

# **Participant's Handbook**

Undergraduate Programs

University of Management and Technology (UMT)

2022-23

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Glossary (in alphabetical order)

- **‘CGPA’** means Cumulative Grade Point Average
- **‘Chairperson’** means Chairperson of the concerned Academic Department
- **‘COD’** means Chairperson of the Department
- **‘Cr. Hr.’** means Credit Hour(s)
- **‘DAI’** means Degree Awarding Institution
- **‘Dean’** means Dean of the concerned Faculty/School
- **‘FT’** means Final Transcript
- **‘HEC’** means Higher Education Commission of Pakistan
- **‘HOD’** means Head of the Department
- **‘ID’** means UMT Identification Number of Participant
- **‘IPC’** means Information Processing Center
- **‘Participant’** means Students
- **‘OCRIS’** means Online Course Registration Information System
- **‘OCE’** means Office of the Controller of Examinations
- **‘ORG’** means Office of the Registrar
- **‘OCMS’** means Office of Campus Management and Services
- **‘OSS&V’** means Office of Safety, Security and Vigilance
- **‘OTN’** Office of Transportation
- **‘PRS’** means Participant Relations Section
- **‘OTE’** means Office of Technology Enablement
- **‘Resource Person’** means Teacher/Faculty Member
- **‘SGPA’** means Semester Grade Point Average
- **‘University’** means University *of* Management *and* Technology
- **‘Website’** means UMT website [www.umd.edu.pk](http://www.umd.edu.pk)

## 1. Introduction

This handbook contains general rules related to the undergraduate and graduate programs offered at the *University of Management and Technology (UMT)*. This handbook aims to familiarize the participant with academic information, along with conveying the expectations of the university administration concerning to participant's ethical and professional conduct and performance.

Each participant is required to familiarize himself/herself with the University's policies and to act in accordance with them. The participant must know that ignorance of rules, regulations and guidelines is not a defense. They are advised in their best interest to study this important document called the “***Participant' Handbook***” thoroughly and consider it as a book of guidance, during their academic career at the *University of Management and Technology (UMT)*.

The document is intended as a guide and not a substitute to the notifications periodically issued by UMT.

The rules mentioned in this handbook are valid at present.

UMT reserves the right to amend any policy at any point of time.



## 2. Academic Regulations and Policies

### 2.1 Academic Calendar

- An academic calendar is issued by Office of the Registrar and contains the following information:
  - i. Semester commencement dates
  - ii. Fee payment dates
  - iii. Semester end dates
  - iv. Final exam week
  - v. Result notification dates
  - vi. Holidays during the semester

Participant are required to adhere to the academic calendar as mentioned above.

This calendar is available at the web page of Office of the Registrar.

### 2.2 Schedule of Semesters

**2.2.1** There are two regular semesters in an academic year i.e. Fall and Spring. Each semester consists of a total of 18 weeks, 16 weeks for teaching and two weeks for examinations.

The University may offer Summer Session comprising eight weeks. **Decision to offer the Summer Session is at the discretion of the University.**

### 2.3 Credit Hour

**2.3.1** A “Credit Hour” is the unit of measuring educational credit, usually based on the number of contact hours per week during the semester. Each three-credit hour course shall have 45 contact hours (3 hours/week \*15 teaching weeks which equals to 45 hours) in a semester.

**2.3.2** One credit hour in laboratory or independent study/project would require working for three hours per week, during the semester.

### 2.4 Course Registration (Enrollment in a Semester)

Participant is required to register courses as per offering of the respective School/Institute in a semester. Course registration of the current participant for upcoming semester is completed in advance as per the schedule mentioned in the University academic calendar.

Participant shall be responsible to check his/her course registration on portal.

### 2.5 Late Registration

Moreover, late registration will not be entertained, once the add/drop period is completed.

## 2.6 Course Load

Participants are required to register courses as per offering of the respective School/Institute in a semester. For undergraduate programs, the participants may register up to 18 credit hours in a regular semester irrespective of their CGPA.

## 2.7 Add/Drop Course(s)

Add/Drop week shall start one week before the commencement of classes and it will go up to the second day of classes, the approval of add/drop of course shall be granted by the concerned advisor. However, such participant shall have to complete his/her degree program in the maximum time allowed for the completion of that particular degree.

Please note that add/drop of courses shall not be processed on the basis of section change request.

## 2.8 Repeat Courses

The course(s) with “F” and “W” grade(s) may be repeated in regular semester(s) as well as in Summer session if offered, subject to registration by the participant concerned within due dates. Participant is required to complete the normal semester activities (class attendance, assignments, quizzes, mid-term exam and final examinations). In case of repeating the course(s):

1. The fee has to be paid in advance.
2. In case of extension granted for payment of dues, a fine of Rs. 500/-per day shall be applicable, if not paid within the extended time. The late payment charge will be applied from the date of course registration. Any type of scholarship /financial aid shall not be applicable in such case.
3. Maximum five courses can be repeated in an eight-semester degree program and four courses for 16-years equivalent master's program. Undergraduate students may be allowed to repeat a course in which s/he has obtained grade below “C”. In such a case both the previous and new grade obtained will be recorded on the transcript, however, only the better grade shall be used in the calculation of CGPA. (Decided in 118<sup>th</sup> DCM dated Nov 17, 2021)

## 2.9 Class Attendance

Participant is expected to attend all classes, laboratories, tutorials or other class meetings officially designated for a particular course. A minimum of 80% attendance is required for a participant to be eligible to sit in the final examination/assessment. The course shall be repeated in case of short attendance.

Participant with less than 80% of attendance in a course shall be awarded grade ‘SA’ (Short attendance) and shall not be allowed to take end term exams or assessments.

## 2.10 Semester Freeze

A participant may freeze his/her semester due to any plausible reason for a maximum period of one year (two semesters in a four/five-year degree program and once in a two-year degree program). However, freezing of first two semesters is not allowed for four/five year's degree program and first semester in two years program.

Clearance from the Library, IPC and Accounts Office shall be mandatory. The clearance form shall be submitted to the PRS for approval and record.

The participant shall be required to surrender his/her University of Management and Technology participant ID card to PRS. During the "freeze period" the applicant shall lose his/her participant status at UMT and shall not be entitled to avail University facilities.

A participant shall rejoin in the next semester after paying his/her semester fee. The right to use all university facilities shall be resumed upon rejoining and UMT ID card would be available from PRS.

Freezing the semester(s) is a matter of choice and such participant shall not qualify for any relaxation in semester course load or the maximum time specified for completion of the degree.

In case a participant needs to freeze the semester after the Add/Drop Period, application shall only be accepted before midterm examinations and under medical emergencies recommended by the University Medical Officer which shall be submitted to PRS. Such participant shall be charged a processing fee of Rs. 5000.

After maximum semester freeze duration, participant shall rejoin, register for courses and continue his/her studies. However, if they fail the admission shall be cancelled automatically, without any prior information/intimation.

Re-admission fee of Rs. 20,000/- shall be applicable to those students who will miss two consecutive semesters without taking the formal approval. i.e. Semester Freeze. In addition, this fee will also apply to those who apply for re-admission in the same program without going through the admission test.

The participant can only resume the program by paying re-admission fee, along with meeting the academic criteria/within maximum time duration of the degree program.

To unfreeze the semester, the participant shall have to send the request at [prshelpdesk@umt.edu.pk](mailto:prshelpdesk@umt.edu.pk) or visit in person to file the request to resume his/her program, fifteen days prior to the start of the semester. On submission of the said application by the participant, he/she becomes eligible to access the online course registration for the upcoming semester.

### Note

*Participant leaving without approval or leaving the end term exams/assessment without approval shall result in the award of an 'F' grade.*

### 2.11 Program Duration

The duration for the completion of bachelors and masters' (16-years) degree is appended below. The maximum duration shall be counted from the start of first semester.

Degree Program	Total Duration of Program (Minimum)	Maximum Duration of Program
2 years	2 years	3 years
4 years Undergraduate (Non PEC)	4 years	6 years
4 years Undergraduate (PEC Accredited)	4 years	7 years
5 years Undergraduate	5 years	8 years
4 years Undergraduate (NCEAC Accredited)	4 years	7 years

### 2.12 Policy for Two Degrees Awarded in Same Year or Session Clash with Same or Different Mode

Sr No.	Degree I	Degree II	Policy Decision
1	Bachelor/Master degree obtained in <b>regular</b> mode in the <b>Morning Session</b> in one university.	Bachelor/Master degree obtained in <b>regular</b> mode in the <b>Morning Session</b> in <b>same</b> university.	Degree Programs with time clash is not allowed.
2	Bachelor/Master degree obtained in <b>regular</b> mode in the <b>Morning Session</b> in one university.	Bachelor/Master degree obtained in <b>regular</b> mode in the <b>Morning Session</b> in <b>different</b> university.	Degree Programs with time clash are not allowed.
3	Bachelor/Master degree obtained in <b>regular</b> mode in the <b>Morning Session</b> in one university.	Bachelor/Master degree obtained in <b>regular</b> mode in the <b>Evening Session</b> in <b>same</b> university.	This combination of degree is allowed provided that: a) Admission requirements are met. b) Written permission is obtained from university before joining programs.

4	Bachelor/Master degree obtained in <b>regular</b> mode in the <b>Morning Session</b> in one university.	Bachelor/Master degree obtained in <b>regular</b> mode in the <b>Evening session</b> in <b>different</b> university located in same city.	This combination of degrees is allowed provided that: a) Admission requirements are met. b) Written permission is obtained from both universities before joining Programs.
5	Bachelors/Master degree obtained in the regular mode in one university.	Bachelors/Master degree obtained in the <b>private</b> mode in <b>same</b> university.	This combination of degree is allowed.
6	Bachelor/Master degree obtained in the regular mode in one university.	Bachelors/Master degree obtained in the <b>private</b> mode in <b>different</b> university.	This combination of degree is allowed.
7	Bachelor/Master degree obtained in the regular mode in the same session/year.	Bachelor/Master degree obtained through <b>Distance Learning</b> mode in same session/year.	This combination of degree is allowed.
8	Bachelor/Master degree obtained in the private mode in one university in the same session/year.	Bachelor/Master degree in the <b>private</b> mode in same university in some other discipline during same session/year.	This combination of degree is allowed.
9	Bachelor/Master degree obtained in the private mode in one university.	Bachelor/Master degree obtained in the <b>private</b> mode in <b>different</b> university.	This combination of degree is allowed.
10	1 Year B.Ed degree obtained in the private mode from one university in one academic year/session.	2 Year MA in any discipline obtained in the <b>private</b> mode from same university in same academic year/session.	This combination of degree is allowed.
11	2 Year Degree (Science) obtained in the regular mode in one university on one academic session/year.	2 Year degree (Arts/Social Science) in the <b>private/distance learning</b> mode in same or different university in one academic session/year.	This combination of degree is allowed.

#### Guidelines:

- 1- In case of Professional Degrees, the permission of respective councils, for example, Pakistan Medical and Dental Council (PMDC) and Pakistan Engineering Council (PEC) would be required.
- 2- Degrees with time clash are not allowed in any case.
- 3- For the above mentioned degree programs, if the policy of university does not allow for any mode, the degree program cannot be pursued at all.
- 4- Participants must meet the pre requisites and admission requirements of each degree program.

## 2.13 Withdrawal of Course(s)

2.13.1 A participant can withdraw a course up to the six weeks of commencement of classes. i.e. For Fall-2022 semester; the last date to withdraw a course will be Friday November 11, 2022. Consequently, grade 'W' shall be awarded to the participant. Grade 'W' has no effect on the GPA/CGPA.

### 2.13.2 In Process (IP) grade Allocation

In case of Projects/Thesis continuing for two semesters, IP Grade shall be shown in initial semester and grades shall be awarded in last semester based on evaluation of the project. If participant(s) fails to submit project in a specified time i.e. one year, then F Grade shall be awarded.

## 2.14 Cross Campus Registration

Cross campus registration is allowed. However, the registration for a particular semester is subject to approval of the respective Dean/Director of the School/Institute and availability of seating capacity in the requested course(s).

- a. Participant shall submit request for registration of course(s) through the parent campus (where participant is originally enrolled) by filling a specific form.
- b. The Resource Person shall forward grades to parent campus. The participant record shall be held and managed by parent campus.
- c. A host ID may be issued to such cases without charging ID issuance fee. However, participant ID card fee will be applicable as per University rules. In this regard participant will be required to surrender the participant ID card issued by the other campus.

## 2.15 Cross Campus Credit Transfer Policy

A participant may transfer his/her credits earned at UMT in other campuses by submitting the following documents, two weeks prior to the start of a new semester.

- a. Credit transfer form with approval of the concerned Dean School/Institute or parent department.
- b. Clearance from lab, library and accounts department of the parent campus.
- c. Progress report signed by the examination office of the parent campus.

**Note:**

Credit transfer across campuses is subject to the availability of seats in the intended program.

## 2.16 Inter-School/Institute Program Change

Participant may change his/her program with the approval of Dean/Director of both the parent and destination School/Institute. Program change shall only be allowed for participant who meets the admission criteria of the program to which they want to transfer. For further information participant may contact PRS.

A fee of Rs. 15000/- shall be charged as program change fee.

All policies and fee structure will be applicable as per new program schedule and

any previous paid fee will be adjusted in the fee of the new program as per the policy.

**Note:**

Program change will not be allowed in case the participant is on 'Last Probation.

