

Bahria University

Student Hand Book



Discovering Knowledge

(2019-20)

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

Preamble

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

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

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

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

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

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CHAPTER 1

1.1 Definitions

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

- 1.1.1 **Academic Programme.** Academic Programme, means a programme of studies, which leads to the award of a University Degree to the students, after successful completion of all its requirements.
- 1.1.2 **Assignment.** Assignment, means a written descriptive answer to a question or questions, which the students are required to submit during a semester. The purpose of assignments is to develop the power of reasoned expression of students.
- 1.1.3 **Bi-Semester.** Academic year format comprising of two semesters of 18-week each, with inter-semester breaks. The two semesters shall be called Spring (starting in Feb) and Fall (starting in Sep).
- 1.1.4 **Contact Hour.** Contact Hour, means a period of sixty minutes with a minimum of fifty minutes spent on academic and research related activities including interactive instructional work, tutorials, lab work (practicals), research work, projects, seminars, workshops, internships etc during the course of studies at the University.
- 1.1.5 **Credit Course,** means a course of study, successful completion of which shall be a requirement for earning a degree.
- 1.1.6 **Credit Hour,** the unit measuring educational credit; one Credit Hour would usually mean one weekly period of approximately one hour, lasting 16 weeks. This makes one Credit Hour equal to 16 Contact Hours. For practical/laboratory work, the equivalence is either two times or three times that of theory, that is, one Credit Hour is equivalent to 32 or 48 Contact Hours, depending on the nature of the programme.
- 1.1.7 **Cumulative Grade Point Average (CGPA).** Cumulative Grade Point Average (CGPA), means the summation of multiple of Grade Points and credit hours of all Credit Courses divided by the total number of Credit Hours taken by a student beginning from his admission till the last examination held.

- 1.1.8 **Drop/Dropped.** Falling out of an academic programme on academic grounds, after failing to clear the Chance status, in any semester. A student whose CGPA falling below the minimum CGPA for a programme any time after availing one probation and one chance in any semester shall be dropped.
- 1.1.9 **"Exemption"** means the student is not required to take a similar course if a student has already done it within or outside BU at any HEC-recognized University. When granted exemption, credits for that course earned previously are not counted towards credits or CGPA requirements or the degree. The student shall be required to take another course to make up for the total number of credits to meet the degree requirements.
- 1.1.10 **Maximum Programme Duration.** Maximum duration which is usually 1.5 times the Regular Duration, during which the degree requirements must be completed, without requiring any approvals from the Rector or Academic Council or the HERC, as the case may be.
- 1.1.11 **Final Examination.** The last comprehensive examination (with a weightage of 40% or 50% marks), given in each course on its completion.
- 1.1.12 **Full Course Load.** The total load of a semester in terms of Credit Hours or Duration or both, as prescribed in the roadmap of a programme by the University, in accordance with the guidelines of the HEC and the Regulatory Body.
- 1.1.13 **Grade Point Average (GPA).** The summation of multiples of grade points and credit hours of all Credit Courses divided by the total number of Credit Hours taken by a student during a semester.
- 1.1.14 **Grade Point,** means number of points representing Letter Grades scored by a student's subject examination.
- 1.1.15 **Grades,** means the award to the student based on his/her academic performance.
- 1.1.16 **Internal Marks.** The marks reserved for Quizzes, Course Projects, Assignments, Class Presentations, Practical's, Case Studies, Class Participation etc shall be collectively known as Internal Marks.

- 1.1.17 **Major**, means main field of specialization during graduate or under-graduate studies which will be in addition to and incorporate a core curriculum. BU shall define a framework including a certain number of required courses.
- 1.1.18 **Mid-Term Examination**. A 90-minute test, worth a weightage of 20%, 25% or 30% marks, depending on the programme, conducted in the middle of each semester.
- 1.1.19 **Misconduct**. Misconduct by Student, means conduct prejudicial to good order, or university administrative and academic discipline, or any action unbecoming on part of a student, including any act to bring or attempt to bring political or other outside influence directly or indirectly bear on the University or any employee or student of the University.
- 1.1.20 **Migration**. The act of a student leaving one HEC-recognized DAI and joining another.
- 1.1.21 **Non-Credit Course**. A course of study which carries no credit but may be a requirement for a degree.
- 1.1.22 **Over Load**. More than the required load of Credit Hours.
- 1.1.23 **Plagiarism**. Taking and using the thoughts, writings and inventions of another person as one's own.
- 1.1.24 **Pre-Requisite**. Pre-Requisite, means a course that a student must complete before being registered for a subsequent higher course.
- 1.1.25 **Probation**. The first warning given to student whose performance falls below the University's requirement for minimum GPA in the first semester or CGPA in the subsequent semesters.
- 1.1.26 **Regular/Normal Programme Duration**. The roadmapped duration of a programme, without any extension, within which a student is expected to complete the programme and meet all degree requirements.
- 1.1.27 **Quiz**. A short test, usually of 15-30 min duration.
- 1.1.28 **Rustication**. Suspension of a student from the University for a specific number of semesters, a punishment.

- 1.1.29 **Semester.** Semester, means an 18-week academic period, in which one set of courses in each discipline is offered.
- 1.1.30 **Subject or Course.** A topic or a subject related to an academic programme, which is to be studied by a student for a fixed number of hours during a semester. Each subject will carry a specific number and an alphabetic code.
- 1.1.31 **Summer Session.** A ten-week academic period that is devoted to conduct courses of requisite Credit duration and Contact Hours. The Contact Hours during each week of Summer Session will be doubled to ensure that the Course contents are thoroughly taught. Summer Sessions are arranged for the students to complete their academic deficiencies.
- 1.1.32 **Student.** A person who has registered for a certain number of courses in a regular degree programme or a short course offered by BU.
- 1.1.33 **Time Bar/Barred.** Programme/Degree status indicating that the student has been unable to complete the degree requirements within the Extended/Maximum Programme Duration.
- 1.1.34 **Extension to Maximum Programme Duration/ Extended Programme Duration.** Under special circumstances, extension to maximum programme duration may be allowed to a student to complete the degree requirements, if approved by the Rector/ Academic Council / HERC, or such other Authority as the case may be. The extension shall be contiguous to the maximum programme duration, and shall start/ count immediately after the maximum duration lapses. Duration of extension shall be program specific. A programme completed after availing this extension shall be deemed to be completed in Extended Programme Duration.
- 1.1.35 **Transcript.** means an official copy of a student's academic record produced by the office of Director Examination.
- 1.1.36 **"Transfer of Credit (TOC)"** means the student is not required to take a similar course if a student has already done it within or outside BU at any HEC-recognized University. When granted TOC for any course, the credits earned previously for that course are counted towards credits for the degree. In most cases, TOC shall reduce the duration of a programme.

- 1.1.37 **Tutorial.** An interactive teaching session spent individually or in a small group under the direction of a teacher who would then referred to as the **tutor**.
- 1.1.38 **Letter Grades.** One of the letters – A, B, C, D & F – assigned as an evaluation of overall academic performance in a course and indicated on the Transcript. The passing grades (A, B, C & D) may carry a plus (+) suffix to indicate a performance better than the parent Grade, or a minus (-), to indicate a shade below. Additionally, Letter Grade W will transcript the status of a course withdrawn from.
- 1.1.39 **Special Circumstances.** Circumstances beyond a student’s control that may prevent the student from completing a degree programme within the Maximum Programme Duration. Such circumstances may include student’s hospitalization for extended periods, family tragedies, security situations, etc.

1.2 Admissions

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

1.3 Provisional Admissions

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

1.4 Deferment and Cancellation of Admissions

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

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

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

1.4.2.1 If a student absents without any information, without freezing the semester, without getting registered or without paying fee for the new semester.

1.4.2.2 If an enrolled student does not pay fee or any dues within 30 days of the date notified by the university.

1.5 Ineligibility for Admission

1.5.1 A student who does not meet the basic eligibility for the applied programme is ineligible for admission.

1.5.2 The students who are expelled on disciplinary grounds will not be permitted to rejoin the University.

1.6 Orientation for New Students

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

1.7 Calendar of Events

The schedule of admissions, registration, start and close of academic sessions, examinations, breaks, non-academic activities and holidays are all listed in the Academic Calendar published by the University.

1.8 Academic Session

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

1.9 Course Registration

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

1.10 Minimum & Maximum Number of Courses to be Registered

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

1.10.2 Rules for maximum courses shall be as follows:

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

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

1.11 Registration of Extra Courses

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

1.12 Course Pre-requisites

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

1.13 Mala fide Registration to Inflate Class Strength

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

1.14 Adding/Withdrawing Courses

- 1.14.1 The HOD shall be informed by the student, through a written request on the prescribed form, regarding his/her intention for addition or withdrawal of a course. Non-attendance shall not constitute an official withdrawal.

