

# BAHRIA UNIVERSITY

## STUDENT HANDBOOK



**SPRING 2026**

[www.bahria.edu.pk](http://www.bahria.edu.pk)



This handbook is subject to amendments as and when approved by the Competent Authority. Whenever made, amendments shall be notified on the University's website, under the "Student Guidance" Tab. Students are advised to check the Tab regularly and insert amendments in their copy of the hand book if posted under the Tab.



## Preamble

Bahria University Student Handbook contains guidelines, orders, instructions, statutes, rules, regulations, policies, procedures, and such other contents, for the information and guidance of and compliance/implementation by the student, faculty and academic staff of the University. Contents of the Handbook are mostly extracts from the Bahria University Ordinance V of 2000 and Bahria University Statutes, Academic Regulations and Financial Rules-2016. The policies and procedures contained in this book are subject to change from time to time as and when deemed appropriate by the University to fulfill its mission and objectives. The University reserves the right to implement such changes without prior notice.

The academic, financial and administrative policies outlined here apply to all campuses/constituent units of the University.

In case of any difficulty in interpreting, understanding or referring to the contents of this handbook, or missing any particular aspect therein, reference is to be made to the HoD/Dean/DirCampus/DGCampus/Registrar, in that order.

Students of Bahria University come from all over Pakistan, each student brings his / her own unique background and experiences, and each comes with the hope of achieving a variety of goals by the end of his / her studies here. Each student enrolled in various campuses brings something unique to the student body. It is important for you to become engaged in the campus life. While academics should be the anchor of any University activity, at Bahria you will also find the opportunity to participate in a number of co-curricular program to grow as a balanced person. No factor will have a greater impact on your education, your success or your personal happiness than the choices you make for yourself at Bahria and in your life after you graduate from here.

The University's administration wishes you good luck and a rewarding experience here at BAHRIA.

## CONTENTS

### CHAPTER-1

1.1	Definitions	02
1.2	Admissions	06
1.3	Provisional Admissions	07
1.4	Deferment and Cancellation of Admissions	07
1.5	Ineligibility for Admission	08
1.6	Orientation for New Students	08
1.7	Calendar of Events	08
1.8	Academic Session	08
1.9	Course Registration	09
1.10	Minimum & Maximum Number of Courses to be Registered	09
1.11	Registration of Extra Courses	09
1.12	Course Pre-requisites	09
1.13	Mala fide Registration to Inflate Class Strength	10
1.14	Adding/Withdrawing Courses	10
1.15	Freezing of Semester	11
1.16	Freezing of Semester by Unregistered Students	12
1.17	Repeating a Course	12
1.18	Summer Session Rules	13
1.19	Offering Regular Courses as Certificate Courses to Non-Enrollees or Part-Timers	13
1.20	Program Specific Academic Rules	14
1.21	Fee	16
1.22	Dual Majors	19
1.23	Transfers between Campuses Constituent Units	20
1.24	Migration, Credit Transfers & Exemptions	20
1.25	Migration of (MBBS & BDS) Students	22
1.26	Intra – Department & Inter Department credit transfers	22
1.27	Class Attendance	23
1.28	Undertaking	23
1.29	Sexual Harassment	24
1.30	Smoking or vaping/e-cigarettes	24
1.31	Criminal Conviction	24
1.32	Water Conservation	24
1.33	Prohibition in use of Plastic	24

### CHAPTER-2

2.1	Academic Honesty	27
2.2	Academic Misconduct	27

2.3	<i>Cheating</i>	27
2.4	<i>Fabrication</i>	28
2.5	<i>Misuse</i>	28
2.6	<i>Forgery</i>	28
2.7	<i>Plagiarism</i>	28
2.8	<i>Facilitating Academic Misconduct</i>	29
2.9	<i>Academic Dishonesty</i>	29
2.10	<i>Penalties for Academic Dishonesty</i>	30
2.11	<i>Examination Rules</i>	32
2.12	<i>Promulgation of Results</i>	32
2.13	<i>Common Question Papers</i>	32
2.14	<i>Showing Marked Answer Sheets</i>	32
2.15	<i>Disposal of Answer Book</i>	32
2.16	<i>Damaged/Lost Answer Script</i>	33
2.17	<i>Exam Writer for Special Students</i>	33
2.18	<i>Procedure for Issuance of Transcript</i>	33
2.19	<i>Final Transcript</i>	35
2.20	<i>Degree Supplementary Form(DSF)</i>	35
2.21	<i>Preparation &amp; Award of Degrees</i>	36
2.22	<i>Degree Request Procedure</i>	36
2.23	<i>Duplicate Degree</i>	36
2.24	<i>Procedure for Verification of Degree Transcript and Issuance of NOC /Migration Certificate</i>	37
2.25	<i>Modes of Payment</i>	37
2.26	<i>Prescribed Fee</i>	38
2.27	<i>Lab-Work in Engineering Sciences Subjects</i>	38

### **CHAPTER-3**

3.1	<i>Student's Code of Conduct</i>	40
3.2	<i>Prohibited Acts &amp; Misconduct/III-Discipline</i>	40
3.3	<i>Action against Misconduct</i>	41
3.4	<i>Penalties</i>	42
3.5	<i>Procedure in Case of Breach of Discipline</i>	43
3.6	<i>Rustication</i>	43
3.7	<i>Expulsion</i>	44
3.8	<i>Appeals</i>	44
3.9	<i>Compensation for Loss</i>	45
3.10	<i>Offences during Examination</i>	45
3.11	<i>Dress Code</i>	45
3.12	<i>Student Card</i>	46
3.13	<i>Loss of ID Card</i>	46
3.14	<i>Student Grievances oversight Committee</i>	46

## CHAPTER-4

4.1	<i>Preamble</i>	48
4.2	<i>Objectives</i>	48
4.3	<i>Types of Scholarships Offered and Their Eligibility Criteria</i>	48
4.4	<i>Merit Scholarship for Batch Toppers</i>	50
4.5	<i>Financial Assistance Scholarship (FAS)</i>	52
4.6	<i>Eligibility Criteria for Award of Financial Assistance Scholarships</i>	52
4.7	<i>Committee Composition</i>	52
4.8	<i>Qarz e Hasna (Discontinued from Fall 2020)</i>	53
4.9	<i>Eligibility Criteria of Qarz e Hasna</i>	53
4.10	<i>Repayments of Qarz e Hasna</i>	53
4.11	<i>Academic Progress Review of the Scholarship Beneficiaries</i>	54
4.12	<i>General Rules for Award of BU-Scholarships</i>	54
4.13	<i>Changes in the Policy</i>	54
4.14	<i>Bahria University Scholarship Policy for Medical &amp; Dental College Students</i>	55
4.15	<i>Scholarship Policy for Naval Shuhada</i>	54
4.16	<i>Sponsor A Student –Scholarship Policy</i>	57
4.17	<i>Interest Free Loan Scheme for Laptop Procurement BU</i>	58
4.18	<i>List of External Scholarships available at BU</i>	65
4.19	<i>BU PhD Fellowship Program</i>	65
4.20	<i>Incentive-Based PhD Program</i>	65

## CHAPTER-5

5.1	<i>Scheme of Marking</i>	68
5.2	<i>Retakes of Mid-Term and Final Examinations</i>	69
5.3	<i>Grading Procedures (for Non-Medical Students only)</i>	69
5.4	<i>Minimum Pass Marks</i>	70
5.5	<i>Probation, Chance and Drop Rules for Underperforming Student</i>	70
5.6	<i>Baseline Eligibility Criteria for Honours &amp; Awards</i>	70
5.7	<i>Conditions for Medals</i>	71
5.8	<i>Annual Programs</i>	72
5.9	<i>Conditions for Cum Laude Honours</i>	72
5.10	<i>Rector's Honours List</i>	72
5.11	<i>Honours &amp; Awards for the Medical, Dental and Nursing Students</i>	73

5.12	<i>Graduation Time Frame &amp; Time Bar Cases</i>	73
5.13	<i>Advising, Guiding, Mentoring and Counseling Students</i>	75
5.14	<i>Internships</i>	76
5.15	<i>Community Support Program as a Degree requirement</i>	76
5.16	<i>Registration of Research Work(Project, Dissertation of Thesis)</i>	66
5.18	<i>Psychology Club</i>	77
5.20	<i>Exam Writer for Special Students</i>	77

## **CHAPTER-6**

6.1	<i>Student Affairs Committee</i>	80
6.2	<i>Equivalence Committee</i>	80
6.3	<i>Disciplinary Committee</i>	81
6.4	<i>The Examinations Committee</i>	81
6.5	<i>Admissions Committee</i>	81
6.6	<i>Plagiarism Standing Committee</i>	82
6.7	<i>Central Scholarship Committee (CSC)</i>	82
5.8	<i>Students Grievance Oversight Committee</i>	82

## **CHAPTER-7**

7.1	<i>Worries about Grades</i>	85
7.2	<i>Campuses Safety</i>	85
7.3	<i>Computer Facilities</i>	85
7.4	<i>Medical Facility</i>	85
7.5	<i>Car Parking</i>	85
7.6	<i>Redress of Grievances</i>	86
7.7	<i>Convocation</i>	86

## **CHAPTER-8**

8.1	<i>BU Libraries</i>	88
8.2	<i>Library Rules</i>	88
8.3	<i>Library Material</i>	89
8.4	<i>Library Services</i>	89
8.5	<i>Library Facilities</i>	90
8.6	<i>Borrowing Privileges</i>	90
8.7	<i>Security</i>	90

8.8	<i>Cafeteria</i>	90
8.9	<i>Photocopying and binding of documents</i>	91
8.10	<i>Gymnasium</i>	91
8.11	<i>Girls Hostel</i>	91
8.12	<i>Bus Facility</i>	91
8.13	<i>Well Being Center</i>	91

## **CHAPTER-9**

9.1	<i>Co-Curricular Activities</i>	93
9.2	<i>Student Support Centre</i>	93
9.3	<i>Committee Composition</i>	93
9.4	<i>Members</i>	93
9.5	<i>Removal of Members</i>	94
9.6	<i>Procedure for Establishing New Clubs/Societies</i>	94
9.7	<i>Clubs</i>	94
9.8	<i>Officially registered Clubs of Bahria University and their functions</i>	94
9.9	<i>Community Support Program as a Degree Requirement</i>	95
9.10	<i>Bahria University Alumni Association(BUAA)</i>	96
9.11	<i>Bahrians' Association of Computer Students and Professionals BACSAP</i>	97
9.12	<i>Internship &amp;Placement Office</i>	97
9.13	<i>International Office</i>	98

## **CHAPTER-10**

	<i>General Tips</i>	100-101
--	---------------------	---------

## **ANNEXES**

A.	<i>Undertaking Form</i>	104
B.	<i>General Examination Rules / Instructions</i>	108
C.	<i>Specimen of Transcript Issuance Form</i>	111
D.	<i>Application for Issuance of Degree Supplementary Form</i>	114

# CHAPTER 1

## 1.1 Definitions

In this Hand Book, unless there is anything repugnant in the subject or context.

- 1.1.1 **Academic Program.** A programme of studies that leads to the award of a University Degree/ Diploma/ Certificate to the students, after successful completion of all its requirements.
- 1.1.2 **Assignment.** A written descriptive answer to a question or a set of questions which the students are required to submit during a semester. Assignments aim to enhance students' ability to express themselves logically and coherently.
- 1.1.3 **Bi-Semester.** The academic year format comprising of two semesters of 18 weeks each, with inter-semester breaks. The two semesters shall be called Spring (starting in Feb) and Fall (starting in Sep).
- 1.1.4 **Contact Hour.** A period of sixty minutes with a minimum of fifty minutes per week spent on academic and research-related activities including interactive instructional work, tutorials, lab work (practical's), research work, Capstone/ Final Year Projects, seminars, workshops, internships etc during the course of studies at the University.
- 1.1.5 **Credit Course,** A course of study, successful completion of which shall be a requirement for earning a degree.
- 1.1.6 **Credit Hour,** The unit measuring educational credit; one credit hour would usually mean one weekly period of approximately one hour, lasting 16 weeks in a semester. This makes one credit hour course(s) equal to 16 contact hours. For practical/ laboratory work, the equivalence is one credit hour of Lab equal to 3 contact hours, depending on the nature of the programme.
- 1.1.7 **Cumulative Grade Point Average (CGPA).** The summation of Grade Points of all Credit Courses divided by the total number of Credit Hours taken by a student beginning from his admission till the last examination held.
- 1.1.8 **Drop/Dropped.** Falling out of an academic programme on academic grounds, upon failure to attain the minimum CGPA in the immediate semester after two consecutive Probations.
- 1.1.9 **"Exemption"** An exemption means a student is not required to take a similar course if he/ she has already done it within or outside BU at any HEC-recognised University. When granted Exemption, credits for that

course earned previously are not counted towards credits or CGPA requirements for the degree. The student shall be required to take another course to make up for the total number of credits or CGPA required to meet the degree requirements.

- 1.1.10 **Maximum Program Duration.** Maximum duration, which is usually 1.5 times the Regular Duration, during which the degree requirements must be completed, without requiring any approvals from the Rector or Academic Council or the HERC, as the case may be.
- 1.1.11 **Final Examination.** The last comprehensive examination (with a weightage of 40% or 50% marks), given in each course on its completion.
- 1.1.12 **Full Course Load.** The total load of a semester in terms of Credit Hours or Duration or both, as prescribed in the roadmap of a programme by the University, in accordance with the guidelines of the HEC and the Regulatory Body.
- 1.1.13 **Grade Point Average (GPA).** The summation of grade points of all Credit Courses divided by the total number of Credit Hours taken by a student during a semester.
- 1.1.14 **Grade Point,** Number of points representing Letter Grades scored by a student in a subject examination.
- 1.1.15 **Grades,** The letter score assigned to the student based on his/ her academic performance in a particular course.
- 1.1.16 **Internal Marks.** The marks reserved for quizzes, course projects, assignments, class presentations, practicals, case studies, class participation, etc. shall be collectively known as Internal Marks.
- 1.1.17 **Major,** The primary field of specialization during graduate or undergraduate studies, which includes a core curriculum as an integral part. BU shall define a framework including a certain number of required courses.
- 1.1.18 **Mid-Term Examination.** A 90-minute test, worth a weightage of 20%, 25% or 30% marks, depending on the programme, conducted in the middle of each semester.
- 1.1.19 **Misconduct.** Any behaviour that disrupts good order, university administrative and academic discipline, or is considered unbecoming for a student or faculty member. This includes actions intended to exert political or other external influence on the University, its employees, or students, directly or indirectly.
- 1.1.20 **Migration.** The act of a student leaving one HEC-

recognized DAI and joining another. See also Transfer.

- 1.1.21 **Non-Credit Course.** A course of study which carries no credit but may be a requirement for a degree.
- 1.1.22 **Over Load.** More than the required load of Credit Hours in a semester defined/ approved in the roadmap of a respective programme.
- 1.1.23 **Plagiarism.** Taking and using the thoughts, writings and inventions of another person as one's own.
- 1.1.24 **Pre-Requisite.** A course that a student must complete successfully before being registered for a subsequent higher course in the next coming semester/ module.
- 1.1.25 **Probation.** A warning given to a student whose performance falls below the University's requirement for minimum GPA in the first semester or CGPA in the subsequent semesters.
- 1.1.26 **Regular/Normal Program Duration.** The road mapped duration of a program, without any extension, within which a student is expected to complete the program and meet all degree requirements.
- 1.1.27 **Quiz.** A short test, usually of 15-30 min duration.
- 1.1.28 **Rustication.** Suspension of a student from the University for a specific duration as a penalty.
- 1.1.29 **Semester.** An 18-week academic period, in which 16 weeks are specified for pure teaching and two weeks are allocated for mid-term and final examinations.
- 1.1.30 **Subject or Course.** A topic or a subject related to an academic program, which is to be studied by a student for a fixed number of hours during a semester. Each subject will carry a specific number and an alphabetic code.
- 1.1.31 **Summer Session.** An eight to ten (8-10) weeks academic session during which the academic department offers courses for the students who want to improve their grades or register for courses not studied in the previous semesters, to complete their academic deficiencies.
- 1.1.32 **Student.** A person who has registered or enrolled for a certain number of courses in a regular degree programme or a diploma or a short course offered by BU.
- 1.1.33 **Time Bar/Barred.** Programme/ Degree status indicating that the student has not been able to complete the degree requirements within the Extended Programme Duration.
- 1.1.34 **Extension to Maximum Program Duration/ Extended**

**Program Duration.** Under special circumstances, extension to maximum program duration may be allowed to a student to complete the degree requirements, if approved by the Rector/ Academic Council / HERC, or such other Authority as the case may be. The extension shall be contiguous to the maximum program duration, and shall start/ count immediately after the maximum duration lapses. Duration of extension shall be program specific. A program completed after availing this extension shall be deemed to be completed in Extended Program Duration.

- 1.1.35 **Transcript.** An official copy of a student's academic performance issued by the Controller of Examinations.
- 1.1.36 **"Transfer of Credit (TOC)"** TOC means that a student is not required to take a similar course if he/she has already completed it within or outside BU at any HEC-recognised University. When granted TOC for any course, the credits earned previously for that course are counted towards credit requirements for the degree. In most cases, TOC shall reduce the duration of the Programme.
- 1.1.37 **Tutorial.** A teaching session scheduled for a small group of students for further improvement in their knowledge/ skills, in addition to the normal/ regular teaching session. A person who conducts tutorials is referred to as a tutor or demonstrator.
- 1.1.38 **Letter Grades.** One of the letters – A, B, C, D & F – assigned as an evaluation of overall academic performance in a course and indicated on the Transcript. The passing grades (A, B, C & D) may carry a plus (+) suffix to indicate a performance better than the parent Grade, or a minus (-), to indicate a shade below. Additionally, Letter Grade W will transcript the status of a course withdrawn from.
- 1.1.39 **Special Circumstances.** Circumstances beyond a student's control that may prevent him/ her from complying with any BU Rules, due to reasons acceptable to the relevant authorities.
- 1.1.40 **International Students.** The admission cycle of international student shall be completed prior finalizing merit lists for national students to have clear visibility on available seats for national students and allow sufficient time for visa processing. International Students may also be admitted after this timeline, where possible and required by the department, while ensuring compliance to entry requirements of the relevant program.

## 1.2 Admissions

- 1.2.1 At the time of granting new admissions, BU will invite applications through major national dailies and BU website. BU will invite all applicants qualified to achieve BU's educational goals without regard to gender race, creed or caste. Admissions will be opened twice a year, or as stated otherwise for specific programs. The candidates must complete all application requirements before being considered for admission. Candidates applying for admission to BU are required to submit application complete in all respect. Admission/enrolment in any program will be limited to the number of students who can be accommodated.
- 1.2.2 Applicants for admission must meet the relevant academic qualifications needed for the Program being applied for. These qualifications shall be determined by the Academic Council and shall be notified from time to time. Admissions shall be granted purely on merit achieved in the entrance test (or the tests conducted by the testing services if so provisioned), academic record and interview. The applicants shall be required to:
- 1.2.2.1 Apply online, on or before the notified closing date; and
  - 1.2.2.2 Appear in the admission test on the date notified by BU, or produce results of the tests conducted by the specified testing service if so provisioned.
  - 1.2.2.3 Testing Service (NTS etc) result submitted by candidate shall be valid till confirmation of admission (e.g SAT/GAT/GRE).

## 1.3 Provisional Admissions

- 1.3.1 Applicants who make the merit list but are waiting for the result of the qualifying examination may be granted provisional admission. If so admitted, they shall submit their mark sheets, showing all subjects of the qualifying examination passed and the required aggregate marks achieved, within six weeks of the commencement of the semester. Failure on any account – failure in any subject, failure to achieve the required aggregate marks, or failure to submit the marks sheet within 6 weeks of the semester start – shall lead to disqualification from the program and cancellation of admission.
- 1.3.2 International student, on arrival to Pakistan shall be given time period till one semester after the commencement of

semester to obtain necessary equivalence certificates from IBCC and HEC.

- 1.3.3 The result of student for the 1st semester shall not be declared unless the admission requirements of the program have been met completely. Consequently, the students shall not be registered for the 2nd semester and would not be able to continue studies till completion of admission requirement(s).

## **1.4 Deferment and Cancellation of Admissions**

- 1.4.1 Candidates selected for admission may defer their admission for one semester (two semesters for Engineering programs) subject to paying the admission fee and submitting all the requisite documents. The candidates desiring deferment shall apply to the Director (Academics)/ DD Academics within two weeks of the commencement of the semester. Fee deposited shall be readjusted in the subsequent semesters.

