



STUDENT HANDBOOK

2018-19

BEACONHOUSE NATIONAL UNIVERSITY

13-Km off Raiwind Road, Lahore 54400, Pakistan

Tel: 92-42-38100156

Email: info@bnu.edu.pk

DISCLAIMER

This hand book represents the most accurate information available at the time of publication in August 2017. The University reserves the right to correct or otherwise change any information without prior notice at its sole discretion.

The most updated version is available at www.bnu.edu.pk

<http://portal.bnu.edu.pk/RegistrarOffice> > Documents to Download > Student Handbook

BEACONHOUSE NATIONAL UNIVERSITY, TAROGIL CAMPUS
13 KM, RAIWIND ROAD, LAHORE

BNU Helpline: 042-38100156

BNU Admission Office: 042-38100156 (Ext. 483, 487, 484 & 777)
info@bnu.edu.pk

Registrar Office Contact Information: <http://www.bnu.edu.pk/bnu/ContactUs/Contact.aspx>

CHAPTER 1

BASIC INFORMATION

MINIMUM DEGREE REQUIREMENT

- Each School in the University shall certify its students to the Examination Department for the award of degrees. The minimum requirement for the award of an undergraduate degree shall be CGPA equivalent to C grade (2.0 on 4.00 scale) and for the award of a graduate degree, a CGPA equivalent to B grade (2.50 on 4.00 scale).
- The minimum requirement for the award of a degree at the undergraduate level is 124-130 credits, of which at least 90 credits must be earned in Major courses.
- The minimum requirement for the award of a degree at the Graduate level is 30 credits, including a minimum of 24 Credit Hours of Course Work + 06 Credit hours for Thesis.
- A minimum of Grade C is required to pass the Thesis in course of Degree.

MAJORS / MINORS / ELECTIVES

- BNU offers students an opportunity to broaden and complement their program of study by completing the requirements of a Minor. A Minor may be a University inter-disciplinary program or one offered by a respective school.
- All students at the Schools of Beaconhouse National University are required to complete the following Mandatory Courses:

Subject	Credit Points
English / Communication Skills	6 Credits/Two Semesters
Islamic Studies / Pak Studies	3 Credits/One Semester
Computer Literacy	2 Credits/One Semester
Total number of Credits: -	11

SEMESTER CREDITS

- One semester credit means that a particular course must have at least one hour of class contact per week for a period of 15 weeks.
- Therefore, a course of three semester credits will meet for approximately 45 hours during a semester.

Note: The time allocated for final examinations is excluded from this calculation of class credit hours.

- At Under Graduate Level a student may take up to a maximum of 15- 18 credits in each semester.
- At Graduate level a student may take up to a maximum of 9 - 12 credits in each semester.

COURSE CODE AND NUMBERING SYSTEM

Each course at BNU has been assigned a course code. First part of each course code is an alphabetic prefix that indicates the University's school in which the course originates. For example, VD indicates a course in the School of Visual Arts and Design. The alphabetic prefixes are explained in the table given below.

School	Alphabetic Prefixes
Mariam Dawood School of Visual Arts & Design	VD
Razia Hassan School of Architecture	SA
Seeta Majeed School of Liberal Arts& Social Sciences	LA
School of Media & Mass Communication	MC
School of Computer & Information Technology	IT
School of Education	SE
Institute of Psychology	IP

Course descriptions usually offer a brief outline of the contents of the course as well as any pre-requisites or co requisites. Abbreviations frequently used are:

Pre req	Pre requisite
Co req	Co requisite
Cr	Credit
Sem	Semester
S	Seminar

CHAPTER 2

POLICIES & PROCEDURES

ADMISSION CRITERIA

The Beaconhouse National University admits students annually in August; the schedule is detailed in the BNU Academic Calendar.

Students awaiting their FA / F.Sc / A-Level, BA / BSc results may apply for admission by providing Roll No Slip / Date sheet / Statement of Entry. Selected candidates will be granted provisional admission only, which may be regularized after they have been declared successful and meet the admission requirements of BNU.

BA (Hons) / BSc (Hons) Programmes

- (i) To be eligible for admission to undergraduate programmes, a candidate must satisfy any one of the following requirements: -
 - a. FA / F.Sc with at least 2nd division (i.e. 495 marks)*.
 - b. O-levels (at least 6 subjects with IBCC equivalence) and 3 A-levels. Advanced Subsidiary (AS) will not be taken into account.
 - c. High School Diploma and International Baccalaureate (IB) result with at least 2.5 CGPA.
- (ii)
- (iii) Equivalence Certificate form IBCC is mandatory for all international qualifications i.e. O-Levels/A-Levels, High School Diploma, and International Baccalaureate, or equivalent.
- (iv)
- (v) * For BBA 55% marks (610) required in Inter / Average C in A-Level.
- (vi) ** For Software Engineering 50% marks (550) required in Inter (with math) or equivalent
- (vii) *** For Economics 50% marks (550) required.
- (viii) BNU admission criteria for undergraduate level would be as follows:

Break up	Percentage
Admission Test & Interview	25*
A-Levels / Intermediate	45
O-Levels / Matriculation	30
Total	100

* Split of marks for test & interview is at the discretion of the Dean/Director of respective school/institute.

Weightage for past academic performance to be calculated as under:

Matriculation		Intermediate	
$\frac{\text{Marks Obtained}}{\text{Total Marks}} * 30$		$\frac{\text{Marks Obtained}}{\text{Total Marks}} * 45$	
O Levels		A Levels	
Sum of Pak. equivalent grade points /marks of all subjects calculated as follows:		Sum of Pak. equivalent grade points /marks of all subjects calculated as follows:	
Grades	Pak. Equivalent Grade Points/Marks	Grades	Pak. Equivalent Grade Points/Marks
A*	4.00	A*	15.0
A	3.20	A	12.0
B	2.80	B	10.5
C	2.40	C	09.0
D	2.00	D	07.5
E	1.60	E	06.0
F / U	0.00	F / U	0.00

- Student terminated from one school on the basis of poor academic performance or on disciplinary ground will not be eligible to seek admission to any other school of BNU.

(ix) Similarly cases of admission of student, rejected by one school, into another school will require the approval of the Vice Chancellor.

All other schools require mandatory written/aptitude tests to be taken on dates specified by the University.

MA / MSc Programmes

To be eligible for placement in the postgraduate Programmes at the Beaconhouse National University, a candidate must hold a Bachelor's degree in Humanities or Sciences from a recognized foreign or local college/university with minimum second division.

MS/M.Phil Programme

Criteria for admission into MS/M.Phil:-

- MA or 16 years of education with BA (Hons.) from a recognized university with minimum CGPA of 2.5
- GAT, General Test from the National Testing Service is mandatory with 50% score*
- Written/Aptitude test, Interview

* 60% for School of Education

MA ADS | 2 years | 60 credits inclusive of thesis

Prerequisite: - Applicants with minimum 16 years of undergraduate art-design education maybe admitted to this two-year program, and are required to complete 60 credits of degree

MA Art Education

Prerequisite: - Applicants with a minimum of 16 years of prior undergraduate education in art-design, or related fields (BA Hons., BFA/B. Des., MA/MFA), may be admitted to the program and are required to complete 36 credits of coursework.

M. Arch.

Minimum admission requirement is 17 years of undergraduate education culminating with a Bachelor of Architecture from an accredited institution of higher learning. The candidates are to produce a clear statement of academic and professional intentions, appear for a written test and an interview.

PhD

Criteria for admission: -

- 18 years of education from recognized university.
- For admission into PhD a minimum of CGPA 3.00 in MS/M.Phil or first Division in annual system is required.
- GAT, Subject/GRE.
- All educational documents duly attested by HEC.
- Comprehensive Examination.
- 18 credit hours of course work is essential before thesis

Programmes Duration

The University requires students to complete their degrees within certain time limit. For undergraduate and graduate qualifications, the maximum time allowed is as follows: -

Program	Total Duration of Program	Extended Period	Max. Duration of Program
4 Years Bachelors	4 years	2 years	6 years
5 Years Bachelors	5 years	2 years	7 years
2 Years Master (MA/MSc)	2 years	2 years	4 years
2 Years MS/MPhil	2 years	2 years	4 years
PhD	3 years	3 years	7 years

Attendance Policy for Undergraduate and Graduate Degree

In order to achieve a satisfactory CGPA students are advised to maintain full attendance. However, students must maintain a minimum of 75% attendance. (See Table 1 below for maximum number of leave in a semester). The following conditions apply.

- i) A formal leave application or medical certificate is required to be submitted to the Dean if it is for more than two days. However the student must intimate the concerned class teacher/s via email before being absent in a class. **Please note that under no circumstances students are exempted from the submission of assignments and projects.** These submissions, in case of a ‘leave of absence’, will be termed as “Late Submission”. The following **conditions** apply:
 - a. Student must meet the deadline, specified by the teacher, for “Late Submission”.
 - b. A deduction of 10% is applicable on grades given in the case of all “Late Submissions”.

ii.

TABLE 1				TABLE 2		
Credits	Maximum number of classes for ‘leave of absence’ in a semester > Normally			Maximum number of classes for ‘leave of absence’ in a semester >		
Scheduled Classes	Classes once a week	Classes twice a week	Classes thrice a week	Classes once a week	Classes twice a week	Classes thrice a week
Maximum Number of ‘leave of absence’ allowed per semester per course	3	7	11	4	8	12

There will not be any re-scheduling of mid-term examination and Final Examination.

However in extreme cases of severe illness or injury that requires long term hospitalization/recuperation, a timely and authorized proof of this would be required. On the basis of evidence provided only Mid-term exam can be rescheduled.

Attendance Policy for SVAD Undergraduate and Graduate Degree Programs

In order to achieve a satisfactory CGPA students are advised to maintain full attendance.

- ii) Students must maintain a minimum of 75% attendance. (See Table 1 below for maximum number of leave in a semester. The following conditions apply).
- iii) No formal leave application or medical certificate is required to be submitted to the dean however the student must intimate the concerned class teacher/s via email before missing a class so that he/she can assign the student a project/assignment to be submitted. **Please note that under no circumstances students are exempted from the submission of assignments and projects.** These

submissions, in case of a 'leave of absence', will be termed as "Late Submission". The following **conditions** apply:

- c. Student must meet the deadline, specified by the teacher, for these "Late Submission".
 - d. A deduction of 10% is applicable on grades given in the case of all "Late Submissions".
- iv) **Students missing classes more than the specified number in Table 1 will fail in those particular courses. EXCEPTION:** Under certain extreme circumstances, the maximum numbers of allotted for 'leave of absence' in a semester is almost twice the numbers mentioned in Table 1. Refer to Table 2 for guidelines. The following **conditions** apply:
- a. This is only applicable in extreme cases of serious illness or injury such as chemotherapy, major fracture etc. that requires long-term hospitalization/recuperation. A timely and duly authorized proof of this would be required. A committee comprising of three teachers will determine the eligibility.
 - b. Students will have to submit all missed assignments within four weeks after the end of a semester.
 - c. This exception is inclusive of the number of classes given in Table 1 that students can normally miss.

