STUDENT HANDBOOK

SALIM HABIB UNIVERSITY

SALIM HABIB UNIVERSITY
welcomes its students and wishes them the best of luck on the beginning of their journey into higher education. We hope you will have an enjoyable and enriching experience in your time with us.

Preface

This handbook has been compiled to convey to our students the facilities available at, and the services provided by, the University. It describes the University's policies and procedures, and the rules governing the student body and all campus-related activities. For your convenience, a copy of the handbook is available on the Salim Habib University (SHU) website at *www.shu.edu.pk*.

Every educational institution has policies and regulations to guide student conduct. It is, however, the self-discipline of students and their self-leadership skills which are the elements essential for the successful completion of their studies, their capacity to function in a fast-paced working environment, and a smooth stay at the institution.

While going through this student handbook, you will learn of and be able to identify key departments, their functions, and key university personnel who will help you throughout your affiliation with SHU. In case you need any clarification, feel free to contact the respective program coordinators of each faculty.

We hope you will have a valuable academic and memorable co-curricular experience at SHU and that you will not only gain wisdom while pursuing your undergraduate education here, but also learn a great deal of things about life itself.

SALIM HABIB UNIVERSITY

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SALIM HABIB UNIVERSITY

Vision

To be recognized nationally and internationally for the advancement of learning, research and impact on industry, economy and society.

Mission

To advance quality education, research, and practice for creating impact on society, economy, industry and environment through development of ethical and entrepreneurial leadership that is committed to improving the lives of all the stakeholders including faculty, staff, students, alumni.

Core Values

Ambition
We aspire for every member of the community to be a high achiever.

Collaboration
We believe in setting and sharing common goals and working together to achieve them. Members of the SHU community endeavor to actively promote the well-being of society.

Excellence
We strive for the highest quality in all that we do, recognizing that to achieve it we must always adhere to merit and merit alone.

Innovation
We believe in out-of-the-box thinking and welcome creative thinkers and value those with entrepreneurial and creative minds who challenge established dogmas or practices. The pursuit of knowledge and the application of this knowledge for the development of innovative solutions for the improvement of society is an attribute we value highly.

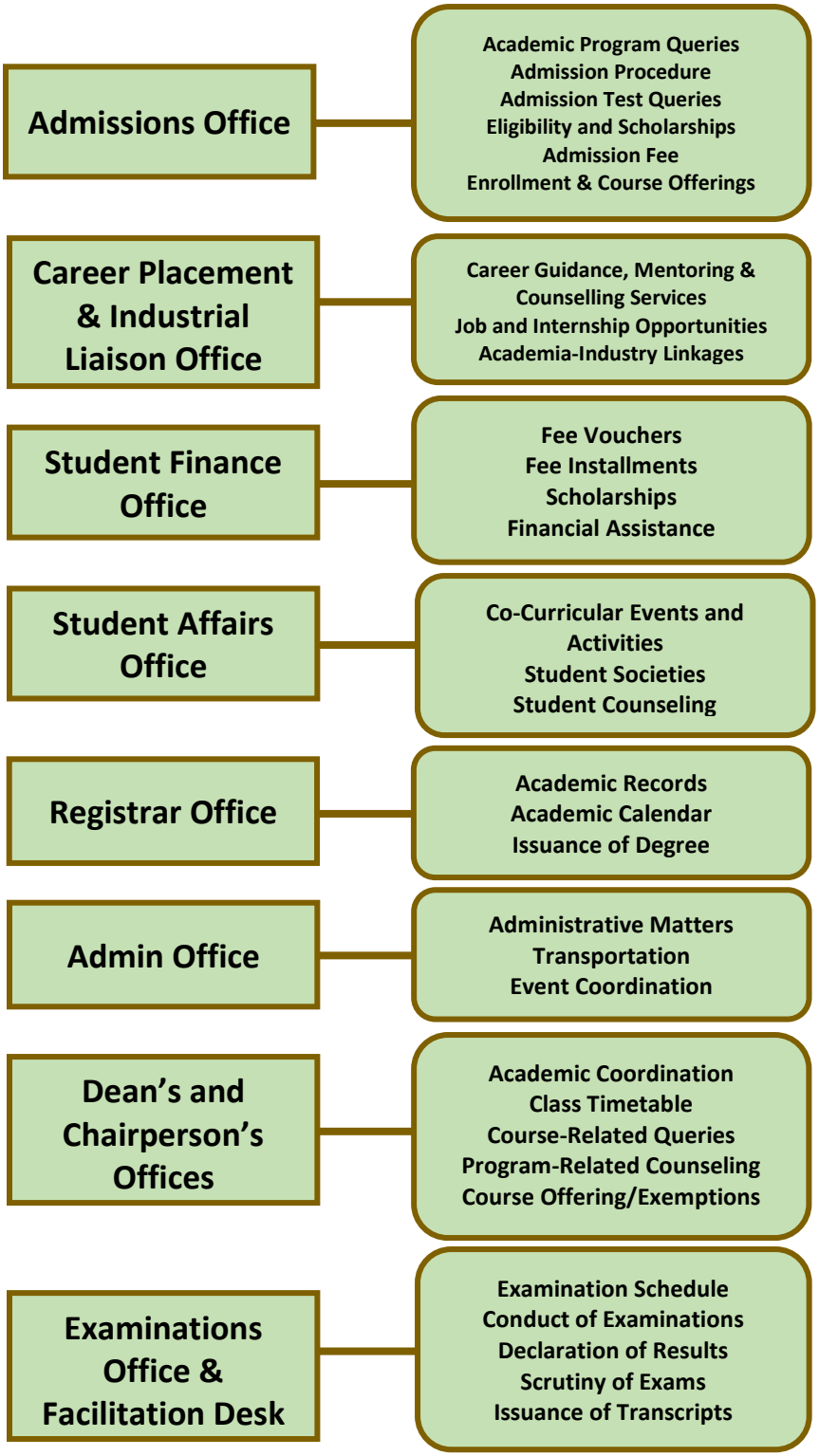
Integrity
We behave in an honest, fair and ethical manner by creating a culture of trust that spans across all institutional activities. Our actions always exhibit our integrity and show our utmost dedication towards our institution and our country.

Respect and Tolerance
We believe that every member of our community should be treated with civility, respect, and professionalism, regardless of their gender, age, ethnicity, race, nationality, religion, personal background and socio-economic status, or any disabilities.

Responsibility
We believe that each individual and institution has the responsibility to add value and give back to society.

SALIM HABIB UNIVERSITY

Offices and Student Services



SALIM HABIB UNIVERSITY

Important Contact Numbers

S. No.	Service Units/Departments	Unit Head/Coordinator Contact Information
1.	**Vice Chancellor Office**	PA to Vice Chancellor 111-248-338, Ext: 210 pavc@shu.edu.pk
2.	**Registrar Office**	Registrar 111-248-338, Ext: 211 registrar@shu.edu.pk Deputy Registrar, Ext. 217 & 342 deputy.registrar@shu.edu.pk
3.	**General Administration and Security**	Manager Administration & Security 111-248-338, Ext: 256 & 243 administration@shu.edu.pk
4.	**Examinations**	Controller of Examinations Student Counter 111-248-338, Ext: 330 & 297 examinations@shu.edu.pk
5.	**Student Affairs**	Assistant Manager Student Affairs 111-248-338, Ext: 258 student.affairs@shu.edu.pk
6.	**Admissions Office**	Senior Admissions Officer 111-248-338, Ext. 336 admissions@shu.edu.pk
7.	**Student Finance Office**	Assistant Manager, Student Finance 111-248-338, Ext: 214 student.finance@shu.edu.pk
8.	**Library**	Librarian 111-248-338, Ext. 257 librarian@shu.edu.pk
9.	**ICT Office**	ICT Support Officer 111-248-338, Ext. 322 itsupportonline@shu.edu.pk
11.	**Computer Science**	Program Coordinator 111-248-338, Ext. 324 programcoordinators@shu.edu.pk
12.	**Software Engineering**	Program Coordinator 111-248-338, Ext. 324 programcoordinators@shu.edu.pk
13.	**Doctor of Pharmacy**	Program Coordinator 111-248-338, Ext. 248 programcoordinators@shu.edu.pk
14.	**Cosmetic Sciences**	Program Coordinator 111-248-338, Ext. 252 programcoordinators@shu.edu.pk
15.	**Biosciences**	Program Coordinator 111-248-338, Ext. 283 programcoordinators@shu.edu.pk

16.	**Microbiology**	Program Coordinator 111-248-338, Ext. 293 programcoordinators@shu.edu.pk
17.	**Biotechnology**	Program Coordinator 111-248-338, Ext. 295 programcoordinators@shu.edu.pk
18.	**Biomedical Engineering**	Program Coordinator 111-248-338, Ext. 239 programcoordinators@shu.edu.pk
19.	**Robotics & Intelligent Systems**	Program Coordinator 111-248-338, Ext. 360 programcoordinators@shu.edu.pk
20.	**Accounting & Finance**	Program Coordinator 111-248-338, Ext. 270 programcoordinators@shu.edu.pk
21.	**Fintech**	Program Coordinator 111-248-338, Ext. 270 programcoordinators@shu.edu.pk
22.	**Actuarial Science & Risk Management**	Program Coordinator 111-248-338, Ext. 270 programcoordinators@shu.edu.pk
23.	**BBA**	Program Coordinator 111-248-338, Ext. 234 programcoordinators@shu.edu.pk
24.	**Business Analytics**	Program Coordinator 111-248-338, Ext. 221 programcoordinators@shu.edu.pk
25.	**Supply Chain Management**	Program Coordinator 111-248-338, Ext. 264 programcoordinators@shu.edu.pk
26.	**AI Digital Arts & Creative Design**	Program Coordinator 111-248-338, Ext. 253 programcoordinators@shu.edu.pk
27.	**Psychology**	Program Coordinator 111-248-338, Ext. 230 programcoordinators@shu.edu.pk
28.	**Content Creation for Digital Media**	Program Coordinator 111-248-338, Ext. 253 programcoordinators@shu.edu.pk
29.	**Sports & Fitness**	Program Coordinator 111-248-338, Ext. 269 programcoordinators@shu.edu.pk
30.	**Fine Arts**	Program Coordinator 111-248-338, Ext. 269 programcoordinators@shu.edu.pk
31.	**TV & Film Production**	Program Coordinator 111-248-338, Ext. 269 programcoordinators@shu.edu.pk

1. LEARNING ENVIRONMENT

1.1 General

SHU aspires to achieve excellence in all academic disciplines through a combination of top-quality international standard curricula, highly qualified and experienced faculty, and ultra-modern infrastructure—including state-of-the-art laboratories, contemporary classrooms and seminar rooms, and a top-of-the-line cafeteria and auditorium.

At the heart of our academic philosophy is **Research → Idea → Project → Impact**—a journey where learning begins with identifying real-world challenges, evolves into innovative ideas, translates into tangible projects, and ultimately creates meaningful societal and economic impact. We foster an environment that is conducive to learning, ensuring a holistic development experience for our students.

Through this approach, we empower students to become responsible, well-rounded, and professionally competent individuals—leaders in their fields, successful entrepreneurs, and changemakers who leave a lasting impact on society.

1.2 Our Expectations

SHU hopes to become an equitable, just, non-discriminatory, supportive and responsive institution for all stakeholders, especially its students. In order to maintain an environment ideal for learning, we expect our students to reciprocate our efforts by:

- Complying with SHU's published policies, rules, and professional code of conduct relating to student behaviour, academics and other matters.
- Behaving responsibly on campus, and harboring a respectful attitude towards staff, fellow students, faculty, administration and visitors at the University.
- Treating SHU's property with respect, in a manner consistent with the University's policies.
- Being punctual and regular when it comes to attendance, submitting work and assignments on time, and honoring all deadlines assigned by the University.
- Notifying their professors or the Student Affairs Department if they experience any problems/difficulties.
- Participating in co-curricular activities.
- Contributing to the positive image and development of the University by suggesting where improvements can be made.
- Abiding by SHU's Code of Conduct, and not engaging in any dishonest, immoral, or unethical activities, neither during examinations, nor while engaging in any other goings-on on campus, nor at SHU sponsored off-campus events.

1.3 Modes of Communication

To remain fully informed of all notices issued by and up-to-date regarding all developments at the University, students are strongly encouraged to regularly check the SHU website, online system, and social media platforms and groups, as well as the notice boards on campus. Furthermore, to

ensure prompt dissemination of important information, SHU may take the additional measure of sending SMS to students' cell phones.

SHU has developed a dynamic website and digital presence across various platforms including Facebook, Instagram, Twitter (X), LinkedIn, and YouTube. Through constant updates across these media, SHU intends to:

a. Highlight students' achievements and showcase various aspects of student life at SHU.
b. Provide prompt updates regarding all campus activities, announcements, and other required information.
c. Present in-depth insights into the SHU community and its activities, including the faculty, academic and administrative departments, renowned speaker sessions, high profile visits, social outreach initiatives, and other projects.
d. Post news regarding SHU events, developments, vacancies, admissions and much more.

