

LAHORE LEADS UNIVERSITY



NOTIFICATION

Dated: 6th July 2013

The Vice Chancellor, in exercise of his powers under Section 10(5) of The Lahore Leads University Act 2011, has been pleased to provisionally promulgate the following Academic Policy with immediate effect in order to streamline the academic affairs of the University. This policy shall remain operational till such time as the Board of Governors, in due course approves the regular Academic Policy.

Academic Policy

CHAPTER I

PRELIMINARY

1. Short title and commencement.–

(1) It shall come into force at once.

2. Definitions.– In this Policy, unless there is anything repugnant in the subject or context or otherwise specifically described:

(a) The definitions of the words are the same as given in THE LAHORE LEADS UNIVERSITY ACT OF 2011 [ACT III OF 2011];

(b) “The Act” means THE LAHORE LEADS UNIVERSITY ACT OF 2011 [ACT III OF 2011];

CHAPTER II
THE POLICY PROVISIONS

3. Standardized Structure / Scheme of Studies

The University shall follow the standardized structure/scheme of studies for its various degree, associate degree, diploma, and/or certificate programs, from undergraduate to postgraduate levels, given hereunder in following clauses:

(1) Undergraduate Level (Baccalaureate) Structure - Four Year BS/Bachelor (Honors) Degree Program

Total Number of Credit Hours	130 – 136
Entry/Admission Qualification	Twelve years of education with Intermediate Examination passed in Second Division or above / Equivalent Qualification earned through an HEC recognized examination body
Program Duration	8 regular (Fall/Spring) semesters (4 years) [Summer Sessions meant for make-up / repeat / deficiency courses]
Course Load per (Fall/Spring) Semester for Regular Full-time Students	15 – 18 Credits [subject to the Maximum and Minimum Course Load as described in this Policy]
Course Load per Summer Session	06 – 09 Credits [subject to the Maximum and Minimum Course Load as described in this Policy]

Courses Layout for Baccalaureate Program	
Compulsory Requirement	25 Credits hours
Free elective (General courses outside the school of Major subject to University offerings)	24 Credits hours
Discipline Specific Foundation Courses	27 Credits hours
Major's Courses	36 Credits hours
Majors Project / Internship	06 Credits hours
Electives within Major (as specialization courses)	12 Credits hours
Total	130 Credits hours

(2) Structure of Two Years MS / M. Phil. / Equivalent Degree Program:

Total Number of Credit Hours	30
Entry/Admission Qualification	Sixteen years of education with BS (Honors) / Equivalent Degree in relevant / allied* discipline securing minimum CGPA of 2.5 / Second Division from an HEC recognized university / degree awarding institution [*subject to approval by the concerned Board of Faculty on recommendation by the Department Chair]
Program Duration	4 regular (Fall/Spring) semesters (2 years)

Course Load per (Fall/Spring) Semester for Regular Full-time Students	06 - 12 Credit hours
Course Load per Summer Session	03 – 06 Credits
Courses Layout for Graduate Program	
Core Courses	12 Credit hours
Electives (as specialization courses)	12 Credit hours
Research Work with Thesis/ dissertation <u>OR</u> Project / Elective Courses	06 Credit hours
Total	30 Credit hours

(3) Structure of Specified Business Education Degree Programs

HEC (Higher Education Commission, Pakistan) proposed structures shall be adopted for the Programs that lead to award of following degrees:

- a. MBA (Professional)
- b. Ms / M Phil (after 16 years BBA/B. Com.)
- c. MBA (Executive)

(4) Structures of Other Degree/Diploma/Certificate Programs

Structures of other degree program and scheme of studies shall be launched with recommendation by the Academic Council consequent upon proposal by the respective Board of Faculty, and, in due process, approval by the Board of Governors.

4. CREDIT HOUR

- a. A *Credit Hour* shall mean teaching a theory course for 50 minutes each week throughout the regular (Fall/Spring) semester.
- b. One credit hour in laboratory / practical work shall require two contact hours per week throughout the semester.
- c. Thus:

- (i) 3(3-0) shall denote all three credit hours of theory; 4(3-1) shall denote a total of four credit hours, of which three shall be of theory while one credit hour shall be for laboratory work;
- (ii) The weekly contact hours of a 3(3-0) course shall be three, the contact hours of a 4(3-1) course shall be five.
- (iii) The contact hours during each week of the Summer Session shall be doubled to ensure that the requirement of specified credit hours in a semester is fulfilled.