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

1.15 Freezing of Semester

- 1.15.1 A student shall be allowed to freeze his/ her semester due to illness or circumstances beyond his/ her control by giving a written application on prescribed form. Conditions for consideration of such request are as follow:
 - 1.15.1.1 A student may freeze the semester before the start of the academic session, without paying the fee, if he/ she has passed the final examination of the previous semester with the minimum GPA/CGPA required for the academic standing of the BU to remain enrolled. A student may also freeze the semester anytime during the course till three weeks before commencement of the final examination.
- 1.15.2 Full fee will be refunded/ adjusted to the next semester if the semester for which application is submitted frozen within the first week of commencement of the semester, and half the fee if frozen within the first 15 days of the commencement of the semester. No fee shall be refunded/ adjusted if the semester is frozen after 15th day of the commencement of the semester.
- 1.15.3 Students shall resume their studies in the following semester,

otherwise their name would be struck off the roll of BU.

- 1.15.4 Students may freeze more than one semester, either back-to-back or staggered, while remaining within the overall degree duration.
- 1.15.5 Fresh students shall not be allowed to freeze the semester without payment of the applicable fee and the submission of the complete documents required for meeting the basic eligibility.
- 1.15.6 Students shall only be allowed to freeze the semester within the overall degree awarding timeframe (i.e. maximum time allowed for completion of the degree by BU or Regulatory Body, as stipulated in the Table of clause 4.25.8).

1.16 Freezing of Semester by Unregistered Students

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

1.17 Repeating a Course

- 1.17.1 Students may repeat a course in case the grade obtained in that course is 'B' (including B-). All course repetitions shall be completed within the maximum allowable duration of the programme. All attempts shall be depicted on the transcripts. The highest grade achieved in the course shall be used for the calculation of CGPA.
- 1.17.2 Application for course(s) repetition shall be made to the HOD on the prescribed form; the decision to approve repetition shall rest with the HOD. Approval to repeat a course shall not constitute any liability on the University to run the course, which in any case shall depend on the numbers meeting the minimum class strength of ten students and availability of the teacher.

1.18 Summer Session Rules

- 1.18.1 Registration of courses in a summer session shall be regulated as follows:
- a. Registration of courses shall be for retaking failed courses and/or for improvement of Grades less than 'B' including B. on improvement, maximum grade award shall be capped at B.
 - b. There shall be no registration for Advance/New Courses.
 - c. Registration shall be limited to a maximum of two courses. Registration in a third course may be permitted, by the Campus Head/Head of the CU, to the students who risk lapsing into the time-bar category if the third course is not allowed to them.
 - d. Students granted Waiver to Time Bar shall be ineligible to take any missing/ shortfall courses in the summer session.

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

- 1.19.1 Regular Courses of Morning / Evening / Weekend programme may be offered as Certificate Courses to the non-enrollees or part-timers, subject to the following terms and conditions:
- a. Applicant shall be a graduate with minimum 14 years of education.

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

1.20 Program Specific Academic Rules

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

1.20.2 BS Programmes in Engineering & Computer Sciences

1.20.3 The eligibility criterion for registering the FYP shall be clearance of at least 80 credit hours by the 6th semester.

1.20.4 The result of the FYP shall be submitted within two weeks of the semester end (last day of classes). It shall be ensured that a student's FYP result is included in the final semester GPA and the programme CGPA before deciding on any academic warning (Probation or Chance) or penalty (Drop).

1.20.5 Students shall be allowed to register for an extra course if in the final year of their programme.

1.20.6 BBA/MBA Streams – Regulatory Controls over Electives

Following regulatory controls, at the MBA level, shall apply over the electives for Finance, Marketing & HR streams:

- a. MBA 3.5 students may avail common electives with the BBA.

- b. MBA 1.5/2.0 students shall not be allowed common electives with BBA if they had already studied these as part of the BBA programme. Verification shall be made from the student's BBA transcript.

1.20.7 MS/MPhil Programmes – Option of Inter-Disciplinary Electives

MS/MPhil scholars may be permitted to choose up to two inter-disciplinary electives, if the chosen electives are available, feasible for the University and approved by the concerned departments.

1.20.8 BBA Programme activity Based Assessment of the 'Oral Communication' Course

The final examination of the 'Oral Communication' Course shall comprise mock interviews, listening, group presentations and group participation, worth 40 marks."

1.20.9 BS & MS Programme — Selection of Elective from Revised Lists.

In all faculties, the enrolled BS and MS students shall have the option to choose electives from the revised Electives Lists as well."

1.20.10 PG Programmes — Resources Optimisation

In PG programmes of all faculties. the Departments are authorized to optimize available resources through such measures as Combined Classes, Shuffling Students or their Course, or such other measures deemed necessary. for better management of the Class/Semester."

1.20.11 PhD Programmes in all the Faculties - Enrollment of scholars in 700/700 Plus Level MS/MPhil Courses

In all the Faculties PhD Scholars, as part of their course work, may enroll in any 700 or 700 Plus Courses offered in the MS/MPhil Programmes of the Faculty. Request by a PhD Scholar to avail such a course shall be endorsed by the HoD and decided by the DRC.

1.20.12 Option to Select any Elective in BBA

A BBA student, for the purpose of Elective-1 (7th semester) and Elective-2 (8th semester), may opt for any Bachelor level

core or elective course, subject to the following conditions:

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

1.20.13 Programmes Credit Hours

Degree programmes shall follow the following maximum and minimum:

Programme	Minimum Credit Hours	Maximum Credit Hours
UG (4 Years)	124	140
UG (5 Years)	160	180
MS/MPhil	30	36
PhD	54 (fixed)	

1.20.14 Courses on Pass/ Fail Basis in UG Programmes

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

1.21 Fee

1.21.1 Timely Payment of Fee

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

1.21.2 Refund Period

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

1.21.3 Refund/Readjustment of Tuition Fee and other Allied Charges

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

1.21.3.2 Admission fee shall not be refunded in any case.

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

Fee Refund Percentages & Timelines

%age of Tuition Fee	Timeline for Semester System	Timeline For Annual System
Full (100%) Fee Refund	Up to 7 th day of commencement of classes	Up to 15 th day of commencement of classes
Half (50%) Fee Refund	From 8 th to 15 th day of commencement of classes	From 16 th to 30 th day of commencement of classes
No Fee (0%) Refund	From 16 th day of commencement of classes	From 31 st day of commencement of classes

1.21.4 **Freezing of Semester.** Fee will be refunded as per above table. The refund application date shall be the date on which the University officially acknowledges/receipts for the student's application to freeze the semester.

1.21.5 **Withdrawal of a Course (Regular Semester).** Fee will be refunded as per above table. The refund application date shall be the date on which the University officially acknowledges/receipts the student's application for withdrawing a course.

1.21.6 **Summer Session.** No fee will be refunded once the student has registered for a course in the Summer Session.

- 1.21.7 **Cancellation of a Course/Programme.** Full tuition fee will be refunded to the students if the course after being offered is cancelled by BU for any reason. In case a programme is cancelled, the entire charges including admission fee will be refunded to the student.
- 1.21.8 **Refund to MBBS/BDS Students.** Refund of fee and other charges to the MBBS/BDS students shall be made in accordance with the rules laid down by the PMDC and amended from time to time and currently as under:
- 1.21.8.1 Fee shall be charged annually on year-to-year basis only and at the beginning of each year. One-time admission fee shall not be refunded in any case.
- 1.21.8.2 If a student wishes to leave BUMDC before the session, or within two weeks after the commencement of classes, 100% of all deposited fee, except for the one-time admission fee, shall be refunded.
- 1.21.8.3 If a student wishes to leave BUMDC within one month of joining or commencement of classes, 50% of all the deposited fees, except for the one-time admission fee, shall be refunded.
- 1.21.8.4 If a student wishes to leave the BUMDC after one month of commencement of classes, no fee of any kind shall be refunded.
- 1.21.8.5 For **Repeating Cases**, there shall be no extra tuition fee for the Supplementary Examination; a student repeating the year shall be charged 25% less for that year only, and after that full yearly fee shall be charged.
- 1.21.9 **Refund to Result Awaiting Students on being Dropped from the Programme.** Students dropped from the degree programme after grant of admission on Hope Certificates for the reasons not meeting the prerequisite qualifications will be refunded fee in accordance with clause 1.21.3 . For the purpose of timeline, the date of the declaration of the result shall be deemed to be the timeline start date provided the student informs the University of the declaration of the result which the University officially acknowledges/receipts for. This shall mean the following:

Fee Refund to Result Awaiting Students on being Dropped

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

1.21.10 **Late Fee** enrolled students (except BUMDC students) shall pay the fee on or before the date notified by the University. A fine of Rs 50 per day shall be charged for the first 7 days, Rs 100 per day for the next 15 days and Rs 200 per day for the next 7 days. Upon expiry of this period, the registration of the student may be cancelled. In case of re-admission, the student shall pay the full admission fee.