1.4 Non-Discrimination Policy

Here at SHU, we celebrate diversity in all its forms as it contributes to the intellectual milieu of an educational institution of higher learning. Therefore, in accordance with our vision and mission statements, the University does not discriminate against any person on the basis of ethnic origin, linguistic background, caste, color, sex, gender identity, religion, age, race, or disability in admission to, access to, treatment in, or employment in its programs and activities. This commitment is a manifestation of one of our core values: 'Respect & Tolerance'. Every effort is made to ensure fairness and consistency in the University's relations with its students, faculty, and staff. Likewise, SHU expects its stakeholders to comply with all applicable anti-discrimination laws of the land.

1.5 Privacy and Confidentiality Policy

SHU holds sacred the privacy of individuals and the information contained in their records, on occasions where the law sanctions reasonable expectations of privacy. SHU ensures and upholds the confidentiality of its students, faculty and staff alike as far as their financial, academic and employment records are concerned. Our Privacy and Confidentiality Policy is the embodiment of one of our core values, 'Integrity.'

The University is committed to taking every reasonable step to protect the confidentiality and privacy of the information contained in the records of its students. Unless compelled to do so by law, or authorized by the student in writing, the office of the Registrar will not disclose the confidential contents of student records to any party outside the University.

Employees of SHU are permitted access to information contained in student records only if they need to know the information in order to perform their official duties. As a general rule, only employees involved in some aspect of academic administration or student affairs are given access to the contents of student records.

Students have the right to inspect all documents contained in their own record and they also have the right to request that erroneous information contained in their record be corrected.

1.6 Health and Safety Management Policy

The health and safety of all faculty, staff, students and visitors is a major concern in the planning and conduct of all University activities and programs, and in the design, construction, modification, or renovation of all SHU buildings and facilities. The same attitude towards safety is also reflected in our labs and their operations.

1.6.1 **Responsibility of Individuals** – Safety is the responsibility of each and every person at the University, both individually and collectively, and all persons share the responsibility of providing and maintaining a safe environment. Each individual is expected to comply with health and safety regulations and University policies, programs and procedures; to perform work in a safe and sensible manner, and to act to ensure the health and safety of themselves, their coworkers, fellow students and all others at the University.

1.6.2 **Deans and Departmental Heads** – Each Dean, and Departmental Head and Chairperson is in charge of ensuring organizational compliance with University policies and with maintaining a healthy and safe environment for all personnel. They are expected to take appropriate action to identify all hazards and to then make sure that all known hazards are addressed properly, and in a timely manner, to avoid any mishaps.

1.7 Personal Safety & Institutional Security

Given the circumstances of the city, the safety of individuals has become a matter of great concern for both the concerned individuals and the institution as a whole. To ensure safety, we recognize that a higher measure of institutional security is required. Various measures have thus been taken to improve the quality of surveillance on campus; including the installation of CCTV cameras, walk-through gates, metal detectors and barriers, the deployment of security guards at strategic locations, and an increased emphasis on personal ID card systems. Notwithstanding the placement of these electronic and physical measures, the effectiveness of any security system is dependent on the whole-hearted response of the entire community. Security being our first priority, everyone who is a part of the SHU community is expected to adopt a proactive, vigilant and watchful approach towards the surroundings we work in, the vehicles we use for our commutes, and the physical and web spaces we utilize.

Note: Remember, by following the given security instructions, you will keep not only yourself safe but also the people around you.

2. FACILITIES AT SHU

At Salim Habib University, all classrooms, seminar halls, lecture theatres, laboratories, auditorium, and four-story central library are designed to provide a modern and conducive learning environment. All instructional spaces are centrally air-conditioned, and equipped with advanced learning resources, such as Wi-Fi enabled multimedia facilities and multiple sliding whiteboards, to name a few.

2.1 State of the Art Laboratories

SHU has a diverse set up of laboratories, designed to provide hands-on learning for every discipline of study offered at the University. These labs, equipped with top-of-the-line apparatus and instruments, are listed below.

- ICT Labs
  - General Purpose Computer Lab
  - Project Lab
  - Software Development Lab
- Engineering Labs
  - Engineering I
  - Engineering II
  - Engineering III
- Wet Labs
  - Biochemistry Lab
  - Bioscience Lab
  - Microbiology Lab
  - Physiology Lab
  - Pharmacology Lab
  - Pharmaceutical Chemistry Lab
  - Pharmaceutics Lab
  - Pharmacognosy Lab
  - Histology Lab
  - Industrial Lab
  - Instrumentation Lab
- Dry Labs
  - Anatomy Lab
  - OSPE Lab
  - Skills and Simulation Lab
- Sanako-Language Lab
- Securities Trading Lab

2.2 Library

Our uniquely designed library forms the central knowledge repository at SHU. Spanning four floors and housing an excess of 15,000 physical volumes, the majority of which is curriculum books, 25000 digital volumes, and scores of international journals with notable impact factor, the library is designed to promote research and learning. It is administered by an online system, so students can look up the availability of books and reserve books without having to physically come to the library.

Library Resources

- HEC Digital Library *(http://www.digitallibrary.edu.pk/barrett.html)*
- Online Public Access Catalogue (OPAC) http://library.shu.edu.pk:8181/ords/f?p=102:LOGIN_DESKTOP:2543393494773
- SPRINGERLINK (*http://www.digitallibrary.edu.pk/barrett.html*)

Tariq Amin Library at a Glance

TOTAL AREA	4 STORIES
Seating Capacity	300 Users
Research Cubicles	12 (with computer workstations)
Tablets	5
Headphones	12
Discussion Hall	3rd Floor
Collaborative Learning	4th Floor

- More than 15000 Printed Volumes (Books)
- Journals/Magazines
- Newspapers
- Electronic Resources (E-Journals/E-Magazines)
- E-books
- Other items in various formats including audiovisual material, reference materials, videos and more

Library Services

- Integrated Library System (ILS)
- RFID + EM System
- Book Bank Facilities for Students
- Circulation Service
- Computerized Info Services
- Current Awareness Services (CAS)
- Readers' Advisory Service (RAS)
- Reference Service
- Selective Dissemination of Information (SDI) Service
- Inter-Library Loan
- Internet Facility
- Library Orientation Program
- Newspaper Clippings
- OPAC (Online Public Access Catalog)
- Overnight Borrowing Facilities for Faculty and Students
- Photocopying, Printing & Scanning Facilities
- Remote Login Access (VPN Access)

E-Resources and Peripherals

- E-Terminals
- Inhouse E-Repository
- Wi-Fi access
- Xeroxing, scanning and printing services

Library Collection Locations

S. NO.	DEPARTMENT-WISE DISTRIBUTION OF BOOKS	NUMBER OF BOOKS AVAILABLE IN THE LIBRARY	LOCATION
1	Computer Science	2207	1st Floor
2	Management Sciences	3317	1st Floor
3	Biomedical Engineering	2628	2nd Floor
4	Biosciences	2116	2nd Floor
5	Pharmacy	2434	2nd Floor
6	General	2456	3rd Floor

2.3 Sports Facilities

SHU aims to meet students' needs and aspirations regarding all aspects of university life, of which sports is a crucial element. Sports is considered instrumental in instilling in students a number of desired qualities, such as teamwork, goal-orientation, and a healthy level of competitiveness. For this reason, and in keeping with its philosophy of providing a stimulating campus life, the University has allocated an immense amount of resources to build international standard sports facilities for the student body. These amenities, in the form of the Fatima Sports Complex, facilitate athleticism and provide students with a wide range of sporting activities on campus, giving them a lot of enjoyable options if they are looking for something fun to do between classes or planning a little escape from the strenuous schedule of academic work. We believe these facilities will provide wholesome and fulfilling experiences to our students, and play a critical role in helping them discover themselves, play to their strengths, identify and overcome their weaknesses, and learn the fine science of team dynamics.

2.4 Cafeteria

SHU gives great importance to the health and refreshment of its students, to which end it has built a large, modern cafeteria. The cafeteria, located behind the administration block, has a vast dining area, and can accommodate around three hundred people at a time. It boasts a variety of food and snack items, with special attention to hygiene. The cafeteria, with its spacious air-conditioned hall and calming ambiance, is an ideal location for students to relax, unwind, and enjoy a delicious

meal. There is also a beautiful open-air dining area available for any who wish to take in the fresh air and relish the weather while they eat.

2.5 Information and Communication Services

The University believes in keeping its student body fully updated and informed as to all happenings on campus, to which end it employs the use of various modes of communication, including campus notice boards, the SHU website (www.shu.edu.pk), a comprehensive Campus Management System (CMS) called *Aagahi*, and a dynamic presence on social media platforms such as Facebook, Instagram, Twitter, and LinkedIn. For the conveying of urgent information, the University also sends text messages to students' mobile phones, and posts Announcements on the University website.

Through these communication media, SHU ensures that students are at all times up-to-date with any and all necessary university-related information and that all relevant notices always reach them on time. Students, in turn, are expected to regularly check the communication platforms mentioned above for announcements.

To facilitate the dissemination of information and to ensure an uninterrupted communication network, the SHU campus is equipped with Wi-Fi enabled devices and access to the Internet. Students who wish to avail themselves of this facility should contact the System and Network Administrator in the ICT Server room, or reach out via email at *itsupportonline@shu.edu.pk*.

3. ACADEMIC EXCELLENCE

We aspire to achieve excellence in all the academic disciplines we offer. In order to provide a top-quality, well-rounded education to our students, we have worked to attain a combination ideal for the creation and maintenance of a progressive higher education institution: a highly qualified faculty, innovatively-designed, globally competitive curricula, state-of-the-art academic and extra-curricular facilities, and a wide range of student services.

3.1 SHU Faculty

We have a diverse faculty, consisting of a high-functioning team of national and foreign qualified PhD holders, industry experts, and seasoned academicians, who have served at world renowned institutions. All our faculty members have a vast teaching experience with extensive research output, which has proven to be instrumental in stimulating and catalyzing the latent talent of students and helping transform them into high quality professionals. Furthermore, the wide networking circles and connections of the SHU faculty allow them to leverage opportunities for internships and job placements for students. The faculty is also involved in facilitating students on a one-to-one level with not only academic matters but also personal grooming and development.

- **Faculty Program Coordinator**

  In order to coordinate with students regarding their daily schedules and various academic issues, each degree program has a designated faculty member for the management of all operational activities. Students can contact them for immediate guidance in case of any course related matter.

- **Faculty Mentorship**

The professional grooming and development of each student at SHU is also a crucial element of education at SHU. For this reason, you will be assigned a faculty mentor, who will be responsible for your professional growth and development, and will also be your link to the SHU management. The University encourages you to develop a close relationship with your faculty mentor, and to keep him or her informed of any particular concerns or circumstances, personal or professional, that may affect your studies or your life on campus.

3.2 Quality Assurance

SHU aspires to provide quality education in keeping with high professional and ethical standards. To materialize its commitment of high quality and transparency, the University has set up a Quality Enhancement Cell (QEC), in compliance with the Higher Education Commission's (HEC) directive for the quality assurance of higher education institutions. The University requests its student body to contribute fully to the continuous evaluation of SHU courses and services by filling the provided Online Evaluation Questionnaires. This will not only give the University valuable feedback, but also assist in its course curriculum planning, and the delivery, monitoring and evaluation of teaching, facilitating the continuous improvement of our academic quality and maintaining the University's reputation as a dynamic and progressive institution of high standards.

3.3 Centre for Learning and Teaching (CLT)

The Centre for Learning and Teaching (CLT) aims to equip the faculty and students with the best practices prevalent in academic and professional circles through regular interaction with prominent members of the industry and academia. The Centre is meant to foster academic excellence and develop opportunities through scholarly interaction and the promotion of a culture of collaboration between the University and national as well as international academia. For this purpose, it organizes guest speaker sessions, seminars and conferences, ranging from departmental assemblies to university-wide events.

3.4 Career Placement and Industrial Liaison Office

The Career Placement & Industrial Liaison Office at Salim Habib University aims to offer students, particularly graduating batches, the right guidance and mentoring in the overall process of securing internship opportunities and job placements in the competitive market along with building strong corporate-academia linkages. The prime focus of this department is to build long-term relationships with corporate, public, and social sector organizations to accustom our students with recent industry practices and enable them to build strong careers in leading organizations.

For smooth career growth, the Career Placement & Industrial Liaison Office is committed to provide students and graduates with a platform to interact with the corporate sector via industry professionals and renowned trainers throughout their time at SHU, in order to professionally groom them and develop their employability skillset, ultimately resulting in the placement of our graduates in reputable organizations.

3.5 Student Counseling

In order to facilitate our students and to help them cope with any challenges they face, we have on-board a specialized clinical psychologist, who provides the following services:

- Counseling services to facilitate the well-being of students
- Case-specific counseling session(s), rendered on a needs-only basis, and conducted in a highly confidential environment
- Receival of complaints from students who believe themselves to be victims of harassment of any kind and the provision of subsequent counseling session(s)
- Training sessions and workshops to instill, upscale, and strengthen soft skills in students
- Any specific counseling recommended for a student by his/her department

To avail themselves of these services, students are encouraged to approach our Counseling Office.

