



The Salim Habib Campus

STUDENT HANDBOOK



*BARRETT HODGSON UNIVERSITY
welcomes its students and wish them best
of luck. We hope you will have an
enjoyable and enriching stay in this
University*

Preface

This student handbook has been compiled to communicate to you; our students, the facilities available at the campus, and the services provided by the University. It further describes the policies, rules and procedures governing the entire student body and its campus-related activities. For your convenience, a copy of the handbook is maintained on Barrett Hodgson University (BHU) website at www.bhu.edu.pk.

Every educational institution has policies and regulations to guide student conduct, it is however intra-leadership or your ability to lead yourself and self-discipline which are the two essential elements required for the successful completion of your studies. In fact, your capacity to succeed in a fast-paced working environment will be determined, in part, by your intra-leadership capability and self-discipline.

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

We hope you will have many memorable academic and extra-curricular experiences at BHU and, while pursuing your undergraduate education you will become wiser and learn a few things about life itself.

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Core Values

Ambition

Aspire for every member of the community to be a high achiever.

Collaboration

We believe in setting and sharing common goals and working together in achieving them. BHU members are actively involved in the well-being of society around them.

Excellence

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

Innovation

We believe in out-of-the-box thinking and welcome creative thinkers and value those with entrepreneurial and creative minds who challenge established dogmas or practices. The pursuit of knowledge towards improving our society is a valuable asset.

Integrity

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

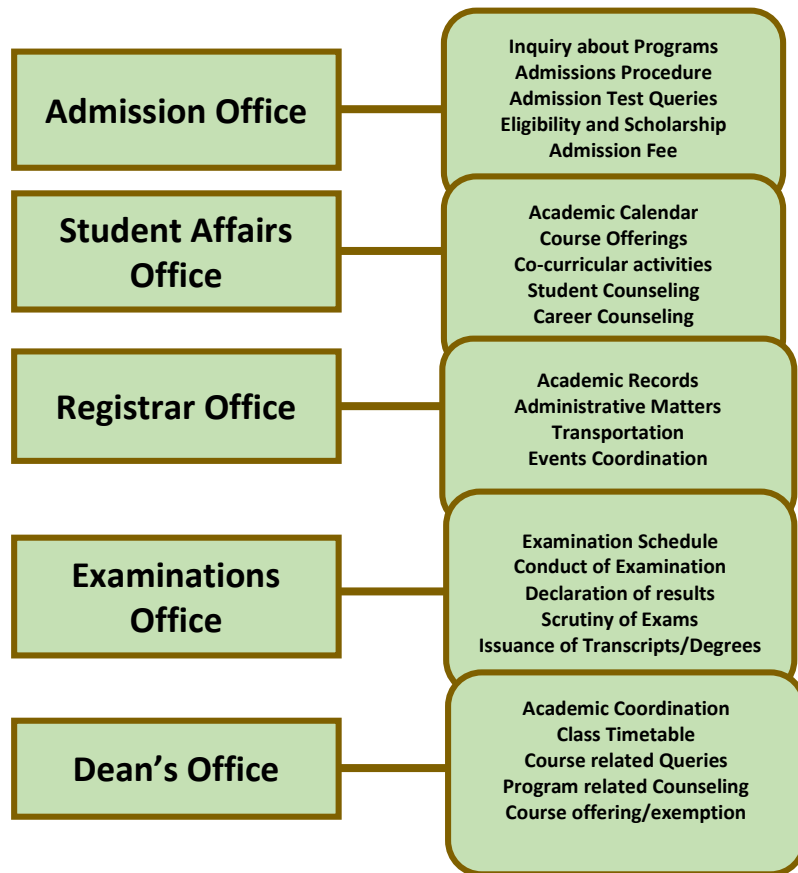
Respect and Tolerance

We believe that every member of our community should be treated with utmost civility, respect, and professionalism regardless of their background, socioeconomic status, religious beliefs, disability, cast, gender or age.

Responsibility

We believe that each individual and institution has the responsibility to add value to the society they live in.

Offices and Students' Services



Important Contact Numbers

S. No.	Service Units/Departments	Unit Head/Coordinator
1.	Vice Chancellor Office	PA to Vice Chancellor 111-248-338, Ext: 210 esvc@bhu.edu.pk
2.	Registrar Office	Registrar 111-248-338, Ext: 211 registrar@bhu.edu.pk Assistant Registrar Ext. 217 & 342 asst.registrar@bhu.edu.pk
3.	General Administration and Security	Admin Officer/In-Charge Facilities 111-248-338, Ext.243/201 admin@bhu.edu.pk facilities@bhu.edu.pk Assistant Manager Security & Safety Ext: 340, security@bhu.edu.pk
4.	Examinations	Controller Examinations Student Counter 111-248-338, Ext: 330 exam@bhu.edu.pk
5.	Student Affairs	Manager Student Affairs 111-248-338, Ext: 231 students.affairs@bhu.edu.pk
6.	Admissions Office	Admission Officer 111-248-338, Ext. 299 admissions@bhu.edu.pk
7.	Library	Deputy Librarian 111-248-338, Ext. 257 librarian@bhu.edu.pk
8.	ICT Office	ICT Support Officer 111-248-338, Ext. 322 ict-helpdesk@bhu.edu.pk
9.	Business Administration and Accounting & Finance	Program Coordinators 111-248-338, Ext. 233 & Ext. 271
10.	Computer Science	Program Coordinator 111-248-338, Ext. 343
11.	Biomedical Engineering	Program Coordinator 111-248-338, Ext. 275
12.	Biosciences	Program Coordinator 111-248-338, Ext. 295
13.	Pharm D	Program Coordinator 111-248-338, Ext. 331

1. LEARNING ENVIRONMENT

1.1 General

BHU aspires to achieve excellence in all of those academic disciplines, which we offer. In order to achieve this goal, we know that a university is not a sum total of its physical infrastructure; that is BHU requires more than just laboratories, gymnasium, auditorium, lecture theaters, class rooms, cafeteria and library etc. in order to become a successful academic institution. Knowing very well what we have set out to achieve and how it can be achieved, we are dedicated to creating a conducive environment for learning. At BHU, we plan to create an environment with a right mix of liberty and self-restraint, academics and sports, and discipline and spontaneity. We hope that this conducive environment would result in full blossoming of our students into responsible, well-rounded and professionally competent citizens to take on leadership roles in various fields of their choice.

1.2 Our Expectations

BHU hopes to become an equitable, just, non-discriminatory, supportive and responsive institution for all stakeholders especially for its students. In order to create a conducive environment for learning, we expect that all of its students will reciprocate by:

- Complying with BHU's published policies, rules and professional code of conduct relating to conduct, academics and other matters.
- Displaying responsible attitude towards staff, fellow students, faculty, administration and visitors of the University.
- Treating BHU's property with respect, in a manner consistent with the University's policies.
- Attending lectures on time and submitting work and assignments on time.
- Complying with deadlines assigned by the University.
- Notifying the professors or Manager Student Affairs if they are experiencing any problems or difficulties.
- Participating in extra-curricular activities.
- Contributing to the reputation and development of the University by suggesting where improvements can be made.
- Abiding by BHU's code of conduct, and not engaging in any dishonest acts, either during examinations or while engaging in any activity on campus or BHU sponsored off-campus event.

1.3 Modes of Communication

To remain fully informed, all students are strongly encouraged to regularly check the bulletin boards, BHU website, and its online system for important announcements. Please note that urgent announcements will be conspicuously posted on notice boards. Furthermore, to ensure prompt dissemination of important information, BHU may take the additional measure of sending SMS to students' cell phones.

