

STUDENT HAND BOOK

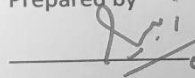
2019



www.riphah.edu.pk

The Student Handbook is a collection of University approved regulations applicable to all programs and campuses. The Chancellor, Vice Chancellor, Academic and Deans Councils and different committees has **approved rules and regulations** at different times are now compiled in the form of Students Handbook for circulation. The regulations in this Handbook are compiled by **Student Services Department-SSD**.

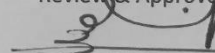
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 Feb 7 / 19

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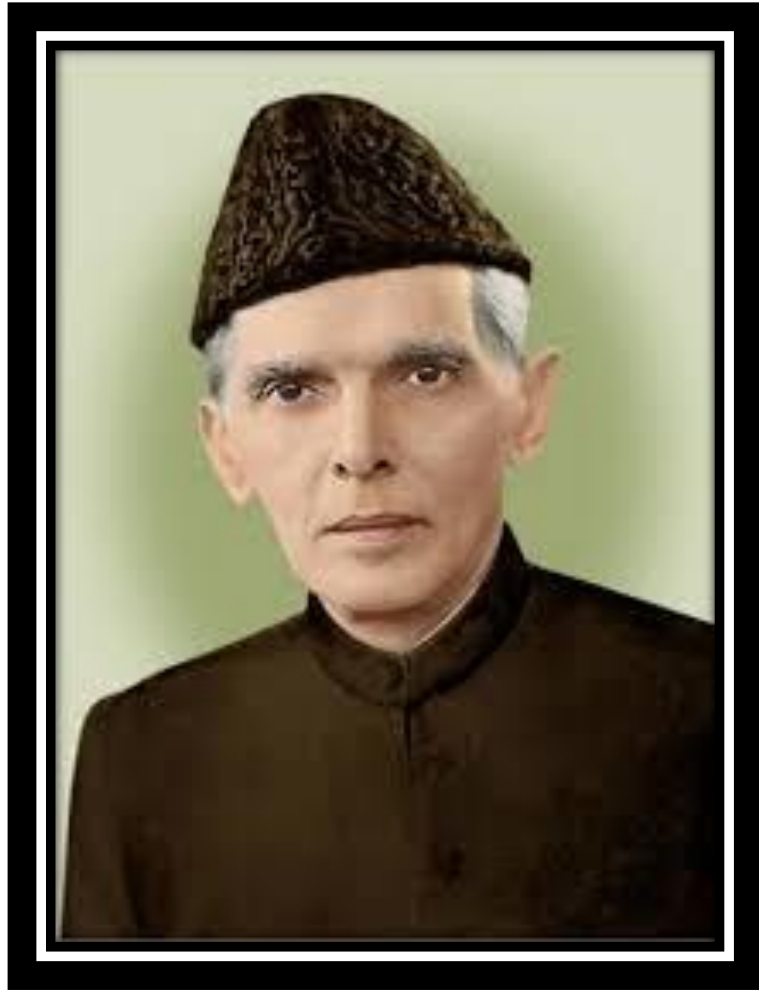
Vice Chancellor

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QUAID E AZAM MESSAGE



“We must work our destiny in our own way and present to the world an economic system based on true Islamic concept of equality of manhood and social justice. We will thereby be fulfilling our mission as Muslims and giving to humanity the message of peace which alone can save it and secure the welfare, happiness and prosperity of mankind.”

Speech at the opening ceremony of State Bank of Pakistan, Karachi July 1, 1948

ISLAMIC CONCEPT OF EDUCATION

Islam has presented the concept of accountability of deeds in hereafter and the universal philosophy of life. Islam is the discipline Deen created by Allah. It is the Deen of nature. Islamic philosophy lays down the most precious and Valuable principles of Islamic way of life including the doctrines of unicity of Allah and the prophet hood of the Holy Prophet Muhammad (S.A.W). They can be regarded as the guiding principles of Islamic concept of philosophy. Muhammad (S.A.W) preached that Acquisition of knowledge is obligatory upon both Muslims (male and female). Islamic philosophy of education envisages "righteous thinking and action" to make the individual aware about his purpose of creation and to identify himself and to have cognizance of Allah.

ACQUIRING EDUCATION IS A JOINT RESPONSIBILITY

Islam has made acquiring of education as compulsory it has also made it obligatory that they should provide the light of knowledge to others who are still in the darkness of ignorance and illiteracy. In Islam this is the responsibility of every educated person to part knowledge to the possible extent to others who do not possess such knowledge. Thus propagation of knowledge is a joint responsibility of Muslim society.



Chancellor's Message

"Socio-economic development of our country is inextricably linked with its higher education system, particularly scientific research and innovation in technology. In view of the knowledge explosion, globalization and rapidly changing scenario. Riphah International University has established high quality institutions of higher education specializing in the Sciences, Engineering, Technology, Medicine, Management, Information Technology and Pharmaceutical Sciences. In the present era of global competition, Pakistan needs scientists, engineers, managers, software and information technology professionals, medical doctors, social scientists and highly competitive work force to meet the challenges of 21st century.

We are determined to inculcate morality, ethics, Islamic values and national spirit in our students, in addition to high degree of professional competitiveness. With a faculty of highly qualified professional teachers and dedicated students, Riphah International University is set to play its crucial role in the economic development of Pakistan"

Hassan Muhammad Khan
Chancellor



Vice Chancellor's Message

"Welcome to Riphah, the seat of higher education, learning and research. Your learning experience at Riphah shall, in-sha-Allah, help you in not only improving your level of knowledge but also assist in developing leadership qualities, culture of research, and awareness about your social responsibility. Our mission statement tells you in shortest possible words about our dream to excel in education while building ethical and moral caliber of our students. This in our view is the essence of education. Education essentially means inculcation of values in order to civilize, initiate comprehensive development, progress and social change. Universities all over the world act as engines of change through production of knowledge. In our case our faith makes seeking knowledge an obligation on every Muslim male and female. Our Book on every page invites us to search, learn, ponder, investigate, conduct research, develop critical and analytical thinking and come up with solutions for emerging problems. This great task calls for sincerity (ikhlas), conviction (iman), continuous effort (sabr) and persistence in our striving (istiqamah) with innovative strategies (ijtihad), and ongoing concentrated initiatives (jihad). The university is committed to inculcate global Islamic ethical values of truthfulness, honesty, trusteeship, social responsibility, and courage. We want to produce leaders in knowledge with uprightness, strength of character and humbleness. Riphah is a movement for intellectual leadership of the Muslim ummah with focus on integration of Islamic ethical values in scientific research and development. "

Prof. Dr. Anis Ahmad
Vice Chancellor



Riphah International University

Riphah International University is a private University, chartered by the Federal Government of Pakistan in 2002. The University was established with a view to produce professionals with Islamic moral and ethical values. It is sponsored by a not-for-profit trust; namely Islamic International Medical College Trust (IIMCT), created in 1995. The first project of the IIMCT was the Islamic International Medical College, Rawalpindi, established in 1996 by its Founding Managing Trustee; Maj. Gen. (Retd.) Muhammad Zulfiqar Ali Khan, TI(M), TBt (Late).

Currently, the University has 7 faculties and various academic departments and an overseas project, namely, RAK College of Dental Sciences, UAE. The University is also working on the establishment of its campus in Mauritius.

The Honorable President of the Islamic Republic of Pakistan is the Patron of the University. Maj. Gen. (Retd.) Muhammad Zulfiqar Ali Khan (Late) was the founding Chancellor. Presently, Mr. Hassan Muhammad Khan is the Chancellor of the University and Prof. Dr. Anis Ahmad, an eminent scholar of international repute and educationist of distinction, is the founding Vice Chancellor of the University. The Board of Governors and the Academic Council are the highest policy-making bodies of the University. The Vice-Chancellor is the Chief Executive and Academic Officer of the University.

Riphah International University, Islamabad was included in “W” Category Universities by the Higher Education Commission (HEC) of Pakistan in 2005 and soon was included in the top five universities in the private sector who qualify to receive research grants from the Government of Pakistan through the HEC. Recently, Riphah is ranked at the second position among all the private national universities of general category. Further, the Quality Enhancement Cell of the University got the first position in the private sector “W” Category Universities of the Country according to the scorecard formulated by the HEC. Riphah is the first University of the Country that has been certified under ISO 9001:2008 Standard announced by the UK based Lloyd’s Register, which is one of the top five global independent risk management and safety assurance organizations.



Mission Statement

Islamic International Medical College Trust (IIMCT) was established in 1995 by its Managing Trustee Late Maj. Gen (R) Muhammad Zulfiqar Ali Khan TI(M), TBt. **IIMC-T** is a non-profit, non-political, non-sectarian welfare organization registered with the Government of Pakistan. The mission of the Trust is:

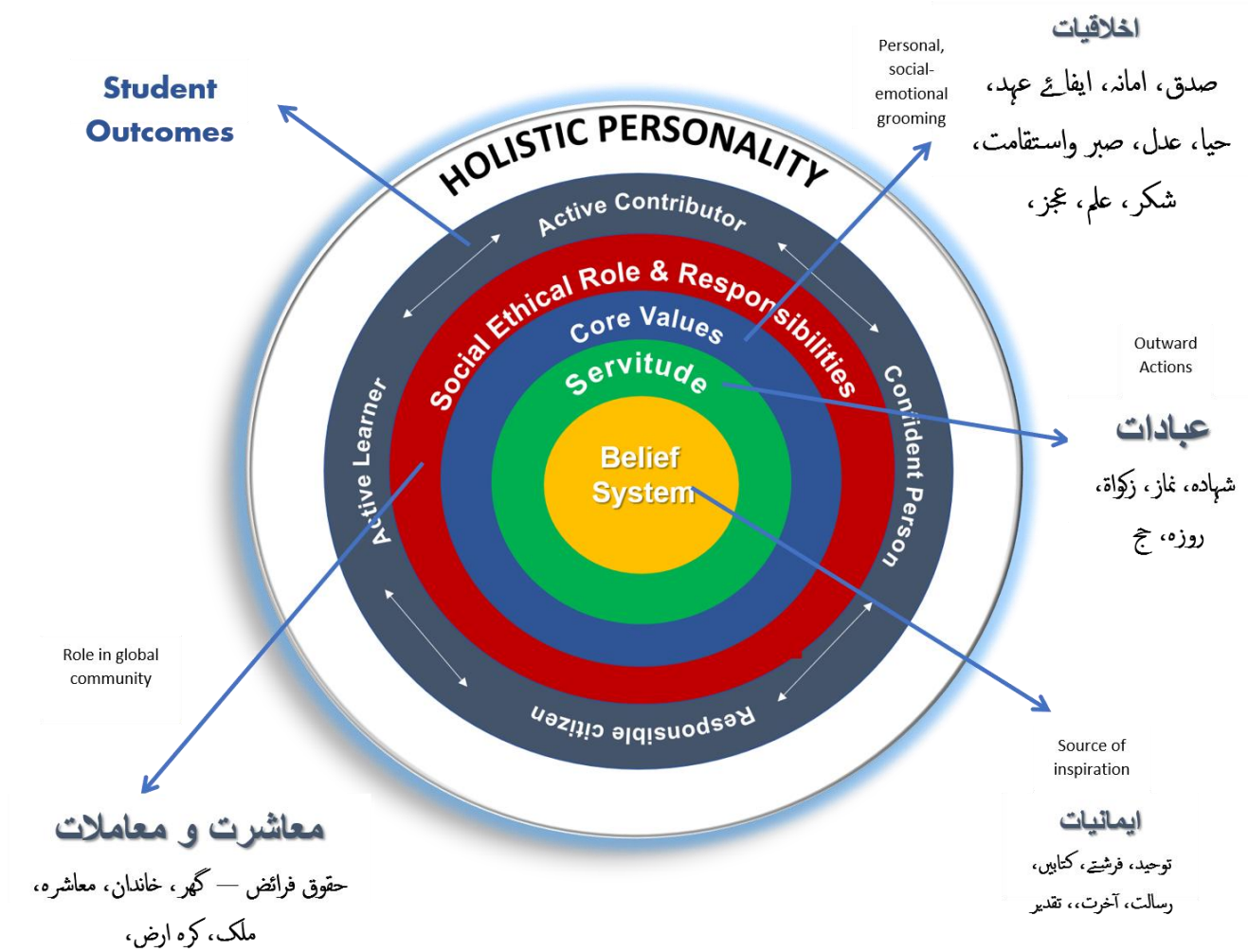
“Establishment of State-of-the-Art Educational Institutions with a focus on Inculcating Islamic Ethical Values.”

IIMC-T intends to help Muslim Ummah in solving the pressing problem of deteriorating academic standard, by establishing State of the Art Institutions in Pakistan, engaging eminent scholars and scientists. In accordance with the mission statement, strong emphasis is laid on inculcation of Islamic ethical values amongst the students to produce good Muslim doctors, engineers and social scientists.

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Riphah Aspired Student

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



Let's Start Student Handbook

RESPONSIBILITIES OF THE STUDENT IN THE UNIVERSITY PROCESS

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

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University Offices

Chancellor Office					
Vice Chancellor Office (I-14 Campus/G-7 Campus)					
Deputy Vice Chancellor Office (G-7 Campus)	Dean Office/Director Office,				
Registrar Office (G-7 Campus)	Principal Office/Head of Department office,				
Executive Director Office (G-7 Campus)	Coordination Office				
QEC, (G-7 Campus)	I-14 Campus	Al-Meezan Campus	WISH Campus	G-7 Campus	ETB Campus
ORIC/RARE, (Al-Meezan Campus)					
Examination, (G-7 Campus)					
Students Services, (G-7 Campus)	FEAS	IIMC	RCRS	IIDC	RIPP
Terbiyah Department, (WISH Campus)					
ISD-Library (I-14 Campus)	FC	RIMS	FSSH	RIPS	RISE
Operations, (G-7 Campus)	FSSH	RSL	FC	RCRS	NCUK
HR, (G-7 Campus)			(Female)	(Male)	
PMU, (G-7 Campus)					RIHIS
Marketing, (G-7 Campus)					
Finance, (G-7 Campus)					
IT/MIS, (G-7 Campus)					

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Degree Programs Name

Undergraduate Programs

Sr No	Program Name	Intake	Campus
1	Doctor of Physical Therapy (DPT)	Spring & Fall	ISB*/LHR**
2	Doctor of Pharmacy (Pharm. D)	Fall	ISB /LHR
3	Doctor of Veterinary Medicine (DVM)	Fall	LHR
4	BS Mental Health	Spring & Fall	ISB
5	BS Audiology & Auditory Rehabilitation	Spring & Fall	ISB
6	BSc Electrical Engineering	Fall	ISB /LHR
7	BS BioMedical Engineering	Fall	ISB
8	BS Software Engineering	Spring & Fall	ISB /LHR
9	Bachelor of Business Administration (BBA)	Spring & Fall	ISB /LHR
10	Bachelor of Business Studies (BBS)	Spring & Fall	ISB /LHR
11	BS Accounting & Finance	Spring & Fall	ISB
12	BS Mass Communication	Spring & Fall	ISB
13	BS Media Studies	Spring & Fall	ISB
14	BA Business & Accounts – UK	Fall	ISB
15	B. Eng. Engineering – UK	Fall	ISB
16	B. Eng. Computing – UK	Fall	ISB
17	BS CS	Spring & Fall	LHR
18	BS IT	Spring & Fall	LHR
19	BS Mathematics	Spring & Fall	LHR
20	BS Psychology	Spring & Fall	LHR
21	MBBS	Fall	ISB
22	BDS	Fall	ISb

Graduate & Diploma Programs

Sr No	Program Name	Intake	Campus
1	PP-DPT	Spring & Fall	ISB /LHR
2	MBA Executive	Spring & Fall	ISB /LHR
3	M Com	Spring & Fall	ISB
4	MA Media Production	Spring & Fall	ISB
5	MA Broadcast Journalism	Spring & Fall	ISB
6	MSc Mass Comm	Spring & Fall	ISB
7	MSc Maths	Spring & Fall	ISB /LHR
8	MSc Physics	Spring & Fall	ISB /LHR
9	Msc Statistic (Currently not offering)	Spring & Fall	ISB /LHR
10	MA English	Spring & Fall	ISB /LHR
11	MSc Applied Psychology	Spring & Fall	ISB /LHR
12	MSc Pain Medicine	Fall	ISB
13	Diploma in Anesthesia	Fall	ISB
14	PGD Visual Effects and Compositing	Spring & Fall	ISB
15	Diploma in Motion Graphics and Editing	Spring & Fall	ISB
16	PGD in Professional Ethics and Teaching Methodology	Spring & Fall	ISB