The confidentiality of each student is of prime importance to us and will be maintained as per counseling ethics and practices.

4. STUDENT SOCIETIES

SHU wholeheartedly believes in and implements the holistic learning approach, and focuses on the development of students into competent, versatile, and multi-skilled individuals, for which purpose it puts a lot of emphasis on co-curricular and extracurricular activities. To this end, the University has a separate department for the management of Student Affairs, which is responsible for providing the student body with a wide range of opportunities for diverse recreational and social experiences, and organizing a comprehensive program of activities, including sporting events, social networking events, events having to do with fitness, informal recreation and entertainment, and other special events.

A mechanism centered around a well-represented Student Council, student societies, and departmental clubs is in place to facilitate this process.

4.1 SHU Student Council

To give the student body a voice and to incorporate students' opinions and suggestions into the management and administration of the University, a Student Council has been constituted, which acts as a representative of the entire student body and is responsible for forming a bridge of communication between the student body and the University management and ensuring that the students' voices are heard and their concerns are resolved or forwarded to the Competent Authorities.

4.2 Student Societies and Departmental Clubs

4.2.1 Student Societies

SHU presently has a total of eight Student Societies, each operating under the Student Affairs Department and consisting of its own elected body for the management of society affairs. We believe these Societies are the perfect avenue for students to explore their talents, pursue their passions, and discover their leadership abilities, and so we strongly encourage them to participate in co-curricular activities and to compete in inter-university events at a national as well as an international level.

4.2.1.1. Event Society

The focus of the Event Society, as its name suggests, is the planning, promoting, and organizing of events. This society is responsible for arranging exhibitions, seminars, festivals, picnics, parties, and other on-and off-campus cocurricular and extracurricular events. The purpose of these activities is to give students opportunities to engage in healthy social activities, which are helpful in grooming them and developing their personalities and soft skills – interpersonal skills and organizational skills in particular. The Event Society also assists students in identifying and developing their leadership potential.

4.2.1.2 Arts and Literature Society

SHU's Arts and Literature Society aims to polish and enrich students' skills by honing their creative instincts, and allowing them to participate in, learn about, and immerse themselves in literature, history, the arts, and culture.

The activities and events arranged by the society include literary clubs, book clubs, poetry recitals, *Mushairas*, creative writing events, dramas and stage plays, guest speaker sessions, lecture series, and workshops on arts and literature, thematic sessions, art exhibitions (for calligraphy, painting, etc.) and any other events having to do with arts and literature.

Students who have a creative flair and enjoy reading, writing, indulging in productive thought, and exploring the world around them, are encouraged to join the society.

4.2.1.3 Public Speaking Society

The Public Speaking Society intends to provide a platform to students who are passionate about voicing their opinions or those who wish to practice their public speaking skills, and provides plenty of opportunities for them to improve how they communicate, overcome their fear of impromptu speaking, and gain confidence in doing so. The society arranges Model United Nations conferences, debate competitions, declamations, and other enriching events that allow students to engage in oration and experience facing a live audience. Students who get a thrill out of being the loudest voice in the room and those who desire to become more eloquent are encouraged to join the society.

4.2.1.4 Sports Society

The objective of the Sports Society is to promote physical fitness and to inculcate in students qualities such as teamwork and sportsmanship. The society provides opportunities for students to showcase and explore their athletic talents and to hone their sports skills, through the arrangement of various sports events and physical activities. These are intended to enable students to engage in a healthy lifestyle, which is crucial for their overall physical, mental, and psychological well-being. The University puts emphasis on sports because in addition to the above, they also channel students' energies into wholesome and productive activities, foster a healthy competitive spirit, build camaraderie among students, and nurture social relationships.

4.2.1.5 Marketing & Media Society

The Marketing & Media Society intends to hone students' communication skills, and to ensure that they are well-versed in the art of managing and using various communication media responsibly. The Marketing & Media Society is primarily responsible for promoting the University and its student life both within the University and externally, increasing visibility of the University, covering all University events, facilitating and contributing to the media management activities of the university, including social media activities (such as creation of content for SHU's social media accounts, blogging, etc.), relevant internal publications, and student photography. They may also arrange photography exhibitions, and visit colleges and schools to promote the University.

4.2.1.6 Character Building Society

The Character-Building Society aims to ensure that students are morally grounded, aware of their social and ethical responsibilities, able to fight evils in the society, and fully committed to doing good for the betterment of humanity. This society has been constituted to establish a platform where students can learn about the harmful effects of corruption and other societal ills, and where they can form a mindset with zero tolerance to crime and corruption, and the ability to differentiate between right and wrong.

4.2.1.7 Corporate Social Responsibility (CSR) Society

The CSR Society is a community service society dedicated to fulfil the corporate social responsibility that we have to give back to the community and to promote social welfare, and to serve our community by working for the common good and welfare of the people, in sectors such as education, healthcare, and the environment, among others.

4.2.1.8 Outreach & PR Society

The Outreach & Public Relations (PR) Society has been established in order to assist the University's Outreach Program in connecting with schools and colleges all over the city and outside of it in order to form a network of educational institutions for the creation of a platform for possible collaborations and for spreading the word of education. The Society represents Salim Habib University at education expos, career fairs, exhibitions, and similar events at various institutions, conducts PR drives at multiple leading schools and colleges, and conducts in-house campus tours for visiting students.

The SHU Student Council and all Societies operate under the Student Affairs Department, which reserves the right to modify Society Policies and Domains as it sees fit, or as directed by the University Management.

4.2.2 Departmental Clubs

The University also has Departmental Clubs, each of which has a Faculty Advisor and operates under its Departmental Management, with Student Affairs overseeing its activities. These clubs carry out activities and organize events having to do with their specific field of study. The following departmental clubs are presently in operation:

4.2.2.1 Pharmacy Club – PharmDeeS

PharmDeeS, with its name standing for *Promotion of Healthcare, Academic Advancement, Research, and Medicinal Development by Energetic and Enthusiastic SHU Students*, is the Pharmacy Department society, which intends to unify young pharmacists on a single platform. Their vision is to raise awareness of and highlight the significance of their profession nationwide and to enhance the role of pharmacists in society. The mission of PharmDeeS is to empower young pharmacists to promote leadership, education, and health on various platforms.

4.2.1.2. Computer Science Club – CS Cube

CS Cube is the Computer Science Departmental Club at Salim Habib University. The purpose of CS Cube is to give all students, no matter what their background, a glimpse into the world of technology as every industry today has been revolutionized by tech, and especially to work for Computer Science students by training them and giving them knowledge beyond courses and curricula in order to prepare them for industry, through CS-centered training workshops, seminars, and events and activities of a similar nature.

4.2.1.3. Biomedical Engineering Club – We.M.E.

We.M.E., which stands for We, Medical Engineers, is the Biomedical Engineering Club. It has been established with the aims of promoting Biomedical Engineering in collaboration with multiple disciplines, facilitating the development, dissemination and application of engineering education, furthering the technical and societal contribution of engineers, and forming an inclusive community that discovers and cultivates students' strengths, talents and passions, and makes campus life fun through the provision of diverse opportunities outside the classroom.

4.2.1.4. Biosciences Club – BioSoc

BioSoc is the club for the Biosciences Department. This society was established to endeavour further into the abyss of science and knowledge. BioSoc aims to provide students with great opportunities and a platform to represent themselves and all that Biosciences is about.

4.2.1.5. Management Sciences Club – NexGen LeaderS

NexGen LeaderS is a student club representing the Management Sciences department at Salim Habib University. It strives to increase the exposure students have of the corporate world in order to build networks and establish relationships resulting in their personal and professional development. It also aims to transform students into professionals by developing skills and experiences through various activities such as business conferences, competitions, meetings and job fairs.

4.2.1.6. IEEE Student Branch (IEEE SHUSB)

The IEEE SHU Student Branch (IEEE SHUSB) is Salim Habib University's branch of the global Institute of Electrical and Electronics Engineers (IEEE), a professional association for electronics engineering, electrical engineering and other related disciplines. IEEE SHUSB provides students with a community of peers and a connection to engineering faculty and industry professionals who drive innovation in a range of technical fields. Student involvement in Branch activities, whether special projects, social and technical meetings, outreach programs, conferences, or local Section or Regional opportunities, can help develop a record of accomplishment and capabilities beyond the norm. The primary purpose of IEEE Student Branch is to Inspire, Enable, Empower and Energize student members to enhance their technical interests.

4.2.1.6.1. IEEE Engineering in Medicine and Biology Society (EMBS)

In an era where technology is expanding at a rapid rate and the needs for medical application of these technologies has never been greater, the intersection between engineering, medicine and biology is a critical place to be. The IEEE Engineering in Medicine and Biology Society is well-positioned to serve as a central gathering point for both of these major disciplines.

4.2.1.6.2. IEEE SHU Communications Society (ComSoc)

In a world driven by seamless connectivity and rapid data exchange, the IEEE SHU Communications Society (ComSoc) focuses on advancing innovations in telecommunications, networking, and signal processing, bridging the gap between research and real-world applications.

4.2.1.6.3. IEEE Sight SHU Student Branch

The IEEE SIGHT SHU Student Branch empowers students to develop innovative engineering solutions that address global humanitarian challenges and improve the quality of life for underserved communities.

4.2.1.6.4. WIE SHU Student Branch

The IEEE Women in Engineering (WIE) SHU Student Branch inspires and empowers women in STEM fields, providing mentorship, professional development, and leadership opportunities.

4.2.1.6.5. IEEE Computer Society SHU Student Branch

With computing at the heart of technological advancement, the IEEE Computer Society SHU Student Branch is dedicated to exploring cutting-edge developments in artificial intelligence, cybersecurity, software engineering, and more, preparing students for the future of tech.

4.3 Procedure for the Establishment of New Student Societies

In addition to the societies and clubs described in the previous section, students are encouraged to initiate new student societies after consultation with the Student Affairs department. Following are the requirements for the establishment of a new society:

4.3.1 To establish a society, the interested group of students is required to submit a formal proposal to the Student Affairs department, mentioning the coined name, objectives, and scope of the proposed society.

4.3.2 The proposal for the establishment of a new society needs to be signed by fifty students willing to join the proposed society.

The Student Affairs department will, after receiving a valid formal proposal, evaluate the need for the proposed new society, and decide whether to accept or decline the proposal. In case of the latter, the petitioning society's information will be held on file for one year for review at a later date.

4.4 Structure of Student Societies

Student societies fall within the purview of the Student Affairs department, which is entrusted with the responsibility of holding Student Society elections every year for the appointment of students for the following designations for each society:

4.4.1 Society President

The duties of the Society President are to:

- Provide leadership to the members of the society
- Execute plans as mandated while ensuring adherence to the policies of the society
- Liaise with the Student Affairs department, faculty, and the student body

4.4.2 Society Vice President

The duties of the Society Vice President are to:

- Assist the President, and preside over society affairs in his/her absence
- Work closely with the President in coordinating and organizing the society's activities
- Be familiar with the Society Policy and make sure that it is implemented and adhered to

4.4.3 Society General-Secretary

The Society Secretary is supposed to:

- Keep a record of the minutes of meetings, correspondences, and event reports
- Prepare, in conjunction with the President, the agenda for society meetings
- Ensure that all members are kept informed of dates, timings and venues for meetings, with proper notice
- Report all important correspondence received to the Society members
- Take responsibility for the signing up of members and maintenance of club membership lists
- Act as the principal communications officer for the society
- Assist the President and Vice President as per need/requirement

4.4.4 Society Treasurer

The Society Treasurer is supposed to:

- Keep the society budget and account records up-to-date
- Collect dues
- Process all forms needed for purchases and reimbursements
- Maintain documentation of expenditures and receipts
- Prepare and submit budget to the Student Affairs department
- Oversee fund-raising activities
- Work with the Student Affairs Department to ensure that financial records are in order

4.4.5 Society Secretary – Planning and Operations

The Secretary-Planning and Operations is responsible for:

- Planning & organizing various events
- Handling all logistical work, including but not limited to, the booking of venues etc, during the organization of any event
- Handling all work related to crafts, décor and physical creativity for any and all events
- Arranging transport for all the projects and events of the Society
- Procuring the items required for events and projects
- Coordinating with Society Members in reference to events/activities being planned and to keep them up to date with all developments
- Establishing databases of inventory, transport, Purchase requisitions and coordinating with the Treasurer for all financial aspects

4.5 Student Body Election

The Student Body Election is an undergraduate election that is held every year, to allow undergraduates to elect a representative student council for themselves, to register themselves in societies of their interest, to run for office for these societies, and to elect their chosen representatives for each society.