TABLE 1					TABLE 2			
Credits	Maximum number of classes for 'leave of absence' in a semester> Normally				Maximum number of classes for 'leave of absence' in a semester > Exceptionally due to severe illness			
Scheduled Classes	Classes once a week	Classes twice a week	Classes thrice a week	Classes four times a week	Classes once a week	Classes twice a week	Classes thrice a week	Classes four times a week
Maximum Number of 'leave of absence' allowed per semester per course	4	8	12	16	6	12	18	24

* Due to the accelerated nature of the Summer MA Art Education program, the above formula cannot be directly applicable to student attendance requirement. please see Addendum with MA Art Education Policies below.

ADD/DROP OF COURSES

- i. A period of two weeks is allowed from the commencement of classes to add/drop courses. A student adding a course is responsible for ascertaining the requirements of the course and for completing them. Students are strongly advised to consult with their Dean/HOD before adding or dropping a course.
- ii. Courses dropped within two weeks after commencement of classes are deleted from the record.
- iii. The student will receive grade “**W**” (withdrawn) on their transcript if they apply to drop a course after **two weeks** from the commencement of the semester.
- iv. However, if a student drops the course after **eight weeks** an “**F**” grade will be noted on their transcript.

REPEATING A COURSE:

A repeat course may be allowed on course advisor’s approval during the Fall/Spring semester, provided it does not clash with required courses for that particular semester and the total workload is not more than 18 credits.

- i. There are two categories of students who will be required to repeat courses:
 - a) Students shall repeat all mandatory/major courses in which they obtain an ‘F’ grade.
 - b) In case of an elective course, students may repeat the same elective or take a new elective in place of the previous one, in order to fulfill the degree requirement.
- ii. Students earning grade ‘C-’ or less either in a major/mandatory/elective course will have the option to repeat a course once.
- iii. Students may repeat up to a maximum of 18 semester credit hours during their entire course of study for a program. However, students may not repeat any course in which they have earned a grade higher than C- except with the Dean’s permission.
- iv. Whenever a course is repeated, the repeated grade shall replace the original grade on the transcript of the student and in the calculation of GPA and CGPA, an “*” with a grade, on the transcript will indicate that the course has been repeated. This “*” will be mentioned in the notes of the transcript. In such cases a revised transcript may be requested upon completion of the repeat course.

- v. Any Failed course of 6 credits or more cannot be repeated until the following academic year and the student will not be promoted to the next semester. This will result in the student graduating one year later.
- vi. Any student who has repeated any course throughout his/her academic year will not be eligible for any awards & honors except of Dean's Honor.

Repeat Policy in Summer Semester

- i. Any failed course of 3 credits or less can be repeated in the summer sessions.
- ii. All failed courses must be repeated in the earliest summer session after the failure.
- iii. A total of 6 credits is the maximum that a student can be enrolled for during the summer session.

Repeat policy for Masters in Art and Design Studies (MA ADS)

- In case of a student failing in a major she/he will have to repeat the Major course in the following academic year, which would result in the student graduating one year later.
- Any elective course/s failed during Semester 1, 2 and 3, must be cleared in Summer Sessions between semesters 1 & 2 and semesters 3 & 4.
- An elective course failed in 4th and final semester will have to be cleared in the following academic year.

Repeat Policy Masters for Art Education (MA Art Ed)

- In case of a student failing in any of the required courses s/he will have to repeat the course/s in the following academic year/s, which would result in the student graduating one or more years later. Due to the short duration of the MA summer session, students can typically carry a course load of maximum 4 courses in each session, which would mean that for multiple failed courses a failing student's graduation timeline would be drastically impacted. Such situations will be dealt with on a case by case basis by the Dean and concerned faculty.
- Students will have 5 years (5 summer sessions) from the start of the program date to complete and clear any repeated coursework.

ACADEMIC PROBATION

- i. If a student's CGPA falls below 2.0(in case of a Bachelor's degree) and 2.5 (in case of Master's degree) the student will be placed on academic probation.
- ii. After first academic probation student will be given a written academic warning.
- iii. Upon **two consecutive (02) probations** in the **first year**, the name of student will be automatically struck from off from the university rolls, this is in effect for all new admission from Fall 2015
- iv. In **subsequent years** if a student remains on academic probation for **three (03) consecutive semesters** his/her name shall be removed from the University rolls.
- v. The University encourages students who are placed on academic probation to seek guidance or assistance.
- vi. Students who are on probation shall receive their results with a written warning. However, students may consult their academic advisor to pursue another course of study at BNU.
- vii. As per HEC rules a student has maximum 6 years (in case of Bachelor's Program) and 4 years (in case of Master's Program) to complete their degree from the time of enrollment

• GRADING SYSTEM

- Grades shall be assigned by the faculty following assessment procedures laid down by the respective School. BNU shall follow a letter grading system. The letter grade and its numerical equivalents are as follows:

Grade	GPA	Percentage Range
A	4.00	85.00 – 100.00
A-	3.67	81.50 – 84.99
B+	3.33	78.00 – 81.49
B	3.00	74.50 – 77.99
B-	2.67	71.00 – 74.49
C+	2.33	67.50 – 70.99
C	2.00	64.00 – 67.49
C-	1.67	60.50 – 63.99
D+	1.33	57.00 – 60.49
D	1.00	50.00 – 56.99
F	0.00	00.00 – 49.99
I	0.00	0.00
W	0.00	0.00

The grade point average (GPA) shall be calculated at the conclusion of each semester for all courses completed at BNU.

From Fall 2018 final grades in each course are awarded to the students on the basis of marks obtained by the students and their relative position in the respective course. These grades are then translated into Grade Points (GP).

The results of projects/thesis and internships are calculated on Absolute Scale.

Transfer Credits from other institutes shall not be counted towards the GPA & CGPA. However, transfer credits may be considered towards the fulfillment of the requirements for a degree after an evaluation by the University Equivalence Committee.

Calculation of Semester GPA

The GPA in a particular semester, i.e. the Semester Grade Point Average is calculated using the following method:

The instructor assigns a certain letter grade to a student in a particular course. The numeric equivalent of that grade is provided in the following table 1.

The grade points for all the courses taken in that particular semester are calculated and added together.

The sum is then divided by the total number of credit hours taken in that semester. The quotient is the semester GPA for that semester.

Table 1
Semester GPA Calculation

Course Taken	Letter Grade	Numeric Equivalent	Course Credit hours	Letter Grade Points
Course 1	A	4	4	16
Course 2	B+	3.33	4	13.32
Course 3	F	0.00	3	0.00
Course 4	W	-	3	-
Course 5	C+	2.33	4	9.32
Total			15	38.64

$$\text{Semester GPA} = \frac{\text{Sum of Grade Points}}{\text{Total Credit Hours attempted}} = \frac{38.64}{15} = 2.57$$

In this example the student has a semester **GPA of 2.57** at the end of Semester 1. The student has attempted 15 course credit hours and successfully completed 12 credit hours. The student failed in course 3 in semester 1.

Note: Credit hours for withdrawn courses and courses with an F grade neither count towards graduation requirements nor towards the calculation of semester credit hours.

ii) Calculation of CGPA

The calculation of the Cumulative Grade Point Average (CGPA) follows the same procedure, in this case for all courses taken since the beginning of the undergraduate program. Therefore the cumulative grade point average (CGPA) is calculated by multiplying the number of credit hours of each course by the numerical value assigned to that grade, then dividing the sum of all courses by the total number of credit hours of each course in which the student was enrolled. An illustrative example with hypothetical data for CGPA calculation is worked out in:

Table 2
Semester CGPA Calculation (Semester 1)

Course Taken	Letter Grade	Numeric Equivalent	Course Credit hours	Letter Grade Points
Course 1	A	4	4	16
Course 2	B+	3.33	4	13.32
Course 3	F	0.00	3	0.00
Course 4	W	-	3	-
Course 5	C+	2.33	4	9.32
Total			15	38.64

$$\text{Semester GPA} = \frac{\text{Sum of Grade Points}}{\text{Total Credit Hours attempted}} = \frac{38.64}{15} = 2.57$$

In this example the student has a semester **GPA of 2.57** at the end of Semester 1. The student has attempted 15 course credit hours and successfully completed 12 credit hours. The student failed in course 3 in semester 1.

Table 3
Semester CGPA Calculation (Semester 2)

Course Taken	Letter Grade	Numeric Equivalent	Course Credit hours	Letter Grade Points
Course 6	A	4	3	12
Course 7	B-	2.67	4	10.68
Course 8	B+	3.33	3	9.99
Course 9	C+	2.33	3	6.99
Total			13	39.6

$$\text{Semester GPA} = \frac{\text{Sum of Grade Points}}{\text{Total Credit Hours attempted}} = \frac{39.6}{13} = 3.04$$

$$\text{CGPA} = \frac{\text{Sum of All Grade Points}}{\text{Total Credit Hours attempted}} = \frac{38.64 + 39.6}{15 + 13} = 2.79$$

In **specific circumstances** students may receive the **following grades which have no numerical value** and shall, therefore, not be counted in the calculation of SGPA or CGPA.

These grades are as follows:

iii) 'I' – Incomplete

A teacher may assign an 'I' grade to a student who was unable to complete the course during the semester due to medical or other extenuating circumstances. The grade of 'I' only indicates a deferred grade and shall be changed to a grade other than 'I' within four (4) weeks from the last day of the semester in which the grade was issued. The teacher shall submit a new grade with the approval of the Dean/Head of Department to the Examination Department. After the expiry of the stipulated time a failing grade 'F' shall be noted on the academic record, if the teacher does not submit a revised grade within the said time period.

iv) 'W' – Withdrawn

'W' shows that the student withdrew from the course after two weeks from the beginning of the semester. The course shall appear on the transcript, but no credit shall be awarded and the course shall not be included in the

calculation of the grade point average. However, if the course is withdrawn after eight (8) weeks of the commencement of the semester, a grade 'F' shall be awarded in the course. Students are directed to apply for "W" grade on prescribed form available from the office of the Registrar

v) 'P/F' – Pass/Fail

Some courses may be offered which require Pass/Fail (P/F) grades only.

vi) 'NR' – No Grade Reported

'NR' shall be assigned in case grades have not been submitted by the course instructor before the final grade report was issued. 'NR' shall be removed as soon as the grades are submitted to the Examination Department.

