



**GIFT UNIVERSITY**  
Gujranwala

**STUDENT HANDBOOK**  
**2009-2010**

This Student Handbook is prepared 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.



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Prof. Dr Mohammad Iqbal Tahir  
Rector

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## Contacts

### Where to Go for Answers

Academic Matters	Student Affairs Centre
Activities and Organization	Student Affairs Centre
Admissions	Admissions Office
Add / Drop Courses	Student Affairs Centre
Books and Journals	Library
Identity Cards	Student Affairs Centre
Loans, Scholarships and Grants	Financial Aid Services
Lost and Found	Security Office
Payment of University Dues	Accounts Office
Placement and Career Planning	Career Development Office
Printing Services	Resource Centre
Registration	Student Affairs Centre
Services and Utilities	Manager Services
Hostel Facility	Manager Accounts
Transport Facility	Manager Transport

If you cannot find an answer to any of your questions, please call

- Student Affairs Centre                      Ext. 144,129
- Admissions Office                              111-900-100.

## Academic Calendar

### Semester System

Academic year for regular programs at GIFT University consists of three semesters, i.e. **Fall** semester, **Spring** semester, and **Summer** semester.

The time span for each semester is shown below:

Fall Semester:           October – January

Spring Semester:       February – June

Summer Semester:     August – September

### Semester Calendar Fall 2009

Events	Dates/Deadline
Course Registration	14 Sep. 2009 to 03 Oct 2009
Class Commencement	05 October 2009
Course Add/Drop	05 Oct. 2009 to 17 Oct. 2009
Fee Submission 1 <sup>st</sup> Instalment (without fine)	17 Oct. 2009
Fee Submission 1 <sup>st</sup> Instalment (with fine)	24 Oct. 2009
Suspension due to non payment of fee	26 Oct. 2009
Iqbal Day	09 Nov. 2009
Mid Term Examinations	23 Nov. 2009 to 04 Dec. 2009
Eid-ul-Adha	26 Nov. 2009 to 28 Nov. 2009
Fee Submission 2 <sup>nd</sup> Instalment (without fine)	05 December 2009
Fee Submission 2 <sup>nd</sup> Instalment (With fine)	12 December 2009
Suspension due to non payment of fee	14 December 2009
Quaid-e-Azam Birthday (and Christmas)	25 Dec. 2009
Ashoora	26 Dec. 2009
Course Withdrawal	23 January 2010
Last Day of Classes	23 January 2010
Review & Preparation Period	25 Jan. 2010. to 28 Jan. 2010
Examination Authorization Slip Issuance	25 Jan. 2010
Final Examinations	29 Jan. 2010 to 11 Feb. 2010
Kashmir Day	05 Feb. 2010
Result Declaration	16 February 2010
Semester Break	12 Feb. 2010 to 20 Feb. 2010
Commencement of Spring Semester	22 February 2010

## **Programs Offered**

The programs have been launched in line with 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, and the Academic Council.

### **Undergraduate Programs**

Currently, the University offers BSc (Hons) Program with three majors:

1. Accounting and Finance
2. Computer Science
3. Business Administration

And Bachelor of Design (BDes) (Hons) in Textile & Fashion Design

Duration of all undergraduate programs is four years.

### **Graduate Programs**

Currently, GIFT University is offering three graduate programs with the duration as mentioned against each:

1. Masters of Arts – English Language and Literature (MA English) – 2 years
2. Masters of Business Administration (MBA) –2 years
3. Masters of Business Administration (MBA) in Banking and Finance – 2 years
4. Masters of Science – Accounting and Finance (MSc A&F) – 2 years

Subject to enrolments, the University intends to offer Masters degree programs in Information Technology, Fine Arts, and an MPhil program in Islamic Studies.

#### **Note**

- 1 Students pursuing BSc (Hons) in Computer Science should have studied the subject of Mathematics.
- 2 Students admitted in MA English program will undertake an introductory course in computer science.