Program change request can be entertained only once. However, program change for the second time shall require an approval from a competent authority followed by a CGPA requirement of 3.00 or above.

Rs. 15000/= will be charged as program change fee.

Rs.25000/= will be charged as program change fee for the second time.

## **2.17 Internal Credit Transfer Policy**

Participants can apply for transfer of credits to any other program, subject to meeting the criteria of required degree program. Participant is required to submit an internal credit transfer form duly approved by the relevant department.

The applicant shall have to study if any deficient course(s) within the stipulated time for the completion of his/her degree.

The credits transferred are counted in the courses required for completion of a degree program and calculation of CGPA.

### **Policy Guidelines for Internal Credit Transfer Case(s)**

- Internal Credit Transfer is allowed to UMT participants if the program change request fulfills admission eligibility requirements of the new program.
- The applicant must have a CGPA of at least 2.00 for undergraduate programs and 2.50 for MS/MPhil programs and 3.0 for PhD programs.

During admission campaign, participants are required to submit program change form, along with paid copy of program change fee, clearance form and internal credit transfer form. All these forms are available at the following link: <http://www.umat.edu.pk/offices/registrar/DownloadForms.html> (Annex-II) and also in the office of the respective Chairperson. The participants of Sialkot or other campuses transferring their degree programs to UMT Lahore Campus on a permanent basis are required to submit internal credit transfer form, a clearance from and progress report duly signed by the examination office of the parent campus in the office of the respective Chairperson.

- The Chairperson after ensuring the necessary checks will certify, if the participant fulfills the admissions eligibility requirements of the new program or not.

- The Chairperson will authenticate the credit transfer form by putting his/her signature on the credit transfer form. After approval from the Chairperson of the department, the application will be forwarded to the concerned Dean for his approval and signature on the program change as well as credit transfer form.
- After that, the Secretary of Equivalence Committee will put up the case before Equivalence Committee for consideration and final decision.
- The Committee will re-evaluate the case in the light of prevailing policy and finally, the Chairperson of Equivalence Committee will either endorse or reject the case by putting his/her signature on credit transfer form. Meanwhile, the Secretary will record the proceedings of the Committee and will be required to submit minutes of the meeting to ORG afterwards.
- The Secretary will communicate the decision of Equivalence Committee to the participant and will forward the complete case to ORG for implementation.
- Office of the Registrar (ORG) will scrutinize the program change as well as credit transfer Form(s) and a new ID shall be issued to the participant after checking all documents. The previous ID will be blocked.
- The previous course grades and credits applicable to the new program will be counted in calculating CGPA of the new program. However, degree duration will be counted from the starting date of previous degree program.
- **Credit transfer under program change will not be allowed in case of** dismissal on academic/disciplinary grounds, including expulsion from the University or time barred case (i.e. completed maximum duration of the program after first registration, failing to complete the degree requirements in the stipulated period).

### **External Credit Transfer Policy**

- Through an authentic/logical plea, duly supported by black and white evidence, one can apply for transfer of credits from a Higher Education Commission of Pakistan, recognized university/degree awarding institute to the University of Management and Technology (UMT). However, the participant must file an application, at least one month before the commencement of a regular semester.
- Subject to the similarity and equivalence of at least 80% of courses of the respective discipline/degree for undergraduates and graduate programs and availability of seat(s), the transfer of credit request(s) will be processed for a regular semester only.
- The merit of the applicant should be higher or equivalent to the minimum admission criteria in that particular discipline/degree program/batch.
- The applicant applying for credit transfer will submit an application form accompanied by copies of all previous transcripts, course outlines, his/her latest photograph, duly verified by the Registrar/Principal/Chairperson/Head of the Department of the institution in which he/she is currently enrolled in.



- The applicant must have a CGPA of at least 2.00 for undergraduate programs and 2.50 for graduate programs.
- Depending upon the similarity and equivalence of the courses, only credit hours of courses with at least 60% marks in annual system or C+ and above grade in semester system for bachelor's or B and above grades in master's programs shall be transferrable.
- The participant will provide a clearance certificate from his/her previous institution and will be responsible for initiating the registration process in UMT within the stipulated time.
- The participant will have to cover the entire deficient course(s) (if any) within the stipulated time for the completion of his/her degree.
- The transferred credits will be counted in meeting the degree requirements. However, GPA of transferred credits will not be counted in the calculation of CGPA and only "Transferred" will be written against the course whose transfer of credits was allowed by the respective Dean.
- 50% courses of the total credit hours for the program can be transferred at the undergraduate level and 30% can be transferred in graduate programs of the course work only.

## 2.18 Independent Study

- A participant may opt for independent study with the consent of the concerned resource person.
- The participant is required to pay Rs.**20,000/-** independent study fee in addition to course fee.

### Points to be considered for opting IS:

Only one independent study option is allowed during the degree program.

Last semester and only one course is remaining which was graded as F or if the participant is enrolled in 12<sup>th</sup> semester, in case of non-PEC undergraduate programs and 14<sup>th</sup> in case of PEC undergraduate programs.

If the course is being offered in a semester, the participant shall not be eligible to apply for an independent study option.

Maximum B+ grade shall be awarded.

Please note that final transcript under such case(s) will only be released after the result declaration date, as mentioned in the academic calendar.

### Rules for Probation

Probation is a status granted to the student whose academic performance falls below the minimum University standard.

- i) Participant securing less than 2.00/4.00 CGPA will be placed on probation for the next semester.
- ii) Participant securing less than 1.75 CGPA for two consecutive semesters. He/she has failed in meeting the required CGPA requirements, even after getting enrolled in the summer semester for one academic year.
- iii) Participant on probation for two consecutive semesters, even after getting enrolled in the summer semester for one academic year will request for re-admission (once) in that particular academic year.

## 2.19 Dismissals

The **participant** shall be dismissed from the University on following grounds:

- a) As per academic probation policy.
- b) Degree time-barred.
- d) As per course repeat policy.
- e) Failed in meeting the admission criteria, in case of provisional admission.
- f) Violation of disciplinary rules.

## 2.20 Payment of Fee

Participant may avail pre-payment discounts on payment of lump sum amount as follows:

- 15% on total amount admissible for four years.
- 10% on amount admissible for three years.
- 5% on amount admissible for two years.

In case a participant who had deposited lump sum dues, discontinues studies at UMT before completion of the pre-paid period, refund shall be made by the accounts department according to the prescribed policy.

Annual fee is payable in four equal installments **on or before** the:

- **10<sup>th</sup> day of September**
- **10<sup>th</sup> day of December**
- **10<sup>th</sup> day of March**
- **10<sup>th</sup> day of June**

### Options Available for Payment of Fee

#### Online Payment

Fee can be deposited through online banking facilities in Pakistan.

#### Online Bank Accounts

**Account Title: University of Management and Technology** **Account No # 23497000000303**

Branch Code: 2349 IBAN No: PK22HABB 0023 4970 0000 0303

HABIB BANK LIMITED, UMT Branch, C-II, Johar Town Lahore Pakistan

Participant may collect fee voucher from accounts staff from 09:00 am to 07:00 pm. Please ask the fee receiving officer at the bank to mention your UMT Participant ID in online narration for branch dealing purposes.

Outstanding dues can be sent through demand draft/pay order in favor of UMT only. The demand draft/pay order must reach at the following address through courier before the due date. The mailing address is as follows:

Office of the Treasurer  
University of Management and Technology  
C-II, Johar Town, Lahore  
Phone No: +92 42 35212801-10

If a participant fails to pay the fee within the stipulated time, a fine of *PKR* 100/per day shall be charged for the first fifteen days. After which the fine amount shall be 200/day until the fee default continues. Moreover, fee defaulters will not be allowed to appear in the final examinations.

Participant must get fee payment confirmation through the online account after three days of depositing the fee. They should also present copies of original fee deposit receipts at accounts office for re-confirmation of deposited fee.

#### **Bank Details for Overseas Transfer**

##### **For Overseas Participant**

Amount US\$ / \_\_\_\_\_

Favoring:

Beneficiary:  
University of Management and Technology

Beneficiary address:  
C-II, Johar Town Lahore

##### **Inter-bankers Routing**

Habib Bank Limited (UMT Branch Lahore)

Account Title: University of Management and Technology  
Account Number: 23497000000303  
Branch Code: 2349  
IBAN NO: PK22 HABB 0023 4970 0000 0303  
Bank Address: UMT Branch, C-II Johar Town Lahore Pakistan

HEC scholars shall pay the dues as per UMT fee package.

### 3. Examination

#### 3.1 Evaluation

The final standing of each participant, in each course is assessed through various assessment tools which are mentioned in the given table:

##### **Undergraduate Programs:**

Assignments/Project/Presentations = For theoretical subjects = 20% - 35%

Quizzes = 15%

Mid-term examination = 25%- 30%

End-term examination = 40% -50 %

For practical subjects, Assignments/Project/Presentations = 40%

End-term examination = 60%

Mid-term and End-term examinations are mandatory for both undergraduate and graduate programs. The midterm examination is held in the ninth week of a semester, while final examinations are scheduled at the end of the semester.

To pass a course, a participant must obtain 50% marks in bachelor and master level degree programs equivalent to 16 years of education.

Rules and regulations of accredited bodies shall be observed with respect to the accredited degree programs.

##### **Departmental Examination and Evaluation Committee**

Schools will constitute committees in each Department with a broader scope to not only check and review the format of the question papers, but also the discrepancies (if there is/are any) in evaluation and preparation of results.

The Committee will constitute following members:

Chairperson = CoD of the relevant Department

Two members = Not less than the rank of Assistant Professor

### 3.2 Duration of Examinations

The duration of final examinations shall be 2-2.5 hours during the scheduled examination week.

### 3.3 Grading System

Performance of participant shall be assessed on the basis of the following grading criteria:

<i>Letter Grade</i>	<i>Grade points</i>
A+/A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
F	0.0
P (Pass)*	-
I (Incomplete)	-
W (Withdrawal)	-
S (Satisfactory)*	-
NC (Non Credit)*	-
AU (Audit)	-
IP (In process)	-
SA (Short Attendance)	-

Grading shall be based on the norms of relative grading system.

In some courses, “P” or “S” is awarded as the final grade. The credits of these courses are counted towards completion of the degree, but these are not used for computation of CGPA.

- Graded Elective course(s), substitute of any other elective course(s)
- Core and compulsory course(s) shall not be converted into ‘NC’

### 3.4 Grading System for Engineering Participant

- i. Grading shall be based on the norms of relative grading system.
- ii. Minimum marks threshold shall be established for award of a passing letter grade by the subject resource person in consultation with the concerned COD. Participant earning marks below this threshold shall be awarded “F” grade.
- iii. Participant earning marks above the minimum threshold shall be listed in descending order of merit. Passing letter grades shall be awarded based on a normal curve or any other method as deemed suitable with “A+” being the highest passing grade and “C-“ being the lowest passing grade.
- iv. Subjects having lab component shall be treated as separate independent subjects. They shall be assessed in continuous mode against 40% marks and the end term viva voce shall be held for 60% marks. COD will ensure that viva voce must be conducted by a minimum of two teachers, including the one who has conducted the lab.
- v. In theory subjects, midterm exam shall carry 25-30% marks and the curriculum coverage shall not be less than 40%. End term exam shall carry 50% marks and 30% exam questions shall be set from midterm curriculum. The remaining marks shall be allocated to quizzes, assignments, presentations, etc.

### 3.5 Award of Incomplete (I) Grade

A participant, owing to an emergency or a plausible reason, may apply for the award of 'I' (Incomplete) grade. Such application is acceptable upon recommendation of the Advisor/COD and approval of the Dean/Director. However, approval on application form is mandatory which must be submitted to the Controller of Examinations.

The participant will just appear for the end term exam of the course(s) graded 'I' in the very next semester. Attendance, midterm and sessional evaluation for such course(s) will be considered as it was at the time of awarding 'I' grade. If a participant fails to take end term exams in the very next semester, the 'I' grade will change into 'F' and the participant will repeat the required course(s).

*Private arrangements for an "I" graded examination between a participant and an instructor are not allowed.*

*Participants missing a re-scheduled exam shall not be given a second chance.*

### 3.6 Calculation of Grade Point Average (GPA) for a Semester

Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) shall be calculated using the following relationships:

$$\text{GPA} = \frac{\text{Sum of GPA Courses in Semester (Course Credit Hours} \times \text{Grade Points Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{CGPA} = \frac{\text{Sum of GPA of All Courses Taken in All Semesters (Course Credit Hours} \times \text{Grade Points Earned)}}{\text{Total Credit Hours Taken in All Semesters}}$$

### 3.7 Degree Completion Requirement

The degree completion requirements in terms of CGPA (Cumulative Grade Point Average) are appended below:

Sr.#	Programs	Minimum CGPA requirement
1	Two years Degree Programs (equivalent to 14 years of education)	2.00
2	Two years Degree Programs (equivalent to 16 years of education)	2.00
3	Four years Degree Programs (equivalent to 16 years of education)	2.00



### 3.8 Make-up of midterm examination

Absence from examinations is permissible only in extreme situations beyond the control of the participant. Serious illness/injury of the participant or death in the immediate family is regarded as a legitimate reason for rescheduling a make-up of midterm exams.

The request for scheduling a make-up exam must be made by the participant or someone on his/her behalf, through the make-up exam petition form which must be submitted to the CoD, along with other required documents within three working days.

The CoD shall then direct the case to the Dean/Director for the approval and the exam shall be taken within two weeks stipulated time period.