5. ADMISSION TO DEGREE PROGRAMS FOR STUDENTS WITH TWO YEAR BACHELOR DEGREE (UNDER CONVENTIONAL / ANNUAL SYSTEM)

(1) Enrolment / Registration in the Four Year BS / Bachelor (Honors) Degree Program

- (i) Two year Bachelor Degree (Conventional BA/B.Sc./etc) holders with minimum second division shall be considered for enrolment in a Four Year BS/Bachelor (Honors) Degree Program under the semester system and the candidate may get benefit of maximum 50 credits hours for the Two year Bachelor Degree, as may be determined by the Equivalence Committee.
- (ii) The candidate, as referred to in Para (i) above in this clause, shall produce a transcript / detailed marks certificate for consideration by the Equivalence Committee as documentary support in order to achieve benefit that may be granted on course to course basis provided that such a course is appropriate to the scheme of studies of the program to which the candidate is seeking admission.
- (iii) The remaining credit hours, out of the prescribed credit hours by the University, shall be completed by the student so enrolled **provided that at least 60% of the course work shall be completed in residence** (as full time regular student of this University).
- (iv) The **core courses** of the Majors shall be completed by the student so enrolled, as prescribed by the University.
- (v) The student so enrolled shall also be required to pass the *Bridge Courses* as may be prescribed by the University, in order to fill the gap presently exists in the two year BA/B.Sc./etc. (Conventional/ Pass Course) program and the four year BS/Bachelors (Honors) program.

(2) Enrolment / Registration in the Undergraduate / Two Year Masters (Conventional) Degree Program:

- (i) Two year Bachelor Degree (Conventional/BA,B.Sc.,etc) holders with minimum second division shall be considered for enrolment in a Two Year Masters (Conventional) Degree Program under the semester system subject to fulfillment of other entry requirements.
- (ii) The candidate, as referred to above in Para (i) of this Clause 5(2), shall produce a transcript / detailed marks certificate for consideration of admission in order to determine the eligibility of a candidate for admission to a program.

- (iii) The student so enrolled shall also be required to pass the *Bridge Courses* (if required) as may be prescribed by the University, in order to fill the gap presently exists in the two year BA/B.Sc./etc. (Conventional/ Pass Course) program and the four year BS/Bachelors (Honors) program.

6. ACADEMIC YEAR, FALL / SPRING AND SUMMER SEMESTERS

(1) Academic Year

1. The Academic Year of the University shall normally start from the Mid August (each calendar year), unless otherwise notified by the Registrar.
2. There shall be two regular semesters (Fall and Spring) and one Summer Semester (if feasible), described as under:
 - (i) **Regular Semester**
The duration of each regular semester (Fall / Spring) shall be 17 weeks (Instruction = 14 weeks; Mid Semester and End of Semester (Final) Examination = 2 weeks; Semester Result = 1 week).
 - (ii) **Summer Semester**
The University may offer (if found feasible) a Summer Semester with duration of 08 weeks (Instruction = 7 weeks; Mid and End of Semester (Final) Examinations = 1 week). The contact hours during the Summer Semester shall be doubled in order to fulfill the prescribed number of credit hours of a course.

7. MINIMUM / MAXIMUM COURSE LOAD DURING THE REGULAR (FALL AND SPRING) SEMESTERS

(1) Undergraduate Students

- (i) A regular undergraduate student shall be required to take minimum twelve (12) credit hours per regular semester, and, to a maximum eighteen (18) credit hours as prescribed for a program by the University.
- (ii) Notwithstanding provision of Clause 7(1)(i) above, the Department Chair may allow an undergraduate student an additional course during a regular semester provided that the student has earned a CGPA of 2.5 or above.
- (iii) Notwithstanding provision of Clause 7(1)(i) above, the Department Chair may also allow an undergraduate student an additional course in the graduating semester provided that the student has earned a CGPA of 2.3 or above.

(2) Graduate (Master / M. Phil) Students

- (i) A regular graduate (Master / M. Phil) student shall be required to take minimum six (06) credit hours and a maximum twelve (12) credit hours as prescribed for a program by the University, subject to provisions of the time table.
- (ii) Notwithstanding provision of Clause 7(2)(i) above, the Department Chair may allow (subject to provisions of the time table) a graduate student an additional course during a regular semester provided that the student has earned a CGPA of 3.0 or above.
- (iii) Notwithstanding provision of Clause 7(2)(i) above, the Department Chair may allow a graduate student an additional course in the graduating semester provided that the student has earned a CGPA of 2.5 or above.

8. ACADEMIC CALENDAR

- A. The Registrar shall notify a schedule of complete academic year for its Fall and Spring Semesters, and for the Summer Semester (if any) for convenience of the students and the faculty, incorporating the following:
 - Semester/Session starting date
 - Deadlines for important academic provisions
 - Holidays during the semester
 - Mid-Semester and End of Semester (Final) Examination days / week(s)
 - Result Submission deadline
 - Grade notification date
- B. The students, the faculty, and the Controller of the Examinations shall be responsible to meet the requirement and deadline so notified for each semester. The students and the faculty shall also be expected to know and abide by the policies of the University as well as those of the departments, and constituent institutes/colleges in which they are enrolled / with which they are associated.