The Student Government is based on a bicameral system, consisting of two bodies, the tenure of which lasts one (01) year. The following are the two Bodies:

1. The SHU Student Council (SSC), comprising a:
    - Student Body President (1)
    - Vice President (1)
    - General Secretary (1)
    - Treasurer (1)
    - Campus Coordinator (1)

2. The Student Society Office Bearers' Body, consisting of Office Bearers for the following societies:
    - Arts and Literature Society
    - Character Building Society
    - Sports Society
    - Event Society
    - Public Speaking Society
    - Marketing & Media Society
    - Corporate Social Responsibility (CSR) Society

    Each Society's Council comprises, as detailed above, a:
    - Society President (1)
    - Vice President (1)
    - General Secretary (1)
    - Treasurer (1)
    - Secretary – Planning and Operations (1)

4.5.1 Candidate Eligibility Criteria

- All candidates MUST have and maintain a GPA of 2.5 or above.
- All candidates should be registered students for the semester in which the nomination is opened.
- Candidates must not have already held office before in their time at SHU.
- Criteria for Candidate Eligibility for Specific Positions is as follows:
    - President – Any candidate for President (both Student Council and Society President) must have **spent at least 4 semesters at SHU** and must **have at least 2 semesters left before graduation**, with a GPA of 2.7 or above
    - Vice President – Any candidate for Vice President (both Student Council and Society President) must have **spent at least 4 semesters at SHU** and must have **at least 2 semesters left before graduation**, with a GPA of 2.7 or above
    - For all other Positions – Any candidate for Positions apart from President and Vice President must **have spent at least 2 semesters at SHU,** with a GPA of 2.5 or above.

4.5.2 Candidate Nomination Procedure

- All candidates are to email their desired position and petition/Statement of Purpose (SOP) to student.affairs@shu.edu.pk before the announced deadlines.
- The Statement of Purpose (SOP) of each Candidate should:
  a. be a maximum of 500 words
  b. comprise of the following: desired position, vision, mission, strategy and action plan, and relevant experience
- Candidates who are shortlisted after vetting of their petitions/SOPs will then be asked to fill out a Candidate Nomination Form.
- All candidates should have a minimum of ten (10) registered students nominating them via signatures on the Nomination Form, the hard copy of which will be provided by the Student Affairs Department. Students nominating each candidate will have to sign the hard copy of the Nomination Form at the Student Affairs Department, where they will have to present their student ID cards at the time of signing.
- Following the validation of each nomination, the Campaigning period then begins.

4.5.3 Campaign Policy

- All candidates reserve the right to choose their preferred medium to campaign.
- All candidates must conduct their campaigns in accordance with the policies that govern SHU.
- All candidates, before the beginning of the campaign process, must inform the Student Affairs Department of all media intended to be used for campaigning.
- All physical campaign material must be vetted by Student Affairs before the campaigning process. (Please note that all physical campaign material must include the Salim Habib University name and logo on it.)
- Campaigning on University premises cannot begin until the official announcement signifying the commencement of the Campaign Period.
- All candidates must present their manifesto to the student population before the end of the Campaign Period.
- All candidates must respect the other candidates and their property.
- All candidates must build their campaigns around facts.
- All candidates have the right to a free and fair campaign.
- Candidates are responsible for familiarizing themselves with SHU students.
- No painting of walls or any other property on the SHU premises is permitted for campaign purposes.
- Libelous or slanderous campaigning is not permitted.
- No person may personally or through an agent intimidate, harass, use or threaten the use of force, violence, persistent or undesired presence of campaign members in proximity to voters, or restraint in order to compel or induce any person to vote, abstain from voting, or vote or abstain from voting for a particular candidate or referendum.
- Violations of these rules may result in penalties of up to twenty (20) per cent of votes received per violation at the discretion of the Student Affairs department.

- Any candidate will be disqualified from the race if he/she is found to be:
  - hindering the process of a free and fair election
  - intentionally disregarding the policies of the SHU
  - intentionally disrespecting another candidate in any way or defacing the property of any other candidate
- If a candidate is removed from the race, it is that candidate's responsibility to remove all campaign paraphernalia from all mediums used.
- On the final day of campaigning, all candidates will be responsible for removing all paraphernalia from ALL platforms used to campaign. Failure to comply with this requirement will lead to the disqualification from the race of such a candidate with immediate effect.
- No campaigning may take place at any polling location during polling hours on the Election Day, nor may any campaign material be present at a polling location during polling hours.
- At the end of the Campaign Period, the closure of the campaign period will be officially announced. No campaigning may be carried out after the official closing announcement.

4.5.4 Election

- An Electoral Debate/Presidential Debate is to be held where candidates for President will be given the opportunity to present their case and convince the Student Body why they are the best choice for the Position they are running for.
- The Election will be held via online or physical polling (depending on feasibility and the discretion of the Student Affairs department) after the Campaigning period is announced to come to an end officially.
- Counting of votes will then be held on the same day as polling. In case of physical polling, counting for each post will be done manually, by a designated official. Candidates for each post, or a representative of each candidate, will be present during counting. On completion of counting, candidates or their representatives will sign the document containing polling results. In case of online polling, counting will be done by electronic means.
- Election results will then be announced officially.

4.5.5 Student Eligibility to Vote

- The persons eligible to vote in the election of undergraduate/graduate students are those students who are enrolled as students of the University.

4.5.6 Additional Policies

- The elected bodies will operate under the Student Affairs Department and the University Management.
- The elected bodies will have a tenure of 1 year.

- In case there is a Vote of No Confidence against any elected Office Holder, voting for that post will be re-held within the period of 1-3 months, or as decided by the Management in view of the situation. In order for a Vote of No Confidence to be valid, the number of no-confidence votes should be equal to or more than 70% of the original votes that Candidate received in the Election.
- In case there is a dissolution of all elected bodies, elections will be re-held 1-3 months after the dissolution, as per established Election Policy, or as decided by the Management in view of the situation. In the time it takes for Elections to be held again, the Student Affairs Department and the Management will oversee all Society and Student Body affairs.
- In case the University shuts down due to unprecedented events, the elected Student Government will act as a governing body virtually.
- The Student Affairs Department and University Management reserve the right to modify Election policy as they see fit.

4.6 Operational Guidelines

4.6.1 Members of Student Societies must adhere to the Student Disciplinary Procedures provided by the Student Affairs Department.

4.6.2 The Student Affairs Department oversees the budget for events and activities arranged by Student Societies. In order to generate additional funds for the societies' operations, students are also encouraged to arrange sponsorships and other fund-raising activities.

4.6.3 All requests for conducting or participating in events should be forwarded to the Student Affairs Department at least 10 working days prior to the event. The Student Affairs Office will recommend and process the request for further approval by the Competent Authority after liaising with Finance Department.

4.6.4 After the event, bills/receipts are to be submitted to Finance Department for settlement. The concerned Student Society will submit the bills to Student Affairs for further processing.

4.6.5 The University does not assume any responsibility for loss of valuables, accidents, damage or injury resulting from participation in an event or travelling. The Student Affairs Department and the concerned academic department is to be notified immediately about all society-related incidents.

4.6.6 All society-related announcements and updates are required to be approved by the Students Affairs Department, before they can be uploaded on SHU's official web page (*www.shu.edu.pk*), Facebook page, and other social media platforms.

4.6.7 No promotions, marketing, brochure distribution, use of notice boards, and announcement from student societies can be made or published without prior written approval from the Student Affairs office.

4.6.8 No student can invite or interact with any individual, organization, association or agency for student activities, or raise funds without the approval of Student Affairs Department.

4.6.9 The official logo of the University can only be used after written approval from the Competent Authority. Student Affairs Department will provide facilitation in the process.

5 GENERAL CODE OF CONDUCT

The SHU has built its Code of Conduct keeping in mind the fact that there should be a balance between student rights and student responsibilities. The idea behind this is that each student should recognize the rights of other members of the University community as well as the student's own obligations arising from those rights.

SHU encourages students to conduct themselves as responsible members of the University community. A generalized summary of the Code of Conduct is as follows:

- To behave responsibly and with respect with all fellow students, faculty and staff.
- To treat SHU's property with the utmost care and in a manner consistent with the University's policies.
- To be punctual in all aspects of academic conduct, including being regular when it comes to attendance, and on time when it comes to the submission of deliverables and the honoring of deadlines.
- To notify the Program Coordinators or Student Affairs Department in case of any problem or difficulty.
- To comply with SHU's approved policies, rules and code of conduct relating to academics and other matters.

5.1 Security Instructions

5.1.1 Students are to enter SHU on foot. Entry shall be made via the designated pedestrian entrance.

5.1.2 Students are to park their vehicles and motorcycles in the parking area along the SHU boundary wall side. Parking must be done properly and as guided by the concerned staff.

5.1.3 Entrance into the University will be subject to the usual security check.

5.1.4 Students are to present their Student ID cards at the Main Gate on entry and are to display their Student ID cards on their person at all times while they are within SHU premises.

5.1.5 Personal guests of students are allowed on the campus premises only with prior permission from the University Management.

5.1.6 All marketing/promotional activities and co-curricular activities organized by students are to be authorized well in advance.

5.1.7 Any student parties/birthday celebrations are to be in accordance with the Code of Conduct and subject to prior approval from Student Affairs.

5.1.8 Sports facilities are to be used as per given instructions and only during prescribed timings.

5.1.9 Students are to inform the security personnel in case they are departing early from the campus.

5.1.10 The Residential Block, and any under-construction sites, are off-limits to students.

5.1.11 In case students need to visit SHU campus on a Public Holiday or any other day when the University is closed, or need to stay on campus after official hours, the Administration and concerned department(s) must be informed and necessary approval must be taken.

5.1.12 If any valuable item is found on campus by any student, it should be deposited at the Reception, and details should be entered in the Lost and Found register.

5.2 Dress Code

Salim Habib University has a formal dress code, in keeping with the norms of global corporate culture. Students must dress formally and in accordance with socially accepted and prevalent community norms.

SHU expects its students to be well dressed, professionally groomed, and to follow the dress code given below stringently.

5.2.1

Female Dress Code	**Male Dress Code**
Loose kurta	Formal shirt/polo T-shirt
Loose-fit pants/shalwar	Dress pants/jeans
No sleeveless or cold shoulder or off-shoulder tops	No torn or worn out jeans/shorts
No torn or worn out jeans	No flip-flops or sandals without back strap
No expensive jewelry	No *shalwar kameez*

5.2.1 Shorts, Bermuda shorts, *shalwar kameez* (for males) and three-quarter trousers are not allowed.

5.2.2 Students are advised to wear dress shoes, moccasins, joggers or sandals with back straps. Flip flops are not allowed on campus.

5.3 Guidelines for the Use of Social Media

5.3.1 Students are advised to conduct themselves responsibly and ethically when using interactive or social media. Students found involved in the irresponsible usage of communication media, false or untruthful communication, or communication aimed at provocation, slander, spreading of rumors and false allegations will be dealt with by the Discipline and Grievance Committee.

5.3.2 Students are to be respectful and courteous while posting and communicating, and to think carefully before posting, because there is no such thing as a ‘private’ social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even after it has been deleted.

5.4 Harassment/Bullying

Any unwanted behavior, which may interfere with your ability to carry on as per usual in an academic institution, is deemed harassment. The Salim Habib University has a zero-tolerance policy against any type of harassment, including:

5.4.1 Sexual Harassment – including vulgar gestures, staring, whistling, and suggestive comments etc.

5.4.2 Bullying – including name-calling, teasing, ragging, foul language, threatening and physical harm.

5.4.3 Cyber-bullying – including the spreading of malicious rumors, obscene content or involvement in any unethical use of communication media.

We are determined to make SHU a Harassment Free Zone, which we believe is a prerequisite for the creation and maintenance of a peaceful environment that is conducive to learning. Therefore, we take reports of harassment very seriously.

5.4.4 Responsibility as a victim or target

5.4.4.1 The University has a zero-tolerance policy towards harassment. It intends to offer its help and support to anyone who is a victim of harassment, requiring them to report, if the behavior of any individual is disagreeable to them, as early as possible.

5.4.4.2 The following are some useful practices we encourage victims of harassment to adopt:

- Instead of enduring the harassment alone, discuss the matter with someone you can trust.
- Through your words and actions, make it clear to the person who is harassing you that their behavior is disagreeable to you. If you merely ignore or endure the harassment, the situation will not improve. In some cases of harassment, the perpetrators are unaware that their actions are causing offence.
- To formally report any incident of harassment/bullying from a fellow student/SHU staff, first discuss the matter with a trusted faculty member or your faculty mentor, then, if need be, your program coordinator, then Head of Department, then Dean. If further assistance is required, take up the matter with a Student Affairs representative, then, if need be, the Head of Student Affairs, and finally, if need be, the Registrar or Vice Chancellor of the University,

5.4.5 Responsibility as a witness

5.4.5.1 Whoever witnesses someone being harassed should offer assistance to the victim of the harassment. If you witness disagreeable behavior, caution the perpetrator about their conduct. When necessary, act as a witness. Listen to what the target of the harassment has to say and be supportive. Do not place the blame on them. Encourage the target of the harassment to visit the university Counseling Service, and offer to accompany them. Due to the very nature of harassment, it is difficult for targets of harassment to come forward, so give them all the support you can.