If the participant fails to attend the scheduled make-up exam, he/she shall not be given another chance.

The participant involved in extracurricular activities, arranged by the societies or other institutions would get prior approval from the Resource Person and COD/Dean regarding their absence from a quiz or an examination.

### 3.9 Communication of Results

The sessional evaluation shall be made available on Participant Portal/Moodle at least one week before the final examinations. Any objection of the participant regarding their performance must be addressed prior to the commencement of final examinations.

The semester progress report shall be communicated to the parents by Office of the Controller of Examinations.

### 3.10 Examination Schedule

Dean's office circulates tentative examination schedule, at least three weeks before the commencement of the final examinations to remove clashes.

The Controller of Examinations notifies the final examination schedule, at least two weeks before the commencement of final examinations on OCE website.

### 3.11 Examinations Rules

1. Participant should reach examination room at least 10 minutes before the scheduled time. No additional time shall be given to the participants arriving late.
2. Participant who has short attendance in any of the course(s) shall not be allowed to sit in the examination room.
3. **DON'T BRING YOUR MOBILE PHONE OR ANY OTHER UNAUTHORIZED ELECTRONIC GADGETS!**

If you bring such gadgets to the exam hall, you should be aware of the following:

- i. The University of Management *and* Technology accepts no responsibility for any loss or damage to your belongings.
- ii. On finding any of the unauthorized electronic gadgets, the authorities can file an unfair means case against the participant.
- iii. Participants must maintain complete silence in the examination room. If a participant has any kind of query, he/she should raise his/her hand and wait for the invigilator.
- iv. Lending/borrowing of pen, pencil, ruler, calculator, etc. is strictly prohibited in the examination room.
- v. Participant must display UMT ID Card.
- vi. No rough work is to be done on the question paper.
- vii. Participant must mark his/her attendance on the attendance sheet during the examinations. In case, his/her name is not listed, they need to report to an invigilator immediately.
- viii. Participant found cheating, chatting, gesturing or misbehaving in the examination room shall be dealt under the UMC rules.
- ix. Any participant using abusive or obscene language in the answer sheet shall be dealt under disciplinary rules.
- x. Participant cannot leave the examination room without prior permission of the invigilator.
- xi. In case of open book/open notes exams, participant must follow instructions given on the front page by the resource person and should not indulge themselves in conversation with other students.
- xii. Participant is not allowed to leave their seat during the exam without getting permission from the invigilator.
- xiii. An attempt to gain access to a question paper before the examinations shall be dealt under the UMC rules.

A participant found guilty of such an act shall be liable to one or more of the following penalties:

- Fine up to Rs. 25000
- Grade “F” in the subject
- Suspension or expulsion from UMT
- Any other punishment recommended by the committee.

## 4. Final Transcripts and Degrees

### 4.1 Process of Final Clearance

Participant who has completed all the degree requirements shall apply for Final Transcript (FT) through the prescribed online clearance process:

1. Login to your student portal and click dashboard for FT Clearance.
2. Click on FT Clearance Tab.
3. To start your clearance, overview your documents and related departments and click on the start button.
4. Start your clearance by clicking on 'Yes, I am sure!'
5. Upload your educational documents by clicking on drop down button and click next.
6. Fill mandatory \* required personal details.
7. Fill feedback form and click on submit after which you will receive the following message:  
'Your FT clearance request has been successfully submitted. Click on registration button for alumni portal.'
8. Register yourself for alumni portal.

### 4.2 Guidelines for Issuance of Final Transcript and Degree

- It is preferred that the participant who has graduated must receive his/her FT/degree personally from Office of Controller Examinations (OCE) during office hours.
- It is encouraged that the graduates receive their degrees in person on the eve of Convocation.
- However, if the participant cannot collect the FT/Degree personally, an authorized person can collect the FT/Degree on the participant's behalf, by producing a letter of authority (Appendix-12), copy of his/her CNIC and attested copies of participant CNIC.

Participant living abroad shall send their authority letter duly attested by Pakistan Embassy/Consulate General Office for issuance of their FT/degree through courier from Pakistan. University shall not be responsible for any damage/loss caused to the FT/Degree in transit.

- The University reserves the right not to issue the FT/Degree, while investigating the applicant's identity and may ask him/her to produce further evidence for his/her identification.

### 4.3 Award of Degrees

Degrees shall be issued on the eve of the Convocation to those who have completed all degree requirements of a particular program and have been issued final transcripts. For the issuance of urgent degree, participant shall apply through the prescribed urgent degree form, submitted to the PRS along with a copy of CNIC, receipt of payment of urgent degree fee and copy of FT. Urgent degree shall normally be issued within one week of the application by the Controller of Examinations.

#### 4.4 Duplicate/Revised (FT/Degree)

In case FT/Degree is lost or misplaced, the participant can apply for duplicate FT/Degree by paying the duplication/revision fee in the accounts office. The word “Duplicate” or “Revised” shall be written on the FT/Degree. In order to get duplicate FT, it is mandatory for the participant to provide the following documents:

- Photocopy of lost FT/Degree
- Original copy of FIR lodged with police station regarding the loss of FT/Degree (in case it is lost)
- An affidavit on a stamp paper of Rs. 50/-
- Original clipping of newspaper advertisement announcing the loss of FT/Degree (in case of loss)
- In case of correction in FT/degree or replacement of a damaged FT/degree, original FT/degree shall be surrendered.

#### 4.5 Charges for Verification and Issuance of duplicate FT/Degree

- Rs 500/- for verification of original and photocopies of Final Transcript (max four copies)
- Rs 500/- for verification of original and photocopies of Degree (max four copies)
- Rs 6000/- for urgent Degree
- Rs 6000/- for Duplicate/Revised Final Transcript
- Rs 6000/- for Duplicate/Revised Degree
- Rs 50/- for Semester Progress Report of semester preceding the most recent semester, whereas Rs.500/ for any/all previous semesters

For details please visit: <http://umt.edu.pk/oce/Services.aspx>

*Note:*

- *The above-mentioned charges may be revised without prior notice.*

## 5. Honors and Awards

### 5.1 Rector's Merit Award for Bachelors and Masters Programs only (16 years of education)

- There should be no "F", "SA", "W" grade or repeat course.
- The participant is required to take a full load of courses, according to the approved roadmap of the degree program.
- The participant must not be penalized at any point as a result of disciplinary and/or unfair means.
- Tuition fee discount of six credit hours, along with merit award and certificate will be granted.
- No financial benefit will be given to the final semester students.

#### Note:

- The waiver will be applicable only if there are outstanding dues after deduction of the amount of waiver.
- In case of fee default at the time of announcement, the waiver will be cancelled.
- The waiver of Fall semester will be adjusted in the quarterly fee of June and Spring semester in the quarterly fee of December respectively.
- The results declared on time will be considered for the awards. Late submission of results will not be considered.

### 5.2 Dean's Merit Award for Bachelors and Masters Programs only (16 years of education)

Dean's Merit Award is given to the participants earning Semester **GPA of 3.70/4.00** or above (for MBA professional Semester GPA is 3.80/ 4.00 or above) who fulfill the following conditions:

- There should be no "F", "SA", "W" grade or repeat course(s).
- The participant is required to take a full load of courses according to the approved roadmap of the degree program.
- The participant must not be penalized at any point as a result of disciplinary and/or unfair means.
- Top 10% from all registered participants in a program, who meet the criteria, will be issued letter of appreciation (excluding top 10 participants) by the respective Dean/Director.
- Top ten participants out of top 10% (as stated above) in the respective program will be granted fee discount of three credit hours, along with merit award and certificate.
- No financial benefit will be given to the final semester students.

**Examples:**

Program	Registered Participants		Eligible Participants (as per criteria)	Issue Letter of Appreciation	Top Ten Participants (To be granted fee discount plus merit award and certificate in the Ceremony)
	Total	Top 10%			
BS(H)	500	50	30	20	10
BS(EE)	200	20	12	02	10
MBA	80	8	8	--	8
MSc(Psy)	30	3	3	--	3

**Note:**

- The waiver will be applicable only if there are outstanding dues after deduction of the amount of waiver.
- In case of fee default at the time of announcement, the waiver will be cancelled.
- The waiver of Fall semester will be adjusted in the quarterly fee of June and Spring semester in the quarterly fee of December, respectively.
- The results declared on time will be considered for the awards. Late submission of results will not be considered

**5.3 Rector's Merit Award (MS/MPhil Programs)**

Rector's Merit Award is given to the participants earning Semester GPA of 4.0/4.0, who fulfill the following conditions:

- There should be no "F", "SA.", "W" grade or repeat course.
- The participant is required to take minimum 9 credit hours, excluding the pre and non-GPA courses, internship, thesis and final project courses.
- The participant must not be penalized at any point as a result of disciplinary and/or unfair means.
- No financial benefit shall be given.

#### **5.4 Dean's Merit Award (MS/MPhil Programs)**

Dean's Merit Award is given to the participants earning Semester GPA of minimum 3.80/4.0, who fulfill the following conditions:

- There should be no "F.", "SA", "W" grade or repeat course.
- The participant is required to take minimum 9 credit hours, excluding the pre and non-GPA courses, internship, thesis and final project courses.
- The participant must not be penalized at any point as a result of disciplinary and/or unfair means.
- Top ten participants out of top 10% in the respective program will be granted the merit award.
- No financial benefit shall be given.

#### **5.5. Rector's Award for Extra Curricular Achievements (BS/Masters/MS/MPhil Programs)**

The Rector's Award is given to the participants, who win any award/medal at the Provincial or National/International level (top three position holders only).

- The participant must not be penalized at any point as a result of disciplinary and/or unfair means.
- The participant shall be awarded a certificate of appreciation.
- No financial benefit shall be given.
- The list of participants shall be provided by the Office of Participants Affairs (OPA) in each semester.

## 5.6. Medals and Awards:

### 5.6.1 Patron's Medal (Gold)

This award is given to the graduating participants of the following degree programs, on the convocation day, who achieve the highest CGPA at exit point in the respective program, as per the following criteria:

1. All Bachelors Programs only.
2. The graduate must have a minimum CGPA of **3.80**.
3. The medal will be given to the graduate(s) who score highest CGPA in each program.

#### Other Conditions:

- A. The graduate must have completed her/his degree program in the stipulated time.
- B. There should be no "F", "SA" or "W" grade in the academic program.
- C. There should be no repeat course for grade improvement.
- D. Transfer cases (External/Internal) shall not be considered for the medal.
- E. The graduate should not have been penalized as a result of disciplinary action and/or unfair means.

### 5.6.2 Rector's Medal (Silver)

This award is given to the graduating participants of the following degree programs, on the convocation day, as per the following criteria:

1. All Bachelors Programs only.
2. The graduate must have a minimum CGPA of **3.70**.
3. The medal will be given to the graduate(s) who score second highest CGPA in each program.

#### Other Conditions:

- A. The graduate must have completed her/his degree program in the stipulated time.
- B. There should be no "F", "SA" or "W" grade in the academic program.
- C. There should be no repeat course for grade improvement.
- D. Transfer cases (External/Internal) shall not be considered for the medal.
- E. The graduate should not have been penalized as a result of disciplinary action and/or unfair means.

### 5.6.3 Rector's Academic Excellence Award

This award is given to the graduating participants of the following degree programs, on the convocation day, who achieve the highest CGPA at exit point in the respective program, as per the following criteria:

- The graduate must have obtained a minimum CGPA of **3.80** in the following programs:
  - a. All Masters Programs (equivalent to 16-years of education)
  - b. MBA (Professional) 1.5 Years / MBA (Evening) 1.5 Years
  - c. MBA (Evening) 2 Years



- d. Executive MBA
- e. Executive MBA (Weekend)
- The runners-up in each program, having a minimum CGPA of **3.70**, will be awarded "Certificate of Excellence."

**Conditions:**

- A. The graduate must have completed her/his degree program in the stipulated time.
- B. There should be no "F", "SA" or "W" grade in the academic program.
- C. There should be no repeat course for grade improvement.
- D. Transfer cases (External/Internal) shall not be considered for the medal.
- E. The graduate should not have been penalized as a result of disciplinary action and/or unfair means.

### 5.6.4 Special Medal Awards

Special Medal Awards are given to the graduates on the basis of their overall academic performance as well as potential for success in the real-world, given the clarity of objectives and overall grooming as evidenced in contribution and engagement beyond academics. Special medals are awarded on convocation day.

**Short-listing Criteria:**

The Committee short-lists the top three merit contenders, as per the following criteria:

Eligibility Criteria	Short-listing Criteria
All eligible participants of Patron's Medal, Rector's Medal, and Rector's Academic Excellence Award.	<p><b>Bachelors Programs:</b>  <u>Weightage:</u>            Bachelors (UMT)= 80%            Intermediate = 10%            Matric = 10%</p> <p><b>Masters Programs:</b>  <u>Weightage:</u>            Masters (UMT) = 65%            Graduation = 15%            Intermediate = 10%            Matric = 10%</p>

**Selection Criteria:**

The Convocation Awards and Medal Committee interviews the top three merit contenders and then distinguish the best participant for the award.