### **1.4.2 Cancellation of Admission Due to Absence / Non-Payment of dues/fee**

1.4.2.1 Admission of a student will be cancelled in the following cases:

- a) If a student absents without any information, without freezing the semester, without getting registered or without paying fee for the new semester.
- b) If an enrolled student does not pay fee or any dues within 30 days of the date notified by the university.

## **1.5 Ineligibility for Admission**

- 1.5.1 A student who does not meet the basic eligibility for the applied program is ineligible for admission.
- 1.5.2 The students who are expelled on disciplinary grounds will not be permitted to rejoin the University.

## **1.6 Orientation for New Students**

Participation in orientation is a requirement for all new students. It is designed to provide fresh students with information regarding University services, policies and procedures, student responsibilities and faculty expectations. Orientation generally takes place just before commencement of a new semester.

## **1.7 Calendar of Events**

The schedule of admissions, registration, start and close of

academic sessions, examinations, breaks, non-academic activities and holidays are all listed in the Academic Calendar published by the University.

## **1.8 Academic Session**

There are two regular semesters in one academic year (Spring & Fall). The duration of the Fall and Spring semesters is 18 weeks each. The university also offers summer session of 10 weeks duration for the benefit of students to clear the failed courses or to improve their grade into B if they have achieved 'C' or 'D' grade in regular semester, provided 10 or more students register for those courses. Such students will not be eligible for award of Gold/Silver Medals at Convocation.

## **1.9 Course Registration**

After joining, students will be required to register for courses for each semester. Course registration of the fresh students will be done automatically by the respective Department. For the subsequent semesters, the students will have to go through registration seven days prior to the commencement of the classes. Complete registration includes fulfilling all financial obligations for the course. Fee will be paid before commencement of the classes. No student will be guaranteed enrolment in a course until registration has been completed.

## **1.10 Minimum & Maximum Number of Courses to be Registered**

1.10.1 It will be mandatory for the students to register for at least 9 credit hours per semester except in the final semester.

1.10.2 Rules for maximum courses shall be as follows:

1.10.2.1 Non-Engineering Programs. Students are not allowed to register for more than 18 credit hours' worth of courses per semester. In the final semester, students may be allowed, by the Director (Academics)/DD Academics /Principal, to register one extra course. See also clause 1.11

1.10.2.2 Engineering Programs. The maximum course load that can be taken by a student shall be 6 courses. In the final year, students may be allowed, by the Director (Academics)/DD Academics/ Principal, to register one extra course. See also clause 1.11.

## **1.11 Registration of Extra Courses**

- 1.11.1 Under-Graduate students with at least 3.5 CGPA shall be allowed to enroll in one extra course per semester in their final year across the disciplines (i.e. any program at the BU) to help them gain extra knowledge in their own or other disciplines if they so desire. Students shall be allowed to register for an extra course if in the final year of their program.
- 1.11.2 Post-Graduate (MS/MPhil only) students shall be allowed to enroll in one extra course in their final year. However, these students shall not be graduated before the minimum degree duration as specified in the program roadmap. Extra course registration for both the Under- Graduate and Post-Graduate students shall be allowed by the HOD only.

## **1.12 Course Pre-requisites**

Students registering for a certain course must meet its pre-requisites. It is the responsibility of the students to inform the Department that they have qualified the pre-requisite courses where applicable.

## **1.13 Mala fide Registration to Inflate Class Strength**

- 1.13.1 Mala fide registration of courses with a view to inflating class strength shall be considered as misconduct and dealt as follows:
- 1.13.2 Students who register for the courses but do not attend the classes and fail to pay the fee by the due date without any written approval/waiver shall be fined Rs 5,000 per course.
- 1.13.3 Students who register for the courses and do attend the classes but fail to pay the fee by the Mid-Term Examination shall be fined Rs 5,000 per course in addition to the normal late submission fine of Rs 200 per day after the due date.
- 1.13.4 Students who register for the courses and manage to attend the classes without payment of fee even after the Mid-Term Examination, shall not be given the result of the courses, and shall be fined as per the previous sub-clause.

## **1.14 Adding/Withdrawing Courses**

- 1.14.1 The HoD shall be informed by the student, through a written request on the prescribed form, regarding his/her intention for addition or withdrawal of a course. Non-attendance shall not constitute an official withdrawal.
- 1.14.2 Course(s) shall not be added after one week of commencement of semester. Course(s) withdrawn within the first two weeks of the commencement of the semester shall not be recorded.

- 1.14.3 Course(s) withdrawn after the second week but within seven weeks of the commencement of the semester shall be recorded on the transcript with the 'W' grade. After that, withdrawal of the course shall not be allowed.
- 1.14.4 Full fee will be adjusted/ transferred to the next semester if the course is withdrawn within the first week of commencement of the semester and half the fee if withdrawn within the first 15 days of the commencement of the semester. No fee shall be adjusted/ transferred if the course is withdrawn after the 15<sup>th</sup> day of the semester. In all these cases, the refund application date shall be the date on which the University officially acknowledge /receipts the student's application to withdraw a course.
- 1.14.5 At the BUHS, there shall be no addition or withdrawal of a course during the academic year.

## **1.15 Freezing of Semester**

- 1.15.1 A student shall be allowed to freeze his/ her semester due to illness or circumstances beyond his/ her control by giving a written application on prescribed form. Conditions for consideration of such request are as follow:
  - 1.15.1.1 A student may freeze the semester before the start of the academic session, without paying the fee, if he/ she has passed the final examination of the previous semester with the minimum GPA/CGPA required for the academic standing of the BU to remain enrolled. A student may also freeze the semester anytime during the course till three weeks before commencement of the final examination.
- 1.15.2 Full fee will be refunded/ adjusted to the next semester if the semester for which application is submitted frozen within the first week of commencement of the semester, and half the fee if frozen within the first 15 days of the commencement of the semester. No fee shall be refunded/ adjusted if the semester is frozen after 15<sup>th</sup> day of the commencement of the semester.
- 1.15.3 Students shall resume their studies in the following semester, otherwise their name would be struck off the roll of BU.
- 1.15.4 Students may freeze more than one semester, either back-to-back or staggered, while remaining within the overall degree duration.
- 1.15.5 Fresh students shall not be allowed to freeze the semester without payment of the applicable fee and the submission of the complete documents required for meeting the basic

eligibility.

- 1.15.6 Students shall only be allowed to freeze the semester within the overall degree awarding timeframe (i.e. maximum time allowed for completion of the degree by BU or Regulatory Body, as stipulated in the Table of clause 5.13.7).
- 1.15.7 Fresh students availing the semester freeze before the commencement of the academic session or anytime during the 1st semester will be given the new Enrollment No. as per the batch with which he/ she commences the registered degree programme.

## **1.16 Freezing of Semester by Unregistered Students**

- 1.16.1 A student who does not register for any course by the due date, nor freezes the semester within 15 days of the semester start, shall be deemed to be absent and shall have his enrolment suspended. Enrolment of such a student may be restored by the Director (Academics)/DD Academics upon receiving an application from the student, and subject to the following conditions:
  - 1.16.1.1 Application duly recommended by the HoD;
  - 1.16.1.2 The student having sufficient number of semesters available to complete the program without getting time- barred; and
  - 1.16.1.3 Payment of fine equal to the current admission fee for the program.
- 1.16.2 Upon restoration of enrolment, such a student will be deemed to have frozen the semester in question and will rejoin his/her program in the next semester.
- 1.16.3 If an absent student continues to remain absent for the entire semester, or for an 'x' number of semesters, then the same procedure for restoration of enrolment will be followed as in paras '1' and '2', with one exception: If the restoration request is received within the registration period, the student will rejoin the program in the same semester.

## **1.17 Repeating a Course**

- 1.17.1 Students may repeat a course in case the grade obtained in that course is ' C+ ' (Grade Point 2.5) or less. All course repetitions shall be completed within the maximum allowable duration of the program. All attempts shall be depicted on the transcripts. The highest grade achieved in the course shall be used for the calculation of CGPA.
- 1.17.2 Application for course(s) repetition shall be made to the HoD

on the prescribed form; the decision to approve repetition shall rest with the HoD. Approval to repeat a course shall not constitute any liability on the University to run the course, which in any case shall depend on the numbers meeting the minimum class strength of ten students and availability of the teacher.

## 1.18 Summer Session Rules

1.18.1 Registration of courses in a summer session shall be regulated as follows:

- a. In summer semester, registration of courses shall be for retaking failed courses and /or for improvement of grades less than 'B' (including B-) as per the undermentioned prevailing grading system:

Grade	Grade Point	LL%	UL%
A	4	>85	-
A-	3.67	≥80	<85
B+	3.33	≥75	<80
B	3.00	≥71	<75
B-	2.67	≥68	<71
C+	2.33	≥64	<68
C	2.00	≥60	<64
C-	1.67	≥57	<60
D+	1.33	≥53	<57
D	1.00	≥50	<53
F	0.00	-	
W	Withdrawn		

- b. There shall be no registration for the courses that are falling due in the next semester(s), as per the academic roadmap. The students may register for the deficient courses (i.e. the courses to be qualified as per the related roadmap at the given juncture of time) during the last year of their regular programme duration, without a cap on the earned grades, subject to the following conditions:
  - The student is not on Probation due to low CGPA.
  - The courses being enrolled have been registered earlier but withdrawn due to any reason, exception allowed for the students registered for the deficient courses on account of Transfer of Credit.
- c. Registration shall be limited to a maximum of two

courses. Registration in a third course may be permitted by the HCU to students who risk lapsing into the time-bar category if the third course is not allowed to them, or who need to register for the third course to complete the degree requirement.

- d. During the Summer session, students may enrol in courses offered at other campuses of the University. However, they must register for these courses through their parent campus. Faculty members teaching these courses will be granted access to the home department's CMS/ LMS to record attendance, upload and evaluate assignments and quizzes, and submit grades.

## **1.19 Offering Regular Courses as Certificate Courses to Non- Enrollees or Part-Timers**

1.19.1 Regular Courses of Morning / Evening / Weekend program may be offered as Certificate Courses to the non-enrollees or part-timers, subject to the following terms and conditions:

- a. Applicant shall be a graduate with minimum 14 years of education.
- b. Applicant shall not be allowed more than two courses in a semester.
- c. Participants shall attend classes as regular students would do, and shall be subject to the BU's assessment regime and the Academic Rules & Regulations.
- d. Subject to scoring the minimum grade for passing, the participants shall be awarded Certificate of Qualification, and Credits.
- e. The Credits earned in the course shall be transferable to a regular program at the BU, and subject to their policy at other DAIs.
- f. There shall be no entrance test for the course(s) applied for.
- g. The scheme shall be advertised with other programs, under a separate head "Continuing Education Scheme".

## **1.20 Program Specific Academic Rules**

1.20.1 The elective "Introduction to English Literature (HSS 200)" shall be available for all BS level programs to help the students gain proficiency in English.

- 1.20.2 **BS Programs in Engineering & Computer Sciences**
- 1.20.3 The eligibility criterion for registering the FYP shall be clearance of at least 80 credit hours by the 6<sup>th</sup> semester.
- 1.20.4 The result of the FYP shall be submitted within two weeks of the semester end (last day of classes). It shall be ensured that a student's FYP result is included in the final semester GPA and the program CGPA before deciding on any academic warning (Probation1 or Probation2) or penalty (Drop).
- 1.20.5 Students shall be allowed to register for an extra course if in the final year of their program.
- 1.20.6 **BBA/MBA Streams – Regulatory Controls over Electives**
- Following regulatory controls, at the MBA level, shall apply over the electives for Finance, Marketing & HR streams:
- MBA 1.5/2.0 students shall not be allowed common electives with BBA if they had already studied these as part of the BBA program. Verification shall be made from the student's BBA transcript.
- 1.20.7 **MS/MPhil Programs – Option of Inter-Disciplinary Electives**
- MS/MPhil scholars may be permitted to choose up to two inter-disciplinary electives, if the chosen electives are available, feasible for the University and approved by the concerned departments.
- 1.20.8 **BBA Program Activity Based Assessment of the 'Oral Communication' Course**
- The final examination of the 'Oral Communication' Course shall comprise mock interviews, listening, group presentations and group participation, worth 40 marks."
- 1.20.9 **BS & MS Program — Selection of Elective from Revised Lists.**
- In all faculties, the enrolled BS and MS students shall have the option to choose electives from the revised Electives Lists as well."
- 1.20.10 **PG Programs — Resources Optimizations**
- In PG programs of all faculties. The Departments are authorized to optimize available resources through such measures as Combined Classes, Shuffling Students or their Course, or such other measures deemed necessary.

for better management of the Class/Semester."

**1.20.11 PhD Programs in all the Faculties**

PhD Programs in all the Faculties - PhD Scholars, as part of their course work, may enroll in any 800 or 800 Plus Courses offered in the PhD Programs of the Faculty.

**1.20.12 Option to Select any Elective in BBA**

A BBA student, for the purpose of Elective-1 (7<sup>th</sup> semester) and Elective-2 (8<sup>th</sup> semester), may opt for any Bachelor level core or elective course, subject to the following conditions:

- a. There shall be no compromise on the 4 specializations courses.
- b. Maximum of two such courses may be opted for.
- c. Course level for each is to be at least 300.
- d. Approval of the parent and respective HoD shall be necessary (respective HoD being of the Dept where the course opted for is being conducted).
- e. Courses so opted would be referred to as the University Electives.

**1.20.13 Programs Credit Hours**

Degree programs shall follow the following maximum and minimum:

<b>Program</b>	<b>Minimum Credit Hours</b>	<b>Maximum Credit Hours</b>
UG (4 Years)	<b>4.1</b> 124	<b>4.1</b> 140
UG (5 Years)	<b>4.1</b> 160	<b>4.1</b> 180
MS/MPhil	<b>4.1</b> 30	<b>4.1</b> 36
PhD	<b>4.1</b> 54 (fixed)	
PhD Psychology	<b>4.1</b> 75 CH ((18 CH Course Work+18 CH Internship+03 CH DA+ 36 CH Research work)	

**1.20.14 Courses on Pass/ Fail Basis in UG Programs**

An undergraduate student may opt for Pass/Fail grading in up to nine (9) Credit-Hours worth of Electives, which shall not count towards calculation of GPA/ CGPA. Such an option shall be made at the time of registration and, once made, shall be properly documented and not changed under any circumstances. This provision shall not apply to core courses for the program that the student is studying.

## 1.21 Fee

### 1.21.1 Timely Payment of Fee

New students shall deposit their fee on or before the date notified by BU failing which the candidature for admission in BU shall stand cancelled.

### 1.21.2 Refund Period

Refunds will normally be made up to a maximum period of one year after the date of leaving. BU shall not entertain any claim of refund after this period.

### 1.21.3 Refund/Readjustment of Tuition Fee and other Allied Charges

1.21.3.1 **Migration/Discontinuation of Studies (non-MBBS/BDS Students).** Non- MBBS/BDS students who wish to migrate or discontinue studies at the BU, fee shall be refunded according to the following rules:

1.21.3.2 Admission fee shall not be refunded in any case.

1.21.3.3 A percentage of the tuition fee shall be refunded along with the security fee and the degree fee, depending on the following timeline, as per the HEC Rules amended from time to time (currently as under):

#### Fee Refund Percentages & Timelines

%age of Tuition Fee	Timeline
100% fee refund	Up to 10 <sup>th</sup> day of commencement of classes
80% fee refund	Upto 15 <sup>th</sup> day of commencement of classes
60% fee refund	Upto 20 <sup>th</sup> day of commencement of classes
50 % fee refund	Upto 30 <sup>th</sup> day of commencement of classes
No Refund	31 <sup>st</sup> day onwards of commencement of classes
The timelines for a refund of the tuition fee are inclusive of the weekends.	

- 1.21.4 **Freezing of Semester.** Fee will be refunded as per above table. There fund application date shall be the date on which the University officially acknowledges/receipts for the student's application to freeze the semester.
- 1.21.5 **Withdrawal of a Course (Regular Semester).** Fee will be refunded as per above table. The refund application date shall be the date on which the University officially acknowledges/ receipts the student's application for withdrawing a course.
- 1.21.6 **Summer Session.** No fee will be refunded once the student has registered for a course in the Summer Session.
- 1.21.7 **Cancellation of a Course/Program.** Full tuition fee will be refunded to the students if the course after being offered is cancelled by BU for any reason. In case a program is cancelled, the entire charges including admission fee will be refunded to the student.
- 1.21.8 **Refund to MBBS/BDS Students.** Refund of fee and other charges to the MBBS/BDS students shall be made in accordance with the rules laid down by the PM&DC and amended from time to time.
- 1.21.9 **Refund to Result Awaiting Students on being Dropped from the Program.** Students dropped from the degree program after grant of admission on Hope Certificates for the reasons not meeting the prerequisite qualifications will be refunded fee in accordance with clause 1.21.3. For the purpose of timeline, the date of the declaration of the result shall be deemed to be the timeline start date provided the student informs the University of the declaration of the result which the University officially acknowledges/receipts for. This shall mean the following:

**Fee Refund to Result Awaiting Students on being Dropped**

<b>Time Elapsed since Declaration of the Result when the Student informs BU which officially acknowledges/receipts for</b>	<b>%age of Tuition Fee Refunded</b>
Within 7 days	Full
After 7 days but within 15 days	Half
After 15 days, or the Student does not inform at all	Nil

- 1.21.10 **Late Fee** enrolled students (except BUHS students) shall pay the fee on or before the date notified by the

University. A fine of Rs 60 per day shall be charged for the first 7 days (from the due date), Rs 120 per day for the next 15 days and Rs 220 per day for the next 7 days. Upon expiry of this period, the admission of the student may be cancelled, and the student will not allowed to attend classes. In case of re-admission, the student shall pay the full admission fee.

### **1.21.11 BUHS**

1.21.11.1 Fee payment in two installments may be allowed to extremely deserving cases, by DG BUHS. Schedule of payment shall be as follows:

- a. 1<sup>st</sup> installment: to be paid prior to start of classes or by due date.
- b. 2<sup>nd</sup> installment: to be decided by the DG BUHS (in any case the payment deadline shall be before or by 31<sup>st</sup> May)

1.21.11.2 Fee-in-installments shall not apply to fresh intake students.

1.21.11.3 Fee defaulters shall not be allowed to:

- a. Attend classes;
- b. take any modular examination; or
- c. take the annual examination.

1.21.11.4 DD (Admission & Students Affairs) shall certify that students attending classes, or appearing in the modular or annual examination, have paid all the fees due from them.

### **1.21.12 Conflict Resolution in Fee Refunds**

In case of any conflict or interpretation of the aforementioned rules on refund of fee and other charges, the matter will be referred to the Rector through the Registrar whose decision will be considered final.

## **1.22 Dual Majors**

1.22.1 Students, in all programs, may simultaneously complete two Majors provided both majors lead to the same degree and are being offered by the BU. The second Major shall be applied for before the start of the final examination, for the final semester of the regular program, whence the intention of taking the second Major must be indicated clearly to the respective HoD through a written

application. Upon receipt of the application, the HoD shall initiate the registration process, culminating in a formal Letter of Acceptance from the Deputy Director (Academics-I) of the Campus.

- 1.22.2 Completion of the second major will be based on degree requirements enforced at the time of the request. Only one degree will be issued.
- 1.22.3 Both Majors shall be completed within the maximum program duration for the first Major.

## **1.23 Transfers between Campuses/ Constituent Units**

- 1.23.1 Inter-Campus transfer shall be allowed during the semester break only. Application for transfer shall be filed with parent Department at least eight (8) weeks before the start of the next semester. Approval of the host Department of the joining Campus shall be required which may give consent only if a seat is available for the joining student. The student shall join the other Campus at the start of the next semester, only after the transfer has been approved.
- 1.23.2 New CU will allocate fresh Enrolment Number and forward the student's academic record to the Examination Department of BU. University Examination Department will update the Examination database and confirm action to the Institutes and the concerned student.
- 1.23.3 A student Transferring from one CU to another, in the same program, shall be on the same transcript as in the previous CU. If the student wishes to join a different program in the new CU, then he/she shall apply for fresh admission to the new program and, if selected, shall be entitled to TOCs in all courses in which he/she scored a minimum of B grade for MS/MPhil & PhD and C+ grade for all other programs.
- 1.23.4 An inter-CU transfer shall not constitute ineligibility towards honours and awards.