BHU has developed a dynamic website and digital presence across various platforms including Facebook, Twitter, Google+ and YouTube is on the cards. Through constant updates across these avenues, BHU intends to:

- Highlight students' achievements and it aims to showcase various aspects of student life at BHU.
- Provide prompt updates regarding all campus activities, announcements, information and other important dates.
- Present intimate insights into the BHU community such as its faculty, academic and administrative departments, renowned speaker sessions, high profile visits, social outreach initiatives, and other projects.
- Post news regarding BHU events, developments, vacancies, admissions and much more.

1.4 Non-Discrimination Policy

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

1.5 Privacy and Confidentiality Policy

BHU will also ensure privacy of individuals and their records on occasions, where law sanctions reasonable expectations of privacy. Furthermore, BHU will ensure confidentiality of its students, faculty and staff alike as far as their financial, academic and employment records are concerned. Our Privacy and Confidentiality Policy is embodiment of one of our core values, 'Integrity.'

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

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

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

1.6 Health and Safety Management Policy

The health and safety of all faculty, staff, students and visitors is a major concern in the planning and conduct of all University activities and programs, and in the design, construction,

modification, or renovation of all BHU buildings and facilities. The same attitude towards safety is also reflected in our labs and their operations.

- a) **Responsibility of Individuals** – Safety is the responsibility of each and every person at the BHU. All members of the University community are individually and collectively the owners of safety and share the responsibility to provide and maintain a safe environment. Each individual is expected to comply with health and safety regulations and University policies, programs and procedures; perform work in a safe and sensible manner and to act to ensure the health and safety of self, coworkers, fellow students and all others at the University.
- b) **Deans and Departmental Heads** – Each Dean, and Departmental Head and Chairperson is charged to ensure organizational compliance with University policies and with maintaining a healthy and safe environment for all personnel. They are expected to take appropriate action to identify all hazards and to make sure that all known hazards are addressed properly in a timely manner to avoid any mishaps.

1.7 Personal Safety & Institutional Security

In our times, the safety of individuals has become a matter of great concern for both the individual as well as the institution. To ensure it, we know a higher measure of institutional security is required given the circumstances of the city. At BHU, various measures have been taken to improve the quality of surveillance on campus; those include installation of CCTV cameras, walk through gates, metal detectors, barriers, deployment of security guards at strategic locations and an increased emphasis on personal ID card systems. Notwithstanding the deployment of these electronic and physical measures, the effectiveness of any security system is dependent on the whole-hearted response of the entire concerned community. Thus to make security our priority number one, all of us, who are part of the BHU community would have to adopt a proactive, vigilant and watchful approach towards the surroundings we move in, the vehicles we use for our transportation, and the physical and web spaces we use as an individual, who is part of a socially integrated community.

Note: Remember if you follow the instructions, you will not only keep yourself safe but also people around you.

2. FACILITIES AT BHU CAMPUS

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

2.1 State of the Art Laboratories:

BHU has a diversified set up of well-equipped labs, which provide hands-on training:

- ICT Labs

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

2.2 Library

The uniquely designed split level library forms the central knowledge repository at BHU. Forming the epicenter amidst the academic block, the library is spread over 4 floors housing in excess of 12,000 volumes of curriculum books and several international journals with notable impact factor. Administered by an online system, students can inquire about books availability and reserve books without having to physically come to the library:

Library Resources

- 12,000 Books
- 25,000 e-Books Library
- Subscribed 43 International Journals and Periodicals
- HEC Digital Library
- Online Public Access Catalogue (OPAC) (<http://libraryportal.bhu.edu.pk/>)
- Newspaper
- Search the Library Catalogue (<http://libraryportal.bhu.edu.pk/>)
- ProQuest E-book Central (<https://ebookcentral.proquest.com/lib/hec-ebooks/home.action>)
- SPRINGERLINK (<http://www.digitallibrary.edu.pk/barrett.html>)

Library Services

- Borrowing and Access
- Book Lending
- Reading Area
- Reference Services
- Online Searching/arrangement of soft copies of books and journal articles.
- Research Support

E-Resources and Peripherals

- E-Terminal
- Repository E-Terminals
- WIFI Access
- Xeroxing, Scanning and Printing

Library Sites and Collection Locations

- Using our collections
- New Arrivals
- Open Shelf Collection
- Restricted Access Collection
- Special Collection
- Reference Collection
- Serial Collection
- Pharmacy Collection
- Multimedia Collection

2.3 Fatima Sports Complex

BHU plans to meet students' needs and aspirations in all aspects of a university life. Sports is considered instrumental in instilling among students many qualities like competitiveness, teamwork, and goal-orientation, which are desired and demanded by employers in current workplaces. Consequently, the University has spent enormous resources to build Fatima Sports Complex, a state of the art gymnasium, which BHU hopes would serve as the hub of all sports activities in the University.

Fatima Sports Complex provides spaces for a range of sports activities and aims to serve as a fitness center for the students as well. These facilities reflect BHU's philosophy of providing a healthy and balanced student life on the campus. The Fatima Sports Complex has been built to enable students to remain physically fit by taking part in an array of athletic activities. The vast complex is a complete sporting unit containing a swimming pool, squash courts, a basket-ball court and a well-equipped gymnasium with state of the art machines.

Fatima Sports Complex, though remains at the center of all sports activities as the University's primary sporting hub, BHU has other sports facilities as well which include an outdoor volley-ball court with a jogging track encircling it and a grassy field, which could be used as a football ground. These amenities further facilitate athleticism and provide students with a wide range of choice

regarding sporting events on campus. So if a student is ever looking for something fun to do on campus or planning a little escape from the strenuous schedule of academic work, the Fatima Sports Complex and the accompanying sports facilities at BHU have plenty to offer. We believe these facilities will provide wholesome and fulfilling experiences to our students, where they can discover themselves, their strengths and weaknesses and learn to appreciate the team dynamics.

Sports complex (indoor facilities):

- Gymnasium for fitness training
- Swimming pool
- Squash courts
- Basketball courts
- Badminton courts
- Table tennis

Outdoor sports facilities:

- Football Ground
- Volleyball Court
- Jogging Track

2.4 Cafeteria

At BHU, we place a great importance to health and hygiene. The University has built a big state of the art cafeteria for its students, staff and faculty. It is located behind the administration block and its vast area with proper seating arrangement can accommodate around three hundred people at one go. The cafeteria provides a variety of items to the students to refresh after a long exhausting day. While dining, students can enjoy fully the spacious air conditioned hall and its soothing ambiance. The place is an ideal location for the students to relax, while having a meal.

2.5 Information and Communication Services

To remain fully informed, all students are strongly encouraged to regularly check the notice boards, BHU website, and its online system for important announcements. Please note that urgent announcements will be conspicuously posted on notice boards. Furthermore, to ensure prompt dissemination of important information, BHU may take the additional measure of sending SMS to students' cell phones. BHU has developed a comprehensive Campus Management System (CMS) "Aagahi", and a dynamic website (www.bhu.edu.pk) to facilitate digital interaction with its stakeholders through constant updates. BHU also has its presence on various social networking platforms such as Facebook, Twitter, Google+ etc. in order to:

- Highlight students' achievements, and showcase various aspects of student life at BHU.
- Provide prompt updates regarding all campus activities, announcements, information and other important dates.
- Present insights to the BHU community regarding its faculty, academic and administrative departments, renowned speaker sessions, high profile visits, social outreach initiatives, and other projects.
- Post news regarding BHU events, developments, admissions and much more.

- Update students regarding academic and event calendars.

