

ABASYN UNIVERSITY

Student Hand Book

With Essential Academic Rules & Regulations

September 2015





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Preamble

Abasyn University Peshawar is a chartered university and operates according to its Act which was promulgated by the Govt. of Khyber Pakhtunkhwa in 2009. The University Act provides a lot of freedom to various units within the University to frame rules and regulations for its various operations. In this regard, the University has developed rules and regulations for students which will be highly beneficial for smooth operations of the academic affairs of the University. All of the essential rules especially related to the general academic affairs are **re-produced** in this booklet for the quick reference of the students, faculty and management. This booklet is an official document which is prepared under the direct supervision of Dr. Jamil Ahmad, Vice Chancellor of the university. Faculty guide, manual for examination system, prospectus and the University Act are other useful documents to read. In addition to this booklet the university has also established comprehensive rules and regulation for Master/MPhil and PhD programs which is available to graduate students. However, some minor part of the graduate is also covered here.

1.0 Academic Integrity

Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students engaging in academic dishonesty diminish their education and bring discredit to the academic community. Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity.

Conduct prohibited by the Code consists of all forms of academic dishonesty, including, but not limited to: cheating, fabrication, facilitating academic dishonesty, and plagiarism (using someone else's work without writing proper reference) as set out and defined in the code of conduct, modifying academic work for the purpose of obtaining additional credit after such work has been submitted to the supervising faculty member unless the supervising faculty member approves such alterations; and attempting to commit any act prohibited by the Code. Any attempt to commit an act prohibited by these rules shall be subject to sanctions to the same extent as completed acts. All cases concerning prohibited conduct will be forwarded to the disciplinary committee.

1.1 Plagiarism

According to Oxford dictionary, plagiarism is defined as “taking and using thoughts, writing and inventions of another person as one's own”. There are various forms of plagiarism, these include, but are not limited to the following.

- Verbatim copying, near verbatim copying, or purposely paraphrasing portions of technical paper of an author or unpublished report without citing the exact reference. This includes equations or illustrations that are not common knowledge.
- The unacknowledged use of computer programs, mathematical computer models/ algorithms, computer software in all forms, macros, spread sheets, web pages, databases, mathematical derivations and calculations, designs/ models/ displays of any sort, digital images and computer, aided design/drawings.
- Self-plagiarism i.e. verbatim or near verbatim, reuse of significant portions of one's own copyrighted work without citing the original source.
- Plagiarism by students is a serious academic offence, which can result in punishment such as failing grade. Repeated plagiarism or for cases where a student has copied entire article and submitted as his own work, the student may be suspended or

expelled at any academic degree or reward may be revoked.

- In case of faculty members and researcher, plagiarism is a very serious offence and is punishable by sanctions ranking from suspension to termination along with the loss of credibility and integrity. The University fully adheres to the policy of HEC regarding plagiarism.

2.0 Academic System

2.1 Eligibility Criteria

For the Bachelor's Program:

- a. Intermediate with certain required courses and marks (division/percentage) according to the chosen discipline of study. Courses and marks requirements will be provided to interested candidates by the admission office during the admission campaign.
- b. For the A-levels students the following criteria applies:
 - 3 Full credit courses of A Levels.
 - Students will be required to produce equivalency certificate from Inter Board Committee of Chairmen (IBCC) within two months of the admission offer.

Selection criteria and weightages:

- Matric : 10%
- F.Sc or equivalent : 50%
- Entry test, NTS or any aptitude test: 40%

For the Master's Program

- a. The candidate should have passed 4 year Bachelor degree from any recognized university with certain required courses and marks/CGPA according to the chosen discipline of study. (for example for admission to MS in Electrical Engineering - a 4 year BSc Electrical Engineering or equivalent).
- b. The candidate should have passed NTS General TEST or Abasyn University aptitude with a minimum cumulative score of 50 percent. The admission office will provide guidance how to take NTS examination.