The University Counseling Service is open not only to the targets of harassment themselves, but also to third-party witnesses of harassment.

5.5 Destruction of University Property or Facilities (Vandalism)

5.5.1 Intentional or reckless damage to/defacement of the property of the University, or is to be fined.

5.5.2 Stealing of property or services from the University or from any individual will be punished.

5.5.3 Trespassing, holding keys to unauthorized spaces or causing damage to facilities will be punished.

5.6 Defamation of University

5.6.1 To disparage, denigrate, slander, libel or otherwise defame the University or its services, property, or employees, personnel, or representatives, will lead to strict disciplinary action.

5.7 Disrupting Campus Discipline

5.7.1 Any behavior that disrupts or obstructs teaching and studying is prohibited.

5.7.2 Indulging in activities detrimental to the maintenance of good order on campus (e.g. shouting slogans, making catcalls, inciting students/staff, staging a walkout, a strike or any un-authorized procession) is strictly prohibited.

5.7.3 Initiating a threat or false alarm/warning of a fire, explosion, or other emergency is strictly prohibited.

5.7.4 Displaying affection publicly with any member of student community on campus is strictly prohibited.

5.7.5 Use of cell phones for purposes like playing games and/or exchanging messages in instructional spaces is forbidden. Cell phones should be silenced during classes.

5.7.6 Students are expected to uphold the highest standards of integrity and honesty at all times. Any act of theft, including but not limited to stealing of property or intellectual materials, will result in immediate disciplinary action, which may include suspension or expulsion from the institution.

5.8 SHU is a Non-Smoking Campus

5.8.1 Tobacco in any form e.g. cigarette, cigar, pipe, *shisha/hookah, pan* or *gutka*, is strictly prohibited.

5.8.2 Drugs, drug related paraphernalia, and other similar things are also strictly prohibited.

5.9 Involvement in Illegal activities

5.9.1 Possession or storage on campus of any intoxicants, weapons, or firearms is strictly prohibited.

5.9.2 Participating in any act against the laws of the land is also a crime.

5.10 Discipline and Grievance Committee

5.10.1 All matters relating to a breach of the University's Code of Conduct will be reported to and investigated by the Discipline and Grievance Committee.

5.10.2 The purpose behind the process of enforcement of discipline and redress of grievances is to promote integrity, respect and tolerance, collaboration and responsibility within the University community. The mechanism aims to provide prompt, fair, and impartial means for resolving situations in which a SHU student(s) or student group(s) or on-campus organization(s) are alleged to have violated a non-academic standard or policy of the University, which may include but is not limited to allegations of harassment, sexual misconduct and/or misbehavior, and any other kind of misconduct or misbehavior.

5.10.3 The enforcement of discipline at SHU shall be supervised and controlled through the following personnel:

5.10.3.1 Deans and Chairpersons for all classroom and academic activities.

5.10.3.2 Controller of Examinations for all examination-related matters.

5.10.3.3 Student Affairs Department/Activity Coordinator in community spaces and on occasions of public gathering within and outside the SHU premises.

5.11 Disciplinary Action & Redress of Grievances Proceedings

This is the student conduct process that will be used to resolve alleged violations of University policies by SHU students or campus organizations. A number of factors, including the alleged conduct, the potential sanctions, and the interest and willingness of a reporter/complainant to engage in the student conduct process will determine the specific aspects of this process that will be utilized in each case. The process is as follows:

5.11.1 Report and Initial Inquiry – The student conduct/grievance process begins when the Office of Student Affairs receives a report/complaint or a referral. The Registrar's Office will conduct the initial inquiry.

5.11.2 Interim Actions – At times, the University may take actions to ensure the safety and security of the SHU community and its members while the resolution of a student conduct case is still pending.

5.11.3 Informal Resolution – Reporters/complainant of the alleged misconduct may at times prefer that an allegation is resolved through informal means, or the University may determine that an informal resolution is the best possible option for a particular case.

5.11.4 Formal Resolution – In this case, the University uses panel hearings to determine responsibility for alleged policy violations, and to assign sanctions when applicable.

5.11.5 If a student is found guilty, he/she may be penalized by award of one or more of the following penalties:

5.11.5.1 Warning letter

5.11.5.2 Monetary penalty

5.11.5.3 Letter of apology solicited from the student

5.11.5.4 The student's parents to be called to meet the Disciplinary and Grievance Committee

5.11.5.5 Suspension from classes for a week or more

5.11.5.6 De-registration for the semester

5.11.5.7 Cancellation of admission and/or expulsion from the University

5.11.5.8 Any other sanction that the Committee may deem fit, or a combination of the sanctions mentioned above

5.12 Complaints Against Faculty and Staff

5.12.1 A complaint against a faculty member should be brought to the relevant Dean, who will use his/her administrative authority to resolve the matter. If the Dean feels that the nature and severity of the complaint's allegations require a proper proceeding, the matter may be referred to the Discipline and Grievance Committee.

5.12.2 Likewise, a complaint against a member of the administration or staff should be filed with the appropriate superior and/or with the Office of Human Resources/Administration. The concerned superior will make an attempt to resolve the matter by using his/her administrative authority, and failing to do so, he/she may refer the case to the Discipline and Grievance Committee.

5.12.3 The university will make arrangements to preserve the record of the hearing of any such case with an electronic device.

6 ACADEMIC POLICIES AND RULES

6.1 Definitions

6.1.1 "**Semester**" means an academic period, in which one set of courses in any discipline of studies is offered.

6.1.2 "**Subject**" or "**Course**" means a topic or subject related to an academic program, which is to be studied by a student for a fixed number of credit hours during a semester. Each subject shall carry a specific discipline code and number.

6.1.3 "**Contact Hour**" means one hour, spent on academic and research related activities including instructional work/tutorials, laboratory work (practical), research work, projects, seminars, workshops, internships, etc. during the course of studies at the University.

6.1.4 "**Credit Course**" means a course of study the grade points of which shall be used in calculating a student's Cumulative Grade Point Average (CGPA).

6.1.5 "**Credit Hour (Cr Hr.)**" means a lecture of one-hour duration per week during the whole semester for a subject countable towards a student's CGPA. However, in case of seminars, tutorials and laboratory work (practical), one credit hour may require two or three contact hours depending on the nature of the subject.

6.1.6 "**Semester Grade Point Average (SGPA)**" means the summation of grade points of all credit courses of a semester divided by the total number of credit hours taken by a student in that semester.

SGPA = (Sum of (Credit Hours x Grade Point) of a semester courses)/(Sum of Credit Hours of that semester)

6.1.7 "**Cumulative Grade Point Average (CGPA)**" means the summation of grade points of all credit courses divided by the total number of credit hours taken by a student.
CGPA = (Sum of (Credit Hours x Grade Point) of all semester courses)/(Sum of Credit Hours of all semester courses).

6.1.8 "**Grade**" means a letter grade indicating the quality of students' academic performance.

6.1.9 "**Grade Point**" means number of points representing the letter grade obtained by a student in a course/subject.

6.1.10 "**Grade Points of a Credit Course**" is the product of points representing the letter grade scored by the student in a course and the number of credit hours assigned to the course.

6.1.11 "**Non-Credit Course**" refers to a course of study, successful completion of which is a requirement if included in the curriculum, but the grades received in the course do not count towards the calculation of CGPA.

6.1.12 "**Probation**": To be on probation means that a student is deficient according to academic standards. This is to be considered a written warning to the student to improve his/her CGPA to 2.0 or above in the next semester else he/she is likely to be put on the list of students relegated/withdrawn from the program. For enrollment in the next semester course(s) for such a student, approval of the Chairperson is mandatory.

6.1.13 "**Relegation**": To be relegated, or to be on relegation, means that such a student has a CGPA less than 1.5, or has attained two consecutive probations. The student's academic advancement may be put on hold till such time as he/she improves his/her CGPA to 2.0.

6.1.14 "**Withdrawal from the Program/Drop**" means that a student is considered unsuitable for further studies and shall be de-registered from the university rolls.

6.1.15 "**Project/Research/Thesis Supervisor**" refers to a teacher who supervises/guides the project/thesis/research of a student. The supervisor must have sufficient experience and relevant qualification in the field of research.

6.2 Admissions

6.2.1 All admissions will remain provisional till the verification of the original academic documents submitted by the applicant. Students are required to comply with the deadlines for the submission of documents.

6.2.2 In case the said document(s) are found to be doctored/tempered with/fake on verification, admission of such student will be cancelled and no fees will be refunded.

6.2.3 The University reserves the right to cancel the admission in case of failing to meet the minimum eligibility criteria for the respective program.

6.2.4 It shall be the responsibility of the candidate to get the equivalence established through Inter Board Committee of Chairmen, Islamabad (IBCC) or its Camp Office at Karachi in case he/she has obtained qualifications from a non-Pakistani system.

6.3 Attendance Policy

6.3.1 The attendance requirement for students at SHU is **80%**.

6.3.2 Meeting the attendance requirement is compulsory for appearance in the final exams as well as the continuation of scholarship into the next semester (along with minimum CGPA requirement).

6.3.3 A **provision of 5%** is available for students falling short of attendance so that they may appear in the final exams. The provision is available only after the submission of a written application, **with a fine of PKR 2,500 per absence,** in the following manner.

S #	Cr Hrs	Length of Session (Minutes)	Sessions Per Week	Total No. of classes in Semester	Absence Allowed 20%	Allowance for Additional Absences with Punitive Charges
a.	3	60	3	48	20% of the sessions planned for each course	5% of the sessions planned for each course
b.	3	90	2	32		
c1.	3+1	60 Theory	3	48		
c2.		90 Theory	2	32		
c3.		120 - 180 Lab/Tutorial	1	16		
d.	2	60	2	32		
e1.	2+1	60 Theory	2	32		
e2.		120 - 180 Lab/Tutorial	1	16		
f.	0.5	90 Workshop	1	16		

Changes recommended w.e.f. Fall 2021

6.3.4 Approval of the Dean of the concerned Faculty shall be required for prescribed additional allowance along with the payment of punitive charges.

6.3.5 The above-mentioned provisions of absences cover all types of excuses for absence, including any emergencies, illness, traveling, or any other contingencies.

6.3.6 Students with less than 75% attendance shall be treated as short of attendance cases and will be awarded an "F" grade.

6.4 Exemption and Credit Transfer policy

6.4.1 Transfer of Credit for Credit Course(s) (ToC)

6.4.1.1 It is referred as the Higher Education Institution (HEI) to HEI credit transfer policy. It is decided on a course to course basis.

6.4.1.2 Admission in SHU, on migration basis or on ToC shall only be allowed from the Colleges/Universities or the Institutions recognized by the HEC and the relevant

Regulatory Body subject to fulfilling the minimum admission eligibility criteria for the program applied for.

6.4.1.3 Applicants shall have to go through the entire admission process; and clear the SHU admission assessment interview.

6.4.1.4 Contents of the course outlines studied in the other HEI should be at least 75% similar to the contents of course offered in SHU.

6.4.1.5 Courses for transfer of credits must be equivalent to the courses offered in SHU or of above level.

6.4.1.6 Original transcript of the student must be checked and retained till the completion of the degree program or student leaves the University for any reason.

6.4.1.7 A maximum 50% of the total credits (in the program) are transferable.

6.4.1.8 Credits are transferred only for the courses in which the student has earned at least 'C' grade in undergraduate, 'C+' in MBA and 'B' in postgraduate programs.

6.4.1.9 A course with a lesser number of credit hours cannot be treated as equivalent to a course with higher credit hours at SHU. However, a course with higher credit hours may be treated as equivalent to a course with a lower number of credit hours at SHU.

6.4.1.10 Grades of transferred courses will not be included in the calculation of CGPA/GPA. However, the transferred/exempted courses will be shown on the top of the transcript. These credits will be counted as the total Credit hours to complete the degree program.

6.4.1.11 In case of a foreign degree/transcript, an Equivalence Certificate from the HEC (Higher Education Commission of Pakistan) will be required and retained by SHU until the completion of degree program or the candidate decides to get his admission cancelled.

6.4.1.12 A candidate seeking transfer from another university/program in SHU is required to apply as per schedule advertised by the Admissions Office, SHU. Such candidates shall be informed about the final decision 4 weeks before the commencement of classes.

6.4.1.13 Time barred candidates are ineligible for ToC.

6.4.1.14 Student shall have to submit the NOC from the HEI they are coming from.

6.4.1.15 A candidate not meeting any of the aforementioned conditions shall be treated as ineligible for admission as a transfer student at SHU. However, such an applicant may be treated as a fresh candidate for admission if meeting the basic eligibility criteria for admission.

6.4.1.16 Scholarship/fee waiver will not be granted to a ToC candidate, at the time of admission.

6.4.1.17 Equivalence committee shall determine equivalence of the courses whether to be accepted, for transfer of credits, or not.