## **1.24 Migration, Credit Transfers & Exemptions**

- 1.24.1 Migration shall only be allowed from the colleges/ universities/ institutions recognized by the HEC and the concerned Regulatory Body. No migration will be allowed in any one (1) year programs run by BU. However, a student studying in a one (1) year PG program at the previous HEI shall be entitled to migrate to BU in the same program if it is of more than one (1) year

duration at the BU. Migration will only be allowed if CGPA of the applicant at the time of migration to BU is above the following minima according to the grading system of BU:

BS	-	2.5 or above
MBA	-	2.5 or above
MS/MPhil	-	3.0 or above
PhD	-	3.0 or above

1.24.2 Students wishing to migrate to BU shall produce an NOC from their previous DAI. A migration shall be considered as a normal admission and the applicant shall go through the entire admission process; the applicant shall be required to take the BU admission test and make the merit list. Following procedure shall be adopted for TOCs:

1.24.2.1 For online admissions, on ticking the TOC field, the TOC form should drop down to be filled as a mandatory field. The TOC form shall carry the following mandatory information:

- a. Previous HEI.
- b. Program, its Duration, Credit Hours, Semesters attended, Credit Hours completed and CGPA earned.
- c. Tabulated list of courses for which TOC is sought, with grades earned and the percentage ranges of those grades.

1.24.2.2 If the applicant has ticked the TOC field, the CU shall ensure that:

- a. The prescribed and fully completed TOC form has been attached;
- b. The applicant is not already time-barred in the program; and
- c. The applicant shall have sufficient academic time at the BU to complete the remaining program within the Maximum Program Duration as defined.

- 1.24.2.3 A candidate not fulfilling any of these conditions shall not be admitted into the BU, other than as a fresh candidate.
- 1.24.2.4 TOCs and Exemptions will be considered on the basis of course contents, Credit Hours, basic eligibility criteria and a minimum of B grade for MS/MPhil & PhD and C+ grade for all other programs according to the BU grading system in the courses for which TOC or Exemption are being sought. The Equivalence Committee shall make final recommendations on TOC/Exemption to the Director of the Institute concerned. All migration cases shall be entitled to TOC/Exemption up to a maximum of 50% of the total credits in the program to which transfer is sought.
- 1.24.2.5 If TOCs are approved, the student's final transcript shall be endorsed with the words "Credits Transferred" in the result column. If Exemption is awarded, the final transcript shall carry a footnoted list titled "Additional Courses Completed".
- 1.24.2.6 For migration to and from Medical and Dental Colleges, the PM&DC rules shall apply.

## **1.25 Migration of (MBBS & BDS) Students**

- 1.25.1 For migration to and from Medical and Dental Colleges, the PM&DC rules shall apply.

## **1.26 Intra – Department & Inter Department credit transfers**

- 1.26.1 A student Dropped from a program on academic grounds, or otherwise wishing to change the academic program, shall be permitted to join any other program, in the same department or another Department, provided he/she takes admission afresh, going through the entire admission process.
- 1.26.2 A re-admitted student shall be entitled to full transfer of credits in those common courses, or equivalent courses as determined by the Equivalence Committee, in which the student scored a minimum of B grade for MS/ MPhil

& PhD and C+ grade for all other programs.

- 1.26.3 A re-admitted student shall be exempted from payment of the admission fee.

## **1.27 Class Attendance**

- 1.27.1 It shall be mandatory for students to attend at least 75% of the Total Contact Hours in a Subject/Course of Study failing which they will not be allowed to sit in the final examination. The 25% relaxation in attendance is to cater for unforeseen situations like sickness, bereavement in the family, law and order situation, untoward incident etc. On no account, any shortfall in attendance shall be condoned. Attendance once marked shall not be changed.
- 1.27.2 Where class attendance clashes with a sports event or any other extra-curricular activity, prior approval of the BUHO shall be sought for participation in the sports event or the extra-curricular activity. If BUHO approves such participation, tutorials shall be arranged to make up for the loss of academic activity. Only after the tutorials for the missed classes have been held that attendance for the missed classes shall be marked and credited to the student's attendance record.
- 1.27.3 In the Post graduate programs, the scholars shall not be permitted any relaxation in attendance in the coursework classes, other than the permissible 25%.
- 1.27.4 Class attendance shall be marked on the online attendance system, on the same day. In the first two weeks of the semester, or in the case of system malfunction, attendance shall be marked manually. In both cases, the attendance shall be handed over to the HoD who will ensure that the IT Dept enters it in the online system as soon as it becomes available. This applies to both the permanent and visiting faculty members.
- 1.27.5 Staying within the aforementioned clauses on class attendance, the Management of the CUs shall ensure an effective attendance regime which cannot be exploited or misused.

## **1.28 Undertaking**

A student admitted to any program at the University shall give an undertaking to the effect that he/she would abide by the University's Statutes, Regulations and Rules, and the Code of Conduct. The undertaking shall be made on plain paper, as per the specimen at Annex 'A'.

## 1.29 Sexual Harassment

Higher Education Commission has issued very strict policy guideline against "Sexual Harassment in Higher Education Institutions (HEI)". All such policies are strictly applicable and followed in Bahria University. All students are therefore required to go through the entire policy's contents which are available with campus (concerned HODs) and University/ HEC website.

All students are required to educate and familiarize themselves about the act/actions categorized as "Sexual Harassment" may it be physical, verbal or while utilizing electronic media and refrain from it being a punishable offence.

## 1.30 Smoking or vaping/e-cigarettes

1.30.1 Student guilty of an act of smoking or vaping/e-cigarettes in the premises of Bahria University/ Constituent Unit or while entering/ attending offsite instructions like sports, cultural tours or survey campus shall be liable to the penalties asunder:

### Penalties on Act of Smoking

Occasion	Penalties
1 <sup>st</sup> occasion of offence on act of smoking or vaping/e-cigarettes.	Fine of Rs. 5000/- along with warning letter with copy to parents from Director Campus.
2 <sup>nd</sup> or onward occasion of offense(s).	Fine of Rs. 10,000/- along with warning letter (s) with copy to parents from DG Campus on each offence.

1.30.2 Student guilty of an act of possession/ consumption/ usage/ supplying of intoxication drugs/ Alcoholic drinks in premises of CU and or entering CU or events of BU being intoxicated and or during official/ informal offsite events of the University shall be liable to expulsion from the CU.

## 1.31 Criminal Conviction

1.31.1 Applicants are required to inform BU of any criminal conviction. Full details are to be provided.

- 1.31.2 The University reserves the right to refuse admission to any applicant with a criminal conviction that may jeopardize the reputation of the University.
- 1.31.3 Failure to declare any criminal conviction by a student already enrolled in BU shall result in immediate cancellation of his/her admission.
- 1.31.4 Where admission to the program is denied on the basis of the criminal conviction, the applicant will be notified of the decision in writing by respective Campuses/CUs.

## **1.32 Water Conservation**

In alignment with Bahria University's commitment to sustainability water conservation has been incorporated in student activities and awareness campaigns. Further Community Support Program also revolves around sustainable development through water conservation and Green initiatives. Our collective efforts can make a significant impact in addressing water scarcity challenges for our nation.

## **1.33 Prohibition in use of Plastic**

In light of “**Plastic Free Campus initiative**”, utilization of Single Use Plastic is banned in all campuses of BU. Efforts to reduce plastic waste complement broader environmental initiatives, ensuring that our campus remains “Clean & Green” a model for sustainable practices.

## CHAPTER 2

## **2.1 Academic Honesty**

The faculty members and the students shall recognize and uphold standards of intellectual and academic integrity, as an ideal for learning and a need for fairness. All academic work submitted for assessment shall be original and a product of one's/group's own effort; any dishonest work shall be rejected for assessment or for any recognition or award.

## **2.2 Academic Misconduct**

Following acts shall constitute academic misconduct:

- a. Cheating.
- b. Fabrication.
- c. Misuse.
- d. Forgery.
- e. Plagiarism.
- f. Facilitating academic misconduct.
- g. Academic Dishonesty.

## **2.3 Cheating**

Cheating shall mean using or attempting to use unauthorized material, information, study aids, or another person's work in any academic exercise. For example:

- a. Copying from assignments of other students.
- b. Receiving unauthorized help on an assignment, particularly on an individual assignment.
- c. Leaking by any means a question paper, or its contents, to those who are to be tested/examined in the same paper.
- d. Asking a student who has taken a test or examination to leak the question paper or its contents.
- e. Copying from another student during a test or exam with or without that student's consent/information.
- f. Using unauthorized material (e.g. an instructor's manual) to complete an assignment.
- g. Using unauthorized text or notes, or unauthorized aids (e.g., calculator, PDA, phone) during a test or an exam.
- h. Altering a graded test, exam, or paper and submitting it for re-grading.

- j. Asking a proxy to take a test or exam, or submit an assignment.
- k. Hacking someone's computer and using their data.
- l. Any other action defined as cheating by the University.

## **2.4 Fabrication**

Fabrication shall mean falsification or invention of any information or citation in an academic exercise. For example:

- a. Inventing or falsifying lab or research data.
- b. Inventing or falsifying a bibliography.
- c. Any other action defined as fabrication by a Faculty Member or the University.

## **2.5 Misuse**

Misuse shall mean unauthorized use or utilization of any academic privilege with respect to library books, notes/slides shared by the teacher, question papers, intellectual property, answer sheets etc.

## **2.6 Forgery**

Forgery shall mean an act to imitate or counterfeit documents or signatures.

## **2.7 Plagiarism**

2.7.1 Plagiarism shall mean representing the intellectual or creative work of someone else, as one's own, either knowingly or unknowingly, or due to carelessness or negligence. For example:

- a. Turning in work, in whole or in part, which was done by someone else?
- b. Copying another person's computer program.
- c. Paraphrasing or copying material from a written source, including the Internet, without footnoting or referencing it.
- d. Copying material from a written source, including the Internet, without using quotation marks.
- e. Turning in a paper, obtained in whole or in part from an outside paper provider or a website.
- f. Turning in a paper, copied in whole or in part, from

another student's paper, whether or not that student is currently taking the same course.

- g. Failure to accurately and completely document all uses of source materials in an academic exercise or project.

2.7.2 Cases of plagiarism in the FYPs, dissertations, thesis, journal articles, or complaints received from outside the University, shall be dealt by the Anti-Plagiarism Standing Committee as per University and the HEC's Plagiarism Policy.

## **2.8 Facilitating Academic Misconduct**

Facilitating academic misconduct shall mean helping or attempting to help another student commit an act of academic misconduct. For example:

- a. Writing, or providing all or part of, a paper, essay, problem set, computer program, or any other assignment, for another student.
- b. Helping someone else cheat during a test or exam, and extend solicited/unsolicited help in any other way.
- c. Taking a test or examination as a proxy for someone.
- d. Attending classes, or calling present during roll call, as a proxy for someone.
- e. Any other action defined as facilitating academic dishonesty by the University.

## **2.9 Academic Dishonesty**

Academic Dishonesty shall mean lack of truthfulness or sincerity on academic matters when interacting with the faculty member regarding an academic exercise. For example:

- a. Lying to the instructor in an attempt to explain an incident of academic misconduct.
- b. Lying to the instructor or using a false or forged excuse in order to get an extension on a due date.
- c. Submitting a written summary about a required out-of-class event that the student did not attend.

- d. Changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work.

## 2.10 Penalties for Academic Dishonesty

2.10.1 A student who is guilty of academic misconduct shall be liable to penalties as tabulated. Director (Academics)/ DD Academics is authorized to award all the penalties except rustication and expulsion.

### Penalties for Academic Misconduct

TYPE OF MISCONDUCT	PENALTY
<ul style="list-style-type: none"> <li>• Attempt (Successful/ unsuccessful) to know contents of question papers through unfair means prior to examination.</li> </ul>	<p><b><u>Minor punishment</u></b></p> <ul style="list-style-type: none"> <li>a. Warning letter (Copy to parents)</li> <li>b. Fine Rs.2,000.</li> </ul> <p><b><u>Major punishment</u></b></p> <ul style="list-style-type: none"> <li>a. Expulsion from the University</li> <li>b. Fine Rs. 5000/00.</li> <li>c. Letter to parents.</li> </ul>
<ul style="list-style-type: none"> <li>• Possession of written material, relevant to the subject/paper concerned.</li> <li>• Writing on palm, arm or anywhere on the candidate's body or clothes whether the written material is relevant or irrelevant to the concerned</li> <li>• paper.</li> <li>• Possession of Mobile phones, Smart watches, PDAs and other electronics accessories, whether carrying or not any relevant or irrelevant material in the memory.</li> </ul>	<ul style="list-style-type: none"> <li>a. Grade 'F' in the subject.</li> <li>b. Fine <b>Rs5,000</b>.</li> <li>c. Warning, copy to parents.</li> <li>d. Mobile phones/ electronic devices to be confiscated. (will be returned after investigation)</li> </ul>

<ul style="list-style-type: none"> <li>Giving/receiving assistance or allowing any other candidate to copy from his/her answer books.</li> </ul>	<p><b><u>Minor Punishment</u></b></p> <ol style="list-style-type: none"> <li>Cancellation of the relevant paper.</li> <li>Fine Rs2,000/-.</li> <li>Letter of Warning.</li> </ol> <p><b><u>Major Punishment</u></b></p> <ol style="list-style-type: none"> <li>Grade 'F' in the subject. (for students involved)</li> <li>Fine Rs 5,000/-</li> <li>Letter of Warning.</li> </ol>
<ul style="list-style-type: none"> <li>Removing a leaf from answer book.</li> <li>Taking the whole or a part of an answer book or a continuation sheet into or out of examination hall.</li> </ul>	<ol style="list-style-type: none"> <li>Grade "F" in the subject. (for students involved)</li> <li>Fine Rs5,000.</li> <li>Letter of warning.</li> </ol>
<ul style="list-style-type: none"> <li>Substituting the whole or a part of an answer book or a continuation sheet not duly issued to him for the examination;</li> </ul>	<ol style="list-style-type: none"> <li>Grade 'F' in the subject. (For students involved)</li> <li>Fine Rs5,000.</li> <li>Letter of Warning.</li> </ol>
<ul style="list-style-type: none"> <li>Forging, mutilating, altering, erasing or otherwise tampering with marked answer scripts</li> </ul>	<ol style="list-style-type: none"> <li>Grade "F" in the subject. (for students involved)</li> <li>Fine Rs5,000.</li> <li>Letter of Warning.</li> </ol>
<ul style="list-style-type: none"> <li>Impersonation</li> </ul>	<ol style="list-style-type: none"> <li>Grade "F" in all subjects of relevant semester studied at BU (including the impersonator/facilitator, if a student of BU).</li> <li>Expulsion from the university (including the impersonator/ facilitator, if a student of BU).</li> <li>In case the impersonator/facilitator is an ex-student of BU or not a BU student, an FIR may be lodged for the offence, as per law of the land.</li> </ol>
<ul style="list-style-type: none"> <li>Using abusive or obscene language in answer book.</li> </ul>	<ol style="list-style-type: none"> <li>Grade 'F' in the relevant course.</li> <li>Fine Rs5,000.</li> <li>Letter of Warning.</li> </ol>

<ul style="list-style-type: none"> <li>Refusing to obey the Invigilator or Head Invigilator in the Examination Hall and misbehaving, resorting to misconduct, or creating any kind of disturbance in or around the Examination Hall.</li> </ul>	<p><b>Minor Punishment</b></p> <ul style="list-style-type: none"> <li>Grade 'F' in the course.</li> <li>Fine Rs5,000.</li> <li>Letter of Warning.</li> </ul> <p><b>Major Punishment</b></p> <ul style="list-style-type: none"> <li>Rustication for one Semester.</li> <li>Grade 'F' in the course.</li> <li>Fine Rs5,000/</li> <li>Letter of Warning.</li> </ul>
<ul style="list-style-type: none"> <li>Communicating or attempting to communicate with Examiners with the intention of influencing them in the award of marks.</li> </ul>	<ul style="list-style-type: none"> <li>Cancellation of relevant paper.</li> <li>Fine Rs5,000.</li> <li>Letter of Warning.</li> </ul>
<ul style="list-style-type: none"> <li>Possession of firearms, knives etc. inside and in the close vicinity of Examination Hall</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion from the University.</li> <li>Fine Rs5,000.</li> <li>Letter of Warning.</li> </ul>

2.10.2 In a situation not covered in above Table, the seriousness of the offence committed shall be compared with those in the table and penalty awarded accordingly and proportionally.

## 2.11 Examination Rules

General Examination Rules / Instructions are given at Annex 'B'.

## 2.12 Promulgation of Results

Provisional Results of Examinations are promulgated on the University's website and students will also be provided detailed results in the form of transcripts.

## 2.13 Common Question Papers

There shall be common question paper for all the sections of the same course and the batch of the same program. After consolidation intra-Campus, the system of common question papers shall be extended inter-Campus.

## 2.14 Showing Marked Answer Sheets

2.14.1 Marked answer sheets of the Mid-Term and Final Examinations shall be shown to the students, under the

following conditions:

- 2.14.1.1 Before showing the marked answer sheets to the students, the result of the Mid-Term and Final Examinations shall be submitted to the CU's Examination Cell.
- 2.14.1.2 The answer sheets shall be shown to the students one-by-one and not in masse.
- 2.14.1.3 The answer sheets shall be shown during pre-notified time slots. Any student missing the time- slots shall cede the right to see the answer sheet. The student could, however, ask for rechecking which would imply all answers marked and total correct. There shall be a rechecking fee to be decided by the CU.

## **2.15 Disposal of Answer Books**

- 2.15.1 Answer books shall be retained for 12 months, to be destroyed thereafter through burning/ recycling (outsourced) by a Destruction Committee to be nominated by the Head of the CU/Controller of Examinations.
- 2.15.2 Answer sheets pertaining to court cases/ pending complaints shall be retained until disposal of cases.

## **2.16 Damaged/Lost Answer Script**

- 2.16.1 Should an answer sheet for the Mid-Term or Final Exam damaged or lost, for any reason, the student shall be given following options:
  - a. Accept average marks; or
  - b. Retake the Examination.
- 2.16.2 Average marks shall be the average of marks in all other subjects/ studies in that semester. An amount of Rs 3,000 (three thousand rupees) per subject is to be charged for the conduct of each Retake exam (Mid-Term and Final) from the student, if the student opts for Retake Examination.
- 2.16.3 The same principle, suitably modified, shall apply in case of lost/ damaged answer sheets for test, quizzes, assignments etc.

## **2.17 Exam Writer for Special Students**

- 2.17.1 A visually impaired student may be allowed to attempt the Mid/Final Exam on braille, computer or any other means of facilitation.
- 2.17.2 A physically handicapped/ visually impaired student may be provided a writer for Tests/ Exams. Procedure/ conditions will be:
- a. Apply to the HoD two weeks in advance, with medical certificate proof of disability.
  - b. Qualification of the writer shall be at least step lower than that of the student. (e.g. for level 6 student, the writer should be level 5 or less).
  - c. Student shall be allowed 45 minutes (max) extra time to solve the question paper.

## **2.18 Procedure for Issuance of Transcript**

### **2.18.1 Interim Transcript**

- 2.18.1.1 The students, who are in campus, will submit applications on specific proforma to respective campus for the issuance of Interim Transcript once the result of the semester has been announced / uploaded. This does not include final semester Transcript as its procedure is separate.
- 2.18.1.2 No dues / fees would be charged from students along with application form for ordinary issue, as Transcript fee is collected from students as part of their semester fees.
- 2.18.1.3 The student desirous of Interim Transcript would forward the application to DD (Acad) of the Campus. The concerned campus will forward the application within 3 working days to Controller of Examinations for normal issue and next working day for urgent issue along with a certificate that no dues are outstanding against the student.
- 2.18.1.4 Bahria University Examinations Dte will counter-check all the details received from Campuses and ensure that particulars / data of the students is error free.
- 2.18.1.5 Bahria University Examinations Dte will prepare Interim Transcripts, have it signed by Deputy Controller of Examinations and forward it to the Campus within (5 working days) of receipt at Examinations Directorate for urgent requests.

- 2.18.1.6 For ordinary requests, Interim Transcripts will be issued to the applicants within (10-15 working days) and urgent (05 working days) after receipt at Examination Directorate. However, there may be one or two days delay for the constituent units at Karachi.
- 2.18.1.7 Complete Interim Transcripts once received at the Campuses will be issued to the students by DD Academics of the Campus.
- 2.18.1.8 In case of outstanding dues, students will not be issued transcripts.
- 2.18.1.9 Campus will dispatch the Interim Transcript by mail to addresses as mentioned in the application request form.
- 2.18.1.10 Any additional (Duplicate) number of Interim Transcripts will be issued upon payment of prescribed fee.
- 2.18.1.11 A copy of the Interim Transcript will also be placed in the students file, maintained at Bahria University Examinations Department.
- 2.18.1.12 Interim Transcript will depict the words "Interim Transcript" and "Program Status Incomplete" across the transcript.
- 2.18.1.13 Overseas students desirous of Transcripts are to pay prescribed fee for each through any mode.
- 2.18.1.14 If a student is in Pakistan and desires Transcript(s) to be mailed overseas, he/she may deposit prescribed fee through any mode along with urgent handling charges. (Annex 'C')
- 2.18.1.15 If there are more than one mailing addresses overseas then the requisite charges would be multiplied accordingly.