2.2 General Rules for Semester System

- The University follows semester system for all degree programs. Each academic year consists of two regular semesters (Fall and Spring). The academic durations of each semester is spread over up to 18 weeks including two weeks for Mid-term and Final-Term Examinations. In addition to the regular semesters, there is also a Summer semester of eight 8 - 10 weeks to enable students to make up for any deficiency occurred in regular semester(s). In the Summer Semester, teaching load per week is doubled to complete the required numbers of teaching hours in theory as well as in practical's (if any). There will be at least four (4) assignments as well as four (4) Quizzes during each semester for each course. Mid-term examination will be conducted after eight (8) weeks and final term will be conducted after sixteen (16) weeks of teaching. The Final examination paper will be of 2-3 hours.
- All curricula and syllabi designed as per the Higher Education Commission, Pharmacy Council of Pakistan and Pakistan Engineering Council guidelines as well as the needs of the present time shall require approval of the relevant statutory bodies of the University. These are regularly updated to maintain quality of education. Each theory paper will be of hundred (100) marks and practical (if any) of fifty (50) marks. The marks of theory are divided in the following way as per academic standard in majority of cases.

Quizzes	5-10%
Assignments	5-10%
Mid Semester Examinations	25-30%
Case Studies/Project (if any)	5-10%
Final Examination	40-50%

In case of Lab based course (i.e. 3+1) in addition to above, all lab sessions will be evaluated out of 50 points. At the end of the course, composite formula will be used (as stated in this document) to calculate the total %age of the course out of 100% for each student. A total of 75% and 25% will be allocated to theory and lab components, respectively.

The course instructor may change the distribution of Session marks in certain cases with the approval of the Vice-Chancellor.

- The syllabus will be periodically revised by the Board of Studies (BOS) of each department and the relevant Board of Faculty (BOF) and then approved by Academic Council. Each course in the syllabus will contain course code, course title, number of credit hours, and number of contact hours, text books, reference books and course outline.

Seventy five percent (75%) attendance is essential for appearing in final examination. However, in exceptional cases, the Vice-Chancellor may grant relaxation upto five percent (5%).

2.3 Fall/Spring Semester

There will be two regular semesters (Fall and Spring) in an academic year. Each semester will be spread over 16-18 weeks (inclusive of exams).

2.4 Summer Semester

There will be Summer semester of shorter duration of 8 - 10 weeks.

The contact hours during the Summer semester will be completed according to credit hour of each course offered.

2.5 Credit Hour

- A credit hour means teaching a theory course for one hour each week throughout the semester.
- One credit hour in laboratory or practical work / project would require lab contact of two-three hours per week throughout the semester.
- The credit hours are denoted by two digits within brackets with a plus sign in between. The first digit represents the theory part while the second (right side) digit represents the practical, such as (3+0), (3+1). The weekly contact hours of a (3+0) course will be three hours per week, the contact hours of a 4(3+1) course will be six hours (three contract hours for theory and three contact hours for lab work).
- The contact hours during each week of the Summer semester will be doubled to ensure that the course is completely covered in a semester with half the duration as compared with a regular (Fall/Spring) semester.

2.6 Academic Load

Academic load varies from program to program. Normally a student can take 15-18 Credit Hours course work in a semester at the four year degree programs. As the University offers a variety of degree programs, therefore, the academic load can vary from program to program which are as follows:

- a. Bachelor Program – Four (4) Year Degree programs

A student can carry a maximum course load of 18 to 20 credit

hours in a regular semester. However, subject to the approval of the Head of Department and Dean, a student may be permitted to enroll for up to 22 to 23 credit hours if:

- i. Last semester of the student (i.e, 8th semester) that number is required for graduation
- ii. The student has maintained a minimum CGPA of 3.25.

A student can also register for less than the specified credit hours in curriculum plan. If a student registers for less than 12 credit hours he/she will not be eligible for any scholarship, discount and other benefits available to full time students.

A student of a bachelor program can register for up to three courses (i.e., 9 to 10 credit hours) during the Summer semester.

