



GIFT UNIVERSITY
Gujranwala

STUDENT HANDBOOK
2016-2017

A Word from Rector

This Student Handbook has been prepared in order to acquaint the students with the rules and policies of the University and services provided by its organs. It provides guidance to the students for handling their academic and other daily affairs through appropriate channels. The students are advised to study this document carefully as they are expected to comply with the policies of the University.

Prof. Dr Qaiser Shehryar Durrani
Rector

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WHERE TO GO

Office	Activities
Student Affairs Centre	Attendance Issues Registration Identity Cards Loans, Scholarships and Financial Assistance Timetable Matters Add / Drop Courses Lost and Found Café Problem
Registrar Office	Hostel Facility, Parents Meetings, any general issue faced by students
Societies Coordinator	Society Activities
Admissions Office	Admissions
Library	Books and Journals; Library matters
Accounts Office	Payment of University Dues
Career Development Office	Placement and Career Planning
Resource Centre	Printing Services
Manager Transport	Transport Facility/Routes

ACADEMIC SESSION

Semester System

Academic year for regular programs at GIFT University consists of two semesters, i.e. Fall and Spring semesters

The time span for each semester is shown below:

Fall Semester: October to March

Spring Semester: March to August

For following types of courses **Summer Semester** is offered for the students.
Repeat, Courses on Special Request, Internships, and Projects

Summer Semester: August to October

PROGRAMS OFFERED

The programs have been launched in line with HEC academic standards, local needs and ongoing trends of business, science and technology. The syllabi have been designed by highly reputed academic scholars and professionals in their particular fields. The academic programs are launched under the strict control of the University Boards of Studies, BoFs and the Academic Council.

Sr.no	Program Name
Associate Degree Programs	
1	Associate Degree in Accounting and Finance (AD AF)
2	Associate Degree in Computer Science (AD CS)
3	Associate Degree in Home Economics (AD HE)
4	Associate Degree in Mass Comm. & Media Studies (AD MC)
Under Graduate Programs	
1	Bachelor of Science (Hons) in Accounting and Finance (BS AF)
2	Bachelor of Science (Hons) in Business Administration (BBA)
3	Bachelor of Science (Hons) in Computer Science (BS CS)
4	Bachelor of Science (Hons) in Electrical Engineering (BS EE)
5	Bachelor of Science (Hons) in Software Engineering (BS SE)
6	Bachelor of Design (Hons) in Textile and Fashion (BDes)
7	Bachelor Studies (Hons) in English (BS English)
Graduate & Postgraduate Programs	
1	Master of Mass Communication/Media Studies (MA Mass Comm)
2	Master of Commerce (MCom)
3	Master of Science in Accounting and Finance (MSc AF)
4	Master of Arts in English Language and Literature (MA English)
5	Master of Business Administration (MBA)
6	MPhil / MS Management Science

7	MPhil / MS Economics
8	MS Computer Science
9	MPhil / MS English
10	MPhil / MS Islamic Studies
11	PhD in Islamic Studies

Notes

- 1 Students pursuing BS Computer Science must have studied the subject of Mathematics, or they will have to study Basic Mathematics in their first semester at the University.
- 2 Students admitted in MA English program will undertake an introductory course in communication and computer skills.

Undergraduate Program Policies

The BS Program offers students broad-based education. The normal duration of the BS Program is of 4 years. A student can, however, remain enrolled in this Program for a maximum of six calendar years.

University Core Courses

The University requires its students to study the following courses that constitute the University Core. For EE, SE & CS courses with * are either not offered or offered by the respective department itself.

Course Code	Course Name	Credit hours
ENG 110	Composition I	3
ENG 209	Composition II	3
ENG 205	Interpersonal Communication Skills	3
SS 125	Islamic Studies	3
SS 126	Pakistan Studies	3
Total Credit Hours		15

Major/Specialization

Double Major

Students are allowed to do a double major as long as they fulfill the following requirements:

Successful completion of a minimum of 165 credit hours; Fulfillment of the area requirements for both the specializations; Maintaining a cumulative grade point average (CGPA) of at least 2 overall; and Maintaining a CGPA of at least 2 in both the areas of specialization.

Requesting a Change in Discipline (For example, CS to BBA)

A student during his/her program of study can apply to change to another discipline. A written request for change in major can be submitted at any time to the Student Affairs Centre. The application must be filed at least one month before the start of next semester.

The change of discipline is governed by the following rules:

1. Meet eligibility requirements of the discipline where transfer is required.
2. Transfer only those courses which are relevant to the new degree program.
3. Only those courses may be transferred in which grade of the course is C or above.
4. No outstanding financial dues.
5. If student is on some scholarship/financial aid then the case would be reevaluated based on merit or need.
6. Approval of HoD and Dean.

EVALUATION / GRADING SYSTEM

The faculty members for respective courses evaluate the academic performance of the students. The students are awarded grades based on marks secured by them through mid and end term examinations, class tests, assignments, quizzes, projects, case studies and laboratory work. The grades are generally awarded on a relative basis within the minimum and maximum marks for F and A grades. The numerical equivalence of the letter grades together with corresponding qualitative placement of a student in a course is illustrated through the following table:

Performance	Grade	
	Letter	Numeric Equivalence
	Grades Counted in GPA	
Exceptional	A+	4.0
Outstanding	A	4.0
Excellent	A-	3.7
Very Good	B+	3.3
Good	B	3.0
Average	B-	2.7
Satisfactory	C+	2.3
Low Pass	C	2.0
Marginal Pass	C-	1.7
Very Poor	D+	1.3
Unsatisfactory	D	1.0
Fail	F	0.0
	Grades not counted in GPA	
Pass / Non Credit	P/NC	-
Thesis Not Submitted	NS	
Withdrawal	W	-
*Withdrawal ± Fail	W-F	
Incomplete	I	-
Transfer	T	-

*The qualifying alphabet of F will be given by the teachers depending upon the academic record of the students.

Grade Descriptions

A Outstanding performance, demonstrating a superior understanding of the subject matter, a foundation of extensive knowledge, and a skillful use of concepts and/or materials.