## Undergraduate Program Policies

The BSc (Hons) Program offers students broad-based education and gives them the option of concentrating at a major of their choice (mentioned earlier). The normal duration of the BSc (Hons) Program is 4 years. A student can, however, remain enrolled in this Program for a maximum of six calendar years.

### Student Categories

Students need to successfully complete at least 131 credit hours in order to graduate and are categorized using the following criteria:

<u>Category</u>	<u>Credit hours Completed</u>
Freshman (1 <sup>st</sup> Year)	0-30 credit hours
Sophomore (2 <sup>nd</sup> Year)	31-60 credit hours
Junior (3 <sup>rd</sup> Year)	61-95 credit hours
Senior (4 <sup>th</sup> Year)	96--graduation

### University Core

The University requires its students to study the following courses that constitute the University Core:

Course Code	Course Name	Credit hours
CS – 101	Introduction to Computer Science	3
ECO – 101	Principles of Economics	3
ENG – 101	Composition & Writing	4
MATH - 101	Calculus - 1	3
ENG – 107	Interpersonal Communication Skills	2
ENG - 203	Debating and Public Speaking Skills	2
SS – 119	Islamic Studies	3
SS – 120	Pakistan Studies	3
MATH – 100/ MATH - 105	Pre Calculus/College Algebra <sup>1</sup>	3
ECO – 103	Principles of Microeconomics <sup>2</sup>	3
MATH – 102	Probability and Statistics	3
Complete 9 credit hours within the Social Sciences (SS) area. The SS streams are: Literature Philosophy Psychology History Sociology and Development Political Science / International Relations etc. Fine Art and Design		9
<b>Total Credit Hours</b>		<b>35</b>

1. For GIFT Business School Students in lieu of MATH-101

2. For GIFT Business School Students in lieu of ECO-101

**Major/Specialization**

Currently, majors are offered in three subject areas:

- Accounting and Finance
- Business Administration
- Computer Science

**Double Major**

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

- Successful completion of a minimum of 165 credit hours;
- Fulfilment of the area requirements for both the specializations;
- Maintaining at least a cumulative grade point average (CGPA) of 2.20 overall; and
- Maintaining at least a CGPA of 2.20 in both the areas of specialization.

**Declaring a Change in Major**

The specialization area(s) indicated by a student in the admission application form is/are taken as the default major(s) throughout the BSc. (Hons) Program, unless the student notifies a change.

A written request for change in major can be submitted at any time to the Student Affairs Centre. The change in major will only be reflected in the grades-slip for a semester if the request is submitted by the last teaching day of that semester within office hours

## 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 awarded on a relative basis. 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
<b>Grades Counted in GPA</b>		
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
<b>Grades not counted in GPA</b>		
Pass / Non Credit	P/NC	-
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** Incomplete. 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.

## **Academic Rules And Regulations**

### **Duration of Programs**

Duration for an academic program of GIFT University leading to a degree is prescribed in the respective course program structure. To obtain a degree, a student must pass the required number of courses through the prescribed minimum number of credit hours for the concerned program and fulfil the conditions laid down in the Academic Rules and Regulations.

### **Medium of Instruction and Examination**

The medium of instruction and examination at GIFT University is English

### **Credit Hours**

A **Credit Hour** means a class period of 50 minutes a student has to attend the theoretical class work **or** two 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. A contact hour of laboratory work is equal to one half of 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 25 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 universities and institutions. The composition of the Equivalence Committee is

- |                               |             |
|-------------------------------|-------------|
| ➤ Dean of the University      | Chairperson |
| ➤ Chairpersons of all schools | Members     |

### **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 25 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 Masters 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 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 permission 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**

To maintain a full-time status, a student must take a minimum of 15 credit hours in a regular semester. In the Summer Semester, there is no limit on the minimum required number of credit hours.

In exceptional cases, the Chairperson of the concerned department may allow a student to take courses for fewer or more than the average credit hours in a regular semester.