6.4.1.18 University reserves the right to select or reject any candidate under this policy.

6.4.2 Exemption from Credit Course(s)

6.4.2.1 Exemptions can be granted for courses successfully completed during post graduate diplomas or professional certifications.

6.4.2.2 Diploma/certification shall be from well reputed institutions, recognized by the relevant professional accreditation body.

6.4.2.3 Diploma/certification must be completed (exemptions are not allowed for a part qualification)

6.4.2.4 Recommendations for exemption shall be based on overall syllabus and its quality.

6.4.2.5 In the case of the institute which is under MOU with SHU regarding the exemption of courses, the courses will be evaluated on case to case basis.

6.4.2.6 Original diploma certificate will be checked and photocopy will be stamped with 'original seen' for keeping in record.

6.4.2.7 Maximum 50% of the total credits (in the program at SHU) can be exempted.

6.4.2.8 Registrar Office SHU will forward the diploma certificate to the issuing institute for the verification.

6.4.3 Exemption from Non-Credit Course(s)

6.4.3.1 Non-credit courses are offered as deficiency courses to cover the knowledge areas where students are deficient due to not studying the subject matter in their previous degree program/qualification.

6.4.3.2 At the start of the semester, students who have already taken the non-credit course in their previous studies should apply for exemption from the said non-credit course via the prescribed form, along with their HSC marksheet or A Level certificate.

6.4.3.3 The sole criterion for the approval of such cases is a passing grade/passing marks in the relevant course in the HSC marksheet or A Level certificate.

6.4.4 Equivalence for Program

6.4.4.1 Equivalence for programs is applicable with reference to SHU's Masters/M. Phil. level programs. Equivalence refers to declaring a candidate eligible for taking admission in aforementioned programs considering his/her last qualification as relevant or similar and fulfilling the criteria of prerequisite qualification. A detailed policy will be prepared in this regard.

6.4.4.2 HEC equivalence shall be the basic requirement for granting University equivalence.

6.4.5 Student Exchange/Split Programs

6.4.5.1 This section is related mainly to foreign collaborations through which SHU may send its students to pursue studies in foreign universities for one semester or so.

6.4.5.2 It also includes inviting foreign university students to SHU for one semester or so.

6.4.5.3 Sections above shall be governed through MoUs with foreign universities or institutions.

6.4.5.4 This section also covers individual cases of students who wish to attend certain courses at foreign universities or local HEC-recognized universities in cities other than Karachi.

6.4.5.4.1 A maximum of one semester shall be allowed to such students.

6.4.5.4.2 Courses taken at other universities will appear as transfer courses on the SHU transcript and grades earned in these courses will not be included in the calculation of GPA/CGPA.

6.4.5.4.3 The original transcript of the student will be checked (interim transcript will be retained for the Student File whereas final transcript will be returned to the student, and a photocopy with original seen will be attached with the recommendation letter as a supporting document.)

6.4.5.4.4 Credits will be transferred only for the courses in which the student has earned at least a 'C' grade.

6.4.5.4.5 A course with a lesser number of credit hours cannot be transferred for a course with a higher number of credit hours at SHU. However, two similar courses having less credit hours can be transferred for one course of higher credit hours at SHU.

6.4.6 Procedure for Exemption and Transfer of Credit

6.4.6.1 In such a case, the applicant is required to submit the prescribed application along with documentary evidence (in original) to his/her respective department.

6.4.6.2 Applications for the exemption or transfer of credits should be submitted at the earliest in order to ensure that the process is completed before the start of midterm examinations.

6.4.6.3 Students are required to apply at a singular time for exemptions from or credits transfers for ALL the subjects in which they require exemption/credit transfers irrespective of the semester in which that course is offered i.e. there is to be a single application for exemption/credit transfer of multiple subjects.

6.4.6.4 The decision on the application will be communicated in writing to the applicant (for his/her record).

6.5 Registration

The following formalities have to be fulfilled by students for registration as a student at the University.

6.5.1 Submission of original academic documents along with attested copies. (The original documents will be returned to the candidate after due scrutiny).

6.5.2 Payment of fees and dues (Charges incurred for getting student's credentials verified form the concerned authorities will be payable by SHU).

6.5.3 Any other documents required by the Admissions Department or Registration Office.

Students are advised to collect their registration cards from the Admissions Office.

6.6 Scheme/Duration of Studies

6.6.1 One academic year at SHU consists of two regular semesters and one short semester.

6.6.2 The regular semesters, i.e. Fall and Spring Semesters, consist of 18 weeks comprising 16 weeks of teaching (including one week for midterm examinations) and an additional two weeks for final examinations.

6.6.3 The short semester, i.e. Summer Semester, consists of 8 weeks, inclusive of classes and examinations. The Summer Semester is meant mainly for covering academic deficiencies and for grade improvement.

6.6.4 After each regular semester, there shall be a semester break of three weeks for the students.

6.7 Maximum and Minimum Period to Complete a Degree Program

6.7.1 The maximum and minimum time period required to complete each degree program offered by the University is outlined in the table below:

Degree	**Min. Duration to Complete**	**Max. Duration to Complete**
Undergraduate/Bachelor	4 years	7 years
Undergraduate/Doctor of Pharmacy	5 years	8 years
Graduate Program (MBA)	1.5 years	4 years

6.8 Semester Enrollment

6.8.1 Enrollment in courses in each semester, on the dates specified for course enrollment in the University academic calendar, is mandatory for all registered students. For this purpose, enrollment forms will be made available at the respective Dean's/Chairperson's office, or an online interface will be provided for students to make their course enrollment choices for a semester.

6.8.2 Students failing to enroll in a semester shall be suspended from the University rolls. Dean of the Faculty, on the recommendation of the Chairperson of a Department, may allow the re-instatement of a student within the time limit prescribed for this purpose. A student seeking re-instatement shall, in addition to semester and a Late Fee Payment Surcharge, also be required to pay re-instatement fee to continue studies.

6.8.3 Each student needs to fulfil all financial obligations to complete the enrollment process.

6.8.4 No student will be guaranteed enrollment in a course/semester (as applicable) until registration/enrollment of course(s) has been completed.

6.8.5 If a student is failing to complete a program and still needs further study to pass credit courses, such a student may enroll in a regular semester up to the credit hours as laid down by HEC/PEC/PCP, but must complete all degree requirements in all respects within the maximum allowed period for the respective degree.

6.9 Freezing of Semester

For students facing a valid issue due to which they are unable to continue their studies for the time being, the freezing or suspending of a semester is allowed up to the second (2^{nd}) week of the

semester. Permission to freeze a semester is granted based on the positive recommendation of the Chairperson of the relevant department and approval of the Dean of the Faculty and subject to the following conditions:

6.9.1 The student shall be required to pay 10% of the tuition fee for freezing/suspending the semester and to continue his/her registration with the University. Prior to resumption of studies after the freezing of a semester, it shall be mandatory to clear all the previous outstanding dues, if any.

6.9.2 Students are allowed to freeze/suspend the ongoing semester as mentioned above only if they have passed the final examination of the previous semester with a minimum GPA/CGPA required for the academic standing of the University to remain registered.

6.10 Dropping of Semester

A student, after enrolling for courses in a semester, may drop the entire semester on various grounds up to the fifteenth (15^{th}) week of an ongoing semester, subject to the following conditions:

6.10.1 No semester fee will be refunded/adjusted.

6.10.2 The case for dropping of the semester has to be recommended by the Chairperson and approved by the Dean.

6.10.3 Any examinations/assessments undertaken by the student during the semester will become null and void.

6.10.4 The dropped semester courses will not be displayed on a student's transcript.

6.10.5 Students are not allowed to freeze/suspend/drop more than two consecutive regular semesters. They are also not allowed to freeze/suspend/drop more than four semesters in the entire duration of a degree program lasting four/five years.

6.10.6 Students given permission to freeze/suspend/drop semester(s) are required to complete their remaining degree requirement within the overall degree awarding time frame (i.e. maximum time allowed for the completion of the degree as specified in the Statutes and outlined in Section 6.7.1).

6.11 Prerequisite Courses

Certain courses require a student to complete specific prerequisites before enrolling in them. A course cannot be enrolled in unless a student has passed its prerequisite course(s) as indicated in the relevant plan of study, unless allowed by the respective Dean under special circumstances.

6.12 Repeating Courses

A student is allowed to repeat a course in which he/she has failed or wants to re-take to improve grades. However, any student repeating course(s) either due to failure or for grade improvement shall not be eligible for top student honors/awards even if he/she improves and obtains a CGPA equal to or better than that of the student being awarded a medal. Further terms and conditions are given below:

6.12.1 Repeating Courses Due to Failure

6.12.1.1 A student repeating a course(s) due to failure can do so in a regular semester or in a summer session subject to the following conditions:

6.12.1.1.1 A student has to apply for course repetition via the prescribed form for getting approval from the Chairperson of the Department.

6.12.1.1.2 Attendance may not be mandatory for repeating course(s) due to failure. However, the student will be required to report to the teacher of the course at the start of the semester and to liaison with the teacher continually to remain updated as to the schedule of quizzes and assignments, etc. The student will be responsible for appearing in quizzes and submitting assignments to the teacher as per the given deadlines. He/she will also be responsible for appearing in the Midterm and Final Examinations of that course(s) and keeping track of the Examinations Date Sheet for the same.

6.12.1.1.3 In case a student is unable to pass a course in the given overall three attempts (including two additional attempts to repeat the course), or he/she had withdrawn the course or gotten an F grade being short of attendance, he/she will be required to repeat the said course including attending regular classes and maintaining minimum attendance as per the University policy for any regular course.

6.12.1.1.4 All attempts along with the grades obtained will be mentioned on the student's transcript. However, only the highest grade earned will be used for the calculation of CGPA.

6.12.1.1.5 In case a course alternate to the course the student is unable to clear is recommended by the competent authority (Dean) to complete the degree program, the 'F' grade obtained in the former course will also be recorded on the transcript.

6.12.1.1.6 The student will be required to pay the fee for the course(s) being repeated as per existing policy in force at the time.

6.12.2 Repeating Already Passed Course(s) for Improvement

6.12.2.1 A student repeating the course(s) for improvement can do so in a regular semester or in a Summer session subject to the following conditions:

6.12.2.1.1 Only those courses can be repeated for improvement in which the student has obtained a grade 'C+' or below.

6.12.2.1.2 A student has to apply for course repetition for improvement and to enroll in the same via the prescribed form, through the respective Chairperson of the Department, and with the approval of the relevant Dean.

6.12.2.1.3 A student is not allowed to repeat the course(s) for improvement if his/her Final Transcript/Degree has been issued.

6.12.2.1.4 Class attendance may not be mandatory for the course(s) being repeated for improvement and will be given additional two attempts only. However, the student will be required to report to the teacher of the course at the start of the semester and to liaison with the teacher continually to remain updated as to the schedule of quizzes and assignments, etc. The student will be responsible for

appearing in quizzes and submitting assignments to the teacher as per the given deadlines. He/she will also be responsible for appearing in the Midterm and Final Examinations of that course(s) and keeping track of the Examinations Date Sheet for the same.

6.12.2.1.5 The student will be required to pay fee for the course(s) being repeated as per existing policy in force at the time.

6.12.2.1.6 A student may repeat course(s) for improvement within one year of the completion of the Program to improve his/her grade (if not issued final Transcript / Degree), but must remain within the maximum allowed period for the respective degree program.

6.12.2.1.7 All attempts along with the grades obtained will be displayed on the transcript. However, only the highest grade earned will be used for the calculation of CGPA.

6.12.2.1.8 The decision of approving the repetition of a course for the improvement of grades will rest with the Dean of the Faculty. The number of courses repeated for improvement is limited to a maximum of five courses in a degree program.

6.13 Adding/Withdrawing Courses

A student may add/withdraw a course with the approval of the Department Chairperson till the end of the second week of the semester without any penalty. Course(s) will not be added/withdrawn after two weeks of classes.

6.13.1 A student may withdraw from a course(s) after the 2nd week of the start of semester with or without 'W' being shown on his/her transcript if he/she feels that continuing with the said course will adversely affect his/her studies. The Chairperson of the concerned department must be informed by the student through a written request via the prescribed form regarding his/her intention for withdrawal of a course. Non-attendance of a course(s) will not constitute an official withdrawal.

6.13.2 A course withdrawn before the end of the 10th week of the semester will not be recorded in the transcript. A course withdrawn after the end of the 10th week but not later than the end of 15th week after the commencement of semester classes will be recorded on the transcript with the grade 'W'. After end of 15th week, withdrawal of a course will not be allowed.

6.13.3 No fee will be refunded/adjusted if a student withdraws from a course after two weeks of commencement of semester.

6.14 Course Cancellation/Adjustment

6.14.1 The University may cancel any course due to low enrollment or non-availability of faculty. The minimum required student strength for the offering of elective/summer courses is ten students. Exceptions to this rule can only be granted by the Vice Chancellor (VC) under special circumstances on recommendations of the Chairperson and Dean of the faculty.