- b. Master of Business Administration (MBA) and Master Programs equivalent to 16 years education

A student can carry a maximum course load of 15 credit hours. However, subject to the approval of the Head of Department and Dean, a student may be permitted to enroll for up to 18 credit hours if:

- i. Last semester of the student that number is required for graduation or
- ii. The student has maintained a minimum CGPA of 3.25.

- c. Master and M.Phil Degree programs (equivalent to 18 years)

A student can carry a maximum course load of 9 credit hours. However, subject to the approval of the Head of Department and Dean, a student may be permitted to enroll for up to 12 credit hours if:

- i. Last semester of the student, that number is required for graduation or
- ii. The student has maintained a minimum CGPA of 3.25.

- d. Two year Bachelor and Associate Degree program

A student enrolled in these degree programs will follow the instructions of the concerned department. The normal course load is 15 credit hours in a regular semester and 9 credit hours in the summer semester.

2.7 Transfer of Credit Hours for Undergraduate and Master/M. Phil

The University accepts transfer cases for admission into its degree programs following the following rules:

- a. Candidate must be registered in the chartered University or degree awarding institute. Cases from the HEC recognized University or degree awarding institute affiliated institutes will require prior approval from the Vice Chancellor on the recommendations of the Dean.
- b. No credit hour of a course will be transferred if the grade is less than 'C' for undergraduate/Master of 16 year and less than 'B' for Master/M. Phil programs.
- c. Grades are not transferred; GPA and CGPA will be calculated on bases of the courses studied at the University.
- d. Maximum 50% or less credit hour of the degree program can be transferred.

3.0 Grading System

Letter grades, standing, percentage and grade points are shown in the below table:

Letter Grade	Standing	Percentage	Grade Point
A	Outstanding	85-100	4.00
A-	Excellent	80-84	3.67
B+	Very Good	75-79	3.33
B	Good	70-74	3.00
B-	Above Average	65-69	2.67
C+	Average	61-64	2.33
C	Moderate	58-60	2.00
C-	Acceptable	55-57	1.67
D+	Pass	53-54	1.33
D	Pass	50-52	1.00
F	Fail	Below 50	0.00
I*	Incomplete		
W*	Withdraw		

Note. Letter grades marked with * are not included in the calculation of Grade Point Average (GPA).

3.1 Incomplete and Withdrawal Grades (I and W grades):

An 'I' grade is awarded only at the end of a semester when all but a minor portion of the course work is left. For example, a student is unable to appear in the final examination because of serious illness (self-admission in a hospital) or death of blood relatives. Grade 'I' is not awarded when a student is expected to repeat the whole course again. In such a case, an 'F' grade is assigned. A student should make arrangements with the Department through instructor to receive an incomplete grade before the end of the semester.

Grade 'W' is awarded when a student is officially allowed to withdraw from a course. All financial matters such as refund of tuition fee, fine and any other related to 'W' grade will be subject to approval of the competent authority.

Both grades (I and W) do not enter into the calculation of the grade-point average. If the 'I' grade is not removed by the student within two semesters, then it will revert to an 'F' grade.

3.2 Repeating a Course

The University awards undergraduate degree to a student who clears all prescribed courses and secures at least 2.00 CGPA except where the accreditation council (if any) requires some other level of CGPA for graduation. In case the accreditation council (if any) has a different level of CGPA for graduation which will be followed strictly. In order to fulfill the above requirements, a student may have to repeat certain courses. A student may repeat a course under two circumstances i.e.

- a. to clear an "F" grade
- b. to improve his/her CGPA provided the grade in course is 'C-' or below.

The student shall be required to complete all formalities applicable to repeat any course, that is, attendance, mid semester examination, projects, assignments, quizzes etc. and final examination. The student's transcript will show both old grade and new earned grade, but the CGPA shall be based on higher grade. The student shall also have to pay the prescribed tuition fee and fulfill other requirements for the repeating courses.