## **2.19 Final Transcript**

- 2.19.1 Final Transcript will only be issued to the students once they have completed all the pre requisites for the award of degree i.e their required credit hours are complete.
- 2.19.2 Students must clear their outstanding dues including Laptop clearance prior requesting for the final Transcript.

- 2.19.3 The students who have completed their final semester but not their degree requirements (project / thesis / internship etc.) and are desirous of final semester transcript would be issued a plain paper Semester Result Intimation, clearly depicting remarks "Program is Incomplete".
- 2.19.4 The final Transcript will be issued with the signature of Controller of Examinations. Students shall collect from Student Support Center (SSC) of the Campus.
- 2.19.5 Application specimen with instruction is given as Annex 'C'.

## **2.20 Degree Supplementary Form (DSF)**

- 2.20.1 Application Specimen with instructions is placed at Annex 'D'.
- 2.20.2 This Form will be another document issued to the students in addition to their Transcripts and Degrees. It will provide a description, the nature, level, context, content and status of the studies that were pursued and successfully completed by an individual.
- 2.20.3 The DSF will be issued to the students by the Examination Directorate on completion of their degree requirement. Students shall be required to submit DSF application Form to respective examinations sections.

## **2.21 Preparation & Award of Degrees**

- 2.21.1 For Under-Graduate Degree program, the minimum CGPA to qualify for the award of degree is 2.0 and for Master's Degree program, the minimum CGPA to qualify is 2.5 for PhD Degree program the minimum CGPA to qualify is 3.00.
- 2.21.2 Controller of Examinations will issue a Gazette Notification of the successful candidates. Registrar office will prepare the degrees as the Gazette Notification and forward the same to the concerned campus.
- 2.21.3 The Registrar will submit the degrees to the Rector for signatures. The Registrar will affix the BU Seal on the degrees after Rector's signatures. Students will be awarded degrees at the Convocations. Degrees can also be collected personally by the students in case they could not attend the Convocation.

## **2.22 Degree Request Procedure**

- 2.22.1 A graduating student shall be entitled to collect his/her

degree subject to completion of the program, declaration of the final result, fulfilling all the degree requirements, notification in the gazette and clearance of all dues and liabilities. Application for award of degree shall be submitted to the Student Support Centre. Before issuing the degree, it shall be ensured that the graduate has no outstanding liability from the University or the Regulatory Authority to clear. The degree shall be applied for on the prescribed form.

- 2.22.2 Normal processing time for issuance of the degree shall be 3 months after receipt of the degree request. However, if desired and subject to the same conditions, a graduating student may apply for urgent issuance in which case the degree shall be issued within 15 working days after receipt of the degree request. There shall be a processing fee of Rs 5,000 for urgent issuance of the degree as mentioned on the degree request form.

## 2.23 Duplicate/ Revised Degree

- 2.23.1 **Duplicate Degree** In order to process the request of duplicate degree, applicant is to submit the following documents to Registrar office, through respective Director/ Principal of his/her respective Campus/ College:

- a. Application for duplicate degree.
- b. Attested copy of CNIC issued by NADRA.
- c. Affidavit regarding the loss of original degree.
- d. Attested copy of FIR in the nearest Police Station of his/her area.
- e. Demand Draft in favor of Bahria University Islamabad amounting to RS 5000/- as duplicate degree fee.
- f. Newspaper clipping regarding loss of degree change in credentials of his/ her original degree giving complete details.

- 2.23.2 **Revised Degree** In order to process the request of revised degree, applicant is to submit the following documents to Registrar office, through respective Director/ Principal of his/her respective Campus/ College:

- a. Application for revised degree.
- b. Original Degree & Final Transcript.
- c. Attested copy of revised SSC certificate.
- d. Attested copy of CNIC issued by NADRA.
- e. Demand Draft in favor of Bahria University Islamabad

amounting to RS 5000/- as duplicate degree fee.

- f. Affidavit regarding the revision of credentials (his/ her own or father's name) giving complete details and reason thereof.
- g. Newspaper clipping regarding the change/ correction in credentials of his/ her original degree giving complete details.

2.23.3 Applicants may also be intimated that after the issuance of duplicate/ revised degree, their original degree will be cancelled. In case of verification query received, contents of the former degree shall not be verified.

## **2.24 Procedure for Verification of Degree Transcript and Issuance of NOC / Migration Certificate**

Documents for verification and requests for NOC/Migration Certificate are to be forwarded to the Controller of Examinations Bahria University, E-8 Shangrilla Road, Islamabad, along with payment of prescribed fee through the respective Campus.

## **2.25 Modes of Payment**

### **2.25.1 For students in Pakistan**

- 2.25.1.1 Cash payment in Bank Alfalah Limited, Account 5000706278, Branch Code 5627, Kalim Plaza, F-8 Markaz, Islamabad, Pakistan.
- 2.25.1.2 By Pay Order / DD drawn in favour of Bahria University, Islamabad.
- 2.25.1.3 On line transaction in Bank Alfalah Limited, F-8 Markaz, Islamabad, Account 5000706278, Branch Code 5627, IBAN: PK69ALFH5627005000706278.

### **2.25.2 For Overseas Students**

- 2.25.2.1 By DD drawn in favour of Bahria University, Islamabad.
- 2.25.2.2 Online transaction (US Dollar only) in Silk Bank, Razia Sharif Plaza, Blue Area, Islamabad, Account No: 2000957553, Branch Code:0002, IBAN: PK88SAUD0000022000957553.
- 2.25.2.3 Receipt of payment (through any

mode) must be enclosed with the Application Form.

## **2.26 Prescribed Fee**

Since rates of fee are subject to change from time to time therefore students are to consult account office of concerned Campus for prevailing rates, of all prescribed fees/charges. University reserves the right to increase the fee rates as and when decided without any prior notice.

## **2.27 Lab-Work in Engineering Sciences Subjects**

2.27.1 The conduct of lab sessions, lab evaluation and progress monitoring of the students shall be the responsibility of the faculty members and not that of the lab engineers.

2.27.2 Computing labs shall be under the control of the CS Dept. Engineering labs (hardware labs) shall be under the control of the EE Dept. Each laboratory shall have one lab engineer to assist the concerned teacher. Allocation of Lab Engineers to a Laboratory shall be decided by the HODs of the Departments to whose care labs have been entrusted.

## CHAPTER 3

### **3.1 Student's Code of Conduct**

Every student shall observe the following code of conduct in the University premises, in the University administered hostels (on and off-campus) and places of other activities being held under the auspices of the University: -

- a. Loyalty to Pakistan and refraining from doing anything which is repugnant to its honour and prestige in anyway;
- b. Respect for convictions and traditions of others in matters of religion, conscience and customs while observing own religious duties/customs;
- c. Truthfulness and honesty in dealing with other people;
- d. Respect for elders and politeness to all, especially to women, children, elders, the weak and the hapless;
- e. Special respect for teachers and others in authority in the CUs and BU;
- f. Cleanliness of body, mind, speech and habits;
- g. Helpfulness to fellow beings;
- h. Devotion to studies and prescribed co-curricular activities;
- j. Observance of thrift and protection of public property; and
- k. Observance of the rules and regulations of the CU in force from time to time.

### **3.2 Prohibited Acts & Misconduct/III-Discipline**

The following acts shall be prohibited/ unacceptable and their commission shall be construed as misconduct or ill-discipline: -

- a. Breach of the Code of Conduct, as enunciated at clause 3.1
- b. Smoking in the areas prohibited by the University.
- c. Consumption or possession of alcoholic drinks or other intoxicating drugs within the CU/ vicinity or while attending off-site instructions, sports, cultural tours or survey camps.

- d. Organizing or taking part in any function inside the campus, or organizing any club or society of students, except where permitted and in accordance with the prescribed rules and regulations.
- e. Collecting donations, or receiving funds or pecuniary assistance for or on behalf of the CU except with the written permission of the Head of the CU or any other person authorized in this behalf.
- f. Staging, inciting or participating in or abetting any walk-out, strike or other form of agitation against BU, its CUs or students, teachers, officers or authorities; inciting others to violence; disruption of the peaceful atmosphere in any way; making inflammatory speeches or gestures which may cause resentment; issuing of pamphlets or cartoons which cast aspersions on the students, teachers, staff or University authorities/bodies; doing anything in a way likely to promote rift and hatred amongst the students; issuing statements in the press; making false accusations against or lowering the prestige of BU or its students, teachers, administrators, staff or bodies.
- g. Disobeys the lawful orders of a teacher or other person in authority.
- h. Habitually neglects work or absents from the classroom without valid reason.
- j. Willfully damages public property or the property of fellow students or any teacher or employees of BU and its CUs.
- k. Does not pay the fees, fines, or other dues payable under the laid down rules and regulations; uses indecent language; wears immodest dress; makes indecent remarks; gestures; behaves in a disorderly manner; commits any criminal, immoral or dishonorable act (whether committed within the CU or outside) or any act which is prejudicial to the interests of BU and its CUs; and/or
- l. Commits an act of sexual harassment, as defined in the HEC's document 'Policy Guideline against Sexual Harassment in Institutions of Higher Learning'.

### **3.3 Action against Misconduct**

- 3.3.1 Every member of the Faculty shall have the power to check any disorderly or improper conduct of, or any breach of the rules, by students in any part of the CU or outside when the

visit is sponsored or organized by it. Misconduct in a classroom when a student is under the charge of a teacher shall not be allowed and a punitive action such as a fine, removal from the classroom or a punishment of greater magnitude may be imposed as decided by the authority so empowered.

- 3.3.2 The Student Advisor, the Admin Officer or any other employee authorized by the Head of the CU shall be responsible for the maintenance of good behavior and law and order amongst the students on the premises of the CU.

### 3.4 Penalties

3.4.1 A student guilty of an act of indiscipline shall be liable to the penalties specified below or promulgated through written orders/notifications along with the Warning Letter (copy to parent/guardian):

Penalty Code	Penalty	Awarding Authority	Appellate Authority
1	Removal from classroom, laboratory, or field work, without marking attendance for a maximum period of two contact hours	Teacher In-Charge	HOD
2	Expulsion from games or field work for not more than one week	Games/ Field Work In-Charge	Director
3	Expulsion from educational visits and sports tours	DD (Admin & Coord) or an officer authorized by the Head of the CU	Director
4	Suspension from classes for a period not exceeding two weeks	Director/ Principal	Head of the CU
5	Fine not exceeding Rs 10,000	Director/ Principal	Head of the CU

6	Removal from a position Student Advisor / HOD	Director/ Principal	Head of the CU
7	Expulsion from the hostel	Head of the CU	Next Higher Authority
8	Cancellation of remission of fees/assistantship/scholarship etc.	Head of CU	Next Higher Authority
9	a. Rustication for one or more semester	Head of the CU	Pro-Rector (Acad)
	b. Rustication for one or more semester	Head of the CU	Rector
10	Expulsion from the CU	Head of the CU with concurrence of BUHO	Rector

3.4.2 The above stated penalties may be awarded to a student multiple times during a semester, in case of repetition of an offence and warning letters should be issued.

### 3.5 Procedure in Case of Breach of Discipline

- 3.5.1 A teacher, a staff member or a BU Officer in whose presence or in relation to whom an act of indiscipline has been committed or who gets to know of such act, may deal with the case him/herself, or if in his/her view the case is one which can be more appropriately dealt by another authority or which warrants a penalty of greater magnitude than they are competent to impose, shall refer the case to the Student Advisor or Deputy Director (Admin & Coord) or the higher authority as the case maybe.
- 3.5.2 All cases of serious breach of discipline shall be referred to the Disciplinary Committee for investigation which, after due process of investigation, will either impose the penalties if within its powers or recommend them to the Campus Head/Head of the CU/Rector, as the case may be.
- 3.5.3 When a case against a student is referred to the Disciplinary Committee, it may, if it deems fit, suspend the student from the classes till the finalization of the case, with the approval of the Head of the CU.

### 3.6 Rustication

- 3.6.1 Rustication may be awarded up to a maximum of 3 years. The penalty when imposed on a student shall always mean a minimum loss of one semester as far as his/her appearance in the examinations is concerned. The actual period of absence from the CU will, however, depend upon the time of the academic year when the penalty is imposed. Period of rustication shall have no effect on the maximum duration of the program as per table of clause 5.13.7 No student shall be rusticated from the CU unless he/she has been allowed a reasonable chance of defense against the accusations.
- 3.6.2 No fee shall be charged from a rusticated student for the time period during which his/her name remained struck off the rolls. However, the previously deposited fee shall not be refunded.
- 3.6.3 A student under rustication shall have the right of readmission after the period of suspension and subject to availability of the missed courses in the normal semester list of courses being offered.

### **3.7 Expulsion**

- 3.7.1 The Head of the CU shall report the name of the student who has been found guilty of an offence warranting expulsion to the Rector stating the reasons for the proposed action, who will then have the authority to sanction expulsion after allowing reasonable chance to the student to defend him/herself against the expulsion.
- 3.7.2 The name of the expelled student shall immediately be removed from the CU rolls, and fee for remaining month(s) of the semester shall not be refunded.
- 3.7.3 A student expelled from the CU shall not be readmitted to any of the University's Constituent or Affiliated Units.
- 3.7.4 Cases of expulsion shall be registered in BU records and notified to all the CUs.

### **3.8 Appeals**

- 3.8.1 An appeal against the penalty may be filed by the student with the Appellate Authority within 30 days of announcement of the punishment. No appeal by a student shall be entertained unless it is presented within 30 days from the date of

communication of the decision, provided that the Rector may, for valid reasons, extend this period.

3.8.2 No appeal shall lie against the decision of an authority imposing a penalty other than rustication or expulsion except on the grounds that such authority imposed a penalty which it was not competent to impose.

3.8.3 An appeal on the grounds that an authority imposed a penalty which it was not competent to impose, shall lie with the body or person of higher authority than the one who imposed the penalty.

### **3.9 Compensation for Loss**

The Head of the CU, or any teacher or officer to whom he may delegate the powers, may instruct a student to pay compensation for any loss or damage to property belonging to the CU/University, public authority, a fellow student or an employee of the CU/University, caused by a willful act or gross negligence of the student. If the student does not pay such compensation within a specified period, the Head of the CU will proceed against the student in the manner as prescribed in these rules.

### **3.10 Offences during Examination**

Cases of indiscipline in or around the Examination Hall, and use of unfair means, shall be dealt with by the Examination Committee.

### **3.11 Dress Code**

Dress code shall be based on the general principles of decency and in conformity with the social norms of the country. Following dress code is promulgated for the students:

#### **3.11.1 Male Students**

- Dress/casual trousers.
- Jeans (plain blue) without any images, graphics or write ups.
- Dress/casual shirts (half/full sleeves).
- T-shirts without any images, messages graphics or write ups.
- Dress/casual shoes or joggers with socks (no sandals).
- Shalwar qameez with shoes (only on Friday).
- Suit/combination.
- Coat/pullovers/sweater/jacket in winter

### **3.11.2 Female Students**

- Shalwar qameez (no sleeveless)
- Hijab, abaya, chaddar etc
- Full length jeans/trousers with long (knee length) shirt/kurta (no tights).
- Light jewellery & light makeup.
- Shoes, sandals & joggers.
- Dupatta/scarf compulsory with all dresses.

3.11.3 BUHS students shall additionally wear white coat.

- 3.11.4 Violation of the Dress Code shall entail penalties as follows:
- a. 1<sup>st</sup> violation: Written warning.
  - 2<sup>nd</sup> violation: Fine amounting to Rs 5,000.
  - 3<sup>rd</sup> violation: Barring the student from attending classes.

### **3.12 Student Card**

Students shall be issued ID Cards. The students shall be required to wear their ID Cards in the campus and show them to the authorized persons on demand.

### **3.13 Loss of ID Card**

In case ID Card is lost, it should be immediately reported to the Office of the Dy Director (Academics) who will make arrangements for re-issue of a new card by the University after payment of fine.

### **3.14 Students Grievances Oversight Committee**

3.14.1 There shall be a Student Grievances Oversight Committee (SGOC), at CU level for each department, to address grievances of students against any teacher, instructor or administrative staff, with respect to matters of code of conduct, grades or any administrative matter. The Committee shall comprise:

- a. Head of CU
- b. CU Exam-In-charge
- c. 2 senior most FMs of the department

3.14.2 If grievance is about the award of a grade, the procedure shall be as follows:

- a. The student must submit the grievance, in writing, within seven working days of the receipt of the grade, to the HoD who shall forward it to the SGOC.

b. The SGO shall hear both sides and will give its decision, which shall be final and binding on all parties, within five working days or before the start of registration for the new semester, whichever is earlier.

## CHAPTER 4

# **SCHOLARSHIP POLICY AT BAHRIA UNIVERSITY**

## **4.1 Preamble**

Bahria University offers various Scholarships to its students with an aim to encourage excellence in studies by rewarding high academic achievers through various types of Advance Merit /Merit scholarships and also supporting the less privileged student(s) in attaining their academic goals/target by offering purely Need Based Scholarships. BU believes that no one should be deprived of getting education merely on the grounds of inability to pay.

## **4.2 Objectives**

BU scholarships are offered with an objective to;

- a. Provide financial support to academically talented and less privileged students with an objective to empower them to acquire quality education at Higher Education level.
- b. Elevate the socio-economic status of the students by enabling them to get the modern education and career opportunities for their brighter future.
- c. Improve access to higher education, especially for those belonging from far flung areas of Pakistan.

## **4.3 Types of Scholarships Offered and their Eligibility Criteria**

Following types of scholarships and their eligibility criteria are offered to BU students; detail is as follows:

- a. Advance Merit Scholarships
- b. Merit Scholarships for batch Toppers.
- c. Financial Assistance Scholarships.
- d. Qarz-e-Hasna (discontinued from Fall 2020 semester).
- e. Sponsor a Student Scholarships.

### **4.3.1 Advance Merit Scholarships Types**

4.3.1 The University offers Advanced Merit Scholarships to the new admission applicants at the time of fresh admissions, to encourage/ ensure that the most talented students join the University. These scholarships are generally awarded in the following five categories:

- a. Advanced Merit Scholarship for Board Toppers.
- b. Advanced Merit Scholarship for Top Rankers in University Merit Lists.
- c. Advanced Merit Scholarship for Outstanding Performers in A-Levels.
- d. Exemption of admission fee to BU graduates/alumni for

MBA/MS/MPhil/PhD programmes at Bahria University.

- e. Incentive to attract high achieving candidates into BU PG Programs.

#### **4.3.2 Merit Scholarship for Board Toppers (undergraduate 04 - year programs)**

4.3.2.1 Bahria University shall offer 100% total fee waiver/concession (including all other charges) for the first semester, to top three toppers of all Boards of Intermediate and Secondary Education (BISE).

4.1.2.1 However, its continuation during the subsequent semesters will be subject to the condition that awardee must maintain his/her minimum GPA/CGPA of 3.50.

#### **4.3.3 Advance Merit Scholarship for Top Randers in University (Admission Entrance Merit List)**

4.3.3.1 Top merit position holders in Bahria University admissions merit list according to their respective discipline will be awarded scholarships/fee waiver as per following criteria:

##### 4.3.3.1.1 Undergraduate Programs

- a. Top three students scoring at least 70% in the merit lists for Business & Management Studies, Engineering (all Engineering programmes considered together) and Computer Sciences, shall be eligible for award of scholarship in the form of Tuition Fee waiver as follows:
  - 1<sup>st</sup> Position Holder 75% Tuition Fee waiver
  - 2<sup>nd</sup> Position Holder 50% Tuition Fee waiver
  - 3<sup>rd</sup> Position Holder 30% Tuition Fee waiver
- b. The top-ranking student scoring at least 70% in the merit lists for Law, Earth & Environment Sciences, Media Studies, Humanities & Social Sciences and Psychology, shall be eligible for award of scholarship in the form of 75% Tuition Fee waiver.

##### 4.3.3.1.2 Post Graduate Programs

- a. The top-ranking student scoring at least 70% in the merit list of MBA, MS, MPhil, or equivalent at each CU shall be eligible for award of 50% tuition fee waiver.
- b. For continuation of the scholarship in the

subsequent semesters for the above categories the students will be required to achieve a GPA/ CGPA of at least 3.50.