BHU is equipped with Wi-Fi enabled devices providing students with unlimited access to the Internet. Students who wish to take advantage of this facility should contact System and Network Administrator at the ICT Server room, or via email at ict-helpdesk@bhu.edu.pk.

3. ACADEMIC EXCELLENCE

At BHU, we aspire to achieve excellence in all the academic disciplines, which are being offered. In order to provide a conducive environment for learning, BHU has a unique blend of highly qualified faculty, innovatively designed curricula, state of art academic facilities, and student services. We hope that such environment would result in full blossoming of our students into responsible, well-rounded and professionally competent citizens to take on leadership roles in various fields of their choices.

3.1 BHU Faculty

At BHU, we have a diversified team of foreign and national qualified PhDs, industry experts, and seasoned academicians, who have served at world renowned institutions. Our faculty has vast teaching experience with extensive research output, which will be instrumental in stimulating and catalyzing the latent talent of our students into high quality professionals. The well networked faculty of BHU is equipped to leverage students' internship and job placement opportunities. In addition, BHU faculty has been performing diversified roles to facilitate students in their academic matters and personality development.

Faculty Program Coordinator

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

Faculty Mentorship

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

3.2 Quality Assurance

BHU aspires to provide quality education based on high professional and ethical standards. To materialize its commitment, BHU has setup a Quality Enhancement Cell (QEC), which is also in compliance with Higher Education Commission's (HEC) directive for quality assurance of higher education. University requests its student body to contribute fully to the continuing evaluation of the BHU courses and services by filling Online Evaluation Questionnaires. This will assist the University in its course curriculum planning, delivery, monitoring and evaluation, which will facilitate the process of continuous improvement in our academic quality, thus ensuring the University's character as a dynamic and progressive institution of higher learning.

3.3 Centre for Learning and Teaching (CLT)

The Centre Learning and Teaching (CLT) aims to inspire and equip the faculty and students with the best practices prevalent in the academic and professional circles. It is meant to foster academic excellence, and develop opportunities and scholarly interaction through promoting a culture of collaboration both nationally and internationally. Additionally, the Centre also organizes guest speaker sessions, seminars and conferences at Departmental as well as at University wide level to enhance the intellectual breadth and depth of BHU stakeholders including the students.

3.4 Student Counseling

In order to facilitate our students to cope with their challenges, we have hired a specialized clinical psychologist, who would be providing:

- Counseling services to facilitate the wellbeing of those students.
- The case specific counseling session would be rendered only on need-basis in a highly confidential environment.
- A student who believes to be a victim of harassment may approach our Counseling Office, situated in Admission Office, for complaints and counseling session.
- Moreover, under the counselor's office, different training sessions and workshops would also be held in order to strengthen the soft skills of students.
- The student may be referred for specific counseling by the department to the Student Counsellor.
- The confidentiality of the student is of prime importance and will be maintained as per counselling ethics.

3.5 Student Disability Services

BHU has just opened its doors and currently it has an evolving administrative structure. However, as a matter of vision of a not so distant future, we hope to establish a Disability Resource Centre in due course to serve those students, who may have physical and/or learning disabilities. Meanwhile, any student with medically recognized and properly documented disability may approach Manager Student Affairs to request certain classroom or exam-related accommodations. The scope of those services and accommodations will broaden as our student body grows. Our core value 'Respect and Tolerance' is the guiding beacon in our pursuit towards providing disability services.

4. STUDENT SOCIETIES

BHU believes in a holistic development of students' personality through co-curricular activities. This is the reason for setting up of a separate department for Student Affairs to provide the University community with opportunities for various recreational and social experiences. The Student Affairs offers students, faculty, and staff a comprehensive program of activities which include sports, special events, social events, fitness, informal recreation, and entertainment events.

The following mechanism is in place to facilitate the process.

4.1 BHU Student Council

To incorporate students' voice into management and administration of the University, a Student Council will be constituted, which will comprise of presidents of Students' Societies, high achievers, and members of students' body as recommended by Students' Society Advisors.

4.2 Student Societies

BHU presently has a total of five Students' Societies which have been formed to provide opportunities for students to explore their abilities and leadership potential. These societies are mentored by Faculty members and have their own elected student body for managing the affairs of the societies. We encourage student to participate in co-curricular activities (please refer to the Event Calendar for details); and compete at inter-university events at national as well as at international level.

i. Events Society

The focus of the Events Society is on Event Management! to plan, promote and implement events.

Activities of the society

- Arrangement of picnics, welcome parties, fun gala, etc
- Organize social welfare events, charity campaigns, etc
- Organize events that stimulate discourse amongst faculty, students, professional associations and related external communities

ii. Literary Society

Literary society at BHU aims to inculcate confidence and self-efficacy amongst the students by honing their creative instincts and communication skills. This is an important aspect of students' life to participate and learn about literature (poetry and prose), history, arts and culture. Students who have a flair to read, write, think, create, and explore the world around them, are encouraged to join the society.

Activities of the society

- Debate/elocution contests (Inter-departmental level, Inter-University level, Model UN)
- Literary Clubs/Activities (Book Club, Toast Master, Poetry Recitation/Youth Mushaira, Creative Writing, Drama/skits/stage plays)
- Guest Speaker Session (Lecture Series, Motivational Speakers, Workshops/Thematic session)
- Art Exhibitions (Photography, Calligraphy, Painting etc.)

iii. Sports Society

The objective of Sports Society is to promote physical fitness and to inculcate qualities such as teamwork and sportsmanship. The society will provide opportunities for the students to showcase their talent and skills. The Fatima Sports Complex, being the pivot for sports

activities, will provide opportunities for participants to engage in, and derive the benefits of sports activities.

Activities of the society

- Indoor games (Swimming, Table Tennis, Badminton, Squash, Volley ball, Basketball and Handball)
- Outdoor games (Football, cricket, etc.)
- Organization of Sports week
- Inter-Department and Inter-University sports competitions

iv. Magazine Society

Magazine society is mandated to initiate and routinize the publication of University newsletters and magazine. Magazine society would serve as a platform for students to reflect, and to develop a flair of writing.

Activities of the society:

- Student newsletter
- Student magazine and periodicals

v. Media Society

Activities of the society:

- Social media activities (BHU Student Facebook Page, twitter handle, blogging)
- Talk shows, discussions, seminars, workshops, radio, TV, Web-TV etc.
- Student Photography- Photography exhibition

Procedure for the Establishment of New Students' Societies

Apart from the above-mentioned societies, students are encouraged to initiate new students' societies in consultation with the faculty mentors and Student Affairs Department. Following are the requirements for the establishment of a new society:

- To establish a society, a group of students are required to submit a formal proposal to the Student Affairs Department on online society application form, mentioning the name, objectives, and scope of the proposed society.
- To set up a new student society, the proposal needs to be signed by 10 student members, and a proposed faculty mentor.
- The Student Affairs Department will evaluate the proposal for new student society, and decide whether to accept or decline it. In case of the latter, the petitioning society's information will be held on file for one year for review at a later date.