SEMESTER FREEZE POLICY

- i. A student who wishes to take a semester break must submit an application for Semester Freeze, approved by the Dean/Head of the Department, to the Registrar's office two weeks prior to the commencement of classes. In special cases, the application may be accepted after the semester has begun, but no later than two weeks after the commencement of classes.
- ii. Fees paid for a semester will only be carried forward if the student submits the Semester Freeze application within the prescribed time period.
- iii. A student who remains absent for an entire semester without proper permission may not be allowed to resume his/her studies. Fee paid for that semester will be non-refundable and non-transferable in such cases and the student must seek readmission and will be required to pay the admission fees again.
- iv. A student can apply for freezing a semester in his/her degree program for (a) one semester (b) two consecutive semesters only ONCE for either option, with the prior approval of the respective Dean/Head of the Department.
- v. For resuming study after a semester freeze the student must submit an application for rejoining to the Registrar's office prior to the commencement of classes to activate her/his status at the University.
- vi. The facility of semester freeze is not available for those students against whom any dues are outstanding. Such students will have to clear their dues before their application for semester freeze is considered by the University.

REMOVAL OF ELECTIVE COURSES WITH “F” GRADE FROM THE TRANSCRIPT OF STUDENTS

A student who fails an elective course, is required to repeat and pass the same or any other elective course, that has the same number of credit hours, at some stage before his/her thesis, his/her promotion to the next level will not be held back due to this failure.

In case of an elective course/or a course which is not a prerequisite for a degree completion and a student takes a new elective course in lieu of a course in which he/she failed, or has otherwise completed degree requirements, the “F” grade need not to appear on the transcript

EXAMINATION AND ASSESSMENT

- i. The examination schedule is clearly defined in the BNU Calendar at the commencement of every academic year.
- ii. A final examination is a requirement in all courses except those in which examinations alone are not an established criterion to evaluate a student’s achievement, as in the case of Theatre, TV, Film, SVAD or Architecture on account of the practical nature of such courses. Other courses that may not have final examinations are computer laboratory courses, workshops and seminars, independent studies, presentations etc.
- iii. The method of examination in a course is determined by the course instructor approved by the respective Dean/Director of School/Institute.
- iv. The final standing of each student in each course is assessed on the basis of the final examination result.
- v. Each course instructor shall provide students with the criteria on which the final grade is to be calculated, i.e. weight-age of tests, assignments, projects, attendance requirements, examinations or any other work which contributes to the final grade calculations.

EXAMINATION REGULATIONS FOR STUDENTS

In the interest of maintaining discipline at BNU all students are reminded of the following Examination Regulations.

- i. Students must have with them their valid BNU student I.D card.
- ii. Students must provide all the required information, including his/her name and Registration No., on the first page of answer sheet before he/she receives the question paper.
- iii. Students will not be allowed to enter the examination hall after 30 minutes from the commencement of the examination.

- iv. No student will be allowed to leave the examination hall before the end of the first one hour of the examination.
- v. No student is allowed to carry a cell phone or a similar device in the Examination Hall.
- vi. Students are not allowed to borrow or share calculators or stationery during the examination.
- vii. Students are not permitted to have in their possession, or use, any books, reference material or notes in any form anywhere near them except in case of an open book examination.
- viii. No student is permitted to talk or use any means to communicate with his/her fellows during the examination.
- ix. All written work, rough or fair should be done on the answer sheets only. Only blue/black ink is allowed for written answers. Students are also prohibited from writing on the question paper.
- x. To draw the attention of the Invigilator, a student must raise his/her hand.
- xi. Violation of Invigilator's instructions can lead to eviction from the examination hall and strict action against violation of discipline.
- xii. Cheating in any examination is a very serious offence which may lead to expulsion from the University.

Plagiarism and its Penalties

i) What is Plagiarism? Plagiarism is the use, without acknowledgement, of the intellectual work of other people, and the act of representing the ideas or discoveries of another as one's own in written work submitted for assessment. To copy sentences, or phrases without acknowledgement of the source (either by inadequate citation or failure to indicate verbatim quotations) is plagiarism. Verbatim quotations must be in inverted commas, or indented, and directly acknowledged.

ii) Types of Plagiarism

Plagiarism falls under two broad categories:

- a) Copying an entire document, or part of a document as your entire paper;
- b) Mosaic plagiarism that is, mixing the words and ideas of sources with your own, without acknowledgement.

Plagiarism usually takes one of these forms:

- Passing off someone else's idea as your own.
- Acknowledging the source of any fact, figure, event, statistical data or information provided.
- Any direct quotation that is not in quotation marks or not referenced at the end of the quotation.
- Information from a source that has been changed or taken out of context to suit your paper/argument.
- Knowingly helping another student to plagiarize by letting him/her copy your paper, selling a paper to a student, or by writing all or part of a paper for another student.
- Making use of the services of a tutoring school or term paper company to write papers.

iii) Penalties

The instructor is required to immediately report the potential plagiarism case to the Dean /plagiarism Committee.

Penalties for Plagiarism range from award of an F grade to expulsion from the program.

SOPs for Plagiarism

The Standard Operating Procedures (SOPs) for Turnitin, will be implemented for verification of MS/ M.Phil, PhD theses.

1. The Dean of a school will nominate a departmental focal person for Turnitin.
2. The title of Thesis, name of the student and the registration number should be clearly mentioned in the covering letter as well as on the soft copy of the thesis at the time of submission for the Plagiarism check through the concerned supervisor and the Dean.
 - i. The soft copy of the thesis should be a single file consisting of chapters from introduction to conclusion.
 - ii. The Dean and the supervisor must ensure that before sending the soft copy of the thesis. The Dissertation should have been emailed to the QA department on the above mentioned email ID.
 - iii. If the similarity index is less than or equal to 18% then the certificate will be issued by the GM, QA and sent to the respective Dean.
3. If the similarity index of the thesis is more than 18%, then the originality report will be sent back to the respective Dean, who will direct the supervisor to guide the scholar about the quality of research work and the sources, where the single source is 5% and above.
4. The supervisor will resubmit the updated originality report duly verified by him through the respective Dean/HoD as per HEC guidelines.
5. The Dean/HoD should monitor the procedure adopted by the supervisor for the plagiarism check.
6. Once the thesis has been submitted to QA for verification, the report shall be disseminated to the respective department within three working days.
7. The student will not interact directly with any staff members of QA. Only the focal person as nominated by the respective school shall communicate with the staff of QA.

Important:

The faculty members/supervisors/instructors are advised to uncheck the option of “No Repository” in the optional settings while verifying /checking thesis for plagiarism. This will help in reducing the ratio of the similarity index.

PROMOTION

For Undergraduate Degree programs:

Students will not be promoted if the accumulated failed courses exceed 6 credits at the beginning of a new academic year including the summer session (more than 6 credit failure even after taking courses in the Summer Session) or if the CGPA at the end of the year is less than 2

Masters in Art and Design Studies (MA ADS)

All courses must be passed for a student to be promoted to the next semester.
All elective courses must be passed before promotion to the final semester.

Masters in Art Education (MA Art Ed)

All courses offered according to the MA Art Education coursework timeline must be passed for a student to be promoted to the next semester.

ADDENDUM | Current MA Art Education Policies (Operational since June 2015)

Attendance

Students are expected to attend all classes for which they are registered and are responsible for absences incurred by late enrollment. Students are responsible for being punctual to all class meetings and for the timely completion and handing in of coursework to the instructor. If a student is unable to attend class due to illness or other viable reason, they should make certain to contact the instructor via email or phone in advance of the class. Excessive absence and tardiness will affect grades. A student will automatically be dropped from a course if he/she misses four classes in a row. More than two class absences will result in a failing grade unless there are exceptional circumstances approved by the instructor. Under such circumstances all work must be made--up by the student in a timely manner.

Email and Communications

Students are responsible for informing the instructor and TA about their current email address which they read regularly. All official notifications from the Instructor and the MA Art Education Program office CADER will be sent on this address. Students have sole responsibility for checking and responding (when required) to their email promptly and regularly. Students may not text or call the instructor unless absolutely necessary. Rather email should be used as the main form of communication with instructor outside university timings.

Academic Integrity

To avoid plagiarism, cite all sources of ideas, quotes, images, and information using APA guidelines. Students who intentionally submit work that is either not their own or without clear attribution to the original source, appropriate ideas of peers, fabricate data or other information, engage in cheating, or misrepresentation of academic records may be subject to disciplinary action. These may include referral to the Examinations Discipline Committee for violation of BNU's principles of academic and professional integrity which are fundamental to the purpose of the University. Please follow these principles as stated under Academic Regulations at <http://www.bnu.edu.pk/bnu/Academics/Examinations.aspx>

Five Gates towards a Bachelor of Architecture Degree:

Gate 1: Admission

- 1.1 Admissibility audit especially Minimal Qualifications with required grades
- 1.2 Admission tests
- 1.3 Interview

Gate 2: Semester IV to Semester V

- 2.1 Having passed all the required courses of Semesters I to IV adding up to minimum CGPA of C (2.0) [All the required courses: Including Studio, Drawing Courses, History, Technology, Climatology, Geometry, Physics and Islamic Studies & Pak Studies.]
- 2.2 Having attained cumulative studio and Drawing GPA of C+ (2.33) over Semesters I And II without having scored any studio and/or drawing grade of less than C+ (2.33)
- 2.3 Having attained cumulative Studio and Drawing GPA of C+ (2.33) over Semesters III and IV without having scored any studio and/or drawing grade of less than C+ (2.33)
- 2.4 Passing Portfolio Review by Gate 2 Committee resulting in a formal written report.
- 2.5 Having submitted all the necessary documents/certifications required at the time of Admission for example A level results, equivalence certificates.....
- 2.6 Having a clear record regarding sustained attendance and disciplinary issues as Established and evaluated by the Dean's Office.
- 2.7 Except Clause- The student with a maximum deficit of 3 credit hours is eligible to cross the gate, if CGPA is C (2.0) or above.

Gate 3: Semester VIII to Semester IX

- 3.1 Having passed all the required courses of Semesters V to VIII adding up to minimum CGPA of C+ (2.33)
- 3.2 Having attained cumulative studio GPA of B- (2.67) over Semesters V and VI Without having scored any studio grade of less than C+ (2.33)
- 3.3 Having attained cumulative Studio GPA of B- (2.67) over Semesters VII and VIII Without having scored any studio and/or drawing grade of less than C+ (2.33)

- 3.4 Passing Portfolio Review by Gate 3 Committee resulting in a formal written report.
- 3.5 Having a clear record regarding sustained minimum attendance standards and Discipline as established and evaluated by the Dean's Office.
- 3.6 The minimum number of credit hours after Semester VIII shall be 140 if degree requirement is 178 Cr. Hrs and 132 if degree requirement is 170 cr. Hrs.

Gate 4: Semester IX to Semester X (Thesis)

- 4.1 Having passed all the required courses of Semesters IX adding up to a minimum CGPA of C+ (2.33)
- 4.2 Having attained studio Grade of B- (2.67) in Semesters IX
- 4.3 Having produced a thesis proposal according to a prescribed format that has been accepted by the Thesis Proposal Committee.
- 4.4 Having a clear record regarding sustained minimum attendance standards and Discipline as established and evaluated by the Dean's Office.