A student registered for a Masters program may take courses for a maximum of 19 credit hours **or** a student registered for a Bachelor's program may take a maximum of 21 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 should be provided to the students at the beginning of the semester.

### **Academic Probation and Disqualification**

The minimum requirement of GPA / CGPA for various programs is given as under:

Program Level	CGPA for First Semester	CGPA for Subsequent Semesters	CGPA for Final Semester
Masters Degree	2.00	2.00	2.20
Bachelors Degree [with Honors]	2.00	2.00	2.20

A student whose CGPA falls below the minimum requirement of the program level shall be placed on academic probation by the Chairperson of the department concerned.

At the end of the next two consecutive semesters (Summer Semester is not counted) during which the student is registered for his / her next courses, a review will be conducted.

In case the student on probation fails to raise the CGPA to the prescribed acceptable level, he / she will be disqualified from the program.

Once a student has successfully completed 18 credit hours of the major(s), the student is required to maintain a minimum CGPA of 2.20 in the major(s). If the CGPA in the major(s) falls below 2.20 in a semester, the student is placed on probation. If the student cannot bring the CGPA in the major(s) to 2.20 or above in three consecutive semester (Summer Semester is not counted), the student is separated from the program.

Students who are on probation due to low CGPA will have their financial assistance reduced or suspended.

### **Semester Omission (Off)**

Students may omit any semester(s) by informing the Student Affairs Centre in writing before registration for the new semester starts (including Summer Semester). In case of no written information, the student's admission is cancelled after the first 12 calendar days of the semester. In such a case, the student can make an appeal to the Rector for readmission. The decision of the Rector will be final.

### **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.

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 fulfil the workload requirement for any particular semester.

Students should register for the semester by the deadlines specified in the University Calendar.

Students taking any semester(s) off are required to contact the Student Affairs Centre for registration purposes one month before the start of the semester in which they are returning.

Students who take the Summer Semester off must get in touch with the Student Affairs Centre one month before the summer break for course registration.

In some courses the enrolment may be limited to a certain number of students. In such cases the students with higher CGPA are given priority for enrolment. If there is a tie on CGPA, students who have completed a greater number of credits will get priority.

### **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 second week of commencement of classes with prior approval of the adviser of the concerned department.

After the end of the second 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.

Students withdrawing from a course will not be allowed to take the final exam of the course and they will get the W or W-F grade.

### **Waiver for Islamic Studies**

Non-Muslim students may seek exemption from the courses in Islamic Studies. However, the exempted students will be required to fulfil 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 mid term and / or final examination in that course. Such student 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 places 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 / Examination**

Any student missing the final examination of a course shall be awarded grade 'F' in the respective examination. However, 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.

### **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 Chairperson of the concerned department.

### **Class Attendance Requirement**

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.

A student cannot withdraw due to shortage of attendance.

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 24 hours of the lecture. No excuse in this regard will be accepted at the time of issuance of examination slips.

**Scholarships**

The Bachelors and Masters students will be considered for scholarships, as given in the University Prospectus, provided they secure a GPA of at least 3.3 in the running semester.

**Student 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 weight 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 twice in a semester, viz. before the mid term and final exams of the semester. In Summer Semester there will be one final feedback due to the short duration 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 final feedback is announced to the faculty members after the declaration of the final examination results. The first feedback is meant to help the faculty member improve his/her teaching during the semester.

## Honors

### **SEMESTER RECOGNITION**

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**

#### **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 3.5 or above.

#### **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 3.50 or above.

#### **Dean's List and Graduation with Distinction**

This certificate shall be given to all students securing a CGPA of 3.6 and above.

#### **Dean's List and Graduation with Distinction-High Merit**

This certificate shall be given to all students securing a CGPA of 3.3 to 3.59.

#### **Dean's List and Graduation with Distinction- Merit**

This certificate shall be given to all students securing a CGPA of 3.1 to 3.29.