9. GRADING SYSTEM

The assigning of letter grades shall be on the basis of appropriate numerical assortment class in terms of per cent marks earned in a course attended by a student in full residency status at Lahore Leads University, as prescribed hereunder:

Numerical Assortment (in % marks)	Letter Grade	Grade Points (GP)*	Remarks
85-100	A	4.0	
80-84	A-	3.7	
75-79	B+	3.3	
70-74	B	3.0	
65-69	B-	2.7	
61-64	C+	2.3	
58-60	C	2.0	
55-57	C-	1.7	
50-54	D	1.0	
Below 50	F	0.0	Failing

*to be calculated up to the second decimal placing and rounded off to next whole digit in the first decimal placing

Description of other Letters (Non Grading)			
Description	Letter Grade	GP	Residency Status
Course Withdrawal by the student	W	0.0*	FR = Full Residency Status
Incomplete Course (Award to be substituted later)	I	0.0*	FR = Full Residency Status
Officially Withdrawn Course	OW	0.0*	FR = Full Residency Status
Administrative Action for Withdrawal	AW	0.0*	FR = Full Residency Status
Course Audit or Listener Status	AU	0.0*	FR = Full Residency Status
Transferred Credit (as approved by the Equivalence Committee)	T	0.0*	NR = Non Residency Status

*Not to be included in calculation of GPA/CGPA

10. RESIDENCY STATUS OF A STUDENT

- The student shall be required to earn sixty (60) per cent of the total program credits with Full Residency Status (without break) at Lahore Leads University.
- The student shall be required to maintain the Minimum Credits requirement (in a semester) in order to keep the Full Residency Status except for the semester for which the *semester freezing* has been duly permitted, but s/he shall be required to pay **half** semester fee (for the freezing period) in order to maintain the Full Residency Status.
- “Full Residency Status” of a student shall imply the status of a student as full time regularly enrolled student at Lahore Leads University.
- “Non Residency Status” of a student shall imply the status of a student (at some time) as enrolled student at the HEC recognized University or a Degree Awarding Institute other than Lahore Leads University.

11. ASSESSMENT IN A COURSE

- Assessment shall be based on the performance of students in the Mid-semester (Mid-term) Examination, the Final Examination, quizzes / test(s), practical/lab/field work (if any), and the prescribed assignments.

The weight-age (in per cent marks) of these assessment exercises shall be based on the following guidelines:

Assessment Exercise	Percent Marks
Sessional Work (Quizzes / Test(s) / Assignment(s) / Term Paper, etc.	25 %
Mid-Semester (Mid Term) Examination	30 %
Attendance / Participation in Course	5 %
End of Semester (Final) Examination	40 %

- (2) In case a student misses a class / lab session, or s/he joins a course late after it has started, s/he shall be responsible for any missed quizzes, in-class short assignments / exercises, lectures / lab work, etc., for which the assigned marks shall be zero. However, make-up projects and other home assignments may be arranged by the instructor in consultation with the Department Chair (if so requested).
- (3) There shall not be any Supplementary / Special / Make-up Examination for the missed Mid-Semester (Mid-Term) or the missed End of Semester (Final) Examination except for a Medical Emergency (valid documentary evidence is required) for which the leave has been duly approved.

12. DETERMINATION OF A LETTER GRADE

- (1) The letter grade in a course shall be determined by the instructor on the basis of percent marks earned cumulatively in all examinations and assessment exercises (as required for the course), in accordance with the Grading System as prescribed in Clause 9 above.
- (2) The instructor shall submit the soft and hard copy of the course award list to the Controller of Examination.
- (3) Grades shall not be changed after they are submitted to the Controller of Examinations.
- (4) In a course where the practical work credit(s) is incorporated, the student shall be required to pass the practical assessment separately from other assessment in theory (quizzes, assignments, etc.).
- (5) It shall be mandatory for the MS/M Phil students to passing a course with minimum C- grade.

13. EARNED CREDITS

The term "Earned Credits" shall imply the successfully Earned Credit Hours of a duly completed course including the examination(s) and other assessment exercises, as prescribed for the course.

14. "GPA" AND "CGPA"

The terms "GPA" and "CGPA" shall imply "Grade Point Average" and "Cumulative Grade Point Average" respectively, and shall be calculated in accordance with the following relationship(s):

- a)
$$\text{GPA} = \frac{\text{Sum over Courses in Semester (Earned Course Credits X Earned Grade Points)}}{\text{Sum of Total Credit hours in All Courses during a Semester}}$$
- b)
$$\text{CGPA} = \frac{\text{Sum over all taken Courses in All Semesters (Earned Course Credits X Earned Grade Points)}}{\text{Sum of Total Credit hours in All Courses during a Program}}$$

15. INCOMPLETE COURSE

- a. An instructor may designate a course award as 'I' (incomplete) provisionally if a student fails to complete an assignment in the course.
- b. The requirement of an Incomplete Course, as prescribed by the Instructor shall be fulfilled by the student within **ten days** of the announcement of the semester result, and, thereafter, with due assessment/finalization of the Grade, and submission of the result to the Controller of Examinations by the instructor within **five days** of the receipt of the assignment; the **assigned Grade shall replace 'I'** in the result / transcript.
- c. In case a student fails to meet the requirement as prescribed under Para **a** and Para **b** above, within the prescribed time limit, a Letter Grade appropriate to the per cent marks obtained otherwise shall be assigned automatically.