6.14.2 The University reserves the right to create new sections of a class, and adjust/transfer students to other sections at any stage of the course. The same provision applies to the merging of multiple sections if necessary.

6.15 Final Year Project/Thesis

A final year project/thesis may 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 Final Year Project Report/Thesis on time.

6.15.1 It is the responsibility of the students to meet the deadlines and targets set by the project supervisor. Students unable to complete their work on time will be required to register again with full payment of fees.

6.15.2 Students working on a project are advised to maintain a record/diary/log of their work.

6.16 Bi-Major

A student may register for a second major on completion of the degree requirements for the first major before the issuance of final transcript and degree, subject to the relevant terms and conditions specified by the University. Only one degree will be issued in case of a bi-major, however, the courses of the second major will be listed on the transcript.

6.17 Internship

The Chairperson of each department will recommend students for internships at reputed organizations. Students doing internships will be required to submit a report as per prescribed format, describing the work assigned and learning outcomes, to the Chairperson on completion of their internship. They will also be required to make a presentation on their internship report. The report must be accompanied by a certificate of completion from the respective organization in which the student was an intern. The internship may bear credits or may be mandatory but non-credit, as prescribed in the plan of study for degree completion requirements.

6.18 Change of Academic Program

A change of academic programs will only be permitted subject to the fulfillment of the eligibility and merit requirements of the desired program, availability of a seat in the desired program, and the subsequent approval of the Vice Chancellor. An application for change of academic program will have to be submitted via the prescribed form.

6.19 Fees and Other Dues

The fee structure is given in the prospectus. Updated details in this regard may be obtained from the Finance Office.

6.19.1 Refund of Fee on Cancellation of Program/Discontinuation of Studies

Withdrawals from University are entitled to refund of fee according to the following terms:

- 100% Tuition Fee refund up to the 7th day of commencement of classes.
- 50% Tuition Fee refund from the 8th – 15th day of commencement of classes.

- No fee (0%) refund from the 16th day of commencement of classes.
- The above-mentioned percentage of fee refund shall be applicable on all components of fee, except for security deposit and admission fee.
- The above-mentioned timeline is calculated including both weekdays and weekends.

6.19.2 Refunds to Students Failing to Meet Admission Eligibility Criteria

Students who fail to meet the Admission eligibility criteria can claim refund of their paid semester fee. The Admission fee, however, is non-refundable.

6.20 Scholarship and Financial Assistance Schemes

Salim Habib University, with the support of its parent sponsor, The Salim Habib Education Foundation, offers comprehensive Scholarship and Financial Assistance Schemes. The aim of the Scholarship scheme is to encourage high-achieving students to pursue their educational goals at SHU, while the Financial Assistance scheme is meant to facilitate students from low income families requiring financial support for payment of fees. Details of these schemes may be obtained from the Student Finance office.

6.21 Academic Deficiency Cases

A student shall be placed on academic probation, relegation or dropped/withdrawn from the program based on his/her CGPA, as specified in the rules summarized below:

Consequent Outcomes	Academic Deficiency
Probation	CGPA ≥ 1.5 but < 2.0
Relegation	CGPA < 1.5 OR on attaining two consecutive probations
Dropped/withdrawal from program	On earning 3rd Relegation

Rules for probation, relegation and withdrawal from the program will not be applicable for the course(s) taken during Summer Semester.

6.22 Award of Degree

The University, on recommendations of the Chairperson of the relevant Department/Dean of the Faculty shall award the degree to a student who satisfies the following conditions:

6.22.1 Has completed the minimum required credit hours of courses as prescribed for the degree program in which the student is registered;
6.22.2 Has achieved a minimum CGPA of 2.0 for undergraduate degree program and 2.5 for graduate degree program;
6.22.3 Has no uncleared ‘F’ or 'I' or 'W' grade in any course required for the degree;
6.22.4 Has successfully completed the research project/thesis, as applicable;
6.22.5 Has completed non-credit mandatory internship, if required;
6.22.6 Has cleared all dues;
6.22.7 Has gotten all documents required for eligibility verified.

6.23 Degree and Certificates

6.23.1 Students having successfully completed their degree program shall receive a degree conferred on them at a Convocation.

6.23.2 The Degree can be collected personally by the student or by an authorized nominee, following the prescribed procedure.

6.23.3 Each successful candidate of a non-degree program shall receive a certificate duly signed by the Dean of the concerned Faculty and the Registrar.

6.24 Transcripts

The University will issue each student his/her transcript on the prescribed proforma upon written request from the student concerned, once the student has successfully completed his/her degree program.

6.24.1 Transcripts will not be released until all obligations to the University have been met.

6.24.2 Transcript issue requests are not to be accepted from, or transcript released to, third parties without a written consent from the student.

6.24.3 A student desirous of obtaining academic transcript may apply to the Controller of Examinations and submit the prescribed fee.

6.24.4 No fee will be charged for the first issue of Final Transcript. An additional copy/issue of the Transcript (if required) will be issued on payment of prescribed charges and will be marked ‘duplicate’.

6.25 Medals and Awards

Students achieving high academic standards will be awarded academic honors (medals and certificates) upon completion of their degree requirements at the Convocation ceremony. If a graduate is unable to participate in the Convocation, he/she may collect the Medal later on personally or through an authorized nominee, following the prescribed procedure. In addition, merit scholarships and a mention in the VC’s and the Dean’s Honors’ List are the honors conferred during the course of studies.

Medal honors will be recorded on the transcript. To be eligible for academic honors, a student should:

6.25.1 Have taken a full semester load for the entire degree program without having withdrawn/repeated any course prescribed for any semester.

6.25.2 Not have any Incomplete/W or Credit Transfer/Migration to their credit.

6.25.3 Not have been penalized with recordable punishment in any disciplinary case.

6.25.4 For award of Medals, the student should have a minimum CGPA of 3.5.

Gold and silver medals will be awarded to the students who achieve first and second highest CGPA respectively, within the same graduating batch in the respective program.

Where two or more students have the same highest CGPA, the student having higher percentage of marks will be awarded medal. In case students have the same CGPA and also the same percentage, then all such students will be awarded gold medals. In such a case no silver medal will be awarded. The same rule is also applicable for the case of tie in silver medal.

6.26 Honors Lists

6.26.1 Vice Chancellor's Honor List

In every semester, the students who secure an SGPA of 4.0 with a full semester load of courses will be announced to have made it to the VC's Honor List. The Honor List will be displayed on the University website and the campus notice boards.

6.26.2 Dean's Honor List

In every semester, the students obtaining an SGPA of 3.5 or higher but less than 4.0 with a full semester load of courses will be honored with a placement on the Dean's Honor List. The Honor list will be put up on the University website and on the campus notice boards.

6.27 Redress of Student Academic Grievances

A student having grievances against any course instructor regarding academic matters may approach the Chairperson of the relevant department. The Chairperson of the department will take appropriate measures to resolve the matter after hearing the perspective of both sides. The case may be referred to the Grievances Committee if necessary.

6.28 Ownership of Work and Intellectual Property Laws

All academic documents, research papers, theses, dissertations and projects, etc. produced by the students in certain cases may contain some valid claims by the University on the basis of intellectual property laws of the land.

6.29 External Students

SHU permits enrollment as an external student in any course(s) being offered as part of any degree program, on payment of prescribed fee and on meeting the eligibility criteria of the course, following the specified procedure. An external student will be issued a certificate on successful completion of the course(s). If such a student later enrolls in a degree program, the credits earned as an external student may be used to satisfy the degree requirements, provided he/she enrolls in the degree program within two years of earning the credit.

7 EXAMINATION POLICIES AND RULES

7.1 Modes of Assessment for Course Grade

The following modes of assessment are scheduled in each course during a semester for the purposes of student assessment and grading:

7.1.1 Sessional (Formative) Assessment: This will comprise quizzes, assignments, reports, presentations, etc.

7.1.2 Midterm Examination: The Midterm Examination will be conducted by the Controller of Examinations in the 8th week of the semester.

7.1.3 Final Examination: A comprehensive examination will be conducted by the Controller of Examination, at the end of the semester.

7.1.4 Practical/Laboratory Examination

For lab courses which involve practical work in the labs and where applicable otherwise, examination shall include all such evaluations necessary to ascertain the level of competence of the individual in the given subject. Practical work in the labs will be assessed by the concerned teacher throughout the semester under the supervision of the respective Chairperson and Dean. Flexibility will be given to the department for distribution of marks to assess the student practical work and viva voce. However, as a guideline, the following distribution of marks may be followed:

Practical work	75%
Viva voce	25%

For courses in which a practical segment is an integral part of the theory segment, the following distribution of marks will be followed:

Theory segment	80%
Practical segment	20%

Assessment including viva voce is to be completed in all respects before the start of the final examination.

7.1.5 Assessment of Final Year Projects/Thesis

Final year projects and courses of similar nature (as defined by the faculties and departments) involving practical research work aimed at testing the ability of a student will also be assessed by the project supervisor/course teacher.

7.1.6 Plagiarism

Plagiarism is a specific term used for the practice of taking someone else's work or ideas and passing them off as one's own. Plagiarism is prohibited at SHU. Plagiarism can be determined by using specific software like Turnitin similarity index, etc. the Similarity Index for any work you submit, including assignments, reports, presentations, final year projects, theses, dissertations, research publications, etc., should not exceed 20%. In case plagiarism is detected in any student's work, a decision will be taken by the concerned department on its own merits in accordance with the University's notified plagiarism policy.

7.2 Examination Code of Conduct

The academic standards of a University are often assessed, in part, through a fair and transparent examination system. The integrity of the examination system is one of the major contributors to a university's academic standing. At SHU, all relevant regulatory bodies, including HEC, PEC, PCP, NBEAC, NCEAC, etc. routinely evaluate the University's examination system. SHU is making the most dedicated of efforts to maintain the credibility and transparency of the examination system, and has a zero-tolerance policy towards the use of unfair means and/or any other sort of academic dishonesty.

At SHU, students will have to appear for mid-semester and final examinations in each semester as per schedule issued by the Controller of Examinations. The following instructions are issued to students with regard to taking exams.

7.2.1 Be seated according to the seating plan displayed on the Campus Notice Board/Examination venue or provided to you otherwise.

7.2.2 Once the exam begins, you will not be allowed to proceed to the washrooms/toilets or any other place outside the examination venue unless permitted by the invigilator in extreme emergent cases.

7.2.3 Bring your own stationery (in a transparent pencil box) and calculator (authorized model and type only). Borrowing at the exam venue is not permitted.

7.2.4 You are required to present your Admit/Campus ID card to the invigilator. Any student unable to produce the same may not be allowed to take the exam. Furthermore, it is forbidden for any student to allow anyone to impersonate him/her, as this is a serious offense, punishable to the extent of expulsion from the university.

7.2.5 Eatables and drinks are not permitted inside or around the examination venue.

7.2.6 You are not allowed to tear out any page from your answer booklet or take any material from the Examination venue out with you. You are also not allowed to insert any material in your answer book, other than the extra sheet provided by the invigilator and duly signed by him/her.

7.2.7 All unauthorized material is to be left outside the exam hall, at the student's own risk and cost.

7.2.8 Any attempt to copy another's work, or seek, take, or give help during an examination is strictly prohibited and will be dealt with as per the following penalties.