1.21.11 **BUMDC**

1.21.11.1 Fee payment in two instalments may be allowed to extremely deserving cases, by the BUHO on recommendations of the DG BUMDC. Schedule of payment shall be as follows:

- a. 1st installment: to be paid prior start of classes.
- b. 2nd installment: to be decided by the BUHO (in any case the payment deadline shall be before the end of the financial year, that is, 30th Jan)

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

1.21.11.3 Fee defaulters shall not be allowed to:

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

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

1.21.12 **Conflict Resolution in Fee Refunds**

In case of any conflict or interpretation of the aforementioned rules on refund of fee and other charges, the matter will be

referred to the Rector through the Registrar whose decision will be considered final.

1.21.13 Registration Fee of Law Students

All Law students admitted at BU wef Fall-2018, be charged undermentioned additional fee on account of their registration to be paid to Pakistan Bar Council (PBC). The same is subject to review as and when revised by PBC

LLB - Rs1,000/-

LLM - Rs2,000/-

1.22 Dual Majors

1.22.1 Students, in all programmes, may simultaneously complete two Majors provided both majors lead to the same degree and are being offered by the BU. The second Major shall be applied for before the start of the final examination, for the final semester of the regular programme, whence the intention of taking the second Major must be indicated clearly to the respective HOD through a written application. Upon receipt of the application, the HOD shall initiate the registration process, culminating in a formal Letter of Acceptance from the Deputy Director (Academics-I) of the Campus.

1.22.2 Completion of the second major will be based on degree requirements enforced at the time of the request. Only one degree will be issued.

1.22.3 Both Majors shall be completed within the maximum programme duration for the first Major.

1.23 Transfers between Campuses /Constituent Units

1.23.1 Inter-Campus transfer shall be allowed during the semester break only. Application for transfer shall be filed with parent Department at least eight (8) weeks before the start of the next semester. Approval of the host Department of the joining Campus shall be required which may give consent only if a seat is available for the joining student. The student shall join the other Campus at the start of the next semester, only after the transfer has been approved.

1.23.2 New CU will allocate fresh Enrolment Number and forward the student's academic record to the Examination Department of BU. University Examination Department will update the Examination database and confirm action to the Institutes and the concerned student.

1.23.3 A student Transferring from one CU to another, in the same programme, shall be on the same transcript as in the previous CU. If the student wishes to join a different programme in the new CU, then he/she shall apply for fresh admission to the new programme and, if selected, shall be entitled to TOCs in all courses in which he/she scored a minimum of B grade for MS/MPhil & PhD and C+ grade for all other programmes.

1.23.4 An inter-CU transfer shall not constitute an ineligibility towards honours and awards.

1.24 Migration, Credit Transfers & Exemptions

1.24.1 Migration shall only be allowed from the colleges/ universities/ institutions recognized by the HEC and the concerned Regulatory Body. No migration will be allowed in any one (1) year programmes run by BU. However, a student studying in a one (1) year PG programme at the previous HEI shall be entitled to migrate to BU in the same programme if it is of more than one (1) year duration at the BU. Migration will only be allowed if CGPA of the applicant at the time of migration to BU is above the following minima according to the grading system of BU:

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

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

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

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

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

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

1.24.2.3 A candidate not fulfilling any of these conditions shall not be admitted into the BU, other than as a fresh candidate.

1.24.2.4 TOCs and Exemptions will be considered on the basis of course contents, Credit Hours, basic eligibility criteria and a minimum of B grade for MS/MPhil & PhD and C+ grade for all other programmes according to the BU grading system in the courses for which TOC or Exemption are being sought. The Equivalence Committee shall make final recommendations on TOC/Exemption to the Director of the Institute concerned. All migration cases shall be entitled to TOC/Exemption up to a maximum of 50% of the total credits in the programme to which transfer is sought.

1.24.2.5 If TOCs are approved, the student's final transcript shall be endorsed with the words "Credits Transferred" in the result column. If Exemption is awarded, the final transcript shall carry a footnoted list titled "Additional Courses Completed".

1.24.2.6 For migration to and from Medical and Dental Colleges, the PMDC rules shall apply.

1.25 Intra – Department & Inter Department credit transfers

1.25.1 A student Dropped from a programme on academic grounds, or otherwise wishing to change the academic programme, shall be permitted to join any other programme, in the same department or another Department, provided he/she takes admission afresh, going through the entire admission process.

- 1.25.2 A re-admitted student shall be entitled to full transfer of credits in those common courses, or equivalent courses as determined by the Equivalence Committee, in which the student scored a minimum of B grade for MS/MPhil & PhD and C+ grade for all other programmes.
- 1.25.3 A re-admitted student shall be exempted from payment of the admission fee.

1.26 Class Attendance

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

1.27 Undertaking

A student admitted to any programme at the University shall give an undertaking to the effect that he/she would abide by the University's Statutes, Regulations and Rules, and the Code of Conduct. The undertaking shall be made on a Rs 20 stamp paper, and duly notarized, as per the specimen at Annex 'A'.

1.28 Sexual Harassment

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

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

1.29 Smoking

1.29.1 Student guilty of an act of smoking in the premises of Bahria University/ Constituent Unit or while entering/ attending offsite instructions like sports, cultural tours or survey campus shall be liable to the penalties as under:

Penalties on Act of Smoking

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

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

1.30 Criminal Conviction

- 1.30.1 Applicants are required to inform BU of any criminal conviction. Full details are to be provided.
- 1.30.2 The University reserves the right to refuse admission to any applicant with a criminal conviction that may jeopardize the reputation of the University.
- 1.30.3 Failure to declare any criminal conviction by a student already enrolled in BU shall result in immediate cancellation of his/her admission.
- 1.30.4 Where admission to the program is denied on the basis of the criminal conviction, the applicant will be notified of the decision in writing by respective Campuses/CUs.

CHAPTER 2

2.1 Academic Honesty

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

2.2 Cheating

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

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

2.3 Fabrication

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

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

2.4 Misuse

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

2.5 Forgery

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

2.6 Plagiarism

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

- a. Turning in work, in whole or in part, which was done by someone else?
- b. Copying another person's computer program.
- c. Paraphrasing or copying material from a written source, including the Internet, without footnoting or referencing it.
- d. Copying material from a written source, including the Internet, without using quotation marks.
- e. Turning in a paper, obtained in whole or in part from an outside paper provider or a website.
- f. Turning in a paper, copied in whole or in part, from another student's paper, whether or not that student is currently taking the same course.
- g. Failure to accurately and completely document all uses of source materials in an academic exercise or project.

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

2.7 Facilitating Academic Misconduct

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

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

2.8 Academic Dishonesty

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

- a. Lying to the instructor in an attempt to explain an incident of academic misconduct.
- b. Lying to the instructor or using a false or forged excuse in order to get an extension on a due date.
- c. Submitting a written summary about a required out-of-class event that the student did not attend.
- d. Changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work.

2.9 Penalties for Academic Dishonesty

- 2.9.1 A student who is guilty of academic misconduct shall be liable to penalties as tabulated. Head of the CU/Director Campus is authorized to award all the penalties except rustication and expulsion.

Penalties for Academic Misconduct

TYPE OF MISCONDUCT	PENALTY
<ul style="list-style-type: none"> • Possession of written material, relevant or irrelevant to the paper concerned. • Writing on palm, arm or anywhere on the candidate's body or clothes whether the written material is relevant or irrelevant to the concerned paper. • Possession of Mobile phones, PDAs and other electronics accessories, whether carrying or not any relevant or irrelevant material in the memory. 	<ul style="list-style-type: none"> a. Grade 'F' in the subject. b. Fine Rs 1,500. c. Warning, copy to parents.
<ul style="list-style-type: none"> • Giving/receiving assistance or allowing any other candidate to copy from his/her answer books. 	<ul style="list-style-type: none"> a. Cancellation of the relevant paper. b. Fine Rs 1,500. c. Warning, copy to parents.
<ul style="list-style-type: none"> • Removing a leaf from answer book. • Taking the whole or a part of an answer book or a continuation sheet into or out of examination hall. 	<ul style="list-style-type: none"> a. Cancellation of the relevant paper. b. Fine Rs 2,000. c. Warning, copy to parents.
<ul style="list-style-type: none"> • Substituting the whole or a part of an answer book or a continuation sheet not duly issued to him for the examination; 	<ul style="list-style-type: none"> a. Grade 'F' in the relevant subject b. Fine Rs 2,000. c. Warning, copy to parents.
<ul style="list-style-type: none"> • Forging, mutilating, altering, erasing or otherwise tampering with marked answer scripts 	<ul style="list-style-type: none"> a. Cancellation of the relevant Paper b. Fine Rs 2,000. c. Warning, copy to parents.
<ul style="list-style-type: none"> • Impersonation 	<ul style="list-style-type: none"> a. Grade 'F' in all subjects. b. Expulsion from University. c. Fine Rs 5,000.
<ul style="list-style-type: none"> • Using abusive or obscene language in answer book. 	<ul style="list-style-type: none"> a. Grade 'F' in the relevant course. b. Fine Rs 2,000. c. Warning, copy to parents.