Structure of Student Societies

Student societies are within the purview of Student Affairs Department. Student Society elections will be held in each academic year for the appointment of following designations for each society:

i. Society President

A Society President will:

- Will provide the leadership to the member students of the society
- To ensure the adherence of the TORs of the society, and execute plans as mandated.
- Serve as liaison among Student Affairs Department, Faculty, and the student body.

ii. Society Vice President

A Society Vice-President will:

- Assist the President, and preside when the president is absent.
- Work closely with the President in coordinating the Society's activities.
- Be familiar with the Society Policy and make sure that it is implemented and adhered to.

iii. Society Secretary

A Society Secretary will:

- It is responsibility of the secretary to keep record of the minutes of meetings, correspondences, and event reports; and develop liaison with the Media and Magazine Society so that the society's activities are shared within the BHU community.
- Update team roster as necessary.
- Compile the annual report information.
- Assist the President and Vice-President when needed.

iv. Society Treasurer

A Society Treasurer will:

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

Operational guidelines

- Members of the Student societies must adhere to the Student Disciplinary Procedures provided by the Student Affairs.
- Manager Student Affairs will make recommendations for the preparation of student's society's annual budget and allocation of funds to the Society Administration. In order to generate additional funds for the societies' operations, students are also encouraged to arrange sponsorships and other fund raising activities.
- All requests for conducting or participating in the events should be forwarded through Society Mentors to the Student Affairs Department at least 10 working days prior to the

event. The Student Affairs office will recommend and process the request for further approval by the Competent Authority after liaising with Finance Department.

- After the event, bills/receipts are required to be submitted to Finance Department for settlement. Student's Society will submit the bills to the mentor of the society who will forward it to the Manager Student Affairs for further processing.
- The University does not assume any responsibility for loss of valuables, accidents, damage or injury resulting from participation in an event or travelling. The Student Affairs Department and the concerned academic department is to be notified immediately of all society related incidents.
- All the society related announcements and updates are required to be approved by the Students Affairs Department, before it can be uploaded on BHU's official web page (www.bhu.edu.pk), Facebook page, and other social media platforms.
- No promotions, marketing, brochures distribution, using notice boards, and announcement from student's societies can be made or published without prior written approval from the Student Affairs office.
- No student can invite or interact with any individual, organization, association or agency for student's activities, or raise funds without the approval of Student Affairs Department.
- The Official logo of University can only be used after written approval from the Competent Authority. Student Affairs Department will provide facilitation in the process.

5. GENERAL CODE OF CONDUCT

The BHU has built its code of conduct by balancing students' rights with responsibilities. The idea behind this is that each student recognizes the rights of other members of the University community and the student's own obligations arising out of those rights. BHU encourages students to conduct themselves as responsible members of the University's community. Generalized summary of the code of conduct is as follows:

- To display responsible attitude towards fellow students, faculty and staff.
- To treat BHU's property with utmost care and in a manner consistent with the University's policies.
- To observe punctuality in all the academic conducts including regularity of attendance and timely submission of the assignments.
- To notify the Program Coordinators or Manager Student Affairs in case of any problem or difficulty.
- To comply with BHU's approved policies, rules and code of conduct relating to academics and other matters.

5.1 Security Instructions

- All types of students' entry to BHU will be on foot (pedestrian) and shall be made from the designated entrance.
- Students will park their vehicles and motorcycles in parking area along BHU boundary wall side, properly and as guided by the concerned staff.

- Entrance in the University will be subjected to usual security check.
- Students shall display their Students ID card at the main gate and must wear it at all times during their presence within BHU premises/campus.
- Personal guests of students are allowed in the campus premises only with the prior permission from Student Affairs Department.
- All marketing/promotional and extra-curricular activities by the students need to be authorized by Student Affairs Office well in advance.
- Any party/birthday celebrations should be in accordance with the code of conducts and prior approval from Student Affairs.
- Sports complex facilities shall be used as per the instructions and during prescribed timings
- Students shall inform the security personnel in case they are departing early from the campus.
- Residential block and any under construction sites are out of bound area for students.
- In case students need to visit BHU campus during Closed/Public Holiday or staying at BHU campus after official hours, prior approval from Student Affairs Department is required.
- If any valuable is found by any student, it should be deposited at Reception with details to be entered in the lost and found register.

5.2 Dress Code

Barrett Hodgson University follows the corporate norms of multinational companies which is part of the global culture. Student should wear dresses according to socially accepted prevalent community norms. BHU expects from its students to be well groomed, nicely dressed and follow the dress code;

Female Dress Code

Loose kurta
 Loose fit pants/shalwar
 No sleeveless/no slide slits
 No torn or defaced jeans
 No expensive jewelry

Male Dress Code

Formal shirt/polo T-shirt
 Dress pants/jeans
 No torn or defaced jeans/shorts
 No flip-flops & sandals without back strap
 No Shalwar Kameez

- Wearing shorts, Bermuda shorts, Shalwar Kameez and three quarter trousers are not allowed.
- Students are advised to wear dress shoes, moccasins, joggers or sandals with back straps, whereas, Flip Flops are not allowed in the campus.

5.3 Guidelines for use of Social Media

Students are advised to display and follow ethical conduct in using interactive or social media. Students found indulging in irresponsible usage, false communications or communication aimed at provocation, slander, spreading of rumors and false allegations will be dealt with by the Discipline and Grievance Committee.

Be respectful and courteous in posting and communicating. Students should think before posting. There's no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even after it has been deleted.

5.4 Harassment/Bullying

Any unwanted behavior, which may interfere with our ability to carry on ourselves in an academic institution, may be deemed as harassment. BHU has zero tolerance policy against any type of harassment activity such as:

- Sexual Harassment including vulgar gestures, staring, whistling, and suggestive comments etc.
- Bullying including name-calling, teasing, ragging, foul language, threatening and physical harm.
- Cyber-bullying including spreading of malicious rumors, obscene content or involvement in any unethical use of computing resources.

We intend to take reports of harassment very seriously and are determined to make BHU a Harassment Free Zone, which is a pre-requisite for providing a conducive learning environment.

Responsibility as a victim or target

- The university has a zero tolerance policy towards harassment. It intends to offer its help and support to anyone who is the target requiring them to report, if the behavior of any individual is disagreeable to them, as earliest as possible. Instead of enduring the harassment alone, discuss the matter with someone you can trust. Through your words and actions, make it clear to the person who is harassing you that their behavior is disagreeable to you. If you merely ignore or endure the harassment, the situation will not improve. In some cases of harassment, the perpetrators are unaware that their actions are causing offence. A student may discuss the matter with his/her faculty mentor, or the student counsellor to formally report any incident of harassment/bullying from a fellow student/BHU staff.

Responsibility as a witness

- When you are aware that someone is being harassed, please offer assistance to the target of the harassment. If you witness disagreeable behavior, caution the perpetrator about their conduct. When necessary, act as a witness. Listen to what the target of the harassment has to say and be supportive—don't place the blame on them. Encourage the target of the harassment to visit the university Counseling Service—offer to accompany them. Due to the very nature of harassment, it is difficult for targets of harassment to come forward. The university Counseling Service is open, not only to the targets of harassment themselves, but also to third-party witnesses of harassment.

5.5 Destruction of Property or Facilities

- Intentional or reckless damage/defacement to property of the University, or to any individual.

- Stealing of property or services of the University or from any individual.
- Entering, holding key to unauthorized spaces or causing damage to facilities.

5.6 Disrupting campus discipline

- Any behavior that disrupts or obstructs teaching and studying is prohibited.
- Indulging in activities detrimental to the maintenance of good order on the Campus (e.g. shouting slogans, making cat calls, inciting students/staff, or staging a walkout, a strike or an un-authorized procession).
- Initiating a threat or false alarm/warning of a fire, explosion, or other emergency.
- Displaying affection publicly with any member of student community on campus.
- Use of cell phones for purposes like playing games and/or exchanging messages in instructional spaces is forbidden. Cell phones should be silenced during classes.
- Loud use of voice, shouting, and music are prohibited within the academic block.

5.7 BHU is a 'Non-Smoking Campus'

- Tobacco, in any form like cigarette, cigar, pipe, Shisha/Hookah, pan or gutka, is strictly prohibited.
- Drugs or drugs related paraphernalia, sniff, and other similar contraptions are also strictly prohibited.