B Good performance, demonstrating capacity to use the appropriate concepts, a good understanding of the subject matter, and an ability to handle problems and materials encountered in the subject.

C Adequate performance, demonstrating an adequate understanding of the subject matter, an ability to handle relatively simple problems, and adequate preparation for moving on to more advanced work in the field.

D Minimally acceptable performance, demonstrating at least partial familiarity with the subject matter and some capacity to deal with relatively simple problems, but also demonstrating deficiencies serious enough to make it inadvisable to proceed further in the field without additional work.

F Failed. This grade signifies that the student must repeat the subject to receive credit.

P/NC The credits and grades are not used in the computation of the GPA. It will be displayed on the Final Transcript.

W/W-F has no numeric equivalent and credits for withdrawn courses will not be counted towards the credits taken for the semester. A grade of W means that the student was passing the course at the date of withdrawal. W-F means that the student was failing the course at the date of withdrawal.

It will be displayed on the Final Transcript.

I In-complete. This grade indicates that part of the subject requirements has not been fulfilled. The work should normally be completed before Add/Drop period of the succeeding semester. However, the faculty member in charge has the discretion to set an earlier or later date for pedagogical reasons or extenuating circumstances.

T Transfer Credit (Exemption) - Notation for credit awarded for work done elsewhere.

NS This grade indicates that the thesis has not yet been submitted.

ACADEMIC RULES AND REGULATIONS

Medium of Instruction and Examination

The medium of instruction and examination at GIFT University is English.

Credit Hours

One **Credit Hour** means a class period of 50 minutes, a student has to attend the theoretical class work **or** three class periods of 50 minutes each a student has to attend the practical / field work **per week** in a regular semester of 18-week duration, out of which 15 weeks are assigned for class room instruction and laboratory / field work (as required by the program).

Contact Hour: A contact hour of lecture work is equal to the credit hour.

Example:- For a course of 3 credit hours of theory and 1 credit hour of laboratory / field work, a student will meet for 37.5 hours of theory classes and 37.5 hours of practical / field work during a regular semester.

Transfer of Credits / Migration Cases

There is an Equivalence Committee, which decides about the transfer/ migration cases from other HEC approved universities and institutions. The composition of the Equivalence Committee is:

- | | |
|--|-------------|
| 1. Rector | Chairperson |
| 2. Registrar | Coordinator |
| 3. Dean of the Respective School | Member |
| 4. HoDs and Other Deans of all schools | Members |

The core members of the committee are Registrar, Rector, and Dean of the respective school.

Credits for Courses Taken at Other Institutions

A request for transfer of credit should be initiated by the student in the form of a letter addressed to the respective Chairperson. The following eight conditions apply,

- 1- For all graduate / undergraduate programs, transfer of up to 50 percent may be accepted by GIFT University.
- 2- Only those courses will be considered for transfer of credit, which form a part of the degree of the respective program.
- 3- For a Master's level transfer all courses must have been taken by the student at graduate level

- 4- These courses must be taken from a national or international university recognized by HEC.
- 5- Each course must have been taken within 5 years of application for admission.
- 6- A GPA of at least 2.5 must have been earned.
- 7- Students may be required to submit additional evidence (e.g. course syllabi, catalogue description) in order to justify transfer of credits. The Equivalence Committee may require the applicant to demonstrate proficiency in the course either through an interview or a written examination prepared by faculty members who have expertise in the course / discipline.
- 8- The credits so accumulated and work so completed has not been Credited towards another degree.

The credit given for courses already passed is counted towards the completion of the program requirement but the grades obtained in these courses are not used in the computation of the CGPA.

Students taking occasional courses at other institutions, with the permission of respective department of GIFT University, may get credits for these courses transferred to GIFT University to be counted towards their degrees. For detailed information, students should consult the Student Affairs Centre.

Semester Workload

Regular

To maintain a full-time status, a student must take a minimum of 15 credit hours in a regular semester. In the Summer Semester, a maximum of 6 credits may be allowed, depending upon students CGPA.

Probation

While in probation a student may be allowed to register 3 to 4 Courses with the approval of Batch Advisor and HoD. A student on warning 1 is allowed to register maximum of four courses and a student on warning 2 is allowed to register three courses only. The student may also clear those courses where his/her grade is F or repeat courses where grade is below C along with their regular courses.. In exceptional cases, the Chairperson of the concerned department may allow a student to take courses for fewer or more than the normal credit hours in a regular semester.

A student registered for a Master's program may take courses for a maximum of 18 credit hours or a student registered for a Bachelor's program may take a maximum of 18 credit hours in a regular semester with the permission of the Chairperson of the concerned department.

The course outlines for all courses to be taught in that semester is provided to the students at the beginning of the semester

Academic Probation and Disqualification

The minimum requirement of CGPA for various programs to avoid probation or warning and qualify for degree is given as under:

Program Level	Minimum CGPA Required to avoid probation or expulsion	Minimum CGPA Required to Qualify for Degree
Master's Degree	1.80	2.00
Bachelor's Degree [with Honors]	1.80	2.00
MS/MPhil Degree	2Fs or 3Cs or 1 F and 2 Cs	2.50
PhD	2Fs or 3Cs or 1 F and 2 Cs	3.0

If a student fails to achieve above minimum CGPA (1.8), he/she would be given warning. If the CGPA stays below 1.8 in three consecutive semesters or grades fall as mentioned above in MS/MPhil/PhD programs, the student may be expelled.

For the first time in probation, 1st Warning letters would be issued to students' parents. The second time (consecutive) in probation, 2nd Warning Letters would be issued to the parents. Failing to achieve the desired improvement in the next semester (consecutive) would result in an automatic expulsion from the University; and an Expulsion Notice would be issued to the parents.

Students who are on probation due to low CGPA will also have their scholarship or/and financial assistance withdrawn. The scholarship or/and FA would be restored on achieving the desired CGPA, as per University policy.

Semester Freeze Policy

Throughout the entire course, a student may exercise the option of freezing his / her semester(s), no more than two times. The course must be completed within a maximum of six years.

The standard fee of freezing one semester is PKR 3000 only. The forms to apply for a semester-freeze are available at the Student Affairs Center (SAC).

