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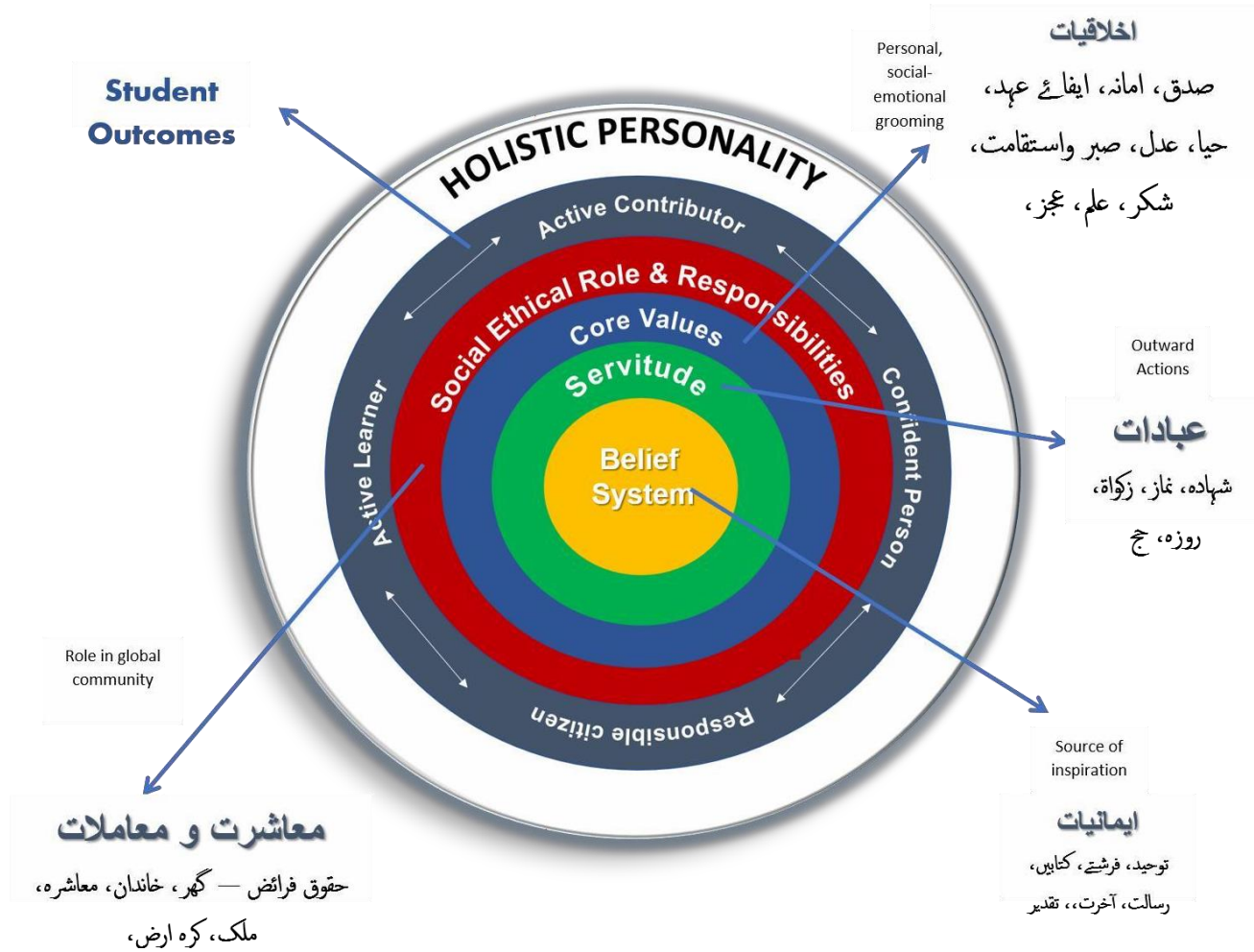


## **Mission Statement**

**“Establishment of State-of-the-Art Educational Institutions with a focus on Inculcating Islamic Ethical Values.”**

## Riphah Aspired Student

Riphah International University has develop a framework to grow its students to inculcate social values, belief and strong personality traits in their life.



## RESPONSIBILITIES OF THE STUDENT IN THE UNIVERSITY PROCESS

- You must engage in honest, thoughtful reflection and analysis of your strengths, weaknesses, ideas, goals, and dreams and apply this knowledge thoughtfully in studies.
- You must do the best academic work of which you are capable, through the completion of your university experience.
- You must be considerate the concerns and opinions of your mentors & family members during your University life.
- You must communicate with your University mentors about your interests and priorities.
- You must meet all deadlines.

## REGULATIONS RELATING TO THE ADMISSION, REGISTRATION AND EXAMINATIONS OF UNDERGRADUATE PROGRAMS

(Revised 2015 & 2018: Approved 23<sup>rd</sup> June 2015 by Board of Governors)

1. The Riphah International University shall offer courses leading to the undergraduate degrees, diplomas and certificates, held under semester system, in the subjects provided in the schedule and introduced from time to time. Applications for admission to various courses of study shall be invited through advertisement and admission shall be made on the basis of merit.
2. Wherever applicable the regulations prescribed from time to time by the professional councils/bodies such as Pakistan Engineering Council (PEC), Pakistan Medical and Dental Council (PM&DC), Pharmacy Council of Pakistan (PCP), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), Pakistan Veterinary Medical Council (PVMC), Pakistan Nursing Council (PNC), etc. shall supersede.
3. DEFINITIONS

In these regulations, unless there is anything repugnant in the subject of context:

- a. **“Academic Advisor”** means a university teacher appointed as academic advisor by the concerned Dean.
- b. **“Academic Council”** means the Academic Council of the University.
- c. **“Academic Year”** of the University shall comprise of two regular semesters (Fall and Spring), each of which minimum of sixteen (16) weeks and not exceeding eighteen (18) weeks duration including the end semester examination. During the summer break, there may be a Summer Session of not exceeding nine (9) weeks including the end session examination. The contact hours during the Summer Session will be doubled to ensure that a course is completely taught with half of the duration compared with a regular (Fall or Spring) Semester.
- d. **“Commencement of Semester”** means the day of start of classes for the semester as prescribed in the Academic Calendar of the University.
- e. **“Contact Hour”** means the total number of lectures, tutorials and laboratory hours per week.
- f. **“Controller of Examinations”** means the Controller of Examination (COE) of the University.
- g. **“Credit Course”** means a course of study, successful completion of which shall be the requirement for the award of degree. The grade obtained in a credit course shall appear on the transcript.
- h. **“Credit Hour”** means teaching a theory course for 50-60 minutes of classroom per week throughout the semester. One Credit Hour in laboratory/ library research/Museum / Clinical Wards would require contact of two-three (2-3) hours of laboratory work / library research / Museum / Clinical Wards per week throughout the semester.

**NOTE:** The credit hours are denoted by two digits within brackets with a hyphen in between. The first (left side) digit represents the theory part while the second (right side) digit represents the laboratory/ research work/ Museum / Clinical Wards. Thus 3(3-0) means three credit hours of theory while 4(3-1) means a total of four credit hours, of which, three credit hours are of theory while one credit hour is for laboratory / research / Museum/Clinical Wards. The weekly contact hours of a 3(3-0) course will be three, while the contact hours of 4(3-1) course will be five to six while the contact hours of 3(1-2) will be five to seven.

- i. **“CumulativeGradePointAverage(CGPA)”** meansthe weighted average of the Grade Point earned for all the credit courses in all the semester attended.
- j. **“Dean”** means the Dean of a Faculty of the University.
- k. **“Department”** means a teaching department or an academy or an institute or a school or a center or an affiliated institute of the University or an academic institution with which Riphah International the University has a valid Memorandum of Understanding.
- l. **“Faculty”** means the Faculty of the University.
- m. **“Grade Point”** meansthe points (numerical value) associated with each letter grade.
- n. **“Grade”** meansthe letter grade earned by a student in a course depending on his performance in that course.
- o. **“Non-Credit Course”** means a course registered by the student or prescribed by the concerned Department, which is not to be counted towards the minimum degree requirements. The grade of a non-credit course shall appear on the transcript with a special mark and it shall not be used in calculation of the SGPA/CGPA.
- p. **“Program”** meansthe undergraduate program leading to a degree, diploma, or certificate.
- q. **“Registrar”** means the Registrar of the University.
- r. **“SemesterGradePointAverage(SGPA)”** shall mean the weighted average of the Grade Point earned for all the credit courses in a single semester.
- s. **“Student”** means a registered undergraduate student of the University.
- t. **“University”** means the Riphah International University.

**4. CURRICULUM OF PROGRAM**

- a. Each department shall develop the curriculum for each of its programs through the relevant Board of Studies and submit it through the concerned Board of Faculty to the Academic Council for approval. Such curriculum shall become effective from the date of its approval by the Academic Council or as may be prescribed. The curriculum of a program shall normally consist of the objectives and scope of the program, structure/requirements of the program, scheme of studies and syllabus of the courses.
- b. The requirements of the program shall be completed within the time period as prescribed for the program in its curriculum. However, maximum period of a program shall not exceed the time as double to that of the minimum time prescribed for the program. Provided, in some compelling/extraordinary circumstances the Academic Council upon recommendations of concerned board of faculty may give extension maximum up to one more year.
- c. Each student shall follow the curriculum of the program as may be prescribed by the Academic Council from time to time.

5. ORGANIZATION OF TEACHING

- a. Teaching in various courses shall be conducted in the University Departments or the constituent or the affiliated institutions through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, field work, clinical wards, and other methods of instructions as approved by the Academic Council.
- b. Teaching shall be conducted by the University teachers or by such other persons as may be declared to be the “teachers” by the University.
- c. English shall be the medium of instructions and thesis/examinations for all subjects except Oriental languages, in which case the medium of instructions shall be either the language itself or English. The medium of instruction for Islamiyat and such as other—i.e., Pakistan Studies such shall be either Urdu or English.

6. ADMISSION TO THE UNDERGRADUATE PROGRAM

- a. To be eligible for admission to a program, a candidate must have successfully qualified all the prerequisites including the number of years of schooling/ education. Each department shall define the eligibility criteria of its program and get it approved by from the Academic Council before offering the program.
- b. Anyone who has been rusticated or expelled by any university or college for misconduct or for use of unfair means in the examinations or any offence involving moral turpitude, or punished by law shall not be eligible for admission.
- c. Each candidate shall make an application for admission on a prescribed form along with documents specified in the form.
- d. The admissions shall be made on the basis of cumulative merit to be prescribed by the University from time to time.
- e. Admission Committee for each department shall be constituted by the Dean of the Faculty concerned.
- f. The admission to Undergraduate program shall be finalized by the Dean and approved by the Vice Chancellor after a candidate has qualified in a written test and interview and recommended by the admission committee of the department concerned.

7. REGISTRATION AND ENROLLMENT

a. **University Registration**

- (i) A student seeking admission in a program of the University shall register himself/herself with the Registrar within the dates notified for registration, failing which he/she shall not be allowed appear in the terminal (University) examinations and his/her admission may be cancelled.
- (ii) The Registrar shall issue a University registration number to each student.

b. Semester Course Enrollment

- (i) The Department shall complete the semester course enrollment of students within two weeks before the commencement of a semester.
- (ii) The student must have cleared his/her unpaid dues (if any) of the previous semester.
- (iii) A student shall register for the courses offered by the department on the prescribed enrollment form in consultation with the Academic Advisor.



- (iv) A regular student shall register a minimum of 9 credit hours and a maximum of 18 credit hours in a regular semester and up to maximum 8 credit hours in a summer session. In a summer session only the remedial, non-credit courses, and/or the repeatable courses with grade "D", "F" or "W" may be allowed to register. However, a student with a minimum CGPA 2.00, who was earlier on a relegation status, may be allowed to undertake new courses (up to maximum 8 credit hours) in a summer session, if offered by the department.
  - (v) If a student needs a maximum of 21 credit hours to complete his/her degree requirements, the Vice Chancellor on the recommendation of the Dean may allow the student to register for all the remaining courses.
  - (vi) The student shall deposit his/her semester dues according to the total number of registered credit hours before the commencement of semester.
  - (vii) If a student fails to register the courses before the commencement of the semester, the Dean may allow the student to register for courses within one week after the commencement of semester subject to the payment of late fees as prescribed by the University from time to time.
- c. Add/Drop of Courses
- (i) A student may add or drop his/her enrolled course(s) or convert a credit course into a non-credit course or vice-versa within one week from the commencement of the semester on the recommendations of the Academic Advisor and approval of the concerned HoD.
  - (ii) Add/Drop of course(s) for a student who is repeating any course(s) or is on academic deficiency (with a low SGPA or CGPA than the minimum requirement) may be allowed by the Dean on recommendations of the Academic Advisor through the HoD.
  - (iii) No add/drop may be allowed in Summer/Remedial Sessions.
  - (iv) The student shall deposit the dues for the additional credit hours course(s) accordingly. In case of drop of course(s), the amount shall be refunded or adjusted accordingly.
  - (v) The Dean may allow add or drop of course(s) in the 2<sup>nd</sup> week after the commencement of semester subject to the payment of late fees as prescribed by the University from time to time.
  - (vi) The Dean shall forward in the 3<sup>rd</sup> week from the commencement of the semester classes all the registration of course enrollment forms to the Controller of Examinations.
- d. Freezing of Semester/Re-admission
- (i) A student dropping all the registered courses or choosing not to register in any course for a semester, shall be required to apply to his/her Dean for freezing of the same semester.
  - (ii) No freezing shall be allowed in the first semester of registration and enrollment in the University and Department.
  - (iii) The frozen semester shall be counted towards the maximum period allowed for completing the program.
  - (iv) A student freezing a semester after two weeks of the commencement of semester shall be required to pay prescribed tuition fee and other dues. The already submitted tuition fee and other dues may be refunded or adjusted according to the refund policy of the University. In such a case all the dropped courses shall be given the withdrawal grade "W" and shall appear on the transcript.
  - (v) The semester shall be frozen provided the student seeks the permission for the freezing of semester. This permission shall be valid for the semester in which the student has requested for freezing of semester.
  - (vi) A student, who neither registers any courses for a semester nor requests for freezing of the

semester, shall deem to have abandoned his/her program. However, he/she may be allowed to reinstate his/her program in a subsequent semester/ session on his/her request, provided he/she has sufficient time to complete the requirements of the program within the maximum time period allowed from the date of his/her initial admission in the program. He/she shall be required to pay the prescribed reinstatement fee along with other dues of the semester/session.

- (vii) Provided also that if a student does not get reinstated after abandoning the program within the maximum time period allowed for completion of the program from the date of his/her initial admission, he/she may be readmitted on his/her request in the same program by the concerned Dean upon recommendation of the HOD/In-Charge Undergraduate Programs. In such a case only 60% of the coursework of the program may be acceptable to rejoin the program. The student has to pay the prescribed re-admission fee of the program along with other dues of the semester/session.

e. Transfer of Credits/Exemption of Courses

- (i) A student may be allowed to transfer the credit hours from other accredited Universities / Degree Awarding Institutes only at the time of admission to the University. The Dean shall constitute a committee to evaluate and recommend the transfer of credits. The Vice Chancellor shall endorse the acceptance of transferred credit hours.
- (ii) No credit of a course shall be transferred if the letter grade is less than C with minimum grade point of 2.00 on the 4.00 scale or in case if grade are not available with minimum 60% marks.
- (iii) A maximum of 60% of the total credit hours required for completion of the program may be allowed for transfer.
- (iv) The courses allowed to be transferred shall have at least 80% similarity of the course contents for the core courses on the current scheme of study of the program and for the elective courses, the Committee shall evaluate the courses and recommend the transfer on the basis of comparable and identical courses.
- (v) A candidate who has already earned a degree or other qualification from a recognized University/DAI with a lesser duration/studies as compared to that of the duration/studies of the program in which he/she intends to take admission, may be given exemption of studied courses and allowed to bridge his/her previous qualification with the required duration/studies of the desired program. The case of exemption shall also be dealt by a committee similar to as a committee on transfer of credit case.
- (vi) The transferred/exempted courses and their credit hours shall appear on the transcript with a description stating the work as transferred and/or exempted and the name of the University/DAI from where these were originally qualified and earned.
- (vii) The grade and the grade point of the transferred course shall not be used in calculating the SGPA and CGPA.
- (viii) The candidate shall be responsible for providing the migration certificate/NOC, and syllabi, letter grades and grade points of all the courses that he/she has qualified at the last University/DAI and shall meet all the admission requirements of the program.

8. EXAMINATIONS

- a. A student shall be evaluated in each course on the basis of periodical quizzes/ mid semester test(s)/ assignment(s)/ group discussion(s)/ presentations / project(s) during the semester and terminal (University) examination at the end of the semester. These (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks. The weightage may be determined, based on the following guidelines:

Nature of Examination	Course With Lab	Course Without Lab
Quizzes	5 – 10%	5 – 15%
Mid Semester Examinations	20 – 30%	30 – 40 %
Assignments / Presentations	5 – 10%	5 – 10%
Practical / Project (if applicable)	10 – 20%	–
End Semester Examination	40 – 50%	40 – 50%

- b. In case a student joins a course after it has been started, he/she shall be responsible for any missed assignments and lectures.
- c. There shall be written examination for each course at the end of each semester on the dates fixed by the Controller of Examinations in consultation with the Dean concerned.
- d. The faculty members/visiting teachers shall discuss all the sessional tests, assignments, quizzes, terminal examination papers and their evaluation with the students during the semester.
- e. A date-wise record of the attendance of students shall be maintained by each teacher.
- f. A student shall be eligible to appear in the end semester examination provided that:
- (i) He/she has been on the rolls of the University during that semester.
  - (ii) He/she has registered himself/herself for the courses of study and has attended at least 75% of the lectures/laboratory work (whatsoever may be the reason including medical and emergency situations) and completed the course work to the satisfaction of the department concerned.
  - (iii) The student falling short of the required percentage of attendance of lectures/seminars/practical/laboratory/demonstrations, etc., shall not be allowed to appear in the end semester examination of the concerned course and shall be treated as having withdrawn from that course. The course shall appear on the transcript with a letter grade "W".
  - (iv) He/she has paid all the University dues including tuition fee / hostel fee etc. before the commencement of the end semester examination.
- g. A handicapped/ disabled (blind) student will be provided writer/amanuensis at the expense of the University on the recommendations of the Dean. The writer/ amanuensis shall be of a lower grade of education than the student. He/she would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.
- h. Project /Thesis
- (i) The students of those departments where project / thesis is a requirement for the program will be required to carry out research on a project / thesis of minimum 6 credit hours and submit a project report/thesis as a requirement for partial fulfillment of their programs in the relevant disciplines.
  - (ii) Each student shall perform his/her research work under the supervision of a person appointed by the Dean.
  - (iii) Where necessary and desirable, a co-supervisor may also be appointed by the Dean.
  - (iv) The student shall be permitted according to the scheme of study of the program to select a topic of research in consultation with his/her supervisor.
  - (v) The student may be required to do field work up to 16 weeks where necessary.