<ul style="list-style-type: none"> • Refusing to obey the Invigilator or Head Invigilator in the Examination Hall and misbehaving, resorting to misconduct, or creating any kind of disturbance in or around the Examination Hall. 	<ul style="list-style-type: none"> a. Rustication for one semester. b. Grade 'F' in the course. c. Fine Rs 5,000. d. Warning, copy endorsed to parents.
<ul style="list-style-type: none"> • Communicating or attempting to communicate with Examiners with the intention of influencing them in the award of marks. 	<ul style="list-style-type: none"> a. Grade 'F' in the relevant course. b. Fine Rs 2,000. c. Warning.
<ul style="list-style-type: none"> • Possession of firearms, knives etc. inside and in the close vicinity of Examination Hall 	<ul style="list-style-type: none"> a. Expulsion from the University. b. Fine Rs 5,000.
<ul style="list-style-type: none"> • Violation of the Dress Code <ul style="list-style-type: none"> a. 1st violation b. 2nd violation c. 3rd violation 	<ul style="list-style-type: none"> a. Written warning b. Fine amounting to Rs 5000/- c. Barring the student from attending the classes.

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

2.10 Examination Rules

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

2.11 Promulgation of Results

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

2.12 Common Question Papers

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

2.13 Showing Marked Answer Sheets

2.13.1 Marked answer sheets of the Mid-Term and Final Examinations shall be shown to the students, under the following conditions:

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

2.14 Disposal of Answer Books

- 2.14.1 Answer books shall be retained for 12 months, to be destroyed thereafter by burning, by a destruction committee to be nominated by the Head of the CU.
- 2.14.2 Answer sheets pertaining to court cases shall be retained until disposal of cases.
- 2.14.3 Students shall be informed that answer sheets shall be destroyed three months after the examination subsequent to which no request concerning answer sheets shall be entertained.

2.15 Damaged/Lost Answer Script

- 2.15.1 Should an answer sheet for the Mid-Term or Final Exam damaged or lost, for any reason, the student shall be given following options:
 - a. Accept average marks; or
 - b. Retake the Examination.
- 2.15.2 Average marks shall be the average of marks in all other subjects studies in that semester. There shall be no examination fee if the student opts for Retake Examination.
- 2.15.3 The same principle, suitably modified, shall apply in case of lost/ damaged answer sheets for test, quizzes, assignments etc.

2.16 Exam Writer for Special Students

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

2.17 Procedure for Issuance of Transcript

2.17.1 Interim Transcript

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

by Deputy Director Examination and forward it to the Campus within (5 working days) of receipt at Examination Directorate for urgent requests.

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

2.18 Final Transcript

- 2.18.1 Final transcript will only be issued to the students once they have completed all the pre requisites for the award of degree i.e their required credit hours are complete.

- 2.18.2 Students must clear their outstanding dues including Laptop clearance prior requesting for the final transcript.
- 2.18.3 The students who have completed their final semester but not their degree requirements (project / thesis / internship etc.) and are desirous of final semester transcript would be issued a plain paper Semester Result Intimation, clearly depicting remarks "Programme is Incomplete".
- 2.18.4 The final transcript will be issued with the signature of Director Examinations. Students shall collect from SRC of the Campus.
- 2.18.5 Application specimen with instruction is given as Annex 'C'.

2.19 Degree Supplementary Form (DSF)

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

2.20 Preparation & Award of Degrees

- 2.20.1 For Under-Graduate Degree program, the minimum CGPA to qualify for the award of degree is 2.0 and for Master's Degree program, the minimum CGPA to qualify is 2.5.
- 2.20.2 Degrees will be prepared in the Secrecy Section of the Examination directorate of BU. Degrees will be posted with the last date of the month in which the degree requirements were met. Degrees will be forwarded to the Registrar's secretariat along with the list of the successful candidates and concerned Gazette notification.
- 2.20.3 The Registrar will submit the degrees to the Rector for signatures. The Registrar will affix the BU seal on the degrees after Rector's signatures. Students will be awarded degrees at the Convocations. Degrees can also be collected personally by the students in case they could not attend the Convocation.

2.21 Degree Request Procedure

- 2.21.1 A graduating student shall be entitled to collect his/her degree subject to completion of the programme, declaration of the final result, fulfilling all the degree requirements, notification in the gazette and clearance of all dues and liabilities. Application for award of degree shall be made to the Director of the CU (Degree Section BUHO in case of BUIC). Before issuing the degree, it shall be ensured that the graduate has no outstanding liability from the University or the Regulatory Authority to clear. The degree shall be applied for on the prescribed form.
- 2.21.2 Normal processing time for issuance of the degree shall be 3 months after receipt of the degree request. However, if desired and subject to the same conditions, a graduating student may apply for urgent issuance in which case the degree shall be issued within 15 working days after receipt of the degree request. There shall be a processing fee of Rs 5,000 for urgent issuance of the degree as mentioned on the degree request form.

2.22 Duplicate Degree

- 2.22.1 In the case of loss of original degree, an alumnus/alumna may apply for duplicate award of degree, for which the procedure shall be as follows:
- a. Declare the loss in a newspaper.
 - b. Lodge an FIR with the nearest police station on loss of original degree.
 - c. Prepare a sworn and notarized statement (affidavit), giving complete details of the loss.
 - d. Prepare a demand draft for Rs 5,000 (US \$ 50 by overseas students) in favour of Bahria University, as the duplicate degree fee.
 - e. Submit an application to the Registrar of BU through the Director/Principal of the CU, along with the newspaper clipping, copy of the FIR, the affidavit, the demand draft and attested copy of the CNIC.
- 2.22.2 Before issuing the duplicate degree, the original degree shall be cancelled and de-notified, and the new degree notified. The University shall not respond to any query on the cancelled degree.

2.23 Procedure for Verification of Degree Transcript and Issuance of NOC / Migration Certificate

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

2.24 Modes of Payment

2.24.1 For students in Pakistan

2.24.1.1 Cash payment in Accounts Office of respective Campus of the University/Allied Bank E-8 Naval Complex, Islamabad and Allied Bank of Pakistan, Gulistan-e-Jouhar Branch (0396) Karachi.

2.24.1.2 By Pay Order / DD drawn in favour of Bahria University, Islamabad.

2.24.1.3 On line transaction in Allied Bank of Pakistan Ltd, E-8 Naval Complex, Islamabad, Account No: 0010005881820130, Branch Code: 0680

2.24.2 For Overseas Students

2.24.2.1 By DD drawn in favour of Bahria University, Islamabad.

2.24.2.2 On line transaction (US Dollar only) in Silk Bank, Razia Sharif Plaza, Blue Area, Islamabad, Account No: 2000957553, Branch Code: 0002

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

2.25 Prescribed Fee

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

2.26 Lab-Work in Engineering Sciences Subjects

- 2.26.1 The conduct of lab sessions, lab evaluation and progress monitoring of the students shall be the responsibility of the faculty members and not that of the lab engineers.
- 2.26.2 Computing labs shall be under the control of the CS Dept. Engineering labs (hardware labs) shall be under the control of the EE Dept. Each laboratory shall have one lab engineer to assist the concerned teacher. Allocation of Lab Engineers to a Laboratory shall be decided by the HODs of the Departments to whose care labs have been entrusted.

CHAPTER 3

3.1 Student's Code of Conduct

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

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

3.2 Prohibited Acts & Misconduct/Ill-Discipline

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

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

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

3.3 Action against Misconduct

- 3.3.1 Every member of the Faculty shall have the power to check any disorderly or improper conduct of, or any breach of the rules, by students in any part of the CU or outside when the visit is sponsored or organized by it. Misconduct in a classroom when a student is under the charge of a teacher shall not be allowed and a punitive action such as a fine,

removal from the classroom or a punishment of greater magnitude may be imposed as decided by the authority so empowered.