The student must fill out and submit this form to the Student Affairs Center, well before, the start of the next semester, in which the freeze is required. Failing to submit this document on time, the student would incur fine, along with the freezing fee, previous balance and the clearance charges.

Foundation / Pre-requisite Courses

Foundation / Pre-requisite courses for certain academic program / courses, at undergraduate and graduate levels may be prescribed (if necessary) before the commencement of a regular semester. A student cannot register himself/herself for a program / course for which he / she has not passed its foundation / pre-

requisite courses.

Registration for Courses

For every semester, students have to get themselves enrolled for the courses during the registration period before the start of semester.

Certain courses are classified as *core*. These courses are required for graduation and it is advised that students should complete core courses as early as possible. Elective courses are optional and an appropriate number of credit hours must be taken to fulfill the workload requirement for any particular semester.

In some courses the enrolment may be limited to a certain number of students.

Cancellation of a Course

In case the enrolment in a course falls below a certain number of participants, the Dean, on recommendation from the Chairperson of the Department concerned, may cancel the course within one week after the course registration or commencement of classes. Consequently, the affected students may be offered a substitute course.

Add / Drop Policy for Courses

After the initial registration, students may drop/add courses before the end of the first week of commencement.

After the end of the first week, students cannot drop but may **withdraw** from course(s) till the last day of the regular week before the Final Exam within office hours. Students withdrawing from a course will not be given any fee refunds for that course.

Waiver for Islamic Studies

Non-Muslim students may seek exemption from the courses in Islamic Studies. However, the exempted students will be required to fulfill the minimum credits requirement for the degree by taking other elective courses as recommended by the adviser of the concerned department.

Non-Credit Courses (Auditing of Courses)

Auditing means that a student is allowed to attend classes of a course but he / she may not take the midterm and / or the final examination in that course. Such students may attempt the assignments but no credit will be given. Credits for such courses are neither counted towards the calculation of CGPA nor for minimum requirement to complete credit hours for a degree.

Permission will be granted subject to availability of seats in a course.

The fee for each non-credit audit course will be charged on the same basis as for regular courses. Students may retake such course as a regular course after attending it on non-credit basis in a previous semester.

Improvement of Grade

Students who receive an F grade in a core course must repeat that course as a program requirement. Any attempted course may also be repeated to improve the grade.

The following policy applies regarding repeat courses:

First year courses can be repeated to improve the grade in second year and second year courses can be repeated in third year and so on.

Grades for all courses attempted will be shown on the transcript. However, if a course has been repeated, the latest grade will be used in computing the GPA. An (R), for repeated, will be visible on the transcript only when the same course has been repeated. The F grade is excluded from the calculation of the GPA only when it has been replaced with a better grade in the same course.

In case the same core or elective course is not offered again, the student may apply to the relevant Head of Department who may approve a substitute course, following the approval of the Academic Council.

Credit hours for a repeated course will be counted only once towards the completion of the required program credit hours.

Missed Test / Makeup Examination

Any student missing the mid or final examination of a course may be allowed make-up in the respective examination. The provision for a make-up examination may be made in case of illness of the student or for some other valid reason, like death in the immediate family. The student has to apply, in writing, for a make-up exam within three calendar days of missing the exam. The Chairperson of the concerned department will examine the request of the student for a repeat examination and on his/her recommendation, if so made; the Dean may consider allowing the same.

In case a make-up examination is allowed, it shall be held within ten days after the completion of regular examination. A maximum of **three make-up** examination requests may be entertained during the four years program of study and **two make-up** requests for all other programs (for example, one makeup is equal to all exams within one mid or final exam which a student may request).

Incomplete Courses

The course instructor may award grade "I" for an incomplete course (prior to posting of final grades) if in his / her opinion:

- i) the requirement of a course has been substantially completed but for some legitimate reason, a small fraction of the course task remains Unfulfilled;
- ii) the record of the student in that course justifies the expectation that he/she will complete the course task in stipulated period of time and is likely to obtain a GP = 1.0 or more. In case the student fails to accomplish the target, the grade "I" will be converted to grade "F."

The course instructor shall send a report to this effect within grade evaluation period, for each case, to the Chairperson of the concerned department.

Class Attendance Requirement

A student must attend 100% of the lectures. A candidate with less than 80% attendance in class lectures, laboratory/field work, seminars, etc. will not be allowed to take the Final Examination in a course.

But due to shortage of attendance student can withdraw his/her course to avoid grade F.

A student not taking the examinations due to shortage of attendance will be graded F).

It is the responsibility of the students to keep a record of their attendance profile, and to ensure the correction of their attendance record. Any omission of attendance due to late arrival or other reasons must be sorted out by the student with the teacher concerned within 14 days of the lecture. No excuse in this regard will be accepted at the time of issuance of examination slips.

For details, please see the Students Attendance Policy at **Appendix A**

Fee Payment

Students must pay the fee and other charges by the due dates specified in the University Calendar. Non-payment by the due dates may result in fine or suspension from the program. For details of the Student Fee Payment Policy, please see **Appendix B**.

Scholarships and Financial Assistance

GIFT University provides scholarships and financial assistance to eligible students. The Scholarships and Financial Assistance Policy is given in the University Prospectus as well as in **Appendix C**.

Students Evaluation

Students are formally evaluated by the faculty using a combination of the following tools:

- Quizzes
- Assignments / Projects / Studio Work / Presentations
- Class Participation
- Exams (Mid, Final)

At the beginning of each course, the instructor will inform the students about the weights assigned to the above tools in grading their performance in the course.

Grades are communicated to students at the end of each semester. These grades are also communicated to the parents, guardians, or sponsors of the students.

Students are advised to keep their graded quizzes, homework and exam papers till the final grade for the course has been officially announced.

The final examination will comprehensively cover all topics taught throughout the course.

Feedback of the Faculty Members by the Students

The feedback of the faculty members is taken from the students once in a semester, before final exams of the semester. Only the compiled results are shared with the teacher (there is no way to identify the feedback of a particular student). The result of the final feedback is announced to the faculty members

after the declaration of the final examination results. Examination slip will not be issued if a student fails to submit this feedback before the exam dates.