- (vi) The student is required to complete the project/thesis and submit his/her report/thesis for evaluation to the department through his/hersupervisor within the stipulated time period.
  - (viii) In case a student fails to complete the project/thesis within the given time, the Dean may allow him/her an extension up to a maximum two (2) months, provided that the maximum time period allowed for completion of the program permits to do so.
  - (xi) The student shall pay such charges for use of facilities for his/her project/thesis as prescribed by the University from time to time. If a student is given extension in the period for completion of his/her project/thesis, he/she shall pay the fee/charges for the extended period and no fellowship or financial assistance shall be provided during the extended period.
- i. Panel of Examiner
- (i) A panel of examiners for evaluation of project report/thesis and conduct of viva-voce examination shall be recommended by the respective Board of Studies and approved by the Vice Chancellor.
  - (ii) The examiners shall be appointed by the Dean of the Faculty concerned from the approved panel.
  - (iii) The examiners shall evaluate the project report/thesis and conduct viva-voce examination of the student on the date and time given by the Dean of the faculty concerned in consultation with the COE.
  - (iv) In case, the project/thesis is adjudged inadequate by the examiner, he/she may reject the project report/thesis or ask the student to revise the same.
  - (v) The student shall be required to submit the revised version of the project report/thesis within a period of one month from the date of viva-voce examination. The revised version of the project report/thesis shall be examined by the supervisor and the Dean of the faculty concerned.
  - (vi) The result of the revised version as received from the Dean of the faculty concerned shall be declared and no further extensions shall be granted in case the revised version of the project report/thesis has been rejected.
  - (vii) After the viva-voce examination, the successful student shall submit three hard bound copies of the project report/thesis to the department for onward transmission to the Controller of Examinations for declaration of result. A copy of the project report/thesis will be deposited by the Controller of Examinations in the Library.
  - (viii) The result of the student shall not be declared unless she/he has submitted three hard bound copies of the project report/thesis to the department.
  - (ix) The project report/thesis shall be printed on A4 size (8.27" x 11.69") paper and shall have a black hard binding.
- j. Each successful student shall be awarded the degree on successful completion of all the requirements of Undergraduate program.
- 9. GRADES, PROMOTIONS AND MERIT**
- a. Each course shall carry 100 marks. The minimum pass marks for each course shall be 50%. Marks and grade points shall be calculated according to the following table.

TABLE FOR AWARD OF GRADES

Marks Obtained	Grade	Grade Points
90 – 100	A+	4.0
80 – 89	A	4.0
70 – 79	B	3.0*
60 – 69	C	2.0*
50 – 59	D	1.0*
Less than 50	F	0.0
Incomplete	I	-
Withdrawal	W	-
Replaced Grade	R	-

\* to be increased by 0.1 for every 1 score above the minimum for the letter grade band.

b. Marks will be rounded off for each course only once after adding in-semester and final examination marks.

Marks would be rounded up / down from first decimal as under:

(i) If first decimal is equal to or greater than 5, the value is to be rounded up to next higher whole number e.g. 67.5 will be treated as 68 and 69.5 will be treated as 70.

(ii) If first decimal is less than 5, the value is to be rounded down to the current whole number e.g. 67.4 will be treated as 67 and 69.4 will be treated as 69.

c. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:

$$SGPA = \frac{\sum \text{Course Credit Hours in the semester (excluding W and I)} \times \text{Grade Points Earned}}{\text{Total Semester Credit Hours (excluding W and I)}}$$

$$CGPA = \frac{\sum \text{Course Credit Hours in all semesters (excluding W, I \& R)} \times \text{Grade Points Earned}}{\text{Total Credit Hours taken in all semesters (excluding W, I \& R)}}$$

d. SGPA and CGPA shall be rounded off to second decimal when shown on the transcript and in record(s) of result.

e. The result of student in each course, whether passed or failed, shall be indicated on the transcript by letter grade. A separate transcript shall, however be issued to each student showing percentage of marks, grade obtained in each course, SGPA and CGPA.

f. Non Credit course as defined in Clause 2(p) of these regulations shall not be counted in the SGPA and CGPA calculations.

g. Withdrawal of Course and Grade 'W'

(i) A student shall be allowed to withdraw from a course 2 weeks before the end of the classes in the semester subject to the approval by the course teacher and Dean concerned. The withdrawn courses shall appear on the transcript with letter grade 'W'. For the courses with co-requisites (for example, courses with theory as well as lab work), if a student withdraws one component of such a course then it shall be deemed as he/she has withdrawn the whole course.

(ii) No credits shall be given to the withdrawn course(s) and it shall not be used in the SGPA and CGPA calculations.

- (iii) The student may repeat the withdrawn course whenever offered next. He/she shall attend all the classes / tutorial and shall appear in all quizzes/mid semester test(s)/assignment(s)/group discussion(s)/presentation(s)/project(s) during the semester/session and terminal examination at the end of the semester/session.
  - (vi) He/she shall pay the dues for repeating the withdrawal course(s).
- h. Grade 'F'
- (i) If a student fails to appear in the terminal examination of a course, he/she be treated as absent and failed.
  - (ii) The minimum pass marks for each course shall be 50. A student obtaining less than 50 marks in any course shall be deemed to have failed in that course.
  - (iii) The grade point for the Grade 'F' shall be 0 and it will be used in the SGPA and CGPA calculations.
  - (iv) Whenever a student fails in a course, he/she shall repeat the course as soon as the course is offered to improve his/her grade. He/she is required to attend all the classes/ tutorial and shall appear in all quizzes/ mid semester test(s)/ assignment(s)/group discussion(s)/presentations/project(s) during the semester and terminal examination at the end of the semester.
  - (v) He/she shall pay the dues for repeating the failed course(s).
- i. Grade 'I'
- (i) If a student fails to appear in the terminal examination of a course on medical or any other reasons, he/she be treated as absent and failed. However, in special circumstances, on the request of the student, the Dean of the Faculty concerned, on the recommendations of the teacher/supervisor concerned, may allow for the award of Grade 'I' to the student in a course provided that the attendance and other requirements of the course must have been completed by the student.
  - (ii) No credits shall be given to the Grade 'I' and it shall not be used in the SGPA and CGPA calculations.
  - (iii) The unfinished requirements must be met no later than the end of the next regular semester, otherwise it will automatically be changed to an "F". It will be responsibility of the student to complete the specified requirements within the stipulated time as approved by the Dean on recommendations of teacher/supervisor.
- j. Repeating Courses
- (i) A student may be allowed to repeat a course in which he/she has obtained grade "D", "F" or "W" to improve his/her grade of the course.
  - (ii) A student is required to attend all the classes/tutorial and shall appear in all quizzes/mid semester test(s)/assignment(s)/group discussion(s)/presentations/ project(s) during the semester and terminal examination at the end of the semester.
  - (iii) He/she shall pay the dues for repeating the course(s).

A course which is repeated in a subsequent semester(s)/session(s) shall be reflected in the transcript corresponding to the respective semester(s)/ session(s) for as many times as it is registered for. The old grade of the course shall be replaced with the letter grade "R" without changing the previous GPA/CGPA. The new grade, through its corresponding semester/session, shall be used for computation of the GPA/CGPA. Provided the new grade is lower than the previous grade then the previous grade shall retain as such; whereas the new (lower) grade shall be marked as "W" without affecting the GPA/CGPA and the repeat shall be reflected in the transcript corresponding to the respective semester/session. Provided also a student, after approval of the Dean, takes a new elective course in lieu of a previous elective course in

which he/she has failed then the grade of the previous courses shall be replaced with the letter grade "R" without changing the previous GPA/CGPA. Both the previous and the substituted courses shall be reflected in the transcript corresponding to their respective semester/session and only the grade of the substituting course, through its corresponding semester/session, shall be used in computation of the GPA/CGPA. Withdrawal of a substituting course shall not change the grade of the previous course as well as the previous GPA/CGPA.

- (iv) A student may be allowed to improve his/her CGPA by repeating course(s) after completion of the program with the approval of the Vice Chancellor on recommendations of the In-Charge/HOD through the Dean. Provided the maximum allowable time of the program is not over and that he/she has not been issued the degree. The student shall have to surrender his/her previous transcript, provisional certificate and other related document(s).

k. Academic Deficiency

- (i) A student shall be required to maintain a minimum CGPA of 2.0 throughout the period of study.
- (ii) At the end of every **regular** semester, a probation warning is issued to the student if the CGPA of the student falls below 2.0. However, if a student cannot earn a minimum GPA of 1.0 in the first semester then he/she shall be dismissed from the program. In case GPA of a student in the first semester falls below 1.5 but equal to or above 1.0 then he/she shall be given a serious warning (the last chance to attain a semester GPA of 2.0 or above). A student on serious warning shall be dismissed from the program if he/she fails to achieve a minimum semester GPA of 2.0.
- (iii) A student with a warning probation cannot register courses in the subsequent semester without the approval of the Dean.
- (iv) After each regular semester, if the CGPA of a student is less than the 2.0, the probation count increases by one.
- (v) If the CGPA of the student equals or exceeds 2.0, the probation count becomes zero.
- (vi) If the probation count of a student becomes three (3), he/she shall be relegated. A relegated student shall not be allowed to register any new course(s) and only re-register his/her repeatable courses. During relegation he/she shall have to maintain a minimum SGPA of 2.00. To remove the relegation status he/she shall have to earn a minimum CGPA of 2.00. The relegation period shall be counted towards the maximum period allowed for the program. However, in programs where teaching is carried out on the basis of even/odd semesters due to one-time admission, the academic deficiency rule shall be applied at the end of each year instead of end of regular semester whenever CGPA is less than 2.00.

l. Zulfiqar Gold Medal

A student obtaining overall first position in the batch shall be awarded a Certificate of Merit and Zulfiqar Gold

Medal provided that

- (i) He/she has obtained maximum CGPA in the batch but not less than 3.5.
- (ii) He/she must have obtained Grade 'C' or above in all the courses throughout the program.
- (iii) He/she has not repeated any course.
- (iv) He/she has not been punished on disciplinary grounds.
- (v) He/she has completed the entire requirements of the program at the same department of the University as a regular (non-transferred/non-migrated) student within the minimum prescribed and

stipulated timeperiod.

m. Chancellor Gold Medal

A student shall be awarded a Certificate of Merit and Chancellor Gold Medal provided that

- (i) He/she obtains maximum CGPA but not less than 3.5.
- (ii) He/she must have obtained Grade 'C' or above in all the courses throughout the program.
- (iii) He/she has not repeated any course.
- (iv) He/she has not been punished on disciplinary grounds.
- (v) He/she has completed the entire requirements of the program at the same department of the University as a regular (non-transferred/non-migrated) student within the minimum prescribed and stipulated timeperiod.
- (vi) The overall performance shall be calculated as follows:
  - Academic Performance 70%
  - Co-Curricular Activities 15%
  - Extra-Curricular Activities 15%
- (vii) The Co-Curricular Activities shall include:
  - Research publications
  - Academic Competitions and Exhibitions
- (viii) The Extra-Curricular Activities shall include (but not limited to the list below):
  - Qirat / Naat Competition
  - Hifz-i-Quran
  - Debates
  - Quiz Competition
  - Essay Writing Competition
  - Participation in Social/Relief Service (must provide a certificate)
  - Event Management

n. Vice Chancellor's List

A student shall be included in the Vice Chancellor's List for a semester provided that

- (i) He/she has obtained an SGPA of 3.7 or more in a regular semester.
- (ii) He/she has not repeated any course.
- (iii) He/she has not been punished on disciplinary grounds.

o. Dean's List

A student shall be included in the Dean's List for the semester provided that

- (i) He/she has obtained an SGPA of 3.5 or more in a regular semester.
- (ii) He/she has not repeated any course.
- (iii) He/she has not been punished on disciplinary grounds.

p. Re-Checking of Answer Books

- (i) There shall be no re-assessment and re-evaluation of the answer books.
- (ii) A student may, on the payment of fee as prescribed by the University, get the answer book re-checked



for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, Dean of the concerned department and the Controller of Examination, within one month from the date of declaration of the result.

(iii) Errors or omissions, if any, shall be rectified.

**10. FEES AND OTHER DUES**

Each student shall be required to pay tuition fee and such other charges as may be determined by the Department and approved by the University from time to time.

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REGULATIONS RELATING TO THE ADMISSION, REGISTRATION AND EXAMINATIONS OF MS/M.Phil/EQUIVALENT PROGRAM

(Revised 2015 & 2018: Approved 23<sup>rd</sup> June 2015 by Board of Governors)

1. The Riphah International University shall offer courses leading to the degrees of Master of Science, abbreviated as MS, or Master of Philosophy, abbreviated as M.Phil or otherwise as prescribed for in the subjects provided in the schedule and introduced from time to time. Applications for admission to various courses of study shall be invited and admission shall be made on the basis of merit.
2. Wherever applicable the regulations prescribed from time to time by the professional councils/bodies such as Pakistan Engineering Council (PEC), Pakistan Medical and Dental Council (PM&DC), Pharmacy Council of Pakistan (PCP), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), Pakistan Veterinary Medical Council (PVMC), Pakistan Nursing Council (PNC), etc. shall supersede.
3. DEFINITIONS

In these regulations, unless there is anything repugnant in the subject of context:

- a. **“Academic Advisor”** means a university teacher appointed as academic advisor by the concerned Dean.
- b. **“Academic Council”** means the Academic Council of the University.
- c. **“Academic Year”** of the University shall comprise of two regular semesters (Fall and Spring), each of which shall normally be 16-18 weeks including 1-2 weeks for the terminal examinations of the semester. During the summer break, there may be a Summer Session of not exceeding nine (9) weeks including the terminal examinations of the session. The contact hours per week during a Summer Session will be doubled to ensure that a course is completely taught with half of the duration as compared with a regular (Fall/Spring) Semester.
- d. **“Board of Advanced Studies and Research (BASR)”** means the Board of Advanced Studies and Research (BASR) of the University.
- e. **“Commencement of Semester/Session”** means the day of start of classes for the semester/session as prescribed in the Academic Calendar of the University published from time to time.
- f. **“Controller of Examinations (COE)”** means the Controller of Examination (COE) of the University.
- g. **“Credit Course”** means a course of study, successful completion of which shall be the requirement for the award of degree. The grade obtained in a credit course shall appear on the transcript.
- h. **“Credit Hour”** means teaching a theory course for 50-60 minutes of classroom per week throughout the semester. One Credit Hour in laboratory/ library research / Museum / Clinical Wards would require contact of two-three (2-3) hours of laboratory work / library research / Museum / Clinical Wards per week throughout the semester.

**NOTE:** The credit hours are denoted by two digits within brackets with a hyphen in between. The first (left side) digit represents the theory part while the second (right side) digit represents the laboratory/ research work/ Museum/Clinical Wards. Thus 3(3-0) means three credit hours of theory while 4(3-1)

means a total of four credit hours, of which, three credit hours are of theory while one credit hour is for laboratory / research / Museum / Clinical Wards. The weekly contact hours of a 3(3-0) course will be three, while the contact hours of 4(3-1) course will be five to six while the contact hours of 3(1-2) will be five to seven.

- i. **“Cumulative Grade Point Average (CGPA)”** means the weighted average of the Grade Point earned for all the credit courses in all the semester attended.
- j. **“Dean”** means the Dean of a Faculty of the University.
- k. **“Department”** means a teaching department, an academy, an institute, a college, a school, a center of the University with whatsoever name called, or an affiliated college/institute of the University, or an academic institution with which the University has a valid Memorandum of Understanding.

- l. **“Faculty”** means the Faculty of the University.
- m. **“Grade Point”** meansthe points (numerical value) associated witheachletter grade.
- n. **“Grade”** meanstheletter gradeearnedbyastudentinacoursedependingonhis/herperformancein that course.
- o. **“Non-Credit Course”** means a course registered by the student or prescribed by the concerned Department, which is not to be counted towards the minimum degree requirements. The grade of a non-credit course shall appear on the transcript with a special mark and it shall not be used in calculation of the SGPA/CGPA.
- p. **“Prescribed”** means prescribed by the Statues, Regulations and Rulesofthe University.
- q. **“Program”** means an MS/MPhil level program leading to a degree, diploma, or certificate.
- r. **“Registrar”** means the Registrar of the University.
- s. **“Semester GradePoint Average(SGPA)”** meanstheweightedaverageofthe Grade Pointsearnedfor all the credit courses in a single semester.
- t. **“Student”** means aregistered of student enrolled in MS/MPhillevelprogramofthe University.
- u. **“Synopsis”** meansawrittenresearchproposalto besubmittedbythestudentinpartialfulfillmentof the program.
- v. **“Thesis”** means awrittenreportresultingfromoriginalresearchto be submitted bythestudentinpartial fulfillment of theprogram.
- w. **“University”** means the Riphah International University.
- x. **“Vice Chancellor”** means the Vice Chancellor of the University.
- 4. ADMISSION TO THE MS/M.PHIL LEVEL PROGRAM**
- a. To be eligible for admission to the MS/M.Phil level program, a candidate:
  - (i) shall possess a bachelor’s or master’s degree of minimum of 16 years of schooling or an equivalent qualificationintherelevantdisciplinefromarecognized University/Degree Awarding Institute (DAI).
  - (ii) The candidate must have passed the University/Departmental admission test in the subject or equivalent test conducted by an authorized/recognized body of the Higher Education Commission (HEC) of Pakistan for admission in the program.
  - (iii) shall have obtained a minimum cumulative grade point average (CGPA) of 2.00 on the 4.00 scale in the semester system or a minimum of 50% marks in the annual system in the last qualifying degree. However, a department may make more stringent criteria for any of its programs under prescribed manners.
- b. Anyone who has been rusticated or expelled by a University/DAI or college for misconduct or for use of unfair means inthe examinations or for any offence involvingmoral turpitude shall not be eligiblefor admission in any program of the University.
- c. Each candidate shall make an application for admission in response to an advertisement by the University/Departmentonaprescribedform along withthedocuments specified in the form.
- d. The admission to the program shall be made on the basis of cumulative merit to be determined from the previous academic record, prescribed written test and interview.
- e. Each department shall have a Graduate Admissions Committee for its program(s). The committee shall suggest criteria for admission from time to time and accept, scrutinize and evaluate the applications for admission, determine merit, finalize and recommend admissions for approval of the Dean for each intake session. Admission in a program shall be based only on criteria approved by the BASR and duly endorsed by the

Academic Council.