#### 5.6.4.1 Dr Hasan Sohaib Murad Award

Dr Hasan Sohaib Murad Medal Award is to be awarded to an outstanding PhD graduate. The recipient of Dr Hasan Sohaib Murad Medal Award will also be granted a cash award. The candidates for the Medal Award must fulfill the following conditions:

1. The graduate must have completed her/his degree program within 6 Years.
2. The graduate must have obtained a minimum CGPA of 3.50 in PhD course work.
3. There should be no "F", "SA" or "W" grade in the degree program and no course should have been repeated.
4. There should be no 3<sup>rd</sup> division in the academic career.
5. External transfer cases shall not be considered for the medal.
6. The graduate must have passed PhD Comprehensive Exam in the first attempt.
7. The graduate should not have been penalized as a result of disciplinary action and/or unfair means.
8. The graduate must have published in HEC recognized journal(s).
9. The published article(s) must be based on her/his PhD research work, and the affiliation of the publication should be shown to be with UMT.
10. The graduate must be the first author of her/his research article/s.

The merit will be worked out as per distribution below:

### **Dr Hasan Sohaib Murad Medal Award**

#### **Criteria for Funded Projects**

<b>Funded Project Grant in (Rs.)</b>	<b>Designated Marks</b>
0.001 million -- 1 million	1
1.001 million – 2 million	2

<b>Academics Weightage</b>			<b>Research Publication(s) Weightage</b>			<b>Interview Weightage</b>
BS 10%	MS/MPhil 10%	PhD Course Work 30%	40%			10%
			Research Publication(s)	Funded Project(s)	HEC Scholar	
			30%	5%	5%	
The candidate(s) who got minimum 50% marks, as per the above criteria, shall be short-listed for interview.						

2.001 million – 3 million	3
3.001 million – 4 million	4
4.001 million – Above	5

### **Criteria for Publications**

The following criteria is applicable for the journal publications effective from July 1, 2020 onwards:

<b>HJRS Category</b>	<b>Designated Marks</b>
W-Platinum	15
W-Gold	13
W-Silver	12
W-Bronze	11
W-Honourable Mention	10
X-Honourable Mention	8
X-Clay	6
X-Null	5
Y-Null	3

The following criteria is applicable for the journal publications effective till June 30, 2020:

#### **Impact Factor Journal Publications**

##### **Social Sciences and Humanities**

<b>Impact Factor</b>	<b>Designated Marks</b>
0.001 – 5.0	5
5.001 – 10.0	10
10.001 and above	15

##### **Pure and Applied Sciences**

<b>Impact Factor</b>	<b>Designated Marks</b>
0.001 – 10.0	5
10.001 – 20.0	10
20.001 and above	15

#### **Local Journal Publications**

<b>Category</b>	<b>Designated Marks</b>
X	2
Y	1

### **Award Amount**

Winner from Social Sciences and Humanities field shall be awarded: **Rs. 100,000**

Winner from Pure and Applied Sciences field shall be awarded: **Rs. 100,000**

### **5.6.5 Rector's Research Recognition Award for MS/MPhil program**

Student's criteria for the award:

- Degree completion within 3 years
- Student name should be in the first three authors
- Research work should be based on their thesis
- Articles must be with UMT affiliation
- Articles must be published in HEC recognized journals.
- The Research Grants Committee shall recommend the publications in accordance with the UMT Research Reward Policy.

#### **5.6.6 Rector's Award for Entrepreneurship and Innovation**

Rector's Award for Entrepreneurship and Innovation is awarded to the graduating participants in recognition of their outstanding contribution to their projects/business plans on the convocation day.

#### **5.6.7 Award for Applied Research**

Award for Applied Research is given to UMT faculty members in recognition of their outstanding contribution to their funded research projects with a minimum value of Rs. 600,000 from UMT platform on the convocation day.

### **6. Convocation**

#### **6.1 Code of Conduct**

The University *of* Management *and* Technology, Lahore, holds its Convocation to honor the graduating Participants' commitment and dedication to academic success. **Rehearsal is mandatory for all graduates.**

#### **Registration fee for the Convocation shall be charged.**

Keeping in view the decorum of the ceremony, the graduates are required to observe the following rules, during the proceedings of the convocation:

- Only formal dressing is allowed on the day of rehearsal and convocation.
- All graduates should be wearing their gowns properly ironed, as approved by their respective schools.
- Unnecessary movements, gossips, exchange of seats shall not be tolerated inside the convocation hall.
- Graduates are expected to observe the decorum of the ceremony.
- Do not leave the arena till the closing of the entire ceremony.
- Full cooperation from graduates for maintaining discipline and sobriety during the ceremony is expected.

Participants who will fail to comply with these rules may not be allowed to attend the ceremony.

## 7. SCHOLARSHIP AND FINANCIAL ASSISTANCE (QARZ-E-HASNA)

### **Scholarship and Financial Aid Policy – w.e.f. Fall 2022**

Following Scholarships & Financial Aid Structure shall be effective from Fall semester, 2022.

#### **1.0 MERIT BASED SCHOLARSHIPS**

##### **1.1 Merit Scholarships for Bachelor Studies**

UMT aims at developing the human resource to contribute positively toward society. Merit-based awards are granted to bright participants who possess the best ability to achieve the excellence.

##### **1.1.1 Scholarship for Bachelor Studies on the Basis of F.A. / F.Sc.**

##### **1.1.1.1 For All Schools and Institutes (Except Pharm. D, DPT, LLB and B-Arch Programs)**

Sr. No	Percentage Marks in Intermediate	Scholarship
1	Position Holders	100%
2	95% and Above	90%
3	90% to 94.99%	80%
4	85% to 89.99%	70%
5	80% to 84.99%	50%
6	75% to 79.99%	35%
7	70% to 74.99%	25%
8	65% to 69.99%	10%

#### 1.1.1.2 For Pharm. D, DPT, LLB and B-Arch Programs

Sr. No.	Percentage Marks in Intermediate	Scholarship
1	Position Holders	100%
2	95% and above	50%
3	90% to 94.99%	40%
4	85% to 89.99%	30%
5	80% to 84.99%	20%

#### 1.1.2 Scholarship for BS Studies on the Basis of A-Levels

A-level students will receive merit scholarships on basis of their equivalent percentage. Ranges will be same as defined for F.A / F.Sc. etc. students.

#### 1.1.3 Merit Scholarship on the Basis of American High School Diploma

Sr. No.	High School CGPA	Scholarship
1	3.75 to 4.00	50%
2	3.50 to 3.74	30%

#### 1.1.4 Merit Scholarship for BS Studies on the basis of Diploma

Sr. No.	Percentage Marks in Diploma	Scholarship
1	85% or above	50%
2	80% to 84.99%	25%

### 1.1.5 Merit Scholarship for 4-Years BS Programs

#### 1.1.5.1 Merit Scholarship for 4-Years BS Programs on the basis of BA / BSc (2-years) degree including ADP program

Sr. No.	Academic CGPA	Financial Award on Tuition Fee
1	4.00	60%
2	3.75 to 3.99	40%
3	3.50 to 3.74	20%
4	3.25 to 3.49	10%

#### 1.1.5.2 In case of percentage

Sr. No.	Percentage	Financial Award on Tuition Fee
1	90.00 – 100.00	40%
2	80.00 – 89.99	20%

### 1.2 Merit Scholarships for MS/MPhil Studies

#### 1.2.1 Merit Scholarship for MS / MPhil Studies on the basis of 4 years BS degree (16 years of education) with CGPA grading.

Sr. No.	Academic CGPA	Financial Award on Tuition Fee
1	3.75 to 4.00	40%
2	3.50 to 3.74	30%
3	3.25 to 3.49	20%
4	3.00 to 3.24	10%

#### 1.2.2 Merit Scholarship for MS / MPhil Studies on the basis of 16-years of education (M.A. / M.Sc. etc.) with percentage marks

Sr. No.	Percentage	Financial Award on Tuition Fee
1	90.00 – 100.00	40%
2	80.00 – 89.99	20%

### 1.3 Merit Scholarship for PhD Students on the basis of MS / MPhil / 18 Years degree

Sr. No.	Academic CGPA	Scholarship
1	3.75 to 4.00	40%
2	3.50 to 3.74	20%

### 2.0 Alumni Scholarship Policy

This reflects the significance that UMT attaches to its alumni, while upholding and promoting the core values of the University. Alumni will only pay Rs. 5000 as admission fee and Rs. 5000 as library fee at the time of admission.

#### 2.1 Alumni Policy for Admission in 4-Year undergraduate Programs on the basis of 2-Years degree program except ADP

Alumni with two-year degree programs will get 50% waiver in tuition fee if they had a CGPA of 3.00 or more.

#### 2.2 Alumni Policy for Admission in MS / MPhil programs on the basis of 2-Year and 4-Year degree

##### 2.2.1 Alumni Policy for Admission in MS / MPhil programs on the basis of 4-Years BS

Alumni of BS programs (4 years) will get a waiver in tuition fee as per following criteria:

Sr. No.	Academic CGPA	Scholarship
1	3.50 to 4.00	65%
3	3.00 to 3.49	50%
4	Up to 2.99	35%

##### 2.2.2 Alumni with two-year degree programs will get 50% waiver in tuition fee if they had a CGPA of 3.00 or more.

### 2.3 Alumni Policy for Admission in PhD Programs



Sr. No.	Academic CGPA	Scholarship
1	3.75 to 4.00	50%
2	3.50 to 3.74	40%
3	3.25 to 3.49	30%

### 3.0 Scholarships and Discounts other than Merit and Alumni

#### 3.1 Kinship Policy

The kin of alumni and existing participants (brother, sister, husband, wife, father, mother, son and daughter) are allowed tuition fee waiver of 20% for all kin. The kinship fee waiver shall be applicable to new candidate (kin) getting admission and it is not transferable.

#### 3.2 Discount Policy for ILM Colleges Students applying for Bachelor Programs

50% waiver in admission fee

10% additional discount in tuition fee on already defined slabs in # 1.1.1.1 and 1.1.1.2

#### 3.3 Corporate Group Discount

30% waiver in tuition fee of each student for organizations nominating minimum three candidates. The application will be processed through Office of Corporate Linkages and Placements and Head HR of the nominating organization. Any such application shall be considered subject to its submission by the candidate at the time of his/her admission.

#### 3.4 Remote Area Scholarship

Up to 50% waiver in tuition fee to be determined on merit for students, belonging to designated remote areas with at least 65% marks / 2.50 CGPA in previous qualification.

Award of this scholarship is subject to meeting defined criteria, submission of required documents along with prescribed application form and a successful interview.

#### 3.5 Outstanding Sportsmen and Extracurricular Scholarship

Up to 100% waiver in tuition fee for outstanding sportsman having national color or extracurricular activities will be eligible for scholarship

#### 3.6 Special Person (Differently Abled) Scholarship

All certified special students and those with learning impairment will pay maximum of 50% fee as standard.

### **3.7 Discount Policy for The Knowledge School (TKS)**

Alumni of TKS who have done intermediate from other colleges and apply to UMT for bachelor's degrees will get 10% additional discount on already defined slabs.

### **3.8 Discount for Children of Shuhada**

50% tuition fee waiver

### **3.9 Discount for Children of Government Teachers (up to Scale 16)**

20% tuition fee waiver

### **3.10 Justice A R Cornelius Scholarship**

These scholarships have been established to pay tribute to a former Chief Justice of Pakistan. They are granted to bright Pakistani nationals belonging to the minority communities.

80% waiver in tuition fee for three students in a year, belonging to minorities with minimum 60% marks or equivalent in intermediate or graduation.

### **3.11 Khurram Murad Scholarship**

These scholarships honor a great thinker whose writings and speeches have inspired thousands of young men and women all over the world. He was a member of the ILM Board of Trustees. These scholarships are awarded to outstanding foreign participants.

50% waiver in tuition fee for two students in a semester, with foreign nationality who fulfill the admission requirements of UMT

### **3.12 Discount for Top Five Orphanage Center of Punjab**

100% waiver of fee for two students every year

Applications will be sent to UMT and they will be selected on merit basis

### 3.13 Scholarship Policy (Hz Khalid Bin Waleed R.A.) for MS Security and Strategic Studies

#### 3.13.1

Sr. No	Academic CGPA	Financial Award on Tuition Fee	Scholarship Type
1	2.5 to 3.49	Rs. 50,000/-	Hz Khalid Bin Waleed R.A.
2	3.5 to 3.74	30%	Merit
3	3.75 to 4.00	40%	Merit

#### 3.13.2 For participants coming from annual system refer to the following criteria:

Sr. No	Academic Percentage	Financial Award on Tuition Fee	Scholarship Type
1	50-79	Rs. 50,000/-	Hz Khalid Bin Waleed R.A.
2	80-89	30%	Merit
3	90 and above	40%	Merit

### 4.0 NEED-BASED FINANCIAL AID

This need-based scholarship is given to needy and deserving students after scrutiny of evidence provided by the participant and a brief interview. The scholarship / fund is treated as Qarz-e-Hasna which participant has to return in three to five years installments after completion of degree.