Honors

Semester Recognition

1. At the end of each semester, students who have successfully completed at least 15 credits hours and have achieved a GPA of 3.5 or above (computed on the basis of the courses taken in that semester) are placed on the Dean's Honor for that semester.

Graduation Recognition

2. **Chairman's GOLD medal for Academic Excellence in each academic program:**
The medal shall be awarded to a student securing the highest CGPA in each academic program of the University, provided that he/she has secured a minimum CGPA of 3.75 or 3.6 as in the case of English.
3. **Rector's Silver medal for Academic Excellence in each academic program:**
The medal shall be awarded to a student securing the second highest CGPA in each academic program of the University, provided that he / she has secured a minimum CGPA of 3.6 or 3.5 as in the case of English.
4. **Graduation with Distinction**
This certificate shall be given to all students securing a CGPA of 3.6 and above.

Special Recognition

This award shall be given to any student of a particular school who has distinguished himself / herself in a course, project or any other Endeavour worthy of recognition at the school level.

Issuance of Certificates

Provisional Certificates:

Provisional certificates will be issued on personal request of the student. Accounts clearance is mandatory. (Requests for certificate will be entertained only if there are no outstanding dues). A standard pattern of certificate would be issued.

Other General Certificates:

Other general certificates will be issued as per request of the students and accounts clearance is necessary for issuance.

Change of Address

Any change in permanent mailing address of a student during his/her stay at the University must be communicated to the Student Affairs Centre immediately.

Withdrawal from a Program

A student may withdraw from a program for medical or other genuine reasons.

In such a case, the student should give an application to the Manager, Student Affairs Centre, citing reasons for withdrawal from the program.

A student who withdraws from a program can apply for readmission. Students with reasonable academic record are called for interview. Decisions regarding readmission are taken on the assessment of the academic record and interview performance.

Student Support Systems

The process of learning at GIFT University may not always be smooth for some students, and they might face a few difficulties. For this reason a comprehensive student support system has been designed.

GIFT University's faculty and staff are committed to helping students with their problems. All faculty members have regular office hours to meet with the students. If students wish to meet faculty outside of office hours, they need to make an appointment. The faculty can also be contacted through email.

Students Batch Advisor

Designated faculty members are assigned the responsibility as Student Advisor. The advisors are responsible to help, guide, facilitate and motivate the students in every aspect of their academic life at the University.

More specifically, the student advisors help the students to overcome any academic difficulties and cope up with the stress. The Advisors also help them develop their professional, intellectual and personal skills that allow them to excel in both academic and professional careers. Students can also seek the help of the advisor for any administrative or services related problem they face at the campus.

First Semester/Year Students: For any academic or administrative matter, the students must see their respective HoD or Faculty advisor as designated by the department.

For students on probation:

- The advisor monitors their academic progress and counsels them, particularly when their performances are declining or are below standard.
- Helps and advises the students about which courses to add/drop keeping in view the program road map, pre-requisite courses, university rules and the students' academic progress.
- Reviews and approves students' requests for the add/drop/withdrawal courses.
- Counsels and guides the students who want to drop out of an academic program.

Dean of School and Head of Department (HoD)

The Dean is the academic and administrative Head of the School (a school may have one or more than one departments under it).

The HoD is the academic and administrative Head of the Department.

Academic Departments

Faculty of Humanities & Social Sciences

Dr. Surriya Shaffi Mir (Dean, Professor & Head of Department English)

PhD, English (UK)

MA, Linguistics & ELT (Leeds, UK)

MA, English (University of the Punjab, Lahore)

MA, Education (University of the Punjab, Lahore)

BA (Hons.), English Literature (University of the Punjab, Lahore)

Department of Islamic Studies

Dr. Hafiz Mahmood Akhtar (Head of Department & Professor)

PhD, Quran (University of the Punjab, Lahore)

MA, Arabic (University of the Punjab, Lahore)

MA, Islamic Studies (University of the Punjab, Lahore)

Department of Media Studies

Mr. Tahir J Malik (Head of Department & Assistant Professor)

MS, Mass Communication (Oklohomastate University, USA)

MA, Journalism (University of the Punjab, Lahore)

GIFT Business School

Faculty of Business & Commerce AND Faculty of Management Sciences

Dr. Tasneem Akhtar (Dean & Associate Professor)

PhD (Humboldt University of Berlin, Germany)

MPhil (Quaid-e-Azam University, Islamabad)

MA, Economics (University of the Punjab, Lahore)

BEd (University of the Punjab, Lahore)

School of Computer Sciences & Engineering

Dr. Fakhar-ul-Islam Lodhi (Dean, Professor and Head of Department (EE))

D.Sc. CS (George Washington University, USA)

M.Sc. CS (George Washington University, USA)

B.Sc. Electrical Engineering (UET, Lahore)

Mr. Muhammad Zyed Amin (Head of Department & Assistant Professor)

MS, Software Project Management (NUC&ES, Lahore)

BS, Computer Science (NUC&ES, Lahore)

School of Textile and Fashion Design**Mr. Farooq Jalal Pasha (Head of Department & Assistant Professor)**

B.Sc in Textile Engineering, National Textile University (Former National College of Textile Engineering), Faisalabad

Rector

Dr. Qaiser Shehryar Durrani

D.Sc. AI & Human Factors (George Washington University, USA)

M.Sc. Info. Management (George Washington University, USA)

B.Sc. Electrical Engineering (UET, Lahore)

BATCH ADVISORS

Students are advised to contact the batch advisers of their relevant department for any academic issues or probation matters. Batch advisers details are:

Batch Adviser	Program
<i>Faculty of Management Sciences</i>	
Dr. Tasneem Akhter	BBA/MBA/MPhil / MS Management Science
<i>Faculty of Business and Commerce</i>	
Usman Naeem	AD AF / BS AF
Dr. Khizra Safdar	MCom / MSc AF MPhil / MS Economics
<i>Faculty of Fine Arts, Design and Architecture</i>	
Ms Rabia Hassan	BDes
<i>Faculty of Computer Science</i>	
Muhammad Junaid Malik	AD CS
Muhammad Shakeel	BS CS
Zyed Amin	BS SE / MS CS
<i>Faculty of Electrical Engineering</i>	
Irfan Iqbal & Fawad Baig	BS EE
<i>Department of Islamic Studies</i>	
Ammar Khan Nasir	MPhil/ MS Islamic Studies
<i>Department of English</i>	
Ahmed Mujtaba	BS English / MA English
Salaman Rafique	MS/MPhil English
<i>Department of Home Economics</i>	
Hajira Imran	AD Home Economics

LEAVE RULES

1. Leave availed on medical or any other grounds will not be counted towards attendance.
2. Leave during the course of an examination may be considered in case of
 - A. Serious illness / hospitalization of a student
 - B. Immediate death in the family
 - C. Any other valid reasons acceptable to GIFT University administration.
 The Dean of Faculty shall examine the request of the student (either by him/her or by parent/guardian made in writing) for such leave and make-up/repeat examination and may allow the same.