4.0 Withdrawal from University

A student who wishes to withdraw from the University must inform the Admissions Office and Head of Department in writing by completing the

Withdrawal form. Such withdrawals are entitled to refund of fee according to the following schedule:

Sr#	Withdrawal time	Refund of tuition fee
1	Upto 07 days (1 st week) of commencement of classes	100%
2	Upto 08-15 days (2 nd and 3 rd week) of commencement of classes.	50%
3	After 15 days of commencement of classes	No refund

Note: During Summer semester – 1 week of classes is equivalent to two weeks of classes.

5.0 Assessment instruments - Scheme of Studies

The University offers various programs which need different examination and assessment schemes. However, the following general guidelines are followed by instructors:

5.1 Home work/Sessional Work – (probably consist of 50% to 60%)

Home work/Sessional Work will normally consist of the following components

- a. Midterm examination
- b. Take Home Assignments
- c. Announced and surprises quizzes
- d. Mini-projects
- e. Case studies and
- f. Lab work (if required)

5.2 Final Examination – Compulsory part rules (probably 40% to 50%)

All courses taught at the University must have final term examination. Final term examination can be taken in the form of a written exam, oral presentation or a case study. The course instructor must get permission from the Head of the Program and the Dean to replace written final examination with other form. Final examination is a compulsory requirement and a student who fails to appear in the final examination will be considered 'fail' in the course.

5.3 Course with Compulsory Lab (practical) Work

If a course includes a compulsory lab work (i.e., most of the Science and Engineering courses), there will be a separate practical examination for the lab work at the end of the semester. A student

will be required to pass both theory and practical examinations separately. In case he/she fails in any of them, he/she will be awarded an 'F' grade in the instant case...

5.4 Attendance Requirements

The University expects students to be punctual and regular in all classes. A student must attend at least 75% of total classes in each course to be eligible to appear in the final examination. A student failing to fulfill the above requirements will be automatically awarded an 'F' grade in the concerned course.

In case of an unexpected emergency or absence on genuine grounds, a student must submit an application to Head/Dean office with all relevant documents. The Dean or a committee review these kinds of cases and recommend for approval in relaxation of attendance to the Vice Chancellor. In case, if a student was absent from classes because of the University sponsor events, it will be the responsibility of the University to arrange make-up classes on weekends.

5.5 Final and Mid Term Examination Paper Showing/Viewing

It is mandatory for each Term Instructor to show marked answer sheet according to the schedule time table to students before final submission of result to the Controller of Examinations and/or Department.

This would help in avoiding student's grievances, biasness and calculation errors etc in the marking. However, students will not be allowed to argue with instructor during the paper show session. Students will not be allowed to write anything on answer sheet but must submit write their request for correction on a separate sheet provided for this purpose. Examination Department or the concerned teaching department will provide official stamped sheets to instructor for this purpose.

5.6 Teachers Evaluation

Teacher's evaluation will be compulsory which will be conducted at least two (2) weeks before the final examinations.

6.0 Duration for various degree programs

The duration of degree varies from program to program, the Table No. 1 below shows duration of each program offered by the University and the necessary explanation in the following sections.

6.1 Bachelor Degree Programs

Most of the bachelor degree programs consist of four years. However, there are certain bachelor programs which are completed in two years such as Bachelor of Commerce (B.Com), Bachelor of Business Studies and associate degrees.

A student is expected to complete his/ her degree requirement within a specified period of time. For a full time bachelor student, the normal time to complete the degree program is four (4) years and the maximum time permitted is seven (7) years.

6.2 Master Degree Programs

The University offers two different types of Master degree programs at this stage.

- a. Master Degree Programs which yield 16 year of education:

The duration of master degree program in this case is two years (four semesters), the entry requirement for which is 14 year of education in the relevant discipline. The normal duration of these master degree programs is two year and the maximum duration of these programs is four year (for full time students). Maximum duration for part time students will be decided on case to case basis by the Department.