Gate 5: Recommendation to University for Graduation

- 5.1 Audit of the entire 5 year academic transcript by a joint committee of the Registrar, Quality Assurance and the School of Architecture.
- 5.2 Meeting of the permanent faculty of the School of Architecture to formally endorse the list of "candidates" for the B. Arch degree to be submitted to the Office of the Registrar of the Beaconhouse National University, Lahore by the deadlines set by the University Registrar's Office.

REVIEW POLICY

- i. Each School will ensure that the academic performance of a student is evaluated in a fair and impartial manner, consistent with university regulations. The teachers will exercise their best professional judgment in evaluating a student's performance.
- ii. However, if a student disagrees with the evaluation of his/her work by the teacher he/she may submit a written request for a review of the course grade to the office of the Dean within three weeks after the receipt of the provisional transcript / grade report along with a fee prescribed by the university from time to time for each course.

- iii. The Dean / Head of the Department shall arrange for a neutral evaluation of the grade.
- iv. The Dean / Head of the Department shall communicate the decision of the neutral evaluation to the student, faculty member, and Controller of Examinations within ten days of receiving the request for review.

APPEALS AGAINST THE DECISION OF THE EXAMINATION DISCIPLINE COMMITTEE OR REVIEW OF THE GRADE

If a student is not satisfied with the decision of the Discipline Committee or Review of the Grade he/she can submit his/her appeal to the Vice-Chancellor within a week after the decision. No appeal shall be permissible against the decision of the Vice-Chancellor.

TRANSCRIPT POLICY

- i. Semester-wise transcripts are issued at the end of each semester after the compilation of the result for that semester showing course-wise grades, Semester-wise Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).
- ii. A copy of the transcript may be issued at the written request of a student. Verbal or telephonic requests will not be entertained. Official transcripts of the student's complete academic record are issued on the University's stationary, bearing the official embossed seal of the University.
- iii. Transcripts or other evidence of attendance are not issued to students who have outstanding dues to the University. Each student must obtain a clearance from the Accounts Office, evidencing that outstanding dues have been paid in full and all outstanding balances cleared before an official transcript is issued.

Internships:

- i. Some disciplines require students to complete an internship in the local job market. This is a prerequisite for the award of a degree and no exceptions can be made to avoid the fulfillment of this requirement. The internship experience can be an invaluable asset in the evaluation of the real job market and potential employers. The respective school will specify the internship requirements at the appropriate time during the course of a degree program.

TRANSFER FROM OTHER UNIVERSITIES TO BNU AND BETWEEN BNU SCHOOLS

1. Students with a CGPA below 2.0 are not able to apply for the transfer of credits.
2. Existing students of BNU who wish to switch to the degree programs of another school of BNU can apply for the 'Transfer of Credits' within a year from the date of their admission. After one year they cannot apply for the 'Transfer of Credits' and will have to seek fresh admissions.
3. Internal transfer requests (i.e. transfer requests within the same school) shall be evaluated and finalized by the School's faculty in the light of BNU Transfer Policy under the intimation to the Offices of Registrar and Examination.
4. Request for the transfer of courses by external students shall require the prior approval of Equivalence Committee of BNU provided the eligibility criterion of CGPA of 2.0 has been met.

5. All request of 'Transfer of Credits' should reach the Office of Registrar within two weeks from the commencement of classes after which period such request shall not be entertained.
 - i. Students accepted at BNU may transfer to another School at the University within six weeks of being admitted to a program. Fee differentials, if any, will be paid at the time of transfer **OR** adjusted against fee payment for the next semester whichever the case may be.
 - ii. A student wishing to transfer from a recognized university or college to BNU will be considered, subject to the **following BNU regulations**:
 - a) Applications for transfer to BNU and NOC (No objection certificate) from the previous institute must be submitted to the Registrar's Office to be reviewed by the Dean of the School concerned who, in consultation with the University Equivalence Committee, will determine the academic standing of the applicant.
 - b) Courses for which credits have been awarded by the transferring institution will be accepted provided the courses being considered for credit must meet the program requirements at BNU.
 - c) Official records will be evaluated, and the notification will be forwarded from the Registrar's Office concerning the applicant's standing in the program applied at BNU, including the number of credits awarded.
 - d) At least 50% of the credits required for a degree must be earned at BNU.
 - e) Transfer Credits from other institutes shall not be counted towards the GPA & CGPA. However, transfer credits may be considered towards the fulfillment of the requirements for a degree after an evaluation by the University Equivalence Committee.

DEAN'S HONOUR LIST

- i. Students with excellent academic performance during a semester are placed on the Dean's Honour List. The eligibility criterion for which are:
 - a. The GPA requirement for the Dean's Honor List is 3.5. This criteria is same for both Undergraduate as well as Graduate Program.

- b. Student will have to take a full workload as prescribed by the School / Institute
- c. Students who get incomplete 'I' in a particular semester will not be eligible for the Dean's Honor List until his/her revised grade is provided by the respective department.

AWARD OF GOLD MEDAL

- i. A gold medal is awarded to a student with an outstanding performance and with the highest CGPA in each degree Program, provided his/her CGPA is not less than 3.80 (if the average CGPA of cohort for a degree program is 3.25 or above) and not less than a CGPA 3.65 (if the average of cohort of a degree program is less than 3.25).
- ii. There should be no repeat course and "F" grade in the academic record of the student.
- iii. A certificate of distinction/honors will be awarded for the best thesis/film or project to students in the final semester.
- iv. If two students attain the same highest CGPA then each of them will receive a Gold Medal.
- v. If the minimum number of students is less than 10 (in case of an undergraduate program) and 5 (in case of graduate or post graduate program), then the recommendations for the award of gold medal will be submitted to an Award Committee.
- vi. While considering a student for the award of Gold Medal the student's attendance and disciplinary record will be considered. There should be no disciplinary case or warning against him/her in their record.
- vii. An award committee consisting of all Deans of Schools, Registrar and Controller of Examinations will consider and approve all cases of Gold Medals or any other matter pertaining to award of such medals.

SCHOLARSHIPS / FINANCIAL ASSISTANCE

While awarding a scholarship (merit or need-based) a student's attendance and disciplinary record is also taken into consideration.

Merit Scholarship (Undergraduates)

For New Admissions:

Students who have attained 80% or above marks in their FA/FSc examination; or the students with two (2) 'A' Grades in the A-Level examination; or the students with 3.50 CGPA in High School Diploma or equivalent will be eligible for a scholarship. This scholarship will continue if the students maintain the CGPA as mentioned in the following table: -

CGPA	A-Level	FA/FSC %age	Merit Scholarship	Condition to Continue
3.50 - 3.64	2-A's	80% to 84%	25% of the tuition fee	maintain CGPA with full prescribed workload in all subsequent semesters (3.50 - 3.64)
3.65 - 3.79	3-A's	85% to 89%	35% of the tuition fee	maintains CGPA with full prescribed workload in all subsequent semesters (3.65 - 3.79)
3.80 - 3.89	2-A's & 1-A*	90% to 94%	50% of the tuition fee	maintains CGPA with full prescribed workload in all subsequent semesters (3.80 - 3.89)
3.90 - 4.00	2-A* & 1-A	95% & above	60% of the tuition fee	maintains CGPA with full prescribed workload in all subsequent semesters (3.90 - 4.00)

For Existing Students:

All students who have attained a CGPA of 3.50 or higher with full workload as prescribed by school/department at the end of each semester will be entitled to a scholarship as per following table. This scholarship will continue if the students maintain the CGPA as mentioned in the following table: -

CGPA	Condition to Continue
3.50 - 3.64	maintain CGPA with full prescribed workload in all subsequent semesters (3.50 - 3.64)
3.65 - 3.79	maintains CGPA with full prescribed workload in all subsequent semesters (3.65 - 3.79)
3.80 - 3.89	maintains CGPA with full prescribed workload in all subsequent semesters (3.80 - 3.89)
3.90 - 4.00	maintains CGPA with full prescribed workload in all subsequent semesters (3.90 - 4.00)

Merit Scholarship (Maters/MS/MPhil)

For New Admissions:

The students who have attained 80% or higher marks in their MA/MSc examination; or the students who have attained a CGPA of 3.50 or higher in 4-years BS / BA (Hons) degree will be eligible for a merit scholarship. This scholarship will continue if the students maintain the CGPA as mentioned in the following table: -

CGPA	MA / MSc or Equivalent %age	Merit Scholarship	Condition to Continue
3.50 - 3.64	80% to 84%	25% of the tuition fee	maintain CGPA with full prescribed workload in all subsequent semesters (3.50 - 3.64)
3.65 - 3.79	85% to 89%	35% of the tuition fee	maintains CGPA with full prescribed workload in all subsequent semesters (3.65 - 3.79)

3.80 - 3.89	90% to 94%	50% of the tuition fee	maintains CGPA with full prescribed workload in all subsequent semesters (3.80 - 3.89)
3.90 - 4.00	95% & above	60% of the tuition fee	maintains CGPA with full prescribed workload in all subsequent semesters (3.90 - 4.00)

For Existing Students:

All students who have attained a CGPA of 3.50 or higher with full workload as prescribed by school/department at the end of each semester will be entitled to a merit scholarship as per following table. This scholarship will continue if the students maintain the CGPA as mentioned in the following table: -

CGPA	Condition to Continue
3.50 - 3.64	maintain CGPA with full prescribed workload in all subsequent semesters (3.50 - 3.64)
3.65 - 3.79	maintains CGPA with full prescribed workload in all subsequent semesters (3.65 - 3.79)
3.80 - 3.89	maintains CGPA with full prescribed workload in all subsequent semesters (3.80 - 3.89)
3.90 - 4.00	maintains CGPA with full prescribed workload in all subsequent semesters (3.90 - 4.00)

Financial Assistance (Scholarship)

For New Admissions: Students will have to apply for financial assistance to the Registrar office on the prescribed form along with required documents.

Scholarships equal to 25% or 50% of tuition fee may be granted for one semester after checking the proven need due to financial hardship on the recommendation of the Scholarship Committee.

For Existing Students: A scholarship award would initially be granted for one semester which would be renewable provided the student maintained a CGPA of 2.50 at the undergraduate level and 3.00 at the postgraduate level.

Full workload for a semester as prescribed by the School/Institute for the postgraduate, graduate and for undergraduate degree programme for the award of merit or need-based scholarship.

The South Asia Foundation awards the Madanjeet Singh Art Scholarships to talented students from South Asia. Sixteen students from Afghanistan, Bangladesh, Bhutan, India Maldives, Nepal, Pakistan and Sri Lanka are fully funded and are part of the BNU family.

Applicants coming from BSS / Concordia will receive a fee waiver of 100% on the Admission Fee.

Chapter 3

BEACONHOUSE NATIONAL UNIVERSITY, LAHORE

BNU Regulations for MS/M.Phil Programs.

According to HEC Guidelines.