GENERAL DISCIPLINE RULES

The University has developed a comprehensive Discipline Policy, balancing its co-educational nature with the national and local values. The policy document is at **Appendix D**. Students are strongly encouraged to study it carefully.

EXAMINATION DISCIPLINE

1. The students are expected to refrain from indulging in acts or behavior, which may interfere with the smooth functioning of the examination, viz:
 - a- Cheating/Copying, using illegal material, seeking help from others, giving help to others, conversing with other students in the examination centre or helping others doing the same from outside;
 - b- Disruption of normal conduct of examination in any manner whatsoever; Misconduct with the examination and invigilation staff;
 - c- Approaching / influencing the examiners or any staff / faculty for undue favor in any manner; Violating the instructions given in the examination notices from time to time or on the examination material.
2. The students shall not be allowed to take the examinations due to shortage of attendance, non-clearance of dues, non possession of admit slip issued by Student Affairs Centre and non adherence to examination timings.
3. The result will be announced on the dates given in the University Calendar.
4. The result will be available on the website, or sent to the students through their e-mail addresses.

Violation of these rules would lead to strict disciplinary action including imposition of fine from Rs. 1,000 to Rs. 5,000, (as per statutes), cancellation of a question or the examination paper, or rustication / expulsion from the roll of the University, depending upon the severity of the infringement.

Unfair Means Committee

There is an Unfair Means Committee of the University which will deal with all the misconducts concerning with the violation of Examination Rules. Following is the composition of the committee:

- | | |
|--|-----------|
| • All Deans of the University | Conveners |
| • Registrar of the University | Secretary |
| • Head of respective department | Member |
| • Chief Superintendent of Examinations | Member |
| • Controller of Examinations | Member |

Results Queries

A student has the privilege to enquire about the marks after results declaration and after the extracts of the results (marks sheet) are issued. No query will be entertained after the deadline.

DISCIPLINARY COUNCIL

1. (a) The Disciplinary Council of the University deals with matters concerning violation of the discipline rules as given in Appendix D. The Disciplinary Council deals with the matters related to breach of discipline, and misconduct by the students, if so referred to by the Rector. Decision of the Disciplinary Council in all such matters shall be mandatory upon the defaulting student(s), including expulsion / rustication / suspension from the rolls of the University and / or imposition of heavy fine. However, the affected students can make an appeal to the Rector within five days and the decision on such an appeal by the Rector shall be final and no further appeal shall be permissible. The decision and proceedings of the Disciplinary Council shall not be challenged on any ground whatsoever anywhere by any person.
- (b) The Disciplinary Council of the University shall consist of:

• All Deans of the University	Conveners
• Registrar of the University	Secretary
• Head of respective department	Member
• One Faculty member (Lecturer or AP)	
• Student Council	Member
2. All decisions by the Disciplinary Council shall be taken through a majority vote by the members of the Council. In case of parity of votes, the Chairperson may exercise a casting vote to decide the matter.
3. It is the duty of the students to keep themselves abreast with the activities/ instructions given to them by the University. They should regularly see the notice board and visit the University website as all the notifications are available on the notice board or the website.

EXTRA-CURRICULAR /CO-CURRICULARACTIVITIES

There are several societies in Universities in order to arrange different kinds of Students related activities/functions/ festivals. Details are as follow.

S#	Society Name	Head of Societies
1	GIFT Event Management Society	Mr. Usman Naeem
2	GIFT Sports Society	Mr. Naveed Ahmed Mughal
3	GIFT Tech Society	Dr. Fahad javaid
4	GIFT Digital Sketching Society	Mrs. Fouzia Hassan
5	GIFT Blood Donation Society	Ms. Talia Y Lone
6	GIFT Literary Society	Dr. Ghulam Abbas
7	GIFT Linguistics Society	Mr.Ahmed Mujtaba
8	GIFT Debating Society	Mr.Hebron Rafique
9	GIFT Dramatic Society	Mr. Salmaan Rafique
10	GIFT Society of Entrepreneurs	Mr. Irfan Mahmood
11	GIFT Character Building Society	Mrs. Fouzia Hassan
12	GIFT Math and Science Society	Dr. Awais Vasi
13	GIFT Islamic Society	Dr.Uzair Albazi

STUDENT ATTENDANCE POLICY

Students must attend 100% of the lectures. Students with below 80% attendance will not be allowed to sit in the final examinations.

Only class teacher can modify the attendance status within a period of 14 days after the lecture. There will be no provision of attendance adjustment after 14 days of the lecture.

APPENDIX B**STUDENTS FEE PAYMENT POLICY**

1. Unless prior approval has been obtained, the students shall pay their fee in two installments by the dates, as specified in the semester calendar.
2. If the fee is not paid by the specified due date, a late fee fine of Rs 50 per day shall be levied.
3. Enrollment in ongoing semester is conditional with submission of fee. And attendance would only be marked if the student has submitted first installment of his/her fee.
4. Any requests for special arrangements for fee payment, or for extension in the date of payment must be made in writing by the parent or the guardian of a student in person at the Student Affairs Office at least one week before the due date. Late applications, not following this procedure may not be accepted.

Note:

A student who has non-zero balance in his/her account shall not be permitted to sit in the final examinations.