5.8 Involvement in Illegal activities

- Possessing/storing on the campus of an intoxicating material/weapon/firearm of any kind.
- Participating in any act against the laws of the land.

5.9 Discipline and Grievance Committee

All matters relating to breach of Code of Conduct in the University will be reported to and investigated by the 'Discipline & Grievance Committee of BHU'.

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

The enforcement of discipline in BHU shall be supervised and controlled through the following personnel:

- Deans and Chairpersons for all classroom and academic activities.
- Controller of examinations for all examinations related matters.
- Manager Student Affairs/Activity Coordinator in community spaces and on occasions of public gathering within and outside the BHU Campus.

5.10 Disciplinary Action & Redress of Grievances Proceedings

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

- Report and Initial Inquiry – The student conduct/ grievance process begins when the Office of Student Affairs receives a report/complaint or a referral. Registrar’s Office will conduct the initial inquiry.
- Interim Actions – At times, the University may take actions to ensure the safety and security of the BHU community and its members while the resolution of a student conduct case is still pending.
- Informal Resolution – Reporters/complainant of the alleged misconduct may prefer, or the University may determine that an allegation is best resolved through informal means.
- Formal Resolution – The University uses panel hearings to determine responsibility for alleged policy violations, and when applicable, to assign sanctions.

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

- Warning letter
- Monetary penalty
- Letter of apology solicited from the student
- Parents to be called to meet the Disciplinary and Grievance Committee
- Suspension from classes for a week or more
- De-registration for the semester
- Cancellation of admission and/or expulsion from the University
- Any other sanction that the Committee may deem fit, or a combination of the sanctions mentioned above

5.11 Complaints against Faculty and Staff

A complaint against a faculty member should be brought to the relevant Dean, who will use his administrative authority to resolve the matter, or should the Dean feel that the complaint’s allegations are of such nature and severity that those allegations require a proper proceeding, the matter may be referred to the Discipline and Grievance Committee.

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

6. ACADEMIC POLICIES AND RULES

6.1 Definitions

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

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

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

“**Credit Course**” means a course of study whose grade points shall be used in calculating a student's Cumulative Grade Point Average (CGPA).

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

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

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

“**Cumulative Grade Point Average (CGPA)**” means the summation of grade points of all credit courses divided by the total number of credit hours taken by a student.

CGPA = (Sum of (Credit Hours x Grade Point) of all semester courses)/(Sum of Credit Hours of all semester courses).

“**Grade**” means a letter grade indicating the quality of students' academic performance.

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

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

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

“**Probation**” means that a student is deficient in academic standards. This is to be considered a written warning to the student to improve CGPA to 2.0 or above in the next semester else he/she is likely to be put in the list of relegated students.

“**Relegation**” means that the student has a CGPA < 1.5, or has attained two consecutive probations. The student's academic advancement may be put on hold till such time as he/she improves his/her CGPA to 2.0.

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

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

6.2 Admissions

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

- In case the said document(s) are found tempered/or fake on verification, admission of such student will be cancelled and no fees will be refunded.
- University reserves the right to cancel the admission in case of failing to meet the minimum eligibility criteria for the respective program.
- It shall be the candidate's own responsibility to get the equivalence established through Inter Board Committee of Chairmen, Islamabad (IBCC) or its Camp Office at Karachi in case he/she has obtained qualifications from non-Pakistani system.

6.3 Attendance Policy

- BHU attendance requirement for the students is **80%**.
- Attendance requirement is compulsory for the appearance in the final exams as well as the continuation of scholarship in the next semester along with minimum CGPA requirement.
- A **provision of 5%** is available to students to appear in the final exams after the submission of written application **with a fine of PKR 2,500 per absence** in the following manner:

S #	Cr Hrs	Length of Session (Minutes)	Sessions Per Week	Total No. of classes in Semester	Absence Allowed 20% (BHU)	Allowance for Additional Absences with Punitive Charges
a.	3	60	3	48	9	3
b.	3	90	2	32	6	2
c1.	3+1	60 Theory	3	48	9	3
c2.		90 Theory	2	32	6	2
c3.		120 - 180 Lab/Tutorial	1	16	3	1
d.	2	60	2	32	6	2
e1.	2+1	60 Theory	2	32	6	2
e2.		120 - 180 Lab/Tutorial	1	16	3	1
f.	0.5	90 Workshop	1	16	3	1

- Approval of the Dean of the respective Faculty shall be required for prescribed additional allowance besides punitive charges.
- Above-mentioned provisions of absences cover all types excuses including any emergency, illness, traveling or any other contingencies.
- Students, with less than 75% attendance, shall be treated as short of attendance cases and will be awarded "F" grade.

6.4 Exemption and Credit Transfer policy

There are five areas of this policy:

- Transfer of Credit for credit course(s)
- Exemption for credit course(s)
- Exemption for non-credit course(s)
- Equivalence for program
- Student Exchange/Split Programs

Transfer of Credit for credit course(s)

- It refers to University to University credit transfer on course to course basis.
- Courses for transfer of credits must be studied for the same or above level of education.
- Original transcript of the student must be submitted for verification
- Maximum 50% of the total credits (in the program at BHU) can be transferred.
- Credits are transferred only for the courses in which student has earned at least ‘C’ grade.
- Course with lesser credit hours cannot be transferred for a course with higher credit hours at BHU, however two similar courses of less credit hours can be transferred for one course of higher credit hour at BHU.
- University from where the credits are transferred should be HEC recognized.
- Grades of transferred courses will neither be included in the calculation of CGPA/GPA, nor will they be shown on BHU transcript.

Exemption for credit course(s)

- Exemptions can be granted for post graduate diplomas or professional certifications.
- Diploma/Certification shall be from well reputed institutions, recognized as professional body in their respective field.
- Diploma/Certification must be completed. Exemptions are not allowed for part qualification, unless separate certificate is given of part qualification.
- Recommendations for exemption shall be based on overall syllabus and its quality.
- Maximum 50% of the total credits (in the program at BHU) can be exempted.
- Grades of exempted courses will neither be included in the calculation of CGPA/GPA, nor they will they be shown on BHU transcript.

Exemption for non-credit course(s)

- Non-credit courses are offered as deficiency courses to cover the knowledge areas of students, which he/she did not study in his last qualification.
- In the start of semester, those students who have already covered the non-credit course in his/her previous studies will apply on prescribed form along with the marks sheet of HSC or “A” level certificate.

- The sole criterion of approval of such cases is the pass status in the marks sheet of HEC or “A” level certificate.

Equivalence for program

- Please refer to the Admission Office for details.

Student Exchange/Split Programs

- Please refer Admission Office for details.

Procedure for Exemption and Transfer of Credit

- Applicant is required to submit prescribed application along with documentary evidences to his/her respective department.
- Applications for the exemption or transfer of credits should be submitted before the midterm of semester.
- Students are required to apply for exemptions or credits transfer for all the subjects in which they want exemption or credit transfers irrespective of semester in which that course is offered (single application for multiple subjects)
- Decision will be communicated in writing to the Applicant (for his/her record)

6.5 Registration

Following formalities have to be fulfilled by the students for registration:

- Original academic documents along with the attested copies. (The original documents will be returned to the candidate after due scrutiny).
- Payment of fees and dues (Charges incurred for getting student’s credentials verified form the concerned authorities will be payable by the respective student).
- Any other documents asked by admission or registration office.
- Students are advised to collect their registration cards from the Admission Office.