16. WITHDRAWAL / CHANGE (ADD/DROP) OF COURSE(S)

- a. A student, with the approval of the concerned Department Chair, shall be allowed to:
 - (i) Change (Add / Drop) a course within seven (07) days of the commencement of semester, without any such recording on the transcript (with immediate information to the Registrar and the Controller of Examinations).
 - (ii) Withdraw a Majors course within ten (10) days of the commencement of a semester without any such recording on the transcript (with immediate information to the Registrar and the Controller of Examinations).
- b. Withdrawal (with recording on the transcript) from a Majors course shall be allowed by the Department Chair latest up to one week before the End of the Semester (Final) Examination (that is, by the end of 13th instruction week) with immediate information to the Registrar and the Controller of Examinations. Withdrawn course shall appear on the transcript with the letter grade **W**, and shall not be treated as failing (**F**) grade.
- c. Add / Drop of course(s), offered by other Department/Institute /College, with the consent of the concerned Department(s) Chair(s), shall be allowed by the Dean subject to other provisions to this effect, with immediate information to the Registrar and the Controller of Examinations.
- d. Withdrawal/Change of undergraduate compulsory course(s) shall be allowed by the Department Chair subject to other provisions to this effect, with immediate information to the Registrar and the Controller of Examinations.
- e. Before the Department Chair allows any withdrawal/change of course, the minimum and maximum course load requirements for a semester shall be ensured.

17. REQUIRED CGPA FOR GRADUATION AND ACADEMIC STANDING IN A PROGRAM

(1) Undergraduate Programs

- a. An undergraduate student shall be required to pass each course with a minimum **D** grade, in order to qualify for the award of degree subject to fulfillment of other requirements.
- b. For Graduation (all undergraduate programs), the minimum qualifying CGPA shall be 2.0.
- c. At the end of each semester, a student shall earn / maintain a GPA/CGPA of 2.0 in order to be allowed to proceed further in the program with satisfactory academic standing.
- d. In case a student fails to earn a minimum GPA/CGPA of 2.0, and gets a GPA/CGPA of 1.5 or more but less than 2.0, s/he shall be allowed once **on Academic Probation** to proceed further in the program subject to approval of concerned Department Chair.
- e. In case a student fails to earn a minimum CGPA of 2.0 by the end of the semester during which s/he has been placed on Academic Probation, s/he shall be put on **Academic Warning** and will be required to repeat the courses with grades **F**, and **D** provided that maximum workload does not exceed 15 credit hours.
- f. In case a student fails again to earn a minimum CGPA of 2.0 by the end of the semester during which s/he has been placed on Academic Warning, s/he shall be dropped automatically (without any notice) from the program and the rolls of the University and s/he may be re-admitted by the University in the same program once only. However, s/he may also be considered for admission in some other program offered by the University subject to fulfillment of entry requirement of that program. Any request for the transfer of credits earned during the earlier program, but appropriate to new program in which s/he is seeking admission, may be considered by the Equivalence Committee subject to other provisions for such transfer(s) as prescribed under the regulation(s).

(2) Graduate (MS/M Phil) students

- A. A graduate student shall be required to pass each course with a minimum **C-** grade, in order to qualify for the award of degree, subject to fulfillment of other requirements.
- B. For graduation (all graduate programs), the minimum qualifying CGPA shall be 2.5.
- C. At the end of each Semester a student shall earn / maintain a minimum GPA/CGPA of 2.5 in order to be allowed to proceed further in the program with satisfactory academic standing.
- D. In case a student fails to earn a minimum GPA/CGPA of 2.5 at the end of a semester, and gets a GPA/CGPA of 2.2 or more but less than 2.5, s/he shall be allowed once **on Academic Probation** to proceed further in the program subject to approval of the Department Chair.
- E. In case a student fails to earn a minimum GPA/CGPA of 2.5 by the end of the semester during which s/he has been placed on Academic Probation, s/he shall be put on **Academic Warning** and will not be allowed to proceed further in the program. S/he will be required to repeat the courses

with grades **F**, and **D** with a maximum workload permissible for the program.

- F. In case a student fails again to earn a minimum CGPA of 2.5 by the end of the semester during which s/he has been placed on Academic Warning, s/he shall be dropped automatically (without any notice) from the program and the rolls of the University and s/he may be re-admitted by the University in the same program (for one time only). However, s/he may also be considered for admission in some other program offered by the University subject to fulfillment of entry requirement of that program. Any request for the transfer of credits earned during the earlier program, but appropriate to new program in which s/he is seeking admission, may be considered by the Equivalence Committee subject to other provisions for such transfer(s) as prescribed under the regulation(s).