SCHOLARSHIPS AND FINANCIAL ASSISTANCE

GIFT University makes available scholarships and financial assistance in the form of tuition fee waivers and interest-free loans to eligible students. Information on the various scholarships and schemes of financial assistance is given below. If a student qualifies to receive more than one scholarship/financial assistance, he/she will be awarded the one with the maximum benefit to him. Unless specified otherwise, the information applies to all programs offered by the University.

SCHOLARSHIPS & MEDALS

1. QUAID-E-AZAM SCHOLARSHIP

This is the most prestigious scholarship offered by GIFT University to a student who secures the first position in the examination of a Board of Intermediate and Secondary Education (BISE) or in the Bachelor's degree program of Punjab University or in the Associate Degree Program (equal to or greater than 3.9 CGPA) of GIFT University and who then immediately seeks admission to GIFT University. The scholarship covers 100% of tuition and admission fee, hostel rent, and a stipend of Rs 10,000 per annum for books allowance would be sanctioned as per actual bills.

This scholarship also extends to those who secure 2nd or 3rd position in the examination of a Board of Intermediate and Secondary Education or of Punjab University in a bachelor's degree, and who then immediately seeks admission to GIFT University, they would be given up to 100% tuition waiver and admission fee.

2. MERIT AND INDUSTRY SCHOLARSHIPS

In order to recognize and reward the academic achievements of applicants, merit as well as industry scholarships are offered simultaneously to eligible applicants based on results in Intermediate for undergrad programs and fourteen/sixteen years Graduation Examinations (or equivalent) for undergrad, grad and postgraduate program of study. The details of Scholarship Scheme are as follows:

ASSOCIATE AND UNDERGRADUATE (BBA, BS ACCT & FIN & BS ENGLISH) PROGRAMS

Percentage Marks in Intermediate (or equivalent)	Tuition Fee Waiver (University Merit and Industry Scholarship)
80% or more	100%
70% or more but less than 80%	40%
60% or more but less than 70%	25%

UNDERGRADUATE (BS COMPUTER SCIENCE, SOFTWARE ENGINEERING AND TEXTILE & FASHION DESIGN) PROGRAMS

Percentage Marks in Intermediate (or equivalent)	Tuition Fee Waiver (University Merit and Industry Scholarship)
85% or more	100%
80% or more but less than 85%	45%
70% or more but less than 80%	35%
60% or more but less than 70%	25%

BS ELECTRICAL ENGINEERING PROGRAM:

Percentage Marks Based on Intermediate other than Associate Diploma	Percentage Marks Based on Associate Diploma	Tuition Fee Waiver (University Merit and Industry Scholarship)
85% or more	85% or more	100%
75% or more but less than 85%	80% or more but less than 85%	50%
70% or more but less than 75%	75% or more but less than 80%	20%

GRADUATE PROGRAMS

Percentage Marks	Tuition Fee Waiver (University Merit and Industry Scholarship)
75% or more (or CGPA \geq 3.3)	75%
70% or more but less than 75% (or $3.0 \leq$ CGPA $<$ 3.3)	50%
60% or more but less than 70% (or $2.5 \leq$ CGPA $<$ 3.0)	30%

POST GRADUATE PROGRAMS

Percentage Marks	Tuition Fee Waiver (University Merit and Industry Scholarship)
75% or more (or CGPA \geq 3.3)	30%
70% or more but less than 75% (or $3.0 \leq$ CGPA $<$ 3.3)	20%
60% or more but less than 70% (or $2.5 \leq$ CGPA $<$ 3.0)	10%

For continuation of these scholarships please observe the table given in terms and conditions section.

3. PERFORMANCE-BASED SCHOLARSHIPS & CERTIFICATES

This policy has two parts as follow...

1. **Certificates of appreciations** will be given to all students who scores 1st and 2nd position in their program and session only. For example, for certificate of appreciation 1st and 2nd position will be picked only from BS Business Administration Spring 2013. They will not be merged with any other batch for certification.
2. **Performance based scholarships** awarded to talented students who are pursuing four or two years undergraduate or graduate (16 Years). The scholarship is awarded to top 1st position holders in every batch/program/School who score minimum Semester GPA of 3.5. The award of scholarship would be based on (a) combination of Fall and Spring semesters and (b) minimum of 50 students in a batch. Following are the details:
 - a. Fall and Spring semesters batches of the same program would be combined. For example, Fall 2013 and Spring 2014 would be considered as one batch under a particular program, say BBA.
 - b. If the strength of students in a particular batch and program is less than 50 then another program of similar nature may be combined for the award of scholarship. For example, if number of students in each of BS (CS) and BS (SE) are less than 50 then the students of the two programs may be combined and considered as one batch.

The 1st position holder would be awarded 50% scholarship in the form of tuition fee for the subsequent semester only. This scholarship would be on top of other scholarships/fee waivers that university may have already granted to the student but not exceeding 100% tuition amount in total.

Note: This policy will be superseding all other policies regarding "Performance Based Scholarship" with effect from Fall 2016. The toppers of Spring 2016's examination will be evaluated based on this policy in Fall 2016.

TUITION FEE WAIVERS

4. TUITION FEE WAIVERS FOR GIFT COLLEGE AND GIFT UNIVERSITY STUDENTS

ASSOCIATE AND UNDERGRADUATE (BBA, BS ACCT & FIN & BS ENGLISH) PROGRAMS

Percentage Marks (In intermediate)	Tuition Fee Waiver
80% or more	100%
Less than 80%	50%

UNDERGRADUATE (BS COMPUTER SCIENCE, SOFTWARE ENGINEERING AND TEXTILE & FASHION DESIGN) PROGRAMS

Percentage Marks (In intermediate)	Tuition Fee Waiver
85% or more	100%
Less than 85%	50%

FOR BS ELECTRICAL ENGINEERING PROGRAM:

Percentage Marks in Intermediate (or equivalent)	Tuition Fee Waiver (University Merit and Industry Scholarship)
85% or more	100%
70% or more but less than 85%	50%

FOR GRADUATE AND POST GRADUATE STUDIES

	Tuition Fee Waiver
GIFT University	50%
GIFT Colleges	50%

5. TUITION FEE WAIVERS FOR GIFT COLLEGE/UNIVERSITY EMPLOYEES AND/OR IMMEDIATE FAMILY MEMBERS OF GIFT COLLEGE/UNIVERSITY EMPLOYEES

GIFT University provides tuition fee waivers to students who are employees of GIFT College or University. The employees have to follow University rules for processing their application through department. This tuition fee waiver also extends to the students who are dependent siblings, sons, daughters or spouses of full-time employees of GIFT College or GIFT University, and who wish to pursue an undergraduate or a graduate degree at GIFT University. The tuition fee waiver covers 50% of tuition fee provided that he/she must secure the admission in GIFT University. For the continuation of this tuition fee waiver observe the rules define in terms and conditions.