#### **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.

#### **Degree Awarding**

In case GIFT University collaborates with a foreign university for one or two semesters, degree of GIFT University will be awarded to the students.

## **Issuance of Certificates**

### **Provisional Certificates:**

Provisional certificates will be issued only to those students who have cleared all courses of their program and qualified for the degree. 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.

### **Student Class Representatives**

Each class elects its own student representatives. In the first semester at GIFT University, class representatives are elected by students from a list provided by the Class Coordinator. This list is based on the admission merit of the students. From the second semester onwards, students elect their class representatives from a list of eligible candidates provided by GIFT University. The criteria for eligibility are:

- Students must have a CGPA of 2.7 or above at the end of the previous semester.

- Eligible candidates must not be on academic probation or ever having been subject to disciplinary action.

#### Faculty Advisers

Each student is assigned to a faculty member who acts as the adviser. Students are strongly encouraged to develop a close working relationship with their faculty advisers. They can be contacted for any kind of academic as well as personal problems.

#### Class Coordinators

Class Coordinators from the faculty are responsible for overseeing operations of all academic activities related to that class.

#### Dean and the Chairpersons of the Departments

The Dean is the academic and administrative Head of the School.

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

### **ACADEMIC DEPARTMENTS**

#### **School of Arts & Social Sciences**

##### **Dean And Chairperson of Department of English**

Dr. Surriya Shaffi Mir

Ph.D. (UK), M.A. English (Pb.)

M.A. Linguistics & ELT (Leeds, UK), M.A. Education (Pb.)

B.A. Hons. (Pb.)

#### **GIFT Business School**

##### **Dean and Rector**

Dr. Mohammad Iqbal Tahir

PhD in Finance (Australian National University, Canberra)

MSc Applied Mathematics (Australian National University, Canberra)

MEc (University of New England, Australia)

GradDipEd & GradDipProfAcctg (University of Canberra)

MPhil (Quaid-e-Azam University, Islamabad)

MSc (Punjab University, Lahore)

BSc (Punjab University, Lahore)

#### **School of Computer Science**

##### **Chairman**

Mr. Mudassar Ayub

MSc Computer Science (Quaid-e-Azam University, Islamabad)

## **School of Textile and Fashion Design**

### **Chairman**

Mr. Zafar Javed

PhD (In progress, Split program) Expert System for Apparel Production,  
Technical University Tampere, Finland

MSc in Advanced Textile Engineering, University of Ghent, Belgium

BSc in Textile Engineering, National Textile University (Former National College  
of Textile Engineering) Faisalabad

### **Rector**

Dr. Mohammad Iqbal Tahir

PhD in Finance (Australian National University, Canberra)

MSc Applied Mathematics (Australian National University, Canberra)

MEc (University of New England, Australia)

GradDipEd & GradDipProfAcctg (University of Canberra)

MPhil (Quaid-e-Azam University, Islamabad)

MSc (Punjab University, Lahore)

BSc (Punjab University, Lahore)

## **Attendance and Leave Rules**

1. A student 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. Any omission of attendance due to late arrival or other reasons must be sorted out by the student with the teacher concerned within 24 hours of the lecture. No excuse in this regard will be accepted at the time of issuance of examination slips.
2. Leave availed on medical or any other grounds will not be counted towards attendance.
3. Leave during the course of an examination may be considered in case of illness of a student or for some other valid reason acceptable to the 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 reviewed its discipline policy. In the review, we have attempted to balance the co-educational nature of GIFT University against our Islamic values and the perception of the community. As a result of this review

and after considerable discussion it has been decided to introduce the following policy:

### **Entry and Exit**

1. Upon admission all students will be issued with photo ID cards, which they must keep with them while they are at the University. ID cards must be shown to the security staff at the time of entry to the University, and to the driver when boarding a University vehicle.
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 for getting back to their home (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
4. If a student has to go out of the University for a valid reason, he/she must complete a prescribed form and have it signed by the Registrar. The form must be handed over to the security staff upon exit. The student must ensure that the time of return to the University is also recorded on the form.