17	PGD TV Production	Spring & Fall	ISB
18	Livestock Assistant Diploma	Fall	LHR

Post Graduate Programs

Sr No	Program Name	Intake	Campus
1	MS Speech-Language Pathology Therapy (SLPT)	Spring & Fall	ISB /LHR
2	MS Cardio Pulmonary Physical Therapy (CPPT)	Spring & Fall	ISB /LHR
3	MS Cardio Pulmonary Physical Therapy (CPPT)	Spring & Fall	ISB /LHR
4	MS Cardio Pulmonary Physical Therapy (CPPT)	Spring & Fall	ISB /LHR
5	MS Sports Physical Therapy (SPT)	Spring & Fall	ISB /LHR
6	M.Phil Pharmacognosy	Spring & Fall	ISB
7	M. Phil. Pharmacology (Pharmacy)	Spring & Fall	ISB /LHR
8	M. Phil. Pharmaceutics	Spring & Fall	ISB /LHR
9	M. Phil. Pharmaceutical Chemistry	Spring & Fall	ISB /LHR
10	M. Phil Pharmacognosy	Fall	ISB
11	MS Electrical Engineering	Spring & Fall	ISB
12	MS Biomedical Engineering	Spring & Fall	ISB
13	MS Software Engineering	Spring & Fall	ISB /LHR
14	Master of Business Administration (MBA 1.5)	Spring & Fall	ISB /LHR
15	MS Management Sciences	Spring & Fall	ISB /LHR
16	MS Project Management	Spring & Fall	ISB /LHR
17	MS Engineering Management	Spring & Fall	ISB /LHR
18	MS Disaster Management	Spring & Fall	ISB
19	MS Healthcare Management	Spring & Fall	ISB
20	MS Media Studies	Spring & Fall	ISB
21	M. Phil. in Public Policy	Spring & Fall	ISB
22	MS Information Security	Spring & Fall	ISB
23	M. Phil Mathematics	Spring & Fall	ISB
24	M. Phil. Physics	Spring & Fall	ISB
25	M. Phil. Statistics	Spring & Fall	ISB
26	Masters in Health Profession Education (MHPE)	Fall	ISB

Doctoral Programs

Sr No	Name of Program	Intake	Campus
1	Ph.D. Computing	Spring & Fall	ISB
2	Ph.D. Management Sciences	Spring & Fall	ISB
3	Ph.D. Information Security	Spring & Fall	ISB
4	Ph.D. Mathematics	Spring & Fall	ISB
5	Ph.D. Physics	Spring & Fall	ISB
6	Ph.D. Statistics	Spring & Fall	ISB
7	Ph.D. Pharm Chemistry	Spring & Fall	ISB /LHR
8	Ph.D. Pharmacology	Spring & Fall	ISB /LHR
9	Ph.D. Pharmaceutics	Spring & Fall	ISB /LHR
10	Ph.D. Electrical Engineering	Spring & Fall	ISB

Daily Affairs Guideline

Students shall contact with the Processing office only while execution office is responsible to execute all applications/quires with in defined time as mentioned in SoP of that task.

Tasks		Offices
NEW ENROLEMENT	Processing Office	Execution Office
Online Apply	Online (admissions.riphah.edu.pk)	Admission Office
Admission Test	Admission Office	Admission/Coordination Office
Offer letter	Admission Office	Admission/Coordination Office
Academic Credentials Submission	Online/ Coordination Office	Coordination Office
Fee submission	Fee and Dues Office	Fee and Dues Office
CMS generation	Automated	F&D/IT department/SSD
Orientation Program	SSD / Tarbiyah Dpt	Coordination Office/SSD/Tarbiyah
University Registration	Coordination Office	Registrar Office
ID Card	SSD	SSD
ROUTINE SEMESTER	Processing Office	Execution Office
Course Enrolment	Coordination Office	Coordination Office
Commencement of Classes	Coordination Office	Coordination Office
Attendance Management	Coordination Office	Coordination Office
Exams Date sheet Announcement	Coordination Office	Coordination Office
Display of notified Result	Coordination Office	Coordination Office
Result Card	Coordination Office	Exams
Extract of Result	Coordination Office	Exams
Extract of Result-official	SSD	Exams
Add/Drop Course	Coordination Office	Exams
Result Correction/ Course Replacement	Coordination Office	Exams
GENERAL QURIES	Processing Office	Execution Office
General Queries, Complaints and Information	Online(facilitations.riphah.edu.pk)	SSD
Financial Assistance	Fee and Dues Office	Fee and Dues Office
All type of Admission Queries	Admission Department	Admission Department
Issuance of Special Letters / Certificates	SSD	SSD
Temporary ID Cards	SSD	SSD
External Scholarship Attestation	SSD	Registrar office
Documents Verification	Exams	Exams
Application processing of Transcript	SSD	Exams
Issuance of Transcript	Exams	Exams
Processing / Issuance of Degree	Exams	Exams
Processing of Convocation Registration	Online/SSD	Registrar office
Parking Pass	SSD	SSD
Hostel	Admission Department	Hostel Admin
Transport	SSD	Operations Department
Students Society Registration & Management	SSD	SSD
CR/GR Councils	SSD	SSD
Issuance of Sports goods	SSD	SSD
Announcement of co-curricular Activities	SSD	SSD/Faculty
Cafeteria	Operations Department	Operations Department
Discipline	Proctorial Board	Disciplinary Committee

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Annual Academic Calendar Guide Line (Non-Medical / Semester based)

Task	Spring	Fall
Course Registration	February	August
Commencement of classes	February	August/September
Orientation of new Batches	February	August/September
Mid Term Exams	April	October
Notification of Final Date Sheet	May	December
End of Classes	June	January
Final Exam	June	January

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Facilities at Campus

A. IT & Computer Services

IT and Computer Services department provides a wide range of services, facilities and support including high speed network access, high specification PCs and laptops and high quality help, advice and training to the students, faculty and staff members. The University is using 30MB fiber-optic internet connectivity through the HEC's PERN project. This facility is providing state-of-the-art communication infrastructure to meet the requirement of the networking and internet relating to the learning and research. This facilitates audio/video conferencing and access to the digital library resources and to the University Information Portal. All the campuses and hostels are linked through fiber-optic and alongside Wi-Fi internet access is also available at several locations. A structured program for using computers in the field of medical education; namely "Computer Assisted Learning Program" is also introduced to enhance the computing skills of the students. Top of the line Campus Management and Learning Management Systems have also been installed to ensure quick and online academic services to all the stakeholders.

B. Cafeteria

Cafeteria services catering with hygienic snacks, full meals and drinks are provided on payment on all the campuses of the University. Separate café for girls and boys on all campuses.

C. Prayer Area

Mosques are established at all campuses while separate prayer areas for females are also located in all campuses.

D. Book Shop

Bookshops are located in all the constituent campuses of the university to make available the textbooks, learning materials, photocopy services, and stationary items besides secretarial facility for both the students and faculty/staff.

E. Internet Access

All the campuses and hostels are linked through fiber optic and alongside Wi-Fi internet access is also available at several locations.

F. Transport:

Riphah International University is providing transport facility to their students from Islamabad, Rawalpindi, Texila and Wah. The facility is provided at I-14 Main Campus Islamabad, Al-Mizan Campus Peshawar Road Rawalpindi, Campus H-8 and City Campus G-7 Islamabad for morning and evening both classes. Routes, maps, charges, timings details are available at Student Services Department. Transport is handled by operations department while forms are available at Student Services Department, charges are according to mileage.

G. Hostel:

There are two separate hostels for boys and girls. Provost Hostels is top most authority of the hostels. There are two senior resident advisors in both Male & Female hostels and one male and two female Resident Advisors work under the supervision of provost hostels. Hostel Administrator also provides the services under the custody of provost. The students who wish to join the Hostels of Riphah International University will adapt the following procedure. Student will get information from Admissions Office about the availability of seat and dues. In case of availability of seat student will apply to provost for getting permission through admission office. After the getting permission from provost hostels Student will remit the hostel-dues in Fee & Dues Department and submit the Hostel Form with all required documents to Admissions Office. Admissions Office will forward the application to Provost Hostels. Provost Office will refer the student to assigned hostel and room. Documents Required with Hostel Form; Hostel Form, Fee/Dues receipt, Photographs, Affidavit, Parents/guardian ID copy, Visitors Photographs (only for Female), Visitors ID copies (only for Female)

Male Hostel Address:

Street No. 2, House No. 215, Sector F-15/1, Khayaban-e-Kashmir Housing Society, Islamabad

Female Hostel Address:

Female hostel is situated within campus.

Address: Riphah International University, Hajj Complex I-14 Islamabad.

H. Library

The Information Services Department serves the information needs of the faculty and student community and offers quality services. Five (5) Libraries and two (2) Learning Resource Centers (LRCs) are engaged to serve the Riphah research community, teachers and students. Information Services Department has created an integrated and seamless web information environment to streamline access to serve users. The department has access to a rich and diverse collection of 10,000,000 online articles, 100,000 books and 10,000 online journals. Under a

consortium, our libraries and learning resource centers are part of a network of 250 major libraries of twenty-one (21) Muslim countries. This arrangement offers an inter-library loan of books and articles that are not available locally.

Libraries:

- Main Campus Library (Zulfiqar Library), I-14, Islamabad
- Al-Mizan Campus Library, Old Supreme Court Building, Sadar, Rawalpindi
- City Campus Library, G-7/4, Islamabad
- City Campus II Library, ETB F-5 Islamabad
- Campus Library, H-8/2, Islamabad
- Railway Hospital Library, Rawalpindi
- Lahore Campus Library, Lahore
- Lahore City Campus Library, Lahore
- Lahore Raiwind Campus Library, Lahore
- RAK Dental College library, Ras Al Khiema, UAE

Learning Resource Centre(s):

- LRC at Female Hostel, 1-14, Islamabad & Boys Hostel F-15 Islamabad

I. VLE & CMS:

The university believes and is gradually moving towards the paper less environment. Therefore, a top of the line campus management system-CMS and learning management system, Virtual Learning Environment-VLE have been installed to ensure quick and online academics services to all the stakeholders. Through these systems, the lectures, class activities and teaching materials are made available on VLE. Assignments, quizzes, marks and results are uploaded on CMS. It also carries student's bio data and the attendance record.

J. Security

All campuses are well guarded by the round-the-clock-security services through active security guards, fenced boundary walls and equipped with the CCTV cameras to ensure safe environment for all the stakeholders.

K. Class rooms & Auditorium

The classroom and auditoriums are fully furnished and are equipped with audio/video aids for better modern learning environment.

L. Riphah FM 102.2

Media plays a pivotal role in social, economic and political development of a country. Realizing the potential of campus radio to educate and inform students in particular and community in general, Riphah International University established its campus radio Riphah FM 102.2 in 2009. Riphah FM 102.2 was established with the following objectives:

- Education with commitment
- Information with complete truth
- Entertainment with ethics

Riphah FM 102.2 works in alignment with the vision of Riphah International University: establishment of state-of-the-art educational institutions with a focus on inculcating Islamic ethical values. It also works as community radio to address various social and ethical issues being faced by our community.

Ripah FM 102.2 not only brings educational, informational and entertaining programming fair to the RIU students and community, but also provides a platform to the students to build their communication and presentation skills in a professional working media environment. It provides them hands-on training in audio production: script writing, anchoring and editing.

M. First Aid:

The assistance given to students suffering a sudden illness or injury with care provided to preserve life, prevent the condition from worsening, and/or promote recovery, all campuses are equipped with the facility of first aid at Student Services Department.

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

(Revised 2015 & 2018: Approved 23rd June 2015 by Board of Governors)

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

3. DEFINITIONS

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

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

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

three, while the contact hours of 4(3-1) course will be five to six while the contact hours of 3(1-2) will be five to seven.

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

4. CURRICULUM OF PROGRAM

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

5. ORGANIZATION OF TEACHING

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

6. ADMISSION TO THE UNDERGRADUATE PROGRAM

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

7. REGISTRATION AND ENROLLMENT

a. University Registration

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

b. Semester Course Enrollment

- (i) The Department shall complete the semester course enrollment of students within two weeks before the commencement of a semester.
- (ii) The student must have cleared his/her unpaid dues (if any) of the previous semester.
- (iii) A student shall register for the courses offered by the department on the prescribed enrollment form in consultation with the Academic Advisor.
- (iv) A regular student shall register a minimum of 9 credit hours and a maximum of 18 credit hours in a regular semester and up to maximum 8 credit hours in a summer session. In a summer session only the remedial, non-credit courses, and/or the repeatable courses with grade "D", "F" or "W" may be allowed to register. However, a student with a minimum CGPA 2.00, who was earlier on a relegation status, may be allowed to undertake new courses (up to maximum 8 credit hours) in a summer session, if offered by the department.
- (v) If a student needs a maximum of 21 credit hours to complete his/her degree requirements, the Vice Chancellor on the recommendation of the Dean may allow the student to register for all the remaining courses.
- (vi) The student shall deposit his/her semester dues according to the total number of registered credit hours before the commencement of semester.
- (vii) If a student fails to register the courses before the commencement of the semester, the Dean may allow the student to register for courses within one week after the commencement of semester subject to the payment of late fees as prescribed by the University from time to time.

c. Add/Drop of Courses

- (i) A student may add or drop his/her enrolled course(s) or convert a credit course into a non-credit course or vice-versa within one week from the commencement of the semester on the recommendations of the Academic Advisor and approval of the concerned HoD.
- (ii) Add/Drop of course(s) for a student who is repeating any course(s) or is on academic deficiency (with a low SGPA or CGPA than the minimum requirement) may allowed by the Dean on recommendations of the Academic Advisor through the HoD.
- (iii) No add/drop may be allowed in Summer/Remedial Sessions.
- (iv) The student shall deposit the dues for the additional credit hours course(s) accordingly. In case of drop of course(s), the amount shall be refunded or adjusted accordingly.
- (v) The Dean may allow add or drop of course(s) in the 2nd week after the commencement of semester subject to the payment of late fees as prescribed by the University from time to time.
- (vi) The Dean shall forward in the 3rd week from the commencement of the semester classes all the registration of course enrollment forms to the Controller of Examinations.

d. Freezing of Semester/Re-admission

- (i) A student dropping all the registered courses or choosing not to register in any course for a semester, shall be required to apply to his/her Dean for freezing of the same semester.

- (ii) No freezing shall be allowed in the first semester of registration and enrollment in the University and Department.
- (iii) The frozen semester shall be counted towards the maximum period allowed for completing the program.
- (iv) A student freezing a semester after two weeks of the commencement of semester shall be required to pay prescribed tuition fee and other dues. The already submitted tuition fee and other dues may be refunded or adjusted according to the refund policy of the University. In such a case all the dropped courses shall be given the withdrawal grade "W" and shall appear on the transcript.
- (v) The semester shall be frozen provided the student seeks the permission for the freezing of semester. This permission shall be valid for the semester in which the student has requested for freezing of semester.
- (vi) A student, who neither registers any courses for a semester nor requests for freezing of the semester, shall deem to have abandoned his/her program. However, he/she may be allowed to reinstate his/her program in a subsequent semester/ session on his/her request, provided he/she has sufficient time to complete the requirements of the program within the maximum time period allowed from the date of his/her initial admission in the program. He/she shall be required to pay the prescribed reinstatement fee along with other dues of the semester/session.
- (vii) Provided also that if a student does not get reinstated after abandoning the program within the maximum time period allowed for completion of the program from the date of his/her initial admission, he/she may be readmitted on his/her request in the same program by the concerned Dean upon recommendations of the HOD/In-Charge Undergraduate Programs. In such a case only 60% of the coursework of the program may be acceptable to rejoin the program. The student has to pay the prescribed re-admission fee of the program along with other dues of the semester/session.

e. Transfer of Credits/Exemption of Courses

- (i) A student may be allowed to transfer the credit hours from other accredited Universities / Degree Awarding Institutes only at the time of admission to the University. The Dean shall constitute a committee to evaluate and recommend the transfer of credits. The Vice Chancellor shall endorse the acceptance of transferred credit hours.
- (ii) No credit of a course shall be transferred if the letter grade is less than C with minimum grade point of 2.00 on the 4.00 scale or in case if grade are not available with minimum 60% marks.
- (iii) A maximum of 60% of the total credit hours required for completion of the program may be allowed for transfer.
- (iv) The courses allowed to be transferred shall have at least 80% similarity of the course contents for the core courses on the current scheme of study of the program and for the elective courses, the Committee shall evaluate the courses and recommend the transfer on the basis of comparable and identical courses.
- (v) A candidate who has already earned a degree or other qualification from a recognized University/DAI with a lesser duration/studies as compared to that of the duration/studies of the program in which he/she intends to take admission, may be given exemption of studied courses

and allowed to bridge his/her previous qualification with the required duration/studies of the desired program. The case of exemption shall also be dealt by a committee similar to as a committee on transfer of credit case.