#### **4.3.4 Advance Merit Scholarship for Outstanding Performers in Cambridge International Education (CIE's) System**

- 4.3.4.1 Bahria University shall award scholarship 75% waiver/concession in tuition fee, to all students who have achieved minimum 03A's in A Levels. Eligible students shall have to produce equivalence certificate issued from the Inter Board Committee of Chairmen (IBCC).
- 4.3.4.2 For continuation of scholarship in the subsequent semesters the students will be required to achieve a GPA/CGPA of at least 3.50.

#### **4.3.5 Exemption of Admission Fee to Bahria University Graduates/ Alumni for Higher Education at BU**

Bahria University graduate/Alumni shall be given 100% Admission fee waiver for admission in MBA/MS/MPhil & PhD Programs.

#### **4.3.6 High Academic Achievers in MBA/MS/MPhil/PhD Program of BU**

##### **4.3.6.1 Non-Engineering Background**

Candidates for PG programs (MBA/MS/MPhil/PhD) with 95% marks (in case of annual examination) or CGPA 3.75 for non-engineering programs in last degree from HEC recognized National & International Universities shall be offered 50% waiver in tuition fee of MBA/MS/MPhil/PhD Programs at Bahria University.

##### **4.3.6.2 Engineering Background:**

- a. Candidates for PG programs (MBA/MS/MPhil/PhD) with 80% marks (in case of Annual examination) GPA 3.50 from engineering programs (in semester system), in last degree from HEC recognized National & International Universities shall be offered 50% waiver in tuition fee of MBA/MS/MPhil/PhD Programs at Bahria University.
- b. However, for continuation of scholarship in the subsequent semesters, the students will be required to achieve a GPA/CGPA of at least 3.50 for engineering and GPA/ CGPA 3.75 for non-

engineering program.

#### 4.4 Merit Scholarship for Batch Toppers

##### 4.4.1 For Undergraduate Programs

- a. Top scorer students from each batch, achieving first three (03) position in their Semester Examination shall be awarded Merit Scholarship as per following:
- 1<sup>st</sup> Position Holder - 70%
  - 2<sup>nd</sup> Position Holder - 40%
  - 3<sup>rd</sup> Position Holder - 30%

##### 4.4.2 For Post-Graduate Programs (MBA/ MS/MPhil/ PhD or Equivalent)

Top scorer students from each batch, achieving first two (02) position in their Semester Examination shall be awarded Merit Scholarship as per following:

- 1<sup>st</sup> Position Holder - 70%
- 2<sup>nd</sup> Position Holder - 40%

##### 4.4.3 Eligibility Criteria

The criteria to qualify for the Merit Scholarship will be as following:

- 4.4.3.1 The students of all programs are eligible for Merit Scholarship.
- 4.4.3.2 Merit Scholarship shall be offered to students on the basis of GPA of their previous semester and tuition fee of their current semester.
- 4.4.3.3 The students must achieve minimum GPA  $\geq 3.75$  in order to qualify for the award of Merit Scholarship for non-engineering programs & in case of engineering programs, student has to achieve minimum GPA  $\geq 3.60$  as per detail mentioned above (4.4.1 & 4.4.2).
- 4.4.3.3 In case of a tie, the student with the higher percentage will get the Scholarship. In case of a double tie, all students will be awarded the Scholarship.
- 4.4.3.4 The students have to follow the academic road map with regular course load for all type of Merit Based Scholarships.
- 4.4.3.5 Student availing Naval fee concession will also be eligible for Merit scholarship as per policy, however they can only avail one benefit at a time (i.e. fee reduction or merit scholarship).
- 4.4.3.6 Bahria University Faculty and administrative staff qualify for Merit scholarship shall not be considered

for award of scholarship if availing already any fee concession.

- 4.4.3.7 Merit Scholarship shall not be provided for the Summer Semester, final semester (Graduating Batch).
- 4.4.3.8 A student in receipt of more than one scholarship/waiver shall be eligible to avail one scholarship as per students desertion.
- 4.4.3.9 For MS/ MPhil only for 02 years of program, for the purpose of award of Merit Scholarship, the GPA of course work shall only be considered in the 3<sup>rd</sup> semester.

## **4.5 Financial Assistance Scholarship (FAS)**

- 4.5.1 Financial Assistance Scholarship shall be offered to the needy and financially weak students in order to partially or fully support them. New intake after becoming bonafide students and already enrolled students can apply subject to fulfilling the eligibility criteria.
- 4.5.2 The scholarship once granted in this category remains available to the students for the entire degree program provided their performance shall not fall below GPA/CGPA 2.50.

**4.5.3 Eligibility Criteria for Award of Financial Assistance Scholarships**  
Following shall be the eligibility criteria to apply for Financial Assistance Scholarship Program:

- a. Financial Assistance Scholarship shall mainly focus on to support students from low income background.
- b. Students of all programs are eligible for Financial Assistance Scholarship subject to the condition he/she finds financial constraints to cope with educational expenses.
- c. For fresh intake, results of their Matric, FA/FSc, O & A levels or equivalent be considered for award of scholarship.
- d. For the students enrolled in 2nd semester onwards shall be eligible to apply if he/she has a minimum 2.50 GPA/CGPA in the previous semester and for continuation at least 2.50 GPA/CGPA has to be maintained in the subsequent semesters. If the students fail to maintain 2.50 GPA/CGPA in the previous semester, then their scholarship shall be withheld till the time he/she improves academic grades to 2.50 GPA/CGPA.
- e. Students with any physical disability shall be preferred.
- f. Students belonging to less developed areas (as identified by GoP) shall be preferred if fall under FAS eligibility criteria.
- g. Students mentioning income and expenditure details have

to justify with supporting documents.

#### 4.6 Financial Assistance Scholarships Approvals and Limits

4.6.1 The Financial Assistance shall be awarded, partly or fully against the tuition fee.

4.6.2 CU's Scholarship Award Committee(s) and Central Scholarship committee will determine the %age for award of Financial Assistance Scholarships based on need assessment through conducting interviews & reviewing their application forms along with supporting documents.

#### 4.7 Committee Composition

Following shall be the Composition of committee(s) at Head Office and Campus level:

a. Campus Level Scholarship Committee:

S.No	Designation	Role
1.	Any Senior Official Nominated by the DG/Director of the respective campus	Chairman
2.	Deputy Controller of Examinations/Admissions	Member*
3.	Manager SSC	Member
4.	Manager Accounts	Member
5.	Minimum two Senior Faculty members	Member

\* If Campus management desires, Deputy Controller of Examinations/ Admissions can be appointed as Chairman Scholarship Committee

b. Central Scholarship Committee (Head Office Level):

S.No	Designation	Role
1.	Pro Rector (Academics)	Chairman
2.	Director Student Affairs	Secretary Scholarship Committee
3.	Treasurer	Member
4.	One Senior faculty of respective Campus	Member

#### 4.8 Qarz e Hasna (Discontinued from Fall 2020)

Qarz e Hasna Scheme has been discontinued w.e.f. Fall 2020 and replaced by "BU Financial Assistance Scholarship". However, only existing awardees will be entertained under this scheme till the time of

their Program completion.

#### **4.9 Eligibility Criteria of Qarz e Hasna**

Qarz e Hasna shall be continued as long as the beneficiary students maintain at least 2.75 GPA/CGPA, failing which it shall be withheld till the time GPA/CGPA is improved back to 2.75.

#### **4.10 Repayments of Qarz e Hasna**

The maximum repayment duration must not exceed 05 years for UG Program and 03 years for PG Programs after completion of their respective program of study. It will also be a moral responsibility of every recipient to payback the received Qarz-e-Hasna amount within stipulated time period so that maximum deserving students can be benefitted with this policy.

#### **4.11 Academic Progress Review of the Scholarship Beneficiaries**

The Central Scholarship Committee will formally review cases of all scholarship holders every semester for monitoring academic progress as per scholarship policy. The Committee will submit its recommendations to the Rector for the continuation or otherwise of the scholarship. The respective Campus Director will send complete semester result of all beneficiaries, to the Central Scholarship Committee. Those scholarship holders fail to maintain the required GPA/CGPA shall be suspended till the time their grades improve to minimum eligibility criteria as per their respective category.

#### **4.12 General Rules for Award of BU-Scholarships**

Eligibility of students for scholarship shall be subject to following conditions:

- a. Students of Bahria University in any semester are eligible, subject to the conditions as indicated with respect to their respective category.
- b. The students have to follow the academic road map with regular course load for all type of Merit Based Scholarships.
- c. Students already in receipt of one scholarship/fee concession from university or external resources are ineligible to apply for any other scholarship.
- d. Progress of Qarz-e-Hasna, Financial Assistance and all Merit Based Scholarships will be reviewed every semester.
- e. Any International student falling under Merit Scholarship category shall be awarded as per the policy. However, for Need Based scholarships, special approval shall be sought

from Honorable Rector.

#### 4.13 Changes in the Policy

The policy document is subject to changes/amendments from time to time depending upon the future requirements and status of funds available for the grant of scholarship(s).

#### 4.14 Merit Scholarships at BUHS

4.14.1 For MBBS & BDS programs, merit scholarships shall be awarded on the basis of the result of annual examination except the final professional examination. The award shall be a lump sum amount for the year following the annual examination, as follows:

##### 4.14.1.1 MBBS Students

Batch Positions	Scholarships Amount
1 <sup>st</sup> Position Holder	Rs. 100,000/-
2 <sup>nd</sup> Position Holder	Rs. 75,000/-
3 <sup>rd</sup> Position Holder	Rs.50,000/-

##### 4.14.1.2 For BDS Students

Batch Positions	Scholarships Amount
1 <sup>st</sup> Position Holder	Rs. 100,000/-
2 <sup>nd</sup> Position Holder	Rs. 75,000/-

4.14.2 For all semester-based programs at BUHS, general scholarship policy of BU shall be implemented i.e Merit & Need based both.

#### 4.15 Scholarship Policy for the Wards of Naval Shuhada

##### 4.15.1 Preamble

- (a) Bahria University has introduced this policy with an objective to financially support students of Wards of Naval Shuhada. Through this scheme the University will bear the educational expenses of the students on “Special Humanitarian Grounds” basis, in order to enable them to complete their **Undergraduate Degree Program**.
- (b) The overall objective to introduce ‘**Scholarship Policy for Wards of Naval Shuhada**’ is to uplift the socio-economic condition of those families who fall under Naval Shuhada category in recognition of the sacrifice made by their families.

#### **4.15.2 Eligibility Criteria**

Following are the eligibility criteria to apply for:

- (a) Scholarship Policy for Wards of Naval Shuhada will be offered to those students of Bahria University who secured admission on merit in any academic program at Bahria University (except Medical & Dental) and fall under category of Naval Shuhada Wards.
- (b) It shall be mandatory for every individual case to be approved by the Chairman BOG.

#### **4.15.3 Approvals and Limits**

The Scholarship for Wards of Naval Shudha shall be awarded with total fee waiver including tuition fee, admission fee and other charges etc.

- (b) The student once awarded shall remain eligible during her/ his entire degree program, subject to maintaining CGPA requirement of degree program. All rules regarding degree requirement of university will be applicable.
- (c) Students entitled under this category shall not be eligible for any other internal or external scholarship/concession.

#### **4.15.4 Standard Operating Procedures (SOPs)**

- (a) The BU students shall apply for this Scholarship through NHQs.
- (b) The Naval Headquarters will forward the applications for Wards of Naval Shuhada with the approval of the Chairman BOG to BUHO and these cases will be processed by the Office of Student Affairs.

## **4.16 SPONSOR A STUDENT – SCHOLARSHIP POLICY**

### **4.16.1 Preamble**

- 4.16.1.1 Sponsor a Student Scheme is introduced at Bahria University with an objective to financially support students from approach well off individuals/ corporate companies'/donor agencies to financially support fully or partially the needy student(s). Interested sponsors shall be requested to bear the educational, expenses of the student(s) along with boarding/meal/books allowance as per sponsors willingness. Award of scholarship under this category shall be purely on Need based grounds, keeping in view the financial background of the applicant's family.
- 4.16.1.2 This program shall be launched for BU students at UG and PG programs.

### **4.17.2 SELECTION PROCESS**

There shall be two ways to select deserving students under this scheme:

- 4.17.2.1 Sponsor by organizations/ individuals to select / nominate the student.
- 4.17.2.2 On behalf of Sponsor, Central Scholarship Committee (CSC) chaired by Pro-Rector BU shall shortlist the candidate(s) and submit the recommendation to Rector for his approval. The cases shall be initially processed on similar lines of all other scholarships/Qarz-e-Hasna/student study loan cases which are already being processed through CSC.

### **4.17.3 ELIGIBILITY CRITERIA**

Scholarship shall be purely awarded on Need Based Category.

### **4.17.4 DURATION OFSCHOLARSHIP**

- 4.18.4.1 Student shall be awarded scholarship from first semester till completion of the degree program as per the students need/requirement.

### **4.17.5 FUNDS MAINTENANCE**

Separate account titled "Bahria University Sponsor A Student" (Account # 5627-5001194316) shall be maintained by Finance Department (HO) for the funds received from individual/ group/ organizations/ any other donor agency.

#### **4.16.6 RESPONSIBILITY FOR IMPLEMENTATION, FOLLOW UP & FUNDS GENERATION**

- 4.16.6.1 Directorate of Student Affairs shall be responsible for overall execution of this scholarship scheme. However, for funds generation, support shall be provided by Endowment and Marketing Directorate along with Senior management of BU.
- 4.16.6.2 Demi Official (DO) letters shall be written to target potential donors/sponsors so as to introduce and encourage them to join hands with BU for this noble cause.

#### **4.16.7 AMENDMENT POWERS**

- 4.16.7.1 Rector Bahria University shall exercise full powers to amend/ abandon any one or all terms and conditions of subject Policy.
- 4.16.7.2 The Policy shall come into effect from the date of approval and liable to be reviewed as and when required.

### **4.17 Interest Free Loan Scheme for Laptop Procurement – BU**

#### **4.17.1 Introduction**

Investment in youth has been recognized as the best long-term speculation for prosperous future of any nation. Bahria University facilitates its students in different ways to fulfill their dream of becoming successful graduates so as to perform exceptionally good in their practical life.

Laptop is now an important gadget for students to perform their academic and research activities. In this information age, personal computing devices, like a laptop, is a must especially for students at Higher Education level.

Keeping this reality in consideration and realizing its importance BU is launching its Loan policy for Laptop procurement w.e.f **Fiscal year 2020-21**. This scheme shall support financially underprivileged students at UG Level to buy laptops as per their academic requirements.

#### **4.17.2 Eligibility Criteria**

Following shall be the eligibility criteria:

- 4.17.2.1 Loan for laptop procurement shall be offered to the students from 2<sup>nd</sup> semester to 6<sup>th</sup> semester students holding minimum CGPA of 2.5 at UG level and incase of annual system student of 2<sup>nd</sup>year/ 3<sup>rd</sup> year with 50% Marks can apply/ avail

the facility.

- 4.17.2.2 Selection shall be made based on need assessment of students i.e those students who cannot afford to buy laptop for their academic use shall be eligible to apply.
- 4.17.2.3 Two committees one at Campus Level and other at Head Office will evaluate the individual cases and put up the recommendation to Honorable Rector for final approval.

### **4.17.3 Financial Parameters**

- 4.17.3.1 Initially the allocated budget for Laptop Loan Scheme in **FY 2020-21 is Rs. 12 million** that may be revised depending upon fiscal space. Every year dedicated budget shall be allocated by BU under this scheme.
- 4.17.3.2 An amount of loan up to the limit of **Rs. 100,000/-** shall be approved and paid to students, over and above expense, in case of student buying a laptop with very high technical over and above expense, in case of student buying a laptop with very high technical specification due to academic & research requirement, shall be borne by students themselves.
- 4.17.3.3 It will be a revolving fund, as once the student starts repaying the loan and it is expected that in coming years' additional cases shall be approved from recovered loan as well.

### **4.18.4 Selection Committees**

Following shall be the composition of committees for the selection of eligible students:

#### **4.18.4.1 Campus Level (Campus based Laptop Loan Committee)**

- a. **President Selection Committee:** Director Campus of respective CUs (in case of BUHS it will be Principal of respective section)

- b. **Members:**

- Manager SSC (Campus Focal Person)

- Accounts Manager
- Any members nominated by campus management

#### **4.18.5 Head Office Level (Central Laptop Loan Committee)**

- Chairman Selection Committee:** Pro-Rector-Academics (who is also Chairman Scholarship Committee)
- Members**
  - Treasurer
  - Director Student Affairs
  - Any senior faculty member or from Campus administration side nominated by campus management.

#### **4.18.6 How to Apply**

At the commencement of new semester/ year in case of annual system, **DSA office** with the support of **DIT** shall advertise the loan scheme among campuses through which students are to be advised to apply online.

Interested Applicants shall be asked to apply through Application Form along with submission of supporting documents (evidence to evaluate neediness of students), which would include:

- Salary/pension Certificate in respect of Father/ Guardian, Mother, Brothers & Sisters
- Telephone Bill (Most recent/ family residency)
- Gas Bills (Most recent/ family residency)
- Electricity Bills (Most recent/ family residency)
- University transcript
- NIC copy and 2 passport size photographs
- Student/ Co-borrower/ guarantor's back account statement for last 6months

#### **4.18.7 Loan Conditions**

- 4.18.7.1 Successful applicants for a loan must sign a Loan Agreement, including a repayment schedule.
- 4.18.7.2 The repayment schedule must be so structured as to allow full loan repayment in equal installments (divided in total remaining

semesters/ 6 months in case of annual system) prior the students is permitted to graduate.

- 4.18.7.3 Cheque will be issued in favor of students against approval loan.

#### **4.18.8 Guarantors**

4.18.8.1 Parents/ guardians are to be joint borrowers (irrespective of their means and age of student).

4.18.8.2 Co-obligation of spouse in case of married students.

#### **4.18.9 Security Clause**

Following parameters will be adhered in awarding the Loan for Laptop procurement:

4.18.9.1 No security deposit shall be required by the applicant (student). A bond will be signed between the applicant (student) and Bahria University mentioning the repayment schedule as well.

4.18.9.2 The final transcript and degree will not be issued prior clearance of all payable loans by the students. **Account office** of respective campus is to confirm clearance or otherwise of loan payable by the students.

4.18.9.3 Parents/ guardians to be joint borrowers (irrespective of their means and age of student).

4.18.9.4 Co-obligation of spouse in case of married student.

#### **4.18.10 Failure to Comply with Loan Repayment**

When a student will fail to pay back the Loan, his/her final transcript and degree will not be issued, till the time 100% loan is not recovered.

#### **4.18.11 SOPs for Interest Free Loan Scheme for Laptop Procurement**

##### **4.18.11.1 Application Request**

- a. Students as per approved policy shall be eligible to apply for interest free loan scheme for Laptop procurement.
- b. The students are to apply for laptop loan to their respective Student Support Center on

prescribed application form along with supporting documents.

#### **4.18.11.2 Documents Required**

Students shall be asked to upload all required documents as mentioned below along with online application form. However, hard copies of the same may also be submitted to **Campus Focal Person (Manager Student Support Centers)** for recording & audit purpose:

- a. Salary/pension Certificate in respect of Father/ Guardian, Mother, Brothers & Sisters.
- b. Telephone Bill (Most recent/ family residency).
- c. Gas Bills (Most recent/ family residency).
- d. Electricity Bills (Most recent/ family residency).
- e. University transcript.
- f. NIC copy and 2 passport size photographs.
- g. Student/ Co-borrower/ guarantor's back account statement for last 6months.

#### **4.18.11.3 Selection Process**

- a. Campuses are to initially scrutinize all the received applications and short list the candidates through processing from **Campus based Laptop Loan Committee** considering their need. Head of CUs are to forward the list of recommended applications endorsed by respective DGs with their comments/ recommendations to **Central Laptop Loan Committee**.
- c. The Central Laptop Loan Committee after interviews will recommend the applications for final approval of Honourable Rector.

### **4.18.12 Loan Payment**

The loan payment will be drawn in favor of the student.

#### **4.18.12.1 Agreement with student & Guarantor**

- a. Once the final approval is granted, an agreement will be signed between the students with guarantee of his/her parents or spouse in case of married student and

the University.

- b. Original signed agreements shall be maintained by **Campus Accounts Section** for Audit & record keeping purposes.