AIMS OF THE MS/M.Phil PROGRAMME

1. To improve the qualification, skills, and expertise of graduate students and thus provide competent individuals working in professional arena of the discipline.
2. To provide hands on training and develop skills to deal with the cases in the respective areas of study.
3. To prepare students for international criteria of research competence. To equip them with in depth knowledge of research methodologies so that they are able to conduct independent research for Research Organizations, Industry, Universities, Public Sector Institutions and NGO's.
4. To generate indigenous research of high quality (both fundamental and applied) in the University.

1. ADVERTISEMENT

- i. Before the advertisement, the faculty of every School / Institute should ascertain the number of seats / programs / facilities available.
- ii. The MS/M.Phil programme shall be advertised in the beginning of each academic session. The advertisement shall normally appear in the newspapers during May / June as per academic calendar.

ELIGIBILITY

MS/M.Phil

CGPA \geq 2.5 in M.A./M.Sc./B.Sc.(Hons.) 4 years degree or its equivalent in the relevant subject from a recognized University (16 years of education; 130 credit hours)

- i. GAT, General Test/Equivalent with 50% score
- ii. Written/Aptitude test, Interview

PROCEDURE FOR APPLICATION, ADMISSION AND REGISTRATION

- i. An applicant seeking admission to MS/M.Phil shall apply online on prescribed form within the due date given in the advertisement for admission.
- ii. The application shall be submitted to the admission office.

Credit Hour

- i. A “CREDIT HOUR” is the unit of measuring educational CREDIT, usually based on number of class rooms hours per week throughout a term. For example a theory course of 3 Credit hours will have 3 hours of class contact per week.
- ii. For practical or laboratory work, 3 hours shall be considered equivalent to one credit hour.

PROGRAMME OF STUDIES

- i. A minimum Duration to complete the MS/M.Phil Degree is two years and maximum is 4 years.
- ii. Each academic year consists of two semesters, i.e. fall and spring. Semesters will usually consist of a total of 16 working weeks, 15 weeks of teaching and one week of Examination.
- iii. A regular student will normally be required to take workload (for course work) of 19-12 credit hours in each semester.
- iv. The minimum 30-36 credit hours are required for MS/M.Phil degree Program. This includes the professional exposure of hospital placements. Hands on training for professional clinical skills are mandatory for this program.

EXAMINATION:

- i. There shall be two examinations for each Course during each semester. These examinations shall be termed as mid semester (mid-term) and the final term.
- ii. The mid semester examination shall be held during 8th week of each semester. The final examination is to be held at the end of the semester. In addition to these examinations, the teacher shall give home Assignments, term papers, quizzes etc.
- iii. A final examination is the requirement for all courses except for those in which Final Examination are not used to evaluate a student’s achievement as in the case of Media & Mass Communication, Theatre, Film & TV , Fine Arts& Architecture.
- iv. The result of a course will be submitted after one week of examination and result will be notified after three to four weeks of completion of examination.

Probation/Good Standing:

- i. If a student fails to maintain a minimum required CGPA that is 2.5 in the case of MS/M.Phil programs, the student will be placed on academic Probation.
- ii. In case of two consecutive academic Probation in the first year, the student name will be automatically dropped from the university rolls.

ADD/Drop of Courses:

- i. A period of two weeks is allowed from the commencement of classes for Add/drop of courses. A student adding a course is responsible for ascertaining the requirements of course and for completing them. Students are strongly advised to consult with their Course supervisor before adding or dropping a course.
- ii. Course dropped within two weeks after the commencement of classes are deleted from the record. The student will receive Grade “W”(withdraw) on their transcript if they apply to drop a course after two weeks from the commencement of the semester.
- iii. The Grade “W” will have no impact in the calculation of CGPA of the student.

Repeating a course:

There are two categories of students who will be required to repeat a course.

- i. Student shall repeat all mandatory/ major courses in which he/she will obtain an ‘F’ Grade.
- ii. In case of an elective course, the student may repeat the same elective or may take a new elective in place of previous one, in order to fulfil the degree requirements.
- iii. Students earning Grade ‘C’ or less either in major/ mandatory/ elective will have an option to repeat the course once.
- iv. A student may repeat up to 6 Credit hours or two courses during their course of study of MS/M.Phil program.

Credit Transfer Policy for MS Program:

A student wishing to transfer from a recognized university or college to BNU will be considered subject to the following BNU regulations:

- a) Students with a CGPA below 2.50 in the last Institution **cannot** apply for the transfer of credits.

b) Applications for transfer to BNU and NOC from the previous university must be submitted to the Registrar's Office to be reviewed by the Dean/Director of the School concerned who, in consultation with the University Equivalence Committee, will determine the academic standing of the applicant.

c) Courses for which credits have been awarded by the transferring institution will be accepted provided the courses being considered for credit must meet the programme requirements at BNU.

d) Official records will be evaluated, and notification will be forwarded from the Registrar's Office concerning the applicant's position in the programme applied at BNU, including the number of credits awarded.

e) At least 50% of the credits required for a degree must be earned at BNU.

f) Transfer credits from other institutions shall not be counted towards the GPA and CGPA. However, transfer credits may be considered towards the fulfilment of the requirement for a degree after an evaluation by the University Equivalence Committee.

Class Attendance;

- i. Students will be expected to maintain 75% attendance in each theory course in which they are registered.
- ii. Clinical placement/training sessions/studio classes/labs etc require 100% attendance. Students who miss a class session will be expected to make up for the missed work on their own, failing which they will receive a failing grade. The acceptance of such work is at the discretion of the Course Supervisor.
- iii. Absence from Clinical placement/training cannot be made up or supervised at other than the allocated hospital/health facility/special education institute. It is expected that a student's absence from classes may be resolved with the faculty member concerned.
- iv. If a student is absent from class or a mid-semester exam due to sickness or some other unavoidable cause, the student must report to the Course Supervisor immediately upon return to classes. Suitable documentation such as a doctor's certificate may be required if such confirmation is necessary.

Semester Freeze Policy:

- i. A student who wishes to take a semester break must submit an application for Semester Freeze, approved by the Dean/Director/Head of the Department, to the Registrar's office two weeks before the commencement of classes.
- ii. In special cases, application may be accepted after the semester has begun, but not later than two weeks after the commencement of classes.

- iii. Fee paid for a semester will only be carried forward if the student submits the Semester Freeze application within the prescribed period of time.
- iv. A student will be allowed only once during his degree to freeze upto two semesters with the approval of Dean/Director.
- v. A student who absents himself/herself from an entire semester without permission may not be allowed to resume his/her study without formal permission of the respective Dean/Director/ Head of the Department. Fee paid for that semester will be non-refundable and non-transferable in such cases and students must seek readmission and pay the admission fee.
- vi. For resuming study after semester freeze the student must submit an application for re-joining to the Registrar's office with the permission of Dean/Director, prior to the commencement of classes to activate her/his status at the University.
- vii. Freezing of first semester in case of MS is not allowed.

Dismissal on Academic Grounds:

- i. The Participant of MS shall be dismissed from the university and his/her admission will be cancelled from academic grounds if he/she has:
- ii. GPA/CGPA less than 2.5 in two consecutive semesters of MS/M.Phil and failure to obtain a CGPA of 2.5 in third semester.
- iii. Completed maximum duration of program at the University after his/her first registration without being able to fulfil the requirements for the award of MS and equivalent program.
- iv. Has failed to pass a course within two attempts. If a participant fails to pass a course after one attempt he should approach his advisor to discuss his future strategy and whether he should attempt another course;
- v. Has not met the admission criteria, in case of provisional admission.
- vi. Participants dismissed on academic grounds will, however, be provided with an official transcript indicating the courses completed along with grades earned in registered courses.

GRADING SYSTEM

Equivalence in numerical grades, letter grades and grade points will be as follows:

Percent Marks	Letter Grade	Grade Point
85 – 100	A+	4.00

81 – 84	A	3.70
77 – 80	B+	3.30
73 – 76	B	3.00
69 – 72	B-	2.70
65 – 68	C+	2.30
60 – 64	C	2.00
55 – 59	C-	1.70
50 – 54	D	1.00
Below 50	F	0.00
Withdrawal	W	
Incomplete	I	

- i. Maximum possible Grade Point Average is 4.00.
- ii. In order to qualify in the examination of semester a student must obtain at least GPA 2.50.
- iii. If GPA/CGPA of a student remains <2.50 (but >2.30) the student shall be given one chance (only once) to repeat two subjects (2-6 Credit Hours) in order to improve CGPA in MS. If GPA /CGP A of a student remain <2.50 he/ she shall be dropped from studies.
- iv. Letter Grade and Grade Point for a course will be calculated as given above.
- v. In order to calculate the GPA, multiply Grade Point with the Credit Hours in each Course to obtain total grade points, add up to cumulative Grade Points and divide by the total number of Credit Hours to get the GPA for a Semester.

$$\text{GPA} = \frac{\sum (\text{GP} \times \text{Credit Hours}) \text{ course of semester}}{\text{Total Credit Hours of a semester}}$$

- vi. For calculating CGPA, sum total of GPs in a semester earned in different courses multiplied by respective credit hour of a course and divided by total numbers of credit hours.

$$\text{CGPA} = \frac{\sum (\text{GP} \times \text{Credit Hours}) \text{ of all courses in a Programme}}{\text{Total Credit Hours of all courses in that Programme}}$$

RE-SIT EXAMINATION

The students who cannot appear in examination because of genuine excuse he/she shall be allowed to appear in re-sit examination within one week after the examination subject to the payment of special examination fee of Rupees 2000/- for each course. If the number of courses is more than 2, then a lump sum of Rs.10,000/- shall be paid as special examination fee to the School.

RE-ADMISSION ON MEDICAL/ EMERGENCY GROUNDS

A student who discontinues studies on medical/emergency grounds will be allowed to seek readmission in the same semester next year after paying semester fees. During the period of discontinuation of studies the hostel, medical and transport facilities shall be withdrawn which are normally available to regular students.

WITHDRAWALS / ADDITIONS OF COURSES

The enrolled students may withdraw or add other courses to their programme within two weeks after commencement of the semester with the permission of the supervisor/ head of the school / Institute, provided if such withdrawals or additions do not affect requirements of minimum or maximum course workload conditions.

SUBMISSION OF RESULTS

The teachers are required to submit result within one week after the examination so that result shall be declared by the Examination Department.

DEAN'S HONOUR LIST

Students with excellent academic performance during a semester are placed on the Dean's Honour List. The eligibility criterion for which are:

- The student should obtain 3.50 GPA in a semester.
- Full workload for a semester as prescribed by a School/Institute for graduate and undergraduate programme for the Dean's honour list.

REQUIREMENTS FOR GOLD MEDAL

- i) The student with an outstanding performance and with the highest CGPA in each degree Program, but not less than a CGPA of 3.80 (if the average CGPA of cohort for a degree programme is 3.25 or above) and not less than a CGPA 3.65 (if the average of cohort of a degree program is less than 3.25).