6.6 Scheme/Duration of Studies

- An academic year at BHU consists of two regular semesters and one short semester.
- The regular semesters, i.e. Fall and Spring-semester, consist of 18 weeks comprising 16 weeks of teaching (including one week for Midterm examination) and additional two weeks for final examination.
- The short semester, i.e. Summer-semester, consists of 8-week duration inclusive of the classes and examinations. The Summer-semester is mainly meant for removing academic deficiencies and grade improvement.
- After each regular semester, there shall be a semester break of 3-week duration for the students.

6.7 Maximum and Minimum Period to Complete a Degree Program

Maximum and minimum time period required to complete a degree program for each type of degree offered by the University is mentioned in the table below:

Degree	Min. Duration to Complete	Max. Duration to Complete
Undergraduate/Bachelor	4 years	7 years
Undergraduate/Doctor of Pharmacy	5 years	8 years

6.8 Semester Enrollment

Enrollment by each registered student shall be mandatory in each semester on the dates notified in the University academic calendar.

- Enrollment forms will be made available at the respective Dean's/Chairperson's office, or an online interface will be provided for students to make their course enrollment choices for a semester.
- Students failing to enroll in a semester shall be suspended from the University rolls. Dean of the faculty, on the recommendation of the Chairperson of a department, may allow re-instatement of a student within the time limit prescribed for this purpose. A student seeking re-instatement shall, in addition to semester and "Late Fee Payment Surcharge", also be required to pay re-instatement fee to continue studies.
- Completion of enrollment requires fulfilling all financial obligations.
- No student will be guaranteed enrollment in a course/semester (as applicable) until registration/enrollment of course(s) has been completed.
- If a student is failing to complete a program and still needs further study to pass credit courses, such a student may enroll in a regular semester up to the credit hours as laid down by HEC/PEC/PCP, but must complete all degree requirements in all respects within the maximum allowed period for the respective degree.

Freezing of Semester

For students facing some problems or any other valid issue, freezing/suspending of a semester is allowed up to 2nd week of the start of the semester based on the positive recommendation of the Chairperson of the department and approval of the Dean of the faculty subject to the following conditions:

- The student shall be required to pay 10% of the tuition fee for freezing/suspending the semester and to continue his/her registration with the University. Prior to resumption of studies after the temporary suspension, it shall be mandatory to clear all the previous outstanding dues, if any.
- Students are allowed to freeze/suspend the current semester as mentioned above, only if they have passed the final examination of previous semester with a minimum GPA/CGPA required for the academic standing of the University to remain registered.

Dropping of Semester

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

- No semester fee will be refunded.

- The case for dropping of the semester has to be recommended by the Chairperson and approved by the Dean.
- Any examinations/assessments undertaken by the student during the semester will become null and void.
- The dropped semester courses will not be displayed on a student's transcript.
- Students are not allowed to freeze/suspend/drop more than two consecutive regular semesters. They are also not allowed to freeze/suspend/drop more than four semesters in the entire duration of the degree program of four/five years.
- Students allowed to freeze/suspend/drop the semester are required to complete their degree requirement remaining within the overall degree awarding time frame (i.e. maximum time allowed for the completion of the degree as specified in the Statutes).

Pre-Requisite Courses

There are many courses requiring a student to complete pre-requisites before enrolling in them. A course cannot be enrolled-in unless a student has passed its pre-requisite course(s) as indicated in the relevant plan of study, or allowed by the respective Dean in special circumstances.

Repeating Courses

A student is allowed to repeat a course subject to the following conditions:

- Only those courses can be repeated in which the student has obtained a grade 'C+' or below.
- A course can be repeated either in a regular semester or in a summer session.
- A course can only be repeated within the total time period allowed for the respective degree.
- If the transcript has not been issued, a student may repeat courses within one year of the completion of the program.
- All attempts will be depicted on the transcript; however, only the highest grade earned will be used for the calculation of CGPA.
- A student has to apply for course repetition on the prescribed form through respective Chairperson of the department.
- The decision to approve repetition will rests with the Dean of the faculty.
- A student opting to repeat course(s) shall not be eligible for top student honors/awards even if he/she improves and obtains equal or better CGPA than the medal winner student.

Adding/Withdrawing Courses

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

- A student may withdraw from a course(s) after 2nd weeks of the start of semester "with or without W" if he/she feels that continuing with the said course will adversely affect his/her studies. The Chairperson of the respective department must be informed by the student

through a written request on the prescribed form regarding his/her intention for withdrawal of a course. Non-attendance of a course(s) will not constitute an official withdrawal.

- A course withdrawn before the end of the 10th week of the semester will not be recorded in the transcript. A course withdrawn after the end of 10th week but not later than the end of 15th week after the commencement of semester classes will be recorded on the transcript with a grade 'W'. After end of 15th week, withdrawal of a course will not be allowed.
- No fee will be refunded if a student withdraws from a course after two weeks of commencement of semester.

Course Cancellation/Adjustment

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

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

Final Year Project/Thesis

A final year project/thesis may be assigned to a student, or a group of students, as applicable, as partial requirement for earning a degree. Students shall be required to submit their Final Year Project/Thesis report on time.

- It is the responsibility of the students to meet the deadlines and targets set by the project supervisor. Students unable to complete their work on time will be required to register again with full payment of fees.
- Students working on a project are advised to maintain a record/diary/log of their work.

Bi-major

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

Internship

Chairperson will recommend students for internship with reputed organizations. Student pursuing internship will be required to submit a report of work assigned and the learning outcomes during internship, as per prescribed format to the Chairperson on completion of internship, and make a presentation of the report. The report must be accompanied by a certificate of completion from the respective organization in which the student has worked. The internship may bear credits or may be mandatory but non-credit, as prescribed in the plan of study for degree completion requirements.

6.9 Change of Academic Program

The change of academic program will only be permitted subject to fulfillment of the eligibility, merit of respective program and subsequent approval of the VC. Moreover, a seat has to be available. Application for change of academic program will be submitted on the prescribed form.

6.10 Fees and Other Dues

Fee structure given in prospectus and updated details in this regard may be obtained from finance office.

Refund of Fee on Cancellation of Program/Discontinuation of Studies

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

- 100% Tuition Fee refund up to 7th day of commencement of classes.
- 50% Tuition Fee refund from 8th – 15th day of commencement of classes.
- No fee (0%) refund from 16th day of commencement of classes.
- % age of fee shall be applicable on all components of fee, except for security deposit and admission fee.
- Timeline shall be calculated continuously, covering both week days and weekend.

Refunds to Students Failing to Meet Admission Eligibility Criteria

A student can claim refund of his paid semester fee except the Admission fee.

6.11 Scholarship and Financial Assistance Schemes

Barrett Hodgson University, with a support of its parent sponsor, The Salim Habib Education Foundation, offers a comprehensive Scholarship and Financial Assistance Scheme. The aim of the Scholarship scheme is to encourage meritorious students to pursue their educational goals at BHU, whereas, Financial Assistance scheme is meant to facilitate the students from low income families requiring financial support for payment of fees. Details may be obtained from the Students' Finance office.

6.12 Academic Deficiency Cases

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

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

Rules for probation, relegation and dropped from the program will not be applicable for the course(s) taken during summer semester.

6.13 Award of Degree

The University on recommendations of Chairperson of the department/Dean of the faculty shall award the degree to a student who satisfies the following conditions:

- Has completed the minimum required credit hours of courses as prescribed for the degree program in which the student is registered;
- Has achieved a minimum CGPA of 2.0 for undergraduate degree program and 2.5 for graduate degree program;
- Has no un-cleared 'F' or 'I' or 'W' grade in any course required for the degree;
- Has successfully completed the research project/thesis, as applicable;
- Has completed non-credit mandatory Internship, if required;
- Has cleared all dues;
- Has verified the eligibility documents.