#### **4.18.13 Purchase Receipt**

- 4.18.13.1 Loan recipient (Student) will have to show the original purchase receipt (invoice) along with asset purchased to respective Campus IT section for physical verification w.r.t specification, SNID as per actual invoice. It will be mandatory for Campus IT department to add the SNID of the laptop in online portal.
- 4.18.13.2 Afterwards, students shall submit the deed agreement along with purchase invoice to relevant **Campus Account Section**.
- 4.18.13.3 **Campus Accounts Section** shall attach the documents including purchase invoice & deed agreement with already submitted Loan Agreement by the same student for record keeping.

#### **4.18.14 Repayment Schedule**

For repayment of Loan following are to be ensured:

- a. Repayment is to begin from very next semester/ sis monthly in case of Annual System, of borrowing and has to pay back before leaving the University, regardless of whether or not he/she has completed the degree program.
- b. The repayment of 100% loan may be ensured before the student completes his/her degree requirement and final degree may be issued once the student clears his/her study loan.
- c. In case of student applying in 6<sup>th</sup> semester or third year, loan amount shall be divided in equal installments, to recover complete amount in available time.
- d. It shall be responsibility of the student to keep the asset safe, in case of any mishap i.e. Theft etc. beneficiary has to recover complete loan availed.

#### **4.18.15 Accounts Departments**

- 4.18.15.1 Account section of respective campus shall be responsible for keeping overall record of loan along with ensuring loan collection as per the repayment schedule. Loan shall be divided

equally in remaining semesters/ by monthly in case of annual semester and be added in university fee vouchers for recovery. DIT will design software to provide required IT support to campuses.

#### **4.18.16 Departments responsible for Execution**

- 4.18.16.1 Office of Student Affairs: DSA office shall be responsible for the overall execution of this scheme in all respect.
- 4.18.16.2 Student Support Centers: SSC's of respective campuses shall be responsible for promoting this scheme among students at campus level and to collect documents (Application Forms from students & to process for initial scrutiny at campus level under the guidance of respective Director Campuses/DG".
- 4.18.16.3 Treasurer: Treasurer BU shall be responsible for allocation & disbursement of funds to campuses and maintain overall financial record of campuses including payments & collection.
- 4.18.16.4 Directorate of IT: DIT will design online portal to provide required IT support to campuses.
- 4.18.16.5 Campus Account Sections: Accounts sections of respective campuses shall be responsible for keeping overall record of loan along with ensuring loan collection as per the repayment schedule.

#### **4.18.17 Amendment Powers**

- 4.18.17.1 Rector Bahria University: Rector Bahria University has the full powers to amend/ abandon a specific or all terms and conditions of the Loan Policy for Laptop procurement and Student Agreement if required, under extreme compassionate grounds.
- 4.18.17.2 The Policy document is subject to change/ amendments from time to time depending upon the requirement and status of funds available.
- 4.18.17.3 The Policy will implement w.e.f **FY2020-21** and shall be reviewed after every year.

#### **4.18.18 Audit of the Scheme**

- 4.18.18.1 In order to execute this scheme in line with the

till the repayment of loan, following shall be responsible to review and audit this scheme on Annual basis:

- a. DIT (Chairperson Committee).
- b. Manager Audit (HO)/ Accounts (HO) (Member).
- c. DSA Office representative (HO)(Member)
- d. Campus Focal Person (Nominated by Campuses)(Member).

4.18.18.2 Detailed report shall be submitted by monitoring team to DSA Office for future compliance and improvements in existing system and policy, if required.

#### **4.19 List of External Scholarships Available at BU**

4.19.1 BU students can also be benefited from the following scholarships being offered by Govt/ Semi Govt agencies, details are:

- 4.19.1.1 HEC Need Based Scholarships (sponsored by HEC).
- 4.19.1.2 Punjab Education Endowment Fund (PEEF) Scholarships for UG & Master's Program
- 4.19.1.3 HEC Ehsaas Undergraduate Scholarship Program
- 4.19.1.4 Baluchistan Education Endowment Fund (BEEF) for UG and Master's Program
- 4.19.1.5 Frontier Education Foundation Scholarship for UG & PG Programs.
- 4.19.1.6 HEC- Provision of Higher Education opportunities for the students of Baluchistan & FATA
- 4.19.1.7 Sindh Educational Endowment Fund for UG and Master's Programs
- 4.19.1.8 HEC, PM-Fee Reimbursement Program for PhD students
- 4.19.1.9 Allama Iqbal Scholarship for Afghan Nationals
- 4.19.1.10 Workers Welfare Boards
- 4.19.1.11 HEC Indigenous 5000 Fellowship Program
- 4.19.1.12 International Committee of Red Cross for LLM Students

#### **4.20 BU PhD Fellowship Program**

The BU PhD Fellowship Program is a full-time, regular PhD program. Scholars will receive a monthly stipend of PKR 100,000/- for a fellowship period of three years. The fellowship also includes a full tuition fee waiver for the duration of the fellowship period. Scholarships will be awarded in accordance with the BU PhD fellowship Program 2024.

#### **4.21 Incentive-Based PhD Program**

This program provides financial incentives to scholars. If a scholar successfully completes the PhD degree within the regular three-year period with W-Category journal paper for sciences/X-Category journal paper for social sciences, he/she will become eligible for full tuition fee reimbursement. Further details are outlined in the BU Incentive- Based PhD Program 2024.

## CHAPTER 5

## 5.1 Scheme of Marking

- 5.1.1 A total of 100 marks will be assigned for purpose of examination and grading. The assessment tools and the Scheme of Marking, for all BS/equivalent and MBA programs shall be as follows (for MS/MPhil & PhD programs refer to MS/MPhil & PhD Rules respectively):

**Scheme of Marking**

<b>Assessment Tool</b>	<b>Engg &amp; CS Programs</b>	<b>All Other Programs</b>
Quizzes (at least three per semester)	10 marks	15 marks
Projects/Assignments/Class Presentations/Practical's/Case Studies/ Class Participation	20 marks	20 marks
Mid-Semester Examination	20 marks	25 marks
Final Examination (Comprehensive)	50 marks	40 marks
<b>Total</b>	<b>100 marks</b>	

- 5.1.2 The duration, marks and schedule of Quizzes, Projects, Assignments, Class Presentations, Practical's, Case Studies etc shall be determined by the class teacher, while remaining within the constraints of numbers and weightages as given in above Table, and communicated to the students, in writing or electronically, as part of the course timetable right at the beginning of the semester.

### 5.1.3 **Medical and Dental Programs.**

5.1.3.1 The Marking Scheme will be determined by the Health Sciences Dept within the parameters provided in the PMDC rules.

### 5.1.4 **MS/ MPhil /PhD Programs.**

5.1.4.1 The Marking Scheme of course work and dissertation / thesis evaluation will be determined by the PG Rules.

5.1.4.2 Appearing in the Final Examination at the end of the semester/Annual Examination is mandatory. Absence from examination shall result in the award of Grade 'F' in the respective course.

## 5.2 Retakes of Mid-Term and Final Examinations

- 5.2.1 Retakes shall be allowed to students only in situations of self-hospitalization and a bereavement in the immediate family (parents, grandparents, siblings, spouse and children).
- 5.2.2 The Management of the CU shall ensure that the Examination schedules do not clash with any national or international examination calendar, or with any other event which would preclude taking examinations.
- 5.2.3 Retakes shall be held one week after the examinations on the same day as notified by the management.
- 5.2.4 Retake applications shall be decided by the HCUs (DGs, or Director where no DG), on case-to-case basis.
- 5.2.5 An amount of Rs 3,000 (three thousand rupees) per course will be charged for each Retake exam (Mid-Term and Final) from the student.

### 5.3 Grading Procedures (for semester based Students only)

- 5.3.1 In the Bachelors level programs, BU will use the following grading system to evaluate student performance:

**Grading System**

Grade	Grade Point	LL %	UL %
A	4.00	≥ 85	-
A-	3.67	≥ 80	< 85
B+	3.33	≥ 75	< 80
B	3.00	≥ 71	< 75
B-	2.67	≥ 68	< 71
C+	2.33	≥ 64	< 68
C	2.00	≥ 60	< 64
C-	1.67	≥ 57	< 60
D+	1.33	≥ 53	< 57
D	1.00	≥ 50	< 53
F	0.00	-	< 50
W	Withdrawn		

- 5.3.2 Grading scheme for the MBA,MS,MPhil and PhD programs  
Shall be same as for the UG programs, except that Grade F shall be reckoned below 60% marks and there shall be no C-, D+ and D Grades.
- 5.3.3 Grading rules may be reviewed after every 3 years or as and when required/ dictated by HEC or regulatory bodies of different programs. GPA will be calculated by applying the

following formula:

$$\text{GPA} = \frac{\sum (\text{Credit Hrs} \times \text{Grade Point})}{\sum \text{Credit Hours}} \quad (\Sigma = \text{is sum of})$$

#### 5.4 Minimum Pass Marks

Minimum Marks to Pass a Course in different programs shall be as follows:

UG Courses:	50%
MBA/MS/ MPhil/ PhD Courses:	60%

#### 5.5 Probation and Drop Rules for Underperforming Student

5.5.1 In any semester, a student shall be placed on Probation for failing to achieve the minimum CGPA (GPA if it is the first semester) stipulated for the programme, as follows::

<b>Program</b>	<b>Minimum GPA</b>
AD	2.0
BBA/BEE/BS	2.0
MBA/MS/MPhil	2.5
PhD	3.0

5.5.2 After each Probation, a formal warning letter is to be issued to the student by the concerned HOD and a copy of the same – duly signed/ acknowledged by the student – is to be retained in the respective HoD office for record purposes.

5.5.3 The student shall be Dropped from the academic programme upon failure to attain the minimum CGPA in the immediate semester after two consecutive Probations.

5.5.4 A student on probation who improves his/ her CGPA (including Summer session) equal to or higher than the minimum CGPA defined in clause 7.10.1 above shall be taken out of the Probation regime and his/ her Probation count reset to 'Zero' for the leftover semesters till the programme completion.

5.5.5 The student placed on 2nd consecutive Probation must not register for a new course/ new semester without the prior approval of the concerned Principal, through the respective HOD.

5.5.6 A student Dropped from an academic programme after two consecutive Probations can be re-admitted to the same programme as a new student only after qualifying the entry

test requirements, as per merit.

- 5.5.7 When a student is readmitted with credit exemptions (only for C+ and above grades) from a previous admission, the maximum duration allowed to complete the degree programme would be counted from the date of the first admission.
- 5.5.8 Undergraduates of BU academic programmes enrolled in CUs administratively and financially under the Naval Headquarters are to follow relevant PN rules for Relegation/ Withdrawal

## **5.6 Baseline Eligibility Criteria for Honours & Awards**

A student shall be eligible for an Academic Honour/ Award if he/she : -

- 5.6.1 Has completed the program within the Regular program duration, as defined in the table of clause 5.12.9.
- 5.6.2 Has taken full semester load for the entire degree program (as applicable) without having withdrawn or repeated any course prescribed for any semester.
- 5.6.3 Has scored a minimum 3.60 CGPA.
- 5.6.4 Does not have any incomplete credit hours.
- 5.6.5 Does not have any Migration/ Credit Transfer (excluding transfer from one CU of the BU to another or credit transfer through ACM approved exchange program)/ or Summer Semester Course (except Courses under approved regular programs) to his her credit.
- 5.6.6 Has never been penalized in any disciplinary case at the University.
- 5.6.7 Has not submitted the finalized Thesis/ Final Year Project beyond the regular timeline as stipulated in clause 5.7.1.4 and 5.7.1.5

## **5.7 Conditions for Medals**

- 5.7.1 Subject to the rules at clause 5.6, graduates shall be awarded Gold and Silver medals as enunciated:

### **(Semester Based Programs)**

- 5.7.1.1 Gold and Silver medals will be awarded to the students who achieve first and Second highest CGPA respectively, within the same batch.

- 5.7.1.2 Where two or more graduates have the same highest CGPA, their aggregate percentages will determine the Gold and Silver medals. If percentages are also same, then all graduates will be awarded Gold Medals. In such a case, no Silver Medal will be awarded.
- 5.7.1.3 In a double tie (same CGPA and same aggregate percentage) situation for Silver medal between two or more graduates, all graduates will be awarded Silver Medal.
- 5.7.1.4 MS/MPhil MS/ MPhil students are to submit their Thesis to respective Department by end of 2nd week of next semester. Departments are to subsequently submit the result of each student's Thesis by the end of Week-10 into next semester.
- 5.7.1.5 Duration of Thesis/ Project for MBA programmes shall be one semester. Open defence shall normally to be held in 3rd week after completion of final examination of previous semester. Students completing their Thesis/ Project within this time period shall be eligible.

## 5.8 Conditions for Honour/ Merit/ Distinction Certificates

- 5.8.1 Honour Certificates: Subject to the rules at clause 5.6 and 5.7, graduates scoring a minimum of 3.6 CGPA upon completion of respective program shall be awarded Cum Laude Honours as per following categories:

<u>Honour</u>	<u>CGPA Requirement</u>
Summa Cum Laude	≥ 3.90
Magna Cum Laude	≥ 3.80 to <3.90
Cum Laude	≥ 3.60 to <3.80

## 5.9 Rector's Honours List

In every semester, students achieving CGPA 3.90 or above will be included in the Rector's Honours List for the corresponding semester, followed by displaying the Honours List on BU website and Campus Notice Boards to acknowledge their distinguished academic performance. Rector's Honours List will be prepared and promulgated by the Examinations Directorate, BUHO for preceding semester for which results have already been compiled and declared.

## 5.10 Annual Programs (MBBS/ BDS Programmes Only)

### **Baseline Eligibility Criteria for Academic Honours & Awards**

A student of MBBS/ BDS Programmes shall be eligible for an Academic Honour & Awards, if he/ she:

- 5.10.1 Has completed the programme within the Regular programme duration (i.e. 5 x Professional years for MBBS and 4 x Professional years for BDS).
- 5.10.2 Has taken full annual load for the entire degree programme (as per applicable academic roadmap) without having supplementary examination in any subject prescribed for any Professional year.
- 5.10.3 Has scored minimum 75% aggregate marks in combined results of all subjects during MBBS/ BDS programme.
- 5.10.4 Does not have any Migration (excluding transfer from one CU of BU to another). This condition will not be applicable to migrated students for award of Merit and Distinction Certificates.
- 5.10.5 Has never been penalized in any disciplinary case at the University.

**5.11 Conditions for Award of Medals.** Subject to meeting baseline eligibility criteria under Clause 5.10, MBBS and BDS graduates shall be awarded Gold and Silver medals as enunciated below:

- 5.11.1 Gold Medal will be awarded to the graduate scoring highest overall percentage based on aggregate percentage of all professional examinations. The graduate getting second highest aggregate marks will be awarded Silver Medal.
- 5.11.2 Where two or more graduates have the same highest aggregate percentage, then all graduates will be awarded Gold Medals. In such a case, no Silver Medal will be awarded.
- 5.11.3 In a tie situation for Silver Medal between two or more graduates, all graduates will be awarded Silver Medals.

**5.12 Conditions for Award of Certificates of Medals.**

- 5.12.1 Subject to meeting all conditions given in Clause 5.10, the students who score highest marks in a particular subject in their respective batch shall be awarded "Certificate of Merit" in that subject.
- 5.12.2 In case where two or more students score exactly same highest marks in their respective batch, then all the students

will be awarded “Certificate of Merit” in that subject.

- 5.12.3 Students who have migrated from other Medical/ Dental colleges shall be eligible for award of “Certificate of Merit” in MBBS/ BDS subject(s) for which examinations were held at CU/ AU of BU and after meeting all conditions under clause 5.10.

### **5.13 Conditions for award of Certificates of Distinction..**

Students of MBBS/ BDS programmes meeting eligibility criteria given in Clause 9.3.1 and obtaining 85% or above marks in a particular subject shall be awarded “Certificate of Distinction” in that subject after meeting following conditions:

- 5.13.1 Student must have qualified all the subjects in first attempt i.e. annual examinations of respective MBBS/ BDS examinations of that professional year.
- 5.13.2 Subjects qualified in supplementary examinations with 85% or above marks shall not be counted for award of Certificate of Distinction.
- 5.13.3 Certificates of Distinction shall be finalized on yearly basis after declaration of the results of preceding academic MBBS/ BDS professional examinations by Examinations Directorate, BUHO.
- 5.13.4 Students who have migrated to/ from other Medical/ Dental colleges shall be eligible for award of “Certificate of Distinction” in MBBS/ BDS subject(s) for which examinations were held at a CU/ AU of BU and meet the conditions given in clauses above.

### **5.14 Rector’s Honours List.**

After each professional year, MBBS/ BDS students achieving 80% or above overall percentage on cumulative basis combined for all Professional years completed so far will be included in the Rector’s Honours List of that academic year. The names of students placed on the Rector’s Honours List will be displayed on BU/ CU web page and Campus Notice Boards. Rector’s Honours List will be prepared and promulgated by the Examinations Directorate, BUHO after declaration of results of each Professional year.

### **5.15 Honours & Awards for the Medical, Dental and Nursing Students**

- 5.15.1 **Medals.** Gold Medals will be awarded to the students scoring highest percentages in the Final Professional Examinations based on aggregate percentage of all Professional

Examinations. The students getting second highest aggregate marks will be awarded Silver Medals.

5.15.2 **Merit Certificates.** Merit Certificates will be awarded to the students scoring highest percentage in different Professional Subjects on yearly basis or as per policy determined by the respective Institutes/Colleges.

5.15.3 **Distinction Certificates.** Distinction certificate will be awarded to the students obtaining 85% and above marks in a specific subject, should have passed all the subjects of the class in annual examinations, and no disciplinary action taken against the student by the concerned college or the Universities.

## 5.16 Graduation Time Frame and Time Bar Cases

### 5.16.1 Maximum Duration of Programs

- a. All 4 years Programs except Engineering Maximum time limit of 6 years, further extendable for one year with the approval of Rector. Engineering Programs maximum time limit of 7 years non-extendable.
- b. 5 years Programs: Maximum time limit of 7.5 years, further extendable for one year with the approval of Rector.
- c. 1.5/ 2 Years MS/ MPhil/ MBA Programs: Maximum time limit of 3 years, further extendable for one year with the approval of Rector.
- d. PhD Programs: Maximum time limit of 6 years, further extendable for two years (1<sup>st</sup> year extension by FRC and 2<sup>nd</sup> year by Rector). All extensions granted shall be in continuation to regular/ maximum time limit of the respective degree program.

5.16.2 Students unable to complete the degree requirements within the extended/ maximum duration of the program shall become Time-Barred for award of degree, and their names shall be struck off the roll. Such students could apply, to the Rector through the Principal/ Director Academics of the CUs, for Waiver to the Time-Bar within the permissible time duration limits. All such cases shall be processed by the Academics Directorate (BUHO).

5.16.3 There shall be a time limit (Time Late) within which a Time Barred student may apply for Time Bar, as stipulated in table of clause 5.12.7. Post-Time Late applications shall not be processed.

5.16.4 If Waiver to the Time Bar is approved, the student shall be

required to complete the missing credits/degree requirements within the period of the Waiver. Credit Hours/degree shortfalls shall be met in a regular semester; there shall no summer session for the students granted Waiver to Time Bar. The student shall be awarded degree if he/she completes the missing Credit Hours/degree requirements successfully.

5.16.5 Waivers shall not apply to the BE programs which must be completed within seven years extended/maximum duration, as per the PEC rules. After seven years, Time Bar shall be permanent.

5.16.6 The aforementioned rules are summed up as per table of clause 5.13.8, for different categories of degrees/ programs, in terms of:

- a. Regular Program Duration.
- b. Extended/Maximum Duration.
- c. Maximum Degree/Program shortfall permissible for Waiver application.
- d. Maximum Time Late during which Time Bar Waiver may be applied.
- e. Maximum Waiver that can be granted.

5.16.7 The time-limits in following table shall include all cases of semester freezing, dropping, rustication, or any other unavoidable contingencies.

**Programs Durations & Time Bar Limits**

<b>Degree</b>	<b>Regular Duration (yrs)</b>	<b>Maximum Duration* (yrs)</b>	<b>Extension to Maximum Duration* (yrs)</b>
AD	2.0	3.0	1 (Semester by Rector)
BE	4.0	7.0	Nil
BS/ BBA	4.0	6.0	1 Year (by Rector)
BBA	2.0	3.0	
LLB	5.0	7.5	
MBBS	5.0	As per Accreditation Authority Rules	
BDS	4.0		
DPT	5.0	7.5	1 Year (by Rector)
MBA & MS	1.5	3.0	
MBA, MS, MPhil & LLM	2.0	3.0	
PhD	3.0 (Minimum)	6.0	2 years (1 <sup>st</sup> year by the FRC, 2 <sup>nd</sup> year by the Rector)

## 5.17 Advising, Guiding, Mentoring and Counseling Students

5.17.1 BU will provide academic guidance to all students throughout their academic career at BU. First such guidance shall be provided by the Student Advisor who shall:

- a. assist the students entering BU with the selection of their courses;
- b. inform and explain admission and credit transfer credit rules/implications;
- c. assist the students in the general adjustments to university life;
- d. serve as resource person for university information; and
- e. Guide the students to meet the graduation requirements.

