who are taking the repeat examination as a **FA or MFA**.

8. Transcript reference

- a. A first attempt examination on medical grounds shall contain the letters "MFA" in the transcript, which reads as "Medical First Attempt";
- b. In case of re-registration, the grade must carry "RR";
- c. In case of Repeat examination, the grade must carry "R";
- d. In case of Improvement examination, the grade must carry "I";
- e. In case of Special Repeat examination, the grade must carry "SR" instead of "R";

- f. In case a student repeats the course/repeats the same year more than once, the grade must carry as many Repeats as he/she repeats.

9. **Special Repeat Examinations:**

A special repeat examination shall be held only where a student cannot graduate in view of failure of only one course at the end of the programme

Provided that if a student has failed a course owing to non-submission or late submission of a project and consequent penalisation under Rule (6) or (7), they will be permitted to resubmit a project and a viva voce shall be conducted as part of the special repeat examination process. The marks obtained in the project so resubmitted, viva voce conducted and secured in the special repeat examination shall constitute the final marks awarded to the student in that course.

VI. DISSERTATION GUIDELINES:

1. During the course of their academic year, a student shall work on a research project and submit a dissertation which carries 200 marks (8 credits).
2. In the third month of the First Trimester, the AAD shall invite students to submit two topics which they propose for their Dissertation, in their order of preference;
3. On receipt of the topics, the PGDC shall scrutinise the feasibility of the research on the topics; and identify a faculty member to supervise the Dissertation. The AAD shall notify the student of the supervisor nomination, after obtaining willingness from the concerned faculty member;
4. No change of allotted dissertation guide or research area will be allowed, except if the supervisor is unavailable due to resignation, retirement, or leave;
5. The dissertation must demonstrate the following:
 - i. It is the outcome of original research;
 - ii. Familiarity with relevant research literature on the subject matter and ability to critically engage with it;
 - iii. Ability to design a research project and apply appropriate research methods to address the research question(s) raised;
 - iv. Ability to analyse the data to answer the research question(s) and to draw conclusions from such analysis; and
 - v. The ability to apply conceptual tools and theories appropriate to examining, explaining, and understanding of the research area chosen.
6. **Dissertation Format:** The dissertation must not exceed 15,000 words inclusive of the text, footnotes/endnotes, illustrations (figures, charts, maps, and diagrams), tables, and bibliography/references. The dissertation must be formatted as defined below:
 - i. Paper size: A4;
 - ii. Margins: Top – 1”, Bottom – 1”, Left – 1.5”, and Right – 1”;
 - iii. Font: Times New Roman 12 (excluding chapter titles and headings); and
 - iv. Spacing: 1.5 line
 - v. The dissertation must be processed a document file. The capable of being processed by Plagiarism check software.
7. **Timeline and Evaluation:** The student shall make a presentation of his/her research work to the supervisor at least one week before the final submission. Presentation carries 50 marks.

8. Procedure for submission of dissertation:

- i. Three sets of hard copies of Dissertation shall be submitted to AAD. In addition to this, the student is required to submit soft copy on the online portal on the date of submission of hard copy.
- ii. The Dissertation shall be evaluated by the supervisor and two other panel members for a total of 150 marks. The final marks secured shall be the average of the three.

VII. Grade and Grade Value:

- a. Students shall be evaluated on grades in a seven-point scale with the corresponding grade values given below.
- b. The credits for each course (excepting for Dissertation) shall be 4 and it shall be 8 (eight) for dissertation.

Sl. No.	Percentage of Marks obtained	Grade	Grade value
1	70% and above	O	7
2	65% to 69.99%	A+	6
3	60% to 64.99%	A	5
4	55% to 59.99%	B+	4
5	50% to 54.99%	B	3
6	Below 50%	F	0 (Zero)

VIII. EXCHANGE PROGRAMME

- a. All exchange programmes will have to be approved by the Exchange Programme Co-ordinator taking into due consideration the following factors such as:
 - i. Whether the student can reasonably fulfil all the academic requirements such as attendance, submission of projects, viva voce in person, examinations, etc.
 - ii. Whether the student has been found guilty of any disciplinary action or is facing any pending disciplinary enquiries.
- b. All students who have gone on exchange to another University must complete 16 credits in the designated foreign University. Completion of any further credits will not offset credits at the NLSIU.
- c. The grades obtained at the foreign University, shall be indicated in the Official Transcript.
- d. The grades obtained at a foreign University shall not be included to calculate the CGPA of that student.
- e. The exchange programme opportunity shall not in any way affect the fulfilment of the requirements of the Internship programme at NLSIU.

- f. The Exchange Programme Coordinator shall coordinate the details of the exchange programmes before the beginning of the academic year in consultation with the PGDC Chairperson in order to align the same with the academic programme at NLSIU.

IX. AWARD OF DEGREE:

A student shall complete all the prescribed requirements within a maximum period of 3 years from the date of enrolment. A student shall be eligible for the award of the LL.M. Degree only when he/she has completed all the prescribed courses (48 credits) and dissertation (8 credits) securing not less than the minimum B grade in all the courses and a minimum grade point average of 3.00 out of 7.00.

X. GOLD MEDAL HONOURS:

Gold medals shall be awarded to deserving students at the Convocation. The criteria is as follows:

1. The student should not have written a repeat examination;
2. For the gold medal based on CGPA, the CGPA obtained at the end of the Programme shall be considered;
3. For gold medals based on research, the student securing highest grade / marks in the research project notified and evaluated by PGDC will be considered.

XI. MISCELLANEOUS:

1. Any behaviour of a student not conforming with the discipline and decorum of the classroom shall be brought to the notice of the PGDC in writing by the course teacher. The PGDC shall refer the matter to the Registrar for appropriate disciplinary action.
2. A student may ask for the assistance of a scribe in case of a disability or health reasons. The concerned student shall submit an application along with the necessary documents seeking permission for the same to the Chairperson, PGDC at least two days before the examination. The AAD shall make arrangements for a suitable scribe or extra time, as the case may be.