6. Tuition Fee Waivers for Employees Sponsored by a Government Authority

GIFT University provides tuition fee waivers to employees who have been sponsored by a Government authority to pursue an undergraduate or a graduate degree at GIFT University. The minimum requirement for these tuition fee waivers is that the student must have scored at least 60% or CGPA of 2.5 in the Intermediate or in the Bachelor's examination respectively. The tuition fee waiver covers 25% of tuition fee. For the continuation of this tuition fee waiver observe the rules define in terms and conditions.

7. TUITION FEE WAIVERS FOR SIBLINGS OF CURRENT GIFT UNIVERSITY STUDENTS

The first sibling who is a current student of GIFT University pays 100% tuition fee unless he/she is the recipient of a scholarship or a tuition fee waiver. But the second and each subsequent sibling, who is also studying concurrently at GIFT University, will pay 60% of the full tuition fee provided that he/she must secure the admission in GIFT University. For the continuation of this tuition fee waiver observe the rules define in terms and conditions.

8. TUITION FEE WAIVERS FOR SIBLINGS OF GIFT UNIVERSITY ALUMNI

GIFT University provides tuition fee waivers to students who are siblings of GIFT University alumni, and who wish to pursue an undergraduate or a graduate or postgraduate degree at GIFT University. This fee waiver covers 40% of tuition fee provided he/she must secure admission in GIFT University (65% of above marks in intermediate or equivalent examination for the BEE program). For the continuation of this tuition fee waiver observe the rules define in terms and conditions.

FINANCIAL ASSISTANCE AND LOANS

9. Financial Assistance for Needy and Talented Students

GIFT University provides financial assistance to needy and talented students who wish to pursue an undergraduate/graduate/post graduate degree at GIFT University. The magnitude of financial assistance depends upon assessment of the students need. It may range from 10% to 60%. To apply for Financial Assistance the student must have scored 55% or above marks (60% or above for the BEE program) or their equivalent in his/her latest examination and he/she must also be able to demonstrate through documentary evidence that he/she needs financial assistance. For application and continuation of this assistance please observe the table in terms and conditions.

10. GIFT UNIVERSITY EARN WHILE YOU LEARN SCHEME

GIFT University also provides support to needy and talented students by providing them opportunity of "Earn While You Learn". University offers specific tasks or jobs to the selected students who are then compensated monetarily by adjusting their fee. There may be flexible 20 hours per week working model. There would be proper jobs opening announcements followed by selection process of the University. This scheme will further facilitate students on top of any scholarship or tuition fee waiver.

11. GIFT UNIVERSITY INTEREST-FREE LOANS

GIFT University also provides interest-free loans to existing needy students who are studying in undergraduate and graduate programs. The requirement for these loans is that the student must have a minimum CGPA of 2.5, and must be able to demonstrate through documentary evidence that he/she needs a loan. The magnitude of the loan depends upon assessment of the student's need. The loan is granted subject to several conditions including the applicant being able to provide a post-dated signed cheque by an acceptable guarantor.

TERMS CONDITIONS

1. All scholarship, tuition fee waivers, and financial assistance will initially be awarded for one semester except for Associate and Undergraduate Programs where initially awarded for first two semesters. The scholarship will be renewed for the subsequent semester according to the following criteria;

- a. **For Students getting admission on or after Fall 2013**

For Continuation of Merit and Industrial Scholarship

In case of **Merit and Industrial scholarship**, if the CGPA falls below 3.0, the scholarship would be withdrawn or reduced according to the reduction formula table given below.

<u>CGPA</u>	<u>Reduction in Merit and Industrial Scholarship</u>
Less than 3.0, but greater than or equal to 2.80	25%
Less than 2.8, but greater than or equal to 2.60	50%
Less than 2.6, but greater than or equal to 2.50	75%
Less than 2.5	100%

For Continuation of Financial Assistance/Tuition fee waivers other than Merit and Industrial Scholarships

In case of Tuition fee waiver of GIFT College/GIFT University Students, Immediate Family Members of GIFT College/University Employees, Employees Sponsored by the Govt. Authority, Siblings of GIFT University Alumni and Financial Assistance and tuition fee waiver other than merit and industrial scholarship, such assistance and waivers will be continued if the CGPA of a student equal to or greater than "2.5". In other cases the respective FA/tuition fee waiver shall be withdrawn.

- b. **For Students who got admission before Fall 2013**

Student requires to maintain a GPA of at least 3.0 in the previous regular semester. With effect from Fall 2013 if the GPA falls below 3.0, the scholarship, tuition fee waiver, or financial assistance (FA) may be withdrawn or reduced according to the table given below till their normal graduation time:

<u>Semester GPA</u>	<u>Reduction in Scholarships/Tuition Fee Waiver/Financial Assistance</u>
Less than 3.0, but greater than or equal to 2.80	20%.
Less than 2.8, but greater than or equal to 2.60	30%
Less than 2.6, but greater than or equal to 2.40	50%
Less than 2.4, but greater than or equal to 2.20	70%
Less than 2.20	100%

2. Students who fail or drop or withdraw or repeat a course will not be eligible for any scholarship, tuition fee waiver, financial assistance or loan against that particular course.
3. Siblings of current GIFT University students continue to receive tuition fee waivers provided they maintain their CGPA at-least 2.2 or higher.
4. Performance based scholarships for toppers are renewable based on Semester GPA only as mentioned above.
5. A student may apply for multiple assistantships. However, he/she is eligible to receive only one form of scholarship/FA/tuition fee waiver that provides the maximum benefit to him/her. However, a student may receive performance based scholarship on top of his/her existing scholarship/FA/tuition-waiver as long as total amount does not exceed 100% tuition.
6. All scholarships, tuition fee waivers and financial assistance may be reduced or withdrawn if student is on any kind of warning.