5.17.2 The next, and the most significant, guidance shall be at the level of the permanent faculty members who shall:

- a. guide, advise, mentor and counsel the students to help them complete their degree requirements on time and in the best academic manner;
- b. encourage the students to join various Societies & Clubs for professional & personal grooming, with the overall aim of contributing positively to the society;
- c. if unable to address at own level, escalate the students' questions, queries or concerns to the HoD who in turn may approach the Director/Principal, if so required;
- d. counsel the student on matters related to any aspect of academics;
- e. allocate at least two hours per day, during office times, three days, a week for consultation by the students (the times shall be displayed outside the faculty member's office); and
- f. Encourage the students to come to their offices for counseling/consultation (this activity improves the credibility and image of the faculty members; counseling record, especially of weak students, shall be maintained; involvement of parents if considered appropriate on any matter, may also be arranged through the HoD or the Director Campus).

5.17.3 The responsibilities of the Student Advisor and the Faculty

Members notwithstanding, it shall be the student's responsibility to know his/ her degree requirements, to be accountable for university policies, and to obtain course-scheduling information. The student shall be responsible for completion of degree requirements, including pre-requisites. For any clarification, query or problem relating to any academic matter which may not be resolved at the HoD level, the student may contact Director/ Principal of the concerned CU.

## **5.18 Internships**

5.18.1 The students of 4-years UG Programmes of all the faculties (ES, MS, H&SS, Law, HS) are allowed to undertake the mandatory (0 x CH) Internship after the 4th semester.

5.18.2 Respective HoDs/ Placement offices will recommend students for internship with reputed organizations. Minimum period of internship will be six weeks. Students will be expected to work on a Project during internship and submit a report to the Placement offices on completion. The reports must be accompanied by a Certificate of Completion from the respective organization in which the student worked during internship time. The internship will be non-credit/ credit mandatory for degree completion where applicable as per roadmap of programs.

## **5.19 Community Support Program as a Degree Requirement**

The University's students shall contribute to nation building, through the Community Support Program (CSP). These students shall serve the community for 40 contact hours, as a degree requirement.

## **5.20 Registration of Research Work (Project, Dissertation of Thesis)**

5.20.1 A Project, Dissertation or Thesis will be assigned to a student, or a group of students, as applicable, as partial requirement for earning a degree. Students shall be required to submit their Project, Dissertation or Thesis on time. Following rules shall apply to all BS/equivalent and MBA programs.

5.20.2 Projects, Dissertations and Theses are to be registered in the second last semester according to the regular program road map, as applicable. Target date for completing the Project, Dissertation or Thesis, will be allotted by the respective departments.

5.20.3 It shall be the responsibility of the students to meet the deadlines and targets set by the Supervisor/ Coordinator. Students unable to complete their research work on time will be required to register again with full payment of fees. Late submissions will incur penalties as specified in the University research manuals.

5.20.4 For MS/MPhil and PhD programs, refer to MS/MPhil & PhD Rules respectively.

## **5.21 Psychology Club**

The main objective of Psychology Club is to spread importance of mental health among students of Bahria University by conducting different sessions /seminars and activities to enhance the positive learning environment. The club also intends to provide information on different psychological conditions and stress related factors which might affect healthy academic progress and overall personality growth.

## **5.22 Exam writer for Special Students**

5.22.1 A visually impaired student may be allowed to attempt the Mid/Final Exam on braille, computer or any other means of facilitation.

5.22.2 A physically handicapped/visually impaired student may be provided a writer of Test/Exam. Procedure/conditions willbe:

5.22.2.1 Apply to the HoD two weeks in advance, with medical certificate proof of disability.

5.22.2.2 Qualification of the writer shall be at least one step lower than that of the student. (e.g for level 6 student, the writer should be level 5 or less).

5.22.2.3 Student shall be allowed 45 minutes (Max) extra time to solve the question paper.

## CHAPTER 6

Constituent units of Bahria University have Standing Committees for supervision of all matters pertaining to academic affairs, examinations, admissions, student affairs and discipline. The composition and functions of these committees have been listed here for your guidance:

## 6.1 Student Affairs Committee

There is a student affairs committee comprising:

Senior Permanent Faculty Member appointed by the Director of concerned Campus	Chairperson
Student Advisors of all Courses, Class Reps of all under graduate and graduate classes	Members

### Functions

The Student Affairs Committee studies the needs and problems of the students and conveys its recommendations on the subject to the Director. It conveys to the students (through their representatives) University policies on various administrative matters and also obtains and conveys the views of the students to the Director with its recommendations.

## 6.2 Equivalence Committee

There is a student affairs committee comprising:

Head of the Department	Chairperson
Senior most Permanent Faculty Member of concerned department and one Permanent Faculty Member appointed by Director.	Members

### Functions

The Equivalence Committee examines the cases of admission of candidate to the university from other Universities, Colleges, Institutes, etc. whose examinations are recognized as equivalent to the corresponding examinations of the university recognized by the Higher Education Commission and makes recommendations to Bahria University through the Campus Director for final approval. The Committee also scrutinizes all applications for transfer of credits and determines the equivalent status.

### 6.3 Disciplinary Committee

The Discipline Committee comprises:

Senior most Permanent Faculty Member	Chairperson
Heads of Departments, Deputy Director (A&C), two Permanent Faculty Members appointed by the Director.	Members

#### Functions

The Discipline Committee is responsible for maintaining discipline and deals with all cases of indiscipline on the part of students. It recommends award of penalties/ punishments and renders advice to the Director on administrative matters needed to maintain a peaceful environment on the campus. Intimation will be sent to BUHO for all penalties awarded to a student.

### 6.4 The Examinations Committee

The Examinations Committee comprises:

Director (Academics)/DD Academics	President
Head Invigilator (Concerned HoD)	Member
Relevant Invigilator	Member

#### Functions

The Examination Committee shall supervise the conduct of examinations, setting of papers and evaluation of answer books. It is also responsible for matters relating to evaluation, and compilation of results/use of unfair means etc.

### 6.5 Admissions Committee

The admissions Committee comprises:

<b>Director of the Campus</b>	<b>Chairperson</b>
Heads of all Departments DD (Admissions) DD (A&C)	Member Member Member

#### Functions

The Admissions Committee is responsible for ensuring smooth conduct of the admissions process and for ensuring compliance of the university policies on the subject. It ensures that the admission criteria are strictly followed.

## 6.6 Plagiarism Standing Committee

There shall be a Plagiarism Standing Committee comprising:

Three Senior Faculty Members	Senior most being Chairperson
Subject Specialist	Co opted member
A Nominee of HEC	Member
A Senior Student (only if a student is investigated upon)	Member

### Functions

The Committee will investigate the nature and extent of plagiarism in any research work or project referred to it. The Committee will submit its report with clear cut findings and recommendations to the Rector within sixty days of reference or as directed. The Committee is to be guided by the HEC policy on Plagiarism.

## 6.7 Central Scholarship Committee (CSC)

There shall be Central Scholarship Committee comprising:

Pro-Rector	President
Director Student Affairs	Secretary
Permanent Senior Faculty Member (respective campus)	Member

### Functions

The aim of the Committee is to select the students so as to assist them with their educational expenses. Students will be selected for the award of the following scholarships:

- Advanced Merit Scholarship
- Merit Scholarships
- Student Study Loan
- All HEC Cosponsored / other outsourced scholarship

## 6.8 Students Grievances Oversight Committee

6.8.1 There shall be a Student Grievances Oversight Committee (SGOC), at CU level for each department, to address grievances of students against any teacher, instructor or administrative staff, with respect to matters of code of conduct, grades or any administrative matter. The committee shall comprise:

- a. Head of CU.
- b. HoD.
- c. CU Exam-In-charge.
- d. Two (2) senior mot FMs of the department.

- 6.8.2 If grievance is about the award of a grade, the procedure shall be as follows:
- a. The student must submit the grievance, in writing, within seven working days of the receipt of the grade, to the HoD who shall forward it to the SGOC
  - b. The SGOC shall hear both sides and will give its decision, which shall be final and binding on all parties, within five working days or before the start of registration for the new semester, whichever is earlier.

## CHAPTER 7

## **7.1 Worries about Grades**

For grades students may talk to teachers privately and find out exactly where they stand and what they need to do to improve grade. The teachers are very helpful and they appreciate the initiative of students who contact them. Bahria University has student advisors who will have several alternative suggestions for solving students' problems. Student profile or website can also be seen for grades.

## **7.2 Campuses Safety**

Bahria University campuses are quite safe. Male and Female security staff remain vigilant at the gates and also take rounds of the campus and respond to calls during study hours. In case of any problem, student should immediately approach the nearest security staff or contact the University administration.

## **7.3 Computer Facilities**

Students have access to a number of computer labs on the campuses where they will find the latest interlinked systems and high speed internal connections. They can get online, check email, or use a wide variety of software. Labs fill up fast when exams are around the corner, so student should plan ahead. There are workstations in library and the campus corridor with Wi-Fi.

## **7.4 Medical Facility**

Health Care facilities have been set up at all campuses of Bahria University, which are manned by Medical Officers and their staff to provide medical assistance, OPD treatment and temporary hospitalization to students in case of need. Arrangements will be made by the University for you to be taken to the hospital, if required.

## **7.5 Car Parking**

Parking is definitely a challenge because spaces are limited. Separate parking areas have been designated for the students. Parking stickers can be purchased from DD Admin & Coord of concerned campus.

## **7.6 Redress of Grievances**

In the event of an academic grievance, the student should first make an appointment to discuss the grievance with the professor involved. Hopefully the issue will be resolved amicably at this

stage, but if it is not, the student may request for an appointment with the Head of Department, who will investigate the complaint by obtaining data and statements from all parties involved and will attempt to resolve the grievance by mutual consent of the student and faculty member. However, if the matter is still unresolved the HoD will refer the case to Director for decision. If the Director's decision does not redress the grievance of the student the matter would be referred to DG Campus and finally the Rector.

## **7.7 Convocation**

Graduating students of the advertised Batches will only be awarded degree in their related convocation ceremony.

## CHAPTER 8

## 8.1 Bahria University Libraries

The University campuses have well stocked libraries, and time spent by the students there will meet your research requirements in a calm place. The libraries also provide electronic access through the internet to databases throughout the world. Special access rights have been obtained from many database sources to ensure that users have the most up-to-date information available to back their course requirements. BU Libraries are equipped with state-of-the-art systems and technologies. Circulation is fully automated with barcode and EM and RFID security tags.

## 8.2 Library Rules

Students are permitted to borrow 3 books at a time for a maximum period of 14 days. Books borrowed may be re-issued on completion of the time period provided:

- 8.2.1 The Library shall remain open according to timings notified from time to time.
- 8.2.2 A valid University card is must for borrowing the Book(s) and other material.
- 8.2.3 Mobile Phones/ iPods/ laptops should be kept on silent mode. Sleeping, listening/ watching drama and music etc, while staying at library is prohibited.
- 8.2.4 Personal belongings such as handbags, briefcases, etc., are to be left outside the library entrance.
- 8.2.5 Eating, drinking and smoking etc. are not permitted within library premises.
- 8.2.6 Silence must be strictly observed in the library except for brief and subdued talk with the library staff at the Circulation Desk or a discussion in the Discussion rooms.
- 8.2.7 Textbooks will be issued for 7 working days only but may be reissued the next day of the due date.
- 8.2.8 For the Book(s) returned after the due date, a fine of Rs.20/- per day would be charged.
- 8.2.9 Book Bank books will be issued for a period of whole/ one semester.

- 8.2.10 Book(s) will be reissued of due date if not required by any other member on the next day and not reissued on the same day. Book(s) will have to be presented at the time of reissue.
- 8.2.11 Library will receive only one copy of the final Project Report / Thesis of each graduating student sent by respective department.
- 8.2.12 Writing, underling or marking any book is strictly prohibited. Library books are carefully examined on return and the borrower will be held responsible for any damage.

### **8.3 Library Material**

Following library material will not be issued and must be consulted in the library:

- a. Reference Material.
- b. Thesis/ Project Reports.
- c. Audio/ Video cassettes/ CDs/ DVD's.
- d. Magazines and periodicals.
- e. Newspapers.

### **8.4 Library Services**

Library at each BU Campus provides the following services to its users:

- a. Circulation Services.
- b. Inter Library Loan.
- c. Current Awareness Services.
- d. Reference Services.
- e. Electronic Document Delivery.
- f. Plagiarism Detection Services.
- g. Citation Services.
- h. Information Literacy.
- j. User Education Services.
- k. Newspaper Clipping.
- m. Journal Content Services.
- n. VPN – User Specific Services.
- o. Reprographic Service.

## 8.5 Library Facilities

Following Library facilities are available in the libraries of all BU Campuses.

- a. Integrated Library System (KOHA).
- b. D Space Repository.
- c. HEC Digital Library Access.
- d. Local Digital Collection.
- e. Online OPAC Facility.
- f. EM Security System.
- g. RFID Security System.
- h. Self CheckIn/ CheckOut
- j. Book Request Facility.
- k. Research Support Facility.
- m. Wi-Fi Network Facility.
- n. Group Study Rooms.
- p. Scanning Facility.
- q. Computer Terminals & LEDs.
- r. Kindle E- Book Reader.
- s. Book Fairs / Exhibitions.

## 8.6 Borrowing Privileges

Following types of memberships are available to students for borrowing the library material:

<b>Membership Category</b>	<b>Borrowing Limit</b>	<b>Duration</b>
UG Students	03	15 days
Masters	04	15 days
MS/M.Phil	05	15 days
PhD Student	10	30 days

## 8.7 Security

University campuses have round the clock security staff for ensuring safety measures for the premises and the students. However, you are advised to personally ensure security of your personal belongings inside and outside the class rooms.

## 8.8 Cafeteria

Campuses have cafeterias with a variety of snacks available at reasonable rates.

## **8.9 Photocopying and binding of documents**

Photocopying and spiral binding facilities are available in the campus on payment.

## **8.10 Gymnasium**

At Islamabad & Karachi campus a gymnasium has been build where fitness machines, Basketball court, Badminton court and Table Tennis facilities are available. Students can use it when they are not in classes but they have to abide by the foot wear code of the gym.

## **8.11 Girls Hostel**

Girls Hostel with 150 rooms is available in Islamabad campus.

## **8.12 Bus Facility**

Bus facility is available on a predetermined route. Students can use university transport if it touches their residence on its route.

## **8.13 Well Being Centre**

There is a well-established facility for counseling services of students, faculty and staff at the campus. Well-being Centre serves in its best capacity by helping individuals to cope with their academic and personal stressors and maximize their inner potentials. A panel of consultant Clinical Psychologists that includes Faculty of department of Professional Psychology with trained team of psycho-therapists/ counselors is available to provide proficient services. The information of each individual benefiting from counseling services is kept confidential strictly.

## CHAPTER 9

## 9.1 Co-Curricular Activities

Bahria University provides opportunities to all students to join and participate in the activities of various clubs. Members of these clubs work closely with the staff and faculty to make arrangements for events. You are advised to become a member of at least one of these clubs that meets your interests as they contribute to personal and professional growth.

## 9.2 Student Support Centre

The affairs of every club are managed by Program Officer, Student Support Centre (SSC). The mission of SSC is to provide relevant activities, opportunities and challenges to make students globally/competitive, morally up right and disciplined.

## 9.3 Committee Composition

Following are the committee members nominated by the Campus Director for smooth function of each club/ association:

9.3.1 **President:** A faculty Member appointed by the Director

9.3.2 **Secretary:** A senior student appointed by the president of the committee.

9.3.3 **Treasurer:** A senior student appointed by the president of the committee.

## 9.4 Student Members

### 9.4.1 Chief Coordinator (CC):(01)

A student from post-graduate program for every club/association will be responsible to organize various activities of the club/ association in coordination with his/her team members and president.

### 9.4.2 Deputy Coordinator (DC): (01)

Will assist the CC in his/her duties and will also carry out his duties in his absence.

### 9.4.3 Team Members:

One member for each function of the clubs, from senior most Semester and 05 from each discipline of bachelor level.

## **9.5 Removal of Members**

The committee has the power to remove the name of any member from the club list giving reasons to the member; but such member has the right of appeal to the Director of the Campus.

## **9.6 Procedure for Establishing New Clubs/Societies**

The University does not permit establishment of non-registered clubs or societies. Any student willing to establish new ones must forward an application to the Director of the Campus through the Head of Department. The application must provide justification on with relevant benefits for the student community. The institute will either forward the proposal to the Director Academic Affairs of the university with his recommendations of the subject or, if the application is not accepted, he will have it returned to the applicant citing reasons for the rejection. These procedures are designed to ensure that all student societies follow recorded rules and for keeping the list of appointed committees and members current.

## **9.7 Clubs**

There are registered clubs in the university.

9.7.1 Membership of these clubs is open to all interested students, teachers and staff of the University. It is the responsibility of the president of each club to lay down the programs and events in consultation with its committee members, giving schedules of the timing and frequency of meetings and the met HoD of convening them.

## **9.8 Officially registered Clubs of Bahria University and their functions**

### **9.8.1 Literary & Debate Club**

The club is dedicated to bring together debates for holding and participating in parliamentary, HEC, inter university, national and international debates competitions. The members of the club have made a name for themselves by participating in the "Model United Nations" nationally, by joining the English speaking Union and by holding regular in-house debates.

### **9.8.2 Arts & Dramatics Club**

This club lets you release your artistic talents through a series of activities and competitions. These include painting competition, drama competitions, mime, fashion shows, etc. This club hosts the annual inter-city painting competition "Paintistan"

### 9.8.3 **Media Club**

Media club brings together young journalists, publishers, photographers, amateur directors and everyone interested in the Print and Electronic Media. It also deals with media coverage inside the university covering events, functions, publishing of magazines, movie shows. This club arranges movie nights for the students.

### 9.8.4 **Music Club**

The main objective of the Music Club is to expose and nurture talent of the student's representation of the university nationwide, providing a platform for musical experiments and exposure for the existing bands in the university. Music club holds regular sessions.

### 9.8.5 **Events Club**

The club hosts a variety of informational, entertaining and social activities throughout the semester including seminars, trips, concerts, spring festival, farewell dinners etc.

## 9.9 **Community Support Program as a Degree Requirement**

The University's students shall contribute to nation building, through the Community Support Program (CSP). These students shall serve the community for 40 contact hours, as a degree requirement in semesters 3-6, spread over any number of semesters from one to four.

9.9.1 Where a faculty member (full-time or visiting) assigns some activity to the class, which bears strong semblance with the BU CSP as defined in this chapter, such an effort may be construed as the CSP. To be counted as the CSP requirement, the concerned faculty member shall attach a recommendation letter with the activity report and forward it to the concerned CSP Coordinator. The recommendation letter shall contain: details of the activity, the benefit it accrued to the community at large, the skills gained byBU

students and such other information which could assist in the decision-making.

- 9.9.2 If a group of students perform some task collectively which bears strong semblance with the CSP as defined in this chapter, they shall submit their report to the concerned CSP Coordinator.

## **9.10 Bahria University Alumni Association (BUAA)**

The Bahria University Alumni Association(BUAA) was registered as an NGO on 4th June 2008 under the Societies Registration Act XXI of 1860,BUAA is a non-profit and non-political organization, set up for the benefit and welfare of the Bahria University alumni, employees and ex-employees in particular and Pakistanis at large, The registered office of the BUAA is situated at DSA office Bahria University, E-8, Naval Complex, Islamabad, Any person who has been awarded a degree/diploma by Bahria University is eligible to acquire membership of the BUAA, Any faculty member/officer who has been a permanent member of Bahria University for a period of two or more years will also be eligible to be a member of BUAA, for registration, URL of website is [www.bahria.edu.pk/alumni.php](http://www.bahria.edu.pk/alumni.php)Rector of Bahria University is the Patron of BUAA and exercises full powers for all organizational, administrative and financial activities of the BUAA, The Bahria University Alumni Association has been formed to fulfill the following objectives:

- 9.10.1 To promote interaction among the members of BUAA so as to enable them to enhance social and intellectual relationship among them,
- 9.10.2 To provide a conducive environment to the members of BUAA so as to enable them to establish professional networks among them,
- 9.10.3 To protect and promote the interest of the members of BUAA and Bahria University to take measures for their collective goods,
- 9.10.4 To promote integration of the members into corporate, business, engineering and other sectors,
- 9.10.5 To provide a means of involvement by the members of BUAA to support the academic and research programs at Bahria University.
- 9.10.6 To provide welfare services for Bahria University alumni, employees and ex-employees through creation of job opportunities, placement services, career counseling etc,

- 9.10.7 To provide and promote establishment of scholarships, stipends, awards and prizes to needy, deserving or outstanding students at Bahria University or to the alumni for further higher studies.
- 9.10.8 To distribute free books for studies at Bahria University.
- 9.10.9 To find means to support the affected families of deceased alumni, employees and ex-employees.
- 9.10.10 To provide medical assistance to alumni, employees and ex-employees in any form required.