- (vi) The transferred/exempted courses and their credit hours shall appear on the transcript with a description stating the work as transferred and/or exempted and the name of the University/DAI from where these were originally qualified and earned.
- (vii) The grade and the grade point of the transferred course shall not be used in calculating the SGPA and CGPA.
- (viii) The candidate shall be responsible for providing the migration certificate/NOC, and syllabi, letter grades and grade points of all the courses that he/she has qualified at the last University / DAI and shall meet all the admission requirements of the program.

8. EXAMINATIONS

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

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

- b. In case a student joins a course after it has been started, he/she shall be responsible for any missed assignments and lectures.
- c. There shall be written examination for each course at the end of each semester on the dates fixed by the Controller of Examinations in consultation with the Dean concerned.
- d. The faculty members/visiting teacher shall discuss all the sessional tests, assignments, quizzes, terminal examination papers and their evaluation with the students during the semester.
- e. A date-wise record of the attendance of students shall be maintained by each teacher.
- f. A student shall be eligible to appear in the end semester examination provided that:
 - (i) He/she has been on the rolls of the University during that semester.
 - (ii) He/she has registered himself/herself for the courses of study and has attended at least 75% of the lectures/laboratory work (whatsoever may be the reason including medical and emergency situations) and completed the course work to the satisfaction of the department concerned.

- (iii) The student falling short of the required percentage of attendance of lectures/seminars/practical/laboratory/demonstrations, etc., shall not be allowed to appear in the end semester examination of the concerned course and shall be treated as having withdrawn from that course. The course shall appear on the transcript with a letter grade "W".
 - (iv) He/she has paid all the University dues including tuition fee / hostel fee etc. before the commencement of the end semester examination.
- g. A handicapped/ disabled (blind) student will be provided writer/amanuensis at the expense of the University on the recommendations of the Dean. The writer/ amanuensis shall be of a lower grade of education than the student. He/she would be allowed 45 minutes for solving the question paper over and above the time stipulated for a question paper.
- h. **Project / Thesis**
- (i) The students of those departments where project / thesis is a requirement for the program will be required to carry out research on a project / thesis of minimum 6 credit hours and submit a project report / thesis as a requirement for partial fulfillment of their programs in the relevant disciplines.
 - (ii) Each student shall perform his/her research work under the supervision of a person appointed by the Dean.
 - (iii) Where necessary and desirable, a co-supervisor may also be appointed by the Dean.
 - (iv) The student shall be permitted according to the scheme of study of the program to select a topic of research in consultation with his/her supervisor.
 - (v) The student may be required to do field work up to 16 weeks where necessary.
 - (vi) The student is required to complete the project/thesis and submit his/her report/thesis for evaluation to the department through his/her supervisor within the stipulated time period.
 - (viii) In case a student fails to complete the project/thesis within the given time, the Dean may allow him/her an extension up to a maximum two (2) months, provided that the maximum time period allowed for completion of the program permits to do so.
 - (xi) The student shall pay such charges for use of facilities for his/her project/thesis as prescribed by the University from time to time. If a student is given extension in the period for completion of his/her project/thesis, he she shall pay the fee/charges for the extended period and no fellowship or financial assistance shall be provided during the extended period.
- i. **Panel of Examiner**
- (i) A panel of examiners for evaluation of project report/thesis and conduct of viva-voce examination shall be recommended by the respective Board of Studies and approved by the Vice Chancellor.
 - (ii) The examiner shall be appointed by the Dean of the Faculty concerned from the approved panel.

- (iii) The examiner shall evaluate the project report/thesis and conduct viva-voce examination of the student on the date and time given by the Dean of the faculty concerned in consultation with the COE.
 - (iv) In case, the project/thesis is adjudged inadequate by the examiner, he/she may reject the project report/thesis or ask the student to revise the same.
 - (v) The student shall be required to submit the revised version of the project report/thesis within a period of one month from the date of viva-voce examination. The revised version of the project report/thesis shall be examined by the supervisor and the Dean of the faculty concerned.
 - (vi) The result of the revised version as received from the Dean of the faculty concerned shall be declared and no further extension shall be granted in case the revised version of the project report/thesis has been rejected.
 - (vii) After the viva-voce examination, the successful student shall submit three hard bound copies of the project report/thesis to the department for onward transmission to the Controller of Examinations for declaration of result. A copy of the project report/thesis will be deposited by the Controller of Examinations in the Library.
 - (viii) The result of the student shall not be declared unless he/she has submitted three hard bound copies of the project report/thesis to the department.
 - (ix) The project report/thesis shall be printed on A4 size (8.27" x 11.69") paper and shall have a black hard binding-
- j. Each successful student shall be awarded the degree on successful completion of all the requirements of Undergraduate program.

9. GRADES, PROMOTIONS AND MERIT

- a. Each course shall carry 100 marks. The minimum pass marks for each course shall be 50%. Marks and grade points shall be calculated according to the following table.

TABLE FOR AWARD OF GRADES

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

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

- b. Marks will be rounded off for each course only once after adding in-semester and final examination marks. Marks would be rounded up / down from first decimal as under:
- (i) If first decimal is equal to or greater than 5, the value is to be rounded up to next higher whole number e.g. 67.5 will be treated as 68 and 69.5 will be treated as 70.
 - (ii) If first decimal is less than 5, the value is to be rounded down to the current whole number e.g. 67.4 will be treated as 67 and 69.4 will be treated as 69.

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

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

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

- d. SGPA and CGPA shall be rounded off to second decimal when shown on the transcript and in record(s) of result.
- e. The result of student in each course, whether passed or failed, shall be indicated on the transcript by letter grade. A separate transcript shall, however be issued to each student showing percentage of marks, grade obtained in each course, SGPA and CGPA.
- f. Non Credit course as defined in Clause 2(p) of these regulations shall not be counted in the SGPA and CGPA calculations.

g. **Withdrawal of Course and Grade 'W'**

- (i) A student shall be allowed to withdraw from a course 2 weeks before the end of the classes in the semester subject to the approval by the course teacher and Dean concerned. The withdrawn courses shall appear on the transcript with letter grade 'W'. For the courses with co-requisites (for example, courses with theory as well as lab work), if a student withdraws one component of such a course then it shall be deemed as he/she has withdrawn the whole course.
- (ii) No credits shall be given to the withdrawn course(s) and it shall not be used in the SGPA and CGPA calculations.
- (iii) The student may repeat the withdrawn course whenever offered next. He/she shall attend all the classes / tutorial and shall appear in all quizzes/mid semester test(s)/assignment(s)/group discussion(s)/presentation(s)/project(s) during the semester/session and terminal examination at the end of the semester/session.
- (vi) He/she shall pay the dues for repeating the withdrawal course(s).

h. **Grade 'F'**

- (i) If a student fails to appear in the terminal examination of a course, he/she be treated as absent and failed.
- (ii) The minimum pass marks for each course shall be 50. A student obtaining less than 50 marks in any course shall be deemed to have failed in that course.

- (iii) The grade point for the Grade 'F' shall be 0 and it will be used in the SGPA and CGPA calculations.
- (iv) Whenever a student fails in a course, he/she shall repeat the course as soon as the course is offered to improve his/her grade. He/she is required to attend all the classes / tutorial and shall appear in all quizzes/ mid semester test(s)/ assignment(s)/group discussion(s)/presentations/project(s) during the semester and terminal examination at the end of the semester.
- (v) He/she shall pay the dues for repeating the failed course(s).

i. Grade 'I'

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

j. Repeating Courses

- (i) A student may be allowed to repeat a course in which he/she has obtained grade "D", "F" or "W" to improve his/her grade of the course.
- (ii) A student is required to attend all the classes/tutorial and shall appear in all quizzes/mid semester test(s)/assignment(s)/group discussion(s)/presentations/ project(s) during the semester and terminal examination at the end of the semester.
- (iii) He/she shall pay the dues for repeating the course(s).
- (iv) A course which is repeated in a subsequent semester(s)/session(s) shall be reflected in the transcript corresponding to the respective semester(s)/ session(s) for as many times as it is registered for. The old grade of the course shall be replaced with the letter grade "R" without changing the previous GPA/CGPA. The new grade, through its corresponding semester/session, shall be used for computation of the GPA/CGPA. Provided the new grade is lower than the previous grade then the previous grade shall retain as such; whereas the new (lower) grade shall be marked as "W" without affecting the GPA/CGPA and the repeat shall be reflected in the transcript corresponding to the respective semester/session. Provided also a student, after approval of the Dean, takes a new elective course in lieu of a previous elective course in which he/she has failed then the grade of the previous course shall be replaced with the letter grade "R" without changing the previous GPA/CGPA. Both the previous and the substituted courses shall be reflected in the transcript corresponding to their respective semester/session and only the grade of the substituting course, through its corresponding semester/session, shall be used

in computation of the GPA/CGPA. Withdrawal of a substituting course shall not change the grade of the previous course as well as the previous GPA/CGPA.

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

k. **Academic Deficiency**

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

l. **Zulfiqar Gold Medal**

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

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

m. **Chancellor Gold Medal**

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

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

n. **Vice Chancellor's List**

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

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

o. **Dean's List**

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

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

(iii) He/she has not been punished on disciplinary grounds.

p. **Re-Checking of Answer Books**

(i) There shall be no re-assessment and re-evaluation of the answer books.

(ii) A student may, on the payment of fee as prescribed by the University, get the answer book re-checked for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, Dean of the concerned department and the Controller of Examination, within one month from the date of declaration of the result.

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

10. **FEES AND OTHER DUES**

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

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

(Revised 2015 & 2018: Approved 23rd June 2015 by Board of Governors)

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

3. DEFINITIONS

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

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

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

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

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

4. ADMISSION TO THE MS/M.PHIL LEVEL PROGRAM

- a. To be eligible for admission to the MS/M.Phil level program, a candidate:
 - (i) shall possess a bachelor’s or master’s degree of minimum of 16 years of schooling or an equivalent qualification in the relevant discipline from a recognized University/Degree Awarding Institute (DAI).

- (ii) The candidate must have passed the University/Departmental admission test in the subject or equivalent test conducted by an authorized/recognized body of the Higher Education Commission (HEC) of Pakistan for admission in the program.
 - (iii) shall have obtained a minimum cumulative grade point average (CGPA) of 2.00 on the 4.00 scale in the semester system or a minimum of 50% marks in the annual system in the last qualifying degree. However, a department may make more stringent criteria for any of its programs under prescribed manners.
- b. Anyone who has been rusticated or expelled by a University/DAI or college for misconduct or for use of unfair means in the examinations or for any offence involving moral turpitude shall not be eligible for admission in any program of the University.
 - c. Each candidate shall make an application for admission in response to an advertisement by the University/Department on a prescribed form along with the documents specified in the form.
 - d. The admission to the program shall be made on the basis of cumulative merit to be determined from the previous academic record, prescribed written test and interview.
 - e. Each department shall have a Graduate Admissions Committee for its program(s). The committee shall suggest criteria for admission from time to time and accept, scrutinize and evaluate the applications for admission, determine merit, finalize and recommend admissions for approval of the Dean for each intake session. Admission in a program shall be based only on criteria approved by the BASR and duly endorsed by the Academic Council.

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

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

5. CURRICULUM OF PROGRAM

- a. Each department shall develop the curriculum for each of its programs by the relevant Board of Studies and submit it through the concerned Board of Faculty to the BASR and the Academic Council for approval. Such curriculum shall become effective from the date of its approval by the Academic Council

or as may be prescribed. The curriculum of a program shall normally consist of the objectives and scope of the program, structure/requirements of the program, scheme of studies and syllabi of the courses.

- b. A program shall normally comprise of a minimum of 24 credit hours of the coursework and of a minimum of 6 credit hours of research work. The research work shall be mandatory for the award of research degrees. However, the Vice Chancellor may allow a coursework of a minimum of 6 credit hours in lieu of the research work on recommendation of the concerned Dean.
- c. The requirements for the program shall be completed within the time period as prescribed for the program in its curriculum. However, the minimum time period shall be 1.5 years and maximum 04 years.
- d. The teacher concerned shall issue the course outline to the students, which normally includes the objectives of the course, course contents and their weekly lecture schedules, assessments and evaluations criteria, attendance policy, reading material and any other information important for successful completion of the course.
- e. Each student shall follow the curriculum of the program as may be prescribed by the Academic Council from time to time.

6. REGISTRATION AND ENROLLMENT

a. University Registration

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

b. Course Registration and Semester Enrollment

- (i) The department shall complete the course registration and semester enrollment of its students within two weeks before the commencement of a semester/ session.
- (ii) A student shall register for the courses offered by the department on a prescribed Course Registration and Semester Enrollment Form in consultation with his/her Academic Advisor.
- (iii) A regular student shall register a minimum of 6 credit hours and a maximum of 12 credit hours in a regular Fall/Spring semester and a maximum of 6 credit hours or 2 courses in a summer session, if offered by the department. In a summer session only the remedial, non-credit courses, and/or the repeatable courses with grade "C" or "F" may be allowed to register. However, a student may be allowed to undertake a course with grade "W" in a summer session only with the permission of the Dean on recommendations of the academic advisor through the HOD/In-Charge Postgraduate Programs.
- (vi) The student shall deposit his/her fees and dues of a semester/session before commencement of the semester/session. The course registration and semester enrollment form shall not be accepted if the student has any outstanding fees and dues of previous the semester/session.
- (v) If a student fails to register the courses before the commencement of the semester, the Dean on recommendations of the Academic Advisor through HOD/In-Charge Postgraduate Programs may allow the student to register for courses within one week after the commencement of

semester subject to the payment of late fees as prescribed by the Department and approved by the University from time to time.

c. **Add/Drop of Courses**

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

d. **Freezing of Semester/Readmission**

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

e. **Transfer of Credit/Exemption of Courses**

- (i) A candidate may be allowed to transfer his/her credit hours earned from any other recognized/accredited University/Degree Awarding Institute (DAI) on his/her request along with the admission application to the Department/ University.
- (ii) The transfer of credit application shall be evaluated by a committee of the Department on Transfer and Equivalence constituted by the concerned Dean. The committee shall consist of three senior teachers of the department including the HOD/In-Charge Postgraduate Programs as the Chairman. The committee may co-opt one more expert/member, if so desired for a case. The committee shall make its recommendations to the Dean for approval. The Vice Chancellor shall endorse the acceptance of transferred credit hours on behalf of the BASR and Academic Council.
- (iii) No credit of a course shall be transferred if the letter grade is less than B (normally with a minimum grade point of 3.00 on the 4.00 scale) earned in the examination under semester system or with a minimum of 60% marks obtained in the annual system.
- (iv) A maximum of 60% of the total credit hours of the coursework required for completion of the program at the University may be allowed for transfer.
- (v) The transfer shall normally be sought out on course-by-course basis. The transferable courses corresponding to the core courses of the program shall have at least 80% similarity of the course contents/syllabi on the current scheme of study of the program. However, in case of courses corresponding to the elective courses, the Committee shall evaluate and recommend the transfer of such courses which shall lead to fulfill the overall objectives of the programs.
- (vi) A candidate who has already earned a degree or other qualification from a recognized University/DAI with a lesser duration/studies as compared to that of the duration/studies of the program in which he/she intends to take admission, may be given exemption of studied courses and allowed to bridge his/her previous qualification with the required duration/studies of the desired program. The case of exemption shall also be dealt by a committee similar to as a committee on transfer of credit case.
- (vii) The transferred/exempted courses and their credit hours shall appear on the transcript with a description stating the work as transferred and/or exempted and the name of the University/DAI from where these were originally qualified and earned.
- (viii) The grade and the grade point of the transferred courses shall not be used in calculating the SGPA and CGPA.
- (ix) The candidate shall be responsible for providing the migration certificate/NOC, syllabi of courses, letter grades and the grade points of all the courses that he/she has qualified/earned at the previous University/DAI and shall meet all the admission requirements of the program.
- (x) No credit of the work completed at other University/DAI shall be transferred if it is earned at the same time of enrollment in the courses of the program.

7. EXAMINATIONS OF COURSEWORK AND ATTENDANCE

- a. A student shall be evaluated in each course on the basis of periodical quizzes, test(s), assignment(s), individual/group presentations, group discussion(s), project/ laboratory reports and/or otherwise as prescribed during the semester/session and the terminal examination covering the whole course at the end of the semester/session. The examinations/assessments shall be oral and/or in writing. Each course

shall carry 100 marks, out of which 60% shall normally cover class work including the periodic evaluations and 40% for the terminal examination.