7. Students who do not enroll in the full regular number of credit hours load offered to them in a semester will not be eligible for any scholarship, tuition fee waiver or loan.
8. Any scholarship, tuition fee waiver and financial assistance will not be applicable on its thesis fee, thesis supervision, evaluation and other related fee.
9. For All MPhil and PhD programs Thesis viva and evaluation fee will be charged separately above to the fee mentioned in the fee structure at the time of viva and evaluation as per the magnitude of actual spending at times. However, fee due at the time of registration of dissertation is included in the fee structure.
10. The student as well as his/her guardian must sign a statement acknowledging the above conditions.
11. The University has the right to amend, change, edit or delete any part or full of its rules and regulations.

DISCIPLINE POLICY

The University has further reviewed its discipline policy. Given below is the amended policy:

Entry and Exit

1. Upon admission all students will be issued with photo ID cards, which they must wear prominently at all times while they are at the University. Updated ID cards must be visible to the security staff at the time of entry to the University, and to the driver when boarding a University vehicle. Entry to the University or the University vehicle may be denied if updated ID card is not displayed.
2. Visitors to the University will be issued with a "Visitor Card". They must return it to the security staff when they leave the University at the conclusion of their visit.
3. Female students must provide the following information on a prescribed form signed by their parents:
 - Mode of transport between home and University (e.g. rickshaw, University transport, private vehicle);
 - Registration number of the private vehicle/rickshaw and the driver's details;
 - home phone number;
 - home address; and
 - mobile phone number of the student and her parents

Exit for Female Students

Female students are NOT allowed to leave the campus during University regular class timings (8am-4:15pm). However, they may be allowed to leave the campus in case of Internship/Projects assigned by the supervisor/teacher and with the written permission of respective HoD/Dean.

Limits on Student Interaction

1. The front lawn of the University is reserved exclusively for male students and female students are NOT allowed to sit in this area.
2. The back lawn of the University is reserved exclusively for female students and male students are NOT permitted to go there.
3. A couple (male and female) is NOT allowed to sit together at any of the places.

Mobile Phones, Cameras and Music

Mobile phone usage is prohibited in classrooms, lecture labs and studios.

Dress Code

All students are required to wear modest and non-provocative dress. Tight, short or sleeveless clothes are not regarded as modest.

Male students are encouraged to wear dress shirts (tucked in) with trousers (or formal shalwar kamiz) and dress shoes with socks.

Female students are required to wear dopatta or chaddar and must avoid wearing tight, short, sleeveless, revealing, or flashy clothes. They are not permitted to wear heavy jewelry, pazesbs, etc.

Miscellaneous Rules of Conduct

The students are required to refrain from:

- a) acts or behavior that threatens other students, faculty or staff members, including disruption of normal instruction and training in the University, cheating in the examinations/tests and disruption of normal operation of other essential functions of the University
- b) undesirable acts of gambling, use of intoxicants, alcoholic liquor and narcotics
- c) participation in any unauthorized assembly or function
- d) keeping fire arms or other weapons, even if licensed
- e) fighting or using abusive language
- f) damaging or breaking any University property
- g) performing any act contrary to law

Smoking is not allowed in the University premises or inside the vehicles. Smoking is permitted only in an authorized area.

- Drinks and eatables can be consumed only inside the cafeteria and the University lawns. Eating or drinking at all other places is prohibited. Only the President, the Rector, and the Registrar who have spacious offices and who have to entertain guests quite often are exempt from this rule.
- Disposable cups and other rubbish must be placed inside the bins placed for this purpose.
- Students are prohibited to bring any cooked food/bakery item either to the University cafeteria or to other parts of the University premises.
- Students are prohibited to consume drinks and eatables while moving from one place to another.
- Students must not take any crockery item outside the University cafeteria.
- Students are allowed to celebrate their birthday parties in the cafeteria only after prior approval from the Registrar's office.
- Students are expected to attend every scheduled lecture, laboratory session or any other academic exercise advised by the Faculty. They should be very careful about punctuality and regularity in the classes as outlined in the student attendance policy. Late comers will not be allowed to enter the classrooms / laboratories / studios on any ground whatsoever.
- Students are expected to pay their fee and other University dues in time failing which they will be suspended from the rolls of the University and

may be reinstated after paying the due fee along with the fine applicable under the student fee payment policy.

- The entry of cars, motorcycles and bicycles etc. in the academic area during the University hours is prohibited. Students should park their vehicles only at the designated parking places.
- Students are not allowed to organize or participate in any unauthorized political, religious or sectarian activity / group. This will lead to instant expulsion from the University.
- Kiosk adjacent to the main gate and the CNG station opposite the main gate of the University, are strictly out of bound for the students of GIFTUniversity.
- Students are not allowed to use tinted glasses in their private vehicles. The transport department is to ensure strict compliance.

Implementation

The President, the Rector, the Deans, the Heads of Department, and the University Proctorial Board (consisting of the Registrar, Mr. Naeem Hayat, Mr. Irfan Iqbal, Mr. Farooq Jalal, Capt. Ahsan, the Controller of Examinations, and Mr. Waseem Dar) will monitor the implementation of this policy and take appropriate action against any cases of violation of the policy in consultation with or through the University Ethics Committee and/or the Disciplinary Council. Other Faculty members and management

staff shall report any violation to the top management for action.

32. Penalties for violation of the policy will range from a fine of Rs 1000 (for the first time offenders) to expulsion from the University for a semester or longer periods (for persistent offenders). In cases of cheating in the examination, or plagiarism in projects/assignments, the student may be failed in the examination, the relevant project/assignment, the course, or even excluded from the program. Students may appeal to the Rector against the penalty. The decision of the Rector shall be final and binding.
33. Suspended, rusticated or expelled students shall no longer have the right to enter the University premises, and may be handed over to the civil authorities if found trespassing.