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

3.4 Penalties

A student guilty of an act of indiscipline shall be liable to the penalties specified below or promulgated through written orders/notifications:

Penalty Code	Penalty		Awarding Authority	Appellate Authority
1	Removal from classroom, laboratory, or field work, for a maximum period of two contact hours		Teacher In-Charge	HOD
2	Expulsion from games or field work for not more than one week		Games/ Field Work In-Charge	Director
3	Expulsion from educational visits and sports tours	DD (Admin & Coord) or an officer authorized by the Head of the CU		Director
4	Suspension from classes for a period not exceeding two weeks		Director/ Principal	Head of the CU
5	Fine not exceeding Rs 10,000		Director/ Principal	Head of the CU
6	Removal from a position of authority on the advice of the Student Advisor / HOD		Director/ Principal	Head of the CU
7	Expulsion from the hostel		Head of the CU	Next Higher Authority
8	Cancellation of remission of fees/assistantship/scholarship etc.		Head of CU	Next Higher Authority

9	Rustication for one or more semester	Rector	Pro-Chancellor
10	Expulsion from the CU	Rector	Pro-Chancellor

3.5 Procedure in Case of Breach of Discipline

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

3.6 Rustication

- 3.6.1 Rustication may be awarded up to a maximum of 3 years. The penalty when imposed on a student shall always mean a minimum loss of one semester as far as his/her appearance in the examinations is concerned. The actual period of absence from the CU will, however, depend upon the time of the academic year when the penalty is imposed. Period of rustication shall have no effect on the maximum duration of the programme as per table of clause 4.23.8. No student shall be rusticated from the CU unless he/she has been allowed a reasonable chance of defense against the accusations.
- 3.6.2 No fee shall be charged from a rusticated student for the time period during which his/her name remained struck off the rolls. However, the previously deposited fee shall not be refunded.

3.6.3 A student under rustication shall have the right of readmission after the period of suspension and subject to availability of the missed courses in the normal semester list of courses being offered.

3.7 Expulsion

3.7.1 The Head of the CU shall report the name of the student who has been found guilty of an offence warranting expulsion to the Rector stating the reasons for the proposed action, who will then have the authority to sanction expulsion after allowing reasonable chance to the student to defend him/herself against the expulsion.

3.7.2 The name of the expelled student shall immediately be removed from the CU rolls, and fee for remaining month(s) of the semester shall not be refunded.

3.7.3 A student expelled from the CU shall not be readmitted to any of the University's Constituent or Affiliated Units.

3.7.4 Cases of expulsion shall be registered in BU records and notified to all the CUs.

3.8 Appeals

3.8.1 An appeal against the penalty may be filed by the student with the Appellate Authority within 30 days of announcement of the punishment. No appeal by a student shall be entertained unless it is presented within 30 days from the date of communication of the decision, provided that the Rector may, for valid reasons, extend this period.

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

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

3.9 Compensation for Loss

The Head of the CU, or any teacher or officer to whom he may delegate the powers, may instruct a student to pay compensation

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

3.10 Offences during Examination

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

3.11 Dress Code

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

3.11.1 Male Students

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

3.11.2 Female Students

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

3.11.3 BUMDC students shall additionally wear white coat.

3.12 Student Card

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

3.13 Loss of ID Card

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

CHAPTER 4

4.1 Scheme of Marking

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

Scheme of Marking

Assessment Tool	Engg & CS Programmes	All Other Programmes
Quizzes (at least three per semester)	10 marks	15 marks
Projects/Assignments/Class Presentations/Practicals/Case Studies/ Class Participation	20 marks	20 marks
Mid-Semester Examination	20 marks	25 marks
Final Examination (Comprehensive)	50 marks	40 marks
Total	100 marks	100 marks

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

4.1.2 **Medical and Dental Programmes.**

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

4.1.2.1 **Examination of BS Nursing**

Examinations of BS Nursing Four Years program at Pakistan Navy Nursing College (PNNC) PNS SHIFA Karachi will be conducted by PNNC based on semester system from 2018 intake instead of annual system.

4.1.3 **MS/MPhil/PhD Programmes.**

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

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

4.2 Retakes of Mid-Term and Final Examinations

4.2.1 Retakes shall be allowed to students only in situations of self-hospitalization and a bereavement in the immediate family (parents, grandparents, siblings, spouse and children).

4.2.2 The Management of the CU shall ensure that the Examination schedules do not clash with any national or international examination calendar, or with any other event which would preclude taking examinations.

4.2.3 Retakes shall be held one week after the examinations on the same day as notified by the management.

4.2.4 Retake applications shall be decided by the HCU's (DGs, or Director where no DG), on case-to-case basis.

4.2.5 Neither fee to students nor honoraria for examiners shall apply to retake examinations.

4.3 Grading Procedures (for Non-Medical Students only)

4.3.1 In the Bachelors level programmes, BU will use the following grading system to evaluate student performance:

Grading System

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

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

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

4.4 Minimum Pass Marks

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

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

4.5 Probation, Chance and Drop Rules for Underperforming Student

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

<u>Programme</u>	<u>Minimum GPA</u>
Undergrad programmes	2.0
MBA/MS/MPhil programmes	2.5
PhD coursework	3.0

- 4.5.2 The same student shall be placed on Chance on failing to achieve the clause 4.5.1 minima for the second time, in any semester, and shall be Dropped from the programme on failing to achieve the minima at clause 4.5.1 for the third time, in any semester. A student whose CGPA falls below the clause 4.5.1 minima any time after availing one Probation and one Chance, in any semester, shall be Dropped.

4.6 Advance Merit Scholarship for Board Toppers (For Undergraduate Programs)

Under Advance Merit Scholarship Policy, Bahria University offers 75% tuition fee waiver/concession for the first semester, to top three toppers amongst all Boards of Intermediate and Secondary Education (BISE). This scholarship is for the entire program.

However, its continuation during the subsequent semesters will be subject to the condition that awardee must maintain his/her minimum GPA of 3.75

4.7 Advance Merit Scholarship (Bahria University Entrance Test Based)

4.7.1 Top merit position holders in Bahria University admission merit list with respect to their respective discipline are awarded scholarships/fee waiver as per following criteria:

4.7.1.1 Undergraduate Programmes

- a. For Management Sciences, Engineering Programs (Top three scorers among all engineering programs) and Computer Sciences, following three top position holders are awarded scholarship/fee waiver. The student must obtain an aggregate score of at least 70% in the Bahria University Merit list.
 - 1st Position Holder 75% Tuition Fee wavier
 - 2nd Position Holder 50% Tuition Fee wavier
 - 3rd Position Holder 30% Tuition Fee wavier
- b. For Law, Earth & Environment Sciences, H&SS and Psychology, one top scorer from each department shall be considered for 75% Tuition fee waiver. The student must obtain an aggregate score of at least 70% in the Bahria University Entrance Merit list.

4.7.1.2 Postgraduate Programmes

- a. The top scorer in Bahria University Merit List among all Post graduate (MBA/MS/or equivalent) programs excluding PhD for each campus are awarded 50% Tuition Fee waiver. The student must obtain an aggregate score of at least 70% in the Bahria University Merit list.
- b. For continuation of the scholarship in the subsequent semesters for the above categories the students are required to achieve a GPA of at least 3.75.

4.8 Advance Merit Scholarship (For Outstanding Performers in Cambridge International Education (CIE's) System

Bahria University award scholarship @ 75% tuition fee to the top three students achieving minimum 03 A's in A Levels. Eligible students have to produce equivalence certificate issued from the Inter Board Committee of Chairmen (IBCC). For continuation of scholarship in the subsequent semesters the students are required to achieve a GPA of at least 3.75.

4.9 Exemption of Admission Fee to Bahria University Graduates/Alumni for Higher Education at Bahria University

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

4.10 Tuition Fee Waiver to High Academic Achievers in MS / MPhil / PhD Program of Bahria University

Prospective students who have applied at Bahria University with 80% marks in case of annual examination or CGPA 3.50 in semester system, in last degree from HEC recognized National or International University are offered 50% waiver in tuition fee of MS/MPhil/PhD Programs at Bahria University. However, for continuation of scholarship in the subsequent semesters, the students are required to achieve a GPA of at least 3.50.

4.11 Merit Scholarship for Batch Toppers

4.11.1 All students achieving GPA of 4.0 in Semester Examination are awarded Merit Scholarship equal to 75% of Tuition Fee of the following semester. If there is no student with GPA of 4.0, then the top scorer obtaining a GPA of at least 3.75 are awarded the Scholarship @ 50% of the Tuition Fee. In case of a tie, the student with the higher percentage will get eligible. In case of a double tie, all students will be awarded the Scholarship.

4.11.2 For Engineering programs only, if there is no student with a GPA of 3.75 then the top scoring student with a minimum GPA of 3.50 awarded this Scholarship equal to 40% of the Tuition Fee in the following semester. In case of a tie, the student with the higher percentage will get eligible. In case of double tie, all the students will be awarded the Scholarship.

4.12 Bahria University Qarz-e-Hasna Scheme

4.12.1 Qarz-e-Hasna Scheme has been introduced at Bahria University with an objective to financially support students

belonging to less privileged class of society. Through this scheme the University will bear the educational expenses of the students on "Need cum Merit" basis in order to enable them to complete their Higher Education. The overall objective to introduce Qarz-e-Hasna at BU is to uplift the socio economic condition of society through supporting financially weak students and to inculcate in our youth to pay back the community once they get financially stable.