### **Limits on Student Interaction**

5. The front lawn of the University is reserved exclusively for male students. Female students are allowed to walk to their buses and the cafeteria, and even talk to students while they are walking along the pavements. But male and female students must not sit together on the front lawn for any length of time.
6. The lawn at the back where the Convocation ceremony was held is reserved exclusively for female students and male students are not permitted to go there.
7. Male and female students can sit together and attend events sponsored by the University and supervised by Faculty members.
8. Male and female students are permitted to sit together in groups inside the class rooms, syndicate rooms, computer laboratories, the library, and on the benches in corridors on each floor. This permission is granted provided they sit in groups and keep a reasonable distance between them. In the classroom, female students will sit in rows reserved for them. Students may remain in the classroom after the teacher has left only if they are in a large group. (A couple is **not** regarded as a group).

9. There are separate areas reserved for male and female students in the cafeteria. They must not sit together in the cafeteria unless they are attending a function under the supervision of a Faculty member.
10. GIFT College buildings including the College cafeteria are out of bounds for the University students.
11. During the visit to the office of a Faculty member of the opposite sex, the student must ensure that either they see the Faculty member in a group of at least two, or at least ensure that the office door is kept open during the visit in order to avoid any allegation of sexual harassment.

### **Mobile Phones, Cameras and Music**

12. Students must keep their mobile phones switched off while they are inside the University buildings. They may turn them on when they are outside the University buildings, e.g. in the front and back lawns reserved respectively for male and female students, and in the cafeteria. Use of mobile phone cameras or other cameras, playing of music and singing are not permitted on the University campus except by authorized person in events approved by the Rector of the University.

### **Dress Code**

13. All students are required to wear modest and non-provocative dress.
14. Male students must wear dress shirts (tucked in) with trousers (or shalwar khamis) and dress shoes with socks. (Neck ties are encouraged but they are optional).
15. Female students must avoid wearing tight, revealing, or flashy clothes. They are not permitted to wear heavy jewellery, pazebs etc.

### **Miscellaneous Rules of Conduct**

16. The students are expected to act with dignity and self-respect and are expected to be honest, considerate, well-behaved, smartly groomed and courteous.
17. The students are required to refrain from:
  - indulging in acts or behaviour 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;
  - indulging in undesirable acts of gambling, use of intoxicants, alcoholic liquor and narcotics;
  - participating in any unauthorized assembly or function;
  - keeping fire arms or other weapons, even if licensed;
  - involving in fighting or use of abusive language;
  - damaging or breaking any University property; or

- performing any act contrary to law.
18. Smoking is not allowed on the University campus or inside the University vehicles. Smoking is permitted only in the authorized area.
  19. 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.
  20. Disposable cups and other rubbish must be placed inside the bins placed for this purpose.
  21. Students are prohibited to bring any cooked food/bakery item either to the University cafeteria or to other parts of the University premises.
  22. Students are prohibited to consume drinks and eatables while moving from one place to another.
  23. Students cannot take any crockery item outside the University cafeteria.
  24. Students are allowed to celebrate their birthday parties in the cafeteria only after prior approval from the Registrar.
  25. 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. Late comers will not be allowed to enter the classrooms / laboratories / studios on any ground whatsoever.
  26. 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 a fine of Rs.1000/-
  27. 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.
  28. 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.

### **Implementation**

29. The President, the Rector, the Deans and the Heads of Department, and the Registrar 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 Discipline Committee. Other Faculty members and management staff shall report any violation to the top management for action.
30. 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.

31. 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.
32. This policy came into force with effect from Monday, 1 October 2007.