## **7.1. Criteria for Continuing Fee Waiver through Merit / Non-Merit for Fall 2022 Onward Batches**

### **RULES GOVERNING SCHOLARSHIPS AND FINANCIAL AID**

1.1 All kinds of discounts, waivers, scholarships and financial aid are applicable to tuition fee only.

1.2 Admission and Library fees are not refundable in any case.

1.3 Minimum CGPA requirement criteria to continue Fee Waiver granted through merit/non-merit scholarships is in the Table below:

<b>All BS Level Programs (except DPT, Pharm-D, LLB, B-Arch Programs)</b>	<b>Maintaining CGPA</b>
<b>UMT Scholarship</b>	<b>UMT</b>
100%	3.90
90%	3.80
80%	3.70
70%	3.60
50%	3.50
35%	3.35
25%	3.25
10%	3.00

<b>For DPT, Pharm D, LLB and B-Arch Programs</b>	<b>Maintaining CGPA</b>
<b>UMT SCHOLARSHIPS</b>	<b>UMT</b>
100%	3.90
50%	3.8

40%	3.70
30%	3.60
20%	3.50
10%	3.00
Programs	Criteria
MS/M. Phil	Minimum CGPA 3.00 Required
PhD	Minimum CGPA 3.25 Required

**Note:** For Financial Assistance (QH) and/or the discount on the basis of UMT employee, the minimum CGPA requirement criteria to continue fee discount/fee waiver/financial assistance should be as per the HEC degree requirement of that program.

**1.4** Continuation of Outstanding Sportsmen & Extracurricular Scholarships in subsequent semesters is subject to maintenance of minimum graduating CGPA requirement in respective degree program.

**1.5** CGPA maintenance criteria for continuation of scholarships and financial aid are applicable from 1<sup>st</sup> Semester onwards. SGPA in 1<sup>st</sup> semester is considered as CG PA and maintenance criteria as mentioned in above table will be applied accordingly.

**1.6** All kinds of discounts, waivers, scholarships and financial aid shall be permanently withdrawn on the basis of fee default of two consecutive quarters.

**1.7** It is mandatory for every scholarship or need-based financial assistance holder to finish their enrolled program in the prescribed duration of the program. No extension of award will be provided beyond the standard duration of the course/degree.

**1.8** If a participant getting scholarship or need based financial assistance discontinues his/her studies for more than consecutive two semesters and would like to resume his/her studies later, he or she shall be treated as a new applicant for admission. All fee, awards, rights and privileges shall be considered

Accordingly subject to fulfillment of applicable criteria and meeting policy requirements.

**1.9** If a participant getting financial assistance leaves the program/University, the participant is required to pay the full amount of scholarship or waiver, at the time of clearance before issuance of progress report and NOC.

**2.0** In case of a disciplinary breach, involvement in political, unethical, activities and/or against the interest(s) of the University or its authorities shall result in withdrawal of all financial awards, discounts, and privileges whatsoever.

**2.1** If a participant getting scholarship or financial assistance repeats a course, the participant shall be charged with the full fee of the course credit hour wise.

**2.2** All UMT Alumni seeking further higher education at UMT will pay Rs5000 as Admission and

Rs5000 as Library Fee irrespective of the grant of scholarship or financial assistance.

**2.3** A participant may only avail one type of scholarship or financial assistance. No two financial awards or scholarships will be awarded simultaneously. If a participant is eligible for more than one award, he or she may choose one award only.

**2.4** Information regarding Remote Area Scholarship, application requirements and selection criteria are available from the office of "Participants from Remote Areas Advisor" (PRAs Advisor)

**2.5 Remote Area Scholarship will not be applicable on DPT, LLB, Pharm-D and B-Arch Programs**

**2.6** Doctoral dissertation fee shall be charged. For details, please contact Office of Registrar.

## 8. General Policies

### 8.1 Participant ID Card Policy

- The University ID Card identifies a participant as a current member of the UMT participants' body. Provision of all UMT facilities shall be subject to availability of the UMT ID Card. Therefore, participants are encouraged to receive their ID cards from PRS.
- It is mandatory for all participants to properly display the UMT ID Card while entering the premises of the University. If a participant does not possess UMT ID Card, he/she shall be fined Rs.500/- every time this happens. If someone misuses the ID Card he/she shall be fined Rs.5000/-. In the above mentioned cases, participant shall be allowed to enter UMT premises upon presenting CNIC, to ensure that they do not miss any classes, quizzes or exams, but they would not be allowed to make use of UMT facilities.
- The UMT ID Card is non-transferable, must be carried at all times and presented upon demand by a University official or security guard; failure to do so may subject the participant to disciplinary action. Moreover, presenting the expired ID Card to University officials shall be considered violation of University Policy, and shall be subject to fine, disciplinary action, or both.
- Misuse of a participant's ID Card for entry of an outsider in UMT will subject to disciplinary fine amounting to Rs.10,000/-
- If the ID card expires or becomes unusable due to wear and tear, it shall be reported to PRS immediately. Similarly, lost and stolen cards must also be reported promptly to the PRS. PRS shall issue a new ID Card upon submission of ID issuance application and deposit slip of non-refundable ID Card replacement fee payable by cash.
- ID Card found by a non-owner should be submitted to the PRS as soon as possible. PRS shall send an email to collect the ID Card.

- Any transfer, alteration, falsification, or forgery of a Participant's ID card constitutes a violation of University Policy and may result in an appropriate disciplinary action to be determined by the respective committee. In addition, fraudulent or illegal use of the campus identification card may result in criminal charges and/or civil proceedings.
- The card is void upon termination or interruption of enrollment.
- The participant is supposed to surrender the ID Card upon the request of a University official or in case of breach of the university code of conduct.
- The participant must submit participant ID Card to PRS at the time of clearance.

## 8.2 Transport Card Policy

The policy is designed to ensure smooth and seamless provision of transport services to participants of the University of Management and Technology.

- It is mandatory for all the participants using University transport facility to renew their transport cards between 1<sup>st</sup> and 3<sup>rd</sup> of every month.
- If the card is renewed after 3<sup>rd</sup> but before 10<sup>th</sup> of any month, Rs.100/day shall be charged as fine for each day.
- Office of Treasurer shall make cards (as per list) in advance for issuance on request (no cash payment).
- It is mandatory for all the participants to keep in possession valid University transport card, University ID card and CNIC while travelling through University transport facility, and show to the relevant personnel whenever demanded.
- If a participant is reported to enter the transport bus without a valid transport card or written prior approval, he/she shall be charged full month's transport fee and an additional fine of Rs.1,000/- which shall be paid in cash. In case of non-payment of fine within 7 days, the fine shall be increased to Rs.1,200/- and shall be credited to the participant's fee.

## 8.3 Academic Discipline

Participants are encouraged to meet faculty members during their scheduled office hours for the purpose of seeking guidance and counseling.

### 8.3.1 Disciplinary System

The UMT Disciplinary System provides procedures under which alleged violation of the University's Code of Participant Conduct, Code of Academic Integrity, other policies and rules and regulations are investigated.

The Code of Participant Conduct sets forth the responsibility of all participants at the University to exhibit responsible behavior and good conduct within university premises and wherever and whenever they are representing the university.

The Code of Academic Integrity sets forth standards of integrity, honesty and discipline that should be adhered to in all academic activities.

The worthy Rector has constituted a Participant Disciplinary Committee (DC) to examine and decide, judiciously, participants' cases of breach of discipline.

### 8.3.2 Disciplinary Committee

Allegations of the participants' misconduct in violation of the University's Standards of Conduct will be reported directly to Secretary, Students Disciplinary Committee along with relevant witness statements, evidence, and other relevant substantial or circumstantial material related to the allegation.

The Secretary will review the initial admissibility of the case and determine whether a complaint comes under the purview of this Disciplinary Policy. He is responsible to brief the Chairman on the reported cases and convene the SDC to review the cases under the directives of the Chairman.



### 8.3.3 Disciplinary Actions

Strict adherence to standards is expected from UMT participants at all levels. In case of breach of discipline by any participant, the DC is authorized to take any one or more of the following actions, in the best interest of the University's image, integrity, academic discipline, and quality of education.

- Recommend expulsion cases to the Rector
- Recommend temporary suspension from program and/or course(s) to the Rector
- Recommend course repetition
- Recommend withdrawal of full or partial fee concessions
- Demand affidavit of apology
- Issue letters of warning and displeasure
- Ask for parental guarantee for improved/correct behavior
- Any other action deemed appropriate and proportional to the proved offence.

### 8.3.4 Punishment or Penalty for Acts of Indiscipline

Punishment or penalty for acts of indiscipline shall be proportionate to the gravity of the offence and may comprise any one or more of the following penalties/punishments:

#### a. Minor Punishments

- (1) Warning: Notice to the offender, verbal or written, that continuation or repetition of prohibited conduct may lead to further disciplinary action
- (2) Probation: Probation for a specific period
- (3) Fine: Fine which may amount up to Rs.10,000/-
- (4) Hostel Suspension/Permanent Removal: Expulsion from the hostel for a specified period or permanent removal from the hostel
- (5) Withholding of Certificate: Withholding of character certificate
- (6) Removal of Privileges: Deprivation from the privileges enjoyed by the participant
- (7) F Grade: Award of "F" grade in a course

#### b. Major Punishments

- (1) Expulsion: Expulsion from the class for a specific period with a maximum period of one semester
- (2) Fine: Fine which may amount up to Rs.50,000/-
- (3) Exam Result: Cancellation of examination(s) result

- (4) Rustication: Expulsion or rustication from the institution for a specific period
- (5) Degree: Non-conferment of degree/transcript
- (6) Relegation/withdrawal from course, program or University
- (7) Other sanctions or a combination of above-mentioned punishments as deemed appropriate

**Note: In every case investigated by the Participant Disciplinary Committee, the accused participant shall be given full opportunity to present his stance and defend himself.**

### **8.3.5 Code of Conduct for Disciplinary Hearings**

Abusing the Code of Conduct for Disciplinary Hearings include:

- (1) Failure to obey the notice from a University official to appear for a meeting or hearing as part of the Participant Conduct System
- (2) Falsification, distortion or misrepresentation of information before a hearing body or designated hearing officer of the University
- (3) Disruption or interference with the orderly conduct of a hearing proceeding
- (4) Causing a violation of University Code of Conduct hearing to convene in bad faith
- (5) Any action/statement deemed inappropriate

### **8.4 Academic Culture**

UMT management strives to provide the participant an academically congenial and culturally conducive learning environment. Hooliganism, agitation or pressure tactics shall not be tolerated. In case of any problem, participant shall directly communicate with the concerned official or faculty member.

### **8.5 Respect of Teachers**

All participants are advised to give full respect to teachers. Any misbehavior or misconduct may lead to the cancellation of registration in that course by the teacher.

### **8.6 Eating/Drinking**

Eating and drinking by the participants is strictly prohibited in the classrooms. In case of special occasions, permission should be sought from the concerned officials

As per directive of Director General Food, Government of the Punjab, all types of energy drinks and beverages are prohibited inside the campus

All individual events (birthday/parties etc.) are strictly prohibited within the campus premises

### **Photography within Campus Premises**

Participants enrolled in the relevant subjects will only be allowed to carry photography cameras within campus premises. In case of special activity, the head of the concerned department/office will share the list of participants authorized for subject activity.

### **Pranks**

Though it is common for the participant community to engage in humorous pranks, all participants are advised to ensure that such activities never exceed the bounds of good humor and respect for others. Such activities must never infringe on a participant's rights or academic/social culture, inflict physical or psychological pain, causes personal humiliation or damage to campus or personal property. Any action that gives rise to such consequences will be subject to disciplinary action/fine.

### **8.7 Abuse, Assault, Threatening Behavior**

**Abuse, assault and threatening behavior includes intentional or reckless acts endangering, threatening or causing physical or mental harm to any person, including the perpetrator, within the University premises or at University-sponsored activities, or intentionally causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion, and all such acts are strictly prohibited. 10.8 Firearms, Explosives and Other Weapons**

Within the UMT Campuses, there is a total ban on illegal or unauthorized use, possession, or storage of firearms, explosives (including, but not limited to fireworks), other weapons, dangerous and toxic chemicals (except for those used in laboratories under the supervision of a designated UMT official), whether or not the possessor is duly licensed to hold that firearm or chemicals.

### **8.8 Alcohol/Drugs/Intoxicants**

- The University of Management and Technology prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of alcohol or any drug by any of its participants within its premises or as part of any of its activities.
- In case of recovery of drugs from any of the participants, strict disciplinary action shall be taken to ensure compliance with this policy in the future, which can range from heavy fines, suspension or even rustication/termination.
- If necessary criminal action shall be taken according to National law.
- Smoking is strictly prohibited at all times in the UMT campus, escort and shuttle buses and violation of this policy is subject to fine of up to Rs.10,000/-.

- Display of cigarette packs, cigarettes and lighters is strictly prohibited, as it gives motivation and encouragement to others as well.
- The sale of tobacco is banned within the University premises.
- Payment of this fine shall be in cash. In case of non-payment, an additional charge of Rs.200/- shall be added to the principal amount every day.
- All participants shall be made aware of the policy during orientation.
- Visitors not adhering to the policy shall be asked to comply or leave the premises.

### **8.9 Violation of Disciplinary Sanction**

It means knowingly violating terms of any disciplinary sanction imposed in accordance with UMT Statutes, rules and regulations.

### **8.10 Inappropriate or Indecent Behavior**

Indecent and inappropriate behavior is prohibited on the campus and at University sponsored events and activities. Indecent and inappropriate behavior includes defying the norms of social, religious and cultural decency by a participant or a group of participants.

Indecent and inappropriate behavior may also include the following:

- Damage to the university's fixtures/furniture, scribbling/carving on desks, wall chalking, misuse of lab/university equipment, etc.
- Use of mobile phones in class rooms, examination halls, labs and library, thus disrupting the calm of these places
- Engaging in disorderly or indecent conduct, breach or attempt to breach peace or aiding, abetting, or procuring another person to breach peace within University premises or at University sponsored functions/activities. Any unauthorized use of electronic or other devices to record an audio or video of any person while on campus, without his or her prior knowledge and approval

Conduct and actions mentioned in Rule 10.12 to Rule 10.23 are prohibited and any participant found engaging in them may be subject to disciplinary proceedings.