The admission committee shall be approved by the Vice Chancellor on recommendations of the Dean. The committee shall consist of the following and the quorum for a meeting of the committee shall be minimum three(3):

1	Chairman/Convener	HOD/In-Charge Postgraduate Programs
2	Member-I	One faculty member of the department preferably with PhD qualification to be nominated by the HOD/In-Charge Postgraduate Programs
3	Member-II	One faculty member of the department preferably with PhD qualification to be nominated by the Dean
4	Member-III	One faculty member of the University/Department preferably with PhD qualification from outside the department to be nominated by the BASR
5	Member-IV	One faculty member of the department preferably with PhD qualification to be nominated by the Vice Chancellor

## 5. CURRICULUM OF PROGRAM

- a. Each department shall develop the curriculum for each of its programs by the relevant Board of Studies and submit it through the concerned Board of Faculty to the BASR and the Academic Council for approval. Such curriculum shall become effective from the date of its approval by the Academic Council as may be prescribed. The curriculum of a program shall normally consist of the objectives and scope of the program, structure/requirements of the program, scheme of studies and syllabus of the courses.
- b. A program shall normally comprise of a minimum of 24 credit hours of the coursework and of a minimum of 6 credit hours of research work. The research work shall be mandatory for the award of research degrees. However, the Vice Chancellor may allow a coursework of a minimum of 6 credit hours in lieu of the research work on recommendation of the concerned Dean.
- c. The requirements for the program shall be completed within the time period as prescribed for the program in its curriculum. However, the minimum time period shall be 1.5 years and maximum 04 years.
- d. The teacher concerned shall issue the course outline to the students, which normally includes the objectives of the course, course contents and their weekly lecture schedules, assessments and evaluations criteria, attendance policy, reading material and any other information important for successful completion of the course.
- e. Each student shall follow the curriculum of the program as may be prescribed by the Academic Council from time to time.

## 6. REGISTRATION AND ENROLLMENT

### a. University Registration

- (i) A student seeking admission in a program shall register himself/herself through his/her department with the Registrar within the dates notified for registration, failing which he/she shall not be allowed to appear in the terminal (University) examinations and his/her admission may be declared as cancelled.

- (ii) The Registrar shall issue a University registration number to each student.
- b. Course Registration and Semester Enrollment
- (i) The department shall complete the course registration and semester enrollment of its students within two weeks before the commencement of a semester/ session.
  - (ii) A student shall register for the courses offered by the department on a prescribed Course Registration and Semester Enrollment Form in consultation with his/her Academic Advisor.
  - (iii) A regular student shall register a minimum of 6 credit hours and a maximum of 12 credit hours in a regular Fall/Spring semester and a maximum of 6 credit hours or 2 courses in a summer session, if offered by the department. In a summer session only the remedial, non-credit courses, and/or the repeatable courses with grade "C" or "F" may be allowed to register. However, a student may be allowed to undertake a course with grade "W" in a summer session only with the permission of the Dean on recommendations of the academic advisor through the HOD/In-Charge Postgraduate Programs.
  - (vi) The student shall deposit his/her fees and dues of a semester/session before commencement of the semester/session. The course registration and semester enrollment form shall not be accepted if the student has any outstanding fees and dues of previous the semester/session.
  - (v) If a student fails to register the courses before the commencement of the semester, the Dean on recommendations of the Academic Advisor through HOD/In-Charge Postgraduate Programs may allow the student to register for courses within one week after the commencement of semester subject to the payment of late fees as prescribed by the Department and approved by the University from time to time.
- c. Add/Drop of Courses
- (i) A student may add or drop his/her enrolled course(s) on the recommendations of the Academic Advisor and approval of the concerned HoD/In-Charge Postgraduate Programs within one week of the commencement of semester.
  - (ii) Add/Drop of course(s) for a student who is repeating any course(s) or is on academic deficiency (with a low SGPA and/or CGPA than the minimum requirement) may be allowed by the Dean on recommendations of the Academic Advisor through the HoD/In-Charge Postgraduate Programs.
  - (iii) Add/drop may not be allowed in a summer session.
  - (iv) The student shall deposit the dues for the additional credit hours course(s) accordingly. In case of drop of course(s) the amount paid shall be refunded or adjusted according to the refund policy of the University.
  - (v) In very special and compelling circumstances the Dean may allow a student on recommendations of the Academic Advisor through the HOD/In-Charge Postgraduate Programs to add or drop of course(s) within the second week of the commencement of semester.
- d. Freezing of Semester/Readmission
- (i) A student dropping all the registered courses or choosing not to register in any course for a semester up to first two weeks of commencement of a semester shall be required to apply to his/her Dean for freezing of the same semester only.
  - (ii) No freezing shall be allowed for the first semester of registration and enrollment in the University and the Department and for an offered summer session.
  - (iii) The frozen semester(s) shall be counted towards the maximum period allowed for completing the

- program.
- (iv) A student, who neither registers any courses for a semester nor requests for freezing of the semester, shall deem to have abandoned his/her program. However, he/she may be allowed to reinstate his/her program in a subsequent semester/ session on his/her request, provided he/she has sufficient time to complete the requirements of the program within the maximum time period allowed from the date of his/her initial admission in the program. He/she shall be required to pay the prescribed reinstatement fee along with other dues of the semester/session.
  - (v) Provided also that if a student does not get reinstated after abandoning the program within the maximum time period allowed for completion of the program from the date of his/her initial admission, he/she may be readmitted on his/her request in the same program by the concerned Dean upon recommendations of the HOD/In-Charge Postgraduate Programs. In such a case only 60% of the coursework of the program may be acceptable to rejoin the program. The student has to pay the prescribed re-admission fee of the program along with other dues of the semester/session.
  - (vi) **Transfer of Credit/Exemption of Courses** A candidate may be allowed to transfer his/her credit hours earned from any other recognized/accredited University/Degree Awarding Institute (DAI) on his/her request along with the admission application to the Department/ University.
  - (vii) The transfer of credit application shall be evaluated by a committee of the Department on Transfer and Equivalence constituted by the concerned Dean. The committee shall consist of three senior teachers of the department including the HOD/In-Charge Postgraduate Programs as the Chairman. The committee may co-opt one more expert/member, if so desired for a case. The committee shall make its recommendations to the Dean for approval. The Vice Chancellor shall endorse the acceptance of transferred credit hours on behalf of the BASR and Academic Council.
  - (viii) No credit of a course shall be transferred if the letter grade is less than B (normally with a minimum grade point of 3.00 on the 4.00 scale) earned in the examination under semester system or with a minimum of 60% marks obtained in the annual system.
  - (ix) A maximum of 60% of the total credit hours of the coursework required for completion of the program at the University may be allowed for transfer.
  - (x) The transfer shall normally be sought out on course-by-course basis. The transferable courses corresponding to the core courses of the program shall have at least 80% similarity of the course contents/syllabi on the current scheme of study of the program. However, in case of courses corresponding to the elective courses, the Committee shall evaluate and recommend the transfer of such courses which shall lead to fulfill the overall objectives of the programs.
  - (xi) A candidate who has already earned a degree or other qualification from a recognized University/DAI with a lesser duration/studies as compared to that of the duration/studies of the program in which he/she intends to take admission, may be given exemption of studied courses and allowed to bridge his/her previous qualification with the required duration/studies of the desired program. The case of exemption shall also be dealt by a committee similar to as a committee on transfer of credit case.
  - (xii) The transferred/exempted courses and their credit hours shall appear on the transcript with a description stating the work as transferred and/or exempted and the name of the University/DAI from where these were originally qualified and earned.
  - (xiii) The grade and the grade point of the transferred courses shall not be used in calculating the SGPA and CGPA.
  - (xiv) The candidate shall be responsible for providing the migration certificate/NOC, syllabi of courses,

letter grades and the grade points of all the courses that he/she has qualified/earned at the previous University/DAI and shall meet all the admission requirements of the program.

- (xv) No credit of the work completed at other University/DAI shall be transferred if it is earned at the same time of enrollment in the courses of the program.

**7. EXAMINATIONS OF COURSEWORK AND ATTENDANCE**

- a. A student shall be evaluated in each course on the basis of periodical quizzes, test(s), assignment(s), individual/group presentations, group discussion(s), project/ laboratory reports and/or otherwise as prescribed during the semester/session and the terminal examination covering the whole course at the end of the semester/session. The examinations/assessments shall be oral and/or in writing. Each course shall carry 100 marks, out of which 60% shall normally cover class work including the periodic evaluations and 40% for the terminal examination.
- b. The minimum pass marks for each course shall be 60%, which shall be the aggregate of the marks obtained during the semester/session and of the terminal examinations.
- c. If a student absents himself/herself in a class quiz, test, etc. for any reason, no separate examinations/assessment will be arranged for him/her and he/she shall be awarded zero marks for that examinations/assessment.
- d. There shall be written examination for each course at the end of each semester/session on the dates fixed by the COE in consultation with the Dean.
- e. A student shall be allowed to appear in the examination provided that he/she:
- (i) has been on the rolls of the University during that semester/session.
  - (ii) has registered himself/herself for the courses of study and has attended at least 75% of the lectures/laboratory work and completed the course work to the satisfaction of the department concerned.
  - (iii) has paid all prescribed fees and dues of the semester/session before the commencement of the terminal examinations.
  - (iv) The student falling short of the required percentage of attendance of lectures/seminars/practical/laboratory demonstrations etc., shall not be allowed to appear in the terminal examination of the concerned course and shall be treated as having withdrawn from that course. The course shall appear on the transcript with a letter grade "W".

**8. EVALUATION, GRADES, ACADEMIC STANDING AND MERIT**

**a. Grades, Grade Points and Calculation of Grade Point Average**

- (i) The academic work shall normally be evaluated on the basis of percentage marks obtained and the grade points according to the following grading system:

READY RECKONER FOR CALCULATING GRADE POINT

BASED ON LETTER GRADES AND

CORRESPONDING NUMERICAL GRADES

<b>Percentage Marks</b>	<b>Grade</b>	<b>Grade Points</b>
90 – 100	A+	4.0
80 – 89	A	4.0
70 – 79	B	3.0*
60 – 69	C	2.0*
Less than 60	F	0.0
Incomplete	I	-
Withdrawal	W	-
Replaced Grade	R	-



\* an increase of 1 marks increases the grade point by 0.1

- (ii) Marks will be rounded for each course only once after adding the during semester/session marks and the terminal examinations marks. Marks would be rounded up / down from first decimal in such a way that if first decimal is equal to or greater than 5, the value is to be rounded up to next higher whole number. e.g. 67.5 will be treated as 68 and 69.5 will be treated as 70. And if first decimal is less than 5, the value is to be rounded down to the current whole number. e.g.

67.4 will be treated as 67 and 69.4 will be treated as 69.

- (iii) The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:

$$SGPA = \frac{\sum \text{Course Credit Hours in the semester (excluding W and I)} \times \text{Grade Point Earned}}{\text{Total Semester Credit Hours (excluding W and I)}}$$

$$CGPA = \frac{\sum \text{Course Credit Hours in all Semesters (excluding W, I and R)} \times \text{Grade Point Earned}}{\text{Total Credit Hours taken in all Semesters (excluding W, I and R)}}$$

- (iv) SGPA and CGPA shall be rounded off to the second decimal when shown on the transcript and in record(s) of result.

b. Withdrawal From a Course

- (i) A student may be allowed to withdraw from a course or all of the courses after the add/drop of courses period up to two weeks before the end of the classes of the semester/session subject to approval of the Dean upon recommendations of the teacher concerned through the HOD/In-Charge Postgraduate Programs.
- (ii) The withdrawn courses shall appear on the transcript with letter grade 'W'. For the courses with co-requisites (for example, courses with theory as well as labwork), if a student withdraws one component of such a course then it shall be deemed as he/she has withdrawn the whole course.
- (iii) No credits shall be given to the withdrawn course(s) and it shall not be used in the SGPA and CGPA calculations.
- (iv) The student may repeat the withdrawn course whenever offered next. He/she shall attend all the classes/tutorials and shall participate in all the quizzes, test(s), assignments, etc. during the semester/session and in the terminal examinations at the end of the semester/session as such.
- (v) The student shall pay the prescribed fees and other dues of the withdrawn course(s) for the semester/session.

c. Grade 'I'

- (i) If a student fails to appear in the terminal examination of a course on medical or any other reasons, he/she shall be treated as absent and failed in the course. However, in special circumstances, on the request of the student, the Dean on the recommendations of the concerned teacher/supervisor through the HOD/In-Charge Postgraduate Programs may allow for the award of Grade 'I' to the student in the course, provided that the attendance and other requirements of the course have already been completed.
- (ii) No credits shall be given to the Grade 'I' and it shall not be used in the SGPA and CGPA calculations.
- (iii) The unfinished requirements must be fulfilled on as early as possible basis but before the end of the very next regular semester, otherwise it shall automatically be changed to an "F". It will be responsibility of the student to complete the specified requirements within the stipulated time as

approved by the Dean on recommendations of the concerned teacher/supervisor.

- d. Repeating a Course
- (i) A student may be allowed to repeat a course in which he/she has obtained grade “C” or “F”. A maximum of twelve (12) credit hours of coursework may be allowed to a student to repeat for improvement of his/her grade.
  - (ii) The student repeating a course shall be required to register the course as a regular course and shall attend all the classes and appear in all the examinations during the semester/session and the terminal examinations of the course.
  - (iii) The course repeated in a subsequent semester(s)/session(s) shall be shown in the transcript corresponding to the respective semester(s)/session(s) for as many times as it is registered for. The old grade of the course shall be replaced with the letter grade “R” without changing the previous SGPA/CGPA. The new grade, through its corresponding semester/session, shall be used for computation of the SGPA/CGPA. In case, the new grade is lower than the previous grade then the previous grade shall be retained as such; whereas the new (lower) grade shall be marked as “W” without affecting the SGPA/CGPA and the repeat shall be reflected in the transcript corresponding to the respective semester/session.
  - (iv) If a student, after approval of the Dean, takes a new elective course in lieu of a previous elective course in which he/she has failed then the grade of the previous course shall be replaced with the letter grade “R” without changing the previous SGPA/CGPA. Both the previous and the substituted courses shall be reflected in the transcript corresponding to their respective semester/session and only the grade of the substituting course, through its corresponding semester/session, shall be used in computation of the GPA/CGPA. Withdrawal of a substituting course shall not change the grade of the previous course as well as the previous SGPA/CGPA.
  - (v) A student may be allowed to improve his/her CGPA after completion of the program by repeating course(s) within the very next regular semester only with the approval of the Vice Chancellor on recommendations of the HOD/In-Charge Postgraduate Programs through the Dean. Provided the maximum allowable time of the program is not over and that he/she has not been issued the award. The student shall have to surrender his/her previous transcript, provisional certificate and other related document(s).
  - (vi) The letter grade “W” assigned to a course shall not be replaced by any other letter grade upon repeating/substitution of the course.
- e. Academic Deficiency
- (i) A student shall be required to maintain a minimum CGPA of 2.50 throughout the period of study of the program. Whenever the CGPA falls below 2.50 the student shall be given an academic warning for the next semester and this effect shall be published on his/her semester result. Maximum two academic warnings—viz., (1) the “First Probation” and (2) the “Last Probation” shall be allowed. If the CGPA of a student falls below 2.50 for the third time during the period of study of the program, he/she shall be dismissed from the program and shall not be readmitted in the same program.
  - (ii) A student on a probation status shall not be allowed to register the courses of the subsequent/advanced semester unless otherwise permitted by the Dean on recommendations of the Academic Advisor through the HOD/In-Charge Postgraduate Programs.
- f. Merit Certificates and Distinction Awards
- (i) A student obtaining overall first position in his/her batch shall be awarded a Certificate of Merit and

the Chancellor's Gold Medal provided that he/she obtains a minimum CGPA of 3.50, and has not failed in or has not repeated any course, has not been punished on disciplinary grounds and has completed the entire requirements of the program within the minimum stipulated time period of the program.