The student must also fulfil following requirements:

- ii) No repeat course and "F" grade in the academic record of the student.
- iii) No disciplinary case or warning against him/her exists in record.
- iv) If two students attain the same highest grade point average then each of them will receive a Gold Medal.

v) In a class if the minimum number of students is less than 10 (in case of an undergraduate programme) and 5 (in case of graduate of postgraduate programme), then the recommendations for the award of gold medal will be submitted to an Award Committee.

vi) While considering a student for the award of Gold Medal student's attendance and disciplinary record may be considered.

REQUIREMENTS FOR THESIS DISTINCTION

i) A certificate of distinction/honours will be awarded for the best thesis/ film or project to students in the final semester.

Allocation of Supervisor to MS and equivalent program Students:

a. Department Research Committee is entrusted to approve supervisor for MS thesis and equivalent programs. The conditions for allocation of supervisors are as follows:

i) The Supervisor should hold PhD degree in the relevant field with 4 years teaching experience. Supervision load of the supervisor should not exceed the maximum limit as defined by HEC, i.e., Preferably 10 students for MS thesis supervision at a given time.

ii) The student will work on approved research proposal after successful completion of the course work.

Approval of Research Topic

i) MS and equivalent program Research Proposal will be initially presented in the Department Research Committee. The recommendations of this committee will be placed for approval in the meeting of Board of Studies (BOS) appointed by Vice Chancellor. After getting approval from BOS, thesis topics will be forwarded to BASAR for information through the concerned Dean/Director office.

ii) Approval of the thesis by the Board of Examiners shall be mandatory for the award of the degree.

Department Research Committee

The composition of department research Committee will be as follows:

- | | |
|---|----------|
| i. Dean/Director of the Department | Convener |
| ii. Professors and Associate Professors of concerned Department | Member |
| iii. All PhD faculty of the respective department | Member |
| iv. Two Assistant Professors appointed by Dean/Director | Member |

The quorum for a meeting shall be one half of the total members.

Function of Department Research Committee:

- I. To approve research proposal to MS and equivalent program participants.
- II. To approve supervisor to MS and equivalent program participants.
- III. To consider research proposal(s) for project funding.
- IV. To propose list of external examiners.

MS and equivalent program's Evaluation:

- a. The Plagiarism Test must be conducted on the thesis before its submission to the external examiners.
- b. Evaluation of thesis will be carried out by the Board of Examiners. The composition of Board of Examiners is as follows:
 - i) Dean/Director
 - ii) Research Supervisor
 - iii) External Examiner
- c. External Examiner will be suggested by School/Institute's Research Committee and approved by Board of Studies.
- d. The thesis will be dispatched to the External Examiner for assessment.
- e. The candidate will appear before the Board of Examiners for Viva Voce.
- f. The board of examiners shall either approve the thesis or defer approval.
- g. In case of defer approval; resubmission of the thesis will be made with minor or major changes suggested by the External Examiner.
- h. The final submission of the thesis must be made on the stipulated time determined by the School/Institute. Any extension regarding the submission must be approved by the Dean/director and forwarded to the Vice chancellor for approval.

Appendix-I: GUIDELINES FOR PREPARATION OF SYNOPSIS

The applicants should organize thesis synopsis to address the following points:

- a. **Title** : The title should be brief but informative

- b. Table of Contents**
- c. Introduction** : Should clearly manifest why the present work is undertaken. Importance and the goals of Research Topic should be highlighted. **The introduction may include literature review as per requirement of the subject.**
- d. Literature review** : Place the project in academic context by referring to the major work by others on the topic internationally and indigenously.
- e. Objectives** : Define clearly the aims of the research proposal
- f. Significance** : The significance of the proposal for the field and the country.
- g. Plan** : Give time frame for tentative plan of the work.
- h. Methodology** : Explain the approach and methods to be followed. Details pertaining to design of experiments and the data analysis should also be given.
- i. Bibliography/
Literature cited/
References:** : Upto date references.

GUIDELINES FOR THESIS FORMAT

MS Thesis

All theses presented in typescript for the degree of Ph.D. should comply with the following specifications unless permission to do otherwise is obtained from the relevant authority/ body

- **Size of paper**
A4 size be used, no restriction is placed on drawings and maps
- **Paper specification**
Six copies on good quality paper (minimum 80g) be submitted.
- **Method of Production**

The text must be typewritten in acceptable typeface and the original typescript (or copy of equal quality) must normally be submitted as the first copy. The second and subsequent copies may be produced by means of other acceptable copying methods.

- **Layout of Script**

Guidelines of APA (6th Edition) must be followed, except for the margin on the left side which must be 1.5” providing ample room for binding of the thesis. Colour of the thesis hard binding should be black.

Spine of the thesis should show on top across the width or spine, name of the candidate in the middle along the length of spine, and the year of submission across the width at the bottom. Lettering on spine should be in 18 pt. and may be in boldface.

Following is the preferable layout of the thesis

- Title Page
- Abstract / Summary
- Acknowledgements
- Abbreviations not described in the text
- Contents
- List of Tables (where applicable)
- List of Figures (where applicable)
- Introduction (including literature review) or
 - Introduction
 - Review of Literature

As separate chapters as per requisite of the subject

- Materials and Methods
- Results
May comprise of one chapter or a number of chapters depending upon the Subject matter / requirements
- Discussion (including Conclusion/s, Recommendation/s where applicable)
- Reference / Bibliography / Literature Cited Appendices (where applicable)
- Any other information specific to the respective discipline

- **Title Page**

All theses must contain a title page giving the title of the thesis, the author's name, the name of the degree for which it is presented, the department in which the author has worked or the Faculty of which the work is being presented, and the month and year of submission.

- **Length of Thesis**

Whilst the regulations do not contain a clause relating to the maximum length of theses, it is expected that work presented for the degree of Ph.D. should normally be between 40,000 - 120,000

words of text. Candidates wishing to greatly exceed these sizes should discuss the matter with their supervisors/DPC

- **Published work**

Published work from the theses be included as appendix (Reprints/ proof / preprint.)

- **Binding**

All final theses and published work presented for higher degrees must be bound in a permanent form or in a temporary (hard binding will be provided after defence of the thesis) form approved by the Advanced Studies and Research Board; where printed pamphlets or off-prints are submitted in support of a thesis, they must be bound in with the thesis, or bound in such a manner as Binderies may advise. Front cover should give title of the thesis, name of the candidate and the name of the Institute/ Department! Centre/ College through which submitted, in the same order from top to bottom. The lettering may be in boldface and properly spaced. Their sizes should be: title 24 pt. name of the department/ institute/ centre/ college 18 pt.

CHAPTER 4

FEE POLICY

1) PURPOSE

The purpose of this document is to establish general policies and procedures for collection of student fees at Beaconhouse National University, hereinafter referred to as “BNU”. At the same time we are committed that no **talented** student should be deterred from studying in BNU because of financial constraints.

2) FEE STRUCTURE AND TYPES

Each School / Institute has the responsibility to administer its departments in accordance with the Board’s policies and guidelines. The fee structure for each school is approved by the Board. Accounts & Finance Department of BNU may be contacted for any information about the fee structure.

BNU reserves the right to introduce or alter fees and / or fee structure any time without prior notice; however the increase in fees is generally expected at the start of each academic / financial year with the approval of the Board.

The charge of following types of fee has been approved by the BOG of BNU:-

a) Admission Form Processing Fee

Every applicant who applies for any degree programme in BNU has to pay a non refundable “Admission Form Processing Fee” at the time of submitting the application form. This fee is to cover the cost of carrying out admission test, marking and other related expenses.

b) Admission Fee

Admission Fee will be charged only to newly admitted students. This fee will be paid only once during the study in an academic programme and is non refundable unless the admission is cancelled by the BNU specifically for merit concerns.

c) Tuition Fees

Tuition fee is to be paid for each semester or for each credit hour to be studied in the semester courses as decided by the BOG. The management reserves the right to devise separate rules including, but not limited to, minimum and maximum allowed work load in a semester for students. Tuition fee would be inclusive of other charges like exam fee, extracurricular activities charges, etc.

The Vice Chancellor has the right to allow a lesser number of credit hours fee to a certain student or class of students on recommendation of the respective Dean / Director keeping in view the academic circumstances of the student or class of students as the case may be.

d) Security Deposit

- i) A security deposit will be paid to BNU at the time of admission of the student which will be refundable at the time of withdrawal / passing out of the student on submission of 'Clearance Form' complete in all respects, to the Registrar Office of BNU. Any amount recoverable from the student including 'Convocation Charges' may be deducted from the security deposit.
- ii) The security deposit refund has to be claimed by the student from BNU within 3 years of the date of either (a) withdrawal of the student from the studies in BNU or (b) convocation in which the degree is conferred to the student, whichever is earlier. Any refund claims submitted later will not be entertained.
- iii) The security deposit will be refunded by BNU in the form a crossed bank cheque in the name of parent / guardian as mentioned on the admission form of the student or subsequently changed by the Registrar Office in the BNU data base on receiving a duly approved application / request of the student.

e) Government Taxes

Government taxes will be added to the fee bills as per applicable federal and provincial laws prevailing at the time of issue of fee bills. In cases where the paid fee is refunded to the student, the tax already deposited into the Government treasury will not be refunded.

f) Hostel Fees

Hostel fees will be charged to the students availing boarding and lodging facilities of BNU as per separately prescribed Hostel Fee Policy.

g) Readmission Fees

In case the student is terminated from BNU due to non payment of fees, his / her status could be reinstated on payment of readmission fees in addition to clearance of his / her previous outstanding dues within 15 days of the date of termination letter issued to the student by the Registrar Office. The readmission fees will be equal to one half of the regular admission fees.

h) Degree and Transcript Fee

BNU awards degrees after the convocation and no fee is charged for Degree or for the Final Transcript of the students. In case an additional or duplicate Degree or Final Transcript or Provisional Transcript is required by the student, BNU reserves the right to charge an appropriate fee on advice of the Vice Chancellor.

i) Convocation Fee

For meeting the expenditure on Convocation, the BNU may decide to charge the passing out students a Convocation Fee. If charged, this fee may be deducted from the security deposit of the students; however, the degree of the students would not be withheld by BNU on the mere reason that the student has not paid his / her Convocation Fee.

3) PAYMENT OF DUES

- a) Applicants who receive an offer of admission are required to pay their dues prior to commencement of studies or to make acceptable payment arrangements with the Accounts & Finance Department of BNU in order to secure their admission. The applicant who does not pay his / her dues by the due date may forfeit his / her right of admission.
- b) Fee bills are issued by the Accounts & Finance Department of BNU before start of each semester.
- c) The students shall not be allowed to sit for the final exams in each semester without clearing previous dues, if any, by the date announced by the BNU. Failure to clear these dues may result in the termination of the student from the university rolls without any further notice.
- d) A per day fine will be charged in case of payment of fees after the due date.
- e) Readmission will only be permitted on payment of re-admission fee in addition to the dues and fine within 15 days of the date of termination letter issued to the student by the Registrar Office but ONLY at the discretion of respective Dean / Director.