### **Examination Discipline**

1. The students are expected to refrain from indulging in acts or behaviour, which may interfere with the smooth functioning of the examination, viz:
  - Cheating / copying in the examination centre or helping others doing the same from outside;
  - Disruption of normal conduct of examination in any manner whatsoever;
  - Misconduct with the examination and invigilation staff;
  - Approaching / influencing the examiners or any staff / faculty for undue favour 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. Queries will be cleared by the paper setter within the first fifteen minutes.
4. The result will be announced on the dates given in the Academic Calendar of the University.
5. The result will be available on the website / through their E-mail address.

**Violation of these rules will lead to strict disciplinary action including fine / rustication / expulsion from the rolls of the University and/or imposition of heavy fine i.e. minimum of Rs. 1000/- and maximum of Rs. 10000/-**

#### **Unfair Means Committee:**

There is an unfair means committee of the University, which will deal with all the misconducts concerning the violation of Examination Rules. Following is the composition of the committee:

- |   |           |
|---|-----------|
| ➤ Dean School of Arts & Social Sciences   | Convener  |
| ➤ Registrar of the University             | Secretary |
| ➤ Dean GIFT Business School               | Member    |
| ➤ The Chairman School of Computer Science | Member    |
| ➤ Chief Superintendent of Examinations    | Member    |
| ➤ Controller of Examinations              | Member    |

#### **Issuance of Admit Card**

Student must ensure that they have collected admit cards for the examination that they are taking. Before the conclusion of every semester, students have to submit

the admit card forms, which are available from the Student Affairs Centre. After the particular verification, admit cards are to be collected on a specific date.

### **Issuance of Extract of Semester Grade Sheet**

#### **Normal Issuance**

Extract of the result is to be issued one month after the declaration of terminal results when the queries about the result have been settled. These are to be collected by the students from the Student Affairs Centre.

#### **Urgent Issuance**

For urgent issuance of extract of result, students have to fill a form that is available from the Student Affairs Centre. Students have to collect extract of the result on the reply date specified on the acknowledgment slip.

#### **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 above. The Disciplinary Council deals with the matters related to breach of discipline, 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:

- |  |             |
|--|-------------|
| • Dean School of Arts & Social Sciences      | - Convener  |
| • The Registrar                              | - Secretary |
| • Dean GIFT Business School                  | - Member    |
| • The Chairperson School of Computer Science | - Member    |
| • Chief Proctor                              | - Member    |

2. All decisions by the Disciplinary Council shall be taken through a majority vote of the membership 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 ACTIVITIES**

Following societies have been constituted in the University for the promotion of extra-curricular activities.

### **1. IEEE Student Branch:**

Faculty Adviser: Mr. Mudassar Ayub  
Assistant Professor

### **2. Dramatic Society:**

In-charge: Mr. Zahid Ahmad Butt  
Lecturer of English

### **3. Literary Society:**

In-charge: Mr. Ashar Hasan  
Lecturer in English

### **4. GIFT Sports:**

In-charge: To be advised

## **Scholarships and Financial Assistance**

GIFT University makes available scholarships and financial assistance in the form of tuition fee waivers and loans to eligible students. Information on the various scholarships and schemes of financial assistance is given below.

### **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 or of a University in a Bachelor's degree, attempted by a large number of students, and who then immediately seeks admission to GIFT University. The scholarship covers 100% of tuition and admission fees, hostel rent and food expenses, and a stipend of Rs 1,000 per annum for incidental expenses.

### **National Talent Scholarships**

There are 10 scholarships to be awarded nationally to talented students who wish to pursue a postgraduate degree, and 5 scholarships to be awarded to talented students who wish to pursue an undergraduate degree, at GIFT University. The distribution of these scholarships is as follows:

MBA	4
MSc Accounting and Finance	2
MA English Language and Literature	2
MIT	2

And two for BBA, and one each for BSc Accounting and Finance, BSc Computer Science, and BSc Textile and Fashion Design.