- b. Master Degree Programs which yield 18 year of education (equivalent to M.Phil):

The duration of master program is 2 years. The entry requirement for this degree is 16 year of education in the relevant discipline. Master degree students are expected to complete their degree requirements within two to four (2 – 4) years.

Sr no.	Title	Entry requirements	Normal duration	Maximum duration for full time students
1	BS in Software Engineering	FSc/FA (intermediate), A-Level or equivalent	Four years	Seven years
2	BS in Computer Science	FSc/FA (intermediate), A-Level or equivalent	Four years	Seven years
3	BE in Electrical Engineering	FSc (pre-engineering intermediate), A-Level or equivalent (at-least 60% marks)	Four years	Seven years
4	BE in Civil Engineering	FSc (pre-engineering intermediate), A-Level or equivalent (at-least 60% marks)	Four years	Seven years
5	BS in Telecom & Networks	FSc (intermediate), A-Level or equivalent	Four years	Seven years
6	Bachelor of Business Administration	FSc/FA (intermediate), A-Level or equivalent	Four years	Seven years
7	Bachelor of Commerce	FSc/FA (intermediate), A-Level or equivalent	Two years	Four years
8	Bachelor of Education	BA/BSc or equivalent	One years	Two years
9	Master of Education	BA/BSc with B.Ed	One years	Two years
10	BS in Microbiology	FSc (pre-medical-intermediate), A-Level or equivalent	Four years	Seven years
11	BS in Biotechnology	FSc (pre-medical -intermediate), A-Level or equivalent	Four years	Seven years
12	Doctor of Pharmacy	FSc (pre-medical - intermediate), A-Level or equivalent with at-least 60% of marks.	Five years	Seven years
13	All Master programs which yield 16 year of education.	B.Sc (2 year) or equivalent (14 year education)	Two years	Four years
14	All Master and MPhil programs which yield 18 year education.	16 years education in relevant fields (for example MCS, BSCS, etc or equivalent),	two years	4 years
15	MBA (one & half to two years)	16 years education in relevant field (BBA or equivalent)	1-1/2 to 2 years	Three years
16	MBA (two years)	16 years non-business education in relevant fields	Two years	Four years

17	MBA (three & half years)	BA/BSc/B.Com (14 year education)	3-1/2 years	Six years
18	Master of Commerce	B.Com or equivalent	Two years	Three years

7.0 Academic Probation and Deficiencies

A student who obtains one or more of the following grades in a semester is considered academically deficient:

- i. An "F" grade in any course
- ii. Semester GPA less than 2.00
- iii. Cumulative GPA less than 2.00
- iv. "I" (Incomplete grade) in any course.

7.1 Academic Probation

a. First Academic Probation

A student is placed on first academic probation if his/her semester GPA is less than 2.0. A student on probation would not be allowed to register for more than 15 credit hours.

b. Second Academic Probation

If the student gets less than 2.0 GPA for the second time in a consecutive semester, he or she will be placed on second academic probation. The student on second probation will not be allowed to register for more than 12 credit hours.

7.2 Dismissal on Academic Ground and third Academic Probation

If the student remains on probation for three consecutive semesters, he/she will be terminated from the University.

7.3 Removal of Academic Probation

A student will be removed from the list of probation if he/she gets a semester GPA 2.0 or more.

8.0 Academic Awards and Gold Medals

8.1 Dean's List of Honors

A student is placed on the Dean's list of honors, if his/her SGPA is at least 3.50 at the end of semester. Such a student will receive a Certificate and his/her name will be also placed on the University's website. Only those students are included in this list who have completed the semester with regular course load prescribed in the study plan.

8.2 Vice-Chancellor's List of Honors

A student is placed on the Vice-Chancellor's Honors list, if he or she secures a SGPA of 4.00 at the end of a semester. Such a student will receive a Certificate and his/her name will also be placed on the University's website. Only those students are included in this list who have completed the semester with regular course load prescribed in the study plan.