4.12.1.1 Eligibility Criteria

- a. Qarz-e-Hasna will be offered to those needy students of Bahria University who secured admission on merit in any academic program at Bahria University (except Medical & Dental) and he/she cannot pursue studies due to financial constraints.
- b. For new intake, results of their Matric, FA/FSc and equivalent shall be considered for award of Qarz-e-Hasna.
- c. For the students enrolled in 2nd semester onwards shall be eligible to apply if has a minimum 2.75 GPA/CGPA in the previous semester. For continuation student should maintain at least 2.75 GPA/CGPA otherwise his/her Qarz-e-Hasna shall be withheld till the time he/she improves academic grades to 2.75 GPA/CGPA.

4.12.1.2 Repayments

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

4.13 General Eligibility for Scholarship / Qarz-e-Hasna

4.13.1 Students of Bahria University in any semester are eligible, subject to the conditions as indicated with respect to their respective category.

4.13.2 The students have to follow the academic road map with full load.

- 4.13.3 Students already in receipt of one scholarship/fee concession from university or external resources are ineligible to apply for any other scholarship.
- 4.13.4 Progress of Qarz-e-Hasna, need based scholarships and all Merit Based Scholarships will be reviewed every semester.
- 4.13.5 Naval wards will also be eligible for merit scholarship, they can only avail one benefit at a time (fee concession or merit scholarship).
- 4.13.6 BU Faculty and administrative staff who qualify for Merit scholarship shall not be considered for the same if already availing any fee concession. In such a case, the next highest shall be awarded.
- 4.13.7 For MS/MPhil programs, for the purpose of award of Merit Scholarship, the GPA of course work shall only be considered in the 3rd semester.

4.14 Student Study Loan / Revolving Fund Bahria University (All Campuses Except Medical & Dental College)

4.14.1 The **Student Study Loan (SSL)** is designed to help the students of Bahria University (new intake only) to pay their university tuition. The Study Loan is the money that students borrow to cover the costs associated with their studies. It is different from other types of loans due to zero interest rate. Students of all degree programs are eligible to apply for this loan except Medical & Dental, however, preference will be given to the students of undergraduate program.

4.14.1.1 Eligibility Criteria

Student Study Loan will be offered to those needy students of Bahria University who secured admission in any academic program at Bahria University (except Medical & Dental) and are unable to pay full Fee & other charges in one go. However, preference will be given to the students of undergraduate programs of Bahria University. The student after securing admission and getting fee voucher will be eligible to apply for Student Study Loan.

4.14.1.2 Loan Approvals, Limits & Repayments

a. All loans are processed through Central Scholarship Committee with recommendations of

respective DG Campuses. Final approval is accorded by the Rector Bahria University.

b. Students (only 1st semester) can request for loan against the total 1st semester fee.

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

4.15 Bahria University Scholarship Policy for Medical & Dental College Students

4.15.1 Merit Scholarships

For the students of Bahria University, enrolled in MBBS and BDS degree program Merit Scholarships shall be awarded based on their annual examination result as per following details. However, the eligible students as per merit list have to follow the academic road map with full load.

4.15.1.1 For MBBS Students

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

4.15.1.2 For BDS Students

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

4.16 List of External Scholarships

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

4.16.1.1 HEC Need Based Scholarships (sponsored by HEC).

4.16.1.2 Punjab Education Endowment Fund (PEEF) Scholarships for UG & Master's Program.

- 4.16.1.3 Shahbaz Sharif Merit Scholarship (SSMS) for Master’s Program (PEEF).
- 4.16.1.4 Baluchistan Education Endowment Fund (BEEF) for UG and Master’s Program.
- 4.16.1.5 Frontier Education Foundation Scholarship for UG & PG Programs.
- 4.16.1.6 Sindh Educational Endowment Fund for UG and Master’s Programs.
- 4.16.1.7 HEC, PM-Fee Reimbursement Program for PhD students.
- 4.16.1.8 ICRC Scholarships for LLM students.

4.17 Scholarship Policy for the Wards of Naval Shuhda

4.17.1 Preamble

(a) Bahria University has introduced this policy with an objective to Financially support students of Wards of Naval Shuhda. Through this scheme the University will bear the educational expenses of the students on “Special Humanitarian Grounds” basis, in order to enable them to complete their **Undergraduate Degree Program**.

(b) The overall objective to introduce '**Scholarship Policy for Wards of Naval Shuhda**' is to uplift the socio-economic condition of those families who fall under Naval Shuhda category in recognition of the sacrifice made by their families.

4.17.2 Eligibility Criteria

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

4.17.3 Approvals and Limits

- (a) The Scholarship for Wards of Naval Shuhda shall be awarded with total fee waiver including tuition fee, admission fee and other charges etc.

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

4.17.4 Standard Operating Procedures (SOPs)

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

4.18 Fee Waiver for Bachelors of Maritime Studies - BUKC

A special fee waiver for the students achieving high scores in Maritime's Admission Merit list has been approved. Details are as under: -

- 1st Position Holder 100% Fee wavier
- 2nd to 5th Position Holders 75% Fee wavier
- 6th to 10th Position Holders 50% Fee wavier

4.19 Honours and Awards

Students achieving high academic standards will be awarded Academic Honours (Medals and Cum Laude Certificates) upon timely completion of their degree requirements at the Convocation Ceremony. In addition, Merit Scholarships, Financial Assistance Scholarships and a Mention in the Rector's Honours List are the honours conferred during the course of studies. Cum Laude Honors will be recorded on the Transcript.

4.20 Baseline Eligibility Criteria for Honours & Awards

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

- 4.20.1 Has completed the programme within the Regular programme duration, as defined in the table of clause 4.25.8.

- 4.20.2 Has taken full semester load for the entire degree programme without having withdrawn or repeated any course prescribed for any semester;
- 4.20.3 Do not have any Incomplete, Credit Transfer/Migration or Summer Session Course to his/her credit (Transfer from one CU of the BU to another shall not constitute an ineligibility);
- 4.20.4 Has never been penalised in any disciplinary case at the University;
- 4.20.5 Has scored a minimum 3.5 CGPA for award of a medal and 3.6 CGPA for award of a Cum Laude Honour.

4.21 Conditions for Medals

- 4.21.1 Subject to the rules at clause 4.18 , graduates shall be awarded Gold and Silver medals as enunciated:
 - 4.21.1.1 Gold and Silver medals will be awarded to the students who achieve First and Second highest CGPA respectively, within the same batch.
 - 4.21.1.2 Where two or more students have the same highest CGPA, the Percentages achieved by them will determine the Gold and Silver medals. If the percentages are also the same, then all the students will be awarded Gold Medals. In such a case no Silver Medal will be awarded.
 - 4.21.1.3 In a double tie (same CGPA and Percentage) situation for Silver medal between two or more students, all the students will be awarded the Silver Medal.

4.22 Conditions for Cum Laude Honours

Subject to the rules at clause 4.19 graduates shall be awarded Cum Laude honours on achieving the indicated CGPAs at the end of the programme:

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

4.23 Rector's Honours List

In every semester, the students achieving a CGPA of 3.5 or more will be mentioned in the Rector's Honours List. The Honours List will be displayed on BU website and the campus notice boards.

4.24 Honours & Awards for the Medical, Dental and Nursing Students

4.24.1 **Medals.** Gold Medals will be awarded to the students scoring highest percentages in the Final Professional Examinations based on aggregate percentage of all Professional Examinations. The students getting second highest aggregate marks will be awarded Silver Medals.

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

4.24.3 **Distinction Certificates.** Distinction certificate will be awarded to the students obtaining 80% and above marks in a specific subject, should have passed all the subjects of the class in annual examinations, and no disciplinary action taken against the student by the concerned college or the Universities.

4.25 Graduation Time Frame and Time Bar Cases

4.25.1 Maximum Duration of Programmes

- a. 3.5/4 years Programs Maximum time limit of 6 years, further extendable for one year with the approval of Rector.
- b. 5 years Programmes: Maximum time limit of 7.5 years, further extendable for one year with the approval of Rector.
- c. 1.5/ 2 Years MS/ MPhil/ MBA Programs: Maximum time limit of 3 years, further extendable for one year with the approval of Rector.
- d. PhD Programmes: Maximum time limit of 6 years, further extendable for two years (1st year extension by FRC and 2nd year by Rector).

All extensions granted shall be in continuation to regular/ maximum time limit of the respective degree programme.

4.25.2 Students unable to complete the degree requirements within the extended/ maximum duration of the programme shall become Time-Barred for award of degree, and their names shall be struck off the roll. Such students could apply, to

the Rector through the Director Examination, for Waiver to the Time-Bar. All such cases shall be processed by the Director Examinations.