18. REPEATING COURSES

Subject to provisions of Clause 14 above, the students at different levels shall be allowed to repeat a course as provided hereunder:

(1) Undergraduate / Baccalaureate students

- (i) In case a student fails or gets an **F** grade in a course, s/he shall be required to repeat that course, whenever offered, on approval by the concerned Department Chair. The Department Chair shall allow the same keeping in view the maximum course load permissible in a semester, with immediate information to the Registrar and the Controller of Examinations.
- (ii) The Department Chair, shall, as well, allow a student to repeat a course in which s/he has obtained a **C-** or **D** grade keeping in view the maximum course load permissible in a semester, with immediate information to the Registrar and the Controller of Examinations.
- (iii) A Baccalaureate student shall be allowed to repeat a maximum of six courses subject to provisions of Sub Paras (i) and Sub Para(ii) above in this Clause 18 Para(1).
- (iv) In case a student repeats the course which has already been taken, the previous grade in the course shall be substituted with the new grade and the CGPA shall be adjusted accordingly with the new grade in the course.

(2) Undergraduate / Masters (Conventional) Students

- (i) In case a student fails or gets an **F** grade, s/he shall be required to repeat the course, whenever offered, on approval by the concerned Department Chair. The Department Chair shall allow the same keeping in view the maximum course load permissible in a semester, with immediate information to Registrar and the Controller of Examinations.
- (ii) The Department Chair may allow a student to repeat a course in which s/he has obtained a **C-** or **D** grade keeping in view the maximum course load permissible in a semester.
- (iii) A Masters (Conventional) student shall be allowed to repeat a maximum of three courses subject to provisions of Sub Para(i) and Sub Para(ii) above in this Clause 18 Para(2).

- (iv) In case a student repeats the course which has already been taken, the previous grade in the course shall be substituted with the new grade and the CGPA shall be adjusted accordingly with the new grade in the course.

(3) Graduate (MS/M Phil) students

Subject to other provisions of this policy, the students at different levels in the program shall be allowed to repeat a course as provided hereunder:

- (i) In case a graduate student fails to earn a minimum of **C-** grade in a course, s/he shall be required to repeat that course, whenever offered, on approval by the concerned Department Chair, who shall keep in view the maximum course load permissible in a semester.
- (ii) A graduate student shall be allowed to repeat a maximum of three courses subject to provisions of Sub Para(i) above and Sub Para(iii) below in this Clause18 Para(3).

19. TRANSFER OF CREDITS FOR UNDERGRADUATE, GRADUATE, and POSTGRADUATE PROGRAMS

- A. At least sixty (60) per cent of the total credits (required for award of an Undergraduate or Graduate degree) shall be earned with Full Residency Status at Lahore Leads University, provided that other requirements for the award of degree are fulfilled.
- B. Request for transfer of credit(s) in a course shall **not** be entertained if the grade is less than **C** for an undergraduate program, and if the grade is less than **B** for a graduate program.
- C. If there is a course with different title but the curriculum common to a course at Leads University the credit hours may be transferred at the recommendation of the Equivalence Committee of the Lahore Leads University.
- D. Subject to provisions of Para A, Para B and Para C above of this Clause 19, the Equivalence Committee, constituted under The LLU Regulation No. 2 of 2012 (promulgated on 19th May 2012 by the Board of Governors), shall consider and decide about the transfer of Credits as prescribed in the Regulation.

20. REQUIREMENTS FOR THE AWARD OF DEGREES

A. For Undergraduate Students

A student must have a regular admission in an Undergraduate Program offered by this University, and shall be required to successfully complete the total credits required to achieve entitlement for the degree. Of them, at least a minimum of sixty (60) per cent credits shall be earned with Full Residency Status at Lahore Leads University.

B. For Graduate Students

- (1) A student must have a regular admission in a Graduate Program offered by this University, and shall be required to successfully complete the total credits required to achieve entitlement for the degree. Of them, at least a minimum of sixty (60) per cent credits

shall be earned with Full Residency Status at Lahore Leads University in the course work.

- (2) Graduate (M.Phil) students shall be required to earn six (06) credits of Research Thesis/project resulting in submission of a thesis / dissertation, followed by its approval by a duly appointed External Examiner, and, subsequently, its successful defense / *viva voce* before a Board of Examiners comprising of the Department Chair (Convener), the External Examiner, and the Supervisor of the research; **OR**, in lieu thereof, the graduate (MS) students may opt for six (06) credits of course work.