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

8. EVALUATION, GRADES, ACADEMIC STANDING AND MERIT

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

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

READY RECKONER FOR CALCULATING GRADE POINT

BASED ON LETTER GRADES AND

CORRESPONDING NUMERICAL GRADES

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

Withdrawal	W	-
Replaced Grade	R	-

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

- (ii) Marks will be rounded for each course only once after adding the during semester/session marks and the terminal examinations marks. Marks would be rounded up / down from first decimal in such a way that if first decimal is equal to or greater than 5, the value is to be rounded up to next higher whole number e.g. 67.5 will be treated as 68 and 69.5 will be treated as 70. And if first decimal is less than 5, the value is to be rounded down to the current whole number e.g. 67.4 will be treated as 67 and 69.4 will be treated as 69.
- (iii) The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:

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

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

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

b. Withdrawal From a Course

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

c. Grade 'I'

- (i) If a student fails to appear in the terminal examination of a course on medical or any other reasons, he/she shall be treated as absent and failed in the course. However, in special circumstances, on the request of the student, the Dean on the recommendations of the concerned teacher/supervisor through the HOD/In-Charge Postgraduate Programs may allow

for the award of Grade 'I' to the student in the course, provided that the attendance and other requirements of the course have already been completed.

- (ii) No credits shall be given to the Grade 'I' and it shall not be used in the SGPA and CGPA calculations.
- (iii) The unfinished requirements must be fulfilled on as early as possible basis but before the end of the very next regular semester, otherwise it shall automatically be changed to an "F". It will be responsibility of the student to complete the specified requirements within the stipulated time as approved by the Dean on recommendations of the concerned teacher/supervisor.

d. **Repeating a Course**

- (i) A student may be allowed to repeat a course in which he/she has obtained grade "C" or "F". A maximum of twelve (12) credit hours of coursework may be allowed to a student to repeat for improvement of his/her grade.
- (ii) The student repeating a course shall be required to register the course as a regular course and shall attend all the classes and appear in all the examinations during the semester/session and the terminal examinations of the course.
- (iii) The course repeated in a subsequent semester(s)/session(s) shall be shown in the transcript corresponding to the respective semester(s)/session(s) for as many times as it is registered for. The old grade of the course shall be replaced with the letter grade "R" without changing the previous SGPA/CGPA. The new grade, through its corresponding semester/session, shall be used for computation of the SGPA/CGPA. In case, the new grade is lower than the previous grade then the previous grade shall be retained as such; whereas the new (lower) grade shall be marked as "W" without affecting the SGPA/CGPA and the repeat shall be reflected in the transcript corresponding to the respective semester/session.
- (iv) If a student, after approval of the Dean, takes a new elective course in lieu of a previous elective course in which he/she has failed then the grade of the previous course shall be replaced with the letter grade "R" without changing the previous SGPA/CGPA. Both the previous and the substituted courses shall be reflected in the transcript corresponding to their respective semester/session and only the grade of the substituting course, through its corresponding semester/session, shall be used in computation of the GPA/CGPA. Withdrawal of a substituting course shall not change the grade of the previous course as well as the previous SGPA/CGPA.
- (v) A student may be allowed to improve his/her CGPA after completion of the program by repeating course(s) within the very next regular semester only with the approval of the Vice Chancellor on recommendations of the HOD/In-Charge Postgraduate Programs through the Dean. Provided the maximum allowable time of the program is not over and that he/she has not been issued the award. The student shall have to surrender his/her previous transcript, provisional certificate and other related document(s).
- (vi) The letter grade "W" assigned to a course shall not be replaced by any other letter grade upon repeating/substitution of the course.

e. **Academic Deficiency**

- (i) A student shall be required to maintain a minimum CGPA of 2.50 throughout the period of study of the program. Whenever the CGPA falls below 2.50 the student shall be given an academic

warning for the next semester and this effect shall be published on his/her semester result. Maximum two academic warnings—viz., (1) the “First Probation” and (2) the “Last Probation” shall be allowed. If the CGPA of a student falls below 2.50 for the third time during the period of study of the program, he/she shall be dismissed from the program and shall not be readmitted in the same program.

- (ii) A student on a probation status shall not be allowed to register the courses of the subsequent/advanced semester unless otherwise permitted by the Dean on recommendations of the Academic Advisor through the HOD/In-Charge Postgraduate Programs.

f. Merit Certificates and Distinction Awards

- (i) A student obtaining overall first position in his/her batch shall be awarded a Certificate of Merit and the Chancellor’s Gold Medal provided that he/she obtains a minimum CGPA of 3.50, and has not failed in or has not repeated any course, has not been punished on disciplinary grounds and has completed the entire requirements of the program within the minimum stipulated time period of the program.
- (ii) A student with transfer of credit/exemption of course shall not be considered to compete for the gold medal.

g. Re-Checking of Answer Books

- (i) There shall be no re-assessment and/or re-evaluation of the answer books.
- (ii) A student may, on the payment of fee as prescribed by the University, get the answer book re-checked for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, HOD/In-Charge Postgraduate Programs of the concerned department and the Controller of Examinations, within one month from the date of declaration of the result.
- (iii) Errors or omissions, if any, shall be rectified.

9. REGISTRATION/ENROLLMENT OF RESEARCH WORK, DEVELOPMENT OF SYNOPSIS, APPOINTMENT OF SUPERVISOR

- a. The student shall prepare a synopsis (research proposal) of his/her research work in consultation with the (proposed) supervisor within a period of one month of registration and enrollment for research. The synopsis shall normally be prepared after successful completion of the coursework. The synopsis shall include the topic of research, the name and consent of the (proposed) supervisor and the time period for submission of the thesis within the prescribed time limits.
- b. The student shall submit his/her synopsis with the assent of the supervisor to the concerned HOD/In-Charge Postgraduate Studies for consideration and permission of the departmental Research Ethics Committee (REC). The REC shall forward its recommendations to the Dean within fifteen days of submission of the synopsis.
- c. The synopsis shall be forwarded to the Registrar by the Dean for approval of the BASR.
- d. A co-supervisor may also be appointed by the BASR if the research work involves or becomes interdisciplinary or other particular circumstances so desire. In either case the specific roles and responsibilities of the co-supervisor shall be provided for consideration of the BASR.

- e. The supervisor and co-supervisor (if any) shall be from the relevant field. The supervisor shall possess doctoral degree and the co-supervisor shall have minimum MS/MPhil or equivalent qualification unless otherwise permitted by the BASR.
- f. The time limits of the research work shall be counted from the date of approval of the synopsis by the BASR.
- g. It is mandatory to register minimum of 03 credit hours and maximum of 14 credit hours of research work in each semester subsequently. If all credits have been registered and thesis is still not complete then a continuation credit of 01 Hour should be registered to remain enrolled in the program. The research work shall appear in the transcript of the student with the approved title of research work, credit hours and the letter grade earned. The grade shall be used in calculating the CGPA. The continuation Credit hour shall not be counted in calculation of GPA.
- h. The student shall deposit the prescribed fees and dues on account of registration/ enrollment and examinations of his/her research work on the semester/session basis to maintain his/her candidature for the research work for the given semester/session.
- i. If the student fails to complete his/her research work within the stipulated time, the Dean may permit on recommendation of the supervisor through the HOD/In-Charge Postgraduate Programs extension(s) in the period for completion of the research work, provided the extension(s) shall not go beyond the maximum time period of the program. Provided also that the student shall deposit the prescribed fees and dues for the extended period(s).
- j. In case a major/entire change in the approved research topic/subject is required the case shall be considered afresh. The reason of change and the change shall be forwarded to the BASR for consideration and approval following the due procedures. However, time limits of the program shall not be changed in any case.

10. THESIS

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

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

11. THESIS EXAMINATIONS

- a. There shall be standing list of external examiners (not in service of the Department) for research examinations for each department consisting of the persons of eminence in the respective field of research. The list shall be suggested from time to time by the concerned Board of Studies and Board of Faculty to the BASR for approval.

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

(Revised 2015 & 2018: Approved 23rd June 2015 by Board of Governors)

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

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

- a. **“Academic Advisor”** means a university teacher appointed as academic advisor by the concerned Dean.
- b. **“Academic Council”** means the Academic Council of the University.
- c. **“Academic Year”** of the University shall comprise of two regular semesters (Fall and Spring), each of which shall normally of 16-18 weeks including 1-2 weeks for the terminal examinations of the semester. During the summer break, there may be a Summer Session of not exceeding nine (9) weeks including the terminal examinations of the session. The contact hours per week during a Summer Session will be doubled to ensure that a course is completely taught with half of the duration as compared with a regular (Fall/Spring) Semester.
- d. **“Board of Advanced Studies and Research”** means the Board of Advanced Studies and Research (BASR) of the University.
- e. **“Commencement of Semester/Session”** means the day of start of classes for the semester/session as prescribed in the Academic Calendar of the University published from time to time.
- f. **“Controller of Examinations”** means the Controller of Examination (COE) of the University.

- g. **“Credit Course”** means a course of study, successful completion of which shall be the requirement for award of the degree. The grade obtained in a credit course shall appear on the transcript.
- h. **“Credit Hour”** means teaching a theory course for 50-60 minutes of classroom per week throughout the semester. One Credit Hour in laboratory / library research / Museum / Clinical Wards would require contact of two-three (2-3) hours of laboratory work / library research / Museum / Clinical Wards per week throughout the semester.

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

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

- w. **“Thesis”** means a written report resulting from original research to be submitted by the student in partial fulfillment of the program.
- x. **“University”** means the Riphah International University.
- y. **“Vice Chancellor”** means the Vice Chancellor of the University.

5. **ADMISSION TO THE PROGRAM**

- a. To be eligible for admission to the program, a candidate shall possess MS/MPhil or its equivalent degree with a minimum cumulative grade point average (CGPA) of 3.0 on the 4.0 scale or minimum of 60% marks (in the annual system) in a relevant discipline from a recognized University/ Institution. However, a department may make more stringent criteria for any of its programs under prescribed manners.
- b. The candidate must have carried out and successfully defended at least 6 credit hours of research work with dissertation/thesis in MS/MPhil or its equivalent degree.
- c. The candidate must have passed securing 70% marks in the University / Departmental admission test in the subject or equivalent test conducted by an authorized / Recognized body of the HEC for admission in the program.
- d. The admission to a program shall be made on the basis of cumulative merit to be determined from the previous academic record, prescribed written test and interview.
- e. Anyone who has been rusticated or expelled by a university, degree awarding institute or college for misconduct or for use of unfair means in the examinations or for any offence involving moral turpitude shall not be eligible for admission in any program of the University.
- f. Each department shall have a Graduate Admissions Committee for its program(s). The committee shall suggest criteria for admission from time to time and accept, scrutinize and evaluate the applications for admission, determine merit, finalize and recommend admissions for approval of the Dean for each intake session. Admission in a program shall be based only on criteria approved by the BASR and duly endorsed by the Academic Council.

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

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

		from outside the department to be nominated by the BASR.
5	Member-IV	One faculty member of the department preferably with PhD qualification to be nominated by the Vice Chancellor.

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

6. CURRICULUM OF PROGRAM

- a. Each department shall develop the curriculum for each of its programs through the relevant Board of Studies and submit it through the concerned Board of Faculty to the BASR and the Academic Council for approval. Such curriculum shall become effective from the date of its approval by the Academic Council or as may be prescribed. The curriculum of a program shall normally consist of the objectives and scope of the program, structure/requirements of the program, scheme of studies and syllabi of the courses.
- b. A program shall normally comprise of a minimum of 18 credit hours of the coursework and of a minimum of 30 credit hours of research work. The research work shall be mandatory for the conferment of the award.
- c. The requirements for the program shall be completed within the time period as prescribed for the program in its curriculum. However, the minimum time period shall be 03 years and maximum 08 years.
- d. The teacher concerned shall issue the course outline to the students, which normally includes the objectives of the course, course contents and their weekly lecture schedules, assessments and evaluations criteria, attendance policy, reading material and any other information important for successful completion of the course.
- e. Each student shall follow the curriculum of the program as may be prescribed by the Academic Council from time to time.
- f. English shall be the medium of instructions, thesis writing and examinations for all the subjects except oriental languages, in which case it may be either the language itself or English. In case of Islamic Studies it shall be either Urdu or English.

7. REGISTRATION AND ENROLLMENT

a. **University Registration**

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

b. **Course Registration and Semester Enrollment**

- (i) The department shall complete the course registration and semester enrollment of its students within two weeks before the commencement of a semester/session.
- (ii) A student shall register for the courses offered by the department on a prescribed Course Registration and Semester Enrollment Form in consultation with his/her Supervisor or Academic Advisor.
- (iii) A regular student shall register a minimum of 6 credit hours and a maximum of 9 credit hours in a regular Fall/Spring semester and a maximum of 6 credit hours or 2 courses in a summer session, if offered by the department. In a summer session only the remedial, non-credit courses, and/or the repeatable courses with grade "C" or "F" may be allowed to register. However, a student may be allowed to undertake a course with grade "W" in a summer session only with the permission of the Dean on recommendations of the Supervisor/Academic Advisor through the HOD/In-Charge Postgraduate Programs.
- (iv) The student shall deposit his/her fees and dues of a semester/session before commencement of the semester/session. The course registration and semester enrollment form shall not be accepted if the student has any outstanding fees and dues of previous the semester/session.
- (v) If a student fails to register the courses before the commencement of the semester, the Dean on recommendations of the Supervisor/Academic Advisor through HOD/In-Charge Postgraduate Programs may allow the student to register for courses within one week after the commencement of semester subject to the payment of late fees as prescribed by the Department and approved by the University from time to time.

c. **Add/Drop of Courses**

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

- (v) In very special and compelling circumstances the Dean may allow a student on recommendations of the Supervisor/Academic Advisor through the HOD/In-Charge Postgraduate Programs to add or drop of course(s) within the second week of the commencement of semester.

d. **Freezing of Semester/Readmission**

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

e. **Transfer of Credit/Exemption of Courses**

- (i) A candidate may be allowed to transfer his/her credit hours earned from any other recognized/accredited University/Degree Awarding Institute (DAI) on his/her request along with the admission application to the Department/ University.
- (ii) The transfer of credit application shall be evaluated by a committee of the Department on Transfer and Equivalence constituted by the concerned Dean. The committee shall consist of three senior teachers of the department including the HOD/In-Charge Postgraduate Programs as the Chairman. The committee may co-opt one more expert/member, if so desired for a case. The committee shall make its recommendations to the Dean for approval. The Vice Chancellor shall endorse the acceptance of transferred credit hours on behalf of the BASR and Academic Council.
- (iii) No credit of a course shall be transferred if the letter grade is less than B (normally with a minimum grade point of 3.00 on the 4.00 scale) earned in the examination under semester system or with a minimum of 60% marks obtained in the annual system.
- (iv) A maximum of $2/3^{\text{rd}}$ of the total credit hours of the coursework required for completion of the program at the Department /University may be allowed for transfer. However, if a PhD

candidate with research in progress transfers along with his supervisor , the BASR on the recommendation of Dean may allow all courses passed with minimum Grade 'B' (in each course) to be transferred. All PhD candidates will have to appear in the comprehensive examination to be conducted by Riphah and complete research work.

- (v) The transfer shall normally be sought out on course-by-course basis. The transferable courses corresponding to the core courses of the program shall have at least 80% similarity of the course contents/syllabi on the current scheme of study of the program. However, in case of courses corresponding to the elective courses, the Committee shall evaluate and recommend the transfer of such courses which shall lead to fulfill the overall objectives of the programs.
- (vi) A candidate who has already earned a degree or other equivalent qualification from a recognized University/DAI and intends to take admission in a program, may be given exemption of studied courses on his/her request. The case of exemption shall also be dealt by a committee similar to as a committee on transfer of credit case.
- (vii) The transferred/exempted courses and their credit hours shall appear on the transcript with a description stating the work as transferred/exempted and the name of the University/DAI from where these were originally qualified and earned.
- (viii) The grade and the grade point of the transferred courses shall not be used in calculating the SGPA and CGPA.
- (ix) The candidate shall be responsible for providing the migration certificate/ NOC, syllabi of courses, letter grades and the grade points of all the courses that he/she has qualified/earned at the previous University/DAI and shall meet all the admission requirements of the program.
- (x) No credit of the work completed at other University/DAI shall be transferred if it is earned at the same time of enrollment in the courses of the program.