### **8.11 Provoking Others to Misconduct**

Intentionally using words or actions to incite or encourage others to violent or retaliatory behavior or other acts of misconduct

### **8.12 Non-Compliance with Official Direction**

Failure to comply with reasonable direction of University officials acting in performance of their duties

### **8.13 Violation of University Regulations and Policies**

Violating University regulations or policies including amendments and additions adopted since the date of publication

### **8.14 Theft**

Theft or attempted theft of property or services within the University premises or at University sponsored activities

### **8.15 Furnishing False Information, Forgery or Unauthorized Use of Documents**

Intentionally furnishing false information to the University and its officials or misusing affiliation with the University to gain access to outside agency/services or using false information or University resources adversely affect the reputation of the University. Forgery, unauthorized alteration, unauthorized use of any University document, electronic transmission, instrument of identification, academic and non-academic records, signatures, seals, or stamps thereof.

### **8.16 Unauthorized Access to Facilities**

Unauthorized access or entry to or use of University facilities and equipment. Unauthorized possession, duplication or illegal use of keys to access the University premises, offices' facilities or equipment or unauthorized entry to or use of University premises/offices.

### **8.17 Animals**

Bringing an animal into any building of the University, with the exception of animals used for authorized laboratory purposes or animals being used for security purpose for which permission has been granted or emotional support animals or use service animals for the disabled.

### **8.18 Demonstrations**

Demonstration is exceeding the bounds of free assembly and demonstrations engaging in unlawful acts that cause or imminently threaten injury to person or property, infringes on the rights of other members of the University community leading to or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

### **8.19 Political Activities**

Unauthorized use of University facilities or equipment for political activities.

### **8.20 Gambling**

Unauthorized and/or illegal exchange of money or services as a result of an organized or unorganized game or competition.

### **8.21 Off-Campus Conduct**

Participants as representatives of the University are expected to conduct themselves off University premises in such a manner that it does not adversely affect the interests and image of the University.

### **8.22 Environmental Policy**

The Environmental Policy aims to express University's commitment to environmental protection, to provide instruments for implementation of the policy and to enhance quality of participant experience at the University.

The University shall implement and promote initiatives to decrease the University's use of non-renewable resources, including fuel, paper, water etc.; decrease waste generated by the University and planting of plants.

- University shall adopt a full-time, zero tolerance policy for littering violations and shall encourage everyone on campus to participate in the "Zero Tolerance for Litter" initiative.
  - a. Participants are expected not to deface, damage and vandalize the University buildings and fixtures such as graffiti, putting feet on walls, writing or carving on furniture, walls and washrooms etc.
  - b. Discourage people to harm plants, including but not limited to plucking flowers and leaves.
  - c. Send a courtesy letter to people whose trash is identifiable
  - d. Take necessary action against litterers
  - e. Sitting on planters, cross over the floral beds, plucking of flowers, damage to plants and pots is strictly prohibited
  - f. Participants are not allowed to visit lawns and ground during irrigation
  - g. Do not move in the central lawn in front of main building, always use the walkway.
  - h. Disposable cups, glass and wrappers etc. should be trashed in bins
- Enforce litter control with existing and new programs.
- The aforementioned policies shall be vigorously enforced through:
  - a. Reporting participant violators to the Office of Campus Management
  - b. Reporting employee violators to the OHR or an immediate supervisor

## **9. Code of Conduct**

### **9.1 Greetings**

Participants are advised to adopt the habit of greeting others using culturally accepted methods. This is an important aspect of civilian etiquette and obligation that the University would like to promote.

### **9.2 Safe Driving**

Participants are REQUIRED to avoid reckless driving on-campus and abide by the laid down speed limits and sign postings to avoid penalties. Over speeding and dangerous driving on-campus shall result in initiation of disciplinary action against the concerned participant.

### **9.3 Good Conduct**

Participants are required to observe the following guidelines in their interactions at the Campus and University Sponsored Events/Activities:

- Adhere to UMT rules, regulations and disciplinary standards
- Regularly read, understand and comply with all the notices displayed on the notice board and in case of query, seek clarification from the relevant department/office
- Meet all the deadlines mentioned in notice(s) displayed from time to time or given by University officials
- Ask for explanation and seek clarification of what has been communicated in writing only from the issuing authority and do not assume or conclude anything from a procedure, rule or regulation
- Contact and convey any grievance or vital suggestion for necessary action and appropriate measures to the Chairpersons or Deans
- Attend all courses of instruction as per their respective program requirements and undertake all sessional work and examinations in true spirit
- Inform Office of the Registrar regarding any change in addresses and contacts to ensure smooth and instant delivery of necessary messages, reports etc.
- Protect and safeguard personal belongings, books and other items at all times. In case of loss, UMT shall not be responsible for any loss or damage
- Keep the UMT campus clean. Littering is highly undesirable and environmentally unfriendly

### **9.4 Gender Mixing**

- Participants are strictly reminded to follow the accepted social and cultural norms of society regarding gender relations. Participants engaged in sexual harassment and obscene behavior (as per social norms) shall face strict disciplinary action.

- Inappropriate “Physical Contact” between a male and a female will be subject to fine of Rs.25,000/-, suspension and possible expulsion (each participant).

## 9.5 Harassment

It covers the following:

- Sexual harassment is prohibited and is constituted as a punishable offence
- Sexual harassment is demeaning human dignity and is unacceptable in a healthy work environment and sexual harassment of any participant shall not be tolerated
- Reprisals and threats against any person who makes use of this policy or participates in proceedings held under its jurisdiction to hold a participant accountable for prohibited acts is prohibited. Any individual or body found to be making such reprisals or threats shall be subject to disciplinary action and appropriate legal action
  - The intention of this policy and its procedures is to prevent sexual harassment from taking place, and where necessary to act upon complaints of sexual harassment promptly, fairly, judiciously and with due regard to confidentiality for all the concerned parties
  - All the actions categorized as sexual harassment when done physically or verbally would also be considered as sexual harassment when done using electronic media such as computers, mobiles, internet, e-mails etc.

## 9.6 Enforcement of Code of Conduct

Matters falling under breach of the University Code of Conduct, rules and regulations would be referred to the relevant UMT authorities authorized to investigate such matters. Parents/guardians of those participants subject to such investigation shall be informed. Participants who are charged with violation of this Code are subject to disciplinary action in accordance with the UMT rules/regulations/statutes.

### 9.6.1 Accountability for Guests

Participants may be held accountable for acts of misconduct by their guests within University premises or at University sponsored activities

## 9.7 Dress Code

In order to maintain the academic dignity and sanctity of the institution, participants are required to dress in culturally and socially accepted clothes. In compliance of the dress code, participants are directed to avoid:

- **For Males**
  - a. Wearing a tight or see-through dress
  - b. Wearing shorts, sleeveless shirts and clothes bearing language or art which is indecent, racist and religiously insensitive



- c. Wearing shabby or torn clothing
- d. Wearing jogging or exercise clothing during classes
- e. Wearing untidy, gaudy or immodest dress in classrooms, cafeteria and University offices
- f. Wearing unprofessional attire in formal programs and interviews
- **For Females**
  - a. Wearing a tight or see-through dress
  - c. Wearing shorts, sleeveless shirts and clothes bearing language or art which is indecent, racist, and religiously insensitive
  - d. Wearing shabby or torn clothing
  - e. Wearing jogging or exercise clothing during classes
  - g. Wearing untidy or immodest dress in classrooms, cafeteria and University offices
  - h. Wearing unprofessional attire in formal programs and interviews

**Participants are advised not to wear expensive accessories. If they do so they shall do so at their own risk.**

All faculty members, administrative staff, support staff and participants are expected to monitor this code of conduct and report any disregard or violations thereof for taking appropriate corrective action/remedial measures.

## **10. Hostel**

UMT Hostels with a capacity to house 975 boarders, 700 boys and 275 girls, are situated at Wahdat Road and Wapda Town, Lahore.

Rooms are available on double occupancy, first come first served basis. However, single occupancy may also be provided subject to availability.

All rooms are provided with necessary furnishings. Bathrooms are detached.

### **10.1 Dining and Laundry Services**

Dining and laundry services are provided by contractors. Participants may avail these services on the basis of monthly payment. Participants are required to pay their dining and laundry bills regularly to the respective contractors directly. In case they do not pay their monthly bills on time, their names shall be reported to PSD for necessary recovery action.

(For detailed information about hostel, contact Superintendent Hostel/Head Environment and Services Department)

### **10.2 Payment of Hostel Dues**

Hostel rent for a semester and security (refundable) shall be paid in advance to the Accounts department to get accommodation at UMT Lodges. Thereafter, only rent shall be paid on semester basis.

### **10.3 Transportation Facilities**

The University has a fleet of buses that are used for transporting the participants from hostel to campus according to the schedule provided by the Office of Transportation.

## 11. Cafeteria

Contracted canteen facilities are provided at the UMT campus and hostels where snacks and meals can be purchased on cash payment.

## 12. Parking

UMT provides a free parking facility to its participants in the Student Parking Area. In case of loss of Parking Token, the individual will have to produce vehicle's documents along with proving his identity. A fine amounting to Rs.1000/- will be charged in case of loss of the parking token.

The parking facility is only available during campus hours. Overnight parking is not allowed. A fine amounting to Rs.1,000/- will be imposed in case the vehicle is left parked in the parking area overnight.

The policy is designed to establish rules and regulations under which the parking of motor vehicles by participants shall be governed.

- Parking timings shall be from 7:00 am till 10:00 pm, parking before and after official timings shall not be allowed
- The facility shall be availed at the vehicle owner's/operator's risk. Owner/operator of a vehicle shall be responsible for checking the vehicle's security system, windows and taking all such precautionary measures. The University shall not be liable for any inconvenience, loss or damage caused to the vehicles within the University premises
- In case of any damage caused on University premises due to negligence of the vehicle's owner or operator he/she shall be liable for the caused damage/loss
- Violation of parking lines is subject to a fine

## 13. Extra/Co-Curricular Activities

Sports athletics and other recreational activities provides for an enriched academic environment. At UMT, we encourage participant to actively take part in these activities by joining the following Clubs and Societies:

### Extra-Curricular Clubs

- UMT Literary Society
- UMT Photography Club
- UMT Blood Donor Society
- Pakistan Forum
- UMT Character Building Society
- UMT Film Making Club
- UMT Drama Club
- UMT Environmental Protection Society
- UMT Painting and Sketching Club
- Cine Circle
- UMT Event Management Specialist Team

- UMT Navigator's Club
- UMT Entertainment Club
- UMT Physiotherapist Club
- UMT Islamic Society
- UMT Adventure Club
- UMT English Speaking Union
- UMT 3D Street Art Club
- UMT Model United Nations
- UMT Calligraphy Club
- UMT Gaming Zone
- UMT Active Minds Club
- UMT Robotech Society
- Marshals
- UMT Media Club
- UMT Overseas Participant Club
- UMT Pet Lovers Club
- UMT Quizzical Society
- UMT Rovers Crew
- UMT Social Welfare Society
- UMT Scholastic Society
- IQBALIAN
- UMT Nutritionist Club
- UMT Talks Club
- UMT Ushers Club
- UMTECH
- UMT OPERA House
- UMT Archie
- Toastmasters
- UMT Theatre
- UMT Mime
- UMT Comedy Club
- UMT Engineering Society
- UMT Computer Science Society
- UMT Entrepreneurs Society
- UMT Debating Club
- UMT Girl's Club

## Sports Clubs

- Athletics Club
- Baseball Club
- Hockey Club
- Rugby Club
- Badminton Club
- Martial Arts Club
- Rifle Shooting Club
- Boot Camps
- Cricket Club
- Chess Club
- Football Club
- Health and Wellness Club
- Table Tennis Club
- Tennis Club
- Volleyball Club
- Golf Club
- Rowing Club
- Yoga Club
- Basketball Club
- Shape Up Fitness Club

By associating with the Office of Participant Affairs (OPA) we transform participants and put them on the path to being global leaders of change. We also encourage participants to use their talent and skills in extracurricular activities like athletics or for recreation. We also offer scholarships to qualified students on merit.

Co-curricular activities are organized by the respective Schools.

## 13.1 Trips and Tours

### 13.1.1 Educational Field Trips

Field trips provide excellent opportunities to enhance and reinforce knowledge gained in the classroom and laboratory. When planning such a field trip, the following requirements must be met:

- All field trips must be approved by the concerned department's Chairperson, prior to scheduling. The department must be advised, in writing, the date, time, place and purpose of each field trip. Courses complemented, (if any) must be recorded
- The maximum duration of the field trip would be half a day. Field trips requiring more time shall be planned separately for boys and girls

- At least one faculty member must accompany such a field trip. In case of an all-girls field trip, one female faculty member must accompany the trip
- The department's Chairperson shall keep a file of all the documents related to the field trip for a period of three years

### **13.1.2 Recreational Trips**

Combined trips of male and female participants for any duration, for recreational purposes, are prohibited. However, separate all-girls trips and all-boys trips may be arranged after the approval of the Chairperson of the department. At least two faculty members shall accompany any planned recreational trip. An all-girls trip must be accompanied by at least one female faculty member.