Degree and Certificates

- Successful student of a degree program shall receive a degree conferred on him/her at a convocation.
- Degree can be collected personally by the student or by an authorized nominee, following the prescribed procedure.
- Each successful candidate of a non-degree program shall receive a certificate duly signed by the Dean of the faculty and Registrar.

Transcripts

University will issue transcript on prescribed proforma upon written request from the student concerned.

- Transcripts will not be released until all obligations to the University have been met.
- Transcript issue requests are not to be accepted from, or transcript released to, third parties without a written consent from the student.
- A student desirous of obtaining academic transcript may apply to the Controller of Examinations and submit the prescribed fee.
- Fee for 1st issue of final transcript will not be charged once qualified for award of degree. Further issue of final transcript (if so required) will be marked as “duplicate” and will be issued on payment of prescribed charges.

6.14 Medals and Awards

Students achieving high academic standards will be awarded academic honors (Medals and Certificates) upon completion of their degree requirements at the convocation ceremony. In addition, merit scholarships and a mention in the VC's and the Dean's Honors' List are the honors conferred during the course of studies.

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

- Have taken full semester load for the entire degree program without having withdrawn/repeated any course prescribed for any semester;

- Not have any Incomplete/W or Credit Transfer/Migration to their credit.
- Not have been penalized with recordable punishment in any disciplinary case.
- For award of Medals, the student should have a minimum CGPA of 3.5.
- Gold and silver medals will be awarded to the students who achieve first and second highest CGPA respectively, within the same graduating batch in the respective program.
- Where two or more students have the same highest CGPA, the student having higher number of A+ will be given precedence. In case the number of A+ is also the same, the percentages achieved by them will determine the gold and silver medals. If the percentages are also the same, then all the students will be awarded gold medals. In such a case no silver medal will be awarded. The same rule is also applicable for the case of tie in silver medal.

Honors Lists

Vice Chancellor's Honors List

In every semester, the students achieving a SGPA of 4.0 taking full semester load of courses will be mentioned in the VC's Honors List. The Honors List will be displayed on the University website and the campus notice boards.

Dean's Honors List

In every semester, the students achieving a SGPA of 3.5 or higher but less than 4.0 taking full semester load of courses will be mentioned in the Dean's Honors List. The Honors list will be displayed on the campus notice boards.

6.15 Redress of Student Academic Grievances

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

6.16 Ownership of Work and Intellectual Property Laws

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

6.17 External Students

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

7. EXAMINATION POLICIES AND RULES

7.1 Modes of Assessment for Course Grade

Following activities are scheduled in a course during a semester for the purposes of student assessment and grading:

- Sessional (Formative) Assessment: These will comprise of the quizzes, assignments, reports, presentations, etc.
- Midterm Examination: Midterm Examination will be conducted by the Controller of Examinations in the 8th week of the semester.
- Final Examination: A comprehensive examination will be conducted by the Controller of Examination, at the end of the semester.

Practical/Laboratory Examination

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

Practical work	75%
Viva voce	25%

Courses where practical segment is integral part of the theory course, in such cases following marks distribution will be followed:

Theory segment	80%
Practical segment	20%

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

Assessment of Final Year Projects/Thesis

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

Plagiarism

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

7.2 Examinations Code of Conduct

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

At BHU, students will have to appear for mid-semester and final examinations in each semester as per schedule issued by the Controller of Examinations. Following instructions are to be observed by the students:

- Be seated as per seating plan depicted on the Campus Notice Board/Examinations venue or provided to you otherwise.
- Once the paper has started, student will not be allowed to proceed to washrooms/toilets or any other place outside the examinations venue unless permitted by the invigilator in extreme emergent cases.
- Bring your own stationery (in transparent pencil box) and calculator (authorize model and type only). Borrowing at the place of examinations is not permitted.
- Every student is required to produce Admit/Campus ID card to the invigilator. Student unable to produce the same may not be allowed to appear in the Examination. Student must not allow anyone to impersonate him/her, as it is a serious offense, punishable to the extent of expulsion from the university.
- Eatables and drinks are not permitted around or inside the examination venue.
- No page shall be torn and taken out of the Examination venue or inserted in the answer book (other than the extra sheet provided by the invigilator and duly signed by him/her).
- All unauthorized material is to be left outside the venue of Examination at the student's own risk and cost.
- Any attempt to copy, seek, take, or give help during Examinations is strictly prohibited and will be dealt with following penalties.

Penalties - Violation of Examinations Code of Conduct

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

S. No.	Acts of Violation of Code of Conduct of Examinations/Use of Unfair Means	Penalty
1	Possessing written material or/and writing on calculator, ruler, palm, arm or anywhere on the student's body or clothes whether the written material is related or unrelated to the concerned Paper.	a. Grade 'F' in the relevant Course/cancellation of Paper. b. Warning, copy to parents.
2	Possessing Mobile Phones, PDAs and other electronics accessories even if switched off.	a. Grade 'F' in the relevant Course/cancellation of Paper.

		b. Warning, copy to parents.
3	Possessing (in switch-on mode)/cheating through Mobile Phones, PDAs and other electronics accessories, etc.	a. Grade 'F' in the relevant Course/cancellation of Paper. b. Fine Rs. 2,000/- c. Warning of expulsion, copy to parents.
4	Seeking, giving/receiving assistance or copying or allowing any other student to copy from his/her answer Copy.	a. Grade 'F' in the relevant Course/cancellation of Paper. b. Warning, copy to parents.
5	Repeatedly indulging in cross talk with other student (s) or disturbing the class in any other way. Changed his/her seat/Exam Room in an un-authorized way.	a. Grade 'F' in the relevant Course/cancellation of Paper. b. Fine Rs. 2000/-. c. Warning, copy to parents
6	Communicating or attempting to communicate with invigilator/examiner with the intention of seeking answer to the question/influencing him/her in the award of marks etc.	a. Grade 'F' in the relevant Course/cancellation of Paper. b. Warning, copy to parents.
7	Impersonation	a. Grade 'F' in all subjects. b. Expulsion from University. c. Fine Rs. 10,000/-
8	Removing a leaf/leaves from Answer Copy.	a. Grade 'F' in the relevant Course/cancellation of Paper. b. Fine Rs. 2,000/- c. Warning of expulsion, copy to parents.
9	Taking the whole or a part of an Answer Copy or of a continuation sheet into or out of Examination Hall/Room.	a. Grade 'F' in the relevant Course/cancellation of Paper. b. Fine Rs. 5,000/- c. Warning of expulsion, copy to parents.
10	Substituting the whole or a part of an Answer Copy or a continuation sheet not duly issued to him/her for the Examination.	a. Grade 'F' in the relevant Course/cancellation of Paper. b. Fine Rs. 5,000/- c. Warning of expulsion, copy to parents.
11	Forging, mutilating, altering, erasing or otherwise tampering with marked Answer Copy.	a. Grade 'F' in the relevant Course/cancellation of Paper. b. Fine Rs. 2000/- c. Warning, copy to parents.
12	Misbehaving or creating any kind of disturbance and/or refusing to obey the Invigilator/university official, show of temper/anger or making disrespectful utterances etc. in or around the Examination Hall/Room,	a. Grade 'F' in relevant course/cancellation of Paper. b. Fine Rs. 2,000/-. c. Warning of expulsion, copy to parents.
13	Using abusive or obscene language verbally or in his/her Answer Copy.	a. Grade 'F' in the relevant Course/cancellation of Paper. b. Fine Rs. 5,000/- c. Warning of expulsion, copy to parents.