8. EXAMINATIONS OF COURSEWORK AND ATTENDANCE

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

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

9. COMPREHENSIVE EXAMINATION

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

10. EVALUATION, GRADES, ACADEMIC STANDING

- a. **Grades, Grade Points and Calculation of Grade Point Average**
 - (i) The academic work shall normally be evaluated on the basis of percentage marks obtained and the grade points according to the following grading system:

BASED ON LETTER GRADES AND
CORRESPONDING NUMERICAL GRADES

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

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

- (ii) Marks will be rounded for each course only once after adding during the semester/session marks and the terminal examinations marks. Marks would be rounded up / down from first decimal in such a way that if first decimal is equal to or greater than 5, the value is to be rounded up to next higher whole number e.g. 67.5 will be treated as 68 and 69.5 will be treated as 70. And if first decimal is less than 5, the value is to be rounded down to the current whole number e.g. 67.4 will be treated as 67 and 69.4 will be treated as 69.
- (iii) The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:

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

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

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

b. Withdrawal from a Course

- (i) A student may be allowed to withdraw from a course or all of the courses after the add/drop of courses period up to two weeks before the end of the classes of the semester/session subject to approval of the Dean upon recommendations of the teacher concerned through the HOD/In-Charge Postgraduate Programs.
- (ii) The withdrawn courses shall appear on the transcript with letter grade 'W'. For the courses with co-requisites (for example, courses with theory as well as lab work), if a student withdraws one component of such a course then it shall be deemed as he/she has withdrawn the whole course.

- (iii) No credits shall be given to the withdrawn course(s) and it shall not be used in the SGPA and CGPA calculations.
- (iv) The student may repeat the withdrawn course whenever offered next. He/she shall attend all the classes/tutorials and shall participate in all the quizzes, test(s), assignments, etc. during the semester/session and in the terminal examinations at the end of the semester/session as such.
- (v) The student shall pay the prescribed fees and other dues of the withdrawn course(s) for the semester/session.

c. **Grade 'I'**

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

d. **Repeating a Course**

- (i) A student may be allowed to repeat a course in which he/she has obtained grade "C" or "F". A maximum of nine (9) credit hours of coursework may be allowed to a student to repeat for improvement.
- (ii) The student repeating a course shall be required to register the course as a regular course and shall attend all the classes and appear in all the examinations during the semester/session and the terminal examinations of the course.
- (iii) The course repeated in a subsequent semester(s)/session(s) shall be shown in the transcript corresponding to the respective semester(s)/session(s) for as many times as it is registered for. The old grade of the course shall be replaced with the letter grade "R" without changing the previous SGPA/CGPA. The new grade, through its corresponding semester/session, shall be used for computation of the SGPA/CGPA. In case, the new grade is lower than the previous grade then the previous grade shall be retained as such; whereas the new (lower) grade shall be marked as "W" without affecting the SGPA/CGPA and the repeat shall be reflected in the transcript corresponding to the respective semester/session.
- (iv) If a student, after approval of the Dean, takes a new elective course in lieu of a previous elective course in which he/she has failed then the grade of the previous course shall be replaced with the letter grade "R" without changing the previous SGPA/CGPA. Both the previous and the substituted courses shall be reflected in the transcript corresponding to their respective semester/session and only the grade of the substituting course, through its corresponding

semester/session, shall be used in computation of the GPA/CGPA. Withdrawal of a substituting course shall not change the grade of the previous course as well as the previous SGPA/CGPA.

- (v) A student may be allowed to improve his/her CGPA after completion of the program by repeating course(s) within the very next regular semester only with the approval of the Vice Chancellor on recommendations of the HOD/In-Charge Postgraduate Programs through the Dean. Provided the maximum allowable time of the program is not over and that he/she has not been issued the award. The student shall have to surrender his/her previous transcript, provisional certificate and other related document(s).
- (vi) The letter grade “W” assigned to a course shall not be replaced by any other letter grade upon repeating/substitution of the course.

e. **Academic Deficiency**

- (i) A student shall be required to maintain a minimum CGPA of 3.0 throughout the period of study of the program. Whenever the CGPA falls below 3.0 the student shall be given an academic warning for the next semester and this effect shall be published on his/her semester result. Maximum two academic warnings—viz., (i) the “First Probation” and (ii) the “Last Probation” shall be allowed. If the CGPA of a student falls below 3.0 for the third time during the period of study of the program, he/she shall be dismissed from the program and shall not be readmitted in the same program.
- (ii) A student on a probation status shall not be allowed to register the courses of the subsequent/advanced semester unless otherwise permitted by the Dean on recommendations of the Supervisor/Academic Advisor through the HOD/In-Charge Postgraduate Programs.

f. **Re-Checking of Answer Books**

- (i) There shall be no re-evaluation/ re-assessment of the answer books.
- (ii) A student may, on the payment of fee as prescribed by the University, get the answer book re-checked for totaling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, HOD/In-Charge Postgraduate Programs of the concerned department and the Controller of Examinations, within one month from the date of declaration of the result.
- (iii) Errors or omissions, if any, shall be rectified.

11. REGISTRATION/ENROLLMENT OF RESEARCH WORK, DEVELOPMENT OF SYNOPSIS, APPOINTMENT OF SUPERVISOR

- a. The student shall normally prepare a synopsis (research proposal) of his/her research work in consultation with the (proposed) supervisor within first year of registration and enrollment in the program. The synopsis shall include the topic of research, the name and consent of the (proposed) supervisor and the time period for submission of the thesis within the prescribed time limits.
- b. The student shall normally submit his/her synopsis after successful completion of the coursework to the concerned HOD/In-Charge Postgraduate Studies for consideration and permission of the departmental Research Ethics Committee (REC). The REC shall forward its recommendations to the Dean within fifteen days of submission of the synopsis.
- c. The synopsis shall be forwarded to the Registrar by the Dean for approval of the BASR.

- d. A co-supervisor may also be appointed by the BASR if the research work involves or becomes interdisciplinary or other particular circumstances so desire. In either case the specific roles and responsibilities of the co-supervisor shall be provided for consideration of the BASR.
- e. The Supervisor and co-supervisor (if any) shall be from the relevant field and shall possess doctoral degree unless otherwise permitted by the BASR.
- f. The time limits of the research work shall be counted from the date of approval of the synopsis by the BASR.
- g. It is mandatory to register minimum of 06 credit hours and maximum of 12 credit hours of research work in each semester subsequently. If all credits have been registered and thesis is still not complete then a continuation credit of 01 Hours should be registered to remain enrolled in the program. The research work (30 Cr Hrs.) shall appear in the transcript of the student with the approved title of research work and credit hours. The continuation Credit hour shall not be counted in calculation of GPA.
- h. The student shall deposit the prescribed fees and dues on account of registration/enrollment and examinations of his/her research work on the semester/session basis to maintain his/her candidature for the research work for the given semester/session.
- i. The Supervisor/Co-Supervisor shall submit detailed progress reports after every six months on the prescribed form to the BASR. In case of two consecutive reports are adverse the BASR may cancel the candidature of the student.
- j. If the student fails to complete his/her research work within the stipulated time as mentioned in the approved synopsis, the Dean may permit on recommendation of the supervisor through the HOD/In-Charge Postgraduate Programs extension(s) in the period for completion of the research work, provided the extension(s) shall not go beyond the maximum time period of the program. Provided also that the student shall deposit the prescribed fees and dues for the extended period(s).
- k. In case a major/entire change in the approved research topic/subject is required the case shall be considered afresh. The reason of change and the change shall be forwarded to the BASR for consideration and approval following the due procedures. However, time limits of the program shall not be changed in any case.

12. THESIS

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

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

13. THESIS EXAMINATIONS

- a. There shall be a standing list of external examiners (not in service of the department/University) for each department consisting of persons of eminence (local as well as foreign) in the respective field of

research. The list shall be suggested from time to time by the concerned Board of Studies and Board of Faculty for approval of the BASR.

- b. The student shall submit an electronic copy of the thesis upon completion through his/her supervisor to the HOD/In-Charge Postgraduate Studies for plagiarism check.
- c. After getting clearance of plagiarism check, the student shall submit four (spiral/tape bound) copies of his/her complete thesis to the Controller of Examinations through his/her supervisor and the department for the evaluation by the external examiners.
- d. The Supervisor shall suggest a panel of six external examiners from the approved list. The Vice Chancellor shall appoint three external examiners from the given list (out of whom two shall be from the technologically advanced countries).
- e. The reports of the external examiners shall be placed before the BASR for consideration.
- f. If the thesis is adjudged as adequate by two of the three examiners, the BASR shall allow the student to appear in the thesis defense (viva-voce) examination.
- g. If two of the three external examiners find that thesis is wholly inadequate and thereafter declared rejected by the BASR, the student may be permitted to submit a new thesis provided sufficient allowable time to complete the new research work is available or otherwise he/she may be advised not to undertake the venture again.
- h. If any of the examiners suggests modifications/revision of the thesis, the student shall be required to resubmit a revised version of the thesis, duly certified by the supervisor within one year.
- i. The revised version of the thesis shall be approved by the same external examiner who suggested modification/revision of the thesis.
- j. If any of the external examiners finds the thesis adequate but suggests minor modifications/revision, these may be incorporated without referring again to the external examiner as required in clause (h). The revised version must be certified by the Supervisor to the effect that the modifications/revision identified has been properly rectified.
- k. The student shall submit six (spiral/tape bound) copies of his/her complete thesis duly approved by the external evaluators for thesis defense (viva-voce) examination through his/her supervisor and the department to the COE.
- l. The Supervisor shall inform the COE through the department about the date of thesis defense (viva-voce) examination and suggest three to four names of external examiners from the approved list.
- m. The COE shall forward one copy each to the two external examiners (as approved by the Vice Chancellor) along with the information related to the date, time and venue of the viva-voce examination.
- n. The viva-voce examination shall be open to public but the evaluation will be done only by the appointed panel of examiners (i.e., the two external examiners, Supervisor, Co-Supervisor (if any), the HOD/In-Charge Postgraduate Programs and the Dean).
- o. If the student fails to satisfy the examiners in the viva-voce examination, he/she may be given one chance to defend the thesis for the second and final time within a period of six months from the date of viva-voce examination. If the student fails to satisfy the examiners on the second viva-voce examination

then his/her candidature shall be deemed as cancelled. However, BASR may evaluate and recommend to confer upon him/her a lower award like MS/MPhil on his/her request.

- p. The successful completion of the research work shall be publicized in the transcript as “PASS” and it shall not be used in the computation of grade point average.
- q. The student shall submit four hard bound copies after the viva-voce examination and corrections suggested by the external examiners and the viva-voce examination committee through his/her supervisor and the department to the COE. The COE, after affixing his/her signatures to declare the copy of the thesis as final, shall forward one copy each to the University/Department Library, the concerned Department and the HEC for record.
- r. The hard bound copies shall be printed on A4 size (8.27” × 11.69”) paper and shall have maroon hard binding with golden lettering on the front and the spine.
- s. A student who successfully completes all the requirements of the program shall be awarded, with the approval of BASR and Academic Council, the degree under the seal of the University. However, the Vice Chancellor may approve the recommendations of the BASR on behalf of the Academic Council regarding the award of the degree to the successful student.

14. FEES AND OTHER DUES

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

15. Statutes for PhD Program in the Faculty of Medical and Health Sciences:

GENERAL:

1. The University shall offer programme leading to the degree of Doctor of Philosophy (PhD) in Health and Medical Sciences in the subjects as already provided and introduced from time to time.
2. Faculty of Health and Medical Sciences with all its constituent and affiliated colleges shall be considered as one “Department” for the Ph. D programmes.
3. All Ph. D qualified faculty members of all the constituent and affiliated colleges lie under the purview of FHMS of the university will be designated as faculty members of FHMS for Ph. D programme.
4. Where required suitable Ph. D faculty will be inducted from outside the University as “adjunct” faculty to supervise a student and “visiting” faculty for the course work.
5. All examinations, including entry test and interview, will be conducted at one of the main campuses of the University.
6. All course work will be carried out at one of the main campuses of the University in accordance with an approved schedule.
7. In case of Candidates with FCPS or equivalent qualification, the course work of that qualification will be examined against the content of course work prescribed (n credit hours) for Ph. D programme for which they applied. They will be given equivalence from the course work equal to credit hours recommended by the admission committee.

8. A student initially registered for MPhil programme work may be transferred on recommendations of the Department and the Advanced Studies & Research Board to the PhD programme, provided that the student has passed all the MPhil course work and has shown undoubted promise for research.
9. Research work must be carried out in an institution/ facility which is considered credible for the work described in synopsis. If the need arise, the facility will be inspected by a team nominated by Vice Chancellor.
10. All instructions and examinations shall be conducted in English.

ADMISSION AND REGISTRATION:

11. PhD programme will commence with spring semester (in month of April) of the University.
12. Admissions will be advertised in January and admission test and interview will be conducted in a month.
13. A candidate seeking admission to the PhD programme shall apply on the prescribed form to Admission Department of the University.
14. The application shall be submitted to the Dean FHMS/Director Ph. D programme.
15. Candidates, if found eligible for admission, will be issued a roll number for entry test (if NTS in the subject is not available) by the examination department.
16. Entry test will be administered by a Committee constituted by the Vice Chancellor in accordance with the HEC regulations on the subject.
17. Those candidates who qualify in NTS or entry test will be interviewed by the same committee and Dean FHMS to determine their suitability for the programme.
18. The Committee will be the final authority to recommend a candidate for admission in PhD programme.
19. List of the selected candidates will be forwarded to Board of Advanced Studies and Research for approval.
20. Each student so selected shall be required to register and pay the dues within 30 days from the date of issuance of the notification of registration, failing which the admission of the selected candidate shall be deemed as cancelled. The tuition fee and other dues shall be prescribed by the university from time to time.
21. The candidates will then be enrolled and registered by the university.
22. A “notification of registration” for each candidate approved for admission to PhD programme shall be issued by the University.

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EXAMINATIONS RULES FOR STUDENTS

1. Introduction:

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

2. Conditions for Appearing in an Examination in Semester System

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

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

3. Annual System of Examination(MBBS/BDS)

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

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

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

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

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

5. Practical Examination

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

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

6. EXAM HALL INSTRUCTIONS

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

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

7. Award of Punishment

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

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

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

- VI. in any of its affiliated institutions for a period not exceeding two years upon the recommendation of the Unfair Committee

9. Declaration of Results/issuance of transcript/degrees

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

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

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

Check list for Revised Degree

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

Check list for Duplicate Degree

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

Check list for Duplicate /Revised Transcript

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

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LIBRARY RULES

Information Services is working as the center of information for Riphah community. The department aims to provide most dynamic learning and research environment to the users. Information Services fulfills the information needs of the faculty and students, by providing traditional library services as well as streamlines access to a wide range of e-resources. The library has a sufficient collection of books, journals and magazines both in print and digital format. The Information Services Department aims to encourage and support the academic and research activities of Riphah faculty, staff and students. Library department is restructured as “Information Services Department”- ISD to enhance its scope and services.

ISD professional team of staff offers wide range of services to all students, staff and visitors at Riphah International University.

Book Borrowing Policy:

- All faculty members, students and staff are eligible users.
- Alumni of university are eligible to apply for reader's card at the ISD circulation counter. Alumni may also apply for borrower's card by paying an annual fee of Rs 1000/- plus a deposit of Rs. 5000/- refundable upon termination of borrowing rights.

Borrowing privilege may differ depending on the membership category. The borrowing privileges are as under:

Books	Membership category	Days
2 books	Undergraduate Students	14 Days
4 books	Post Graduate Students	14 Days

Check in

- Patrons can borrow library material from circulation counter by using their student card/employee card according to the policy.
- Borrowed books can be reissued to the Patrons according to the policy
- Books can be issued to patrons irrespective of their registered campus.

Check Out

- Patrons can return material on circulation counter before or on the due date.
- Patron of one campus can return book to the other campus.

Renewal of Books

- Library material can be reissued to Patrons.
- Users will be unable to renew the library materials if their borrowing privileges have expired or another user has placed a hold on the items.

OPAC Features:

- Patrons can search material from anywhere
- Login account: Patrons can create their own account on the OPAC website

- Circulation History: Patron can check the circulation history
- Fine: Patrons can see their fine detail from the site
- Hold the material: If patron's required book is issued to other member then patron can hold the book which will prevent the book to be reissued to the same patron.
- Purchase Suggestion: Patron can suggest books for purchase through this system.
- Students Alert: Alert messages are sent to patrons for overdue items or on arrival of new items.

Book Bank Service:

- Wide range of books is available in book bank and a patron can borrow the books for a complete semester
-

Short Term Borrow Material:

- Newspapers and journals/magazines can be borrowed from circulation counter for short term for sake of photocopy.
- Theses and project reports can be obtained from the circulation counter to read it with in the premises of ISD.

Resource Sharing:

- Resources from all of the campuses are pooled to make union catalog. Our patrons can issue and return material from any of the campus; then campus head will make arrangements to transfer the material to the parent campus.