8.3 Award of Gold Medal(s)

The University awards Gold Medal(s) to student(s) with outstanding performance during their entire studies. The following criteria will be used to award Gold Medal to the bright students.

- a. Gold Medal will be awarded to the student batch wise and program wise, (i.e., batch Fall 2008 and CS program) provided that the total number of students is 10 or more than 10 in that batch.
- b. The Gold Medal will be awarded to the student who secures the highest CGPA (at least 3.5) in particular degree program with no "F" grade during the whole academic program.
- c. The Gold Medal will be awarded to a student having no disciplinary punishment(s).
- d. The Gold Medalist will be awarded to the students who complete the degree within the prescribed normal time.
- e. The student must have completed 90% credit hour at the University. Inter Campus Transferees will be eligible for a gold medal.
- f. In case of a tie between two or more students on their CGPA, the total marks obtained for all the courses of the program should be considered as the tie-breaking criterion.
 - a. In case the tie persists, two or more gold medals, as the case may be, should be awarded.

9.0 Registration for a Semester

All students of the University are required to register in each semester in accordance with the schedule announced by the competent authority. Registration is a useful process for both the student and academic Departments in order to plan students' studies for the whole semester. A student can register for a minimum possible course load depending on his/her performance in the previous semester(s). The Department can also advise weak students to not register for full load but improve the academic standing to avoid the academic probation.

9.1 Adding a Course

A student can add a course up till the end of the third week of commencement of classes. Before adding a course, approval is needed from the concerned Head of Department.

9.2 Dropping/Withdrawal

- a. A student may drop a course within 2nd week of the semester.
- b. A student may be allowed to withdraw from a course till the Mid-term exam and will be awarded “W”.

9.3 Freezing of a Semester

Freezing/suspension of studies up to one year from course work is allowed to students facing acute domestic problems/valid reasons subject to approval of competent authority on the recommendation of the concerned head of Department. During suspension period, the student shall be required to pay ten percent (10%) of tuition fee for each suspended semester to continue his registration with the University. In case, the student uses the institutional facilities (such as library, laboratories, help from faculty etc.) of the University, he/she shall be required to pay thirty percent (30%) of tuition fee during the suspension period. The total freeze duration for a bachelor degree program should not be more than two years and for master degree program should not be more than one year. The freeze duration will not be counted toward the total duration of a degree program mentioned above in this document.

9.4 Suspension of Registration

Registration of a student may be suspended in any of the following situation:

- a. Failure to complete registration formalities on time.
- b. Failure to pay the prescribed tuition fee.
- c. Disciplinary issues.
- d. Unsettled matters with the University.
- e. Approval of student's request for freezing of semester

9.5 Restoration of Suspended Registration

A student whose registration is suspended may request for restoration of registration provided he/she has cleared all issues that called for suspension and payment of all dues.

9.6 Timetable and Class Schedule

The University reserves the right to alter, change or cancel a class in case of insufficient enrollment of students or non-availability of

proper Faculty. Schedules may be changed to accommodate a Faculty member or a group of students. Any such changes will need prior approval of the Vice Chancellor or any other authority designated by him.

9.7 Closure of Admission

The closure of admission results in termination of a student's studies at the University, and will not be restored except in the last two cases (point 4 and 5) as mentioned below. The admission will be closed in any of the following situations:

- a. Failure to restore suspended registration.
- b. Failure to re-continue study within a period of two years.
- c. Disciplinary action or admission obtained on false documents.
- d. Failure to achieve required minimum standards of academic performance within the stipulated period.
- e. Request to close admission from a student for the purpose of acquiring education elsewhere.
- f. On any disciplinary matter recommended by the Students Discipline Committee

10.0 Financial Policy

Students are required to pay full tuition fee of the semester up to due date before the start of each semester. After the lapse of one week after the due date, a fine will be imposed as per University approved policy as late fee fine. In case a student fails to deposit the remaining fee along with fine before the start of mid-term examination, he/she will not be allowed to sit in the mid-term examination and his/her registration shall stand suspended.