21. ATTENDANCE / PARTICIPATION IN A COURSE

Full attendance and participation in a course is normally desired in the semester system. However, keeping in view various unforeseen circumstances, the following principles shall be followed:

- a. It is mandatory for a student to maintain 70% (or above) attendance in a course in order to qualify for taking a semester examination. However, this is a minimum requirement to take the semester examination(s). If there is a written norm established by a department or given in the syllabus of a particular course, that policy takes precedence over this minimum requirement [for example, if a course syllabus states that 80% is required to take the examination], and that shall become the minimum for that course.
- b. Students with attendance below the minimum requirement in one course but at or above that percentage in other courses shall be entitled to take his or her semester examination(s) in other courses (but not the one in which there is an attendance shortage).
- c. Students shall be responsible for adhering to the attendance requirements as notified from time to time or outlined in the approved syllabus for each course. The student shall (as well) be responsible for the consequences of all class work, assessment exercises, and assignments missed due to absence (excused or unexcused) from the class.
- d. On absence of 4.5 credit hours in a course work the undergraduate student will be issued warning by the instructor. On absence of 6 credit hours in a course work the graduate student will be issued warning by the instructor.
- e. Cases with 20% absence will be forwarded to the Chairperson for issuance of warning.
- f. Student will be dropped from the course on 30% absence in a semester.
- g. Students participating in extra-curricular activities with the permission of the Department Chair on recommendation of the officer in charge of the relevant activity may be allowed late submission of assignments, etc.
- h. In case a student fails to attend the classes below the minimum requirement in three or more courses during a semester, s/he shall be suspended from that semester and shall be required to repeat all courses in the subsequent semester(s), whenever offered, with payment of additional full fee for the courses thus repeated. Such student shall also be placed on Academic Warning onwards that may be removed on

satisfactory performance till conclusion of the semester to follow; otherwise s/he shall be dropped from the rolls of the University.

- i. In case a student is dropped from a course or University due to shortage of attendance, s/he shall be assigned a letter grade **AW** (Not with Failing Status) in the course(s) where the shortfall occurs and shall as well lose his/her right to any scholarship or tuition fee concession during that semester and / or the semesters to follow.
- j. In case the attendance shortage occurs due to extra-ordinary circumstances beyond control of a student (like a medical emergency), the student may request for condoning the shortfall, to be supported by valid documentary evidence, to the Department Chair. The Department Chair may allow a relaxation of attendance up to 5% in a course to a student.
- k. In case the attendance shortage occurs due to extra-ordinary circumstances beyond control of a student (like a medical emergency), the student may request for condoning the shortfall, to be supported by valid documentary evidence, to the Vice Chancellor. The Vice Chancellor may allow a further 5% relaxation in a case recommended by the Department Chair.

22. LEAVE AND FINE FOR ABSENCE

- a. **LEAVE (even on medical grounds) shall not be counted toward ATTENDANCE IN CLASS.** Even approved leave shall be considered / counted as an ABSENCE FROM CLASS. Students shall be still responsible for maintaining minimum attendance requirement in each course during a semester.
- b. Due to the fact that leave shall not change the actual attendance percentage, however it shall be requested and approved in order to avoid imposition of fine and / or to prevent the student from being suspended / dropped from the course / University rolls instantly.
- c. A written application for leave shall be turned in to the office of the Department Chair. After approval by the Instructor (in case it is for three consecutive days) and with recommendation / otherwise remarks by the Instructor (in case it is for more than three days), shall be sent to the Department Chair for approval / further action. The Student Leave Form is available in the Office of Department Chair. Supportive documentation of the reason for absence shall be required.
- d. Leave shall be requested in advance except for valid medical reasons or exceptional circumstances beyond control of an individual. However it shall be subject to approval by the Department Chair (if the leave period exceeds three days).
- e. Leave shall not be approved for the period covering the Mid-Semester (Mid Term) Examination or the End of Semester (Final) Examination. For a Medical Emergency (valid documentary evidence is required), the leave shall be approved by the Vice Chancellor.
- f. Any concession / compensation (for example, repeating of exam / test / quiz, class / lab / field work, etc.) of leave shall **not** be considered and/or given in the instructional or assessment exercises of the course work in any manner and/or on any ground whatsoever, except for valid medical

emergency or urgent official engagement (authentic documentary evidence required) unless it is approved by the Department Chair.

g. **Fine for Absence from a Class / Lab Session without Approved Leave:**

(i) **Undergraduate students**

A fine for absence without duly Approved Leave shall be payable by the concerned student @ Rs. 100/- per Class Session.

(ii) **Graduate and Postgraduate Students**

A fine for absence without duly approved leave shall be payable by the concerned student @ Rs. 200/- per Class Session.

(iii) **Re-admission Fee due to suspension / drop on account of Absence without Duly Approved Leave**

A student dropped from the rolls of the University (in any program) shall be required to pay Rs. 5,000/- as Re-admission Fee together with due fine for the absence period.

(iv) **Responsibility for Maintenance of Attendance Records and sending Absentee(s) Information to the Accounts Office**

The Department Chair shall be responsible for maintenance of Attendance Records and shall send weekly Absentee(s) List to the Accounts Office every first working day of the month to follow.