- (ii) A student with transfer of credit/exemption of course shall not be considered to compete for the gold medal.
- g. Re-Checking of Answer Books
  - (i) There shall be no re-assessment and/or re-evaluation of the answer books.
  - (ii) A student may, on the payment of fees as prescribed by the University, get the answer book re-checked for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, HOD/In-Charge Postgraduate Programs of the concerned department and the Controller of Examinations, within one month from the date of declaration of the result.
  - (iii) Errors or omissions, if any, shall be rectified.
- 9. REGISTRATION/ENROLLMENT OF RESEARCH WORK, DEVELOPMENT OF SYNOPSIS, APPOINTMENT OF SUPERVISOR
  - a. The student shall prepare a synopsis (research proposal) of his/her research work in consultation with the (proposed) supervisor within a period of one month of registration and enrollment for research. The synopsis shall normally be prepared after successful completion of the coursework. The synopsis shall include the topic of research, the name and consent of the (proposed) supervisor and the time period for submission of the thesis within the prescribed time limits.
  - b. The student shall submit this/hersynopsis with the assent of the supervisor to the concerned HOD/In-Charge Postgraduate Studies for consideration and permission of the departmental Research Ethics Committee (REC). The REC shall forward its recommendations to the Dean within fifteen days of submission of the synopsis.
  - c. The synopsis shall be forwarded to the Registrar by the Dean for approval of the BASR.
  - d. A co-supervisor may also be appointed by the BASR if the research work involves or becomes interdisciplinary or other particular circumstances so desire. In either case the specific roles and responsibilities of the co-supervisor shall be provided for consideration of the BASR. The supervisor and co-supervisor (if any) shall be from the relevant field. The supervisor shall possess doctoral degree and the co-supervisor shall have minimum MS/MPhil or equivalent qualification unless otherwise permitted by the BASR.
  - e. The time limit of the research work shall be counted from the date of approval of the synopsis by the BASR.
  - f. It is mandatory to register minimum of 03 credit hours and maximum of 14 credit hours of research work in each semester subsequently. If all credits have been registered and thesis is still not complete then a continuation credit of 01 Hour should be registered to remain enrolled in the program. The research work shall appear in the transcript of the student with the approved title of research work, credit hours and the letter grade earned. The grade shall be used in calculating the CGPA. The continuation Credit hour shall not be counted in calculation of GPA.
  - g. The student shall deposit the prescribed fees and dues on account of registration/ enrollment and examinations of his/her research work on the semester/session basis to maintain his/her candidature for the research work for the given semester/session.
  - h. If the student fails to complete his/her research work within the stipulated time, the Dean may permit on recommendation of the supervisor through the HOD/In-Charge Postgraduate Programs extension(s) in the period for completion of the research work, provided the extension(s) shall not go beyond the maximum time period of the program. Provided also that the student shall deposit the prescribed fees and dues for the extended period(s).

- i. In case a major/entire change in the approved research topic/subject is required the case shall be considered afresh. The reason of change and the change shall be forwarded to the BASR for consideration and approval following the due procedures. However, time limits of the program shall not be changed in any case.

**10. THESIS**

The student shall present his/her research work in the form of a written thesis. The thesis shall comply with the following conditions:

- a. It shall be certified and signed by the supervisor and the co-supervisor (if any) that the contents mentioned are accurate to the best level.
- b. It shall not include the research work for which a degree has already been conferred by this University or by any other University/DAI.
- c. It shall be written in English for all subjects except the oriental languages, in which case it shall be either the language itself or English, or otherwise as approved by the BASR on recommendations of the supervisor forwarded by the Dean.
- d. It shall have the format, writing, referencing, paper, binding and other related matters as approved by the BASR from time to time.

**11. THESIS EXAMINATIONS**

- a. There shall be standing list of external examiners (not in service of the Department) for research examinations for each department consisting of the persons of eminence in the respective field of research. The list shall be suggested from time to time by the concerned Board of Studies and Board of Faculty to the BASR for approval. The student shall submit an electronic copy of the thesis upon completion through his/her supervisor to the HOD/In-Charge Postgraduate Studies for plagiarism check.
- b. After getting clearance of plagiarism check, the student shall submit four (spiral/ tape bound) copies of his/her completed thesis to the COE through his/hersupervisor and the department for the evaluation by an external examiner and for the thesis defense (viva-voce) examination.
- c. The Supervisor shall inform the COE through the department about the date of viva-voce examination and suggest two to three names of external examiners from the approved list.
- d. The COE shall forward one copy of the thesis to one of the external examiners (as approved by the Vice Chancellor) along with the information related to the date, time and venue of the viva-voce examination.
- e. The viva-voce examination committee shall comprise of the external examiner, the HOD/In-Charge Postgraduate Programs and the Dean. The supervisor shall be the facilitator of the viva-voce examination committee.
- f. The student shall submit three hard bound copies after viva-voce examination and corrections suggested by the external examiner and the viva-voce examination committee through his/her supervisor and the department to the COE. The COE, after affixing his/hersignature to declare the copy of the thesis as final, shall forward one copy each to the University/Department Library and the concerned Department for record.
- g. The hard bound copies shall be printed on A4 size (8.27" × 11.69") paper and shall have black hard binding with golden lettering on the front and the spine.

**12. FEES AND OTHER DUES**

Each student shall be required to pay tuition fee and such other charges as may be determined by the Department and approved by the University from time to time.

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REGULATIONS RELATING TO THE ADMISSIONS, REGISTRATIONS AND EXAMINATIONS OF THE PhD LEVEL PROGRAMS

(Revised 2015 & 2018: Approved 23<sup>rd</sup> June 2015 by Board of Governors)

1. In pursuance of 7(1)(c) of Schedule, the First Statutes of the Riphah International University, Islamabad Ordinance, October 2002, the following Regulations are prescribed to govern the matters relating to the admissions, registrations and examinations for the PhD level programs.
2. Wherever applicable the regulations prescribed from time to time by the professional councils/bodies such as Pakistan Engineering Council (PEC), Pakistan Medical and Dental Council (PM&DC), Pharmacy Council of Pakistan (PCP), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC), Pakistan Veterinary Medical Council (PVMC), Pakistan Nursing Council (PNC), etc. shall supersede.
3. SHORT TITLE, COMMENCEMENT AND APPLICATION
  - a. These Regulations shall be called the Riphah International University Islamabad PhD Regulations 2007 (Revised 2015).
  - b. The Riphah International University shall offer a program leading to the degree of Doctor of Philosophy, abbreviated as PhD, in the subjects provided in the schedule and introduced from time to time.
  - c. These shall apply to PhD candidates admitted in a post-graduate Department/Center, Institute or affiliated college of the Riphah International University.
4. DEFINITIONS

In these regulations, unless there is anything repugnant in the subject of context:

- a. **“Academic Advisor”** means a university teacher appointed as an academic advisor by the concerned Dean.
- b. **“Academic Council”** means the Academic Council of the University.
- c. **“Academic Year”** of the University shall comprise of two regular semesters (Fall and Spring), each of which shall normally of 16-18 weeks including 1-2 weeks for the terminal examinations of the semester. During the summer break, there may be a Summer Session of not exceeding nine (9) weeks including the terminal examinations of the session. The contact hours per week during a Summer Session will be doubled to ensure that a course is completely taught with half of the duration as compared with a regular (Fall/Spring) Semester.
- d. **“Board of Advanced Studies and Research”** means the Board of Advanced Studies and Research (BASR) of the University.
- e. **“Commencement of Semester/Session”** means the day of start of classes for the semester/session as prescribed in the Academic Calendar of the University published from time to time.
- f. **“Controller of Examinations”** means the Controller of Examination (COE) of the University. **“Credit Course”** means a course of study, successful completion of which shall be the requirement for award of the degree. The grade obtained in a credit course shall appear on the transcript.
- g. **“Credit Hour”** means teaching a theory course for 50-60 minutes of classroom per week throughout the semester. One Credit Hour in laboratory/ library research / Museum / Clinical Wards would require contact of two-three (2-3) hours of laboratory work / library research / Museum / Clinical Wards per week throughout the semester.

**NOTE:** The credit hours are denoted by two digits within brackets with a hyphen in between. The first (left side) digit represents the theory part while the second (right side) digit represents the laboratory/ research work/ Museum / Clinical Wards. Thus 3(3-0) means three credit hours of theory while 4(3-1) means a total of four

credit hours, of which, three credit hours are of theory while one credit hour is for laboratory / research / Museum/ClinicalWards. The weekly contact hours of a 3(3-0) course will be three, while the contact hours of 4(3-1) course will be five to six while the contact hours of 3(1-2) will be five to seven.

- h. **“Cumulative Grade Point Average (CGPA)”** means the weighted average of the Grade Point earned for all the credit courses in all the semester attended.
- i. **“Dean”** means the Dean of a Faculty of the University.
- j. **“Department”** means a teaching department, an academy, an institute, a college, a school, a center of the University with whatsoever name called, or an affiliated college/institute of the University, or an academic institution with which the University has a valid Memorandum of Understanding.
- k. **“External Examiner”** means a subject expert (outside the University or any of its departments) to evaluate the thesis and/or to take the viva-voce examinations of research student of the program.
- l. **“Faculty”** means the Faculty of the University.
- m. **“Grade Point”** means the points (numerical value) associated with each letter grade.
- n. **“Grade”** means the letter grade earned by a student in a course depending on his/her performance in that course.
- o. **“Non-Credit Course”** means a course registered by the student or prescribed by the concerned Department, which is not to be counted towards the minimum degree requirements. The grade of a non-credit course shall appear on the transcript with a special mark and it shall not be used in calculation of the SGPA/CGPA.
- p. **“Prescribed”** means prescribed by the Statutes, Regulations and Rules of the University.
- q. **“Program”** means a PhD level program leading to a degree, diploma, or certificate.
- r. **“Registrar”** means the Registrar of the University.
- s. **“Semester Grade Point Average (SGPA)”** means the weighted average of the Grade Point earned for all the credit courses in a single semester.
- t. **“Student”** means a registered student enrolled in PhD level program of the University.
- u. **“Synopsis”** means a written research proposal to be submitted by the student in partial fulfillment of the program. **“Thesis”** means a written report resulting from original research to be submitted by the student in partial fulfillment of the program.
- v. **“University”** means the Riphah International University.

w. **“Vice Chancellor”** means the Vice Chancellor of the University.

#### 5. ADMISSION TO THE PROGRAM

- a. To be eligible for admission to the program, a candidate shall possess MS/MPhil or its equivalent degree with a minimum cumulative grade point average (CGPA) of 3.0 on the 4.0 scale or minimum of 60% marks (in the annual system) in a relevant discipline from a recognized University/ Institution. However, a department may make more stringent criteria for any of its programs under prescribed manners.
- b. The candidate must have carried out and successfully defended at least 6 credit hours of research work with dissertation/thesis in MS/MPhil or its equivalent degree.
- c. The candidate must have passed securing 70% marks in the University / Departmental admission test in the subject or equivalent test conducted by an authorized / Recognized body of the HEC for admission in the program.
- d. The admission to a program shall be made on the basis of cumulative merit to be determined from the previous academic record, prescribed written test and interview.
- e. Anyone who has been rusticated or expelled by a university, degree awarding institute or college for

misconductor for use of unfair means in the examinations or for any offence involving moral turpitude shall not be eligible for admission in any program of the University. Each department shall have a Graduate Admissions Committee for its program(s). The committee shall suggest criteria for admission from time to time and accept, scrutinize and evaluate the applications for admission, determine merit, finalize and recommend admissions for approval of the Dean for each intake session. Admission in a program shall be based only on criteria approved by the BASR and duly endorsed by the Academic Council.

The committee shall be approved by the Vice Chancellor on recommendations of the Dean. The committee shall consist of the following and the quorum for a meeting of the committee shall be minimum three (3) members:

1	Chairman/Convener	HOD/In-Charge Postgraduate Programs of the department.
2	Member-I	One faculty member of the department of the relevant field preferably with PhD qualification to be nominated by the HOD/In-Charge Postgraduate Programs.
3	Member-II	One faculty member of the department of the relevant field preferably with PhD qualification to be nominated by the Dean.
4	Member-III	One faculty member of the University/ Department preferably with PhD qualification
		From outside the department to be nominated by the BASR.
5	Member-IV	One faculty member of the department preferably with PhD qualification to be nominated by the Vice Chancellor.

- f. The candidate shall submit an application for admission in the program to the concerned department on a prescribed form (along with the documents specified in the form) in response to an admission advertisement by the University/Department.
- g. All applications received in the department shall be periodically considered by the Graduate Admission Committee of the department.
- h. The Graduate Admission Committee shall also recommend on request of the candidate, a proposed Supervisor (with his/her written consent to supervise the candidate) at the time of admission in the program.
- i. The selected candidate shall be issued an admission offer letter by the department. After receiving the admission offer letter, the candidate shall be required to pay the prescribed admission and other fees within the stipulated time period for confirmation his/her admission in the program, failing which his/her candidature shall be cancelled.

**6. CURRICULUM OF PROGRAM**

- a. Each department shall develop the curriculum for each of its programs through the relevant Board of Studies and submit it through the concerned Board of Faculty to the BASR and the Academic Council for approval. Such curriculum shall become effective from the date of its approval by the Academic Council or as may be prescribed. The curriculum of a program shall normally consist of the objectives and scope of the program, structure/requirements of the program, scheme of studies and syllabi of the courses.
- b. A program shall normally comprise of a minimum of 18 credit hours of the coursework and of a minimum of 30 credit hours of research work. The research work shall be mandatory for the conferment of the award.
- c. The requirements for the program shall be completed within the time period as prescribed for the program in its curriculum. However, the minimum time period shall be 03 years and maximum 08 years.
- d. The teacher concerned shall issue the course outline to the students, which normally includes the objectives of the course, course contents and their weekly lecture schedules, assessments and evaluations criteria, attendance policy, reading material and any other information important for successful completion of the course.
- e. Each student shall follow the curriculum of the program as may be prescribed by the Academic Council from time to time.
- f. English shall be the medium of instructions, thesis writing and examinations for all the subjects except oriental languages, in which case it may be either the language itself or English. In case of Islamic Studies it shall be either Urdu or English.
- g. **REGISTRATION AND ENROLLMENT** University Registration
  - (i) A student seeking admission in a program shall register himself/herself through his/her department with the Registrar within the dates notified for registration, failing which he/she shall not be allowed to appear in the terminal (University) examinations and his/her admission may be declared as cancelled.
  - (ii) The Registrar shall issue a University registration number to each student.
- h. **Course Registration and Semester Enrollment**
  - (i) The department shall complete the course registration and semester enrollment of its students within two weeks before the commencement of a semester/session.
  - (ii) A student shall register for the courses offered by the department on a prescribed Course Registration and Semester Enrollment Form in consultation with his/her Supervisor or Academic Advisor.
  - (iii) A regular student shall register a minimum of 6 credit hours and a maximum of 9 credit hours in a regular Fall/Spring semester and a maximum of 6 credit hours or 2 courses in a summer session, if offered by the department. In a summer session only the remedial, non-credit courses, and/or the repeatable courses with grade "C" or "F" may be allowed to register. However, a student may be allowed to undertake a course with grade "W" in a summer session only with the permission of the Dean on recommendations of the Supervisor/Academic Advisor through the HOD/In-Charge Postgraduate Programs.
  - (iv) The student shall deposit his/her fees and dues of a semester/session before commencement of the semester/session. The course registration and semester enrollment form shall not be accepted if the student has any outstanding fees and dues of previous the semester/session.
  - (v) If a student fails to register the courses before the commencement of the semester, the Dean on recommendations of the Supervisor/Academic Advisor through HOD/In-Charge Postgraduate Programs may allow the student to register for courses within one week after the commencement of semester subject to the payment of late fees as prescribed by the Department and approved by



the University from time to time.

i. Add/Drop of Courses

- (i) A student may add or drop his/her enrolled course(s) on the recommendations of the Supervisor/Academic Advisor and approval of the concerned HoD/In-Charge Postgraduate Programs within one week of the commencement of semester.
- (ii) Add/Drop of course(s) for a student who is repeating any course(s) or is on academic deficiency (with a low SGPA and/or CGPA than the minimum requirement) may be allowed by the Dean on recommendations of the Academic Advisor through the HoD/In-Charge Postgraduate Programs.
- (iii) Add/drop may not be allowed in a summer session.
- (iv) The student shall deposit the dues for the additional credit hours course(s) accordingly. In case of drop of course(s) the amount paid shall be refunded or adjusted according to the refund policy of the University. In very special and compelling circumstances the Dean may allow a student on recommendations of the Supervisor/Academic Advisor through the HOD/In-Charge Postgraduate Programs to add or drop of course(s) within the second week of the commencement of semester.

j. Freezing of Semester/Readmission

- (i) A student dropping all the registered courses or choosing not to register in any course for a semester up to first two weeks of commencement of a semester shall be required to apply to his/her Dean for freezing of the same semester only.
- (ii) No freezing shall be allowed for the first semester of registration and enrollment in the Department/University and for an offered summer session.
- (iii) The frozen semester(s) shall be counted towards the maximum period allowed for completing the program.
- (iv) A student, who neither registers any courses for a semester nor requests for freezing of the semester, shall be deemed to have abandoned his/her program. However, he/she may be allowed to reinstate his/her program in a subsequent semester/session on his/her request, provided he/she has sufficient time to complete the requirements of the program within the maximum time period allowed from the date of his/her initial admission in the program. He/she shall be required to pay the prescribed reinstatement fee along with other dues of the semester/session.
- (v) Provided also that if a student does not get reinstated after abandoning the program within the maximum time period allowed for completion of the program from the date of his/her initial admission, he/she may be readmitted on his/her request in the same program by the concerned Dean upon recommendations of the HOD/In-Charge Postgraduate Programs. In such a case only 60% of the coursework of the program may be acceptable to rejoin the program. The student has to pay the prescribed re-admission fee of the program along with other dues of the semester/session.

k. Transfer of Credit/Exemption of Courses

- (i) A candidate may be allowed to transfer his/her credit hours earned from any other recognized/accredited University/Degree Awarding Institute (DAI) on his/her request along with the admission application to the Department/University.
- (ii) The transfer of credit application shall be evaluated by a committee of the Department on Transfer and Equivalence constituted by the concerned Dean. The committee shall consist of three senior teachers of the department including the HOD/In-Charge Postgraduate Programs as the Chairman. The committee may co-opt one more expert/member, if so desired for a case. The committee shall make its

recommendations to the Dean for approval. The Vice Chancellor shall endorse the acceptance of transferred credit hours on behalf of the BASR and Academic Council.