7.3 Penalties for Violation of Examination Code of Conduct

Any violation of the Examination Code of Conduct may lead to punishment leading from the cancellation of the exam to expulsion from the University as deemed appropriate by the Unfair Means Committee. Some of the instances where students will be penalized are summarized as follows:

S. No.	Acts of Violation of Code of Conduct of Examination/Use of Unfair Means	Penalty
1	Possession of written material and/or writing on calculator, ruler, palm, arm or anywhere on the student's body or clothes whether the written material is related or unrelated to the concerned exam	a. Grade 'F' in the concerned course/cancellation of the exam. b. Written warning, with a copy sent to the offender's parents.
2	Possession of mobile phones, PDAs (personal digital assistants), and/or any other electronic devices, even if switched off.	a. Grade 'F' in the concerned course/cancellation of the exam. b. Written warning, with a copy sent to the offender's parents.
3	Possession (in switch-on mode) of mobile phones/cheating via mobile phones, PDAs or other electronic accessories, etc.	a. Grade 'F' in the concerned course/cancellation of the exam. b. Fine of Rs. 2,000/-

		c. Warning of expulsion, with a copy sent to the offender's parents
4	Seeking, giving, or receiving of assistance during the exam, or copying or allowing any student to copy from your answer booklet	a. Grade 'F' in the concerned course/cancellation of the exam. b. Written warning, with a copy sent to the offender's parents.
5	Repeatedly indulging in crosstalk with other student (s) or disturbing the class in any other way, or the unauthorized changing of your seat in the Exam	a. Grade 'F' in the concerned course/cancellation of the exam. b. Fine of Rs. 2000/- c. Written warning, with a copy sent to the offender's parents.
6	Communication with or attempt to communicate with the invigilator/examiner with the intention of seeking answer(s) to a question on the exam/or influencing him/her in the award of marks etc.	a. Grade 'F' in the concerned course/cancellation of the exam. b. Written warning, with a copy sent to the offender's parents.
7	Impersonation	a. Grade 'F' in all subjects. b. Expulsion from the University. c. Fine of Rs. 10,000/-
8	Removing a leaf/leaves from the answer booklet	a. Grade 'F' in the concerned course/cancellation of the exam. b. Fine of Rs. 2,000/- c. Warning of expulsion, with a copy sent to the offender's parents
9	Taking of the whole or a part of an answer booklet or of a continuation sheet into or out of the Examination Hall/Room	a. Grade 'F' in the concerned course/cancellation of the exam. b. Fine of Rs. 5,000/- c. Warning of expulsion, with a copy sent to the offender's parents
10	Substitution of the whole or part of the answer booklet with the whole or part of an answer booklet or continuation sheet not duly issued to you for the Exam	a. Grade 'F' in the relevant Course/cancellation of Paper. b. Fine Rs. 5,000/- c. Warning of expulsion, copy to parents.
11	Forging of, mutilation, alteration, erasing or otherwise tampering with a marked answer booklet	a. Grade 'F' in the concerned course/cancellation of the exam. b. Fine of Rs. 2000/-

		c. Written warning, with a copy sent to the offender's parents.
12	Misbehavior, or the creation of any kind of disturbance and/or refusal to obey the Invigilator/University official, show of temper/anger, display of disrespectful utterances etc. in or around the Examination Hall/Room	a. Grade 'F' in the concerned course/cancellation of the exam. b. Fine of Rs. 2000/- c. Written warning, with a copy sent to the offender's parents.
13	Use of abusive or obscene language verbally or in answer booklet	a. Grade 'F' in the concerned course/cancellation of the exam. b. Fine of Rs. 5,000/- c. Warning of expulsion, with a copy sent to the offender's parents
14	Possession of firearms, knives or any other type of weapon etc. inside and in the vicinity of Examination Room/Hall	a. Grade 'F' in all subjects. b. Expulsion from the University. c. Fine of Rs. 10,000/-
15	Violation of Examination Rules/Code of Conduct for the **second time** during study period of degree program on campus	a. Grade 'F' in all/relevant course(s)/cancellation of exam(s). b. Rustication for one semester. c. Fine of Rs. 5,000/- d. Warning of expulsion, with a copy sent to the offender's parents
16	Violation of Examination Rules/Code of Conduct for the **third time** during study period of degree program on campus	a. Grade 'F' in all semester course(s)/cancellation of exam(s). b. Rustication for one or more semesters. c. Fine of Rs. 10,000/- d. Warning of expulsion, with a copy sent to the offender's parents

The Unfair Means Committee is authorized to award any/all/some of the penalties listed against each offence on the basis of the findings of their investigation.

7.4 Use of Reference Material

For open book examinations, the concerned faculty member/invigilator shall announce the names of any such books, notes or other material, which can be referred to by the students during the examinations according to the instructions given in the question paper. Examinees shall not be in possession of any other books, notes, papers or material, etc. except the authorized ones while appearing in the said examination.

7.5 Vigilance Committee/Unfair Means Committee

An efficient and transparent system is in place for monitoring of the examination process through the Vigilance Committee, and handling of any violation of the Examination Code of Conduct through the Unfair Means Committee, both of which will be constituted by the VC at the beginning of every semester.

7.6 Declaration of Results

Semester results will be declared by the Controller of Examinations on the date stated in the Academic Calendar.

7.7 Re-Checking

There shall be no re-evaluation of answer scripts of the midterm and final semester examination. Usually, answer sheets, including those of the midterm and final examinations, are shown to students after assessment by the teachers; however, a student shall be allowed to have his/her answer scripts re-checked by the Controller of Examinations on payment of the prescribed fee within 15 days of the declaration of the result. The Dean of the Faculty concerned may condone the delay up to a maximum period of 15 days on payment of a double fee.

7.7.1 Re-checking will not be allowed for lab work/similarly assessed courses and final year project/thesis.

7.7.2 The Controller of Examinations shall inform the applicant about the final outcome of re-checking.

7.7.3 If the concerned student's claim is found correct, the re-checking fee will be reimbursed.

7.8 Grading Policy

The University follows the absolute grading system where letter grades in all courses/subjects are awarded based on the total absolute marks obtained by a student as per distribution mentioned in the table below, effective from the Spring 2020 Semester.

The Grade Point Average (GPA) will be worked out by awarding letter grades and corresponding grade points on a scale of 00.0 – 4.00.

Percentage of Marks	Grade	Grade Point	Remarks
85-100	A	4.0	Outstanding
80-84	A-	3.66	Excellent
75-79	B+	3.33	Very good
71-74	B	3.0	Good
68-70	B-	2.66	Average
64-67	C+	2.33	Satisfactory
61-63	C	2.0	Adequate
58-60	C-	1.66	Pass
54-57	D+	1.30	Pass

50-53	D	1.0	Pass
Below 50	F	0.0	Fail
	W	-	Withdrawal of course
	I	-	Incomplete

'I', 'W' and 'F' grade (obtained due to academic failure or any other reason specified in the statutes) shall only be cleared by repeating and clearing the course(s) whenever they are next offered.

8 LAB AND LIBRARY PROTOCOLS

General instructions for lab conduct are:

- Maintenance of lab decorum and avoidance of loud discussions
- Maintenance of a clean workstation
- No food items to be allowed in labs
- Mobile phones to be switched off

8.1 ICT Labs

The Computer Science Laboratories of SHU are well-equipped with facilities for the convenience of students and researchers. Continuous efforts are made to maintain and upgrade the lab resources and to turn the labs of SHU from just computer labs to fully functional research centers.

While working in the computer labs, the following rules are to be followed:

8.1.1 Students are not allowed to move or rearrange any equipment without permission of the lab in-charge.

8.1.2 Dismantling any of the lab equipment including cables, connections and terminals is strictly prohibited.

8.1.3 Alteration of system configuration/system settings is strictly prohibited. Any such requirement requires a formal approval from the concerned authorities. In case students require the installation of any software/programs on SHU computers, they should seek the written approval of the concerned faculty, and contact the Lab Engineer well in advance.

8.1.4 Passwords must not be disclosed to anyone, under any circumstances. Students are advised to change their password once a month.

8.1.5 No one is allowed to log-on using someone else's user ID and password.

8.1.6 Students are advised to refer regularly to lab schedules in order to ensure availability of the IT resources. To avoid disruptions, students are not allowed to enter the labs while classes are in progress.

8.1.7 Students are advised to maintain a backup of their data, as the Lab Staff will not be responsible for any loss of data.

8.1.8 Exclusive use of video, audio and text for entertainment is prohibited. In case of any academic audio/video content, headphones should be used.

8.1.9 Students must not attempt to intercept, analyze, record, or tamper with any network data packets, or indulge in any other misuse of network resources.

8.1.10 When leaving the lab, please make sure to log off of your system properly.

8.1.11 The University reserves the right to remotely monitor students' activities.

8.2 Science Labs

Basic laboratory safety rules for all sciences labs are given below, and must be followed in every laboratory that uses hazardous materials or processes. These rules outline the required student behaviour and provide hygiene and safety information to avoid accidents in the laboratories.

8.2.1 Appropriate Personal Protective Equipment (PPE) which includes lab coats, goggles, gloves, hair cover (where required), and footwear/shoes (open sandals or open slippers are not allowed) should always be used.

8.2.2 Lab coats or disposable aprons should be worn in the lab to protect you and your clothing from contamination. Lab coats should not be worn outside the laboratory.

8.2.3 Clothing made of synthetic fibers should not be worn while working with flammable liquids or when a fire hazard is present as these materials tend to melt and stick to exposed skin.

8.2.4 Wearing jewelry in the lab should be avoided as this can pose multiple safety hazards.

8.2.5 Long hair, beards, ties and scarves should be neatly managed during all lab work and experiments.

8.2.6 Laboratory coats should not be stored in offices or other rooms as this spread contaminates to other areas.

8.2.7 No contact lenses should be worn – even when wearing safety glasses.

8.2.8 Skin and eye contact with all chemicals should be avoided.

8.2.9 In case of any chemical spill or fire accident, water showers and fire blankets are to be used.

8.2.10 Tasting or intentionally sniffing chemicals is strictly not allowed.

8.2.11 Mouthing pipette is not allowed, as mechanical pipetting devices are available for pipetting liquids.

8.2.12 Exposed areas of the skin should be washed prior to leaving the laboratory.

8.2.13 The sewer should not be utilized for chemical waste disposal.

8.2.14 Work involving hazardous chemicals should be performed in a properly working fume hood to reduce potential exposure.

8.3 Library Rules and Regulations

8.3.1 General Rules

8.3.1.1 The library is primarily for the purpose of reading, researching, and studying. It is therefore imperative that silence is maintained in the library.

8.3.1.2 Food items are not allowed in the library.

8.3.1.3 Use of mobile phones is prohibited.

8.3.1.4 Bags and other belongings should be kept on the designated shelves. Valuables should not be left unattended.

8.3.1.5 You are required to carry your student ID card with you when you enter the library.

8.3.1.6 Books/materials should be returned to their original location on the bookshelves.

8.3.1.7 Any book or library material should not be taken out of the library without compliance with all specified borrowing procedures.

8.3.1.8 All borrowed items should be returned by the due date.

8.3.1.9 Writing inside the library books, or cutting or tearing out of pages is strictly prohibited.

8.3.1.10 In case any of the borrowed items being lost, damaged, or destroyed, the matter will be dealt with as per the borrowing policy.

8.3.2 Procedure for Membership

8.3.2.1 Students are required to become Registered Patrons (RP) of the library.

8.3.2.2 For this purpose, students have to submit a registration form to the library, available at *http://www.shu.edu.pk/*, along with two (2) passport-size photographs.

8.3.2.3 A username and password will be issued to each RP to log into the SHU Library portal to access a variety of information such as titles available, checked out and overdue books.

8.3.2.4 The library membership card is non-transferable. A lost card should be reported immediately to the Library Circulation Desk.

8.3.3 Borrowing Policy

8.3.3.1 Students, after becoming Registered Patrons (RPs), are entitled to borrow any book from the library except those which belong to the Reference Section.

8.3.3.2 Students must check the condition of book(s) before taking them and all books must be returned in the same condition.

8.3.3.3 Students can borrow up to 3 books at a time.

8.3.3.4 Books from the reading library are issued for 7 days. The book may be issued further for another 3 days. A daily fine of Rs. 10 will be imposed on students in case of failure to return the issued book by the due date.

8.3.3.5 Marking or highlighting of pages in library books is not allowed. If the library staff observes any mark(s) on book(s), or the book(s) are found damaged, then the student may be fined a minimum of Rs. 100/- or up to the cost of the book. If a student accumulates library fines exceeding Rs 5,000/-, the system will automatically block him/her of all library privileges. (Fine is payable at the Cash Counter of Finance Office)

8.3.3.6 A recall notice/request will be sent after due date for the overdue book(s)/material. A recall notice may also be sent, if the same is required urgently by another patron or the library itself under some unavoidable circumstances. Failure to respond to the recall notice may lead to disciplinary action.

8.3.4 Photocopying of Reasonable Portions

Reasonable portions of a hardcopy work can be copied or communicated according to The Copyright Act, which is as follows:

8.3.5 Books

8.3.5.1 One chapter or 10% of the number of pages of a work, whichever is the greater.

8.3.5.2 More than 10% can be copied if the work is not commercially available within a reasonable time at an ordinary commercial price

8.3.5.3 The whole or part of a literary or dramatic work in a published anthology if not more than 15 pages.

8.3.6 Journals

8.3.6.1 One article per issue of a journal publication.

8.3.6.2 Two or more articles can be copied from the same issue of a periodical publication, provided the articles relate to the same subject matter.

9 FATIMA BUSINESS SCHOOL

The upcoming Fatima Business School (FBS) at Salim Habib University is an ecosystem designed around the entrepreneurial imperatives resulting from the convergence of artificial intelligence, quantum computing, neuroscience, genetics, nano-technologies, and other technologies that have disrupted the traditional silos of business, technology, engineering, psychology, health, medicine, social sciences, and other disciplines. This disruption has created revolutionary business environments which are challenging the roles of traditional industry leadership and education delivery through discipline-specific silos. The core of Fatima Business School, in light of this, is a relentless focus on multidisciplinary real-life problems and challenges faced by the industry and society.

The FBS ecosystem guides the journey of students through the philosophy of Research → Idea → Project → Impact, where research starts with learning and analysis of real-life problems, leading to ideas for solving problems, which are in turn converted into projects with planned deliverables. The projects are then transformed into entrepreneurial and intrapreneurial ventures with industrial, economic, societal, and environmental impact.

Fatima Business School aims to provide a cutting-edge and modern learning environment, offering state-of-the-art facilities and international standard programs in Management Sciences and Computer Science.

SALIM HABIB UNIVERSITY

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