The minimum requirement for postgraduate scholarships is that the student must have scored at least 75% or its equivalent in the Bachelor's degree for entry into MBA, MSc Accounting and Finance and MIT programs and 65% or its equivalent for entry into MA English Language and Literature program. For scholarships at the undergraduate level, the minimum requirement is 75% or its equivalent in the Intermediate examination. The scholarship covers 100% of tuition and admission fees, the hostel rent and Rs 1,000 per annum for incidental expenses.

### **Performance-Based Scholarships**

These scholarships are awarded to talented students who are currently pursuing an undergraduate or a postgraduate program of study at GIFT University. The scholarship is awarded in each discipline to a student who tops his/her batch in the semester with a minimum GPA of 3.5. The scholarship covers 40% of tuition fee for the subsequent semester only.

### **Scholarships for GIFT College and GIFT University Students**

GIFT College students who obtain at least 60% marks are eligible for 40% tuition fee waiver when they apply and secure a place in an undergraduate program at GIFT University. GIFT University students who complete an undergraduate degree with a minimum CGPA of 3.1 are also eligible for 40% tuition fee waiver when they apply and secure a place in a postgraduate program at GIFT University.

### **Scholarships for Immediate Family Members of GIFT University Employees**

GIFT University provides scholarships to students who are dependent siblings, sons, daughters or spouses of GIFT University's full-time employees, and who wish to pursue an undergraduate or a postgraduate degree at GIFT University.

The minimum requirement for these scholarships is that the student must have scored at least 60% or its equivalent in the Intermediate or the Bachelor's examination. The scholarship provides 40% of tuition fee waiver.

### **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 and who has a CGPA of at least 2.2 will pay 60% of the full tuition fee. The concession is granted to the lower fee-paying sibling(s).

### **Financial Assistance for Needy and Talented Students**

GIFT University provides financial assistance to needy and talented students. The requirement for financial assistance is that the student must have scored at least 60% or its equivalent in his/her latest examination and must be able to demonstrate through documentary evidence that he/she needs financial assistance. The magnitude of financial assistance depends upon assessment of the student's need.

### **GIFT University Interest free Loans**

GIFT University also provides interest free loans to needy students. The requirement for these loans is that the student must have a minimum CGPA of 2.2 or its equivalent, 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.

### **Terms and Conditions**

1. All scholarships, tuition fee waivers, and financial assistance will initially be awarded for one semester only and will be renewed for a subsequent semester provided the student maintains a GPA of at least 3.1 in the previous semester. (Performance-based scholarships are not renewable unless the student tops his/her batch again with a minimum GPA of 3.5). If the GPA falls below 3.1, the scholarship, tuition fee waiver, or financial assistance (FA) may be withdrawn or reduced according to the table given below.

<b>GPA</b>	<b>Reduction in FA</b>
Less than 3.1, but greater than or equal to 3.0	10%
Less than 3.0, but greater than or equal to 2.9	20%
Less than 2.9, but greater than or equal to 2.8	30%
Less than 2.8, but greater than or equal to 2.7	40%
Less than 2.7, but greater than or equal to 2.6	50%
Less than 2.6, but greater than or equal to 2.5	60%
Less than 2.5, but greater than or equal to 2.4	70%
Less than 2.4, but greater than or equal to 2.3	80%
Less than 2.3, but greater than or equal to 2.2	90%
Less than 2.2	100%

The student as well as his guardian must sign a statement acknowledging this condition.

2. Students who fail or repeat a course will not be eligible for any scholarship, tuition fee waiver, financial assistance or loan. If a student receiving a loan is put on probation, he/she will have his/her loan suspended until he/she gets out of probation.
3. A student is eligible to receive only one form of scholarship/tuition fee waiver that provides the maximum benefit to him/her.

### **Procedure**

1. Students must apply for a scholarship, tuition fee waiver, financial assistance or a loan online (if this facility is available) and must also complete and submit a hard copy of their application on the prescribed form together with supporting documents to Students Admission Office at GIFT University.
2. Applications will be assessed by a committee consisting of the Pro Rector, the relevant Head of School, Registrar and the Accounts Manager. The decision of the committee will be final.