- (iii) No credit of a course shall be transferred if the letter grade is less than B (normally with a minimum grade point of 3.00 on the 4.00 scale) earned in the examination under semester system or with a minimum of 60% marks obtained in the annual system.
- (iv) A maximum of 2/3<sup>rd</sup> of the total credit hours of the coursework required for completion of the program at the Department /University may be allowed for transfer. However, if a PhD candidate with research in progress transfers along with his supervisor, the BASR on the recommendation of Dean may allow all courses passed with minimum Grade 'B' (in each course) to be transferred. All PhD candidates will have to appear in the comprehensive examination to be conducted by Riphah and complete research work.
- (v) The transfer shall normally be sought out on course-by-course basis. The transferable courses corresponding to the core courses of the program shall have at least 80% similarity of the course contents/syllabi on the current scheme of study of the program. However, in case of courses corresponding to the elective courses, the Committee shall evaluate and recommend the transfer of such courses which shall lead to fulfill the overall objectives of the programs.
- (vi) A candidate who has already earned a degree or other equivalent qualification from a recognized University/DAI and intends to take admission in a program, may be given exemption of studied courses on his/her request. The case of exemptions shall also be dealt by a committee similar to as a committee on transfer of credit case.
- (vii) The transferred/exempted courses and their credit hours shall appear on the transcript with a description stating the work as transferred/exempted and the name of the University/DAI from where these were originally qualified and earned.
- (viii) The grade and the grade point of the transferred courses shall not be used in calculating the SGPA and CGPA.
- (ix) The candidate shall be responsible for providing the migration certificate/ NOC, syllabi of courses, letter grades and the grade points of all the courses that he/she has qualified/earned at the previous University/DAI and shall meet all the admission requirements of the program.
- (x) No credit of the work completed at other University/DAI shall be transferred if it is earned at the same time of enrollment in the courses of the program.

## 7. EXAMINATIONS OF COURSEWORK AND ATTENDANCE

- a. A student shall be evaluated in each course on the basis of periodical quizzes, test(s), assignment(s), individual/group presentations, group discussion(s), project/ laboratory reports and/or otherwise as prescribed during the semester/session and the terminal examination covering the whole course at the end of the semester/session. The examinations/assessments shall be oral and/or in writing. Each course shall carry 100 marks, out of which 60% shall normally cover class work including the periodic evaluations and 40% for the terminal examination.
- b. The minimum pass marks for each course shall be 60%, which shall be the aggregate of the marks obtained during the semester/session and of the terminal examinations.
- c. If a student absents himself/herself in a class quiz, test, etc. for any reason, no separate examinations/assessment will be arranged for him/her and he/she shall be awarded zero marks for that examinations/assessment.
- d. There shall be written examination for each course at the end of each semester/session on the dates fixed by the Controller of Examinations in consultation with the Dean.

- e. A student shall be allowed to appear in the examination provided that he/she:
  - (i) has been on the rolls of the University during that semester/session.
  - (ii) has registered himself/herself for the courses of study and has attended at least 75% of the lectures/laboratory work and completed the course work to the satisfaction of the department concerned.
  - (iii) has paid all prescribed fees and dues of this semester/session before the commencement of the terminal examinations.
  - (iv) The student falling short of the required percentage of attendance of lectures/seminars/practical/laboratory demonstrations etc., shall not be allowed to appear in the terminal examination of the concerned course and shall be treated as having withdrawn from that course. The course shall appear on the transcript with a letter grade "W".

**8. COMPREHENSIVE EXAMINATION**

- a. A student, who has successfully completed the prescribed coursework of the program, shall submit an application on a prescribed form to the Controller of Examination through his department for admission in the comprehensive examination.
- b. The comprehensive examination shall consist of written and oral parts.
- c. The comprehensive examination shall be conducted by the Graduate Examination Committee appointed by the Vice Chancellor on the recommendation of the Dean in consultation with the Supervisor. The Supervisor of the student will also be co-opted as a member of this committee.
- d. A department shall normally hold at least one comprehensive examination in an academic year with prior information to the Controller of Examinations.
- e. The pass percentage of the comprehensive examination shall be 70%. The result of comprehensive examination shall be shown in the transcript of the student.
- f. If the student does not pass the comprehensive examination in the first attempt, he/she may be given one more chance on the recommendation of his/her Supervisor. The registration of the student shall be deemed as cancelled, if he/she does not pass the comprehensive examination even in the second attempt.
- g. The registration of the student shall be deemed as cancelled, if he/she does not pass the comprehensive examination within three years from the date of registration in the program.
- h. After passing the comprehensive examination, but before the submission of his/her thesis, the Ph.D. candidate must have acceptance / publication of at least one research paper in the HEC approved/recognized journal. However, the award of Ph.D. Degree shall be subject to having published a research paper based on the PhD dissertation of the candidate.

**9. EVALUATION, GRADES, ACADEMIC STANDING**

**a. Grades, Grade Points and Calculation of Grade Point Average**

- (i) The academic work shall normally be evaluated on the basis of percentage marks obtained and the grade points according to the following grading system:

READY RECKONER FOR CALCULATING GRADE POINT  
BASED ON LETTER GRADES AND  
CORRESPONDING NUMERICAL GRADES

Percentage Marks	Grade	Grade Points
90 – 100	A+	4.0
80 – 89	A	4.0
70 – 79	B	3.0*
60 – 69	C	2.0*
Less than 60	F	0.0
Incomplete	I	-
Withdrawal	W	-
Replaced Grade	R	-

\* an increase of 1 marks increases the grade point by 0.1

- (ii) Marks will be rounded for each course only once after adding during the semester/session marks and the terminal examinations marks. Marks would be rounded up / down from first decimal in such a way that if first decimal is equal to or greater than 5, the value is to be rounded up to next higher whole number. e.g. 67.5 will be treated as 68 and 69.5 will be treated as 70. And if first decimal is less than 5, the value is to be rounded down to the current whole number. e.g.

67.4 will be treated as 67 and 69.4 will be treated as 69.

- (iii) The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:

$$SGPA = \frac{\sum \text{Course Credit Hours in the semester (excluding W and I)} \times \text{Grade Point Earned}}{\text{Total Semester Credit Hours (excluding W and I)}}$$

$$CGPA = \frac{\sum \text{Course Credit Hours in all Semesters (excluding W, I and R)} \times \text{Grade Point Earned}}{\text{Total Credit Hours taken in all Semesters (excluding W, I and R)}}$$

- (iv) SGPA and CGPA shall be rounded off to the second decimal when shown on the transcript and in record(s) of result.

b. Withdrawal from a Course

- (i) A student may be allowed to withdraw from a course or all of the courses after the add/drop of courses period up to two weeks before the end of the classes of the semester/session subject to approval of the Dean upon recommendations of the teacher concerned through the HOD/In-Charge Postgraduate Programs.
- (ii) The withdrawn courses shall appear on the transcript with letter grade 'W'. For the courses with co-requisites (for example, courses with theory as well as labwork), if a student withdraws one component of such a course then it shall be deemed as he/she has withdrawn the whole course. No credits shall be given to the withdrawn course(s) and it shall not be used in the SGPA and CGPA calculations.

- (iii) The student may repeat the withdrawn course whenever offered next. He/she shall attend all the classes/tutorials and shall participate in all the quizzes, test(s), assignments, etc. during the semester/session and in the terminal examinations at the end of the semester/session as such.
  - (iv) The student shall pay the prescribed fees and other dues of the withdrawn course(s) for the semester/session.
- c. Grade 'I'
- (i) If a student fails to appear in the terminal examination of a course on medical or any other reasons, he/she shall be treated as absent and failed in the course. However, in special circumstances, on the request of the student, the Dean on the recommendations of the concerned teacher/supervisor through the HOD/In-Charge Postgraduate Programs may allow for the award of Grade 'I' to the student in the course, provided that the attendance and other requirements of the course have already been completed.
  - (ii) No credits shall be given to the Grade 'I' and it shall not be used in the SGPA and CGPA calculations.
  - (iii) The unfinished requirements must be fulfilled on as early as possible basis but before the end of the very next semester/session, otherwise it shall automatically be changed to an "F". It will be responsibility of the student to complete the specified requirements within the stipulated time as approved by the Dean on recommendations of the concerned teacher/supervisor.
- d. Repeating a Course
- (i) A student may be allowed to repeat a course in which he/she has obtained grade "C" or "F". A maximum of nine (9) credit hours of coursework may be allowed to a student to repeat for improvement.
  - (ii) The student repeating a course shall be required to register the course as a regular course and shall attend all the classes and appear in all the examinations during the semester/session and the terminal examinations of the course.
  - (iii) The course repeated in a subsequent semester(s)/session(s) shall be shown in the transcript corresponding to the respective semester(s)/session(s) for as many times as it is registered for. The old grade of the course shall be replaced with the letter grade "R" without changing the previous SGPA/CGPA. The new grade, through its corresponding semester/session, shall be used for computation of the SGPA/CGPA. In case, the new grade is lower than the previous grade then the previous grade shall be retained as such; whereas the new (lower) grade shall be marked as "W" without affecting the SGPA/CGPA and the repeat shall be reflected in the transcript corresponding to the respective semester/session.
  - (iv) If a student, after approval of the Dean, takes a new elective course in lieu of a previous elective course in which he/she has failed then the grade of the previous course shall be replaced with the letter grade "R" without changing the previous SGPA/CGPA. Both the previous and the substituted courses shall be reflected in the transcript corresponding to their respective semester/session and only the grade of the substituting course, through its corresponding semester/session, shall be used in computation of the GPA/CGPA. Withdrawal of a substituting course shall not change the grade of the previous course as well as the previous SGPA/CGPA.
  - (v) A student may be allowed to improve his/her CGPA after completion of the program by repeating course(s) within the very next regular semester only with the approval of the Vice Chancellor on recommendations of the HOD/In-Charge Postgraduate Programs through the Dean.

Provided the maximum allowable time of the program is not over and that he/she has not been issued the award. The student shall have to surrender his/her previous transcript, provisional certificate and other related document(s).

- (vi) The letter grade “W” assigned to a course shall not be replaced by any other letter grade upon repeating/substitution of the course.
- e. Academic Deficiency
  - (i) A student shall be required to maintain a minimum CGPA of 3.0 throughout the period of study of the program. Whenever the CGPA falls below 3.0 the student shall be given an academic warning for the next semester and this effect shall be published on his/her semester result. Maximum two academic warnings—viz., (i) the “First Probation” and (ii) the “Last Probation” shall be allowed. If the CGPA of a student falls below 3.0 for the third time during the period of study of the program, he/she shall be dismissed from the program and shall not be readmitted in the same program.
  - (ii) A student on a probation status shall not be allowed to register the courses of the subsequent/advanced semester unless otherwise permitted by the Dean on recommendations of the Supervisor/Academic Advisor through the HOD/In-Charge Postgraduate Programs.
- f. Re-Checking of Answer Books
  - (i) There shall be no re-evaluation/ re-assessment of the answer books.
  - (ii) A student may, on the payment of fee as prescribed by the University, get the answer book re-checked for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, HOD/In-Charge Postgraduate Programs of the concerned department and the Controller of Examinations, within one month from the date of declaration of the result.
  - (iii) Errors or omissions, if any, shall be rectified.
- 10. REGISTRATION/ENROLLMENT OF RESEARCH WORK, DEVELOPMENT OF SYNOPSIS, APPOINTMENT OF SUPERVISOR**
  - a. The student shall normally prepare a synopsis (research proposal) of his/her research work in consultation with the (proposed) supervisor within first year of registration and enrollment in the program. The synopsis shall include the topic of research, the name and consent of the (proposed) supervisor and the time period for submission of the thesis within the prescribed time limits.
  - b. The student shall normally submit his/her synopsis after successful completion of the coursework to the concerned HOD/In-Charge Postgraduate Studies for consideration and permission of the departmental Research Ethics Committee (REC). The REC shall forward its recommendation to the Dean within fifteen days of submission of the synopsis.
  - c. The synopsis shall be forwarded to the Registrar by the Dean for approval of the BASR. A co-supervisor may also be appointed by the BASR if the research work involves or becomes interdisciplinary or other particular circumstances so desire. In either case the specific roles and responsibilities of the co-supervisor shall be provided for consideration of the BASR.
  - d. The Supervisor and co-supervisor (if any) shall be from the relevant field and shall possess doctoral degree unless otherwise permitted by the BASR.
  - e. The time limit of the research work shall be counted from the date of approval of the synopsis by the BASR.
  - f. It is mandatory to register minimum of 06 credit hours and maximum of 12 credit hours of research work in each semester subsequently. If all credits have been registered and thesis is still not complete then a continuation credit of 01 Hours should be registered to remain enrolled in the program. The research work (30 Cr Hrs.) shall appear in the transcript of the student with the approved title of research work and credit hours.

The continuation Credit hour shall not be counted in calculation of GPA.

- g. The student shall deposit the prescribed fees and dues on account of registration/enrollment and examinations of his/her research work on the semester/session basis to maintain his/her candidature for the research work for the given semester/session.
- h. The Supervisor/Co-Supervisor shall submit detailed progress reports after every six months on the prescribed form to the BASR. In case of two consecutive reports are adverse the BASR may cancel the candidature of the student.
- i. If the student fails to complete his/her research work within the stipulated time as mentioned in the approved synopsis, the Dean may permit on recommendation of the supervisor through the HOD/In-Charge Postgraduate Program extension(s) in the period for completion of the research work, provided the extension(s) shall not go beyond the maximum time period of the program. Provided also that the student shall deposit the prescribed fees and dues for the extended period(s).
- j. In case a major/entire change in the approved research topic/subject is required the case shall be considered afresh. The reason of change and the change shall be forwarded to the BASR for consideration and approval following the due procedures. However, time limits of the program shall not be changed in any case.

#### **11. THESIS**

The thesis submitted by the student shall comply with the following conditions:

- a. It shall form a distinct contribution to (*Beneficial*) knowledge and afford evidence of originality, shown by the discovery of new facts, by the exercise of independent critical judgment, and/or by the invention of new methods of investigation.
- b. It shall not include research work for which a degree has already been conferred in this University or any other University/DAI.
- c. It shall have the format, writing, referencing, paper, binding and other related matters as approved by the BASR from time to time.

#### **12. THESIS EXAMINATIONS**

- a. There shall be a standing list of external examiners (not in service of the department/University) for each department consisting of persons of eminence (local as well as foreign) in the respective field of research. The list shall be suggested from time to time by the concerned Board of Studies and Board of Faculty for approval of the BASR.
- b. The student shall submit an electronic copy of the thesis upon completion through his/her supervisor to the HOD/In-Charge Postgraduate Studies for plagiarism check.
- c. After getting clearance of plagiarism check, the student shall submit four (spiral/tape bound) copies of his/her complete thesis to the Controller of Examinations through his/her supervisor and the department for the evaluation by the external examiners.
- d. The Supervisor shall suggest a panel of six external examiners from the approved list. The Vice Chancellor shall appoint three external examiners from the given list (out of whom two shall be from the technologically advanced countries).
- e. The reports of the external examiners shall be placed before the BASR for consideration.
- f. If the thesis is adjudged as adequate by two of the three examiners, the BASR shall allow the student to appear in the thesis defense (viva-voce) examination.
- g. If two of the three external examiners find that the thesis is wholly inadequate and thereafter declared rejected by the BASR, the student may be permitted to submit a new thesis provided sufficient allowable time to complete

the new research work is available or otherwise he/she may be advised not to undertake the venture again.

- h. If any of the examiners suggests modifications/revision of the thesis, the student shall be required to resubmit a revised version of the thesis, duly certified by the supervisor within one year.
- i. The revised version of the thesis shall be approved by the same external examiner who suggested modification/revision of the thesis.
- j. If any of the external examiners finds the thesis adequate but suggests minor modifications/revision, these may be incorporated without referring again to the external examiner as required in clause (h). The revised version must be certified by the Supervisor to the effect that the modifications/revision identified has been properly rectified.
- k. The student shall submit six (spiral/tape bound) copies of his/her complete thesis duly approved by the external evaluators for thesis defense (viva-voce) examination through his/her supervisor and the department to the COE.
- l. The Supervisor shall inform the COE through the department about the date of thesis defense (viva-voce) examination and suggest three to four names of external examiners from the approved list.
- m. The COE shall forward one copy each to the two external examiners (as approved by the Vice Chancellor) along with the information related to the date, time and venue of the viva-voce examination.
- n. The viva-voce examination shall be open to public but the evaluation will be done only by the appointed panel of examiners (i.e., the two external examiners, Supervisor, Co-Supervisor (if any), the HOD/In-Charge Postgraduate Programs and the Dean).
- o. If the student fails to satisfy the examiners in the viva-voce examination, he/she may be given one chance to defend the thesis for the second and final time within a period of six months from the date of viva-voce examination. If the student fails to satisfy the examiners on the second viva-voce examination then his/her candidature shall be deemed as cancelled. However, BASR may evaluate and recommend to confer upon him/her a lower award like MS/MPhil on his/her request.
- p. The successful completion of the research work shall be publicized in the transcript as "PASS" and it shall not be used in the computation of grade point average.
- q. The student shall submit four hard bound copies after the viva-voce examination and corrections suggested by the external examiners and the viva-voce examination committee through his/her supervisor and the department to the COE. The COE, after affixing his/her signatures to declare the copy of the thesis as final, shall forward one copy each to the University/Department Library, the concerned Department and the HEC for record.
- r. The hard bound copies shall be printed on A4 size (8.27" x 11.69") paper and shall have maroon hard binding with golden lettering on the front and the spine.
- s. A student who successfully completes all the requirements of the program shall be awarded, with the approval of BASR and Academic Council, the degree under the seal of the University. However, the Vice Chancellor may approve the recommendations of the BASR on behalf of the Academic Council regarding the award of the degree to the successful student.

### **13. FEES AND OTHER DUES**

Each student shall be required to pay tuition fee and such other charges of the program as may be determined by the Department and approved by the University from time to time.