**9.11 Sponsor A Student by Alumni:** Directorate of student Affairs started an initiative to seek support from our prestigious and well-placed Alumni of Bahria University in the Campaign of “Sponsor a student” and help underprivileged students who wants to study in Bahria University and uplift their family.

**9.12 Alumni Portal Launched:** With the support of Directorate of IT, Directorate of Student Affairs has launched an online portal which will ease down the alumni profile up gradation following is the link to update profile after graduation as an Alumni.  
<https://cms.bahria.edu.pk/Logins/Alumni/Login.aspx>

### **9.13 Internship & Placement Office**

9.13.1 Our Internship & Placement Office is committed towards supporting students from all academic programs offered by Bahria University. We strive to meet the ever-changing requirements of employers and the students by creating innovative ways of bringing both together. We insist on catering to individual skills and needs in helping students negotiate through the arduous process of job hunting. Our resume of services include:

- a. job search strategies,
- b. career counseling,
- c. mock interviews,
- d. resume and covering letter
- e. online job listings
- f. job placements,
- g. internship placements,
- h. graduate profiles,

- i. alumni tracking,
  - j. company presentations
  - k. corporate networking events,
  - l. career workshops,
  - m. seminars, management trainee programs,
  - n. on-campus recruitment tests,
  - o. on-campus interviews,
  - p. employment expos/job fairs
- 9.13.2 To facilitate the entry of our graduates in the job market, providing students exposed to corporate careers and to better prepare them for what lies ahead in the professional world the Placement Office has developed strong linkages with leading public & private sector organizations. Students are encouraged to meet with their Assistant Manager, Placement for each respective career Coordinators for each department. The AM Placement can be found at the Student Support Centre.

#### **9.14 International Office**

Bahria University has established its International Office, which is providing following services to students, staff and faculty:

- 9.14.1 Advise, assistance and support to students going a broad
- 9.14.2 Arrangement of academic activities involving foreign universities
- 9.14.3 Assistance for international conferences /seminars
- 9.14.4 Coordination with foreign universities
- 9.14.5 Administration of student exchange programs.
- 9.14.6 Administration of foreign scholarship programs.

#### **9.15 Support for Students with Disabilities**

- 9.15.1 Bahria University is committed to the objective that no one should be denied access to higher education, which includes ensuring that people with disabilities have equal opportunities to access and attain higher education.
- 9.15.2 Bahria University has designed dedicated policy guidelines aimed at creating an enabling environment for inclusive education at all Constituent and Affiliated Units (Campuses) of Bahria University and shall facilitate the participation of students with disabilities in all academic and extra-curricular

aspects.

- 9.15.3 If a student has a disability, specific – learning difficulties and or long-term health condition, it is important that students select the option for “disability” during admissions. The information shall be used to endorse the case of a student requesting any reasonable adjustments/accommodations. Information provided shall be kept confidential.
- 9.15.4 Students with Disabilities must have an issued Disability Certificate, the term “Disability Certificate” shall mean the disability certificate issued for persons with disabilities from the National/Provincial Council for the Rehabilitation of Disabled Persons or a CNIC with a disability logo or proof of registration in NADRA’s database as a ‘special person.
- 9.15.5 Students with a temporary disability may receive accommodations as needed on a case-by-case basis upon submission of a medical certificate by a registered medical practitioner.
- 9.15.6 In supporting students with disabilities across all BU campuses, there shall be a Campus Accessibility Committee at each CU under the chairmanship of the respective DG thereby providing local on-site support within easy reach of students with disabilities.
- 9.15.7 Manager Student Support Centre (SSC) is designated as Disability Coordinator, Same students seeking facilitation are advised to reach out to their respective Disability Coordinator stationed at the local Student Support Centre. The coordinator shall bring the request for facilitation to the Campus Accessibility Committee. Students may share any complaint or query and may also request the following facilitation
- a. Admissions
  - b. Examinations
  - c. Dissertations & Other Academic Affairs
  - d. Extracurricular Activities
- 9.15.8 Students with Disabilities can request for trained facilitators for assisting the same during examination. Students can also actively avail learning aids provided they have demonstrated the “need” to the Campus Associability Committee.
- 9.15.9 Students shall be invited to attend along with their representative (if needed) the proceedings of the Campus Accessibility Committee. Same students are mandated to comply with the requests of the said committee.
- 9.15.10 Students may reach out to the Directorate of Student Affairs, Bahria University Head Office via call or email in case Campus was unable to entertain any request or query. Contact details are available at BU’s official website. All students are encouraged to visit the webpage “Support for Students with Disabilities”.

## CHAPTER 10

## General Tips

- 10.1 Make regular visits to the University website [www.bahria.edu.pk](http://www.bahria.edu.pk) where you will see more details about your program.
- 10.2 You may want to meet with a teacher before you sign up for a course.
- 10.3 Read the course description ahead of time and verify that you meet the pre-requisites (if any) indicated.
- 10.4 Ask other students about their impression and experiences. Make an informed decision BEFORE you register for the course.
- 10.5 When you have to study, find a quiet place. Sometimes you have to hide from distractions like friends. Tell others you are working and ask them to leave you alone for a while. You can meet later to relax and have fun.
- 10.6 Take a break if you need it.
- 10.7 Review the day's notes when classes are over. Deal with questions about class material when it's fresh. In this way you'll avoid the need to cram for tests.
- 10.8 Set up a study schedule that includes a few hours each day and stick to it.
- 10.9 Promise yourself that you'll have fun only IF you study for a period of time. By all means relax and enjoy yourself AFTER you reach your goal.
- 10.10 Take frequent short breaks. Studies have shown that people can concentrate for about 30 minutes before they lose focus. When you get to the point where your mind starts to wander, get up, take a walk and come back.
- 10.11 Sometimes working with others can help you illustrate which material is understood by you and which isn't. If you can answer questions and explain concepts to others, it means you know the subject well. Otherwise you'll realize that you need to study some more.
- 10.12 Be cautious about working with others. Sometimes certain members will actually provide a distracting force. Carefully choose with whom you will work.
- 10.13 Cycle between working alone and working with others. Work alone to master concepts and information. Work with others to test your

true understanding.

- 10.14 Learn to manage your time. Don't let it manage you.
- 10.15 Prioritize your tasks.
- 10.16 Don't postpone the small tasks (a sense of accomplishment is good and overlooked small tasks can become larger tasks.)
- 10.17 Read for comprehension, rather than just to get to the end of the chapter.
- 10.18 Do the most difficult work first, perhaps break it up with some easier tasks.
- 10.19 Don't wait until the last minute to complete your projects.
- 10.20 Lastly, have a positive attitude!

## IMPORTANT NOTICE!

Academic Sanctity of a University demands maintenance of an environment that guarantees students' rights and responsibilities as members of a learning community. Universities all across the globe follow code of conduct to maintain this academic sanctity to create an environment of integrity and professionalism. This helps to assure that each individual of the University receives appropriate grooming to develop strong ethical values. The ethical decisions that students face in an academic environment are similar to those they will encounter in the professional world that they will enter upon graduation or where they are currently employed. Keeping same in view, Bahria University (BU) strongly emphasizes on developing these ethical values in students to allow them to better adjust to professional world. The same practice is being followed by all good educational institutions around the world.

Within these ethical values, dealing with opposite gender is a matter of great sensitivity, globally, and requires individuals to limit their interaction, within the religious, cultural & social boundaries to show and give respect to opposite gender. Universities all over the world define and safeguard these boundaries to educate students on such sensitive matters to avoid any legal and moral violations, committed intentionally or unintentionally. The purpose is to create an environment where parents feel comfortable to send their children without any fear.

Keeping same in view, BU ensures a code of conduct within ethical boundaries pertaining to interaction with opposite gender. These boundaries in our country are strongly dependent on religious, cultural & social values. While students receive guidance and training on these values firstly at their homes, but academic institutions are recognized as centers for providing education around these ethical values, at all levels. Our university has invested heavily on technical support to ensure wellbeing and safety/security through installation of CCTV cameras all across the campuses. It is reiterated that to safeguard the academic sanctity of BU, there is zero tolerance policy against any violations of the interaction boundaries in accordance to religious, cultural & social values of our Country. In the above stated background, it is being brought to the notice of all BU Faculty, Staff and Students that recently some students have been expelled from BU, who were found violating these boundaries. Further, it has been decided that the University will continue this policy to ensure maintenance of the academic sanctity of BU.

We want our students to understand that respect for religiously, culturally & socially recognized ethical values affects the University's reputation in both academic and professional communities. This reputation is essential to the success of not only the current generation of students, but previous and future generations as well. We expect from all our students to respect and adopt these ethical values and develop a mature and decent conduct to be prepared for the professional world.

## **ANNEXES**

**UNDERTAKING**

1. I \_\_\_\_\_ S/D/W/O \_\_\_\_\_

Application No \_\_\_\_\_ do understand that my Admission in Program Campus/ Institute is provisional. It has been offered to me on the basis that I will be able to meet and achieve the minimum academic eligibility requirements of admission as specified in the Prospectus of Bahria University. In case I fail to prove my eligibility in due course of time the University reserves the right to cancel my admission at any time thereof.

2. Furthermore, I do here by also understand and undertake that on being enrolled as a student I shall abide by the following:

- a. That during my stay in the Campus/Institute, I have to diligently apply myself to acquire and develop the skills, necessary for the practice and advancement of the field of study in which I am being enrolled.
- b. That I am to participate fully and whole heartedly in co-curricular activities such as participation in quiz competitions, seminars, presentations, sports, etc, as would be required from time to time.
- c. That I will ensure a **minimum attendance of 75 percent** of contact hours in each course and that if my absences exceeded 25 percent of the total class meetings in a course for any reason, I will not be permitted to sit in the final examinations of the particular course. I also understand that **student missing any paper for any reason what so ever will not be given another chance to appear in that paper.** All such students who improve their CGPA are not eligible for any academic awards.
- d. That it is my own responsibility to keep track of my attendance in different courses throughout the semester and my cumulative grade point average (CGPA) at the end of each semester.
- e. I am aware and understand all the rules, regulations and instructions given in the Prospectus, Students Handbook, Academic Rules and Bahria University's official website and that I will be liable to dismissal from the Campus in case I am unable to maintain the requirements as per these rules. **I also understand that Bahria University reserves the right to**

**amend and modify these rules and to apply these rules retrospectively.**

- f. That I shall maintain my identity as a student of the Campus/Institute by wearing the dress prescribed by the Campus/Institute and will not involve myself in immoral activities and illicit relations.
  - g. That I will never use violence or threat of violence or pressure, and in the event of any dispute with others will resort to peaceful met HoDs. Further, I will put the same into the notice of the authorities concerned.
  - h. That in disputes, if any, with fellow students or teachers, or employees of the Campus I shall accept the judgment of the authorities constituted by the Campus for decision or settlement of disputes.
  - j. That I accept all provisions of the Statutes, Regulations and Rules enforced in the Campus. I shall accept the judgment of the authorities of the university/Campus/Institute.
  - k. That refund of any fees paid to the University will be as prescribed per rules.
  - l. **That in case of any dispute, academic or administrative, decision of the Director/University Authorities will be final and binding on all concerned.**
3. Further I do here by undertake to refrain from:
- a. Doing anything which may cause injury or insult to Head of the Campus/Institute, members of the Faculty or Staff of the Campus/Institute, and fellow students. I will abide by the code of conduct of BU.
  - b. Holding a gathering, or taking out processions in any part of the Campus/Institute other than those approved and specified by the Campus/Institute authorities.
  - c. Indulging in any kind of unfair means, malpractice in the examinations, and coercion by any means.
  - d. Allowing or abetting the entry to the premises of Campus / Institute of expelled students, and social elements or other groups whose presence on the Campus / Institute could cause conflict amongst the students.

- e. Bringing into the Campus/ Institute, consuming or encouraging consumption of alcohol or its related products, drugs, narcotics or tobacco products, and indulging in acts of moral turpitude.
- f. Bringing or keeping any type of weapon within the Campus/Institute premises.
- g. Using or occupying any room or part of any building of the Campus/Institute without lawful authority.
- h. Damaging any Campus property, including building equipment, vehicles etc, in any manner.
- j. All such acts and deeds as might bring disgrace and bad name to the Campus/Institute.

4. I do fully understand that non-compliance of the above said rules and regulations will result in disciplinary action against me and shall make me liable to be expelled from the Campus/Institute.

5. I understand that I will not be granted extension in my maximum period of the degree program and I have to complete all degree requirements including Internship/ Project / Thesis within the prescribed timeframe, otherwise I shall not be titled for the Final Transcript/Degree.

6. I do also hereby undertake to deposit within the prescribed time the amount of all fee and other dues of the Campus as and when the fee bills are issued to me.

7. Certified that I fully understand all the undertaking, I have given impervious paragraphs and shall abide by these in their true letter and spirit. I also declare on oath/affirm that I shall not challenge any penalty imposed on me by the Competent Authority for violating any of the above instructions.

Signature of Witness: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_ App No. \_\_\_\_\_

Address \_\_\_\_\_

Date: \_\_\_\_\_

8. I \_\_\_\_\_ Father/Mother/Guardian/Husband of do hereby state on solemn affirmation that I bind myself responsible to the above declaration signed by my Son/Daughter/Ward/Wife. I further certify that I am financially capable of fully meeting the expenses of my

Son/Daughter/Wife in respect of education at the BU \_\_\_\_\_  
Campus/Institute.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parents/Guardian

**Note:** This document is to be printed on plain paper before submission to Record Section of Bahria University, Campus / Institute.

**GENERAL EXAMINATION RULES / INSTRUCTIONS**

Following rules/instructions shall apply, as applicable, to all quizzes, tests, vivas and examinations conducted at the Bahria University:

1. Following cases shall not be permitted to take the Mid-Term or Final Examinations:
  - a. Fee/fine defaulters. However, existing students who pay one installment of tuition fee shall be allowed to appear in the Mid-Term Examination.
  - b. Candidate with short attendance (less than 75%) (applies to the Final Examination only).
  - c. Faculty evaluation not submitted.
  - d. Library defaulters (applies to the Final Examination only).
2. Candidates shall be punctual and be present in vicinity of the Examination Hall well before starting time for each paper or practical, and be seated as directed by the invigilation staff. Examination Hall shall be closed before the starting time and paper will start at exact time. No student shall be allowed to enter the Examination Hall beyond 5 minutes of the official start time.
3. Possession of firearms, knives etc. inside and in the vicinity of Examination Hall is a crime under the country's law, and shall constitute a punishable offence.
4. Identification shall be carried out against the University ID cards/ID slips; no student will be allowed into the Examination Hall without proving identity.
5. There shall be no borrowing/transfer of stationery items inside the Examination Hall.
6. Books, magazines, notes, written or blank paper sheets etc shall not be allowed inside the Examination Hall, except for open book examination. Violation of this rule shall lead to cancellation of the defaulting candidate's paper.
7. Any writing found on any part of the candidate's body, whether related or unrelated to the exam paper, shall be considered as

cheating which shall lead to the cancellation of the paper and disciplinary action.

8. Mobile phones, electronic notebooks, PDAs, electronic dictionary/directories or such other gadget shall not be allowed into the Examination Hall. For calculators, the examiner's instructions shall be followed.
9. Food, beverages or cigarettes shall not be allowed inside the Examination Hall.
10. A candidate using a proxy to sit in the examination shall incur cancellation of registration from the University.
11. A candidate found cheating shall not continue with the paper; the invigilator/ examiner shall confiscate all the material (including question paper and answer sheet). The confiscated material shall be signed by the student, and countersigned by the invigilator. The candidate then shall leave the Examination Hall and wait till the paper is over whereupon he/she will be taken to the Examination Committee along with the incriminating material.
12. No page shall be torn from the answer book or extra sheets, and no part thereof shall be taken out of the Examination Hall.
13. There shall be complete silence in the Examination Hall.
14. The invigilation staff shall not extend any help to the candidates other than clarification. If unable to offer clarification on the question paper, the invigilating staff shall contact the examiner.
15. The invigilating staff and the candidates shall be courteous and respectful to each other. All acts or demonstrations of bad temper, anger, misbehavior, misconduct or unsavory comments shall be avoided.
16. **MBBS & BDS Programs – Increase in Weightage of Internal Assessment to 20% from 10%, with resulting Changes in Examination Rules and TOS**
  - a. Weightage of Internal Assessment increased to 20% from the existing 10%. Internal assessment shall contribute to 20% of the Final Total Score and the University examinations of each subject shall contribute 80%.”
  - b. The student must appear in all three modular examinations.

- c. The student must have 75% attendance in all the classes - clinical, practical and demonstrations - from the date of joining the College. In case of subjects which are spread over multiple years and examination is conducted in subsequent years, minimum attendance for the subject will be calculated from aggregate attendance of all such years. For example, minimum attendance required for Community Medicine will be 75% of the aggregate attendance of all the four years.
- d. A Repeater shall attend all classes and appear in all the modular examinations of subjects failed. Moreover, in order to appear in annual examinations, 75 % attendance in the failed subject(s) will be mandatory.
- e. The student must not have any major disciplinary action taken against him/her.
- f. The student can appear in the Supplementary Examination if Annual Examination was attempted and failed.



## **INSTRUCTIONS:**

- Please make sure that your all dues are cleared before your request for transcript.
- Actual mailing charges are to be paid if document is to be delivered within Pakistan through courier.
- If the student is in Pakistan and desires transcripts (any) to be mailed overseas, he/she may deposit Rs. 3,000/- through any of the modes. This includes urgent handling.
- If there are more than one mailing addresses overseas than the requisite charges would be multiplied accordingly.
- The charges prescribed for overseas requirements are subject to change that may occur due to change in market conversion rates.
- If you require more than one transcript, please clearly mention the name of institution/ mailing address and total number of transcripts per envelope i.e (2) means there will be two transcripts in one envelope and (1+1) means that two transcripts will be in separate envelopes.
- The time frame for the issuance of transcript will commence upon receipt of this application form in Exam Directorate.

## **ISSUANCE FEE:**

- No fee will be charged for one normal interim/Final transcript. Additional copies of transcripts will be charged @ Rs. 200/- each. Fee for urgent transcripts will be charged as mentioned below:
  - Final transcript Rs.1500/-
  - Interim Transcript Rs.1000/-
  - For overseas students including mail charges US \$ 25 for any transcript
- Please attach copy of payment receipts for urgent cases & extra number of copies.

## **MODES OF PAYMENT:**

### **For Students in Pakistan:**

- a. Cash payment at accounts office of respective campus of the University.

- b. By Pay Order/DD drawn in favour of Bahria University, Islamabad.
- c. On line banking through following:

**Bank Alfalah Islamic**, F-8, markaz Islamabad  
Account No: PK07ALFH5627005000800708  
Branch Code: 5627

**For Overseas Students:**

Payment is to be made in US Dollars through online banking in

Account No: 2000957553  
IBAN Number: PK88SAUD0000022000957553  
**Silk Bank** Razia Sharif Plaza, Blue Area Islamabad

**Note: Receipt of payment (through any mode) must be enclosed with the application form.**



## INSTRUCTIONS

1. This application form is applicable for requesting Degree Supplementary Form (DSF) only.
2. This form is mandatory to be filled and forwarded to Head Office Examinations Department by Examination Cell of the Campus.
3. Processing at Examination Department for DSF will not commence till all requisite information has been filled in this form.
4. DSF will be forwarded to the Campus for handling over to the students, three weeks (21 working days) after receipt of this form at Examination Dte from Campuses.
5. It is to be ensured that working information (intentional/unintentional) is not filled in this form, which may lead to disciplinary action/monitory penalty.
6. The charges for DSF will be # Rs. 500/- (five hundred per DSF), to be deposited at Campus with this form. These charges may change from time to time.