## **13.2 Advertisement Policy**

The policy is designed to establish rules and regulations that govern advertisements and publicity acts in the form of posters, signs, flyers, banners etc. in the University of Management and Technology. Such advertisements and publicity acts shall be permitted to participants subject to prior approval from the Head, Office of Campus Management and Services.

- All such items must be restricted to Advertisement Points as designated by the Office of Campus Management and Services and affixed in such a way so as not to damage the wall or surface to which they are affixed
- Upon approval from Head, Office of Campus Management and Services and consent of that Department's Chairperson/Office's Head, such items may be affixed within an Academic Department or Support Office. If a situation is created otherwise, the Department's Chairperson or Office's Head shall assume responsibility for any damage that may occur thereafter
- All the departments, clubs, groups and/or individuals responsible for the affixation of such items are also responsible for ensuring their removal and the removal of all items used in affixing those postings/items. Damage resulting from the removal of improperly affixed items shall be repaired at the expense of the party responsible for the placement of such items
- The content of such items must not promote any political, religious, racial or cultural hatred. Content of such items must not promote and/or encourage the use of tobacco or other illegal and recreational drugs
- If any party or individual has concerns regarding the content of any such item, the Office of Campus Management and Services should be contacted for further guidance
- The Office of Campus Management and Services and the Security personnel reserves the right to refuse to display such items or remove any item that does not comply with this policy or any applicable University

policy. Moreover, Head, Office of Campus Management and Services is also authorized to take any disciplinary action in case of non-compliance with this policy

## 14. Sports Rules and Regulations

All individuals and teams involved in sports are expected to show sportsmanship, respect, consideration and appreciation towards their opponents, team-mates, officials and University staff at all times.

- a. Under no circumstances should a player or sportsperson react in a violent manner nor use any form of foul or abusive language, whether it is directed at a member of the staff, match official, opponent, playing colleague, team official or spectator
- b. Individuals signing the player registration form agree to abide by this code of conduct and shall accept that any deviation from these rules shall result in disciplinary action by the University
- c. Persons under the influence of drugs are not permitted to participate in sports activities at the University and such defaulters shall be liable to disciplinary action by UMT
- d. Note: please remember that no referee, umpire or official is perfect. You may not agree with every decision that is made and, just like players; the umpires and sports officials too may make mistakes.

## 15. Information Processing Center (IPC)

Information Processing Center (IPC) is intended to provide ultra-modern computing facilities. IPC facilitates more than 10,000+ participants and serves 2000-3000 participants daily. Our standards meet the international requirements of highly advanced IT equipment and services. Participants of the university are being served with the latest IT facilities, in an ideal working environment, by a highly skilled and professional team.

IPC is equipped with 1100+ computers of the latest technology, including 650 i7, 500+ i5 and Apple Mac which comprises; 3 General Computing Centers with 500+ PCs, 12 computer classrooms with 50-55 PCs each and a separate project lab and HEC-Scholars Graduate Lab and DLD Lab with required software and printing services.

Some of our core and state-of-the-art computing services are as follows:

- **Login Account Management**
- **Internet Access**
- **Access to HEC Digital Resources**
- **300 MB Secure Data Storage**
- **Low Cost Laser Printing**
- **Wi-Fi (Wireless Connectivity)**
- **Apps and Development Tools**

- **FYP Support**
- **Open Source Support**
- **Security Cameras**

Participants, from all schools and institutes of the university, are being served with the latest operating systems and technologies like Windows 7 Ultimate, Windows 10 Enterprise, OS X El Capitan and Open Source Linux OS. A vast line of software; development, documentation, designing, engineering, accounting, research and security are installed and properly configured in all systems.

A team of 10 highly-qualified, skilled and cooperative IT professionals is serving the department. The team is further divided into three different teams:

- System Administration: responsible for data center operations
- Software Support: responsible for software deployments and FYP requirements
- Hardware and Technical Support: responsible for OS Installation and HW Troubleshooting

### **15.1 IPC Rules and Policies**

Information Processing Center (IPC) users are expected to behave in a responsible and courteous manner and observe the following rules while using the IPC Computer Center:

- For entry to IPC Computer Center, possession of ID Card by each participant is mandatory
- IPC users must log into their own accounts. Account login/password sharing is strictly prohibited. Participants are expected to protect their login password and University's privacy policy
- IPC users must log out after finishing their work
- Unauthorized visitors are not allowed
- One person per workstation is allowed
- NETSEND utility/command is not allowed in the computer lab
- Mishandling of Internet: Access to pornographic material and material banned in Pakistan, playing games and watching videos for recreational purposes is not allowed in IPC
- Food or drinks are not allowed in IPC at any time
- Smoking is not permitted in IPC
- Disruptive behavior such as loud talking and using mobile phones is not allowed in IPC



- Any participant found to be responsible of causing damage to the IPC equipment shall be liable for such damages
- Participants are not allowed to reboot, turn off or move any workstation, PC or any other devices. Participants are not allowed to download/install any software on any IPC computer. Only IPC operators and technical support personnel are authorized to carry out these tasks
- Everyone including participants and staff members are informed that no personal devices can be brought in or taken out of IPC. You should get a gate pass for it

Personal systems (laptops) and headphones are not permitted in IPC. Only final project presentation systems are allowed in IPC. The violation of any of the above-mentioned rules may incur a fine up to Rs.5000/-.

## **15.2 Web Browsing Policy**

### **15.2.1 Purpose**

UMT encourages its community (faculty, participants and staff) to use the Web as a useful repository of information and an effective medium of communication and learning. The purpose of this section is to make members of our community aware of the type of unacceptable Web-related activities and of the repercussions of not following this policy.

### **15.2.2 Policy**

The UMT community should use the Web for work-related activities only because any other activity on the Web adversely affects the academic use of the Internet bandwidth. Whereas, some non-academic activities such as browsing of web-based daily newspapers is understandable and should be kept to a minimum. The following e-activities are not permitted on campus:

- Downloading or streaming movies
- Downloading or streaming music
- Online trading of shares in local or international financial markets (stock exchanges)
- Excessive browsing of sports websites, in particular those whose content is updated periodically (e.g. cricinfo.com)

### **Browsing sites with pornographic, obscene material or browsing banned sites (in Pakistan) or downloading pornographic material. 17.5.3 Browsing Log**

UMT maintains a log of all internet activity done through the use of University's IT resources. This log contains relevant information about a Web activity, including user name, computer used (IP address of the machine), date and time of activity, duration of activity and URL (Universal Resource Locator or Web address) of the web page browsed.

### 15.2.3 Penalty for Abuse

The University expects a high degree of responsibility on part of the users of this facility. Violation of this policy may lead to disciplinary action including expulsion from the University. Note that it is the responsibility of a user to protect his/her password and not share it with others. A user shall be held responsible for any activity done with his/her username.

### 15.2.4 Unauthorized Use of Computer or Electronic Communication Devices

Theft or other abuse of computer facilities and resources including but not limited to:

- (1) Unauthorized access to a file with the intention of using, reading or changing the content or for any other purpose
- (2) Unauthorized transfer of a file
- (3) Use of another individual's identification and/or password
- (4) Interference with the work of another participant, faculty member or University official
- (5) Sending obscene abusive or threatening messages
- (6) Transmission of computer viruses
- (7) Interfering with normal operation of the University's computing system
- (8) Unauthorized duplication of software or other violation of copyright laws
- (9) Unauthorized access to or unauthorized, mischievous or malicious use of University's computer equipment, networks or electronic communication devices, or the use of such equipment or devices to gain unauthorized access to and/or use of, off-campus computer equipment

### 15.3 Participant Moodle Account

UMT-LMS (Moodle) is an Open Source Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). All participants and faculty members shall have access to Moodle and are expected to utilize it.

If you are facing any problem using Moodle, please email at [lms.support@umt.edu.pk](mailto:lms.support@umt.edu.pk)

## **16. Learning Resource Center (LRC)**

UMT supports its academic programs and research initiatives through a fully automated library, on-site collections and a variety of online services. UMT library is an indispensable source of information and is one of the finest working libraries in Pakistan. The number of corporate clients and alumni who continue to use its services on a regular basis testifies to the quality of UMT library. Experienced library professionals and staff members always assist the users with the library's comprehensive information and research materials. The integrated library system facilitates lending, reference and information services and also offers a comprehensive service portfolio for the participant, faculty and researchers. Library services are supported through a dedicated line which provides participant access to periodicals, databases, online searching and browsing.

### **16.1 Information and Orientation Sessions**

Regular library orientation sessions are held to enhance information-handling skills of the library users and also to increase the effectiveness of research.

### **16.2 Timing and Access**

Except for designated official holidays, the library is open six days a week from 0800 hrs to 2100 hrs for participants with a valid UMT Identification Card.

### **16.3 General Rules**

Library participants are expected to observe the following rules while using the library facilities. Any violation may incur disciplinary action.

- Leave your personal belongings (bags, briefcases, handbags etc.) at the library entrance
- Take care of your belongings as library disclaims any responsibility for loss or damage
- Keep your cell phones on silent mode/switch off within library premises
- To make the library environment more conducive for reading and research; gossiping, cell phone calls, sleeping, eating, drinking, smoking, chatting, and disturbing the order of the library furniture is strictly prohibited
- Submit library material(s) for inspection, if requested
- Underlining, marking, folding and tearing pages of library materials is prohibited
- Leave the library materials on tables after consulting/reading
- Observe IPC rules while using library computing facilities
- Library membership could be suspended or canceled along with a penalty in the following cases:
  - Nonpayment of library fine(s)
  - Theft of library material(s)
  - Nonpayment of damage fine
  - Not returning the temporary issued material within due time
  - Any kind of disturbance in library
  - Misconduct with the library staff

- Breaching of established library rules and norms
- Photocopying facility is available in the library within copyright provisions
- Participant may get a photocopy card from the library circulation desk for Rs.60/- that is valid for 40 copies

## 16.4 Borrowing Rules

All registered members with a valid UMT ID are entitled to borrow library materials. The borrowing privileges may differ depending upon the membership category. The borrowing privileges for different membership categories are:

Category	Borrowing Privileges	Time Period
Undergraduate Programs	4	14 days
Graduate Programs	6	14 days

- Valid UMT Identification Card is necessary to borrow library's material
- Books borrowed by any individual can be reserved
- Reserved books may be collected within 3 days from the circulation desk
- Book(s) borrowed by any individual can be renewed for a period of 14 days as long as the same is not reserved by another patron
- Non-circulating materials such as reference books, CAD collection, CD-ROMs, annual reports, current journals, journals and newspaper archives, audio/video materials, text books, and research projects cannot be borrowed
- Non-circulating materials can only be used within the library
- Any of the borrowed library's material is subject to recall as and when needed by the library
- If the participant misplaces any material of the library, he/she should immediately report the incident to the circulation desk to avoid overdue fines
- Any material of the library if not returned within 30 days after the due date shall be considered as lost

## 16.5 Library Fines

Certain fines are charged for overdue (not returned on time) library materials. This is an effort to provide participants an equal opportunity to make use of the library's material and to maximize sharing of library's collections.

- Overdue fine is charged from the first overdue date/day
- Overdue fine on general books would be Rs.10/- per book per day
- Overdue fine on temporarily issued materials would be Rs.50/- per hour
- Loss of library's material would be charged three times the current price OR replacement of the material(s) with Rs.100/- additional as processing charges
- Rs.5000/- in addition to the current price would be charged in case of stealing the library's material
- In case of any disciplinary violations Rs.200/- would be charged for the first violation and Rs.500/- for second violation. In case of repeated violations, the issue may be referred to the concerned disciplinary committee

## 17. Participant Grievance Procedure

**Purpose:** The Participant Grievance Procedure is available to any UMT participant(s) who seeks to resolve any grievance involving an alleged violation directly affecting that participant, by any member of the University's community while acting in an official capacity (e.g. faculty member, administrator, staff member) of any of the written policies of the University or the school in which the participant is enrolled.

### Phase One: Attempt to Resolve the Matter through Informal Resolution

1. **Direct Discussion:** Participant wishing to grieve an alleged violation of the University's policies shall first contact, within twenty (20) working days of any occurrence giving rise to the grievance or the time they could reasonably have learned of such occurrence, the person responsible for the matter being grieved (the respondent) and attempt to resolve the grievance informally.
2. **Informal Mediation:** At the request of the grievant or respondent, the concerned Chairperson or Dean/Director shall arrange a meeting for the parties, attend the meeting(s) and attempt to aid in the resolution of the grievance.
3. **Advisement:** Participant uncertain about how to proceed may consult their Advisors who shall identify the appropriate person.

**Commented [FH1]:** Not sure if this is an official term used by the university which is why it has not been changed

### Phase Two: Formal Review

(If the matter is not resolved in Step One)

1. **Filing of a Written Complaint:** If the grievance is not resolved informally within fifteen (15) working days after the grievant contacted the appropriate person directly, to attempt an informal resolution, a participant may obtain review by submitting a written complaint to the Office of the Rector, the Office of the Registrar and the respondent. The letter must be sent within twenty (20) working days of the first direct contact that the grievant had with the respondent (person he/she felt to be responsible for the situation). In his/her letter of complaint, the grievant must include the following:
  1. The specific written University policy that allegedly has been violated
  2. A description of the facts and evidence supporting the alleged violation
  3. A description of the redress that the grievant seeks

### Appointment of the Ombudsman and the Dispute Resolution Board:

The Board shall be convened by the Rector in conjunction with the Registrar and shall be chaired by the Ombudsman (appointed by the Rector). The Board shall include the Dean or Director of the concerned school or institution, Chairperson of the Department which offers the program the participant is enrolled in, the participant(s) faculty advisor(s), Head OHR and one other faculty member as appointed by the Rector.