### **14. Statutes for PhD Program in the Faculty of Medical and Health Sciences: GENERAL:**

1. The University shall offer programme leading to the degree of Doctor of Philosophy (PhD) in Health and Medical



Sciences in the subjects as already provided and introduced from time to time.

2. Faculty of Health and Medical Sciences with all its constituent and affiliated colleges shall be considered as one "Department" for the Ph. D programmes.
3. All Ph. D qualified faculty members of all the constituent and affiliated colleges lie under the purview of FHMS of the university will be designated as faculty members of FHMS for Ph. D programme.
4. Where required suitable Ph. D faculty will be inducted from outside the University as "adjunct" faculty to supervise a student and "visiting" faculty for the course work.
5. All examinations, including entry test and interview, will be conducted at one of the main campuses of the University.
6. All course work will be carried out at one of the main campuses of the University in accordance with an approved schedule.
7. In case of Candidates with FCPS or equivalent qualification, the course work of that qualification will be examined against the content of course work prescribed (in credit hours) for Ph. D programme for which they applied. They will be given equivalence from the course work equal to credit hours recommended by the admission committee. A student initially registered for MPhil programme work may be transferred on recommendations of the Department and the Advanced Studies & Research Board to the PhD programme, provided that the student has passed all the MPhil course work and has shown undoubted promise for research.
8. Research work must be carried out in an institution/ facility which is considered credible for the work described in synopsis. If the need arises, the facility will be inspected by a team nominated by Vice Chancellor.
9. All instructions and examinations shall be conducted in English.

#### ADMISSION AND REGISTRATION:

10. PhD programme will commence with spring semester (in month of April) of the University.
11. Admissions will be advertised in January and admission test and interview will be conducted in a month.
12. A candidate seeking admission to the PhD programme shall apply on the prescribed form to Admission Department of the University.
13. The application shall be submitted to the Dean FHMS/Director Ph. D programme.
14. Candidates, if found eligible for admission, will be issued a roll number for entry test (if NTS in the subject is not available) by the examination department.
15. Entry test will be administered by a Committee constituted by the Vice Chancellor in accordance with the HEC regulations on the subject.
16. Those candidates who qualify in NTS or entry test will be interviewed by the same committee and Dean FHMS to determine their suitability for the programme.
17. The Committee will be the final authority to recommend a candidate for admission in PhD programme.



## **EXAMINATIONS RULES FOR STUDENTS**

### **1. Introduction:**

There shall be one unified examination system for all annual examinations and one for all semester system examinations. Professional examinations shall be conducted strictly following the rules/regulations/curricula of professional bodies such as Pakistan Medical and Dental Council (PM&DC), College of Physicians and Surgeons Pakistan (CPSP), PEC, PPC etc. The Controller of Examinations, with the assistance of the Dean(s) shall make all necessary arrangements for the conduct of examination(s).

### **2. Conditions for Appearing in an Examination in Semester System**

A student shall qualify to appear in an examination provided that he/she has:

- I. Registered himself/herself for specific courses/subjects within the stipulated time limit after commencement of academic year/semester and in accordance with laid down procedures.
- II. Attained at least 75% attendance in the respective course/subject or condoned as per rules.
- III. Paid all outstanding University dues.
- IV. Received Dean's permission for appearing in the Examination.
- V. Possession of Admit Card for particular examinations.
- VI. University CMS Number will serve as Roll No. in all examinations.
- VII. Absence from an examination will be treated as 'Failure'

### **3. Annual System of Examination(MBBS/BDS)**

A student shall qualify to appear in an examination provided that he/she has:

- I. Registered himself / herself for specific courses/subjects within the stipulated time limit after commencement of academic year and in accordance with laid down procedures, having duly filled in Course Registration Form COE-1.
- II. Filled the Examination Candidature Request Form COE-3 and received Admit Card signed by the
- III. COE (Form COE-4).
- IV. Attained at least 75% attendance in the respective course/subject.
- V. Paid all outstanding University dues.
- VI. Received Dean's permission for appearing in the Examination.

### **4. Submission of Examination Candidature Forms(MBBS/BDS)**

- I. The tentative dates of the commencement of examinations as well as the last dates for the receipt of Examination Candidature Application Forms (Form COE-3) and fees for s c h e d u l e d examinations shall be notified by the Faculty on its notice board at least 45 days in advance of the commencement of the examination.
- II. The candidates of MBBS/BDS (all professional examinations) will be required to submit Examination Candidature Application Forms complete in all respects along with the examination fee 30 days before the date of commencement of examination. Defaulters will be allowed to

- III. Deposit their forms with a late fee as prescribed by the respective Faculty up to one week before the examination day.
- IV. The Dean will forward the Forms of Candidature after thorough verification and counter signatures to the Controller of Examinations at least 25 days before the examination.
- V. The Controller of Examinations would issue Admit Cards to the students at least seven days before the examination.
- VI. The Examination Department shall entertain only those Candidature forms which are endorsed by the Dean or a designated officer.

#### 5. Practical Examination

In all subjects for which a practical examination is prescribed, arrangement for the conduct of practical examination shall be made as mentioned below:

- I. Practical Examination in each subject of a professional examination shall commence within a week after the last theory paper.
- II. Respective internal examiners shall be responsible to arrange for practical examinations in their departments and submit the results to the COE.
- III. Normally, a practical examination will be held after the theoretical examination in the subject, but in special cases, it may be held before the theoretical examination, with the approval of the Vice Chancellor.
- IV. For purpose of practical examination candidates will be divided into convenient batches.

#### 6. EXAM HALL INSTRUCTIONS

- No answer book or paper of any kind is to be taken in or removed from the examination Hall/Room except the question paper.
- No leaf from the answer book is to be torn out.
- A candidate creating disturbance during the examination or misbehaving in or around the Examination Hall or having in his/her possession books, paper or reference of any kind, shall be expelled and disqualified.
- The answer sheet must be returned even if no question has been attempted.
- No candidates' shall be permitted to enter the examination room after the expiration of half an hour or to leave during the first half of the examination.
- Candidates are not permitted to ask questions from the examiner/Invigilator excepting case of any error in the Question paper. No
- Explanation what so ever shall be given by the examiner/invigilator as to the meaning or purpose of the question set.
- Candidates guilty of any of the following, or similar dishonest practices shall be immediately dismissed from the examination and shall be liable to permanent disqualification for enrollment in the University.
  - Making use of any books ,papers or memoranda
  - Speaking or communicating with other candidates
  - Using/Consulting information through mobile phones
  - Exposing written papers to the view of other candidates
  - Taking the answer sheet out of exam hall.
  - In possession of any sheet not issued to the student.

- Zero tolerance policy shall be applied in case the above mentioned instructions are violated and no excuse shall be acceptable.
- Candidates who refuse to obey the Superintendent in the Examination Hall, or change their seats with other candidates, or change their roll number slips, create disturbance of any kind during the examination, stage a walk-out, resort to a pen-down strike or instigate others to do so, or otherwise misbehave in or around an Examination Hall, shall be liable to expulsion by the Superintendent or the Controller of Examinations or the Inspector of the center or any officer duly authorized as well as to any of the following punishments according to the seriousness of the offence:-
  - a. Cancellation of the answer-book concerned.
  - b. Disqualification for one year.
  - c. Disqualification up to two years.
  - d. Imposition of a fine.

## 7. Award of Punishment

The Unfair Means Committee shall be the competent body to determine whether or not an offence in terms of these and other relevant Regulations has been committed or not. The Committee shall make specific recommendations to the Vice Chancellor on award of punishment.

## 8. Offences and Liabilities in cases of Use of Unfair Means

- I. Any Candidate found in possession of fire-arms or anything capable of being used as a
- II. Weapon of offence in or around an Examination Hall shall be liable to expulsion by the University Authorities and disqualification ranging between two to three years. The Superintendent of the Examination Centre shall report without delay each case of the use of unfair means or misbehavior in detail with evidence of at least one invigilator and the Deputy Superintendent and explanation of the candidate concerned for disciplinary action against him by the University.
- III. In case of any emergency the Vice-Chancellor is authorized to award suitable punishment, without reference to the Disciplinary Committee, to any candidate or to any student on the rolls of the College, who creates disturbance of any kind during an examination or otherwise misbehaves in or around any Examination Halls.
- IV. Any candidate detected in giving or receiving assistance, or found guilty of copying from any papers, books, notes or electronic means of information or allowing any other candidate to copy his answer book, or using or attempting to use these means shall be expelled from the examination center for that day, by the Superintendent of the Examination Centre, and his case shall be reported to the Controller of Examinations in writing along-with incriminating evidence and candidate's answer book under a sealed cover for such further action as may be deemed necessary. Such candidate shall be liable to be disqualified from passing any examination of that year/ semester and depending upon the gravity of offence, may be debarred from appearing at any examination of the University and from admission to any class in the University or in any of its affiliated institutions for a period not exceeding two years upon the recommendation of the Unfair Means Committee.
- V. Any candidate found to be guilty of deliberate pre-arranged means to cheat in the examination such as using stolen or illegally procured answer book, shall be liable to be

debarred from appearing at any examination of the University and from admission to any class in the University or in any of its affiliated institutions for a period not exceeding two years upon the recommendation of the Unfair Committee

**9. Declaration of Results/issuance of transcript/degrees**

- I. Controller of Examinations will send the results notifications to the Department for displaying on the General Notice Board. The students who are qualified or on probation or ceased (as per Academic Regulations), shall be indicated in the notification.
- II. Extract of result, Transcripts and degrees shall be process on demand through Student Services Department.
- III. Degrees shall be issued to students after convocation.
- IV. Urgent degrees shall be issued on demand after fulfilling all the conditions.
- V. Result cards and Extract of Result to be issued to students through coordination offices
- VI. Transcript and Degrees shall be issued to students by exams department.

**10. DOCUMENTS REQUIRED FOR THE ISSUANCE OF REVISED/DUPLICATE (DEGREE/TRANSCRIPT)**

The following documents are required for the preparation of Revised/duplicate degree/Transcript/diploma.

Check list for Revised Degree

- Application from student on prescribed form
- Original Old degree/Transcript
- Copy of valid CNIC(old + revised , in case of name revision)
- Copy of SSC (old) + revised from concerned board (if any)
- Fee Receipt for Revised Degree
- Reason /justification for revised degree.

Check list for Duplicate Degree

- Application from student on prescribed form
- Copy of old Degree
- Affidavit on judicial paper worth Rs.20/- given reason for issuance of duplicate Degree/diploma/certificate. (Reg# & Old degree serial # and degree title must be mentioned)
- 01 passport size photograph.
- Copy of National Identity Card.
- A copy of press cutting of a National Newspaper notifying loss of Degree/diploma/certificate. (Reg# and Degree Serial No should be mentioned in ad)
- Reason/Justification for Duplicate Degree.
- In case of lost/theft of the degree/diploma/certificate, original copy (duly stamped) of FIR from the respective Police Station.

Check list for Duplicate /Revised Transcript

- Application from student on prescribed form
- Copy of old Transcript(For Duplicate case and Original Transcript for Revise case)
- Copy of National Identity Card.
- Reason/Justification for Duplicate/ Transcript.

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## Fee & Dues Major Procedures

Enrollment Week:

Fee & Dues Department major procedures are as follows:

1. To ensure that all student must follow the fee as well as Financial assistance form Submission deadlines.
2. Late enrollment fine is levied Rs.1000/- beyond the specified date.
3. Late pay fine is Rs. 100/- day
4. Students are required to submit Financial Assistance form during given time period. No Financial Assistance form is entertained after the specified date.
5. Financial assistance form must be submitted to Fee & Dues by the student with proper documentary proof. Incomplete form and incomplete documentary proof should not be entertained.
6. Student must submit the 1st installment in the Enrollment week and the 2nd Installment is need to be submitted by the student within 45 days from the end of enrollment week.

Financial Assistance for Fall 2017 and Spring 2018 Admissions

1. Merit Scholarship:

(i) Musabiqat:

Eligibility:

- i. Bonafide students of Riphah International University, Lahore campus shall be eligible for this Merit scholarship (Mumtaz and Musbqat).
- ii. Students who have secured minimum SGPA of 3.71 in university exam of Riphah International University
- iii. Merit Scholarship is only available for post graduate programs and for DPT & Pharm-D

Amount of Scholarship:

- i. There are 3 scholarships under this scheme
- ii. Top three students of a class of respective program will be awarded Scholarship as per following criterion:

Category GPA Range Amount of Scholarship (PKR)

Category-1 3.91 to 4.00 Rs.6,000/-

Category-2 3.81 to 3.90 Rs.4,000/-

Category-3 3.71 to 3.80 Rs.3,000/-

(ii) Mumtaz:

Eligibility:

- i. Bonafide students of Riphah International University, Lahore campus shall be eligible for this scholarship.
- ii. Top 20% enrolled students of a class of respective program who have passed the final exam of respective semester.
- iii. Students must have secured minimum SGPA of 3.50 and above in university exam of Riphah International University.

Number & Amount of Scholarship:

- i. The number of scholarships under this scheme is depend upon the number of students enrolled in the class. There are scholarships available under this scheme equal to 20% of the enrollment in the class excluding the demotes.
- ii. Student eligible for scholarship under this scheme will be awarded Rs. 8,000/-
- iii. Top three position holders will also be awarded this scholarship in addition to the amount provided to them under Scheme-3(i.e Musabiqat Scheme).

2. Talent Scholarship for Under graduate programs:

- i. Bonafide students of Riphah International University, Lahore Campus shall be eligible for Talent scholarship, except students of DPT, Pharm-D and BS Electrical Engineering.
- ii. SGPA 3.2 is the minimum criteria to achieve this scholarship.
- iii. There is no need to formally apply for this scholarship. It is awarded from 2nd Semester onward and subject to last semester final SGPA.

SGPA Attained	Scholarship %age
3.2 -3.50	25%
3.51 - 3.75	50%
3.76 - 3.9	75%
3.91 - 4.00	100%

3. Usra Assistanceship (Kinship) for Siblings of RIU / IIMC-T Students:

Eligibility:

- i. Students studying in any institution of Riphah International University, Lahore campus shall be eligible for this assistanceship.
- ii. Students will be awarded assistanceship only if his/her real brother or sister is studying in any program of the RIU/IIMC-T.
- iii. Assistanceship is only available if both siblings are studying at same time.

Amount of Assistanceship:

Under this scheme assistanceship will be awarded on tuition fee as per following criterion:

Scholarship allowed to% age of Scholarship  
2nd brother /sister 10% of Tuition Fee



3rd brother /sister 20% of Tuition Fee  
4th brother /sister 30% of Tuition Fee  
5th brother /sister 40% of Tuition Fee

#### 4. Mawakhat Assistanceship (Need Base Scholarship):

##### Eligibility:

- i. Student studying in any Institution of Riphah International University, Lahore Campus.
- ii. Under this scheme assistanceship will be awarded to the students who have successfully passed at least one University exam of Riphah International University
- iii. Student has to prove his/her financial hardship in front of concerned authorities as per university requirements.
- iv). Student has to achieve a minimum of 3.2 SGPA for filling the assistanceship.

##### Amount of Assistanceship:

Under this scheme student will be entitled for 50% assistanceship on tuition fee in case of Mawakhat Assistanceship.

Extent & number of all above financial assistanceship will be the discretion of Financial Assistance Committee.

##### Tenure:

- i. Assistanceship will be awarded for one academic term/semester at a time. The candidate shall have to apply again in the next academic term/semester to get the assistanceship again.
- ii. For assistanceship in 2nd semester onward student has to achieve SGPA of 3.20 in final exam of each semester else penalty on assistanceship will be imposed as given at the end of this policy.

##### Process:

- i. Student has to apply for assistanceship on prescribed application form by announced date of the department.
- ii. The F&D department shall check the eligibility and documentation requirements (as listed below) for completion and submit in the FA committee of University.
- iii. University FA committee shall decide on all the applications within maximum first two months of start of academic term/semester.
- iv. The student awarded Mawakhat Assistanceship has to complete 1 hours of social work per Rs.160 of assistanceship. The social work jobs will be at any institution of Riphah International University or its sponsor IIMC Trust. The type and schedule of job will be organized by Provost Student affairs.

Required Document (need to submit with application form):

1. Application (in prescribed form)
2. Attested Copies of CNIC of Father/Guardian
3. Father/Guardian Salary Slips/bank statement that shows monthly income/pension record
4. Details of educational expenses of siblings (paid copies to be submitted) (Latest).
5. Monthly expenditure detail duly verified/attested gazetted officer.
6. Latest utility bills (in original) and other information that would support monthly expenditure summary (mentioned in point 5).
7. Property documents or Rent deed against which utility bills are shared.

5. Wali Assistanceship in case of Sponsor Death during Studies:

Eligibility:

- i. Student studying in any institution of Riphah International University, Lahore Campus.
- ii. Parents (i.e. Sponsor) of the student deceased after his/her admission in RIU.

Amount of Assistanceship:

Under this scheme student will be entitled for 50% assistance ship on tuition fee in case of Wali Assistanceship.

Extent & number of all above financial assistanceship will be the discretion of Financial Assistance Committee.

Tenure:

- i. Assistanceship will be awarded for one academic term/semester at a time. The candidate shall have to apply again in the next academic term/semester to get the assistanceship again.
- ii. For assistanceship in 2nd semester onward student has to achieve SGPA of 3.20 in final exam of each semester else penalty on assistanceship will be imposed as given at the end of this policy.

Process:

- i. Student has to apply for assistanceship on prescribed application form by announced date of the department.
- ii. University FA committee shall decide on all the applications within maximum first two months of start of academic term/semester.

Penalty for not achieving target SGPA

Application:

- i. Students getting assistanceship under the Wali & Mawakhat Assistanceships and if they fail to achieve SGPA of 3.2.
- ii. Student who failed to achieve target SGPA 3.2 under any Special Circumstances/Consideration\*\*.