23. EXTENSION IN TIME LIMIT FOR COMPLETION OF DEGREE REQUIREMENTS:

(1) Four Year Undergraduate / Baccalaureate Programs

A maximum extension by four semesters shall be granted subject to prior approval by:

- (i) The Department Chair for up to the First Additional Semester;
- (ii) The Dean of the Faculty for up to the Second Additional Semester (on recommendation by the Department Chair);
- (iii) The Board of Faculty for up to the Third and Fourth Additional Semester (on recommendation by the Department Chair).

(2) Two Year Undergraduate Programs

A maximum extension of two semesters shall be granted subject to prior approval by:

- (i) The Department Chair for up to the First Additional Semester;
- (ii) The Dean of the Faculty for up to the Second Additional Semester (on recommendation by the Department Chair).

(3) MBA (Professional) Program:

A maximum extension of four semesters shall be granted subject to prior approval by:

- (i) The Department Chair for up to the First Additional Semester;
- (ii) The Dean of the Faculty for up to the Second Additional Semester (on recommendation by the Department Chair);
- (iii) The Board of Faculty for up to the Third and Fourth additional semester (on recommendation by the Department Chair).

(4) Two Year Graduate Programs

A maximum extension of four semesters shall be granted subject to prior approval by:

- (i) The Department Chair for up to the First Additional Semester;
- (ii) The Dean of the Faculty for up to the Second Additional Semester (on recommendation by the Department Chair);
- (iii) The Graduate Studies Committee up to the 3rd & 4th semester (on recommendation by the Department Chair).

(5) Diploma / Certificate Programs:

A maximum extension of one additional semester shall be granted by the Department Chair.

- (6) Under extra ordinary circumstances beyond the control of a student, the case for extension beyond the maximum permissible time limit will be considered by the Deans' Committee on recommendation by the Department Chair and concerned Dean of the Faculty.

24. STUDENT'S GRADE GRIEVANCE SETTLEMENT

- (1) Student Grievance on grades shall be settled by the Student Grievance Settlement Committee.
- (2) The "Student Grievance Settlement Committee", as referred to in Para (1) above in this clause, shall comprise of the following senior faculty members (to be appointed by the Vice Chancellor):
 - a. A Dean of the Faculty (Member/in Chair)
 - b. Two Professors, to be appointed by the VC (Members)
 - c. The Departmental Chair (concerned) (Member)

Provided that in case the petition happens to be against the award given by one of the members of the committee, that member (being defendant) shall not be included in making a decision on that petition.
- (3) The student shall be required to approach the Vice Chancellor for a grievance on grade by a course instructor and file a written petition within three (03) days of the declaration of the result / grade by the Controller of Examinations.
- (4) The Vice Chancellor shall refer the matter to the Convener of the Grievance Committee.
- (5) The Student Grievance Settlement Committee shall give hearing to both sides (complainant student and the instructor) and shall give final decision on the matter within five (05) days. The decision of the Committee shall be final and conclusive.

25. COURSE FILE

Maintenance of Course File shall be mandatory for all teachers. It shall contain a complete record of all activities during a course, including:

- i. Course Code, Course Title, Credit Hours, Pre-requisite(s) – if any, Brief Description of the Course objectives, and Course Outcome
- ii. Description of Course / Course contents
- iii. Weekly Teaching Schedule
- iv. Dates of Mid-Semester (Mid-Term) Examination and Final Examination
- v. Grading Criteria (including all assessment components together with assigned weight-age)

- vi. Copy of each in-class and home work assigned
- vii. Grading sheets of the course detailing statistical data on the grades assigned to students
- viii. Copy of disciplinary action against a student (if any)
- ix. Attendance record of the students
- x. Difficulties / Problems faced during course delivery
- xi. Any other document that an instructor may consider as important

26. ADDITIONAL COURSES FOR UNDERGRADUATES (Baccalaureate Program only)

A Baccalaureate student (with minimum CGPA of 3.0), may be allowed to take additional elective courses during a Summer Semester up to a maximum of nine (09) credits with prior permission by the Department Chair. The grade(s) earned toward these additional courses shall not be considered in calculating the GPA or CGPA and shall be reflected at the bottom of a transcript in a separate box. The course fee shall be as prescribed for course repetition.

27. COURSE AUDIT

A Baccalaureate and graduate student may audit a course to gain knowledge and pursue self-interest with the payment of fee as prescribed for course repetition. No academic credit shall be offered for auditing a course nor shall be a grade given. However, the student shall attend classes, participate in all class activities, and complete all assignments. The student shall be exempt from taking quizzes, tests and exams. **The instructor's approval shall be mandatory to audit a course.** Such permission shall be given (subject to approval by the Department Chair) only if there is room in the course for an auditing student.