The Dispute Resolution Board shall:

4. Meet with the complainant
5. Meet with other persons as he/she shall deem appropriate for the purpose of ascertaining the facts and attempting to resolve the complaint

Render a written report on the merits of the matter to the grievant, the respondent, and the Rector.

### **Phase Three:**

**Decision by the Rector:** Based on the written report by the Dispute Resolution Board, the Rector shall take appropriate action concerning the dispute.

### **Notice of Non-Discrimination**

UMT is committed to providing a working, learning and living environment, free from discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members.

### **Disability Services**

Disability Services facilitates equal access for participants with disabilities by coordinating accommodations and support services, cultivating a campus culture that is sensitive and responsive to the needs of each participant. Participants seeking accommodation or support services from the Disability Services are required to register with the Office of Campus Management and Services (South side main building).

### **TA/RA Code of Conduct:**

Participant appointed as Teacher Assistant (TA) or Research Assistant (RA) should act in an ethical and professional manner. They should not by any means abuse their position and indulge in unfair activities. TA/RA's should:

- Mark and grade with consistent and transparent standards
- Respond to emails timely and keep copies of communication
- Be aware of ethics of behaviour outside of the classroom
- Give constructive criticism on sensitive matters or to sensitive participants professionally
- Ensure discussion groups are inclusive
- Show up to all lectures and take notes, if appropriate
- Maintain professional distance
- Respect confidentiality of participant
- Have integrity
- Respect diversity
- Treat participants with respect
- Acknowledge boundaries

Be fair, equitable and must not practice favouritism

## 18 Relationship between Participant and Faculty/Staff:

The University considers that close, intimate and/or exclusive relationship between faculty/staff and the participant whom they teach, assess or are otherwise responsible for, raise serious questions of conflict of interest, trust and confidence and dependency in working relationships and of equal treatment in teaching, learning, selection, assessment and research. There is a danger that such relationships exploit the relationship of authority and trust that is inherent in the relationship between members of the staff and participants. Amorous relationships and relationships which demonstrate disrespect for others or lack professionalism in interpersonal conduct between faculty/staff members and participants are strictly prohibited. Although there is inevitably a subjective element in the witnessing or experiencing of such behaviours, certain actions are clearly inappropriate and shall not be tolerated by the university. These include, but are not limited to, the following:

- Unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or the threat of the same
- Meetings after official hours in office, inviting participant(s) to office without any academic reasons
- Exchange of personal information, such as phone numbers, pictures, personal email ID's
- Be-friending on social media (including but not limited to: Facebook, Twitter, Instagram, Snapchat, Messengers, Myspace, Google+, WhatsApp, Viber
- Communications done via any means other than the university issued email IDs, or designated Class Representatives (CRs) are strictly prohibited;
- Social gatherings outside the university premises, at homes, hostels, cafes, restaurants, parks, etc.
- Sexual harassment (including romantic relationships between teachers and learners in which the teacher has authority over the learner's academic progress) or harassment based on age, gender, race, ethnicity, national origin, religion, disability or sexual orientation
- Loss of personal civility including shouting, personal attacks or insults, displays of temper (such as throwing objects)
- Discrimination of any form in teaching and assessment based upon age, gender, race, ethnicity, national origin, religion, disability or sexual orientation
- Request others to perform inappropriate personal errands unrelated to the didactic, investigational or clinical situation at hand
- Grading/evaluation on factors unrelated to performance, effort or level of achievement
- Unnecessary delay in posting of grades or evaluation of assessments

### Sexual Misconduct

In case Sexual Misconduct occurs, participants can follow the instructions given below:

#### A. If assault occurs:

- i. Exit the situation and seek safety. If needed, call OSSV or police to assist by dialling OSSV contact number or 15
- ii. Seek prompt medical attention, preferably at on-campus medical unit or the closest hospital to you if you are outside of the UMT area. It is essential that survivors of sexual assault receive medical treatment and support as soon as possible. The sooner a sexual assault is reported, the easier it is to collect valuable evidence, regardless of desire to use the evidence to pursue any type of legal or judicial action
- iii. Evidence collection is most effective within 72 hours. To facilitate evidence collection, the survivor:



- a. Should not bath
- b. Should not urinate
- c. Should not drink any liquids
- d. If oral contact has occurred, the victim should not smoke, eat or brush teeth, and
- e. The survivor should not change clothes. If clothes have been changed, soiled clothes should be placed in a paper bag (plastic destroys crucial evidence) separating items to prevent contamination

**B. If harassment occurs:**

- i. Exit the situation and seek safety. If needed, contact OSSV or the police to assist by dialling OSSV contact number or 15
- ii. If possible, clearly explain to the person causing the harassment that the conduct ceases immediately

Participants may resolve their grievances via the Participant Grievance Procedure.

## **19 On-Campus Participant (Participant) Counseling Service (Participant counselor):**

**Commented [FH2]:** The brackets are confusing

The Counseling Services staff provides participants with a safe place to express their thoughts and feelings and manage the stresses of university life. All sessions are completely confidential. Such participants can get the appointment via email at shaheen.firdous@umt.edu.pk to contact Ms. Shaheen Firdous. Her office is located in Admin Building (Level-2), OPA (Office of Participants Affairs).

### **Social Media Policy:**

Although UMT does not officially monitor participant's online activity, violations of the Participant Code of Conduct or official UMT policy that are brought to the administration's attention shall be acted on accordingly.

### **Wi-fi Access:**

Wi-fi access is available in the Library and every UMT building.

### **Career Services (OCLP):**

**The Office of Corporate Linkages and Placements supports current participants, prospective participants and alumni through a wide array of career education services and resources. Contact information is mentioned above.**

## **20 Emergency Communications:**

UMT uses an emergency response communication system, to immediately inform the campus community of emergency situations as well as cancellations and closures caused by severe weather.

Participants shall receive text messages, phone calls and/or e-mails immediately as news pertaining to any form of emergency situation. In order to receive these updates, participants must provide the updated information to PRS by submitting the information update form available at the University photocopier.

### **Emergency Phone Numbers/Helplines:**

Emergency Phone Numbers/Helplines are displayed in every classroom, lab, and common room on-campus. In addition, they are displayed in corridors and halls. List of emergency numbers is also annexed to this handbook.

### **Terrorism or Suspicious Activity On-Campus:**

#### **Report Suspicious Activity**

If you see something suspicious or if you receive information that may indicate that the campus may be targeted for terrorist activity, notify OSSV Department immediately. Please note, your safety comes first, therefore, DO NOT:

- Ignore your instincts
- Take direct action
- Confront the individual

If you become aware of suspicious activity, DO:

- Call 15 and 1122 if there is a life-threatening situation
- When reporting suspicious activity, it helps to give the most accurate description possible
- Notify the OSSV Department as soon as possible and describe the activity you observed:
  - Brief description of the activity
  - Date, time and location of the activity
  - Physical identifiers of anyone you observed
  - Descriptions of vehicles
  - Information about where people involved in suspicious activities may have gone
  - Your name and contact information (optional)

### **Lockdown Procedures:**

In the event of a severe threat to safety it may be necessary to “Lockdown” the Campus to protect occupants and minimize the overall exposure to danger. Notice of a “Lockdown” shall be broadcast over the Campus Alerting System which consists of P/A speakers in the hallways, Desktop Alerts and SMS Text Alerts. If you hear a Lockdown Message take the following immediate action:

- Get to a safe place out of hallways or common areas
- Close and lock the door
- Move away from doors and windows
- Sit on the floor or crouch behind desks and be quiet
- Put cell phones or devices that generate noise on silent mode
- Do NOT answer the door
- Do not evacuate until contacted by Lahore Police or until you receive specific directions over the P/A system
- In case of a medical or other emergency during a Lockdown call 15 or 1122

### **Healthcare Information:**

A physician or nurse practitioner is available on-campus to provide clinical evaluation, treatment of minor illnesses and injuries and evaluation and referral for more serious illnesses and injuries. Participants do not incur any additional costs for their visits.

### **Disclosure of Contagious Disease:**

Participants suffering from a contagious disease need to inform the PRS and the Medical Unit immediately of the disease once they are diagnosed. They would also need to provide details of every person they may have come in contact with, of sufficient degree to pass the disease, within UMT premises. The information thus provided shall be confidential and shall only be disclosed for medical purposes and as far as possible, the identity of the participant shall be protected.

The following diseases are considered contagious under this rule. The list may be amended.

- Tuberculosis (TB)
- Hepatitis

List of infectious diseases provided at WHO website:

[http://www.who.int/topics/infectious\\_diseases/factsheets/en/index.html](http://www.who.int/topics/infectious_diseases/factsheets/en/index.html).

### **Submission of Health Records:**

**All newly admitted participants need to submit their complete information at the Office of Participant Relation Management in the health record form available at University photocopy shop.**

## **21. Submission of Immunization Records:**

All newly admitted participants (graduate, undergraduate and transfers) must provide evidence of vaccination with two doses of the combined MEASLES (RUBEOLA), MUMPS, RUBELLA (MMR) vaccine, if not immune by history of disease or laboratory titer. They also need to provide evidence of immunization of the following: Polio; Diphtheria (Dpt), Whooping Cough, Tetanus; Meningococcal Meningitis, Tetanus Booster (most recent).

The evidence needs to be provided to the Office of Registrar before the commencement of classes.

## **Dining/Cafeteria Services:**

A café operates at Main Building, offering tea, coffee, meals, snacks and more from 9:00 am till 9:00 pm. In addition to this, tuck shops, are operative on 2<sup>nd</sup> Floor, Library Building and a Juice Corner behind the main Building, near photocopy shops.

## **Bookstore/Photocopying Services:**

Multiple photocopy shops operate in UMT. They provide photocopy, printing and binding services to participants throughout the semester at affordable rates.

## **Banking Facilities:**

ATMS are located at two locations on campus. Ground floor (North side) and Ground floor (south side), Main Building. In addition, a branch of Habib Bank Limited (HBL) is operative on-campus (Bank Building, Ground Floor).

## **Religious and Spiritual Life:**

A Jamia Mosque is established on-campus, where Jummah prayers and Eid prayers are held, in addition to Jammah prayers five times a day. UMT welcomes participants from all religious backgrounds. Participants from different religious backgrounds are free to follow their religious practices on-campus.

## **Confidentiality of Participant Records:**

With the exception of limitations herein stated, UMT permits any participant, presently or previously enrolled, access to her/his official records created during her/his period of enrolment. The creation and maintenance of participants' records are based upon recommended practices and except for the permanent academic transcript, records are destroyed periodically.

## **Missing Participant Procedure and Notification:**

If a member of UMT has reason to believe that a participant is missing, they should immediately notify OSSV and the concerned program director. All possible efforts shall be made to locate the participant to determine their state of health and well-being through collaboration with OSSV, the Office of Registrar and other offices as appropriate. Concurrently, UMT officials shall endeavor to determine the participant's whereabouts through

contact with friends, associates and/or employers of the participant. If not located within 24 hours of receiving the initial report, notification of the missing participant's biological and physical information shall also be provided to other law enforcement agencies to help locate the participant. In accordance with UMT's Missing Participant Procedure and Notification Policy, each participant is required to identify the specific person whom UMT should contact within 24 hours of determining that the participant is missing.

## 22. Services Fee Structure

Serial #	Name of Document	Normal Fee (PKR)	Urgent Fee (PKR)
1	Issuance of Participant Reference Letters except Internship Letters	100/-	500/-
2	Issuance of Duplicate ID Card	500/-	NA
3	Issuance of No Objection Certificate (NOC)	1000/-	1500/-
4	Registration of Independent Study	10000/-	NA
5	Program Change (from old program to new program for first time)	15000/-	NA
6	Program Change (from old program to new program for second time)	25000/-	NA
7	Semester freeze after first week of classes and before midterm examination	5000/-	NA
8	Progress Report (complete)	500/-	NA
9	Urgent Degree	NA	6000/-
10	Duplicate Final Transcript (UMT/ILM)	6000/-	NA
11	Duplicate Degree	6000/-	NA
12	Verification of FT/Degree (UMT/ILM) up to 5 sets	500/-	NA
13	Current Semester Progress Report	Free	NA
14	Each Semester Progress Report other than the Current Semester	50/-	NA

15	Convocation Registration Fee	9000/-	NA
16	Convocation Late Registration Fee as Decided by the Convocation Committee	--	--
17	Bonafide/English Proficiency Letter Issuance Fee	200/-	500/-

It is the participant's responsibility to remain up-to-date about all the rules and regulations of the University. He/she must read carefully the Participant Handbook that is available on the following web link: <https://www.umt.edu.pk/org/Academics-and-Academic-Affairs/Participant-Handbook.aspx>

The University reserves the rights to alter, add and/or withdraw any policy without prior information. However, all such changes shall be posted on the website in the relevant section of the Participant Handbook.

**Acknowledgement**

I have read and understood the details given in the Participant Handbook and agree to abide by the rules and regulations.

Participant’s Name\*: ..... Participant’s ID Number.....

Participant’s Signature\*: ..... Date: ...../...../.....

Parent/Guardian’s Signature: ..... Date: ...../...../.....

**Please submit this form to the Office of Registrar after signatures.**