Amount of Penalty:

Penalty will be imposed on the amount of assistanceship as per criterion given below:

### Deficiency in SGPA %age of Penalty

Deficiency in SGPA	Percentage of Penalty
up to 0.25	10%
0.26- 0.50	25%
0.51- 0.75	50%
0.76- 1.00	75%
More than 1.00	100%

\*\*The above mention slabs for deficiency in SGPA is not applicable on DPT and Pharm-D student. They will be liable to pay 100% tuition fee, if they fail to maintain SGPA 2.2.

## Conduct of Library Users

- All Library users should abide by the Library Regulations and follow any other instructions from the Library staff on the use of the Library.
- The Library In-charge may temporarily exclude any person who has infringed any of the Library Regulations or who has interfered with the comfort of the other users and the work of the Library staff.
- Umbrellas, food items, rain coats or anything which in the opinion of the Library staff may interfere with the proper use and management of the Library are not permitted inside the Library.
- Users must not wear rain-coats or any clothing likely to soil Library property.
- Smoking is strictly prohibited in the Library. Any user found smoking in the Library will be sent to appropriate University disciplinary bodies. Smoking, Eating, Drinking, Playing, Sleeping and Discussion is prohibited.
- No games are allowed in the Library.
- Library users are required to sit on the seats provided. Tables and chairs should not be moved from their original positions.
- Reservation of seats in the Library is not permitted. Items including library books left unattended on Library desks exceeding twenty minutes may be removed by the Library staff.
- The Library is not responsible for the safe keeping of any belongings left in the Library, therefore cash, jewelry, cell phones and other costly things may not be left in personal belongings area.
- Silence must be maintained in the Library. Use of mobile phones or other electronic equipment will lead to disciplinary actions.
- All Library materials must be kept clean and in good condition. Any user found mutilating or defacing Library materials will lead to disciplinary actions
- When doing photocopies from the Library reading material, the users must observe the laws regarding copyright. Users are warned that they are fully responsible for any legal consequences that may arise concerning copyright.
- Leave your personal belongings such as handbags, briefcases etc. outside the library entrance, on your own responsibility. The library disclaims any liability for loss or damage.
- Submit any book or object for inspection, when requested by the library staff.
- Do not write, underline or mark on library books. Library books are carefully examined on return and the borrower will be held responsible for the damage.
- After reading, leave books on the table or on the book trolley. Please do not shelve the books.
- Do not change configuration of computers or any other equipment in the library. Riphah IT code of conduct must be observed while using IT applications.

## Regulations against Use of Mobile Phones and Other Electronic Equipment in Library

Display and use of mobile phone is strictly prohibited in the library for all students, staff and faculty.

Personal mobile phones and other electronic equipment must be turned off before entering the Library. To maintain a quiet reading environment in the Library, the following measures will be taken against users using other electronic equipment/mobile phones in the Library with immediate effect:

- To record the name of a user who is talking on a mobile phone or has other electronic equipment/ringing mobile phone after entering the Library. Library staff will remind him/her of appropriate actions for future violations.
- If the same user is found to violate any of the above regulations for a second time within one year from the date of the first case, his/her borrowing privilege will be suspended for 14 days with immediate effect. The Circulation In charge will interview the user and remind him/her of appropriate actions for future violations.
- If the same user is found to violate any of the above regulations for a third time within one year from the date of the first case, his/her borrowing privilege will be suspended for 28 days with immediate effect. The Reader Services In charge will interview the user and remind him/her of appropriate actions for future violations.
- If the same user is found to violate any of the above regulations for a fourth time within one year from the date of the first case, he/she will be referred to the Student Disciplinary Committee or any relevant committee which will determine further appropriate action.

## 5.2 Circulation Policy/Lending Rules

### Admission to the Library

1. All faculty members, students and staff are eligible users. For admission, students should obtain a Student Identity Card from the admission department. Staff Identity Cards are issued by the HR department Office.
2. Alumni of the university are eligible to apply for readers' cards at the Library circulation counter. Alumni may also apply for borrowers' cards by paying an annual fee of Rs 1000/- plus a deposit of Rs. 5000/- refundable upon termination of borrowing rights.
3. The Library in-charge may approve other persons to use the Library for a specified period or purpose.

All registered users are entitled to borrow materials from the library. Borrowing privileges may differ depending on the membership category. The borrowing privileges are as under:

Membership Category	Borrowing Privileges	Days
Staff	2 books	14 Days
Teaching Assistants	3 books	14 Days
Corporate Members	4 books	14 Days
Research Associates	5 books	14 Days
Undergraduate students	2 books	14 Days
Graduate/Postgraduate Students	4 books	14 Days

- Loan may be renewed for 14 days if another user has not reserved that item. Overdue books will not be renewed.
- Books already checked-out by some other user can be reserved.
- Reference material, CD-ROMs, annual reports, pamphlets, current and bound periodicals, and newspapers cannot be issued. These can only be consulted within the library premises.
- If you accidentally misplace a book and can't find it after a thorough search, report this to the Circulation Desk immediately to avoid overdue fine.
- Mutilation of library material is a matter of disciplinary action. Books accidentally damaged should be reported so that suitable assessment can be made and damages paid.
- Library material borrowed by any member is subject to recall if needed by the library.

#### Unauthorized Removal of Library Materials

All library materials must be properly charged out at the Circulation Counter before leaving the library premises. Students or other users found leaving the Library with materials that have not been properly charged out will be dealt with in the following manner.

#### Unintentional Violation

##### First Time Violation

1. The Counter Supervisor will warn the student that his/ her borrowing privilege will be suspended if the violation is repeated.

##### Second Time Violation within 12 Months

1. The student is requested to fill in a "Record of Unauthorized Removal of Library Materials" form. A note "2nd time unauthorized removal" will be recorded in the Library's patron record.
2. The student's borrowing privilege will be suspended for a period of 2 weeks from the day of the violation.
3. The Circulation In charge or Reader Services In charge will interview the student.

### Third Time Violation within 12 Months

1. The student is requested to fill in a "Record of Unauthorized Removal of Library Materials" form. A note "3rd time unauthorized removal" will be recorded in the Library's patron record.
2. The student's borrowing privilege will be suspended for a period of 4 weeks from the day of the violation.
3. The Reader Services In charge or the Librarian will interview the student.
4. A letter to this effect will be issued by the Library to the Academic Department to which the student belongs.
5. A report will be submitted to the Student Disciplinary Committee for necessary disciplinary actions.

### Intentional Violation

Students found leaving the Library with materials knowingly hidden in a briefcase or any other objects or underneath the clothes are considered to have intentionally violated the Library's regulation. The following actions will be taken as a deterrent:

1. The student is requested to fill in a "Record of Unauthorized Removal of Library Materials" form. A note "Intentional unauthorized removal" will be recorded in the Library's patron record.
2. The student's borrowing privilege will be suspended immediately.
3. The Circulation In charge or Reader Services Librarian will interview the student, and determine whether the offense is intentional.
4. A letter to this effect will be issued by the Library to the Academic Department to which the student belongs.
5. A report will be submitted to the Student Disciplinary Committee for necessary action.

### Fines

To encourage timely return of library materials and to provide optimal sharing of the collections, fines are charged for overdue items. Borrowers are responsible for returning or renewing items by the due date. If items are not returned within the due date, fines become retroactive to the first overdue day, at following rates.

### Overdue Books

Rs. 10/- per book per day will be charged.

### Lost Books

- A borrower who loses or damages a library book shall have to replace it with a new copy or pay the double of replacement value of the book.
- Any material not returned or renewed within 60 days of the date due will be considered LOST.

## Disciplinary Fine

Rs. 500 on first time violation, Rs. 1000 on second time violation. If a patron continues, the case will be referred to Value & Ethics Committee / Student Affairs Department.

1-Fine

2-Library membership Cancel

3-Student Branch for Disciplinary action

Overdue and fine notices will be sent through official email accounts. All library fines are only paid with the accounts department. Library account will be blocked if the fine exceeds Rs. 5, 00/-

## 5.3 Internet Use Policy

### Introduction

- Purpose: The purpose of this policy is to establish a clear Acceptable Use Policy for Internet access through RIU Libraries and Learning Resource Centers. The Library endeavors to develop collections, resources, and services that meet the bibliographic, informational, and educational needs of its diverse community of users. The Library provides Internet access within this collection development criteria context, and, also, as a means of marketing its resources and services. The Internet is a global electronic network comprising an ever-growing, disparate collection of resources on a wide range of topics. Resources available on the Internet supplement and complement the collections of the RIU. In interacting with the world wide community through electronic media, the user's code of behavior is expected to be an extension of the RIU's Code of Conduct.

- Access: In order to enhance and support its educational, instructional, and research-related mission, as well as to raise educational standards, to support the professional work of staff and faculty, and to facilitate management of information resources, the RIU and Learning Resource Center provides PCs for internet access for Library users.

In addition:

1. Users are expected to use the Internet for educational and research purposes. Conventional chat room sessions, game playing, and abuse of e-mail privileges are not considered educational research.
2. Users must respect copyright laws pertaining to material obtained.
3. Accessing and printing inappropriate materials are prohibited.
4. Users must properly cite and not plagiarize any sources.
5. Users will be held accountable for all activities including the content of materials sent by mail, news, or any other means using the account privileges. Users should follow the electronic mail policy
6. E-mail is provided as an aid to the University's educational, instructional, and research-related mission. However, sending obscene, harassing, or threatening e-mail is prohibited.
7. The privacy of other users should be respected especially in respect to disclosing passwords to anyone; reading the mail of others; and revealing personal addresses or phone numbers.



8. By the same token, users should avoid listing personal information in such an insecure forum as the Internet.
9. While all due care will be taken by the ISD to ensure responsible use of the Internet connection, all users will assume full liability, legal, financial, or otherwise for their actions.

A user who does not comply with the Internet Access Policy will lose access privileges.

Availability: Access to the Internet is a privilege and not a right, and is to be available equally to the entire RIU community of users. Internet access is not free, and requires care and respect of University hardware and software to minimize damage, expense, and to insure continued availability. The educational opportunity of all users to access the Internet will be encouraged. Access is on a first-come, first-serve basis with no reservation or advance sign ups required. However, as a courtesy to others who may be waiting to use the PCs, a one hour limit is desirable.

By using a public Internet workstation at the RIU Library you agree to the following guidelines:

#### Time limits

1. No signups are necessary before using the Internet computer;
2. As a courtesy when others are waiting to use these electronic resources, please limit use to 30 minutes to one hour.
3. Printing/Downloading:
  - User may print materials, or – on some PCs, download to a USB from services desk.
  - User must provide own USB's
  - The Library is not responsible for any loss or damage to personal USB when downloading.

#### You may not

- Use the Library's workstations as a staging ground to gain unauthorized access to the Library's networks or computer systems or to any other network or computer system.
- Obstruct the work of others by consuming gratuitously large amounts of system resources or by deliberately crashing any Library computer system.
- Make any attempt to damage computer equipment or software.
- Make any attempt to alter software configurations in a malicious manner.
- Make any attempt to cause degradation of system performance.
- Use any Library workstation for illegal or criminal purpose.
- Engage in any activity which is deliberately and maliciously offensive, libelous or slanderous.
- Represent yourself as another person for purposes of fraud or other illegal activity.

**ILLEGAL ACTS INVOLVING LIBRARY RESOURCES MAY BE SUBJECT TO PROSECUTION BY UNIVERSITY / GOVERNMENT OFFICIALS.**

- The Library reserves the right to terminate an Internet session at any time.

## Student Societies Policy

The University welcomes the contribution made to student life by clubs and societies. Formal registration of society is required, because it assists the smooth running and continuity of societies and clubs, and entitled them to apply for University grants and permission to organize activities.

1. All societies will work under the instructions of Student Services Department-SSD
2. Any society can be approved to work at University level or at faculty level by the approval of competent authority. Society / Club first get approval from faculty and then SSD is the final authority to register the society in consultation with Vice chancellor office. SSD will circulate the society announcement after approval.
3. Society registration forms may receive from student services department or can be download from web site.
4. The objective of society/club should not contradict with mission statement of Riphah University.
5. Societies Office holders will be appointed for One year only. One person can be re appoint for next year. New office holders will be announced by SSD in consultation with faculty at the start of Fall Semester every year. Society level, Campus level and University level elections are not allowed. SSD will constitute selection committee for appointment of office holders.
6. Any Faculty member may appoint as supervisor of society/Club, if required.
7. Societies has to submit one year plan at the start of Fall Semester to SSD. SSD will plan annual activities accordingly.
8. Any student can be member of not more than two societies at a time.

Currently the following societies are working, leading focal persons/ departments are also mentioned for contact. New students are highly encouraged to become a part of these societies according to their interest and add value to the campus life as well as their own personality development. You may contact Student Services Department to join any of these.

<b>Females</b>	
<b>Society Name</b>	<b>Focal Person/ Department</b>
RPS (Riphah Psychological Society)	Psychology Department
RBS (Riphah Baithak Society)	Tarbiya Department
RHS (Riphah Health Society)	Student Services Department
RLS (Riphah Literary Society)	Riphah Institute of Language & Linguistics
RAS (Riphah Arts Society)	Tarbiya Department
RSES (Riphah Sports & Events Society)	Student Services Department
RMS (Riphah Media Society)	Student Services Department
Riphah (Student Committee for CR/GRs)	Student Services Department

<b>Males</b>	
<b>Society Name</b>	<b>Focal Person/ Department</b>
RMS (Riphah Media Society)	Student Services Department
RES (Riphah Events Society)	Electrical Engineering Department
RPS (Riphah Physics Society)	RICAS Physics Department
RBO (Riphah Boys Official for CRs)	Student Services Department
RICAS (Students Mathematics Society)	RICAS Department

## **Proctorial Board**

*(Approved by Vice Chancellor, 23 October 2018)*

### **1 Introduction**

Riphah International University (Riphah) is pursuing the mission, “To focus on character building of students through inculcation of Islamic ethical values”. Importance on discipline, in any character-building effort, can hardly be over emphasized. Discipline is usually described as a set of expectations that are required by any governing entity including the self, groups, classes, fields, industries, or societies. Disciplined behavior is required by some laws, rules and obligation, both legal and moral. Like any organized entity, educational institutions are also required to set minimum standards of discipline, formulate rules and regulation and put in place a mechanism to ensure compliance.

To establish and maintain its Islamic character, Riphah has evolved a system of governance which is based on the following Core Values: -

- a) Al-Akhirah: Akhirah oriented decisions
- b) Itqan: Pursuit of Excellence
- c) Mushawarah: Consultation and Harmony
- d) Ijtmaiyah: Team Work
- e) Rahmah: Compassion)
- f) Muhasabah: Accountability

Pursuant to the core values of Itqan and Muhasabah, Riphah has formulated Students’ Discipline Policy (the Policy) to set minimum standards and has also established the Proctorial Board (the Board) to ensure compliance.

### **2 Basic Parameters**

- a) Vice Chancellor is the final authority for all matters relating to the Board.
- b) Structure and operations of the Board are based on the core values of Ijtmaaiyah and
- c) Mushawarah
- d) The Board, headed by Chief Proctor, comprises of Campus Proctors, Faculty Proctors.
- e) The Board will apply Rules and Regulations (the Rules), formulated under the Policy (as included in the Students’ Hand Book- the Hand Book).
- f) It is explicitly stated that the primary responsibility to maintain discipline, in accordance with the Rules, lies with the faculties and all the faculty members.

### Proctor Board Composition & Functions

No.	Designation	Appointed By	Reporting To	Functions & Duties
1.	Campus Proctor	Vice Chancellor	Regional Campus Director	<p>1. Organizing and managing the activities of implementing the Riphah Disciplinary Policy (the Policy).</p> <p>2. Assisting Regional Campus Director on policy related matters.</p> <p>3. Processing the cases of serious violation of the Rules as reported to Regional Campus Director.</p> <p>4. Visiting campuses, periodically, to assess the compliance status, meet Faculty proctors. Also have a quarterly meeting with all the Faculty Proctors and review the status of discipline and report the progress to the Regional Campus Director.</p> <p>5. Establish a Management Information Service and submit report of the activities to Regional Campus Director on quarterly basis.</p> <p>6. Liaise with Students Services Department and Tarbiyah Departments for creating synergy on student related matters and activities.</p> <p>7. Arranging quarterly meetings with the Directors/HODs at each campus to discuss and resolve policy related issues. Providing guidance/assistance to them on matters relating to the policy when required.</p>

				<p>8. Arrange to appoint Campus Disciplinary Committees for dealing with cases of violation of the applicable rules and regulations.</p> <p>9. Determine the total number of Faculty (Male and Female) from each faculty and seek nominations from the Directors/HODs on the campus.</p>
2.	Faculty Proctor	Campus Proctor	Campus Proctor	<p>1 Organizing and managing the activities to implement Riphah's Disciplinary Policy at the campus level.</p> <p>2 Prepare and implement daily rounds (campus corridors, open areas, class rooms, library/labs, canteens etc.) schedule of the Faculty Proctors.</p> <p>3 Supervise and guide the activities of the students at the campus.</p> <p>4 Maintain close liaison with Campus Proctor and keep him posted with the activities at the campus.</p> <p>5 Liaise with Students Services Department and Tarbiyah Departments at the campus level for creating synergy on students' related matters and activities.</p> <p>7 Submit Monthly report, on prescribed format, to Campus Proctor.</p> <p>8 Attend the Meetings on quarterly basis as and when convened by Campus Proctor.</p>

				<p>10 All Faculty Proctors are authorized to fine (For Category 1 ONLY) Rs. 500.00 on the spot (on prescribed booklet) for violation of Level 1 (ID Cards/Dress Code/ Gender Mixing/ Littering). Persistent defaulters (more than 2 violations in a semester) should be referred to Campus Proctor/ SSD for serious remedial measures.</p> <p>11 Submit weekly report of number of daily rounds to Campus Proctor.</p> <p>12 Any other duty assigned by the Campus Proctor within the scope of the Policy.</p>
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## **Student Code of Conduct & Discipline Guidelines**

The Student Code of Conduct outlines the expected levels of conduct of students in Riphah International University. All the students are responsible for making themselves familiar with all the university rules and regulations which affect them.