4) MODES OF PAYMENT

- a) Students may receive their fee bills from Accounts and Finance Department, respective School Coordinators or from Registrar Office by hand; or may be sent to their given addresses through courier, howsoever decided by the BNU.
- b) Fee may be deposited in the designated banks, bank account numbers are printed on the fee bills. All payments must be made either through cash, online transfer, pay order or demand draft in favor of “Beaconhouse National University”.
- c) No University official is authorized to collect cash from the students / parents / guardians.
- d) Fee can also be paid through Visa/Master Cards at BNU (bank charges apply).

5) WITHDRAWAL FROM ACADEMIC PROGRAMME

Student withdrawing from his / her program of study is required to submit the Student's Clearance Form to Registrar Office duly filled in, signed and complete in all respects. The effective withdrawal date will be the date of submission of Clearance Form in the Registrar Office. Students who do not follow the process will not be eligible for any refund of fee or security.

6) REFUND POLICY

- a) Fees are not refundable. However, if a student withdraws from the academic program because of extenuating circumstances which were beyond his/her control he/she may be refunded part of fee according to the following:

Application Date (within)	Amount to be refunded
First week of the semester	100% (excluding admission fee in case of new admission and tax)
Second & third week of the semester	50% (excluding admission fee in case of new admission and tax)
After third week	Non-refundable

- b) Fee refund will be based on the date of submission of withdrawal application to Registrar's Office.
- c) Fee will not be refunded if student is expelled / suspended due to disciplinary reason(s) or reason(s) other than academic.
- d) Admission Form Processing Fee once deposited is not refundable.

7) FEE INSTALLMENTS

- a) Fee installment will be allowed to students with proven need due to financial hardships.
- b) The maximum number of installments can be two (2) and maximum time allowed for payment of second installment is two months. However, in exceptional circumstances the time for the payment of second installment or the number of installments allowed may be extended by the Vice Chancellor.
- c) Applications for fee installments will only be entertained if the first installment has been paid.
- d) Fee installment will be granted for a semester. Student will have to apply for fee installment for each semester separately.
- e) Students defaulting payment in a semester will not be sanctioned installments for the next semester. Students with a track record of default or late payment will not be allowed installments for the next semester(s).

8) CHANGE OF PROGRAMME OF STUDY

If the student changes his / her academic program to another programme, the student will pay the fees and security deposit related to the new programme.

CHAPTER 5

GENERAL FACILITIES

STUDENT AFFAIRS & CAREER SERVICES OFFICE

- i. BNU has established a Directorate of Student Services and External Relations that serves the needs of students and graduates. The services include academic counseling, professional counseling, job placement, internship facilitation and enabling students for self-employment and start-up business opportunities.

The responsibilities of the department include the following services:

- a) Provide counseling and advisory services to students on personal, social and emotional problems.
- b) Provide career guidance services to students, facilitates internship programs and build liaison with industry for creation of employment opportunities.
- c) Conduct orientation and guidance services for new entrants to acquaint them with University life and rules.
- d) Attend to student grievances and provide support for early resolution of student problems and issues.
- e) Arrange co-curricular activities including student activities, clubs and athletics at University.

STUDENT ACADEMIC COUNSELLING

- Each School helps students integrate their campus experience with their personal interest to prepare them for professional careers.

LIBRARY

- i. The BNU Library remains open from 8.30 a.m. – 6:30 p.m. daily, Monday to Friday and for a specific number of hours on Saturday as well. A full time librarian and assistants provide library information, access and assistance.
- ii. Photocopying facilities are available at cost five days a week, 8.30 a.m. –5:00 p.m. daily.
- iii. All members of the University are entitled to use the library on becoming registered as borrowers. Borrowing or reading privileges may be extended to non-members of the University at the Librarian's discretion, but payment of a fee may be required in such cases.

The act of registration as a reader or borrower constitutes an undertaking to accept the Library Rules.

COMPUTER LABS

All computer labs with access to Internet, scanning & printing (colour & b/w) & resource Center function from 9:00 am to 6.30 pm daily Monday to Friday.

SPORTS CLUB

BNU encourages student participation in extracurricular activities and regularly hosts concerts, exhibitions, film screenings and other cultural events.

The Sports Club of BNU promotes sports activities among the students by organizing practice sessions, matches throughout the year among different departments as well as with other universities and colleges under the supervision of qualified coaches.

- ✓ Cricket
- ✓ Football/ Futsal
- ✓ Badminton
- ✓ Table Tennis

CHAPTER 6

DISCIPLINARY RULES FOR STUDENTS

1. PURPOSE AND SCOPE

- 1.1 Under Article 20 (2) d of the Beaconhouse National University, Lahore Act 2005, the Academic Council of BNU deems necessary to frame Rules concerning student conduct and discipline. These Rules are intended to provide fair and orderly procedures for maintaining reasonable student conduct and behaviour while enrolled with the University. Amendments to the Rules, if any, will be incorporated from time to time with the approval of the Board of Governors and will be effective from the dates specified therein.

THE CONDUCT EXPECTED OF STUDENTS

Enumerated below are the specific prohibitions, policies and procedures governing the conduct of student(s). As they are the fundamental basis of individual/group conduct, each student is responsible for carefully understanding, comprehending and following them while at BNU.

The following conduct is prohibited on University premises or at University events, wherever it may occur. *This same conduct, though occurring off University premises and not at University events, may nonetheless be subject to University sanctions when it adversely affects the university's reputation; its educational mission or its community.* Violation of the rules and regulations may subject an individual or group to disciplinary action.

- I. Violations of law, including local, state and federal statutes, regulations and codes, and specifically including, but not limited to, possession or storage of a weapon; and use, possession or distribution of drugs or any controlled substances.
- II. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism or other forms of academic dishonesty
 - b. Forgery, alteration or misuse of any University document, record or instrument of identification
 - c. Misappropriation of institutional resources for personal advantage
 - d. Furnishing false information to any University official, faculty member or office.

Acts of Serious Violation

An act of **academic dishonesty** may be either a **serious violation or an infraction**. The instructor of the academic exercise will have responsibility for determining that an act is an infraction or a serious violation.

- **Serious violations** include the following acts:
 - a) **Examination Behavior**. Any intentional giving or use of external assistance during an examination shall be considered a serious violation if knowingly done without express permission of the instructor taking the examination.
 - b) **Fabrication**. Any intentional falsification or invention of data, citation or other authority in an academic exercise shall be considered a serious violation; unless the fact of falsification or invention is disclosed at the time and place it is made.
 - c) **Plagiarism**. Any Intentional passing off of another's ideas, words or work as one's own shall be considered a serious violation.
 - d) **Misappropriation of Resource Materials**. Any intentional and unauthorized taking or concealment of library or course materials shall be considered a serious violation if the purpose of the taking or concealment is to obtain exclusive use, or to deprive others of use, of such materials.
 - e) **Unauthorized Access**. Any unauthorized access of an instructor's files or digital resources (computer laptop, cell phones etc.) or computer user shall be considered a serious violation.

Serious Violation Defined by Instructor:

Serious Violation Defined by Instructor. Any other intentional violation of rules or policies established in writing by a course instructor of an academic exercise is a serious violation in that course or exercise.

The following points come under the violation defined by instructor:

- i. Disruption of teaching, research, administration, disciplinary proceedings or any other institutional activity.
- ii. Abuse of any person including, but not limited to: physical abuse, verbal abuse, threats, verbal intimidation, harassment, coercion and/or other conduct which threatens the physical, emotional or psychological health or safety of any person's life or property.
- iii. Any inconsiderate behavior towards a BNU community member or guest.

- iv. Attempted or actual theft of, and/or damage to, the property of the University or property of any member of the University community or other personal or public property or to non-University property being used for a University event.
- v. Engaging in disorderly conduct, indecent or obscene behavior on University property or at a University-sponsored event.
- vi. Failure to comply with the direction of University officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- vii. Climbing or any other activity on the facades, ledges or roofs of University facilities. On campus possession of firearms or any other form of weapon, sporting instrument, self-defense instrument or ammunition for any purpose any object that can be used as a weapon.
- viii. Launching of an object or substance from within or on a University structure or property.
- ix. Possession, consumption or sale of alcoholic beverages or drugs on University property or at a University-sponsored event; driving on University property while under the influence of alcohol, public display of intoxication on University property or at a University-sponsored event.
- x. Violations of University parking rules and regulations.
- xi. Theft or abuse of computer time, including but not limited to: (a) unauthorized entry into a file, to use, read, change or destroy the contents, or for any other purpose; (b) unauthorized transfer of a file, (c) unauthorized use of another individual's identification and password; (d) use of computing facilities to interface with the work of another student, faculty member, or University official; (e) use of computing facilities and digital resources to send obscene or abusive messages, (f) use of computing facilities to interface with normal operation of the University computing system.
- xii. Abuse of the disciplinary process, including but not limited to, (a) failure to obey the summons of a disciplinary Committee or University official, (b) falsification distortion or misrepresentation of information before a disciplinary hearing Committee or disciplinary officer, (c) failure to comply with the sanctions imposed under the Student Code.

Sanctions and Procedures

Academic dishonesty, and allegations of academic dishonesty, are matters of University-wide concern in the same way that academic integrity is a matter of University-wide concern. The responsibility to ensure academic honesty, and to initiate action with respect to suspected academic dishonesty, begins in the course or classroom. If the instructor of a course of an academic exercise appears to be unable or unwilling to assure the academic integrity of the course or exercise, then those engaged in the course or exercise should bring the situation to the attention of the instructor's or 's departmental head or dean.

The instructor has the initial responsibility for determining whether a person has engaged in academic dishonesty in a course or academic exercise. Therefore, information

concerning possible academic dishonesty in a course or academic exercise should be brought to the attention of its instructor. If the instructor or is unavailable, then information concerning possible academic dishonesty should be brought to the attention of the appropriate Department Head or Dean, who will then assume the role of the instructor or in the procedures.

The following points come under the procedures that will be followed in case of academic dishonesty:

- ii. When information of an act of academic dishonesty comes to his or her attention, the instructor or must undertake an investigation of the information or allegation in a manner that is reasonable under the circumstances.
- iii. Unless it clearly appears that there has been no dishonesty, the instructor or must contact the person who may have engaged in the dishonesty act and give that person the opportunity to deny or to explain the events with respect to which allegations of dishonesty have been made.
- iv. After investigation and reasonable efforts to discuss the matter with the affected person, the instructor or must determine whether (a) no act of academic dishonesty has occurred, (b) an infraction has occurred or (c) a serious violation probably has occurred.
- v. The instructor or must prepare a written record of the investigation and summary of discussions with the affected person, if any, together with his or her determination made in accordance with paragraph 3 above. A copy of this record, together with any penalty imposed upon the person by the instructor with respect to the course or academic exercise, must be made available to the affected person.
- vi. Penalties imposed by the instructor or respect with respect to a course or academic exercise may include:
 - Reduction in the grade of the affected person in the course or exercise;
 - The affected person withdraws from the course or exercise;
 - The requirement that all or part of the course or exercise be retaken;
 - The requirement that the person engage in additional work in connection with the course or exercise.
- vii. The Vice Chancellor has the overall responsibility for the maintenance of student discipline on the University campus (es). However, responsibilities for minor matters of discipline may be delegated to the designed academic staff. The Vice Chancellor's involvement is directly required in cases deemed to warrant consideration of suspension or expulsion. Suspensions or expulsions are decided by the Vice Chancellor on the recommendations of the Student Disciplinary Committee, and are subject to a right of appeal to the Vice Chancellor. All Hearings

under these Rules shall be conducted in accordance with the principles of natural justice.