28. FREEZING OF SEMESTER

- (1) Freezing of only regular semester shall be allowed for one time by the Registrar on recommendation by the Department Chair, if so requested by a student prior to beginning of a semester.
- (2) Any request (supported by valid documents) for freezing additional semester(s) shall be made to the Vice Chancellor through the Registrar.
- (3) The student freezing a semester shall resume at the same program level in immediate next semester.
- (4) The student freezing a semester on any ground shall be required to pay half of the semester fees for the freezing semester in order to maintain the Full Residency Status at Lahore Leads University, and as well for any other additional semester(s) as may be required later to complete/earn the prescribed program credits.
- (5) No freezing during the semester shall be allowed except on valid medical grounds or for circumstances beyond control of a student (authentic documentary evidence is required).

29. CANCELLATION OF ADMISSION

If a student fails to attend any in class exercise / activity during the first four weeks after the official commencement of the semester, his / her admission shall stand cancelled automatically without any notification, on a reported absence by the course instructor.

30. FEE REFUND (IN LINE WITH HEC NATIONAL LEVEL FEE-REFUND POLICY)

A student who fails to join the program to which s/he has been admitted shall be given tuition fee refund (of the paid amount), on written request from the student to the Registrar duly supported with the official fee receipt - as per HEC's National Level Fee-Refund policy circulated vide their letter no. 10-1/HEC/A&C/2012/94 dated September 11, 2012, in accordance with the schedule given below:

%age of Tuition Fee	Timeline from semester commencement
Full (100%) Fee Refund	Up to 7 th day of convene of classes
Half (50%) Fee Refund	From 8 th - 15 th day of convene of classes
No (0%) Fee Refund	From 16 th day of convene of classes

31. PAPER VIEWING

Proper Paper Viewing by the students in the class room shall be made by the instructor before final submission (in sealed cover) of the result to the Controller of Examinations through the Department Chair. This shall help in avoiding student's grievances, biasness and calculation errors etc in the papers.

32. CLASSROOM MISCONDUCT, PLAGIARISM, AND DISHONESTY

- (1) All students are expected to arrive at classes on time and conduct themselves in an appropriate disciplinary manner during class, laboratory sessions, field experiences, and examination / assessment exercises. Faculty members shall set standards regarding appropriate classroom behaviour and have the authority to remove from their class any student whose behaviour is deemed inappropriate or disruptive. The instances of serious breach of discipline shall be reported (in writing) to the Department Chair who shall send the matter (together with his comments on a separate sheet of paper), through the Dean of the Faculty, to the Vice Chancellor. The Vice Chancellor shall instantly refer the matter to the Student Discipline Committee constituted vide THE LLU REGULATION No. 1 of 2012 for necessary action.
- (2) Lahore Leads University expects its students to meet the highest ethical and academic standards. Academic standards prohibit:
 - a. Concealing notes during examinations/tests/quizzes for cheating purpose.
 - b. Collusions between students in examinations/tests/quizzes.
 - c. Copying the work of another student either with or without that student's knowledge during an examination /test/quiz or during/outside of class for the purpose of an assigned task.

- d. Plagiarism: The definition for plagiarism includes copying of any kind without giving credit to the source of the information, i.e. representing another's work or ideas as one's own. For example, word-for-word copying from published material, "copy and paste" from the internet or other electronic sources, and paraphrasing new ideas without giving proper citation to the quoted or paraphrased work. In addition, self plagiarism is prohibited (a student using his/her previously written paper to meet the requirements for another course).
 - e. Unauthorized cooperation on individually assigned work.
 - f. Other acts of academic dishonesty, for example, electronic device for cheating purpose during an examination / test /quiz / practical examination / etc. and students will not bring mobile phone in the examination halls
- (3) Students responsible for indulging in practices stated above or any other act of indiscipline on campus shall be severely punished in accordance with the policies and procedures laid out for the purpose.
- (4) The Student Discipline Committee, constituted vide THE LLU REGULATION No. 1 of 2012, shall proceed on these matters and necessary action(s) shall be undertaken in due course.

33. INFORMATION SHARING WITH THE EXECUTIVE DIRECTOR, THE VICE CHANCELLOR, REGISTRAR

All academic officers shall be responsible for all instant information sharing with the Executive Director, the Vice Chancellor, the Director Academics, the Registrar, the Controller of Examinations, and the Treasurer for further necessary processing, in the matter(s) if so required.

34. MAINTENANCE, SECRECY, AND PROVISION OF RECORDS

All academic officers shall be responsible for proper and safe maintenance of records and their secrecy and shall provide the same to the Executive Director / the Vice Chancellor / the Director Academics / the Registrar, as and when required.

Registrar

cc:

1. Chairman BOG
2. Executive Director
3. Vice Chancellor
4. Managing Director
5. Director: Advanced Studies & Research
6. Deans of Faculties
7. Chairpersons of Departments
8. Controller of Examinations
9. Treasurer
10. All Faculty Members and Students of the University
11. Deputy Registrar (G)
12. Assistant Registrar (Acad)