4.25.3 There shall be a limit to shortfall in Credits or degree requirements for which Waiver can be applied for, as follows:

- a. UG (except BE)/MBA1.5/MBA3.5/MS1.5 programmes. 06 Credit Hours shortfall maximum.
- b. MBA2.0/MS2.0/MPhil and the PG programmes. Either maximum 06 Credit Hours shortfall in coursework or incomplete research, but not both.
- c. PhD programmes. Incomplete research work.

4.25.4 There shall be a time limit (Time Late) within which a Time Barred student may apply for Time Bar, as stipulated in table of clause 4.23.8. Post-Time Late applications shall not be processed.

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

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

4.25.7 The aforementioned rules are summed up as per table of clause 4.25.8, for different categories of degrees/programmes, in terms of:

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

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

Programmes Durations & Time Bar Limits

Degree	Regular Duration (yrs)	Maximum Duration* (yrs)	Extension to Maximum Duration* (yrs)
All Undergrad Programs of 4 Years	4	6	1
LLB	5	7.5	1
All MS, Mphil Programs (1.5/2 Years) MBA 2.0 MS, Mphil Programs (1.5/2 Years) MBA 2.0 MBA 1.5	1.5/2	3	1
PhD	3	6	1+1 FRC, Rector

4.26 Advising, Guiding, Mentoring and Counselling Students

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

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

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

- a. guide, advise, mentor and counsel the students to help them complete their degree requirements on time and in the best academic manner;

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

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

4.27 Minimum Class Strength

4.27.1 The minimum class strength for any course shall be 10. Any shortfall shall be referred to the Rector, with full justification, for approval. There shall be no 'additional-fee-for-each shortfall' practice to be followed.

4.27.2 For PG programmes, proper Feasibility and Cost Benefit Analysis are to be carried out before launching them. Admissions to PG programmes falling short of the break-even figure shall be considered on case-to-case basis, keeping the interests of the University in view."

4.28 Internships

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

4.29 Registration of Research Work (Project, Dissertation of Thesis)

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

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

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

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

4.30 Psychology Club

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

CHAPTER 5

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

5.1 Student Affairs Committee

There is a student affairs committee comprising:

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

Functions

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

5.2 Equivalence Committee

There is a student affairs committee comprising:

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

Functions

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

5.3 Disciplinary Committee

The Discipline Committee comprises:

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

Functions

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

5.4 The Examinations Committee

The Examinations Committee comprises:

Director Campus	President
Head Invigilator (Concerned HOD)	Member
Relevant Invigilator	Member

Functions

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

5.5 Admissions Committee

The admissions Committee comprises:

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

Functions

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

5.6 Plagiarism Standing Committee

There shall be a Plagiarism Standing Committee comprising:

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

Functions

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

5.7 Central Scholarship Committee (CSC)

There shall be Central Scholarship Committee comprising:

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

Functions

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

- Advanced Merit Scholarship
- Merit Scholarships
- Qarz-e-Hasna
- Student Study Loan
- All HEC Cosponsored / other outsource scholarship

5.8 Students Grievances Oversight Committee

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

- a. Head of CU.
- b. HoD.

- c. CU Exam-In-charge.
 - d. Two (2) senior mot FMs of the department.
- 5.8.2 If grievance is about the award of a grade, the procedure shall be as follows:
- a. The student must submit the grievance, in writing, within seven working days of the receipt of the grade, to the HoD who shall forward it to the SGOC
 - b. The SGOC shall hear both sides and will give its decision, which shall be final and binding on all parties, within five working days or before the start of registration for the new semester, whichever is earlier.

CHAPTER 6

6.1 Worries about Grades

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

6.2 Campuses Safety

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

6.3 Computer Facilities

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

6.4 Medical Facility

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

6.5 Car Parking

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

6.6 Redress of Grievances

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

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

6.7 Convocation

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

CHAPTER 7

7.1 Bahria University Libraries

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

7.2 Library Rules

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

- 7.2.1 The Library shall remain open according to timings notified from time to time.
- 7.2.2 A valid University card is must for borrowing the Book(s) and other material.
- 7.2.3 Mobile Phones/ iPods/ laptops should be kept on silent mode. Sleeping, listening/ watching drama and music, etc, while staying at library is prohibited.
- 7.2.4 Personal belongings such as handbags, briefcases, etc., are to be left outside the library entrance.
- 7.2.5 Eating, drinking and smoking etc. are not permitted within library premises.
- 7.2.6 Silence must be strictly observed in the library except for brief and subdued talk with the library staff at the Circulation Desk or a discussion in the Discussion rooms.
- 7.2.7 Textbooks will be issued for 7 working days only but may be reissued the next day of the due date.
- 7.2.8 For the Book(s) returned after the due date, a fine of Rs.10/- per day would be charged.
- 7.2.9 Book Bank Books will be issued for a period of whole/ one semester.

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

7.3 Library Material

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

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

7.4 Library Services

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

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

7.5 Library Facilities

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

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

7.6 Borrowing Privileges

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

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

7.7 Security

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

7.8 Cafeteria

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

7.9 Photocopying and binding of documents

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

7.10 Gymnasium

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

7.11 Girls Hostel

Girls Hostel with 150 rooms is available in Islamabad campus.

7.12 Bus Facility

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

7.13 Well Being Centre

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

CHAPTER 8

8.1 Co-Curricular Activities

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

8.2 Student Support Centre

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

8.3 Committee Composition

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

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

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

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

8.4 Student Members

8.4.1 Chief Coordinator (CC): (01)

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

8.4.2 Deputy Coordinator (DC): (01)

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

8.4.3 Team Members:

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

8.5 Removal of Members

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

8.6 Procedure for Establishing New Clubs/Societies

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

8.7 Clubs

There are registered clubs in the university.

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

8.8 Officially registered Clubs of Bahria University and their functions

8.8.1 Literary & Debate Club

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

8.8.2 **Arts & Dramatics Club**

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

8.8.3 **Media Club**

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

8.8.4 **Music Club**

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

8.8.5 **Events Club**

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

8.9 **Community Support Programme as a Degree Requirement**

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

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

the benefit it accrued to the community at large, the skills gained by BU students and such other information which could assist in the decision-making.

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

8.10 Bahria University Alumni Association (BUAA)

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

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

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

8.11 Bahrians' Association of Computer Students and Professionals BACSAP

BACSAP came into existence in April 1998, which was one of the first student Chapter of Pakistan to be affiliated with ACM. BACSAP was established to provide students with the chance to do something related to their field of study. The students needed a platform that would prepare them for their practical and professional life and opportunity to improve their management and leadership skills, because that is how they learned how to take initiative and then give a practical shape to their ideas. BACSAP has around 150 members and membership is opened twice a year with the start of each semester. The main objectives of BACSAP are as under:

- 8.11.1 Personal growth and career development of BACSAP student members.
- 8.11.2 Provision of maximum market exposure and experience to its members through various events and activities.
- 8.11.3 Creation of a liaison between student members and IT professionals so that students can benefit their expertise.

8.12 Internship & Placement Office

- 8.12.1 Our Internship & Placement Office is committed towards supporting students from all academic programmes offered by Bahria University. We strive to meet the ever-changing requirements of employers and the students by creating innovative ways of bringing both together. We insist on catering to individual skills and needs in helping students negotiate through the arduous process of job hunting. Our resume of services includes job search strategies, career counseling, mock interviews,

resume and covering letter writing, online job listings, job placements, internship placements, graduate profiles, alumni tracking, company presentations, corporate networking events, career workshops, seminars, management trainee programmes, on-campus recruitment tests, on-campus interviews, and employment expos/job fairs.

- 8.12.2 To facilitate the entry of our graduates in the job market, the Office has developed strong links with the leading organizations of the industry.
- 8.12.3 With the aim of providing our students with exposure to corporate careers and to better prepare them for what lies ahead, the Office has conducted several Career Development and Planning Workshops. Organizations such as Mobilink, Telenor, School of Leadership, Rozee.pk were invited to conduct these workshops. In addition, many organizations conducted on campus recruitment interviews; e.g. Geo TV, Standard Chartered, Digi-Dent, Elixir, and LinkdotNet. Students can register with the Office to become a beneficiary of our services on the website: www.bahria.edu.pk/careers.

8.13 International Office

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

- 8.13.1 Advise, assistance and support to students going abroad
- 8.13.2 Arrangement of academic activities involving foreign universities
- 8.13.3 Assistance for international conferences / seminars
- 8.13.4 Coordination with foreign universities
- 8.13.5 Administration of student exchange programmes.
- 8.13.6 Administration of foreign scholarship programmes.