- viii. The Registrar's Office has the responsibility to draw the attention of students to the rules and regulations, codes of conduct and procedures, in matters of student conduct and discipline. Students have a responsibility to make themselves familiar with these rules and regulations, etc.
- ix. These Rules will normally apply in respect of alleged misconduct in relation to activities engaged in, or services and facilities enjoyed, as a student of the University, or occurring on or in the vicinity of the premises of the University – which includes residential accommodation owned or leased by the University. However the University reserves the right to take disciplinary action against a student in respect of any misconduct wherever it may have taken place when it is considered necessary to protect the interests and reputation of the University, its staff, or students.

Disciplinary Action-Dealing with Allegations of Misconduct-Preliminary-Informal Action

- i. Academic Staff and Registrar's Office have at all levels an important part to play in assisting the maintenance of student discipline, and it is to be expected that most cases of a minor nature will be dealt with in the first instance by an individual member of staff. In many cases complaints of a minor nature can be dealt with by the member of staff most closely involved, simply and quickly on an informal basis of counseling in the behavior or conduct.
- ii. Where the allegation is more serious, or if it calls for an investigation of the facts, or the alleged offence is outside the normal jurisdiction of the member of staff directly involved, the matter should be referred to the relevant Dean or in his/her absence to the Head of the Department.
- iii. The Dean/Head shall have the facts investigated as quickly as possible and a report prepared for his/her consideration.
- iv. On receipt of the report of the investigation into an allegation of misconduct, the Dean/Head shall arrange a Hearing of the allegations of misconduct, unless he/she decides that the matter is not sufficiently serious to justify formal disciplinary action, in which case he/she may deal with the matter under Rules.

Formal Disciplinary Action-Student Disciplinary Committee

- i. The Student Disciplinary Committee is constituted as part of the formal disciplinary procedure of the University and shall comprise of:
 - (a) Convener; and
 - (b) One Dean
 - (c) Two senior members of the Academic Staff
 - (d) The Registrar member/Secretary
- ii. The Student Disciplinary Committee shall be competent to dismiss the charge or charges at any stage of the proceedings for want of evidence or to remit the charge or charges to the Dean/Head concerned for further consideration.
- iii. It shall be competent for the Committee at its discretion to permit the correction of accidental errors made by either the student/University or in the administration of proceedings having regard to the principles of justice and fairness.
- iv. The Committee shall ensure that all stated limits are adhered to during all stages of the hearing with a view to ensuring that any charge there under shall be heard and determined as expeditiously as reasonably practicable.

CONDUCT OF THE HEARING

- i. Where a Hearing is to be held before the Student Disciplinary Committee as a result of allegations made against a student, the Secretary shall send him/her a Notice in duplicate specifying generally the matters into which the Hearing will be held, and stating the day, hour and place appointed for holding the Hearing. The Notice shall be sent not less than 3 working days before the day appointed for holding the Hearing. The Notice shall be accompanied by a copy of these Rules, and the Secretary shall send copies hereof to the Committee and the relevant Dean/Head.
- ii. The Hearing shall be conducted in private.
- iii. At the opening of the Hearing, the Secretary shall read the Notice of Hearing and, if the student is not present, satisfy the Committee that the Notice was duly sent to him/her. If the student does not appear and the Committee is satisfied that Notice of the Hearing was duly sent to him/her, it may proceed with the Hearing in the student's absence, or may adjourn the Hearing.
- iv. The order of proceedings shall be as follows:
 - (a) Statement of the case against the student and production of evidence in support of it.
 - (b) Statement of the case of the student and production of evidence in support of it.

- v. Evidence may be received by the Committee by oral statement, written or signed statement.
- vi. Members of the Committee shall have the right at each stage of the Hearing to ask questions from the University representative, the student, and any witnesses who may be called by either party.

DECISIONS AND PENALTIES

- i) On the conclusion of the Hearing, the Committee shall determine whether the allegations made are proved and, if so, make recommendations to the Vice Chancellor as to:
 - (a) Whether the conduct is such as to render the student unfit to be a student of the University, hence requiring his/her expulsion by the Vice Chancellor there from;
 - (b) Whether the student should be suspended by the Vice Chancellor for a term or terms, or part thereof;
 - (c) Whether any reprimand or admonition should be addressed to the student;
 - (d) Whether any fine or other penalty or order should be imposed.
- i) The Vice Chancellor shall within seven days of receipt of the Committee's recommendations shall decide the final course of action. The decision of the Vice Chancellor shall be communicated by Registrar to the student and the Committee in writing.

DISMISSAL

- Any student failing to abide by the disciplinary rules and regulations shall be issued a written warning. A probation period shall be specified for the student to improve his/her behavior, failing which the student is liable to be rusticated/ dismissed from the University. A proper inquiry may be held to ensure that the student is given the opportunity to present his/her case to the University's Discipline Committee.
- A student reserves the right to appeal against the decision of the Discipline Committee to the Vice Chancellor of BNU whose decision may be final and not challengeable.

THE RIGHT OF APPEAL

A student aggrieved by a decision to suspend or expel under Rule 6 shall have the right of appeal to the Vice Chancellor within 10 working days, giving the grounds for the appeal. The Vice Chancellor may consider the appeal and may decide whether to uphold or amend the decision made by the committee or ask for fresh investigation / enquiry.

DRUG-FREE POLICY

All students are hereby notified that BNU has a ZERO TOLERANCE policy against consumption, possession and carrying of drugs and controlled substances. All found violating the policy (including but not limited to being found carrying, consuming, experimenting or in the worst case situation of being found under influence of drugs or controlled substances) within the premises of the university or university properties (including but not limited to university hostels) will be immediately rusticated from the university rolls without recourse.

In instances where anyone is found peddling drugs or controlled substances on the university campus or near or within the university properties, BNU reserves the right to initiate proper legal proceedings against offenders that may involve Drug and Law Enforcement Agencies.

All stakeholders are thereby advised not only to refrain from such hazardous activities but in a spirit to encourage a drug-free society, must promptly report any offenders (in confidence) to the university management.

Committee for Protection Against Harassment

Pursuant to the directives by the Vice Chancellor, a Committee for Protection against Harassment on campus has been formed with the following members: -

- Prof. Dr. Ruhi Khalid (Chairperson)
- Ms. Fatima Abbas (Presently Student Counsellor)
- Ms. Shehwar Shikoh
- Mr. Nadeem Baig

The procedure for redressal of grievances in the regards shall be as follows:

- The Complainant will be required to submit a written complaint with the Chair (along with supporting evidences, if any).
- The hearing shall commence immediately upon receipt of complaint by the committee, which will include the cross-questioning of witnesses, if any.
- The Accused will be required to submit his/her response to the complaint within 7 days of the receipt of a copy of the complaint.
- The Committee shall submit its findings to the Vice Chancellor within a maximum period of thirty days.

Appellate Authority

- The accused or complainant may approach the Vice Chancellor with an appeal against the findings and decision of the Committee.
- The final authority for the decision shall rest with the Vice Chancellor.

CHAPTER 7

HOSTEL FACILITY

Fully furnished, separate residential accommodation for boys and girls is available for outstation students. Full time wardens supervise the hostel.

The Objective of this policy is to streamline the matters relating to the right of applicants to avail the facility of accommodation in the hostels, hostel fees for a semester and to explain matters relating to payment and refund of hostel fees.

The policies regarding hostel are as below:

- i. BNU Hostels have limited capacity in the shape of rooms and applications received for hostel residence in the Registrar Office are customary to exceed the available capacity. In such a case, when it is not possible to accommodate all applicant students in the hostels, the bookings will be made on first-come first-served basis. Whoever has first applied for hostel accommodation will have the first right over the (available) vacancy in the hostel, on the basis of the date on which the application was received by the Registrar's Office.
- ii. This right as indicated above will prevail until the admission of the applicant is confirmed in the BNU, otherwise this right will relinquish immediately if admission in BNU is rejected.
- iii. The right of any student who was residing in the hostel in the previous semester will be honored in the next semester if and only if his previous dues of the University including the tuition fees as well as the hostel fees up to the previous semester have already been paid.
- iv. Hostel accommodation, from the start of a semester until the day the student sits the final exam for the semester, will be available only to bonafide students of the BNU i.e. to whom the Registration Numbers and Semester ID Cards have been issued by the Registrar Office after payment of fees. However, in certain cases, the Registrar may recommend admission to the hostel for accommodation provided that his/her admission is confirmed but due to

some reason, to be recorded in writing, his/her Registration Number and/or Semester ID Card could not be issued.

- v. Hostel Fee, either in full or the first installment, has to be paid before joining the hostel without which the students will not be allowed entry into the hostel for accommodation. The hostel warden would be personally accountable for any unpaid students residing in the hostel.
- vi. The BNU rules and practices regarding installment of tuition fees will apply if installments of hostel fees are requested. The installment facility however will not be available to students in the final / last semester, who have to pay the hostel fee upfront in full before being confirmed/provided hostel accommodation.
- vii. Anyone joining the hostel during a semester will be charged proportionate hostel fee corresponding with the time left to the final day of the semester exam of the student or for a shorter time period, if so required by the student.
- viii. Any student availing any facility at the hostel in addition to those normally provided to BNU hostel students, e.g. air conditioner, refrigerator, etc. will be charged separately for such a facility. A separate fee bill will be issued for such charges by the Finance Department on the recommendation of the Hostel Warden.
- ix. The Hostel Warden is not authorized to collect any fee/charges from students/parents/guardians in any form on account of Hostel Fees or any additional charges, etc.
- x. If any student residing in the hostel decides to leave the hostel, the hostel fee will be charged proportionate to the number of days stay in the hostel. The balance fee, if any, will be received from the student or adjusted from the security deposit. In case of a refund, a cheque will be made in the name of parents/guardian mentioned on the Hostel Application Form or Admission Form maintained in the Registrar Office's Database.
- xi. This policy, effective Fall 2015, will be posted on the BNU website and the Hostel Warden will be responsible for distributing a hard copy of this policy to all new hostel residents.
- xii. Only the Vice Chancellor has the right to remove any ambiguity in the implementation or interpretation of this policy, add or remove any clause in the light of actual experience, or as warranted by altered circumstances.