The university has employed a campus proctorial board, administrative and security staff for the purpose of protecting persons and property and maintaining order on the campus. All matters of indiscipline would be referred to the campus proctorial board, which is authorized to check, reprimand or penalize any indiscipline, in any way it deems appropriate.

### **1. Attendance at Lectures, Tutorials and Labs**

- Attendance at lectures, labs, tutorials, practical classes, seminars is an integral part of university studies and students are required to be punctual and regular in their attendance.
- The students have to register themselves for the courses of study and have to attend at least 75% of the lectures.
- The student falling short of the required percentage of attendance of lectures/tutorials/practical /laboratory demonstrations shall not be allowed to appear in the terminal examination of the concerned course and shall be treated as withdrawn from that course.

### **2. University Identification Card**

- The university ID card is must for entrance to the campus. In case the student fails to comply with university policy of ID card he/she shall be fined Rs. 500.
- The students are required to display their ID cards during their academic hours. If a student fails to produce his/her card at the time of demand by university officials, management, faculty or proctor he/she will be subject to a fine of Rs. 500.
- The students shall be made subject to discipline for:
  - possession of a false identification card;
  - using another student's university card to obtain services or establish the identity;
  - facilitating the misuse of one's university card.

### **3. University Dress Code**

The university has specific dress regulations. It is expected that students' attire will be in accordance with the guidelines provided by the university.

#### **Undergraduate Students**

- The undergraduate students shall observe prescribed **undergraduate dress code** and wear the student ID card during their regular classes and academic gatherings (i.e., convocation, sport, debates, educational tours, etc.) and co-curricular activities (i.e., student festivals, contests and competitions) outside the university.
- The students are required to adhere to the undergraduate dress code during their clinical placements, research surveys and hospital visits etc., unless authorized by the concerned

authorities. In case of not following undergraduate dress code on the said visits the students shall follow the university guidelines for dressing up.

- The students shall observe the **university prescribed dress-up guidelines** on coloured days and trips as mentioned at the end of this **handout**. The concerned faculty/proctors and the Student Services Department will ensure the observance of dress code during the trips and colour days. The violator shall not be allowed to join the trip.

#### **Post Graduate Students**

- The postgraduate students are required to wear their ID cards and adhere to the **university prescribed dress-up guidelines** during their classes, academic gatherings, clinical placements, research surveys, hospital visits, coloured days and trips etc.

#### **4. On-Campus Co-curricular Activities and Sports Days**

- Students are expected to attend and participate in all the co-curricular activities like debates, conferences, theme days/weeks, student elections and sports days.
- The students must not disrupt any scheduled university ceremonies, events, or activities or shall not intervene in any decisions made by the authorities.

#### **5. Participation in Outdoor Events, Shows, Competitions and Expos**

- The Student Services and the respective department unanimously will make decision about students' participation in the event. The students shall not be allowed to attend any event not conforming to the university vision.

#### **6. Fee and Dues**

- The students shall be regular in making payments of their fees and dues. An amount of Rs. 100/day would be charged on the late payment of fee and dues.
- The students are responsible for getting themselves timely enrolled in the new semester. If the student fails to spot the deadline, he/she would be fined and levied Rs. 1000.

#### **7. Class Room Conduct**

- The student shall arrive to class on time and must stay for the entire class period (or until dismissed) and should avoid random arrivals and exits from the class.
- Cell phones and other electronic devices (e.g., pagers, iPods, iPads) must be turned off (or on vibrate) and hidden from view during class time unless authorized by the class instructor.
- Food and beverages are NOT permitted in classrooms/labs/clinics unless authorized by the class instructor.

#### **8. Theft, Damage or Destruction of University Property**

- Theft includes taking without expressed permission or, misappropriation of, any property or services of the university or property of others while on university premises or at official university functions; or possession of any property that the student had knowledge or reasonably should have had knowledge was stolen.



- The students shall not misuse any university document, record, electronic device, or identification, or submission of any forged document or record of the university.
- The students are strictly advised to refrain from damaging university assets. They shall not be allowed to temper, deface, mutilate university property/equipments/facilities, walls, fixtures, models, specimens, charts, posters, notices and signage etc. Or the property of others while on university premises or at official university functions. In case of serious damage to life and property or a physical attack, the student may be handed over to Law & Enforcement with severe disciplinary action.
- The students shall not place posters, signs or notices on any surface other than authorised notice boards.

## **9. Library/ Resource Centre Regulations**

All library users should abide by the library regulations and follow the instructions from the library staff on the use of the library. If the student failed to comply with the library rules and regulation he/she may be barred to use the services and will be subject to violation of discipline.

- Students are required to observe silence in the library.
- Use of mobile is not allowed in the library.
- Students shall not deface or mark any library book/journal/item, nor shall erase any mark or writing found in that resource.
- Students shall not consume food and drinks, including water in the library.
- Students shall, on leaving the library, satisfy library staff that books in their possession either are not library property or have been properly issued.
- Students shall return all materials borrowed from the library / resource centre when due.
- Students shall be held responsible for any loss or damage occurring to library books/materials in their charge, and they shall be required to pay the full cost of replacement copies.
- The librarian does not accept responsibility for personal belongings left in the library.

## **10. Noise Policy**

- The students are expected to maintain silence around the classrooms, labs, clinics, demonstration rooms, stairwells, corridors, mosque, library, conference room, and management/faculty offices.

## **11. Campus Environment**

### **Level-I**

- The students shall not be allowed to drop litter of any description inside the campus i.e. canteen, classrooms, clinics, labs, corridors and courtyard or outside buildings. They are expected to use dustbins placed near the food court and corridors.
- The students are not allowed to wander in and around the campus or sit in the areas other than designated for sitting.

- The students must not block entrances, exits, or corridors of the university buildings.
- The students shall not be allowed to sing, whistle, hoot, or create noise.
- The students shall not be allowed to have mixed gatherings except with the separate seating arrangement in the classrooms/clinics/labs.
- The students should use only areas specified for males and females.
- The students shall not be allowed to have any type of celebrations in the classrooms/labs/clinics. The students are strictly advised to arrange functions and parties in the designated areas.
- The students shall comply with the directions of the university officials acting in the performance of their duties while on university property.
- The students shall refrain from missing lectures, tutorials, laboratories and shall not conspire against any university regulations or instigate others to do so.
- The students shall not distribute any pamphlets, circulars, newspapers, magazines or collection of signatures inside the campus without prior request and approval from the university authorities.
- The students shall not make unauthorized use of the university's name, logo or bring the university into disrepute by damaging the reputation of the university.
- The students shall not form organizations or working groups and participate in them in the campus without prior request and approval from the university authorities.

## **Level II**

- The students shall not intervene with the educational procedures or administrative activities.
- The students shall not participate in walkouts, strikes, unlawful assemblies or activities violating the disciplinary standards.
- The students shall not make any recording (video, audio), or streaming (audio, video) of conversations (meetings); without the knowledge and expressed consent of all recorded parties (faculty/official staff/students).
- The students should not carry or keep firearms, weapon or replica weapons, knives, firebombs, or other destructive devices, dangerous chemicals capable of causing bodily injury.

## **12. Smoke-free Campus**

The university has adopted a comprehensive smoke-free policy and wishes to promote and support a healthy lifestyle. The university wants its students to comply with this policy and require everyone to respond in a courteous and responsible manner.

- Smoking is strictly prohibited on the campus. It is not permitted inside campuses, including grounds, courtyards and entrances. It also applies to electronic cigarettes, sisha, huka and all illegal substances.
- Smoking is not permitted in university vehicles.

### **13. Relationships with University Faculty/Staff /Officials and Professional Boundaries**

- The students are required to be polite and respectful with the university faculty/ staff/attendants.
- The students could have discussions (in a courteous and respectful manner) with the faculty member(s) regarding issues concerning their academic standing or learning experience.
- They should anticipate discussions with university faculty /staff members during the office hours or at the time posted by the faculty/staff or at a mutually determined time.

#### **Level I**

- They shall maintain a non-confrontational attitude in interactions with faculty/staff and should approach matters with a view to resolving the problem at hand.
- They shall not be allowed to shout/scream/quarrel with university faculty/ staff/attendants.
- They shall not use abusive, derogatory or obscene language.
- They shall not make remarks or engage in conduct that is racist or in other ways discriminatory.

#### **Level II**

- The students must observe and respect the boundaries of the professional relationship between faculty, officials and staff.
- The students should avoid forming inappropriate relationships (attachments) with faculty/staff (teaching, evaluating or facilitating/supporting them).

### **14. Relationship with Peers**

#### **Level 1**

- The students are required to be polite, respectful and courteous to other students.
- The students shall not use abusive, derogatory or lewd language with each other.
- They students shall not make remarks or engage in conduct that is racist or in other ways discriminative.

#### **Level 2**

- Students shall not engage in violent, indecent, disorderly, threatening, offensive, or lewd behaviour with other students (whether expressed orally, in writing or electronically).

- Students shall not involve in physical abuse, including conducts that threatens the health or safety of any person.
- Students shall not involve in harassment (includes sexual harassment, sexual assault, and other prohibited behaviours) or bullying (includes cyber bullying) of any student whilst engaged in any university work, study, project or activity.
- The students shall not involve in any unethical/indecent conduct. Specifically, they must avoid forming inappropriate, licentious relationships or associations with other students.

Note: Students shall be clearly notified about the above stated code of conduct. Abiding by the rules and regulation of the university is must. The defaulters would be dealt with severity.

### **The Disciplinary Violations**

The following are examples of disciplinary actions that would be considered a violation and shall be penalized accordingly. Multiple disciplinary actions may be applied.

#### **Category 1 (Mild Violations)**

1. Violation of University ID Card Policy.
2. Violation of Dress Code Policy.
3. Violation of level I regulations of Campus Environment Policy.

#### **Category 2 (Serious Violations)**

1. Interference with the normal university processes, roles and activities.
2. Interference with Exam Regulations or provoking a disturbance of the exam process.
3. Violation of Campus Smoking Policy.
4. Violation of University Theft, Damage or Destruction Policy.
5. Violation of level I of Peer Relation Policy.
6. Violation of level I of University Faculty/Staff/Officials Professional Boundaries Policy.

#### **Category 3 (Severe Violations)**

1. Violation of level II regulations of Campus Environment Policy.
2. Violation of University level II of Faculty/Staff/Officials/ Professional Boundaries Policy
3. Violation of Level II regulations of University Peer Relationship Policy.

## **Disciplinary Actions**

The following are some of the actions and procedures for disciplinary violations of category I,II,III. It is up to the Student Services Department and Campus Proctorial Board to decide on an appropriate disciplinary action according to guidelines listed herein this document. Multiple actions may be applied.

In case of violation of any policy of category I, II, III the respective student would be warned, his/her ID card would be taken & submitted to the student services and nature of violation would be clearly reported.

### **Disciplinary Actions for Violation of category I**

#### **1<sup>st</sup> Stage- Fine**

- In case of a violation of pertaining to discipline category I the student's university ID card shall be taken & submitted to the Student Services. The student shall be levied with a fine of Rs. 500.

#### **2<sup>nd</sup> Stage- Rebel**

- In case of 2<sup>nd</sup> attempt of violation by the same student, the fine shall be doubled and he/she may be offered a counselling session by the counselors in Tarbiyah Department.

Note: The student who would refuse to hand over his/her student card to the proctor would be fined on the spot.

### **Disciplinary Actions for Violation of Category II**

1. A documented warning would be added to the student's record with the Student Services Department.
2. The student would be deprived of scholarship.
3. The student would be deprived of any privilege given by the university.
4. The student would be asked for resubmission of class assignments.
5. The student would be asked to submit additional assignments.
6. The student would be levied fine.
7. The student would be required to compensate for damage or to perform remunerative services.
8. Permanent or temporary prevention from participation in social activities on campus (trips, social gatherings, etc.).
9. Permanent or temporary prevention from participation in extracurricular activities.

10. The students who would found conspiring and encouraging others to refrain attending lectures, tutorials, laboratories or any other university activities stated in the university regulations would be severely treated.

### **Disciplinary Actions for Violation of Category III**

1. Any student found involved in activities that would lead to disturbance of peace would be handed over to security.
2. There would be reduction in grade of the student.
3. The student would be failed in the course(s).
4. The student would be deprived from taking examination for one or more semesters.
5. The student would be suspended from the university for one or more semesters.
  - The student could be suspended at any period of time during his/her course of study.
  - The student who would be failed/barred from taking an examination or suspended would take the exam next year when the same course would be offered to the new semester. He/she would register himself/herself again for the respective course.
  - Before being re-admitted to class, the student must agree, in writing, to comply with the university code of conduct and discipline guidelines. The Proctorial Board shall warn the student that fail to abide by the agreement will result in further and more serious disciplinary actions.
  - The student would not be permitted to attend class(es) or do any other assignment/project during the suspension period.
6. The student would be expelled from the university.
7. Revoking the degree of a university graduate if investigations reveal their involvement in a category III academic integrity violation.

## **The Dress-up Guidelines for Students of Riphah International University**

### **Male**

The **MALE** students may wear

Formal Shirts

Dress Pants/Formal Trousers

Shalwar Kameez with Waistcoat/ Coats

Suiting

Formal/Semi Formal Shoes with socks/Sandals

Coats/Pullover/Sweater/Jacket in Winter

### **Dress Code for Trips/Sports Activities**

The male students may wear

Regular Loose Fitted not Faded Jeans/ khakis with Polo/T-shirts

Regular Pants and Shirts

Semi Formal Shoes/ Joggers/ Fleet Shoes

### **Dress Code Not Allowed in any Case**

Silky Fabric

Faded/Bell-Bottom/Torn/Skinny/Low Waist Jeans/Shorts

Shirts with Funky/Unethical/Political/Religious Slogans/Pictures/lewd Messages in Words/Pictures

Excessively Tight Clothing & Sleeveless Shirts

Bright, Dazzling, Shiny, Flashy Coloured Clothes

Ostentatious Jewellery

Unkempt Hair & Beard

Slipper, Flip Flops

\*Outfits should be clean, properly ironed and in loose-fitting.

\*Students shall follow the same guidelines on Colour Days/Trips/Sports Day.

## **Female**

The **FEMALE** students may wear any attire with the following description.  
Dupatta/Shawl/Chadar/Scarf is mandatory. They may wear Abaya.

Thick Fabric to Prevent View of Underneath Skin and Garments

Loose Fitting

Full Sleeves & Covered Neck

Knee length Shirt

Loose Shalwar/ Trouser

Dupatta/Shawl/Chadar/Scarf

Long Draping Dupatta/Shawl/Chadar/Scarf

Dupatta/Shawl/Chadar/Scarf Should Cover Hairline, Neck & Body Completely

### **Hair**

Tidily Tied Back Hair

### **Abaya**

Simple in Design

Sober & Subtle in Colours

### **Shoes**

Formal/Semi Shoes, Joggers, Fleet Shoes

### **Dress Code Not Allowed in any Case**

Faded, Bell-Bottom, Ripped, Skinny, Jeans /Tights/Capris/Pajamas

Sleeveless/Half Sleeves/Short length/See-through Attire

Shirts/ Sleeves without Lining

Shirts with Funky/Unethical/Political/Religious Slogans/Pictures/lewd Messages in words/pictures

Excessively Tight/See-through Clothes

Bright, Dazzling, Shiny, Flashy Coloured Clothes

Fancy Abayas

Loud Makeup

Untied Hair, Unkempt Hair

Ostentatious Jewellery

Casual/Fancy Chapal, Flip Flops, Slippers, High Heel Shoes/Sandal

\*Outfits should be clean, properly ironed and in loose-fitting.



\* Students shall follow the same guidelines on Colour days/Trips/Sports day.

## **The Dress Code for Undergraduate Students**

### **Females**

Uniform for the undergraduate **FEMALE** students:

White Shalwar Kameez

Draping Dupatta

Formal/Semi Formal Shoes

Prescribed White Coat During Lab & Clinic

Pullover/Sweater/Coat/Blazer in winter

\* Students may wear black Abaya.

\* Uniform must be in loose-fitting, clean and properly ironed.

### **Shalwar Kameez**

Shalwar Kameez shall be of the following description:

Thick Fabric to Prevent View of Underneath Skin & Garments

Loose Fitting

Full Sleeves & Covered Neck

Knee length Shirt

### **Dupatta/Shawl/Scarf**

Dupatta/Shawl/Scarf shall be of the following description:

Long Draping Dupatta/Shawl/Chadar/Scarf

Dupatta/Shawl/Chadar/Scarf Should Cover until Hairline, Neck & Body Completely

\*Follow Institutional Colors

### **Abaya**

**Abaya** shall be of the following description:

Simple & Decent in Design

Black in Colour

### **Hair**

Tidily Tied Back Hair

**White Coat (Medical)**

White Coat shall be of the following description:

Loosely Stitched

Two Inches Extended below the Knee

Three Buttons, Two Side Pockets and One Chest Pocket on the Left

**Table: Color Chart for Institutes/College**

1.	RSBM	Navy Blue
2.	RCR & AHS	Sky Blue
3.	RICAS Physics/Math	Yellow
4.	RICPP	Purple
5.	RILL	Dark Green
6.	RIPS	Pink
7.	RCST	Grey
8.	RCVet	Brown

Brown

**Males**

Uniform for the undergraduate **Male** students shall be of the following description:

- **Shirt:**  
White Shirt (For all Faculties)  
Sky Blue (For RCR & AHS)  
With Full Sleeves / Full Collar / One Front Pocket
- **Dress Pant:**  
Steel Grey (For all Faculties)  
Silver Grey (For RCR & AHS)
- **Shoes**  
Formal / Semi Formal Shoes
- Prescribed White Coat During Lab & Clinic
- Pullover / Sweater / Coat / Blazer in Winter

**White Coat (Medical)**

White Coat shall be of the following description:

Loosely Stitched

Two Inches Extended below the Knee

Two Buttons, Two Side Pockets and One Chest pocket on the Left

\* Uniform must be in loose-fitting, clean and properly ironed.