CHAPTER 9

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

- 9.13 Cycle between working alone and working with others. Work alone to master concepts and information. Work with others to test your true understanding.
- 9.14 Learn to manage your time. Don't let it manage you.
- 9.15 Prioritize your tasks.
- 9.16 Don't postpone the small tasks (a sense of accomplishment is good and overlooked small tasks can become larger tasks.)
- 9.17 Read for comprehension, rather than just to get to the end of the chapter.
- 9.18 Do the most difficult work first, perhaps break it up with some easier tasks.
- 9.19 Don't wait until the last minute to complete your projects.
- 9.20 Lastly, have a positive attitude!

IMPORTANT NOTICE!

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

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

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

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

ANNEXES

UNDERTAKING

1. I _____ S/D/W/O _____
- Application No _____ do understand that my Admission in P r o g r a m m e C a m p u s / I n s t i t u t e is provisional. It has been offered to me on the basis that I will be able to meet and achieve the minimum academic eligibility requirements of admission as specified in the Prospectus of Bahria University. In case I fail to prove my eligibility in due course of time the University reserves the right to cancel my admission at any time thereof.
2. Furthermore, I do here by also understand and undertake that on being enrolled as a student I shall abide by the following:
- a. That during my stay in the Campus/Institute, I have to diligently apply myself to acquire and develop the skills, necessary for the practice and advancement of the field of study in which I am being enrolled.
 - b. That I am to participate fully and whole heartedly in co-curricular activities such as participation in quiz competitions, seminars, presentations, sports, etc, as would be required from time to time.
 - c. That I will ensure a **minimum attendance of 75 percent** of contact hours in each course and that if my absences exceeded 25 percent of the total class meetings in a course for any reason, I will not be permitted to sit in the final examinations of the particular course. I also understand that **student missing any paper for any reason what so ever will not be given another chance to appear in that paper.** All such students who improve their CGPA are not eligible for any academic awards.
 - d. That it is my own responsibility to keep track of my attendance in different courses throughout the semester and my cumulative grade point average (CGPA) at the end of each semester.
 - e. I am aware and understand all the rules, regulations and instructions given in the Prospectus, Students Handbook, Academic Rules and Bahria University's official website and that I will be liable to dismissal from the Campus in case I am unable to maintain the requirements as per these rules. **I also understand that Bahria University reserves the right to**

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

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

- e. Bringing into the Campus/Institute, consuming or encouraging consumption of alcohol or its related products, drugs, narcotics or tobacco products, and indulging in acts of moral turpitude.
 - f. Bringing or keeping any type of weapon within the Campus/Institute premises.
 - g. Using or occupying any room or part of any building of the Campus/Institute without lawful authority.
 - h. Damaging any Campus property, including building equipment, vehicles etc, in any manner.
 - j. All such acts and deeds as might bring disgrace and bad name to the Campus/Institute.
4. I do fully understand that non-compliance of the above said rules and regulations will result in disciplinary action against me and shall make me liable to be expelled from the Campus / Institute.
 5. I understand that I will not be granted extension in my maximum period of the degree programme and I have to complete all degree requirements including Internship/ Project / Thesis within the prescribed timeframe, otherwise I shall not be entitled for the Final Transcript / Degree.
 6. I do also hereby undertake to deposit within the prescribed time the amount of all fee and other dues of the Campus as and when the fee bills are issued to me.
 7. Certified that I fully understand all the undertaking, I have given in previous paragraphs and shall abide by these in their true letter and spirit. I also declare on oath / affirm that I shall not challenge any penalty imposed on me by the Competent Authority for violating any of the above instructions.

Signature of Witness: _____

Signature of Student: _____

Name: _____

Name: _____ App No. _____

Address _____

Date: _____

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

Son/Daughter/Wife in respect of education at the BU, _____
Campus/Institute.

Date: _____

Signature of Parents / Guardian

Note: This document is to be printed on stamp paper of Rs. 20/- before being submitted to Record Section. The Form is to be attested by Oath Commissioner before submission to Bahria University, Campus / Institute.

GENERAL EXAMINATION RULES / INSTRUCTIONS

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

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

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

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

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



BAHRIA UNIVERSITY, ISLAMABAD

Application for Issuance of Transcript

(Please tick the appropriate boxes)

Please issue: Interim Transcript: Final Transcript:

Ordinary issue of transcript (10 working days)

Urgent issue of transcript (05 working days) (Payment details are overleaf)

(Please attach copy of payment receipts for urgent cases & extra number of copies)

(Should be Passport size picture in blue background & a clear front facing camera)

PARTICULARS:

(To be filled in BLOCK LETTERS by the candidate in his/her own handwriting, **student & father name must be according to the SSC/IBCC certificates**)

Name: _____

S/D/o _____

University Reg. # _____ Enrolment # _____

Program: _____ Specialization: _____

Contact No _____ Date: _____

CNIC #

						-								-		
--	--	--	--	--	--	---	--	--	--	--	--	--	--	---	--	--

 Date of Birth: _____

(When applying for the Final Transcript it shall be understood that at the time of application, the student has not registered for any course for improvement of result, nor shall register after the application).

- Attested copy of NTS result required for (MS, M Phil, and PhD) Programs.
- Attached 01 current passport size photograph and CNIC copy.
- Attached attested copy of Secondary School Certificate (SSC).

Date: ____ / ____ /2017 Student's Sign _____

FOR USE BY BAHRIA UNIVERSITY, CAMPUS

- In Case of Final Transcript, Outstanding dues cleared, Degree fee receive and caution money refunded.

_____ Account Officer's Sign & Stamp)

- In case of Final Transcript, Project / Thesis, Internship & Community Support program result forwarded and received by Examinations Directorate and all degree requirements completed.
- Student may be issued transcript as requested.

Date given for collection of transcript _____

_____ Dy Director (Academis)

FOR USE BY BAHRIA UNIVERSITY EXAMINATION DTE, ISLAMABAD

Total Number of Transcripts issued ____ From S.No _____ To _____ Dated ____ / ____ /2017

✗ _____

STUDENT RECEIPT

Urgent / ordinary request for issuance of Interim / Final Transcript in respect of Name _____ Reg. # _____ Program _____ received

by SRC on _____ Collection Date _____

_____ Received by SRC Office

INSTRUCTIONS:

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

ISSUANCE FEE:

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

MODES OF PAYMENT:

For Students in Pakistan:

- a. Cash payment at accounts office of respective campus of the University.
- b. By Pay Order/DD drawn in favour of Bahria University, Islamabad.
- c. On line banking through following:

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

For Overseas Students:

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

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

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



**BAHRIA UNIVERSITY
ISLAMABAD**

APPLICATION FOR ISSUANCE OF DEGREE SUPPLEMENT FORM (DSF)

NOTE:

Please read the instructions overleaf carefully. Fill in all relevant information, provided in this form and attach all the required documents.

For DSF, please deposit Rs. ____/- and affix the original receipt herewith.

1. Registration No.	
2. Enrollment No.	
3. Programme	
4. Entry Year	Session
5. Final Transcript No.	
6. Issue Date (dd/mm/yyyy)	CGPA
7. Full Name <small>(in BLOCK Letters, as per SSC/ Equivalence Certificate)</small>	
8. Fathers Name <small>(in BLOCK Letters, as per SSC/ Equivalence Certificate)</small>	

9. Present Address _____

10. Tel/Mob No.	
11. Date of Birth (dd/mm/yyyy)	
12. Nationality	
13. CNIC No.	
14. Passport No. (if any)	

I hereby declare that all the particulars are correct and that in case of any difficulty arising out of inaccuracy therein, I shall be responsible for the consequences, I have attached attested photocopies of the following documents: -

- 1) Copy of CNIC
- 2) Copy of Passport (if any)
- 3) Transcript

Date: _____

Signature of Applicant: _____

FOR OFFICEUSE ONLY

<p>ACCOUNTS OFFICE</p> <p>Outstanding Due Cleared _____</p> <p>_____</p> <p>Date Accounts Officer</p>	<p>DEPUTY DIRECTOR ACADEMICS</p> <p>Recommended and forwarded to Deputy Director Examinations for further necessary action.</p> <p>_____</p> <p>Date DD Academics</p>
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BAHRIA UNIVESITY HEAD OFFICE

DSF No. _____

Issue Date: _____

Date

Deputy Director Examinations

INSTRUCTIONS

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



Discovering Knowledge

Islamabad Campus:
Shangrilla Road, Sector E-8,
Islamabad - Pakistan

Tel: 0092-51-9260002 Ext:221-422
Fax: 0092-51-9260885
Email: Adm@bahria.edu.pk

Lahore Campus:
47-C, Civic Centre, Johar Town
Lahore - Pakistan

Tel: 0092-42-99233408-15
Fax: 0092-42-99233402
Email: Admissions.bulc@bahria.edu.pk

Karachi Campus:
13, National Stadium road,
Karachi- Pakistan

Tel: 0092-21-99240002, Ext: 221
Fax: 0092-21-99240351
Email: Admissions.bukc@bahria.edu.pk

www.bahria.edu.pk