11.0 Transcripts for Students Leaving the University

Students leaving the university are required to clear all their accounts with the university before being issued with official transcripts. Students issued with I.D cards, library cards or any other documents are required to return them to the Student office.

12.0 Examination and Assessment

12.1 General Examination Policy

The following rules are strictly enforced during all midterm and final examinations:

- a. Students must enter the examination center at least 10 minutes before the commencement of the examination.
- b. Students must carry the admit card issued by the University

otherwise they will not be allowed to the examination.

- c. Cell phones, scientifically programmed calculators (until allowed by the instructor) and any gadgets/material that can be helpful in the exam are not allowed. All material must be handed over to the respective invigilators before commencement of examination.
- d. Students are not allowed to leave examination before half time.
- e. Students who come late by 15 minutes will not be allowed to appear in the examination.
- f. Any student caught cheating, or attempting to cheat, will face a disciplinary committee to be appointed as per approved Rules. The Controller of Examinations will be the Secretary of the University Disciplinary Committee.

12.2 Information on assessment system, regulations of examinations

- a. Assessments in courses or programs of study mean formal written examinations, continuous assessment, projects or any other academic exercise subject to assessment as specified in course or program regulations.
- b. The assessment includes Case Studies, Assignments, Quizzes, Class Workshops, Semester Projects, Mid-term and Final Examination.
- c. A student shall be mainly examined on Mid-term and Final examinations and the results will be posted on the notice board of the respective programs if ever there is any problem in online posting.
- d. All examinations shall be conducted on the scheduled dates. No make up for quiz/test/midterm or final examination will be arranged.

12.3 Absentee from Examinations

The University discourages students' absentee from any type of examinations (for example class room test, quizzes, assignment, midterm and final examination). Students who are absent from any examination without any genuine reason will be awarded zero (0) marks. However in case a student remained absent because of a genuine reason, a make-up examination can be arranged after the approval of the Head/Dean. The student must inform the concerned Department about his/her absence within three (3) days of the examination date. A University level committee shall examine all such kind of requests from students and make its recommendation through Head/Dean for final approval to the Vice Chancellor. The student will also need to pay the requisite re-take examination fee in case of mid or final terms examination.

13.0 Award of Degree and Convocation

13.1 Award of Degree

In order to qualify for the award of a Degree, every student must have;

- a. Completed all required courses as a student of the University in accordance with the regulations.
- b. A CGPA of at least 2.0 in all degree programs except where the accreditation council requires some other level of CGPA for graduation. In case the accreditation council (if any) requires other level of CGPA which will be followed strictly.
- c. For the issuance of degree, the student should apply to the University on the prescribed application form along with the degree fee and must have collected the receipt of such application.
- d. Verification of all previous qualifications submitted to the University by the time of admission.
- e. The student will get clearance from all departments of the University on the prescribed form available for this purpose. The form must be duly signed by the Head of the Department to the effect that there is nothing outstanding against the student.
- f. Before the award of the degree, the Examination Section will make it sure that the student has completed all the requirements and verified all documents submitted by the student at the time of admission.

13.2 Convocation

- a. Convocation is extremely important event where degrees are conferred on the graduates.
- b. The convocation will be held on regular interval to confer degrees to the graduates of the University.
- c. Date and venue will be announced at-least four weeks before the convocation held.
- d. The Controller of Examinations shall, through letters/telephones/Notices Boards/News, notify the candidates concerned of the time, date and venue of the convocation.
- e. All graduates who want to attend the convocation will be required to register for the convocation. Prescribed fee of the convocation will be paid by the time of the registration.
- f. The graduate shall attend the convocation in the prescribed academic costume.

- g. Academic costume will be issued to all registered students on the payment of security amount. The security amount will be paid back to the student after the return of the academic costume.

14.0 General Clause

All activities of the University shall be governed by the rules and regulations of the University. In case of ambiguity or non-existence of rules/regulations, the final authority for interpretation and decision shall rest with the University.

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