E- Resources

- Users should either visit the library physically or send request through email (especially of other campuses) or just place a phone call or by QMS.
- The concerned staff will search the e- book or requested material and reply accordingly.

Clearance:

- In the end of term, students get clearance signed from the circulation counter
- Faculty and staff members are also required to get clearance signed from the circulation

Library Detail available at

portal.riphah.edu.pk

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HOSTEL RULES

Admission Procedure:

Application is to be made on prescribed form, which can be obtained from admission office;

- a) Three passport size photographs [duly attested] to be affixed on the hostel admission form
- b) Students seeking admission to the hostel should apply for a seat to the Provost
- c) Only regular students of the university will be eligible for hostel admission
- d) Admission to the hostel will be subjected to the approval of the Provost with respect to availability of seats.
- e) The hostel management has the right to refuse admission to a student whose past record in the hostel is not favorable

Allotment:

- a) Rooms in the hostel will be allotted by the "Allotment Committee" comprising of Resident Advisors, Senior Resident Advisors, Deputy Provost / Provost and manager operation hotels
- b) Applicants for hostel allotment will be served on first come first get basis for the vacant seats followed by merit list and then finally allotment of rooms
- c) No student will be allowed to change the room once allotted to him/her except written permission of Resident Advisor
- d) Resident may be allowed to leave the hostel only in special circumstances with permission of hostel administration.
- e) Hostel dues once paid will not be refunded even if a student leaves his/her hostel accommodation.
- f) A seat falling vacant will be allotted to the first applicant on waiting list
- g) New allotment will be done every year as decided by hostel administration according to hostel rules.

Visiting Hours:

<u>Day</u>	<u>Timing</u>
Winter	Zohar to Maghrib
Summer	Aasar to Maghrib

- a) Visitors will be required to prove their identity by producing original ID Card before meeting student.
- b) The names of person not mentioned in the visitors list will not be allowed to visit the student.
- c) Visitor will first enter His/her NIC. No and name in the visitors register and then visit the student, if allowed by RA in-charge.
- d) Visitors are only allowed to visit the student on visiting days during visiting hours.
- e) Only parents and real brothers coming from out stations can visit the students on days other than visiting days.
- f) Visitors are not allowed to enter in the residential area of the students.
- g) Visiting Performa submitted in beginning of the session is valid for one year. No amendment is acceptable during the year except in emergency cases.

Leave Procedure:

- a) Students desired to leave on weekends will enter their names in weekend register on Thursday evening.
- b) Students can only go out of the hostel with authorized person after their identification.
- c) Alone traveling permission is only for home station.
- d) Any student not arriving back in the hostel on termination of leave will be marked absent in the attendance register and reported to hostel and college authorities in writing.

- e) Students arriving back from leave will first inform the RA and then go to their rooms.
- f) Students will not be allowed to enter the hostel during leave period. In special case permission will be sought out from RA before entering the hostel.
- g) Students are allowed to come back on Monday morning after weekends if it is already entered in the weekend register.

Following information should be reflected on the leave application form:

- a) Duration of leave with date
- b) Exact time of leaving and arrival back
- c) Leave address
- d) Telephone number
- e) Person accompanying

Leave pass will be disposed of as under:

- a. Signature of RA on leave pass and record of Leave pass at RA office is compulsory.
- b. Student submit leave pass to the security guard at the time of leaving hostel.
- c. Student will enter her name and time, in the register before leaving and also fill remaining columns

Vacations:

- i) Hostels will remain closed during summer / Eid vacation. During vacations normal maintenance will be carried out. Therefore, students are asked to keep their luggage and other items etc in their attaché cases/boxes/almirahs duly locked. Keys of the rooms will be handed over to RAs concerned
- ii) No student will be allowed to stay in the hostel during summer / Eid vacation

Bazaar Trips:

- a) Bazaar trips will be arranged once a week.

ACs/Room Cooler:

- a) Students are allowed to keep their personal ACs and Room Coolers on payment basis fixed by the administration.

Transport:

- a. Administration will provide transportation to only those students who do not have guardians in local areas, on the recommendation of Resident Advisor. However intimation for seat booking and provision of transport will be made minimum one week in advance. Delayed requests will not be entertained
- b. Resident Advisors/student concerned will also co-ordinate/remind minimum 2 hours before the departure time from hostel
- c. In case of emergency request for transport/booking of seats can be made at any time

Electrical Appliances:

- a. Lights, Fans and Ac's in the rooms must be switched off when inmates do not need them particularly before departure for college or going out in the evening
- b. Using electrical appliances of any type other than electric iron is not allowed
- c. Playing musical instruments is prohibited. Tape recorder can only be played with headphones, but not during study hours

Custody of Valuables:

- a) Students residing in the hostel are not allowed to keep valuable items and cash in the hostel
- b) Residents must themselves take care of all their belongings, any loss or damage by way or theft or otherwise shall not be the responsibility of hostel authorities

Tarbiyah Activities:

- a) Unlike other educational institutions of the country Riphah aims at fulfilling its responsibilities towards global Islamic Society. It will provide a platform for creating brotherhood among

students and teachers in Muslim Ummah. Those qualifying from this institute are expected not only to be just doctors but persons with strong ethical/moral values, and true Muslims and Pakistani's who can serve the humanity as well as further the Islamic cause. Such nobler qualities cannot be instilled by mere lectures but by providing personal example. Resident Advisor's in this regard have to play very important role. To achieve this aim Resident Advisor's to ensure following:

- i) Display a high personal moral standard in accordance with tenants of Islam
- ii) Offer five times prayer
- iii) Arrange daily. Dars-e-Qur'an and Hadith.
- iv) Lives of eminent Muslim Scholars and Scientists of past and present era be presented as a role model
- v) Students be encouraged to speak on topics of their own choice during these daily sessions. This will help in building their confidence and improving conversational skills
- vi) Students be also encouraged to lead prayers which will help them in developing leadership qualities

Physical Training:

- a) Although Students are going through a tough study schedule and apparently have less time for physical activity. But importance of this aspect cannot be ignored. Monotony of daily routine is bound to have bad effect on their health leading to gaining weight and falling victim to obesity etc. Therefore Students will be encouraged to participate in indoor and outdoor games. Following facilities are available:

Indoor Games:

- i) Table Tennis
 - ii) Badminton
 - iii) Gym Facilities
 - iv) Carom Board
 - v) Scrabble
- b) Schedule of games will be prepared by Provost in consultation with SRA's and RA's
 - c) Schedule of Indoor and Outdoor games competition will be issued by Provost so that students are mentally and physically prepared to actively participate in various sports activities.
 - d) Resident Advisor's will form Sports Committee for each hostel who will organize and supervise the competitions
 - e) Sports gears for all games are available with Management. These will be drawn by respective Sports Committee Incharge, by signing from S.O. Admin. These will be returned on completion of the events.

Academics:

Organized and supervised environments create conducive atmosphere for studies in hostels. Therefore, proper study hours will be observed keeping following in mind.

- a) Study Hours will be observed strictly after closing the main gate
- b) Students are not allowed to move during study hours
- c) Resident Advisor's will supervise during study hours
- d) Principal, Vice Principal and Deputy Provost may visit the hostels during study hours
- e) Students will be provided with library and LRC facility

Political Activities:

- a. No pamphlets, handbills or stickers of political nature shall be distributed in the hostel
- b. No society, club or organization will be formed in the hostel without the (prior) permission in writing from the Resident Advisor Council

- c. No functions will be organized in or on behalf of the hostel without prior permission of Resident Advisor
- d. Forming of parties with political intentions and indulging in party politics will be considered a serious violation of rules
- e. No student should address any conference including press conference nor write to the press on political or related subjects or matter concerned directly with the administration of the college or any government educational institution/university in Pakistan or abroad
- f. No religious ceremony likely to injure feelings of other students (boarders) shall be performed in the hostel
- g. No speaker/guest from outside will be invited by the residents without the prior permission of the hostel authorities

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LABORATORY RULES

Conduct

- Do not engage in practical jokes or boisterous conduct in the laboratory.
- Never run in the laboratory.
- The use of personal audio or video equipment is prohibited in the laboratory
- The performance of unauthorized experiments is strictly forbidden
- Do not sit on laboratory benches.

General Work Procedure

- Know emergency procedures.
- Never work in the laboratory without the supervision of an instructor.
- Always perform the experiments or work precisely as directed by your instructor.
- Immediately report any spills, accidents, or injuries to your instructor.
- Never leave experiments while in progress.
- Never attempt to catch a falling object.
- Be careful when handling hot glassware and apparatus in the laboratory. Hot glassware looks just like cold glassware.
- Never point the open end of a test tube containing a substance at yourself or others.
- Never fill a pipette using mouth suction. Always use a pipetting device.
- Make sure no flammable solvents are in the surrounding area when lighting a flame.
- Do not leave lit Bunsen burners unattended.
- Turn off all heating apparatus, gas valves, and water faucets when not in use.
- Do not remove any equipment or chemicals from the laboratory
- Store coats, bags, and other personal items in designated areas.
- Notify your instructor of any sensitivity that you may have to particular chemicals.
- Keep the floor clear of all objects (e.g., ice, small objects, and spilled liquids).
- Don't taste or sniff chemicals.

Housekeeping

- Keep work area neat and free of any unnecessary objects.
- Thoroughly clean your laboratory work space at the end of the laboratory session.
- Do not block the sink drains with debris.
- Never block access to exits or emergency equipment.
- Inspect all equipment for damage (cracks, defects, etc.) prior to use—do not use damaged equipment.
- Never pour chemical waste into sink drains or wastebaskets.
- Place chemical waste in appropriately labeled waste containers.
- Properly dispose of broken glassware and other sharp objects (e.g., syringe needles) immediately in designated containers.
- Properly dispose of weigh boats, gloves, filter paper, and paper towels in the laboratory.
- Apparel in the Laboratory
- Always wear appropriate eye protection (i.e., chemical splash goggles) in the laboratory.
- Wear disposable gloves, as provided in the laboratory, when handling hazardous materials. Remove the gloves before exiting the laboratory.
- Wear a full-length, long-sleeved laboratory coat or chemical-resistant apron.
- Wear shoes that adequately cover the whole foot. Low-heeled shoes with non-slip soles are preferable. Do not wear sandals, open-toed shoes, open-backed shoes, or high-heeled shoes.

- Avoid wearing shirts exposing the torso, shorts, or short skirts; long pants that completely cover the legs are preferable.

FIRE EXPERIENCE

- Small bench-top fires in lab spaces are typical and not uncommon. Large lab fires are rare.
- Fuel load and hazard levels in labs are typically very high.
- Labs, especially those using solvents in any quantity, have a very high potential for flash fires, explosion, rapid spread of fire, and high toxicity of products of combustion (*heat, smoke, and flame*).

PREVENTION

- Plan work. The majority of lab fires have resulted from mental or procedural errors or carelessness.
- Minimize materials. Have present in the immediate work area and use only the minimum quantities necessary to work in progress. Not only does this minimize fire risk, it reduces costs and waste.
- Observe proper housekeeping. Keep work areas uncluttered, and clean frequently. Put unneeded materials back in storage promptly. Keep aisles, doors, and access to emergency equipment unobstructed at all times.
 - Observe proper safety practices. Store solvents properly.
 - Observe restrictions on equipment (*i.e. keeping solvents only in an explosion-proof refrigerator*).
 - Keep barriers in place (*shields, hood doors, lab doors*)
 - Wear proper clothing and personal protective equipment.
 - Avoid working alone.

EMERGENCY

- Know where things are: The nearest fire extinguisher, fire alarm box, exit(s), telephone, emergency shower/eyewash, and first aid kit, etc.
- Be aware that emergencies are rarely "clean" and will often involve more than one type of problem. For example, an explosion may generate medical, fire, and contamination emergencies simultaneously.

FIRE PROCEDURES

Notify:

Other occupants of the immediate space (yell)
 Other occupants of the facility (*use the fire alarm*)
 Emergency responders (*the alarm will do that for you, but a phone call makes certain*)

Evacuate

The immediate area of the problem.
 The space within which the problem has occurred.
 The building within which the space is located.

Isolate

Lower hood sash, close lab door(s), close corridor doors.
 IF SAFE TO DO SO, attempt to **extinguish**.

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REGULATIONS RELATING TO THE CONDUCT OF UNIVERSITY STUDENTS, MAINTENANCE OF DISCIPLINE AND BREACH OF DISCIPLINE

(Approved by Chancellor, 1st September 2013, Revised by Vice Chancellor 1st November 2107 & 1st February 2019)

Following regulations are prescribed to regulate the conduct of university students, maintenance of discipline and breach of discipline

1. Title:

These regulations will called “regulations for conduct of university students, maintenance of discipline and breach of discipline”.

2. Extent of Application:

- a. These regulations will come into force with immediate effect.
- b. These regulations will be applicable to all students of the university, registered for any class or course.

3. Definitions:

In these regulations unless there is any-thing repugnant to context, the following expressions shall have the meanings as assigned to them herein:

- a. "University" means Riphah International University.
- b. "Student" means a student on the rolls of the university registered for any class or course.
- c. "Indiscipline" means any act which disturbs the order or the university or is derogatory to Islamic moral values or is otherwise declared to be an act, of indiscipline under these regulations.
- d. "Discipline committee" means the discipline committee or the university.
- e. "Privileges" of the university mean the membership or its institute, library or a committee, scholarships or other concessions provided to the students.
- f. "Expulsion" means cancellation or admission of a student debarring him from re admission at least for one academic year.
- g. "Rustication" means removal of a student from the rolls of the university for one or more years or the remainder of the current academic year in which the order is passed and barring the student to appear in the ensuing terminal or final examinations or both.
- h. "Proctorial board" means a body comprising of teaching faculty and representatives from administration of university/campuses, constituted to ensure implementations of university rules and regulations.
- i. "Warning" means written notice that a violation of specified university policies or campus regulations has occurred and that if continued or repeated may cause further disciplinary action during which a student must demonstrate conduct that conforms to university standards.
- j. "Exclusion from activities" means exclusion from activities or specific area for the specified period of time.
- k. "Suspension" means Termination of student status at the campus for a specified period of time.
- l. "Fine" means a monetary fine.
- m. "Revocation of degree" means the degree to be awarded to student be revoked.

4. Rules of Student conduct and Behavior

- 4.1. All student of the university are expected to work hard for seeking knowledge, be regular and punctual in their academic work and carry out strictly the instructions of their teacher's to their satisfaction and authorities of the university.
- 4.2. They shall observe Islamic obligations (*Faraiz*) with punctuality and behave in accordance with the norms and teaching of Islam. All students shall cooperate in the promotion of an atmosphere of peace, discipline and orderly behavior on campus(s) and will have good relationship with colleagues, teachers and university staff.
- 4.3. Students must observe dress code as defined in the prospectus of the university and are not allowed to wear ostentatious jewelry (real or Artificial), casual dress, joggers, jeans etc.
- 4.4. Students must be punctual in payment of university dues and return of library books and should not damage the university property and equipment's.
- 4.5. They should keep all university buildings, premises clean. They are required to observe strict discipline on all campuses including playgrounds and attend the noncurricular activities.
- 4.6. Mixed gatherings except when in designated areas in the class room, are not allowed.
- 4.7. Students are not allowed to see their visitors in the university during academic hours.
- 4.8. No gathering or meeting of students will be allowed in the premises of the university without prior permission of the Dean/VC.
- 4.9. Students are not allowed to organize strike or make an attempt of organize a strike or participate in it or use pressure techniques against the university and obstruct implementation of lawful authority.
- 4.10. Students are not allowed to Participate in political activity or seek membership of any political party.

5. Grounds for Discipline

In addition to a willful violation of Islamic norms of behavior and instruction of the university, the following will be treated as acts of breach of discipline.

- 5.1. All forms of academic misconduct including cheating, fabrication, plagiarism, or facilitating academic dishonesty.
- 5.2. Act of disrespect to teachers, visiting faculty and staff of university.
- 5.3. Any forms of dishonesty including furnishing false information, or reporting a false emergency to the university.
- 5.4. Forgery, alteration, or misuse of any university document, record, key, electronic device, or identification.
- 5.5. Violation of Islamic obligations (*Faraiz*) & indulging in any activity derogatory to Islam or prestige and honor of university.
- 5.6. Theft or abuse of university equipment's, moveable property and other electronic resources.
- 5.7. Unauthorized possession or use of any university services including the university name, insignia, or seal.
- 5.8. Physical abuse including conduct that threatens health or safety of any person.
- 5.9. Obstruction or disruption in teaching, research, administration, disciplinary procedures or other university activities.
- 5.10. Gender mixing or lewd conduct and disorderly behavior, walkout or strike.
- 5.11. Selling, preparing, or distributing for any commercial purpose course lecture notes or videos or audio recordings of any course unless authorized by the university in advance.
- 5.12. Smoking, cigarette, cigar or any tobacco drugs and Use of illegal substance.
- 5.13. Possession or use of firearms or guns, ammunition, explosives, knives or other weapons, or dangerous chemicals.
- 5.14. Student observes in any kind of suspicious activity.