14	Possession of firearms, knives or any other type of weapon etc. inside and in the vicinity of Examination Room/Hall	a. Grade 'F' in all the subjects. b. Expulsion from the University. c. Fine Rs. 10,000/-
15	Found violating Examination Rules/Code of Conduct for the second time during his/her study period of degree program in the campus.	a. Grade 'F' in all/relevant Course(s)/cancellation of paper (s). b. Rustication for one -semester. c. Fine Rs. 5,000/- d. Warning of expulsion, copy to parents.
16	Found violating Examination Rules/Code of Conduct for the third time during his/her study period of degree program in the campus.	a. Grade 'F' in all semester courses/cancellation of paper(s) b. Rustication for one or more semesters. c. Fine Rs. 10,000/- d. Warning of expulsion, copy to parents.

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

Use of Reference Material

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

Vigilance Committee / Unfair Mean Committee

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

7.3 Declaration of Results

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

Re-Checking

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

- Re-checking will not be allowed for the lab/similarly assessed courses and final year project/thesis.
- The Controller of Examinations shall inform the applicant about the final outcome.
- If the students' claim is found correct, the re-checking fee will be reimbursed.

Grading Policy

The University will follow the absolute grading system where letter grades in all courses/subjects will be awarded based on the total absolute marks obtained by a student as per distribution mentioned below in the table.

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

Percentage of Marks	Grade	Grade Point	Remarks
90-100	A+	4.0	Outstanding
86-89	A	4.0	Outstanding
82-85	A-	3.67	Excellent
78-81	B+	3.33	Very good
74-77	B	3.0	Good
70-73	B-	2.67	Average
66-69	C+	2.33	Satisfactory
62-65	C	2.0	Adequate
58-61	C-	1.67	Pass
54-57	D+	1.33	Pass
50-53	D	1.0	Pass
Below 50	F	0.0	Fail
	W	-	Course withdrawn
	I	-	Incomplete

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

8. Lab Protocols

General instructions for lab conduct are:

- Maintain the lab decorum and avoid loud discussions
- Food items are not allowed in Labs.
- Mobile phones are required to be switched off

- Always maintain the cleanliness of your workstation

8.1 ICT Labs

The Computer Science Laboratories of BHU are well equipped with good facilities for the convenience of students, and researchers. Continuous efforts are being made to maintain and upgrade the lab resources and to make labs of BHU not just labs, but also research centers. While working in the computer labs, the following rules are applicable:

- Students are not allowed to move or rearrange any equipment without permission of the lab Incharge.
- Dismantling any of the lab equipment including cables, connections and terminals is strictly prohibited.
- Students are not allowed to change configuration and settings of the computer systems. In case the students require the installation of any software programs on BHU computers, they shall seek the written approval of the concerned faculty, and contact the Lab Engineer well in advance.
- Passwords must not be disclosed to anyone, under any circumstances. Students are advised to change their password once a month.
- No one is allowed to log-on using someone else's user ID and password.
- Students are advised to refer to the lab schedules in order to ensure availability of the IT resources. To avoid disruptions, students are not allowed to enter the labs while classes are in progress.
- Students are advised to maintain a backup of their data, as the Lab staff will not be responsible for any loss of data.
- Exclusive use of video, audio and text for entertainment is prohibited. In case of any academic audio/video content, headphones should be used.
- Students must not attempt to intercept, analyze, record, or tamper with any network data packets, or any other misuse of network resources.
- University reserves the right to remotely monitor the students' activities.
- Alteration of system configuration is strictly prohibited. Any such requirement requires a formal approval from the concerned authorities.
- Whenever you leave the system, please log off your system properly.

8.2 Sciences Labs

Basic laboratory safety rules are given below, and must be followed in every Science laboratory that uses hazardous materials or processes. These rules provide behavior, hygiene, and safety information to avoid accidents in the laboratory.

- Appropriate Personal Protective Equipment (PPE) should always be used which includes lab coats, goggles, gloves, hair cover (where required), and footwear/shoes (open sandals or open slippers are not allowed).
- Lab coats or disposable aprons should be worn in the lab to protect you and your clothing from contamination. Lab coats should not be worn outside the laboratory.

- Clothing made of synthetic fibers should not be worn while working with flammable liquids or when a fire hazard is present as these materials tend to melt and stick to exposed skin.
- Avoid wearing jewelry in the lab as this can pose multiple safety hazards.
- Long hair, beards, ties and scarves should be neatly managed during the experiment.
- Laboratory coats should not be stored in offices or break rooms as this spread contaminates to other areas.
- No contact lenses should be worn – even when wearing safety glasses.
- Avoid skin and eye contact with all chemicals.
- In case of any chemical spill or fire accident, use water showers and fire blankets.
- Do not taste or intentionally sniff out chemicals.
- Never mouth pipette, as mechanical pipetting devices are available for pipetting liquids.
- Wash exposed areas of the skin prior to leaving the laboratory.
- Do not utilize the sewer for chemical waste disposal.
- Perform work with hazardous chemicals in a properly working fume hood to reduce potential exposures.

8.3 Library Rules and Regulations

General Rules

- Library is primary for the purpose of reading and studying it is therefore imperative that Silence is maintained in the library.
- Food items are not allowed in the library.
- Use of mobile phones is prohibited.
- Keep your bags and other belongings in the designated shelves of the library, please be sure not to leave valuables unattended.
- Carry your student ID card with you when you enter the library.
- Return books/materials to their original location on the bookshelf.
- Do not take any book or other library material out of the library without following the borrowing procedures.
- Make sure to return the borrowed items by the due date.
- Writing inside the library books, or cutting or tearing of pages is strictly prohibited.
- In case any of the borrowed items being lost, damaged, or destroyed, the matter will be dealt as per the borrowing policy.

Procedure for Membership

- Students are required to become Registered Patrons (RP) of the library.
- Students have to submit a registration form to the library, available at: <http://www.bhu.edu.pk/>, along with 2 passport size photographs.

- A username and password will also be issued to each RP to log into the BHU Library portal to access variety of information such as titles available, checked out and overdue books.
- Library membership card is non-transferable; in case of a lost card, it should be reported immediately to the library circulation desk.

Borrowing Policy

- Students, after becoming Registered Patrons (RPs), are entitled to borrow any book from the library except those which are part of the Reference Section.
- Student must check the condition of book(s) before receiving them and all books must be returned in the same condition.
- Students can borrow up to 3 books at a time.
- Books from the reading library are issued for 7 days. The book may be issued further for another 3 days. A daily fine of Rs.10 will be imposed on students, in case of failure to return the issued book.
- Marking or highlighting on the library books is not allowed. If the library staff observes any mark on book(s), or the book(s) are found damaged, then the student may be fined a minimum of Rs. 100/= or up to the cost of the book. If a student accumulates fine exceeding Rs 5,000/-, the system will automatically block him/her of all library privileges. (Fine is payable at the Cash Counter of Finance Office)
- A recall notice/request will be sent after due date for the overdue book(s)/material. A recall notice may also be sent, if the same is required URGENTLY by another patron or the library itself in some unavoidable circumstances. Failing to respond to the recall notice may lead to disciplinary action.

Copying of Reasonable Portions

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

Books

- One chapter or 10% of the number of pages of a work, whichever is the greater.
- More than 10% can be copied if the work is not commercially available within a reasonable time at an ordinary commercial price
- The whole or part of a literary or dramatic work in a published anthology if not more than 15 pages.

Journals

- One article per issue of a journal publication.
- Two or more articles can be copied from the same issue of a periodical publication, provided the articles relate to the same subject matter.