6. Procedural Due Process:

The university Discipline committee shall be the authority to deal with all discipline matters. All cases of indiscipline reported to Proctorial board or officers of the university shall be referred to the Discipline committee.

Conduct of Discipline Committee:

The discipline committee shall ensure observance of proper procedures as laid down:

- a. Written notice shall be issued for appearance before the disciplinary committee on a prescribe date, time and place.
- b. The student shall be given time to respond to charges against him/her and submit a written statement to the discipline committee.
- c. A record of the hearing a recommendation shall be forwarded to the competent authority for its approval.
- d. Decision of any disciplinary action shall be notified.

7. Penalties for indiscipline

If the discipline committee is satisfied that an act of indiscipline has been committed, penalties leading to expulsion, exclusion from activities, rustication, suspension, fine (to be paid to charity), warning, disciplinary probation, loss of privileges, including revocation of degree, according to gravity of case may be imposed.

8. Proctorial Board(s) Procedures, Authorities and constitution

8.1 There will be a University Proctorial Board

- a. University Board will be consists of Campus Proctorial boards of all campuses.
- b. Vice Chancellor shall nominate "Chief proctor" (Senior Faculty Member) at University level to maintain Proctorial board(s).
- c. Chief Proctor shall chair all campus Proctorial board(s).

8.2 Campus Proctorial board authorities; It will:

- a. Implement policies, regulations and rules dealing with student's conduct.
- b. Arrange regular meetings bi-monthly
- c. Prepare quarterly report.
- d. Deal with disciplinary cases, after being satisfied of the charge, can impose fine, warning, disciplinary probation loss of privileges, exclusion from activities and suspension.
- e. And all authorities mention under Proctorial board/ Discipline policy.

8.2 Constitution of Campus Proctorial board;

- Campus proctor: Senior faculty Member (Nominated by VC in consultation with Chief Proctor)
- Proctors: From faculties of campus not less than lecturer (one male, one female proctors; subject to the strength of students in respective faculty, nominated by Dean, Director, Principal)
- Representative from student services Department if required
- Representative from Tarbiyah Department if required

9. Disciplinary committee authorities and constitution

9.1 Constitution of University Disciplinary committee (UDC)

- Chairman shall be the chief proctor of the university
- Members (Senior Faculty members)(Appointed by Chief Proctor))
- Representative from Examination department if required
- Representative from Tarbiyah Department if required
- Secretary (Head of student services department)

UDC will be constituted on case to case bases, by the Vice Chancellor

9.2 Appellate Authority

Vice Chancellor shall be the appellate authority

9.3 University Disciplinary Committee

In addition to penalties of Proctorial authorities, university disciplinary committee can impose, expulsion, rustication and revocation of degree.

9.4 Mechanism for Accepting Rules and Regulations:

Student & Parents will sign the consent form regarding rules, regulations and policies acceptance and breach of discipline at the time of admission.

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Conduct and Behavior

(Approved by Chancellor, 1st September 2013, Revised and addition by Vice Chancellor 1st November 2107 & 1st February 2019)

Education is the most effective means of inculcation of values, development of balanced personality and creation of a positive and creative outlook in life. It is also a fact that education without commitment to honesty, truthfulness, fairness, trustworthiness and sense of social responsibility and accountability is a mechanical exercise. Disciplining of mind has to be coupled with disciplining of conduct and behavior of person. In order to translate the objective of education and the mission of Riphah a code of conduct and behavior for the faculty, students and staff is prepared for immediate implementation. The university believes in realization of ethical and moral synergy between its students, faculty and staff in order to translate its mission in their everyday behavior, conduct and attitude.

General Conduct:

- Students are to live up to the ideals of the Riphah International University, seek knowledge, develop tolerance, honesty, hard work and team spirit with colleagues, respect teachers, staff and fellow human beings in accordance with the norms of Islamic behavior.
- Students shall be regular in their prayers and other obligations and offer willing cooperation in promotion of Islamic norms and values with integrity and discipline. They should work together to realize Pakistan Ideology and become leaders of the Muslim *Ummah*.
- Students shall be regular and punctual in their academic work and carry out the instructions of their teachers, management and staff of the university seriously and willingly.
- Students shall cooperate in the promotion of the atmosphere of peace and orderly behavior on-campus and outside the University in accordance with the Islamic values.

Regulations:

1. Students shall be punctual in attending their lectures, mentoring sessions, tutorials, continuing education program, co-curricular activities, making payments of their fees and dues, and returning of the library books.
2. Students shall regularly and punctually observe Islamic obligations (*Faraid*) on all the campuses, teaching hospitals, hostels and other University premises.
3. All parts of the university buildings, premises shall be kept clean—e.g., walls, fixtures, models, specimens, charts, etc should not be tempered, defaced, mutilated or damaged in any way or form. Defaulters will be dealt with severity.
4. Students shall be well aware of and abide by the rules and regulation of the University.
5. Students are not allowed to sing, whistle, hoot, create noise and indulge in any unseemly behavior. No student is allowed to loiter and move aimlessly in and around the academic blocks or sit in areas other than designated for sitting of boys and girls on all campuses.
6. Students are required to observe strict discipline at all campuses including playgrounds or areas so declared as well as off campus when wearing university ID card and uniform.
7. Students should use only areas specified for males and females.
8. Gender mixing is not allowed in study groups, discussion groups, research, projects, award ceremonies and any kind of program etc.
9. Students should seek permission to enter the administrative offices or staff room(s).
10. Students should take care of university property, equipment and facilities, and ensure no damage is done to University property.

11. Students are not allowed to see their visitors or bring them in the university during academic hours. Visitors can be welcomed on campus only after prior written permission given by the HOD/Dean to see any student.

Uniform & Dress Code Policy:

In all academic gatherings, including convocation, student festival, sports and debates etc. uniform is mandatory for undergraduate students. Students both males and females shall follow the uniform and dress codes as mentioned below. In addition to this, girls can wear Abaya of plain colors. Leggings, skin tight trousers, pajama are strictly prohibited for girls.

Undergraduate Students Uniform:

Male	Female
<ul style="list-style-type: none"> • Shirt: (Full Sleeves / Full Collar/ 1 Front Pocket) White Shirt (For all Faculties) Sky Blue (RCRS) • Dress Pant: Steel Grey (For all faculties) Silver Grey (RCRS) Black (Media) • Neck Tie: Steel Grey (FEAS/FC) Navy Blue (RSL) Black (Media) Maroon (IIMC) Red (I IDC) Dark Blue (RIPS) • Shoes: Black for all (joggers not allowed) • Socks: Black for all • White Coat (Medical) Stitched loosely 2 inches extended below the knee 3 buttons, two side pockets and 1 chest pocket on the left • Sweater: Steel Grey (FC/FEAS) Navy Blue (RSL) Maroon (IIMC) Black (Media) Red (I IDC) Dark Blue (RIPS) 	<ul style="list-style-type: none"> • Qameez: (Band collar/ Full Sleeves/length should extended two inches below the knee) White Qameez with (No Slits) for all faculties. Maroon Qameez(from 3rd year IIMC) Red Qameez(from 3rd year I IDC) Pink Qameez (from 6th Semester I IDC) • Shalwar: White Shalwar for all faculties. (Leggings not allowed) • Scarf: (Mandatory / to cover head, neck and long enough to cover upper half body) Maroon (IIMC) Red(I IDC) Navy Blue (RSL/FEAS) Black (Media) Grey (FC) Sky Blue (DPT) Purple/Shocking Pink (Phycology) Peach/Dark Blue (English) Pink (RIPS) • Shoes: Black for all (joggers not allowed) • Socks: Black for all • Abaya : Black Plan • White Coat (Medical) Stitched loosely 2 inches extended below the knee 3 buttons, two side pockets and 1 chest pocket on the left • Sweater: Steel Grey (FC/FEAS), Navy Blue (RSL) Maroon (IIMC), Black (Media) Red (I IDC), Pink (RIPS)

General Dress Code (other than Undergraduate Students)

Male:

- Dress shirts and dress pants along with well-maintained dress shoes are mandatory.
- Boys are not allowed to wear jeans, casual clothes, joggers, T-Shirts and open shirts

Female:

- Dress should be modest, soft colors and covering whole body except face and hand, adhering to Islamic values.
- Clothes with thin material and fittings are not allowed.
- Leggings are not allowed.

Tour, Travel, Recreational Trips & Visits Policy:

The university encourages industrial and educational visits;

- In separate groups of boys and girls accompanied by their respective male and female teachers for a day (Night stay not allowed).
- Separate trips for male and female students will be arranged.
- No combine trip of male and female is allowed.
- No trips of male and female are permitted on same day and at same place.
- Faculty member nominated by the Dean shall also observe prescribed dress code on trips.
- Faculties will ensure the observance of dress code/ uniform by the students during the trips.
- Violators shall not be allowed to join in the trip.
- Female students will be allowed for the day trips only.
- Female faculty members nominated by the Dean, in consultation with Tarbiyah Department, shall have to accompany the students on trips, industrial visits and other university program implementation.
- Entertainment trips are not allowed.

Gatherings/functions Policy:

- Mix Gatherings are not allowed except with separate seating arrangement in class rooms.
- No co-projects are allowed.
- No gathering, celebrating ceremony or meeting of students is allowed on the premises of the university and outside the university in projects, visits, tours etc.
- Off campus activities involving university's name is not allowed.

Co-Curricular (Campus Life) Activities Policy:

- Students are required to attend co-curricular activities.
- University has named them as "Campus Life" activities.
- The University encourages separate debates, contests, sports, literary activities, Knowledge impart and competition to enhance capacity of students.
- Students are welcome to come up with innovative individual, joint projects or with registered student societies. However, mixing of genders in these activities is not allowed.
- All co-curricular activities shall be held separately for boys and girls.
- Approval from SSD is required for any activity.

Attendance policy for participating in co-curricular (Campus Life) activities

- In order to build tomorrow's leaders the University encourages students to participate in co-curricular (Campus life) activities, including societies meetings, society's events, providing student representation at different committees, sports and community outreach activities.
- Those required to attend net practice, Society, university or faculty activities or presented the university in national or international competitions shall acquire written permission from relevant authorities to maintain their class attendance ahead of time.

Student Societies Policy

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

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

Smoking and drug policy

- The University is committed to promoting a safe, healthy working and learning environment. This commitment extends to encouraging and supporting the reduction of significant health risks to members of the community.
- Any kind of smoking is completely prohibited.
- The burning of a lighted cigarette, cigar, or any other substance that contains a tobacco and drug product is prohibited within the campus and university area.
- Disciplinary action would be taken by authorities.

Parking regulation policy

The regulation of parking is a service to the university, and is intended to protect student and staff mobility for any inconvenience. Parking on University Campus is either designated for visitors or requires the display of a permit/Pass/Stickers. Permits/Pass/Stickers are valid only when issued through Student Services Department/Operations Department. Campus parking is allocated by area, designated for faculty and students separately. Motorcycles are required to park in areas designated at each campus.

External Guest Speaker's policy

- As part of the educational process, SSD & Tarbiyah Departments encouraged to invite guest speakers to campus having a good academics & Islamic standings.
- Registered student societies may recommend any person who, in their opinion, might contribute to the intellectual life to SSD & Tarbiyah Department and should seek the approval from student services department.

Notification policy

- The University is responsible for providing accurate and timely information to the students.
- All the notifications related to students are displayed at Coordination office and students services department.
- Students are supposed to visit these offices for getting new announcements.
- CR/CG councils are established to communicate all emergency notifications to students timely as well.

Registration Policy

- A student seeking admission in a program of the University shall register himself/herself with the Registrar within the dates notified for registration, failing which he/she shall not be allowed appear in the terminal (University) examinations and his/her admission may be cancelled.
- The Registrar shall issue a University registration number to each student.
- Coordination office and Registrar office (Academic) will facilitate for registration.
- Previous degree must be confirmed (Verified) from the parent institutions and attested by HEC for registration.

Leave Policy

- Sometimes Students interrupt their studies for a variety of reasons (financial, academic or personal). Students choosing to take a leave of absence must first contact their department to discuss their leave issue that may be necessary for a smooth return to university. For this purpose, Students are required to fill out all information on the form (available at coordination office) and get approved by respective head of department. Students must maintain 75% of attendance to appear in exams.

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Proctorial Board

(Approved by Vice Chancellor, 23 October 2018)

1- Introduction

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

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

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

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

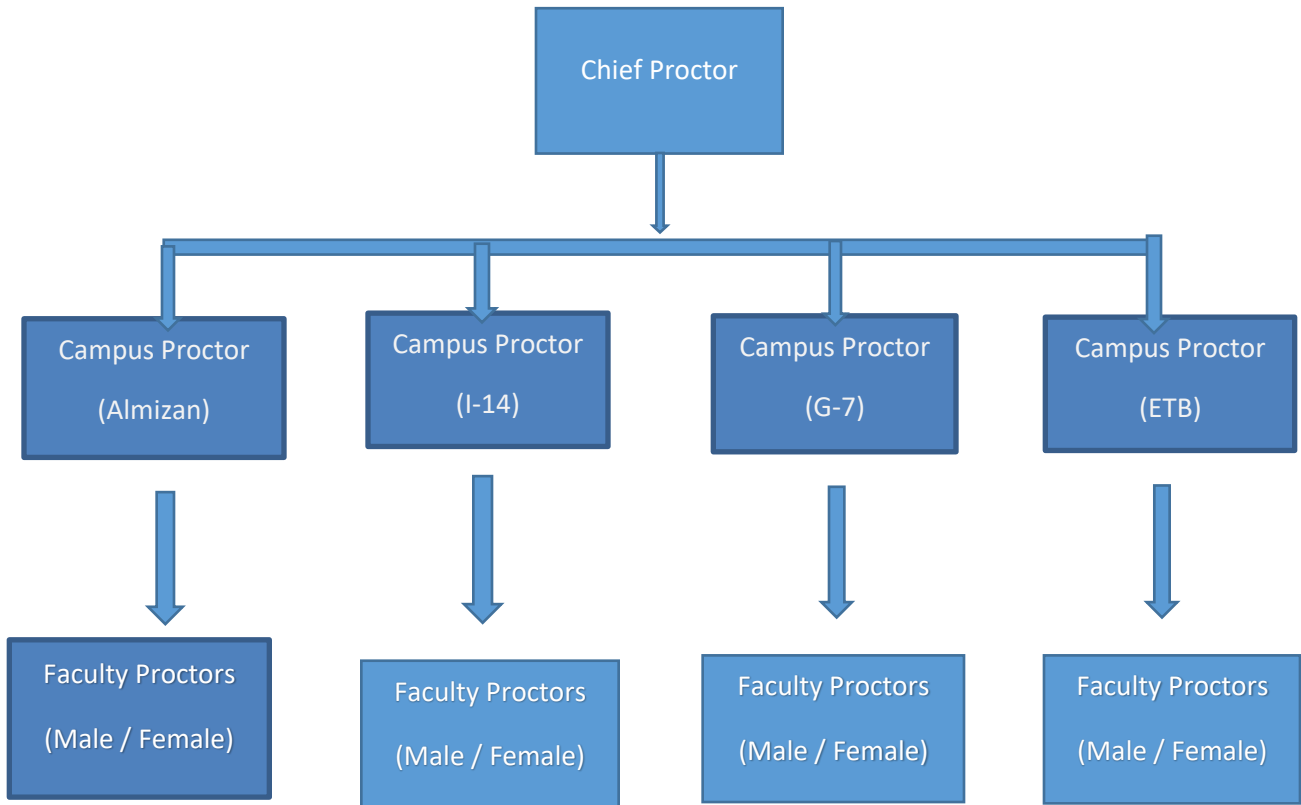
2- Basic Parameters

- a. Vice Chancellor is the final authority for all matters relating to the Board.
- b. Structure and operations of the Board are based on the core values of ***Ijtmaaiyah*** and ***Mushawarah***
- c. The Board, headed by Chief Proctor, comprises of Campus Proctors, Faculty Proctors.
- d. The Board will apply Rules and Regulations (the Rules), formulated under the Policy (as included in the Students’ Hand Book- the Hand Book).
- e. It is explicitly stated that the primary responsibility to maintain discipline, in accordance with the Rules, lies with the faculties and all the faculty members.
- f. Following areas fall within the realm of the Board: -
 - i. Uniform/dress code (strictly as prescribed in the Rules)
 - ii. Students’ Identity Cards (Must be carried and displayed while on campus).
 - iii. Gender mixing (without the supervision of a faculty/staff member)
 - iv. Smoking and use of drugs anywhere on campus.
 - v. Decent Behavior- (No rowdiness, fighting or use of foul language)
 - vi. Respect of elders and good manners (as expected of a Muslim)
 - vii. Activities or actions causing, hygiene or environmental hazards.

- viii. Carrying or use of arms, ammunition, and other dangerous objects.

3- Organization

Organogram of the Board is as below: -



4- Human Resource

4.01 The Board will consist of: -

- a- **Chief Proctor:** To be appointed and reporting to the Vice Chancellor
- b- **Campus Proctors:** To be appointed by the Vice Chancellor and reporting to the Chief Proctor.
- c- **Faculty Proctors:** To be appointed by and reporting to Campus Proctor for their duties in such positions.
 - i- Appointments based on nominations by respective Dean/Directors/HODs
 - ii- Appointments duly notified and displayed on Notice Boards at the campus for general awareness among students.
 - iii- To be provided with **Faculty Proctor** arm bands for identification.
 - iv- Authorized to check and take action on any violation of the policy by any student, regardless of his/her faculty affiliation.

4.2 Functions and Powers

a- Functions and powers- **Table: 4.1**

b- Schedule of Policy violations and remedial measure- **Table 4.2**

Proctorial Board| Composition and Functions

Table: 4.01

Sr. No.	Designation	Appointed by	Reporting to (For this policy only)	Function and Duties
1	Chief Proctor	Vice Chancellor	Vice Chancellor	<ol style="list-style-type: none"> 1- Organizing and managing the activities of implementing the Riphah Disciplinary Policy (the Policy). 2- Assisting Vice Chancellor on policy related matters. 3- Processing the cases of serious violation of the Rules as reported to Vice Chancellor. 4- Visiting campuses, periodically, to assess the compliance status, meet campus/faculty proctors. Also have a quarterly meeting with all the Campus Proctors and review the status of discipline and report the progress to the vice chancellor 5- Establish a Management Information Service and submit report of the activities to Vice Chancellor on quarterly basis. 6- Liaise with Students Services Department and <i>Tarbiyah</i> Departments for creating synergy on students related matters and activities. 7- Arranging quarterly meetings with the Deans/Directors/HODs at each campus to discuss and resolve policy related issues. Providing guidance/assistance to them on matters relating to the policy when required. “Report policy related issues in the Deans Council for the input of Deans and Directors and for implementation”. (VC) 8- Arrange to appoint Campus Disciplinary Committees and Central Disciplinary. Committee for dealing with cases of violation of the applicable rules and regulations.
2	Campus Proctor	Vice Chancellor	Chief Proctor	<ol style="list-style-type: none"> 1- Organizing and managing the activities of implementing the Riphah Disciplinary Policy at the campus level. 2- Determine the total number of Faculty and Student Proctors (Male and Female) form each faculty and seek nominations from the

				<p>Dean/Directors/HODs on the campus. Appoint, notify and monitor the Faculty and Students Proctors so nominated.</p> <p>3- Prepare and implement daily rounds (campus corridors, open areas, class rooms, library/labs, canteens etc) schedule of the Faculty Proctors.</p> <p>4- Supervise and guide the activities of the Faculty and Student Proctors at the campus level.</p> <p>5- Maintain close liaison with Chief Proctor and keep him posted with the activities at the campus.</p> <p>6- Liaise with Students Services Department and <i>Tarbiyah</i> Departments at the campus lever for creating synergy on students related matters and activities.</p> <p>7- Organize, convene and head disciplinary committee at the campus.</p> <p>8- Submit Monthly report, on prescribes proforma, to Chief Proctor.</p> <p>9- Attend the Meetings of Campus Proctors on quarterly basis and as and when convened by Chief Proctor.</p>
3.	Faculty Proctors	Campus Proctor (As nominated by respective Deans/Directors/HODs) at the campus.	Campus Proctor	<p>1- As the front-line players of the team, faculty proctors carry the primary responsibility of checking and reporting the violations on ground.</p> <p>2- Appointment of Faculty Proctors will be dully notified and displayed on Notice Boards by the Campus Proctor and they will also be provided with Faculty Proctor arm band for identification</p> <p>3- All the faculty proctors are authorised to check any students of any faculty/department/institution at the campus.</p> <p>4- Take at least two rounds of 15 minutes each every day.</p> <p>5- All Faculty Proctors are authorised to fine (upto- VC) Rs. 500.00 on the spot (on prescribed letter) for violation of uniform/dress code/Identity Card/Smoking/Rowdyism Rules. Persistent defaulters (more than 2 violations in a semester) should be referred to Campus Proctor for serious remedial measures.</p> <p>6- Submit weekly report of number of daily rounds to Campus Proctor (on prescribed proforma).</p>

				7- Any other duty assigned by the Campus Proctor or Chief Proctor, within the scope of the Policy
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Proctorial Board| Discipline Violations, Remedies and Authorities

Table: 4.2

Sr No.	Rules and Regulations	Nature of Violation	Remedial Measures	Action Authority	Records and Reporting by FP
1	Uniform/Dress Code Gender Mixing Littering	1 st Violation 2 nd Violation Persistent Violations Refer to Campus Proctor	Fine- Rs.500.00 + warning Fine- Rs. 1000.00 + Written warning with Cc. to parents and respective Faculty Refer to respective Dean/Director/HODs	Faculty Proctor (FP) Faculty Proctor (FP) Dean/Directors/HODs (e.g. Suspension of classes or semester)	Record and Report Record and Report Record and Report
2	Smoking Rowdyism Use of foul language Misbehaviour with Faculty or Student Proctor	1 st violation 2nd and more violations	Fine- Rs. 1000.00 + written warning with Cc. to parents and respective Faculty Refer the case to Campus Proctor and Dean/Directors	Faculty Proctor Dean/Directors/HODs (e.g. Suspension of classes or semester)	Record and report Record and Report
3	Contraband drugs or fire arms/dangerous objects. Physical fights, brawls or skirmishes Hygiene and/or environmental Hazards Damaging university property or personal properties of its students and staff on campus.	Any violation	Report to Administrator/Head of security immediately, with information to Campus Director	Campus Director and Manager Security	Record and Report

Administrative offices relationship with students

Vice Chancellor Office:

The Vice-Chancellor is the principal academic and administrative officer of the University. This office chairs the Deans and Academic Councils of the University and deals with all the committees constituted for administrative, academic and student's affairs. Students may visit this office as per instructions by the faculty coordination office, finance office, registrar office, exams office or Student Services Department, if required.

Registrar office:

This office provide quality student service in the area of registration, academic assessment and academic records, and to ensure the confidentiality and accuracy of student records and to produce class and examination schedules. Students may visit this office for these tasks.

Controller of Examination Office:

This office is to establish a strong, reliable and credible examination/evaluation system and to improve the quality of examination and evaluation and also to provide result extracts, Degree or transcripts to students safely. Exams office has developed complete rules and regulations for student's examination. Students may visit this office for these tasks.

Finance office:

The activities of finance office cover a wide range from basic record keeping to providing information regarding all financial matters to assist students. This office is responsible to assist the students for all the information related to;

1. Fee and Dues,
2. Refund Procedure,
3. University Financial Assistance and Scholarships.

Student coordination office:

This office deals with daily academic affairs of students at faculty/department level and deals with students to inform them about;

1. Class Enrolment,
2. New semester Orientation Program,
3. Students Registration at the time of new enrolment,
4. Students credential submission,
5. Semester wise / Annual Course Registration,
6. Daily Attendance,
7. Time Table,
8. Exams management,
9. VLE Management,
10. Add/drop courses, Result Correction/ Course Replacement
11. Extracts of exams, Semester Results & Display of results
12. All types of university announcements.

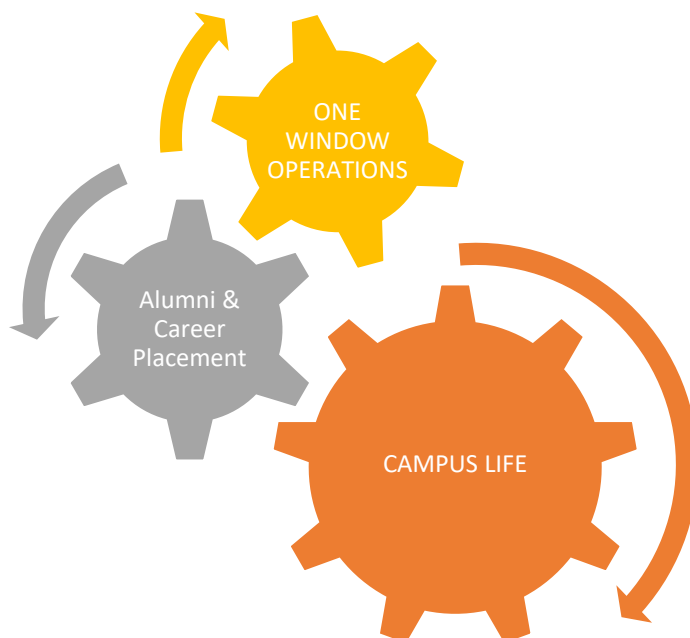
Students should have a strong relationship with student coordination office on daily basis.

Tarbiyah Department:

Tarbiyah' refers to a continuous process of student's personality grooming and development in light of Mission, Vision and values of Riphah. Tarbiyah Department (Islamic Education Training Program) delivers students to be professional in the field of Islamic Teaching for their career. Department arranges welcome ceremony, ethics in practice and monthly workshops/ activities in addition to mentoring at Riphah program. Annual calendar of activities is released by this office.

Student Services Department-SSD:

Riphah International University has established Student Services Department for students to enhance student growth and development. This department is work to provide services and support for students and drive student learning outside of the classroom. This department is independently working in consultation with all faculties, registrar office and vice chancellor. This office provide its services in following areas;



One Window Operation:

Any query and information required by a student about university is answered by this department. Students may contact to resolve any issue regarding;

1. All types of special letters issuance (i.e bona-fide, internship, NOC, Job Letter etc)
2. Application processing of transcript & degree to exams
3. ID card Data Entry/processing/Printing/receiving/checking/delivery
4. Processing of students documents verification from exam
5. Convocation Registration Process

Students can reach SSD for quires, online by getting [Complaint/Request ticket](https://www.facilitation.riphah.edu.pk) at www.facilitation.riphah.edu.pk

Campus Life:

All co-curricular and extra-curricular activities are considered as “campus life”. The life of a student outside the class room to have exposure of healthy, mission oriented, motivational and target oriented life. Different platforms has been designed to engage students in “campus life” activities.

Campus Life composed of;



CR/GR Councils:

This councils is established at each campus separately to communicate university rules and regulations, policies and procedures and kind of information related to students. CR/GR are appointed by class rooms and each CR/GR is member of Council by default. This council meet three times in a semester. SSD calls and responsible to holds the meetings. CR/GR councils may also discuss any matter outside the class rooms regarding facilitations at campus.

Student Societies:

Student’s societies are established as per policy. Each society conducts the following activities regularly;

- **Monthly Discussion Forum** (members participated in this activity to discuss local / national / international issues. This activity is designed to engage students in healthy discussion)
- **Mega Event**: Each Society organizes at least one mega event in a semester.
- **Social Work Event**: Each society organizes one social work activity outside the campus.

Following societies are registered;

University Level:	
Riphah Society of Excellence –RSE	
Vice Chancellor is Patron in Chief of RSE and society in consultation with SSD announced its activities. This society is established to organize the activities to full fill the Riphah Mission Statement outside the class rooms. RSE is university level society and operating in all faculties organizing sports, lecture, trainings, study tours, debates, blood donation and professional programs. (Separate wings of RSE- Boys and RSE-Girls are functional)(Each class has one RSE representative for boys and girls separately)	
Faculty Level:	
All societies will work under the umbrella of RSE, RSE will develop the leadership skills of these societies. Girls Students can only join Girls societies.	
IIMC:	IISWA (Social Welfare activities) Peace fort (Islamic Society) Sports Society (Sports activities) Literary & Debate Society (promoting healthy debate culture) Art & Craft Society (Development of creative talent) Scientific Society (Research on Advance Medical Science)
FMS:	Literary & Debate Society (promoting healthy debate culture) Adventure Club (Recreational Tours)
FEAS:	Engineering Society (Research on Professional Engineering) Debate Society (promoting healthy debate culture)
RIPS:	Social and Cultural society (Development of creative talent) Sports and recreation society (Sports activities) Literary society (promoting healthy literacy culture) Thinkers Club (Discussion forum) Riphah Al-Falah Society (Social Welfare Activities)
RIMS:	Riphah Media Society (RMS)
FC:	Society of Computing (SC)
(Girls only)	Riphah Society of Excellence (Official) Riphah Social Welfare & Blood Donor Society (Social Welfare Activities) Riphah Debating, art & Craft Society (promoting cultural activities) Riphah Sports & Recreation Society (Sports activities)

Sports:

Academics are always important but sports play a major role in shaping the character of a student. Not only do sports keep body fit and healthy, it offers a great career too, that is the reason university sports are introduced to keep students learn ways to handle pressure in every kind of situation and live with healthy mind. Services of this department are as follow;

- 1- Basic Sport kits (cricket/football/badminton/table tennis) facilities at each campus for practice.
- 2- Facilitating Faculty sports events.
- 3- Organizing inter faculty sports to select university level teams of different games
- 4- Facilitate university teams to participate in different sports events outside the campus organized by other organizations.

Research & Development:

This sections deals with the training of new enrolled students to get aware them from Riphah Mission and Desired student values. Special desk is working to research about student's latest trend and prepare trainings to train students for improvement in their personalities through recreational camps and special training programs. This desk is also published annual students magazine to enhance the creative literary skills of students.

Alumni Relation & Career Placement:

Alumnus is a graduate or former student of a university. Alumni have the potential to be most loyal and generous supporters to the university. Strong alumni relations is always necessary to have strong impact of university in society. Special web portal for alumni registration is designed to get registration with complete details of alumni, special functions and gathering is annually planned. University offers job news, job hiring sessions and different training regarding placement to fresh graduates and final year students.

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Convocation

On successful completion of a degree program, University issued a “Degree” and honored in a university convocation ceremony. This ceremony held annually for fresh graduates. Different distinguished guests addresses the students and advise them about their practical professional life.

Students is required to complete following process to join convocation;

1. **Clearance:** Every student has to clear his/her all dues relating to finance, library, and laboratory. Student can get clearance form from SSD and submit it for getting transcript to SSD along required documents.
2. **Transcript:** Transcript application will be processed to Exams department through SSD. University registration is mandatory for getting transcript.
3. **Degree:** Transcript is mandatory for getting Degree from Exams department along other required documents.
4. **Convocation:** Convocation is announced through newspaper advertisement and emails and letter by post to the available student contacts. Students get registration online through website.
5. **Gold Medals:** Students who secured outstanding results in their batch in defined time of degree completion are awarded through gold medal in convocation.

Riphah Campuses

Main Campus Islamabad

Sector I-14, Hajj Complex, Islamabad.

UAN: 111-RIPHAH (747424)

Phone: +92 (51) 844 6000-7

Fax: +92 (51) 831 3141

Islamabad City Campus (Central Secretariat)

St. 41, G-7/4, 7th Avenue, Islamabad.

UAN: +92-51-111-510-511

Phone: +92 (51) 289 1835-8, +92 (51) 810 8793-5

Fax: +92 (51) 289 0690

Islamabad City Campus-II

Ground Floor, 4-Evacuee Trust Complex, Agha Khan Road, Near Marriott Hotel, F-5/1, Islamabad

Phone: +92(51) 843 8376

Fax: +92(51) 843 8370-7

Islamabad City Campus

H-8/2, Islamabad

Phone: +92 (51) 4922161-5

Rawalpindi Campus

Al-Mizan IIMCT Complex, 274-Peshawar Road, Rawalpindi

UAN: +92-51-111-510-511

Phone: +92 (51) 111-510-510

Fax: +92 (51) 512 5170

Lahore Main Campus

13-14-C-Civic Center, Near Hamdard Chowk, Township, Lahore.

UAN: 042-111-RIPHAH (747-424)

Lahore Raiwind Campus

13-Km. Raiwind, Road, Lahore.

UAN: 042-111-RIPHAH (747-424)

Lahore Quaid E Azam Campus

28-M, Quaid-e-Azam, Industrial Estate Kot Lakhpath Lahore.

UAN: 042-111-RIPHAH (747-424)